

**CITY OF OWOSSO  
REGULAR MEETING OF THE CITY COUNCIL  
MONDAY, MARCH 21, 2016  
7:30 P.M.**

**Meeting to be held at City Hall  
301 West Main Street**

**AGENDA**

**OPENING PRAYER:**

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:**

**APPROVAL OF THE AGENDA:**

**APPROVAL OF THE MINUTES OF REGULAR MEETING OF MARCH 7, 2016:**

**ADDRESSING THE CITY COUNCIL**

1. Your comments shall be made during times set aside for that purpose.
2. Stand or raise a hand to indicate that you wish to speak.
3. When recognized, give your name and address and direct your comments and/or questions to any City official in attendance.
4. Each person wishing to address the City Council and/or attending officials shall be afforded one opportunity of up to four (4) minutes duration during the first occasion for citizen comments and questions. Each person shall also be afforded one opportunity of up to three (3) minutes duration during the last occasion provided for citizen comments and questions and one opportunity of up to three (3) minutes duration during each public hearing. Comments made during public hearings shall be relevant to the subject for which the public hearings are held.
5. In addition to the opportunities described above, a citizen may respond to questions posed to him or her by the Mayor or members of the Council, provided members have been granted the floor to pose such questions.

**PROCLAMATIONS / SPECIAL PRESENTATIONS**

1. Curwood Statue Presentation. Official presentation of the James Oliver Curwood statue to the City of Owosso by its creator Nathan Leslie.
2. Plunge for Parks Awards. Parks & Recreation Chairman Michael Espich will present awards to those who participated in the Plunge for Parks event for the top fund raiser, most original jump and best costume.

**PUBLIC HEARINGS**

1. Repeal of Soil and Erosion Control Ordinance. Conduct a public hearing to receive citizen comment regarding the proposal to repeal Chapter 27, Soil Erosion and Sedimentation Control, of the Code of Ordinances of the City of Owosso, at the direction of the Michigan DEQ.

**CITIZEN COMMENTS AND QUESTIONS**

**CITY MANAGER REPORT**

**CONSENT AGENDA**

1. Special Assessment District No. 2016-01. Authorize Resolution No. 4 setting a public hearing for Monday, April 4, 2016 to receive citizen comment regarding Special Assessment District No. 2016-01 for Gould Street, from Main Street to Corunna Avenue for resurfacing.
2. Boards and Commissions Appointments. Approve the following Mayoral Boards and Commissions appointments:

<b>Name</b>	<b>Board/Commission</b>	<b>Term Expires</b>
Craig Weaver*	Planning Commission	06-30-2019
Kent Telesz*	Zoning Board of Appeals	06-30-2019
Jon Moore	DDA / Main Street Board – filling unexpired term of A. Kraus	06-30-2016
Jon Moore	DDA / Main Street Board	06-30-2019
Dianne Acton	Downtown Historic District Commission - filling unexpired term of J. Eaton	06-30-2016
Dianne Acton	Downtown Historic District Commission	06-30-2019

3. Curwood Festival Permission. Consider approval of the application from the Curwood Festival for use of various parking lots and streets from June 1, 2016 through June 6, 2016 for conduct of the annual Curwood Festival and authorize Traffic Control Order No. 1348 formalizing the action.
4. Warrant No. 520. Authorize Warrant No. 520 as follows:

<b>Vendor</b>	<b>Description</b>	<b>Fund</b>	<b>Amount</b>
William C. Brown, P.C.	Professional Services- February, 9, 2016 – March 14, 2016	General	\$ 10,149.36
Logicalis, Inc.	Networking engineering- February 2016	General	\$ 6,272.00

**ITEMS OF BUSINESS**

1. Amend Resolution No. 20-2016 – Osburn Lakes Subdivision Lot Prices. Consider amendment of Resolution No. 20-2016 originally approved March 7, 2016 setting prices and other conditions for lots in the Osburn Lakes Subdivision.
2. Revised MDOT Cost Agreement - North Street Road Improvements. Consider execution of a Cost Agreement with MDOT for road improvements on North Street over Corlett Creek (postponed from the March 7, 2016 meeting for revision).
3. Grant Application – Skate Park. Consider applying for a Michigan DNR Land and Water Conservation Fund Grant to assist in the refurbishment of the Skate Park.
4. Grant Application – Curwood Castle Park. Consider applying for a DNR Recreation Passport Grant for improvements to Curwood Castle Park.
5. Shiawassee River Trail aka James Miner Riverwalk – Intergovernmental Maintenance Agreement. Consider execution of an intergovernmental agreement between Owosso Township, the City of Owosso, and the City of Corunna governing the joint maintenance and improvement of the Shiawassee River Trail aka James Miner Riverwalk.
6. Change in Regular Meeting Time. Consider changing the meeting time for regular meetings of the City Council from 7:30 p.m. to 6:30 p.m.

7. Authorization for Executive Session. Consider holding executive session after the last session of Citizen Comments & Questions for the purpose of consulting with its attorney regarding trial or settlement strategy in connection with specific pending litigation.

### **COMMUNICATIONS**

1. Building Official. February 2016 Building Department Report.
2. Building Official. February 2016 Code Violations Report.
3. Kevin D. Lenkart, Public Safety Director. February 2016 Police Report.
4. Kevin D. Lenkart, Public Safety Director. February 2016 Fire Report.
5. Planning Commission. Minutes of February 2, 2016.
6. Historical Commission. Minutes of February 8, 2016.
7. Downtown Historic District Commission. Minutes of February 17, 2016.
8. Retirement Board. Minutes of February 24, 2016.

### **CITIZEN COMMENTS AND QUESTIONS**

#### **EXECUTIVE SESSION** (if authorized)

#### **NEXT MEETING**

Monday, April 04, 2016

#### **BOARDS AND COMMISSIONS OPENINGS**

Board of Review – term expires December 31, 2020  
Building Board of Appeals – Alternate - term expires June 30, 2018

#### **ADJOURNMENT**

The City of Owosso will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon seventy-two (72) hours notice to the City of Owosso. Individuals with disabilities requiring auxiliary aids or services should contact the City of Owosso by writing, calling, or emailing the following: Owosso City Clerk's Office, 301 West Main Street, Owosso, MI 48867; Phone: (989) 725-0500; Email: [city.clerk@ci.owosso.mi.us](mailto:city.clerk@ci.owosso.mi.us). The City of Owosso Website address is [www.ci.owosso.mi.us](http://www.ci.owosso.mi.us).

**CITY OF OWOSSO  
REGULAR MEETING OF THE CITY COUNCIL  
MINUTES OF MARCH 7, 2016  
7:30 P.M.**

**PRESIDING OFFICER:** MAYOR BENJAMIN R. FREDERICK

**OPENING PRAYER:** MAYOR BENJAMIN R. FREDERICK

**PLEDGE OF ALLEGIANCE:** TY KRAUSS  
NORTHERN MICHIGAN UNIVERSITY STUDENT

**PRESENT:** Mayor Benjamin R. Frederick, Mayor Pro-Tem Christopher T. Eveleth, Councilpersons Michael O’Leary, Burton Fox, Loreen F. Bailey, and Elaine M. Greenway.

**ABSENT:** Councilperson Robert J. Teich, Jr.

**APPROVAL AGENDA**

Motion by Mayor Pro-Tem Eveleth to approve the agenda with the following changes:

– **Remove**

**PROCLAMATIONS / SPECIAL PRESENTATIONS**

1. Plunge for Parks Awards.

– **Add**

**STUDENT REPRESENTATIVE REPORT**

– **Postpone**

**CONSENT AGENDA**

3. MDOT Cost Agreement No. 16-5000 for North Street Road Improvements

Tentative discussion date of March 21, 2016, due to budget cost.

Motion supported by Councilperson Greenway and concurred in by unanimous vote.

**APPROVAL OF THE MINUTES OF REGULAR MEETING OF FEBRUARY 16, 2016**

Motion by Mayor Pro-Tem Eveleth to approve the Minutes of the Regular Meeting of February 16, 2016 as presented.

Motion supported by Councilperson Greenway and concurred in by unanimous vote.

**APPROVAL OF THE MINUTES OF SPECIAL MEETING OF FEBRUARY 20, 2016**

Motion by Councilperson Fox to approve the Minutes of the Special Meeting of February 20, 2016 with the following revision, by Attorney William Brown:

~~It was agreed the properties to be auctioned would first be listed for sale by a local realtor~~ **The council resolves to auction property, but only with the seller's final approval.**

Motion supported by Councilperson Bailey and concurred in by unanimous vote.

### **STUDENT REPRESENTATIVE REPORT**

**Owosso High School.** Owosso High School student representative Natalie Taylor provided an update on recent events at the school.

### **PUBLIC HEARINGS**

None.

### **CITIZEN COMMENTS AND QUESTIONS**

Scott Idle (property owner) – 208-214 W. Exchange Street – Mr. Idle submitted plans to the Building Department on February 11, 2016 for On Cue Billiards which were approved by the City's Interim Building Official then subsequently denied approximately one week later when the new Building Official came on board. There was confusion as to whether the project could proceed or was under a stop-work order. Mr. Idle found this all very disheartening. His goal is to bring business to Owosso, and he does not feel the current staff is working with him. He states he is not fighting code – he has conceded to bring the building up to the current building code, but as a business owner and investor in the city of Owosso, Mr. Idle wants to work *with* the city... not work against it.

Mark Hanna (property owner) – 220 W. Main Street – Mr. Hanna commented on the difficulties he has been having with the Building Department in regard to his plans to make some changes to his building. Mr. Hanna is estimating the cost of repairs required by the Building Official to be about a \$40,000 investment. The rents Mr. Hanna is able to charge in Owosso are not sufficient to support the cost associated with the required building renovations. Mr. Hanna questioned how the leadership within the city of Owosso could strictly stick to code and not provide a balance. He suggested that instead of creating a list of things that could be done to our older buildings, create a list of exceptions to those things, because that would be a service to the community.

Tom Manke (Owosso Township) – Friends and Community News & Views – Mr. Manke has heard from two other business owners within the city of Owosso that have had the same type of problems the other two property owners that spoke tonight have had. Mr. Manke thought the Council did the hiring for the Building Official position, and he inquired why he cannot find meeting minutes where the Council hired this Building Official. Mr. Manke referred to the current and the last building officials as “carpetbaggers”, “interlopers” that cause problems, and then move on.

Eddie Urban – 601 Glenwood Avenue – Mr. Urban questioned the early start time of last council meeting stating that he felt the special meeting time was not publicized well. He said he missed the meeting, as the exact time of special meeting was not publicized. Mr. Urban then inquired whether the auxiliary aids for the hearing impaired were fixed yet, as they had been out of service for about a year. Mr. Urban also commended the DPW for the snow plow route for the year.

### **COUNCIL COMMENTS**

Mayor Benjamin R. Frederick – Stated that the City Council hires the City Manager, and the City Manager is, and always has been, in charge of hiring all department heads and staff within the City. That is our Council/Manager form of government.

Mayor Frederick inquired whether Mr. Hanna has pursued his issues with the Building Board of Appeals at this time. Mr. Hanna responded he had not, but is aware that avenue is available. He was hoping to resolve issues with management. Mayor Frederick explained the building code's purpose is not financial, but safety driven. The two then went on to discuss the issuance of Hanna's 2002 occupancy permit and whether he obtained a permit for work done to the lighting. It was noted there is currently no record of an electrical permit for the 60+ can lights in place, and in question.

City Manager Donald D. Crawford was asked for any updates regarding the project underway at Scott Idle's building. He indicated that as of the close of business Friday, there had not been any communication or revised plan updates from the architect regarding the design. Today, revised plans were submitted by Jeff Peltier and subsequently approved by the Building Official. Community Development Susan Montenegro added that the Building Department had been waiting for the revised plans from the architect causing the delay.

Councilperson Fox – Stated that the conflict between the Interim Building Official and the newly hired Building Official regarding their approval and denial of the same plans puts the City Council in a bad spot. He agreed with Mr. Idle saying he feels it changes day-by-day what someone can do and build in the City. He said he wants to see the City prosper, and not deter business investors and tenants from opening businesses in Owosso.

Mr. Crawford stated he has not been involved in this case from the beginning and is not sure how the original plans submitted in February may have changed up until this point causing the conflict between the two inspectors.

Mayor Frederick inquired whether there is a list of items that should take precedence and be remediated before a business can operate, while other items can be remediated after a temporary certificate of occupancy has been issued. He said would like to see the City partner with business owners, and not serve only a regulatory role. He would like to explore the option of issuing a temporary certificate of occupancy, when building issues are not a life safety issue.

Councilperson O'Leary – Mr. O'Leary indicated he was a building official for twenty-five years. He said the building code is State law and staff at the City level have no control over it. He went on to opine that from the submitted documentation, it appears the current building official is spot on in his judgments and the issues in question need to go to the Building Board of Appeals.

Councilperson Bailey – Asked if the issues are not safety related, could a business move forward and correct the issues later? She said she appreciated the inquiry regarding issuing a temporary certificate of occupancy.

Mayor Pro-Tem Eveleth – Indicated he would like City staff to pursue issuing a temporary certificate of occupancy for Mr. Idle's building.

### **CITY MANAGER REPORT**

City Manager Crawford detailed the latest Project Status Report. Mr. Crawford asked Public Safety Director Kevin Lenkart if the new ambulance went in to operation today. Chief Lenkart replied the ambulance had to be inspected by the state before it could be used.

In relation to the Cargill, Inc. project and rumors of a requested tax abatement, Mr. Crawford stated that if any tax abatement is requested by Cargill, the request would have to be approved by City Council.

### **CONSENT AGENDA**

Motion by Councilperson Bailey to approve the Consent Agenda as follows:

**Boards and Commissions Appointments** - Approve the following Mayoral Boards and Commissions appointments:

<b>Name</b>	<b>Board/Commission</b>	<b>Term Expires</b>
Julie Omer	L DFA/Brownfield Authority (filling unexpired term of M. Erickson)	06-30-2016
Julie Omer	L DFA/Brownfield Authority (full term)	06-30-2020
Carolyn Ebert	Owosso Historical Commission (filling unexpired term of R. Dean Ebert)	12-31-2016

**Amendment to Standard Lighting Contract with Consumers Energy** - Approve change to the Standard Lighting Contract with Consumers Energy, adding a streetlight at 917 George between Henry Street and Fredrick Street as follows:

**RESOLUTION NO. 12-2016**

**AUTHORIZATION FOR CHANGE IN STANDARD LIGHTING CONTRACT**

Consumers Energy Company is hereby authorized as of March 7, 2016, by the City of Owosso, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the City of Owosso, dated October 1, 2013.

Number of Luminaires	Nominal Watts	Luminaire Type	Fixture Style	Install/ Remove	Location
1	100W	HPS	Cobrahead	Install	917 George Street

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated October 1, 2013, shall remain in full force and effect.

Resolved, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the City of Owosso, dated October 1, 2013, in accordance with the Authorization for Change in Standard Lighting Contract approved March 7, 2016, heretofore submitted to and considered by this Council; and

Resolved, further, that the Mayor and City Clerk be and are authorized to execute such authorization for change on behalf of the City.

**MDOT Cost Agreement No. 16-5000 for North Street Road Improvements** – This item was postponed to a future meeting.

**Bid Acceptance & Contract Approval for Pyramid Paving Company** – Accept the bid from Pyramid Paving Company, Saginaw MI for the resurfacing of Gould Street, and approve a contract as follows:

**RESOLUTION NO. 13-2016**

**AUTHORIZING THE EXECUTION OF A CONTRACT & CHANGE ORDER NO. 1 WITH  
PYRAMID PAVING AND CONTRACTING CO. AKA PYRAMID PAVING CO.  
FOR THE RESURFACING OF GOULD STREET**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has determined that it is in the best interest of the public to resurface Gould Street, from M-71 (Corunna Ave) to M-21 (Main St); and

WHEREAS, the city has signed a cost sharing agreement with the Michigan Department of Transportation to facilitate undertaking of the project; and

WHEREAS, the city of Owosso sought bids for the Gould Street Resurfacing Project and a bid was received from Pyramid Paving and Contracting Co. aka Pyramid Paving Co. and it is hereby determined that Pyramid Paving Co. is qualified to provide such services and that it has submitted the lowest responsible and responsive bid; and

WHEREAS, subsequent to receiving the bids the City of Owosso sought to negotiate better terms for the cold milling of pavement.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

FIRST: The City of Owosso has heretofore determined that it is advisable, necessary and in the public interest to employ Pyramid Paving and Contracting Co. aka Pyramid Paving Co. for the Gould Street Resurfacing Project.

SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached as Exhibit A, Contract for Services Between the city of Owosso, Michigan and Pyramid Paving Co. in the amount of \$521,827.54.

THIRD: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached as Exhibit B, Amendment No. 1 to the Contract for services between the City of Owosso, Michigan and Pyramid Paving Co. in the amount of (\$13,035.00) (decrease). This change results in a revised contract amount of \$508,792.54

FOURTH: The accounts payable department is authorized to pay Pyramid Paving Co. for work satisfactorily completed on the project up to the revised contract amount.

FIFTH: The above expenses shall be paid from the 2010 Unlimited Obligation Bond Proceeds Account and other funds as appropriated.

**Donation of Fire House Trailer** - Authorize donation of the Fire Department "Fire House Trailer" to the Shiawassee County Firefighters Association for complete refurbishment and future scheduled access by the City of Owosso as follows:

#### **RESOLUTION NO. 14-2016**

#### **RESOLUTION APPROVING DISPOSITION OF CITY-OWNED PERSONAL PROPERTY ROYAL CARGO TRAILER, AKA "FIRE HOUSE TRAILER" TO THE SHIAWASSEE COUNTY FIREFIGHTERS ASSOCIATION**

WHEREAS, the city of Owosso is the owner of a Royal Cargo trailer which has been used as the "fire house trailer;" and

WHEREAS, the trailer is in disrepair and the cost of repair is \$12,000, which far exceeds its value; and

WHEREAS, the Shiawassee County Firefighters Association has agreed to rehabilitate and repair the trailer and make it available to area fire organizations.

NOW THEREFORE BE IT RESOLVED by the city council of the city of Owosso, Shiawassee County, Michigan that:

FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to dispose of the Royal Cargo trailer which has been used as the "fire house trailer."



SECOND: The best method of disposing of the Royal Cargo trailer is to donate the trailer and transfer or assign the title to the Shiawassee County Firefighters Association.

THIRD: The city clerk and /or any other city official are instructed and authorized to sign the necessary documents to transfer or assign the title of the Royal Cargo trailer to the Shiawassee County Firefighters Association.

**Authorization and Approval to Amend the Professional Service Agreement with Orchard, Hiltz, and McCliment (OHM)** - Amend Addendum No. 1 to the professional services agreement with OHM Advisors concerning Task No.5 of the SAW Grant Wastewater Asset Management Plan to allow for the televised inspection of 100% of the sanitary sewer system, additional heavy cleaning, and for OHM to subcontract with Red-Zone Robotics to perform said work with no increase in the overall project budget as follows:

**RESOLUTION NO. 15-2016**

**AUTHORIZING AMENDMENT NO. 1 TO ADDENDUM NO. 1 TO THE  
APRIL 6, 2015 PROFESSIONAL SERVICES AGREEMENT WITH  
ORCHARD, HILTZ, AND MCCLIMENT  
AMENDING TASK 5, CLEANING AND TELEVISIONING**

WHEREAS, the City of Owosso entered into a professional services agreement, dated April 6, 2015, with Orchard, Hiltz, and McCliment for engineering services as they relate to the SAW Grant for the Sanitary Sewer Collection System; and

WHEREAS, Task 5 of Addendum No. 1 to the above stated contract details the steps involved in televising and cleaning a portion of the City's Sanitary Sewer Collection System; and

WHEREAS, new methods of televising and cleaning sewer lines have recently been developed and tested and the City wishes to avail itself of the new methods; and

WHEREAS, these new methods result in an overall cost savings allowing users to accomplish more without increasing the funding necessary for the project; and

WHEREAS, Task 5 of Addendum No. 1 must be amended to reflect the new methods and the portion of the System that can be analyzed and cleaned.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to amend the agreement with Orchard, Hiltz, and McCliment (OHM) for services as they relate to the SAW Grant Projects for the Sanitary Sewer Collection System, amending Task 5 increasing the portion of the Sanitary Sewer System that can be cleaned and televised and authorizing OHM to contract with Red-Zone Robotics for said cleaning and televising.

SECOND: The amendment shall be in the form of the attached Amendment No. 1 to Addendum No. 1 of the April 6, 2015 agreement with Orchard, Hiltz, and McCliment which details the services to be performed.

THIRD: The accounts payable department is authorized to make periodic payments to Orchard, Hiltz, and McCliment in an amount not to exceed \$488,260.00 upon satisfactory completion of said work or a portion thereof, with those expenses to be paid from the SAW Grant – Sanitary Sewer Collection System.

FOURTH: This amendment results in no change in the overall budget for tasks related to the SAW Grant.

**Authorization to Enter into a Services Agreement with Peerless Midwest Inc.** - Authorize the repair and overhaul of a one vertical turbine pump (one of five) at the wastewater treatment plant by Peerless Midwest Inc. in an amount not-to-exceed \$10,261.86.

**RESOLUTION NO. 16-2016**

**AUTHORIZING SERVICE AGREEMENT AND PAYMENT TO  
PEERLESS MIDWEST INC.  
FOR REHABILITATION OF ONE VERTICAL TURBINE PUMP  
AT THE WASTEWATER TREATMENT PLANT**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has budgeted from the Wastewater Plant Replacement Fund for the rehabilitation of a 100 HP vertical turbine pump in line with the plant's preventive maintenance program, and

WHEREAS, the pump has been pulled and inspected at a cost of \$3,200, which also includes re-installation, and determined to need replacement parts and rehabilitation as detailed on the February 25, 2016 proposal from Peerless Midwest Inc. in the amount of \$10,261.86; and

WHEREAS, the City Utilities Director has reviewed the proposal and verified the parts and work needed to restore the pump to full capacity, and recommends authorizing Peerless Midwest Inc. to perform the work with payment in an amount not to exceed \$10,261.86 upon satisfactory completion and re-installation.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to contract with Peerless Midwest for the rehabilitation and resetting of one vertical turbine pump at the Wastewater Treatment Plant.

SECOND: The accounts payable department is authorized to submit payment to Peerless Midwest Inc. in an amount not to exceed \$10,261.86 upon satisfactory completion of the work in accordance with their proposal dated February 25, 2016.

THIRD: The above expenses shall be paid from account no. 599-901-977000.

**First Reading & Set Public Hearing - Repeal of City's Soil and Erosion Control Ordinance** – Schedule a hearing for Monday, March 21, 2016 to receive citizen comment regarding the proposed repeal of the city's soil and erosion control regulation ordinance as follows:

**RESOLUTION 17-2016**

**FIRST READING & SETTING A PUBLIC HEARING REGARDING AN ORDINANCE TO REPEAL  
CHAPTER 27, SOIL EROSION AND SEDIMENTATION CONTROL  
OF THE CODE OF THE CITY OF OWOSSO**

WHEREAS, the city of Owosso has an ordinance designating the city of Owosso as the municipal enforcing agency responsible for the prevention of soil erosion and off-site sedimentation; and

WHEREAS, Part 91 of the Natural Resources and Environmental Protection Act (NREPA) requires municipal enforcing agencies to have certified staff to administer the program; and

WHEREAS, the City does not have staff certified to administer the program as a municipal enforcing agency pursuant to Part 91 of the NREPA; and

WHEREAS, counties are mandated by the state to act as enforcing agencies and Shiawassee County has agreed to assume responsibilities within the city's jurisdiction.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

SECTION 1. REPEAL. That Chapter 27, Soil Erosion and Sedimentation Control, of the Code of Ordinances of the City of Owosso, be repealed in its entirety.

SECTION 2. PUBLIC HEARING. A public hearing is set for Monday, March 21, 2016 at 7:30 p.m. for the purpose of hearing citizen comment regarding the proposed ordinance amendment.

SECTION 3. EFFECTIVE DATE. This amendment shall become effective twenty days after passage.

**Resolution Authorizing the Execution of an Agreement for Professional Engineering Services With Rowe Professional Services Company** – Approve a professional services agreement with Rowe Professional Services Company aka Rowe Engineering for Roadway Construction to serve Owosso Brownfield Redevelopment Authority District No. 8 as follows:

#### **RESOLUTION 18-2016**

#### **RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES WITH ROWE PROFESSIONAL SERVICES COMPANY (A MICHIGAN CORPORATION) FOR ROADWAY CONSTRUCTION TO SERVE OWOSSO BROWNFIELD REDEVELOPMENT AUTHORITY DISTRICT NO. 8**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, is considering the necessary road construction and public utilities to serve the proposed Cargill Animal Nutrition Facility; and

WHEREAS, this project requires the services of a professional engineering firm; and

WHEREAS, the City considered from its QBS list of firms to perform such work; and

WHEREAS, Rowe Professional Services Company (A Michigan Corporation) is selected as the most qualified firm to perform such work and offers to complete full design and construction administration services of said project in return for compensation in the amount of \$75,000.00.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

- FIRST: The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to employ the firm of Rowe Professional Services Company (A Michigan Corporation) aka Rowe Engineering for providing professional engineering services for a new road accessing Owosso Brownfield Redevelopment Authority District No. 8.
- SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached, Addendum to an Agreement for Professional Engineering Services between the City of Owosso, Michigan and, Rowe Professional Services Company (A Michigan Corporation).
- THIRD: The above expenses shall be paid from the tax increment from Owosso Brownfield Redevelopment Authority District No. 8.

**Resolution Authorizing the Execution of an Agreement for Professional Engineering Services With Orchard, Hiltz, & McClement (OHM)** – Approve an agreement for professional engineering services with OHM for water main to serve Owosso Brownfield Redevelopment Authority District No. 8 as follows:

**RESOLUTION 19-2016**

**RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT  
FOR PROFESSIONAL ENGINEERING SERVICES WITH  
ORCHARD, HILTZ & MCCLIMENT, INC. WATER FOR MAIN TO SERVE  
OWOSSO BROWNFIELD REDEVELOPMENT AUTHORITY DISTRICT NO. 8**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, is considering the necessary water main to serve the Owosso Brownfield Redevelopment Authority District No.8; and

WHEREAS, this project requires the services of a professional engineering firm; and

WHEREAS, the City considered from its QBS list of firms to perform such work; and

WHEREAS, Orchard, Hiltz & McCliment, Inc. is selected as the most qualified firm to perform such work and offers to complete full design and construction administration services of said project in return for compensation in the amount of \$68,500.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

FIRST: The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to employ the firm of Orchard, Hiltz & McCliment, Inc. to provide professional engineering services for the design and construction administration of new water main to Owosso Brownfield Redevelopment Authority District No 8.

SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached, Addendum to an Agreement for Professional Engineering Services between the City of Owosso, Michigan and, Orchard, Hiltz & McCliment, Inc.

THIRD: The expenses shall be paid from the tax increment from Owosso Brownfield Redevelopment Authority District No. 8.

**Warrant No. 519.** Authorize Warrant No. 519 as follows:

Vendor	Description	Fund	Amount
Reeves Wheel Alignment Inc.	Maintenance/repairs on public safety vehicles – February 2016	General	\$ 6,852.39
		<b>TOTAL</b>	<b>\$ 6,852.39</b>

**Check Register – February 2016** – Affirm check disbursements totaling \$2,286,217.05 for February 2016.

Motion supported by Councilperson Fox.

Roll Call Vote.

AYES: Mayor Pro-Tem Eveleth, Councilpersons Fox, O’Leary, Greenway, Bailey, and Mayor Frederick.

NAYS: None.

ABSENT: Councilperson Teich.

**ITEMS OF BUSINESS**

**Price Restructuring of Lots in Osburn Lakes Subdivision**

Motion by Mayor Pro-Tem Eveleth to approve the Price Restructuring of Lots in the Osburn Lakes Subdivision as follows:

**RESOLUTION 20-2016**

**RESOLUTION ADJUSTING SALE PRICES FOR SMALLER FRONT LOTS IN THE OSBURN LAKES SUBDIVISION**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, previously determined that it was advisable, necessary and in the public interest to develop the Osburn Lakes Subdivision; and

WHEREAS, the city of Owosso retains ownership of 25 lots which the city intends to sell; and

WHEREAS, the development agreement provided a price schedule designed to allow the city to recoup development costs and other provisions pertaining to the sale of each lot; and

WHEREAS, the prices established for smaller lots abutting Gould Street are no longer reasonable in today's market following the real estate market collapse, and a new schedule has been proposed.

NOW THEREFORE BE IT RESOLVED by the city council of the city of Owosso, Shiawassee County, Michigan that:

FIRST: the city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to establish the sale price of lots in the Osburn Lakes Subdivision as follows:

Area	Description	Lots	Previous Price	New Price*
A-1	Lots abutting Gould Street	5	\$10,040	\$7,500
A-2	60 foot frontage lots with 120-130' depth	3	\$10,040	\$10,040
B-1	Small corner lots and 68 and 69	1	\$10,525	\$10,525
D	Walk-out lots/small lots	3	\$15,600	\$15,600
E	Walk-out large privacy lots	4	\$15,980	\$15,980
F	Large basement window	7	\$16,500	\$16,500
G	Walk-out large lots	2	\$17,530	\$17,530

\*if sidewalks were installed prior to sale the cost of installation will be added to the price of the lot.

SECOND: the city of Owosso will maintain all other sale conditions including but not limited to those requiring that construction begin within one year and that lots shall not be combined.

Available Lots	Price Designation
1	A-1
2	A-1
4	A-1
5	A-1
6	A-1
23	F

26	F
27	F
28	F
30	F
33	G
44	E
46	E
54	G
58	D
59	D
60	D
61	F
63	F
64	E
65	E
68	B-1
79	A-2
80	A-2
82	A-2

Motion supported by Councilperson Greenway.

Roll Call Vote.

AYES: Councilpersons Bailey, Fox, Greenway, Mayor Pro-Tem Eveleth, Mayor Frederick.

NAYS: None.

ABSTAIN: Councilperson O'Leary.

ABSENT: Councilperson Teich.

**Amended Purchase Agreement with Cargill, Inc.**

Motion by Mayor Pro-Tem Eveleth to approve the Amendment No. 2 to the Purchase Agreement with Cargill as follows:

**RESOLUTION 21-2016**

**SECOND AMENDMENT TO SALE AND PURCHASE OF PROPERTY AGREEMENT WITH CARGILL, INCORPORATED**

WHEREAS, the city entered into a purchase agreement with Cargill, Incorporated on June 15, 2015 to sell a vacant industrial-zoned 19.118 acre parcel commonly known as 1509 West Oliver Street and described as follows:

PART OF S W 1/4 & PART OF SE FR 1/4 SEC 14 T7N R2E BEG AT CEN POST, TH S 1\*32 1/ 2' W 33', TH E 418.73', TH S 42\*07' E 1066.59', TH N 48\*30' E 34.45', TH S 43\*23' E 177.7' TH S 46\*45' E 180', TH S47\*52'47"W 52.92', TH S47\*07'00"E 146.16', TH ON A CURVE TO THE LEFT HAVING A RADIUS OF 245', A DELTA ANGLE OF 38\*22'13" AND A CHORD BEARING AND DISTANCE OF S61\*18'07"E 161.02', TH ON A CURVE TO THE LEFT HAVING A RADIUS OF 245', A DELTA ANGLE OF 09\*29'47" AND A CHORD BEARING DISTANCE OF S85\*14'07"E 40.56', TH S89\*59'00"E 154.05', TH ON A CURVE TO THE RIGHT HAVING A RADIUS OF 305.00, A DELTA ANGLE OF 36\*33'20" AND A CHORD BEARING AND DISTANCE OF S71\*42'20"E 191.31' TO THE EAST AND WEST 1/8

LINE IN THE SE 1/4 OF SAID SEC 14, TH N 89\*59' W ALG 1/8 LN 1026.59' TO NE LN OF AARR R/W, TH N40\*33 1/2 W ALONG SAID R/W LN TO N-S 1/4 LN, TH N TO BEG. (EX EASMT FOR POWER LNS CON POWER CO.

and

SEC 14, T7N, R2E ALL THAT PART OF THE SW ¼ OF SEC 14 LYING NE'LY OF AARR R/WY; and

WHEREAS, the original purchase agreement stipulated a 180-day period for Cargill, Incorporated to conduct its due diligence; and

WHEREAS, Cargill, Incorporated has realized the need to extend the due diligence period to May 15, 2016.

NOW THEREFORE BE IT RESOLVED by the city council of the city of Owosso, Michigan that:

FIRST: The due diligence period in Article VI, Section 6.1 of the Purchase Agreement is amended to extend the Due Diligence Period to May 15, 2016.

SECOND: The Mayor and City Clerk are instructed and authorized to execute appropriate documents to execute the sale.

Motion supported by Councilperson Fox.

Roll Call Vote.

AYES: Mayor Pro-Tem Eveleth, Councilpersons Fox, O'Leary, Greenway, Bailey, and Mayor Frederick.

NAYS: None.

ABSENT: Councilperson Teich.

**Authorize Lot Split – 1404 Rain Street**

Motion by Mayor Pro-Tem Eveleth to approve the Lot Split of 1404 Rain Street as follows:

**Current Parcel:**

Address	Status	Parcel #
1404 Rain Street	Before split	050-113-011-012-00
<b>Description</b> LOT 11, BLK 11, CITY ASSESSORS PLAT 3		

**New Parcel After Split:**

Address	Status	Parcel #
1404 Rain Street	After Split	050-113-011-019-00
<b>Description</b> THE S 140' OF LOT 11, BLK 11, CITY ASSESSORS PLAT 3		

**Original Parcel After Split:**

<b>Address</b>	<b>Status</b>	<b>Parcel #</b>
Rain Street – back land	After split	050-113-011-012-00
<b>Description</b> LOT 11, BLK 11, CITY ASSESSORS PLAT 3, (EXCEPT THE S 140')		

Motion supported by Councilperson Bailey.

Roll Call Vote.

AYES: Councilpersons Greenway, O'Leary, Fox, Bailey, Mayor Pro-Tem Eveleth, and Mayor Frederick.

NAYS: None.

ABSENT: Councilperson Teich.

**Authorize Lot Split – 1410 Rain Street**

Motion by Councilperson Fox to approve the Lot Split of 1410 Rain Street as follows:

**Current Parcel:**

<b>Address</b>	<b>Status</b>	<b>Parcel #</b>
1410 Rain Street	Before split	050-113-011-013-00
<b>Description</b> LOT 12, BLK 11, CITY ASSESSORS PLAT 3		

**New Parcel After Split:**

<b>Address</b>	<b>Status</b>	<b>Parcel #</b>
1410 Rain Street	After split	050-113-011-017-00
<b>Description</b> THE E ½ OF THE S 140' OF LOT 12, BLK 11, CITY ASSESSORS PLAT 3		

**Original Parcel After Split:**

<b>Address</b>	<b>Status</b>	<b>Parcel #</b>
Rain Street – back land	After split	050-113-011-013-00
<b>Description</b> LOT 12, BLK 11, CITY ASSESSORS PLAT 3, (EXCEPT THE S 140')		

Motion supported by Councilperson O'Leary.

Roll Call Vote.

AYES: Councilpersons Bailey, O'Leary, Greenway, Fox, Mayor Pro-Tem Eveleth, and Mayor Frederick.

NAYS: None.

ABSENT: Councilperson Teich.

**Authorize Lot Split – 1416 Rain Street**

Motion by Mayor Pro-Tem Eveleth to approve the Lot Split of 1416 Rain Street as follows:



**Current Parcel:**

<b>Address</b>	<b>Status</b>	<b>Parcel #</b>
1416 Rain Street	Before split	050-113-011-014-00
<b>Description</b> LOT 13, BLK 11, CITY ASSESSORS PLAT 3		

**New Parcel After Split:**

<b>Address</b>	<b>Status</b>	<b>Parcel #</b>
1416 Rain Street	After split	050-113-011-018-00
<b>Description</b> THE S 140' OF LOT 13, BLK 11, CITY ASSESSOR'S PLAT 3		

**Original Parcel After Split:**

<b>Address</b>	<b>Status</b>	<b>Parcel #</b>
Rain Street – back land	After split	050-113-011-014-00
<b>Description</b> LOT 13, BLK 11, CITY ASSESSORS PLAT 3, (EXCEPT THE S 140')		

Motion supported by Councilperson Greenway.

Roll Call Vote.

AYES: Councilpersons Bailey, O'Leary, Fox, Greenway, Mayor Pro-Tem Eveleth, Mayor Frederick.

NAYS: None.

ABSENT: Councilperson Teich.

**City Of Owosso Real Estate Auction**

Motion by Mayor Pro-Tem Eveleth to authorize the auction sale of specified city-owned parcels of real property as follows:

**RESOLUTION 22-2016**

**AUTHORIZING THE SALE OF CERTAIN PARCELS  
OF REAL PROPERTY OWNED BY THE CITY BY AUCTION**

WHEREAS the City of Owosso owns 27 parcels of real property which are stated on the attached Auction List; and

WHEREAS the City of Owosso wishes to sell said properties by auction; and

WHEREAS the City of Owosso has contracted with Troy Crowe of Sheridan Realty and Auction Co. to auction said properties.

NOW, THEREFORE, BE IT RESOLVED THAT by the City Council of the City of Owosso, Shiawassee County, Michigan, that:

- FIRST: The City of Owosso hereby determines that it is beneficial to sell the real property stated on the attached Auction List.
- SECOND: It is in the best interest of the City of Owosso to auction said real property with Sheridan Realty and Auction Co.
- THIRD: The auction shall be conducted and said real property shall be sold to the highest and/or accepted bidder.
- FOURTH: The Mayor and City Clerk are instructed to sign all purchase agreements, deeds and any other documents necessary to consummate the sale of said real property.
- FIFTH: Any property sold for less than Five Hundred Dollars (\$500.00) shall be conveyed by Quit Claim Deed without title insurance.
- SIXTH: All properties shall be sold on an "as is" basis with a recommendation that the buyer conduct all necessary inspections, surveys and title examinations. The City shall disclaim all warranties, implied or expressed.

#### AUCTION LIST

#	PARCEL	ZONING	ADDRESS	USE
1	050-010-033-021-00	R1	WRIGHT AV	Vacant-Res Lot -S of 607
2	050-011-021-002-00	B4	S GOULD ST	Vacant-Commercial
3	050-113-011-019-00	R1	RAIN ST	Vacant-Residential Lot
4	050-113-011-017-00	R1	RAIN ST	Vacant-Residential Lot
5	050-113-011-018-00	R1	RAIN ST	Vacant-Residential Lot
6	050-350-000-001-00	R2	W SOUTH ST	Vacant-Residential Lot
7	050-350-000-002-00	R2	W SOUTH ST	Vacant-Residential Lot
8	050-350-000-003-00	R2	W SOUTH ST	Vacant-Residential Lot
9	050-350-000-004-00	R2	W SOUTH ST	Vacant-Residential Lot
10	050-350-000-005-00	R2	W SOUTH ST	Vacant-Residential Lot
11	050-350-000-006-00	R2	W SOUTH ST	Vacant-Residential Lot
12	050-350-000-007-00	R2	W SOUTH ST	Vacant-Residential Lot
13	050-350-000-011-00	R2	1351 W SOUTH ST	Vacant-Residential Lot
14	050-420-001-003-00	I1	520 CORUNNA AV	Sliver-ROW
15	050-420-001-004-00	I1	CORUNNA AV	Sliver-ROW
16	050-420-003-015-00	R1	602 LINGLE	To be combined and sold as a single parcel
17	050-420-003-016-00	R1	410 MONROE	
18	050-430-000-002-00	R2	425 HAMBLIN	Residential-Red tagged
19	050-430-000-003-00	R2	429 HAMBLIN	Vacant-Residential
20	050-560-000-059-00	R1	WARD ST	Vacant-Outlot
21	050-602-038-001-00	RM1	W SOUTH ST	Vacant-Residential Lot
22	050-602-039-001-00	R1	SHORT ST	Vacant-Residential Lot
23	050-602-039-004-00	R1	W SOUTH ST	Vacant-Residential Lot
24	050-602-039-006-00	R1	W SOUTH ST	Vacant-Residential Lot
25	050-660-007-017-00	R1	1112 BEEHLER ST	Vacant-Residential Lot

26	050-660-011-001-00	R2	219 N CEDAR	Vacant-Residential Lot
27	050-470-000-011-00	B3	S WASHINGTON	Vacant-Commercial

Motion supported by Councilperson Bailey.

Roll Call Vote.

AYES: Mayor Pro-Tem Eveleth, Councilpersons Greenway, Fox, Bailey, and Mayor Frederick.

NAYS: None.

ABSTAIN: Councilperson O’Leary

ABSENT: Councilperson Teich.

**Resolution Submitting Bond Proposal for Street Improvements**

City Manager Crawford explained that street conditions in Owosso continue to deteriorate. It seems that every ballot in recent times that includes a millage renewal or a millage increase have been turned down by voters, voters perhaps being influenced by other millage proposals on the ballot. The engineer’s preliminary estimate for the planned 2017 reconstruction of East Oliver is \$1,736,000 (since this was prepared state bids have come in at 10% over estimates).

The city has been approved for \$375,000 in state funding. The water fund can contribute \$550,000 for water mains. The traditional special assessment would generate \$147,000, though without bonds the up-front money won’t be there. This leaves a deficit of \$664,000. Don Crawford is suggesting a \$10 million dollar street bond issue, with a maturity of 25 years. An issue could be placed on either the August or November ballot. Proposed street improvements would include paving, repaving, reconstructing and improving sidewalks, parking areas, lights and trails in addition to local and major street improvements.

To have the bond issue on the August ballot, a resolution would have to be in place by May 10, 2016. To have the bond issue on the November ballot, a resolution would have to be in place by August 16, 2016. There are upcoming millage requests on both the August and November ballots.

Councilperson Fox believed the city did not do enough work to pass previous proposals.

Mayor Frederick said the issue will be discussed again at budget meetings in April. He stated the council could look at possible alternatives to a bond, such as using its budget reserves.

Councilperson O’Leary inquired as to how many wooden water mains are remaining in Owosso. Mark Sedlak, Director of Public Services, responded we have none. Councilperson Fox inquired how many lead water mains remain in the city. Mark Sedlak responded there are no lead water mains remaining in the city. Lead service lines at individual properties exist in some areas.

The council agreed the street improvements need to be brought before voters again.

**COMMUNICATIONS**

None.

**CITIZEN COMMENTS AND QUESTIONS**

Tom Manke – Owosso Township – Friends and Community News & Views – Mr. Manke reiterated he feels the city building official is making it hard on property owners and investors to open businesses in the

city. He is displeased the current and last building officials were not residents of the area, and again referred to them as “carpet baggers.”

Kori Shook – Owner, Century 21 Looking Glass – Thanked the council for using her as listing broker for sale of lots in Osburn Lakes Subdivision. Ms. Shook referred to a recent ad-hoc meeting and is pleased with the relationship between the city and the ad-hoc committee. She thanked the council for the price reduction in the saleable lots in Osburn Lakes Subdivision and detailed her marketing strategy for these parcels. Ms. Shook went on to say she has pride in the city of Owosso and believes it is a great place to live, and states it is a positive investment.

Nick Pidek – 317 S. Elm - co-owner of Foster Coffee Company – Mr. Pidek thanked the city staff and former building inspector for making the opening of Foster Coffee Company a pleasant experience. A temporary certificate of occupancy was issued by the building department, and appreciated by the co-owners. Foster Coffee Company enjoyed a great grand opening and has had nothing but pleasant and warm welcomes from city council and city residents. As an entrepreneur, there are many reasons to continue investing in Owosso and choose to stay here and build here.

Eddie Urban – 601 Glenwood – Mr. Urban verified the next city council meeting time will be 7:30 p.m.

### **COUNCIL COMMENTS**

Councilperson O’Leary stated he has not met the current building inspector. O’Leary states it appears from his work, he knows exactly what he is doing. Mr. Lussenden is doing nothing more than enforcing the state building code, which is state law. Building officials have a thankless job, and do not earn many friends when doing their job correctly. O’Leary suggests a performance bond as a means of work being completed on commercial renovations, etc.

Councilperson Bailey – Bailey reiterated Ms. Shook’s statement the ad-hoc meeting went well, and all involved did a nice job. Owosso is a great place to live and asks for continued support.

Councilperson Fox – Fox requested the auxiliary aids that have been out of service be replaced. City Manager Crawford agreed auxiliary aids should be ordered and made available to the public as soon as possible. He also noted that there was a recent CIS Trail meeting, and he outlined a proposed bike path that would allow the trail to run through the city. The approved lot splits on Rain Street have allowed the proposed trail to extend further in to the city. Councilperson Fox said he would like to continue the discussion regarding the bike path and would like to bring the path into the city and tie it into surrounding townships.

Mayor Frederick indicated he appreciated the bike trail discussion. Councilperson Fox would like to see getting the Mid-County Parks Authority with members from city council and would like to see the bike path discussion as future agenda item.

### **NEXT MEETING**

Monday, March 21, 2016

### **BOARDS AND COMMISSIONS OPENINGS**

Board of Review – term expires December 31, 2020  
Building Board of Appeals – Alternate - term expires June 30, 2018  
Downtown Historic District Commission – term expires June 30, 2016

**ADJOURNMENT**

Motion by Mayor Pro-Tem Eveleth for adjournment at 8:56 p.m.

Motion supported by Councilperson Bailey and concurred in by unanimous vote.

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Benjamin R. Frederick, Mayor

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Bridget Cannon, Recording Secretary



## MEMORANDUM

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301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ WWW.CI.OWOSSO.MI.US

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DATE: March 3, 2016  
TO: City Council  
FROM: City Manager  
  
SUBJECT: Repeal of city's soil and erosion control regulation, etc.

RECOMMENDATION: Schedule the ordinance for a public hearing.

BACKGROUND: Where new construction occurs with building permit a soil and erosion control and sedimentation plan must be submitted to the local enforcing agency. State law has mandated counties to handle permitting in the county unless a city has opted out by passing an ordinance and having a certified staff person. Owosso opted out and Ron Baker, a former city engineer, issued the permits and later Chuck Rau, the city's former chief code official, issued permits.

When Chuck left, the county contacted the city about assuming the responsibility. The city didn't have anyone and would have to send an employee to school. It sounded like a good idea, especially since only 5-10 permits are issued per year. DEQ wouldn't let the county administer the city ordinance through an agreement, but demands that the city repeal the city ordinance so that the county ordinance would apply, though both were identical.

FISCAL IMPACTS: The city would no longer collect the permit fee of \$75.00. The county would collect the fee. The city would not pay anyone to collect the fee, review applications, make field inspection, and take enforcement actions when necessary.

**ORDINANCE NO.**

**AN ORDINANCE TO REPEAL  
CHAPTER 27, SOIL EROSION AND SEDIMENTATION CONTROL**

WHEREAS, the city of Owosso has an ordinance designating the city of Owosso as the municipal enforcing agency responsible for the prevention of soil erosion and off-site sedimentation; and

WHEREAS, Part 91 of the Natural Resources and Environmental Protection Act (NREPA) requires municipal enforcing agencies to have certified staff to administer the program; and

WHEREAS, the City currently does not have staff certified to administer the program as a municipal enforcing agency pursuant to Part 91 of the NREPA; and

WHEREAS, the Michigan Department of Environmental Quality is requiring the City repeal its soil erosion control ordinance until such time as qualified personnel are hired; and

WHEREAS, counties are mandated by the state to act as enforcing agencies when a municipality does not have certified personnel and Shiawassee County has agreed to assume those responsibilities within the City's jurisdiction; and

WHEREAS, the City Council held a public hearing March 21, 2016, and having heard all interested persons/there being no one to be heard.

NOW THEREFORE BE IT RESOLVED THAT THE CITY OF OWOSSO ORDAINS that Chapter 27, Soil Erosion and Sedimentation Control, of the Code of Ordinances of the City of Owosso, Michigan be amended as follows:

SECTION 1. REPEAL. That Chapter 27, Soil Erosion and Sedimentation Control, be repealed in its entirety.

SECTION 2. EFFECTIVE DATE. This amendment shall become effective April 11, 2016.

SECTION 3. AVAILABILITY. This ordinance may be purchased or inspected in the city clerk's office, Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m.



## MEMORANDUM

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301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ WWW.CI.OWOSSO.MI.US

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DATE: March 17, 2016

TO: Owosso City Council

FROM: Mark Sedlak, Director of Public Services

SUBJECT: Setting Public Hearing for Special Assessment Roll for Gould Street Resurfacing

RECOMMENDATION: City staff recommends approval of Resolution No. 4 which sets the second public hearing for the Gould Street Resurfacing Project.

BACKGROUND: This public hearing is intended to provide affected residents with the opportunity to comment regarding their individual assessments.

As you will recall, Step Four/Resolution No. 4 takes place after the bids are received. Estimated assessment amounts are adjusted if necessary to reflect the actual cost as dictated by the bids received. A second public hearing is set to allow property owners to comment on their particular assessment. Each property owner is sent a second notice containing the date and time of the public hearing and the amount of the proposed assessment for their property.

Step Five/Resolution No. 5 documents the second public hearing, finalizes the special assessment roll and sets the terms of payment. This public hearing is designed to allow affected citizens the opportunity to argue whether or not the amount of their assessment is fair and equitable in relation to the benefit they receive from the project. If, after hearing citizen comment, the council decides adjustments need to be made to the assessment roll they may do so. Alternately, if it is felt all the assessments are fair and equitable the resolution may be passed as written.

Tonight the council will be considering Resolution No. 4 for the proposed district as a part of the Consent Agenda. Staff recommends authorization of Resolution No. 4 for the following public improvement:

**Gould Street, Public Street, from Corunna Avenue to Main Street**



**RESOLUTION NO. \_\_\_\_**

**SETTING A PUBLIC HEARING  
TO RECEIVE COMMENT REGARDING  
SPECIAL ASSESSMENT DISTRICT NO. 2016-01  
GOULD STREET, PUBLIC STREET, FROM CORUNNA AVENUE TO MAIN STREET**

WHEREAS, the Assessor has prepared a special assessment roll for the purpose of specially assessing that portion of the cost of the public improvements more particularly hereinafter described to the properties specially benefited by said public improvement, and the same has been presented to the Council by the City Clerk.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said special assessment roll is hereby accepted and shall be filed in the office of the City Clerk for public examination.
2. The Council shall meet at the Owosso City Hall, Owosso, Michigan at 7:30 o'clock p.m., on Monday, April 4, 2016 for the purpose of hearing all persons interested in said special assessment roll and reviewing the same.
3. The City Clerk is directed to publish the notice of said hearings once in the *Argus Press*, the official newspaper of the City of Owosso, not less than ten (10) days prior to said hearing and shall further cause notice of said hearing to be sent by first class mail to each owner of the property subject to assessment, as indicated by the records in the City Assessor's office as shown on the general tax rolls of the City, at least ten (10) days before the time of said hearing, said notice to be mailed to the addresses shown on said general tax rolls of the City.
4. The notice of said hearing to be published and mailed shall be in substantially the following form:

**NOTICE OF HEARING  
TO REVIEW SPECIAL ASSESSMENT ROLL  
CITY OF OWOSSO, COUNTY OF SHIAWASSEE, MICHIGAN**

TO THE OWNERS OF THE FOLLOWING DESCRIBED PROPERTY:

**Gould Street, Public Street, from Corunna Avenue to Main Street**

TAKE NOTICE that a Special Assessment roll has been prepared for the purpose of defraying the Special Assessment district's share of the cost of the following described improvements:

Street Resurfacing

The said Special Assessment roll is on file for public examination with the City Clerk and any objections to said Special Assessment roll must be filed in writing with the City Clerk prior to the close of the hearing to review said Special Assessment roll.

TAKE FURTHER NOTICE that appearance and protest at this hearing is required in order to appeal the amount of the special assessment to the State Tax Tribunal if an appeal should be desired. A property owner or party in interest, his or her agent, may appear in person at the hearing to protest the special assessment or may file his or her appearance by letter and his or her personal appearance shall not be required. The property owner or any person having an interest in the property subject to the proposed special assessments may file a written appeal of the special assessment with the State Tax Tribunal within thirty days after confirmation of the special assessment roll if that special assessment was protested at this hearing.

TAKE FURTHER NOTICE that the City Council will meet at the Owosso City Hall, Owosso, Michigan at 7:30 p.m. on Monday, April 4, 2016 for the purpose of reviewing said special assessment roll and for the purpose of considering all objections to said roll submitted in writing.



301 W. MAIN • OWOSSO, MICHIGAN 48867-2958 • (989) 725-0599 • FAX (989) 723-8854

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# *MEMORANDUM*

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DATE: March 7, 2016

TO: City Council

FROM: Kevin Lenkart  
Director of Public Safety

RE: Traffic Control Order # 1348

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Sherri Bakos, Curwood Festival Office Manager, has requested street and parking lot closures for the 2016 Curwood Festival. (see Traffic Control Order & attachment)

**DATES: June 1 through June 6, 2016**

The Public Safety Department has issued Traffic Control Order No# 1348 in accordance with the Rules for the Issuance of Certain Traffic Control Orders. Staff recommends approval and further authorization of a traffic control order formalizing the action.

**CITY OF OWOSSO**

**TRAFFIC CONTROL ORDER**

*(SECTION 2.53 UNIFORM TRAFFIC CODE)*

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ORDER NO.	DATE	TIME
1348	3/7/16	9:00 am

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REQUESTED BY  
Kevin Lenkart – Director of Public Safety

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TYPE OF CONTROL  
Traffic Control – Closing of streets and parking lots for Curwood Festival  
June 1, 2016 – June 6, 2016

---

LOCATION OF CONTROL  
See Attached

---

APPROVED BY COUNCIL  
\_\_\_\_\_, 20\_\_\_\_

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REMARKS

- The closure of Water Street between Main and Ball from Wednesday, June 1, 2016 at 9:00 am until Monday June 6, 2016 at 6:00 am.
- The closure of Water Street from Main to Exchange Street on Wednesday June 1, 2016 at 9:00 am until Monday, June 6, 2016 at 6:00 am.
- The closure of Water Street from Exchange to Mason on Friday, June 3, 2016 at 4:00 pm until Monday, June 6, 2016 at 6:00 am.
- The closure of Exchange Street parking lot from 6:00 pm Thursday, June 3, 2016 through Sunday, June 5, 2016 at 10:00 pm.
- The set-up of bleachers on the sidewalk on the east side of Water directly across from the Middle School for the spectator events that occur Saturday, June 4, 2016 until the completion of festival activities on Sunday, June 5, 2016.
- The closure of the entire Armory parking lot from Thursday, June 2, 2016 at 5:00 pm until the completion of festival activities on Sunday, June 5, 2016.
- The closure of the public safety parking lot on Wednesday, June 1, 2016 at 7:00 am thru Monday, June 6, 2016 at 6:00 am. The tent company is scheduled to bring in the tent on Tuesday, May 31, at 8:00 am. Request for south-east section of the public safety parking lot be closed.
- Curwood Castle Drive change to a one-way traffic pattern, north from Main Street and west on River Street for smoother traffic flow on Thursday, June 2, 2016 thru Sunday, June 5, 2016.
- Necessary closures for the Children's parade as follows: Barricades needed for the Children's parade by 6:00 pm Friday, June 3, 2016. Dewey and King Streets, Dewey and Oliver Streets, Gilbert and Oliver Streets, Queen and Randolph Streets. The parade route is as follows: west on Oliver Street, south on Park Street, west on Exchange Street, north on Ball Street, ending on Williams Street. RAIN DATE FOR THE CHILDREN'S PARADE IS SUNDAY, JUNE 5, 2016.
- Necessary closures for the Heritage Park which takes place on Saturday, June 4, 2016 at 2:00 pm on M-21 from Gould Street to Chipman Street. Detour route will be well marked/signed to continue smooth traffic flow around the parade. Barricades are needed for the parade line-up on Gould Street at Grover, Comstock and Jerome Streets.
- The closure of M-52 from Stewart to Oliver Streets on Saturday, June 4, 2016 for the duration of the parade.
- The closure of the lot on the corner of Curwood Castle Drive and Bradley Streets on Wednesday evening, June 1, 2016 for parking through Sunday, June 5, 2016.



March 1 ,2016

City of Owosso  
Kevin Lenkart  
301 W. Main Street  
Owosso, MI 48867

Dear Kevin:

The 39<sup>th</sup> Annual Curwood Festival will be held June 2 – 5, 2016. The Festival Board of Directors respectfully requests the following:

- The closure of Water Street between Main and Ball from Wednesday, June 1, 2016 at 9:00AM until Monday June 6, 2016 at 6:00 AM.
- The closure of Water Street from Main to Exchange St. on Wednesday June 1, 2016 at 9:00 AM until Monday, June 6, 2016 at 6:00 AM.
- The closure of Water Street from Exchange to Mason on Friday, June 3, 2016 at 4:00PM until on Monday, June 6, 2016 at 6:00 AM.
- The closure of Exchange Street parking lot from 6:00PM Thursday, June 3, 2016 through Sunday, June 5, 2016 at 10:00 PM.
- The set up of bleachers on the sidewalk on the Eastside of Water directly across from the Middle School for the spectator events that occur Saturday, June 4, 2016 until the completion of festival activities on Sunday, June 5, 2016
- The closure of the entire Armory parking lot from Thursday, June 2, 2016 at 5:00PM until the completion of festival activities on Sunday, June 5, 2016.
- The closure of the public safety parking lot on Wednesday, June 1, 2016 at 7:00 AM thru Monday, June 6, 2016 at 6:00 AM. Our tent company is scheduled to bring in the tent on Tuesday, May 31, at 8:00 a.m. Therefore we ask that the South East section of the public safety parking lot be closed for this to happen.

- Curwood Castle Drive changed to a one-way traffic pattern, north from Main Street and West on River Street for smoother traffic flow on Thursday, June 2, 2016 thru Sunday, June 5, 2016.
  
- Necessary closures for the Children's Parade as follows. Barricades needed for the Children's Parade by 6:00PM Friday, June 3, 2016. Dewey and King Streets, Dewey and Oliver Streets, Gilbert and Oliver Streets, Queen and Randolph Streets. The parade route is as follows. West on Oliver Street, South on Park Street, West on Exchange Street, North on Ball Street, ending on Williams Street. **RAIN DATE FOR THE CHILDREN'S PARADE IS SUNDAY, JUNE 5, 2016.**
  
- Necessary closures for the Heritage Parade which takes place on Saturday, June 4, 2016 at 2:00PM on M-21 from Gould Street to Chipman Street. Detour route will be well marked/signed to continue smooth traffic flow around the parade. Barricades are needed for the parade line-up on Gould Street at Grover, Comstock and Jerome Streets.
  
- The closure of M-52 from Stewart to Oliver Streets on Saturday, June 4, 2016 for the duration of the parade.
  
- The closure of the lot on the corner of Curwood Castle Drive and Bradley Streets on Wednesday evening, June 1, 2016 for parking through Sunday, June 5, 2016.

Other closures as needed for the 5/10K walk/run on Saturday, June 4, 2016 which will be policed by CRW members and will be temporary for the duration of those specific events. Parade routes, staging and disbursement areas will also be temporary and aided by police officers and CRW members.

As the festival nears, changes may need to be made, at which time we may request amendments, deletions, or additions to these considerations.

We are extremely grateful for the City of Owosso's continued support and cooperation in conjunction with the Curwood Festival. We recognize and appreciate the numerous hours and extra work involved amongst the City of Owosso employees. We hope that together, we can continue to provide the community, local businesses, and our out of town visitors with a fun, memorable, and relaxing weekend. The tourist draw is beneficial to the area businesses as well as our local non-profit organizations. It is our hope to surpass the 2015 Curwood Festival and continue to put Owosso on the map in a positive light.

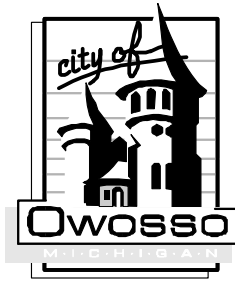
Our insurance is up-to-date. However, our policy that will carry us through the Festival period does not renew until the middle of April. I will send you a copy of the insurance documents as soon as they become available to us.

Thank you for your time, consideration and continued support in this matter.

Sincerely,

Sherri Bakos  
Office Manager  
Curwood Festival Inc.





WARRANT 520  
March 16, 2016

Vendor	Description	Fund	Amount
William C. Brown, P.C.	Professional Services- February, 9, 2016 – March 14, 2016	General	\$ 10,149.36
Logicalis, Inc.	Networking engineering- February 2016	General	\$ 6,272.00
		<b>TOTAL</b>	\$16,421.36



## MEMORANDUM

301 W MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ WWW.CI.OWOSSO.MI.US

**DATE:** March 17, 2016  
**TO:** Mayor Frederick and the Owosso City Council  
**FROM:** Amy K. Kirkland, City Clerk  
**SUBJECT:** Amendment to resolution setting Osburn Lakes lot prices

### RECOMMENDATION:

I recommend amending Resolution No. 20-2016, removing the phrase:

SECOND: the city of Owosso will maintain all other sale conditions including but not limited to those requiring that construction begin within one year and that lots shall not be combined.

### BACKGROUND:

At the March 7, 2016 meeting the Council approved Resolution No. 20-2016 adjusting the pricing for certain lots in the Osburn Lakes development. Shortly thereafter the City's realtor for the development, Kori Shook, pointed out language in the resolution that established unnecessary and inaccurate restrictions, and expressed her concern as to how it may affect sales. Upon further examination it appears that the text of the resolution was pulled from a previously considered resolution and the offending language was simply overlooked when it was edited. The intent of Resolution No. 20-2016 was to adjust the price for select lots in the subdivision, and that intent can be maintained and the confusion regarding the restrictions cleared by simply removing the noted text.

Document originated by: Amy K. Kirkland

**AMENDED  
RESOLUTION NO. 20-2016**

**RESOLUTION ADJUSTING SALE PRICES FOR SMALLER FRONT LOTS IN  
THE OSBURN LAKES SUBDIVISION**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, previously determined that it was advisable, necessary and in the public interest to develop the Osburn Lakes Subdivision; and

WHEREAS, the city of Owosso retains ownership of 25 lots which the city intends to sell; and

WHEREAS, the development agreement provided a price schedule designed to allow the city to recoup development costs and other provisions pertaining to the sale of each lot; and

WHEREAS, the prices established for smaller lots abutting Gould Street are no longer reasonable in today's market following the real estate market collapse, a new schedule has been proposed;

NOW THEREFORE BE IT RESOLVED by the city council of the city of Owosso, Shiawassee County, Michigan that:

FIRST: the city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to establish the sale price of lots in the Osburn Lakes Subdivision as follows:

<b>Area</b>	<b>Description</b>	<b>Lots</b>	<b>Previous Price</b>	<b>New Price*</b>
A-1	Lots abutting Gould Street	5	\$10,040	\$7,500
A-2	60 foot frontage lots with 120-130' depth	3	\$10,040	\$10,040
B-1	Small corner lots and 68 and 69	1	\$10,525	\$10,525
D	Walk-out lots/small lots	3	\$15,600	\$15,600
E	Walk-out large privacy lots	4	\$15,980	\$15,980
F	Large basement window	7	\$16,500	\$16,500
G	Walk-out large lots	2	\$17,530	\$17,530

\*if sidewalks were installed prior to sale the cost of installation will be added to the price of the lot.

~~SECOND: the city of Owosso will maintain all other sale conditions including but not limited to those requiring that construction begin within one year and that lots shall not be combined.~~



## MEMORANDUM

301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ WWW.CI.OWOSSO.MI.US

DATE: March 17, 2016

TO: City Council

FROM: City Manager

SUBJECT: North Street Culvert and MDOT

This matter was taken off of the last meeting's agenda because the bid came in much higher than anticipated at \$351,965. MDOT has since agreed to increase its contribution to \$246,400. This still leaves the local share at \$105,565. This should have been a drainage district project to begin with and to date the district has offered to contribute \$5,000. The Shiawassee County Road Commission has verbally agreed to contribute \$11,380.

\$351,965–Bid  
\$246,400–MDOT  
\$105,565–Balance  
\$5,000–Drainage district  
\$11,380–Road commission  
\$89,185–City balance plus and cost overruns

Due to budget constraint; our best alternative is probably to reject current bid, withdraw our application, and resubmit a fresh application. There are still some moving parts and the recommendation may change by Monday evening.

If we decide to reject the current bid, then we must contact MDOT as soon as possible to inform them we have changed our position to proceed with the agreement on the agenda. This will help keep our relationship positive.

Upon withdrawing the application we can re-enter the competitive process with a fresh application and updated pricing of \$351,000 asking for 80% (\$280,800) federal funding. We also will gain MDOT's additional support of up to \$20,000 additional funds for cost overruns. We will talk with MDOT before withdrawing our application to make sure we can re-enter an application without penalty, probably aiming for a 2018 project.

Should the stars align allowing us to move forward with the project you will be given a revised version of the contract in the March 7<sup>th</sup> packet for review prior to approval.



## MEMORANDUM

301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ WWW.CI.OWOSSO.MI.US

**DATE:** March 17, 2016

**TO:** Mayor Frederick and the Owosso City Council

**FROM:** Susan Montenegro  
Asst. City Manager/Community Development Director

**SUBJECT:** Michigan Department of Natural Resources 2016 Land and Water Conservation Fund Grant Application

### RECOMMENDATION:

Approve the request from staff to apply for a \$150,000 grant from the MDNR as outlined below.

### BACKGROUND:

The Owosso Parks and Recreation Commission has diligently worked over the last two years to engage local youth, skaters, boarders and bikers regarding the renovation/replacement of the existing skate park located off Gould Street. Several meetings have been held to discuss the types of elements skaters would like to have in the skate park design. An ad hoc committee met with two different firms, both offering excellent designs, and then presented those results to the skaters, who ultimately chose the design presented to you tonight. Discussion of moving the skate park from the current location to the proposed 210 Monroe Street site was also discussed at the meetings. The concern of keeping the skate park at its current location is the limitation in functionality due to the park being located within the floodplain. The proposed design incorporates a bowl as one of the design elements, and would prove to be frequently unusable because it would likely be filled water following a heavy rain.

The MDNR has grant programs available to the city to help offset the cost of a new skate park, which is approximately \$350,000. Fundraising results geared specifically for the skate park have raised \$23,500 for this project. The grant staff is requesting permission to apply for will provide \$150,000, if awarded, towards the overall costs. The whole process is very complex. The city must provide a match of at least 50%. Staff will also seek a Crowdfunding grant through the MEDC at a later date. The grant through the MEDC can only be used as "gap" financing. The MEDC offers this grant and provide up to \$50,000 if the city can crowdfund the remaining \$50,000. If the match is not met then no funds are awarded. The parks and recreation commission will also continue fundraising to close the remaining gap needed to fund the skate park build. If at any time the money is not fully raised then the grant will be surrendered. The only cost the city has into this project to date \$200 is for the rendered drawing shown at the 201 Monroe Street site.

Due to time constraints on the grant and the availability of specific resources, a draft of the grant application is not available at this time. It is expected that the grant application will be completed by March 31<sup>st</sup>, prior to the April 1 deadline. A full copy will be delivered to council at that time. A copy of the grant information and guidelines, as well as the proposed design is included in this packet. Please contact me with any questions or concerns regarding this grant application request.

### FISCAL IMPACTS:

Staff is asking the city commit a minimum of \$25,000 as its local contribution toward this project. An additional [REDACTED] for sidewalk installation connecting to S. Washington and running the length of the property can be considered as the city's in-kind donation toward the project.

**RESOLUTION  
SEEKING A LAND AND WATER CONSERVATION FUND GRANT  
THROUGH THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES**

WHEREAS, the Owosso Skate Park is currently located on the corner of Allendale and Gould Street; and

WHEREAS, the park's structures have exceeded their useful life, and regular maintenance cannot effectively address some of the facility's shortcomings; and

WHEREAS, the city of Owosso intends to relocate the skate park to 210 Monroe Street, a city owned property within the city of Owosso; and

WHEREAS, the new skate park will provide a recreation space for skaters that is more centrally located as well as increase accessibility; and

WHEREAS, the city of Owosso Parks and Recreation Commission have held several public meetings to engage local youth, skaters and bikers regarding design alternatives and park relocation; and

WHEREAS, the city of Owosso Parks and Recreation Commission has held fundraising events over the last two years for the skate park; and

WHEREAS the city of Owosso city council is publicly and financially committed to carrying out the improvements for a new skate park located at 210 Monroe Street; and

WHEREAS, the State of Michigan Department of Natural Resources is accepting Land and Water Conservation Fund Grant applications for a match of up to \$150,000 towards new or rehabilitated facilities for the purpose of "providing public outdoor recreation opportunities and infrastructure to support public outdoor recreation activity";

NOW, THEREFORE, BE IT RESOLVED that the city of Owosso city council commits to funding the capital rehabilitation funding proposal below and further directs staff to complete and submit an application for the Land and Water Conservation Grant Program through the Michigan Department of Natural Resources (MDNR).

<b>Owosso Skate Park Build Grant</b>	
Contributor	Contribution
MEDC Crowdfunding Grant	\$50,000
Local Crowdfunding Match	\$50,000
Local Donations	\$50,000
Fund-raising Contributions	\$23,500
City Contribution	\$25,000
City In-Kind	\$????
<b>Total MEDC Funding</b>	<b>\$50,000</b>
<b>Total Local Match</b>	<b>\$</b>
<b>Grant Request</b>	<b>\$150,000</b>
<b>Total Grant Project</b>	<b>\$353,000</b>



OWOSSO  
SKATEPARK  
CITY OF OWOSSO, MICHIGAN

SKATEPARK DESIGN BY  
SPOHN RANCH  
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OWOSSO  
SKATEPARK  
CITY OF OWOSSO, MICHIGAN

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SPOHN RANCH  
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DESIGN. BUILD. COME TOGETHER.

CONSTRUCTION COST ESTIMATE  
 OWOSSO SKATEPARK – CITY OF OWOSSO, MICHIGAN  
 12.10.15

**MOBILIZATION / GENERAL REQUIREMENTS**

ITEM	QUANTITY
CREW MOBILIZATION	1 (LUMP SUM)
EQUIPMENT (MINI-EX, PUMP, COMPRESSOR, ETC.)	1 (LUMP SUM)
EQUIPMENT FUEL	1 (LUMP SUM)
HOTEL/CONDO RENTAL	60 WORKING DAYS
MISCELLANEOUS SUPPLIES	60 WORKING DAYS
TEMPORARY CONSTRUCTION FENCING	530 LINEAR FEET
TEMPORARY CONSTRUCTION DUMPSTER	60 WORKING DAYS
TEMPORARY RESTROOM	60 WORKING DAYS
SITE LAYOUT & STAKING	1 (LUMP SUM)
PUNCH LIST, CLEAN-UP & DE-MOBILIZATION	2 WORKING DAYS
<b>ESTIMATED COST</b>	<b>\$35,364.80</b>

**STEEL FABRICATION**

ITEM	QUANTITY
CNC-CUT SCREEDS	1 (LUMP SUM)
HOT-DIP GALVANIZED STEEL COPING	272 LINEAR FEET
HOT-DIP GALVANIZED STEEL ANGLE	268 LINEAR FEET
HOT-DIP GALVANIZED STEEL GRIND RAILS	4 GRIND RAILS
FIELD WELDING	1 (LUMP SUM)
SHIPPING	1 (LUMP SUM)
<b>ESTIMATED COST</b>	<b>\$31,612.90</b>



DESIGN. BUILD. COME TOGETHER.

## SITE PREPARATION

ITEM	QUANTITY
STRIP GRASS & TOPSOIL	11,439 SQUARE FEET
EXCAVATION	264 CUBIC YARDS
MOISTURE CONDITION SUB-GRADE	11,439 SQUARE FEET
COMPACT SUB-GRADE	11,439 SQUARE FEET
<2.5' CUTTING/SHAPING	858 SQUARE FEET
>2.5 CUTTING/SHAPING	2,609 SQUARE FEET
IMPORT & PLACE BASE COURSE	95 CUBIC YARDS
<b>ESTIMATED COST</b>	<b>\$37,433.61</b>

## CONCRETE

ITEM	QUANTITY
CONCRETE FLATWORK	6,433 SQUARE FEET
CONCRETE STAIRS	129 SQUARE FEET
CONCRETE MANUAL PADS & LEDGES	552 CUBIC FEET
CONCRETE BANKS	888 SQUARE FEET
CONCRETE TURNDOWN WALLS	244 SQUARE FEET
SAW CUTS	836 LINEAR FEET
EXPANSION JOINT FOAM	174 LINEAR FEET
CAULKING FOR JOINTS	1,010 LINEAR FEET
<b>ESTIMATED COST</b>	<b>\$247,986.60</b>



DESIGN. BUILD. COME TOGETHER.

### TOTAL ESTIMATED COSTS

ITEM	QUANTITY
MOBILIZATION / GENERAL REQUIREMENTS	\$35,364.80
STEEL FABRICATION	\$31,612.90
SITE PREPARATION	\$37,433.61
CONCRETE	\$247,986.60
<b>TOTAL ESTIMATED COST</b>	<b>\$352,397.91</b>

### ADD-ALTERNATES

ITEM	ESTIMATED COST
INTEGRAL COLOR (AS SHOWN)	\$8,098.75

### CLIENT PROVIDES / PROVIDED BY OTHERS

- PERMIT FEES
- WATER & POWER SOURCE WITHIN 200' FOR CONSTRUCTION USE
- EXPORT EXCESS FILL MATERIAL
- LANDSCAPING



# 2016

## LAND AND WATER CONSERVATION FUND

### OPEN PROJECT SELECTION PROCESS



## Application Guidelines

Michigan Department of Natural Resources  
Grants Management

**MICHIGAN DEPARTMENT OF NATURAL RESOURCES MISSION STATEMENT**

"The Michigan Department of Natural Resources is committed to the conservation, protection, management, use and enjoyment of the State's natural resources for current and future generations."

**NATURAL RESOURCES COMMISSION STATEMENT**

The Natural Resources Commission (NRC), as the governing body for the Michigan Department of Natural Resources, provides a strategic framework for the DNR to effectively manage your resources. The NRC holds monthly, public meetings throughout Michigan, working closely with its constituencies in establishing and improving natural resources management policy.

The Michigan Department of Natural Resources (DNR) provides equal opportunities for employment and access to Michigan's natural resources. Both state and Federal laws prohibit discrimination on the basis of race, color, national origin, religion, disability, age, sex, height, weight, or marital status under the U.S. Civil Rights Acts of 1964 as amended, 1976 MI PA 453, 1976 MI PA 220, Title V of the Rehabilitation Act of 1973 as amended, and the 1990 Americans with Disabilities Act, as amended.

If you believe that you have been discriminated against in any program, activity, or facility, or if you desire additional information, please write: Michigan Civil Service Commission-Quality of Life Human Resources, PO Box 30028, Lansing MI 48909-7528, or Michigan Department of Civil Rights, Cadillac Place, 3054 West Grand Blvd, Suite 3-600, Detroit, MI 48202, or Division of Federal Assistance, U.S. Fish and Wildlife Service, 4401 North Fairfax Drive, Mail Stop MBSP-4020, Arlington, VA 22203

For information or assistance on this publication, contact Grants Management, Michigan Department of Natural Resources, PO Box 30425, Lansing, MI 48909-7925

This publication is available in alternative formats upon request.

For information or assistance on this publication,

**Telephone: (517) 284-7268 (517-28-GRANT)**

**FAX: (517) 373-1164**

**On the web at [www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants)**

**MiRecGrants Online Application System:**

**<https://secure1.state.mi.us/MIRGS/Login2.aspx?APPTHEME=MIDNR>**

## **MICHIGAN NATURAL RESOURCES COMMISSION**

John Matonich, Chairperson

Christine Crumbaugh

Louise Klarr

Timothy L. Nichols

Vicki J. Pontz

J.R. Richardson

Rex E. Schlaybaugh

## **MICHIGAN DEPARTMENT OF NATURAL RESOURCES**

Dr. William E. Moritz, Director

### **GRANTS MANAGEMENT**

Steve DeBrabander, Manager

Linda Harlow, Administrative Assistant

Christie Bayus, Program Manager, LWCF/Marine Safety/Recreation Passport Programs

Michael Chuff, Financial Specialist, MNRTF Program

Kelly Parker, Program Manager, Dam Management Grant Program, Aquatic and Wildlife  
Habitat Grants Program

Kammy Frayre, Program Manager, Invasive Species Grant Program

Michelle Ballard, Grants Payment Officer, Multiple Grant Programs

Lance Brooks, Grants Payment Officer, Multiple Grant Programs

### **RECREATION GRANTS UNIT**

Jon Mayes, Manager

Merrie Carlock, Grants Coordinator

Tamara Jorkasky, Grant Coordinator

Amy Matisoff, Grant Coordinator

Chip Kosloski, Grant Coordinator

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## INTRODUCTION

This booklet has been prepared by Grants Management of the Department of Natural Resources (DNR) to guide you in preparing a Land and Water Conservation Fund (LWCF) MiRecGrants online application for the development of land for public outdoor recreation. The booklet format and its contents have been revised from previous years' versions.

**We strongly recommend that you review the entire booklet in conjunction with the application and other information you received online before submitting your MiRecGrants application.**

The first section of this booklet contains a schedule for the current year and information on the major changes for the current cycle.

Grants Management staff is available to assist you with any questions you may have regarding any aspect of the application process. Appendix E of this booklet contains a map of the state delineating the regions covered by each of our regional representatives. We encourage you to contact your regional representative early in the application process. You may also call Grants Management at 517-284-7268 (517-28-GRANT) and you will be directed to the appropriate representative.

This booklet and the link to MiRecGrants are available on our website:

[www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants). The online application is available in MiRecGrants <https://secure1.state.mi.us/MIRGS/Login2.aspx?APP THEME=MIDNR>.



## IMPORTANT INFORMATION

The Department of Natural Resources (DNR) has not received notification from the National Park Service (NPS) of the dollar amount or availability of an apportionment for the 2016 Land and Water Conservation Fund stateside grant awards. In order to be on schedule should an apportionment be allotted, we are asking potential grantees to complete and submit grant applications. If an apportionment is received, then the DNR will be in a position to continue the process of selecting projects for submission to the NPS. Applicants will be notified if no apportionment is received.

### GRANT SCHEDULE FOR 2016

<b>February 2016</b>	Application period starts in MiRecGrants
<b>March 1, 2016</b>	Recreation plans and plan amendments must be submitted electronically to Grants Management by this date.
<b>April 1, 2016</b>	Application period closes in MiRecGrants.
<b>April 2016</b>	Applicants will receive notifications with questions for explanation, clarification, and/or supplementation of information provided in the application.
<b>May – July 2016</b>	Grants Management staff conducts review of all applications and conducts site visits.
<b>August 2016</b>	Supplemental scores go out to grantees.
<b>September – October 2016</b>	Grants Management staff reviews supplemental materials and completes final score evaluation.
<b>November 2016</b>	LWCF recommended projects are submitted to the DNR Director for final recommendation.
<b>Early 2017</b>	Project Agreements are issued – Timeframe dependent on approval by the National Park Service.

Applicants should keep in mind that if the same project is submitted for consideration under the Michigan Natural Resources Trust Fund (MNRTF) and the Land and Water Conservation Fund (LWCF) and it scores within the fundable range for LWCF, the project will be recommended under the LWCF Program. The LWCF grant recommendations are scheduled to be completed prior to the MNRTF Board's final recommendations in December. Since the match for the LWCF project must be secure at the time of recommendation, MNRTF cannot be used to match LWCF.

**The minimum grant amount is \$30,000 (\$60,000 total project cost) and the maximum grant amount is \$150,000 (\$300,000 total project cost). The match percentage must be exactly 50 percent.**

# CHAPTER 1

## INFORMATION ABOUT THE LWCF PROGRAM

In this chapter, the eligibility requirements for the LWCF program are described, as well as program requirements and other issues you should consider when deciding whether to submit an application. More details on the information and documentation you should submit as part of your MiRecGrants application can be found in chapter 3. For more detailed information about completing a development project, review the Development Project Procedures booklet on the Grants Managements website, [www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants).

### WHAT IS THE LWCF

**The Land and Water Conservation Fund (LWCF)** is a federal program administered in Michigan by the Department of Natural Resources (DNR) on behalf of the National Park Service (NPS). In Michigan, the DNR uses funding from the LWCF program to develop public outdoor recreation facilities and to provide matching grants to local governments for the development of public outdoor recreation areas and facilities. The program is intended to create and maintain a nationwide legacy of high quality recreation areas and facilities and to stimulate non-federal investments in the protection and maintenance of recreation resources across the United States.

The focus of the program for 2016 will be on meeting the priorities of the 2013-2017 State Comprehensive Outdoor Recreation Plan (SCORP), specifically trails, community recreation, green technology, coordination and communication and universal access. Acquisition of land is not eligible for LWCF funding.

### ESTABLISHING ELIGIBILITY

The following entities are eligible to submit a LWCF grant application:

- State agencies and local units of government, including cities, villages, townships, and counties, or any combination thereof in which an authority is legally established to provide public recreation, such as:
- Regional recreation authorities formed under the Recreational Authorities Act, 2000 PA 321, and trailway commissions formed under Part 721, Michigan Trailways Act, 1994 PA 451, as amended.
- Huron-Clinton Metropolitan Authority.
- Federally recognized Native American Tribes.
- School districts are eligible to apply if they meet the requirements given in *Guidelines for the Development of Community Park, Recreation, Open Space and Greenway Plans* (IC1924)

Colleges, universities and non-profit organizations are not eligible for LWCF funding.

**MiRecGrants:** All applicants must complete their application on DNR Grants Management's online application system, MiRecGrants, at <https://secure1.state.mi.us/MIRGS/Login2.aspx?APPTHEME=MIDNR>. Paper applications will not be accepted and will be considered ineligible. The eligible entity must register an organization on MiRecGrants before they can start an application. Once an applicant is registered a Training Manual is available under "My Training Materials" on the User Homepage in MiRecGrants.

### LONG-TERM GRANT OBLIGATIONS

Receiving LWCF assistance commits the grantee to certain long-term responsibilities. These commitments include:

- The land included in the boundary of the project site must remain in public outdoor recreation use in perpetuity.
- The grantee must maintain the site, including facilities constructed with grant assistance and any other facilities necessary for their use, such as entrance drives, parking

walkways and restrooms. This includes access in compliance with the 2010 ADA Standards for Accessible Design.

- A permanent sign identifying the site as LWCF assisted must be posted in a highly visible location within the park. All new projects must install a 12" x 18" LWCF sign from Rotary Multiforms, Inc. They can be ordered online by following this link: [http://www.rmi-printing.com/customer\\_portal/login.html](http://www.rmi-printing.com/customer_portal/login.html) .
- An entrance sign identifying the park as a public recreation site open to all users must be prominently displayed.

**Compliance with Program Requirements:** Applicants will be evaluated based on their compliance with Land and Water Conservation Fund, Michigan Natural Resources Trust Fund, Recreation Passport, Recreation Bond Fund and Clean Michigan Initiative grant requirements.

A known, unresolved, conversion of land encumbered by any of these grant programs will result in points being deducted. If you have any unresolved conversions, contact the Grants Management Section.

Other potential compliance items that are evaluated include items such as program recognition signs and complying with Department procedures while completing grant-assisted projects awarded in the past six years.

## RECREATION PLAN

All applicants must have a current, five-year community recreation plan that has been locally adopted to the DNR by March 1 of the grant application year. Consult the Guidelines for the Development of Community Park, Recreation, Open Space, and Greenway Plans (IC1924) for guidance.

## PUBLIC INPUT

The applicant is responsible for providing the public adequate opportunity to review and comment on the proposed application. At a minimum, you must hold one public meeting to receive input about the application. Use all channels you normally use to notify the public about upcoming public meetings and other official actions. This meeting must be held within the six- month time period before the application deadline and before a resolution committing to the application is passed by your local governing body (see chapter 3 for documentation requirements).

Although a single public meeting with advance notice is required for all applications, applicants should make additional outreach efforts to ensure the public is aware of the project and document those efforts in the application. This is particularly important for potentially controversial projects, such as those close to residential areas. Additional public meetings, informational mailings, local newspaper articles, and contact with landowners adjacent to the project site, potential user groups, and persons with disabilities are all examples of additional outreach efforts that can benefit a project. Do not limit outreach to your own community, since nonresidents, especially those that live within an extended project service area, are often also affected by the project.

Public meetings focused on review of your recreation plan will not meet your obligations for public input for your grant application unless the meeting notice and agenda indicate that the meeting will cover both recreation plan review and the specific grant application.

## ELIGIBLE PROJECTS

A variety of development projects for public outdoor recreation facilities are eligible for funding through the LWCF program. Examples include, but are not limited to, trailways, picnic areas, beaches, campgrounds, boating access, fishing areas, winter sports areas, playgrounds, ball fields, tennis courts, and skate parks. Facilities needed to support outdoor recreation such as restrooms and storage buildings as well as facilities for the interpretation of natural resources and features are also eligible.

Renovation or redevelopment of existing facilities is eligible, if inadequate maintenance, poor design, or construction was not the cause of the facilities' poor or unsafe condition.

Projects that are **not** eligible include:

- Facilities and/or stadiums designed for viewing of professional or semi-professional arts or athletics, or intercollegiate or interscholastic sports.
- Facilities which provide historical interpretation.
- Projects which would create an unfairly competitive situation with private enterprises. In situations where privately managed facilities are providing identical or similar recreation opportunities, the applicant must provide additional written justification of the need for the proposed facility in light of the private sector's presence.
- Indoor recreation facilities – LWCF assistance will not be provided for support facilities or portions thereof that contribute primarily to public indoor activities such as meeting rooms; auditoriums; libraries; study areas; restaurants; lodges, motels; luxury cabins; furnishings; food preparation equipment; kitchens and equipment sales areas. Bathhouses, public restrooms, maintenance sheds, etc., are potentially eligible for LWCF assistance since their basic function is to provide support for outdoor recreation facilities.
- Eligible sheltered facilities – Swimming pools and ice skating rinks located in areas which meet cold climatic criteria, shelters of permanent construction may partially or completely enclose these facilities to protect them against cold weather conditions and thereby significantly increase the recreation opportunities provided.
- Sidewalk projects that are primarily in road right-of-ways and do not exhibit qualities associated with recreation trails. In general, traffic control devices in the road right-of-way, such as guardrails, flashing or non-flashing signs or barricades, and electronic crossing signals, are not eligible scope items for LWCF projects.

#### **ALLOWABLE NUMBER OF PROJECT SITES**

Each online application must be for a single project at one Location Site.

#### **MINIMUM AND MAXIMUM GRANT AMOUNTS**

Minimum Grant Request: \$30,000 (\$60,000 minimum total project cost)

Maximum Grant Request: \$150,000 (\$300,000 maximum total project cost)

#### **NUMBER OF ALLOWABLE APPLICATIONS FROM A SINGLE APPLICANT**

There is no limit to the number of applications that can be submitted within a funding cycle. However, the applicant will be asked to prioritize multiple applications.

#### **ELIGIBLE COSTS**

**THIS IS A REIMBURSEMENT PROGRAM.** All grants are paid as reimbursement for actual expenses (i.e. the community pays for the work and is then reimbursed at 50 percent of the cost up to the grant amount). Only those costs directly associated with the construction of the project will be reimbursed, including engineering costs and the costs associated with obtaining permits. Overhead, maintenance, administration, and cost overruns are **not eligible** for assistance.

Estimate your project cost as accurately as possible in your application. The grant award you receive will be based on the information included in the application and cannot be increased. You will be responsible for all cost overruns and any additional costs needed to complete the project.

Grantees should anticipate submitting multiple partial requests for reimbursement as the project progresses. The final 10 percent of the grant amount will be withheld pending a final project inspection and audit of the grant file. In cases where a community submits only one request (a "first and final"), the DNR may withhold 20 percent of the grant amount, which will be released following a successful final inspection and audit.

#### **LOCAL MATCH REQUIREMENTS**

The local community must provide a portion of the total project cost; this is the local match. **The LWCF program requires a 50 percent (fixed) match.**

The local match for costs can be met by cash outlay and credit for certain locally-assumed costs directly related to the construction of the proposed project, including charges for local government-owned equipment and labor performed by the applicant's employees. Donations of goods and services may be used as all or a part of the local share if the applicant specifies the nature and value of the items or services.

Other match limitations:

- Land acquisition costs and land donations are not eligible as match.
- Community Development Block Grants (CDBG) and Recreational Trails Program (RTP) are the only source of federal funds that can be used as match toward LWCF grants.
- Local units of government cannot match LWCF with Michigan Natural Resources Trust Fund or Recreation Passport grants.

Match commitments must be secured no later than October 1<sup>st</sup> in the year the application was made. Proof of secured match must be provided to your grant coordinator.

Examples of proof of secured match include:

- General fund – Resolution from local governing body committing to the match.
- Cash donations – Letters of commitment from donors.
- Other grants – Letter from granting organization committing to the grant, explaining the conditions of the award, and information on the scope of work provided by the other grant.
- Donation of goods and services – Letter from the donor explaining the nature and value of the goods or service.
- In-kind/Force account – Resolution from the governing body committing to the match.

## **CONTAMINATED PROPERTIES**

Contaminated properties are not eligible for grant assistance. Properties with past contamination problems may be considered for funding if all cleanup measures have been completed at the time the application is submitted to the DNR. Verification from the Michigan Department of Environmental Quality and/or the U.S. Environmental Protection Agency that all clean up actions have been satisfactorily completed must be submitted with the grant application. Environmental assessment costs and costs for cleanup actions are not reimbursable.

## **CONVERSION AND SIGNIFICANT CHANGES IN USE OF AN LWCF-ASSISTED SITE**

Occasionally, circumstances dictate that a community must change an LWCF-assisted site from public outdoor recreation to another use. These changes in use may include another public facility, such as a library, a museum, or fire station; or a private use such as a cellular phone tower. The land identified in the 6(f)(3) boundary map of the project agreement is encumbered under the grant whether the grant was for acquisition or development. In these instances, the grantee may make a request to the DNR for a conversion of use. If approved by both the DNR and the NPS, a conversion allows the grantee to change the use of the site by committing to replace the lost land with other land acquired by the grantee. The replacement (a.k.a. mitigation) land must be at least equivalent in size and recreation usefulness and equal or greater in current value than the land lost to the conversion.

A grantee must also request approval from the DNR to make a significant change in the public outdoor recreation uses of the site. One example of a significant change of use would be replacing a passive recreation use, such as a picnic area or walking trails with a more active form of recreation, such as baseball fields or another type of recreation that would interfere with the originally intended use. If the DNR concurs with the change of use, they will make the recommendation to the NPS to approve the change.

In both of these situations, the grantee must work first with the DNR to obtain their approval. Once the DNR concurs with the proposed changes, it will submit a request to NPS for final approval

## **CHAPTER 2**

# **DEVELOPING A SUCCESSFUL PROPOSAL**

In this chapter, we describe some of the factors you should consider when designing a project proposal to submit for LWCF funding consideration.

### **PROJECT NEED AND JUSTIFICATION**

#### **Relationship to the Recreation Plan**

All communities that apply for a LWCF grant must have a DNR-approved, five-year community recreation plan. In developing the plan, you were required to gather public suggestions and comments on the recreation and resource protection needs of your community. You should also have completed a recreation inventory of the parks you already own or manage. These and other sources of information should have been used to determine how to fulfill the recreation and resource protection needs expressed by your community.

The project that you propose for grant funding should be either a specific project that was identified during the development of the recreation plan or one that meets the plan's goals and objectives. It may also be a project that was suggested during a subsequent public meeting or workshop, such as a meeting with persons with disabilities, as long as it is compatible with the plan's goals and objectives and has received appropriate opportunities for the public to comment on the proposal.

As part of the application, you will be required to justify the project in the context of the recreation opportunities already present or readily available to your community. If you have developed your recreation plan carefully, you already have this information and may simply refer to the appropriate pages of the plan when preparing your application.

An important aspect of your project justification is how well you are able to operate and maintain the parks you already have, especially those funded with grant assistance, as well as your future means to operate and maintain your proposed project. This information should be contained in your recreation plan as well, or you may provide it in your application.

#### **Complete, Clear and Concise**

The application narrative should be complete, clear and concise. Supporting documentation should be provided to demonstrate and reinforce the narrative.

#### **Collaboration**

If the project plan or application was developed through collaboration with adjacent communities and school districts provide details on who was involved in the effort, the nature of the collaboration (formal or informal), if there is a long-term relationship with collaboration and what process did they go through to develop the plan or application. The collaborative effort may be awarded for collaboration on planning for the specific project and future maintenance or programming at the proposed site.

#### **Public Support**

To demonstrate public support for the project, provide documentation of public support, such as meeting minutes with public comment and letters of support. Public support is not demonstrated through financial commitment alone. These documents can be submitted as attachments.

#### **Alignment with SCORP**

The application should not only address how the project aligns with the goals of the community's Recreation Plan, but also how it aligns with the goals of the State Comprehensive Outdoor Recreation Plan (SCORP), including trails, community recreation, green technology, coordination and communication (collaboration) and Universal Access.

### **APPLICANT HISTORY**

#### **Compliance with Program Requirements**

Applicants will be evaluated based on their compliance with Michigan Natural Resources Trust, Fund, Land and Water Conservation Fund, Recreation Passport, Recreation Bond Fund and Clean Michigan

Initiative grant requirements.

Conversion of land encumbered by any of these grant programs will have points deducted from their score. If you have any known unresolved conversions, contact Grants Management Section.

Other potential compliance items that are evaluated include items such as program recognition signs and complying with Department procedures while completing grant-assisted projects awarded in the past six years.

## **SITE QUALITY**

### **Ability to get to Site**

Prior to submitting an application, consider how the public can get to the site and factors such as:

- Are there appropriate way finding signs?
- Is there public transportation in urban/suburban areas?
- Is the project area within a walkable distance (1/4-mile) from housing, business and commercial areas, and in these areas
- Is there a safe way to get to the site by non-motorized means?

### **Renovation**

Points may be earned for projects that renovate an existing facility that is approximately 20 years old for outdoor facilities and 40 years for buildings (taking into account high-use and environmental factors) in a park or trail that has been a dedicated public park or trail for at least 20 years.

### **Natural Resource-Based Recreation**

The narrative should address how the proposed project provides access to natural resources and describe the natural resources on the site and in relationship to the applicant's service area. Relevant rare or unique flora, fauna and site characteristics should be included, as well as expert documentation from a wildlife specialist, botanist, etc. should be documented through letters, reports, etc.

## **PROJECT QUALITY**

### **Quality of Overall Park Design**

Projects should be designed with consideration of the proposed site and the intended users. We encourage you to consider the following examples:

- Minimize the impact on natural features at the site. For example, placing active recreation areas away from bird watching areas and constructing new facilities in the least environmentally sensitive areas or renovating existing facilities.
- Providing a project that meets the community's needs without being extravagant.
- Designing facilities to be appropriate in scale for the level of anticipated use.
- Make sure the site is easily recognizable as a public park or recreation area. Are there signs at the park entrance and way finding for parks that are difficult for someone to locate that is not familiar with the area?
- Designing the entrance and traffic flow pattern into the park for the safety and convenience of motorized and non-motorized uses. Consider your ability to link the site to public transportation, trails and greenways.
- Minimize the traffic flow within the park and pedestrian and avoid multiple road crossings, instead encircle active recreation areas with roads.
- The relationship of proposed facilities to existing support facilities and provision of necessary support facilities.
- Routing linear parks (trails) to maximize their use for recreation opportunities. Addressing safety and crime issues through means such as:
  - Layout maximizes visibility of people and parking areas.
  - Adequate lighting.

- Hours of operation clearly posted.
- Monitoring of project area at appropriate times and locations.
- Physical layout clearly identified.
- It is required that the proposed project meet the accessibility requirements of the 2010 Americans with Disabilities Act Design Standards; including all proposed recreation facilities, access routes from the proposed facilities to parking and relevant support facilities and for parking for users of the proposed facilities. Designing facilities to Universal Design principals is recommended (see section below for more information).
- **All Overhead Utility Lines Must be Buried if Directly over the facility.**
- Incorporating environmental methods in the project scope. Three environmental methods must be included in the project scope to earn points in this category. Examples of acceptable methods are:
  - Pervious pavement (asphalt, concrete, brick).
  - Recycling bins.
  - Landscaping with native plants.
  - Use of natural renewable resources (solar, geothermal, etc.).
  - Building materials with high content of post-consumer recycled materials (does not include concrete or asphalt paving).
  - Reduction of water use (such as faucet sensors, waterless urinals, etc.).
  - Efficient lighting (such as LED lighting, lights on a sensor, etc.).
  - Storm water management (such as rain gardens and bioswales).

## Maps

Maps should be clearly labeled and identify what features are existing and what are proposed. If you are doing a trail/trailhead project, the applicant must show connectivity to regional trails through maps.

## UNIVERSAL DESIGN (UD) VERSUS AMERICANS WITH DISABILITY ACT (ADA)

All projects are required to meet ADA, including parking, access routes and appropriate support facilities in relationship to the proposed project. Universal Design goes beyond the requirements of ADA. Appendix B includes Sources of Information on Accessibility and Universal Design.

This category is scored in two parts. The first part is if the applicant obtained information on persons with disabilities in their community (or state) and gathered comments regarding recreation interests and accessibility needs. The application must include documentation of review in order to receive points. Documentation may include a letter from an accessibility advocate/specialist or members of the community with disabilities (confirming that the project is accessible or goes beyond ADA) or minutes of meetings with similar groups of people that demonstrate comments on this topic. The narrative should address how the input affected the final design, if applicable. The documentation should demonstrate how any applicable ideas and suggestions influenced the design of the proposed project.

The second part of this scoring category is universal design. Points in this area are earned for proposing a universally accessible project where all or some of the proposed facilities are designed beyond ADA and support facilities outside of the project meet ADA. Appendix C includes guidance on designing universally accessible recreation facilities. These are only guidelines: disability advocates and members of the community with disabilities should be included in the planning process so that the project meets the needs of the community.

## 7 Principals of Universal Design

These principals were developed by the Center for Universal Design, North Carolina State University, [www.ncsu.edu/ncsu/design/cud](http://www.ncsu.edu/ncsu/design/cud). The applicant must provide a description of how the project meets each of these principals.



Principal 1: Equitable Use – The design is useful and marketable to people with diverse abilities.

Principal 2: Flexibility in Use – The design accommodates a wide range of individual preferences and abilities.

Principal 3: Simple and Intuitive Use – Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level.

Principal 4: Perceptible Information – The design communicates necessary information effectively to the user, regardless of ambient conditions of the user's sensory abilities.

Principal 5: Tolerance for Error – The design minimizes hazards and the adverse consequences of accidental or unintended actions.

Principal 6: Low Physical Effort – The design can be used efficiently and comfortably and with a minimum of fatigue.

Principal 7: Size and Space for Approach and Use – Appropriate size and space is provided for approach, reach manipulation, and use regardless of users body size, posture or mobility.

The project should allow users to move freely between the proposed project and support facilities. There should not be separate routes for users with disabilities, such as ramps and stairs at a building entrance; all users freely to the existing support facilities and parking. If parking and support facilities are not part of the project scope, they must, at a minimum, meet ADA.

You will need to make some additional effort to effectively determine the types of universally accessible recreation facilities most needed by your community. As a starting point, you may want to obtain information from the U. S. Census Bureau on the numbers of individuals with disabilities in your community. However, it is very important to meet with individuals with disabilities and with disability advocate groups to gather information about their recreation interests and accessibility needs. Information can be obtained through public meetings, workshops, focus group meetings, and other types of gatherings. Some of the groups and organizations you may want to contact include:

- Centers for Independent Living; go to [www.ncil.org](http://www.ncil.org) for a directory;
- Other disability advocate groups, such as:
  - United Cerebral Palsy [www.ucp.org/ucp\\_local.cfm/87](http://www.ucp.org/ucp_local.cfm/87);
  - The ARC ([www.arcmi.org](http://www.arcmi.org));
  - Little People of America (<http://www.lpadistrict5.synthasite.com/>);
  - Paralyzed Veterans ([www.michiganpva.org](http://www.michiganpva.org));
  - Other national organizations ([www.access-board.gov/links/disability.htm](http://www.access-board.gov/links/disability.htm));
- Local schools and special education teachers;
- Neighborhood groups; and
- Other groups the project will serve and/or affect.

Beyond the facilities themselves, your project should be designed to allow all users to move freely among all the recreation and support facilities at the site. Existing support facilities, such as restrooms and parking lots, should at least meet accessibility requirements of the ADA. Any support facilities that are part of the proposed project should be designed to be universally accessible. There should be no separate routes, ramps, or entrances for users with disabilities; all should be able to access the park and its facilities in the same manner. Directions and other information usually conveyed to users through signs and brochures should be available in other formats, such as audio interpretation.

Once the project is completed, it will likely be necessary to provide additional outreach to the public to make them aware of the project and to encourage people with disabilities to take part in the programs offered. You may also need to train your staff to interact positively and effectively with people of differing abilities. Finally, maintaining a park for universal access requires an added amount of effort and attention to day-to-day maintenance concerns. For example, some types of safety surface materials used under play equipment need to be replenished or replaced often, trails need to be kept clear of debris, tree branches or shrubs may need to be trimmed more often, and equipment must be kept in good condition.

### **Trail Projects**

The application should include a description of the width of the trail, materials, amenities, potential user groups (motorized, non-motorized, pedestrian, equestrian, boat), distance of trail and connections that the trail may have within the community, region and beyond. Supporting documentation, including trail plan excerpts or website links, as well as any available promotion material, must be included. Water trail projects must include wayfinding and demonstrate promotion materials will be provided by the applicant.

## CHAPTER 3

# LWCF GRANT APPLICATION INSTRUCTIONS

The following sections provide the information you need to complete a LWCF grant application package. All location maps, site development plans, boundary maps, and other graphic information should be 8.5 inches by 11 inches in size and must be clear, legible, detailed, and appropriately labeled. You may also submit larger versions of any or all of them. Grants Management staff uses these materials to evaluate your application and to find and evaluate the sites. **Submit one copy of each with the online application. The following information must be entered into MiRecGrants:**

### REQUIRED CONTENT FOR ALL APPLICATIONS:

- Application Narrative**
- Site development plan**
- Project location map**
- Documentation of local match**
- Advance notice** of a public meeting to take public comment on the application
- Minutes of the meeting** held to take public comment
- Certified resolution** from the governing body
- Notice of Intent Form** (PR5601-2)
- Letter transmitting the *Notice of Intent Form*** to the regional clearinghouse
- Boundary map** delineating the legal boundaries of the park site **(OUTLINED IN RED)**  
**OPTIONAL: GIS shape file of the boundaries of your park site in the Michigan GeoRef Coordinate System.**
- Documentation of Site Control Form** (PR 5750-4) with most recent deed
- Photographs of the site**

### RECOMMENDED SUPPORTING DOCUMENTATION:

- Letters of commitment and support for the project**
- Minutes of additional public meetings** to gather public comment and support
- Preliminary floor plans and elevation drawings for proposed structures**
- Correspondence regarding regulatory permitting issues**, if applicable

**PLEASE DO NOT UPLOAD COPIES OF YOUR 5-YEAR RECREATION PLAN WITH YOUR APPLICATION.**

## COMPLETING THE LWCF GRANT APPLICATION FORM

This section includes additional guidance on some of the questions found in the LWCF grant application form.

### SECTION A: APPLICANT SITE AND PROJECT IDENTIFICATION

When completing this section, note where information about the applicant (state or local unit of government) and where information on the site of the proposed project are requested. When filling out the following fields, please do the following:

- **Park name:** If you have not yet named your park, write in a proposed name.
- **Proposal title:** Include the park name in the title and the terms “development,” “renovation,” or “improvements” for a development proposal.
- **Proposal Description:** Provide a brief (1000 character max) description of your proposed project. Include, as applicable, the type of project (new development, expansion of existing park), the rights in land to be purchased (fee simple, development rights only, etc.), the park name, the acreage to be acquired, the acreage of the existing park, the natural features of the site, the recreation opportunities proposed in your application, the universally accessible features of the project design, and the future recreation opportunities to be developed on the site.
- **Address of Site:** Use the location of the project site. If there are multiple locations, such as with a trail project, list the starting or ending point. A listing of all of the project locations can be included in the Documentation of Site Control for Development Projects

### SECTION B: PROJECT FUNDING

In this section, provide information on the match commitment, grant amount requested, and total project cost. Grant amounts are based on the information included in the application and are fixed at the time of the award. They cannot be increased at a later date. Grantees are responsible for all cost overruns or any additional costs needed to complete the project.

### **PLEASE ROUND THE TOTAL MATCH AND GRANT AMOUNT TO THE NEAREST HUNDRED DOLLARS.**

**Grant Amount Requested.** Indicate the amount of LWCF funding you are requesting, **rounded to the nearest hundred dollars**. Remember the \$30,000 minimum and \$150,000 maximum allowable grant request amounts.

#### **Sources of Matching Funds**

Applicants must provide **50 percent** of the project cost as local match. Indicate the amount for each source of local match on lines a) through e) of this section. Matching funds can come from the following sources:

- General Funds or Local Restricted Funds:** Local cash from the applicant’s general fund or restricted recreation funds.
- Force Account Labor/Materials:** The applicant’s paid employees who will work directly on the construction of the project or the cost of materials you already own that will be used in the construction of the project. This value cannot include administration or supervision costs, but may include engineering services.
- Federal or Other State Funds:** Other grant funds that have been awarded. **COMMUNITY DEVELOPMENT BLOCK GRANTS (CDBG) AND RECREATIONAL TRAILS PROGRAM (RTP) ARE THE ONLY FEDERAL FUNDS THAT ARE ELIGIBLE AS MATCH.**
- Cash Donations:** Cash generated from donations, fund-raising, or other similar means.
- Donated Labor/Materials:** Labor or materials directly related to the construction of the project from sources other than the applicant’s own paid labor. Donated labor must be valued at

minimum wage unless a professional is donating his or her professional services (such as an electrician doing electrical work).

Total project cost must equal the same total shown in Section C.

## SECTION C: PROJECT DETAILS

Before completing this section, you should consider the following factors:

**Accessibility.** All grant-assisted facilities must, at a minimum, comply with the Americans with Disabilities Act (ADA). Be sure to incorporate state and federal accessibility requirements into your facility planning and cost estimates, including the cost of access routes and playground safety surfacing. If existing facilities at the project site will support the proposed scope items, such as parking lots and restrooms, your application will be strengthened if these facilities are also renovated to be accessible to persons with disabilities. This work may be included in the scope as part of your proposed project.


**Ineligible costs.** The following costs are not eligible for reimbursement in a development project:

- Contingencies;
- Studies;
- Land acquisition costs;
- Costs associated **with the estimation of construction costs, such as consultant fees;**
- Costs incurred prior to execution of a grant agreement provided by the DNR.

### **Project Cost Estimate Table**

You should obtain a reasonable estimate for the facilities you plan to construct with grant funds by consulting with engineering firms, other communities, and equipment manufacturers. Be sure to factor in the cost of burying any overhead utility lines. List each project scope item (playground, paved parking lot, etc.) and its estimated cost on the project cost estimate table. Specify sizes and quantities where appropriate (number of picnic tables, number of ball fields, etc.) for each scope item. Do not list the aspects of project execution, such as labor, construction equipment, site preparation, or raw materials. Include these costs in the appropriate scope item.

Include in the table the cost to hire a licensed engineer, architect, or landscape architect (the Prime Professional) to prepare all plans, specifications, and bid documents for grant-funded projects. You will also be required to upload a signed letter from the Prime Professional with requests for reimbursement, including the final request, verifying that all construction was completed according to acceptable standards. Engineering costs for these services, up to 15 percent of the project cost, are eligible for reimbursement. See Project Cost Estimate sample on the next page.

 Identify in the table which scope items are designed to be universally accessible.

SCOPE ITEM	IS SCOPE ITEM OF UNIVERSAL DESIGN?	QUANTITY	TOTAL ESTIMATED COST
Canoe/Kayak Launch or ramp	<input type="radio"/> No <input checked="" type="radio"/> Yes	1	\$154,000.00
Picnic Table	<input type="radio"/> No <input checked="" type="radio"/> Yes	1	\$4,000.00
Signage	<input type="radio"/> No <input checked="" type="radio"/> Yes	5	\$6,000.00
Pathway - 6' - 8' wide	<input type="radio"/> No <input checked="" type="radio"/> Yes	1	\$2,500.00
	<input type="radio"/> No <input type="radio"/> Yes		
<i>(New rows will appear as rows are completed and Saved)</i>			
Other: Concrete pads for picnic table	<input type="radio"/> No <input checked="" type="radio"/> Yes	2	\$5,000.00
Other: Detectable warning system	<input type="radio"/> No <input checked="" type="radio"/> Yes	1	\$2,500.00
Other:	<input type="radio"/> No <input type="radio"/> Yes		
Do not list the aspects of project execution, such as labor, construction equipment, contingency or raw materials. <i>(New rows will appear as rows are completed and Saved)</i>			
		<b>Permit Fees</b>	\$500.00
		<b>Subtotal</b>	\$174,500.00
		<b>Engineering</b> <i>(These fees may not exceed 15% of subtotal)</i>	\$25,500.00
		<b>Total Estimated Cost</b> <i>(Must equal Total Project Cost amount on Section B page.)</i>	<b>\$200,000.00</b>

## SECTION D: JUSTIFICATION OF NEED

### Priority of Multiple Applications

If you are submitting more than one application, please indicate the priority order, with #1 being the highest priority application. If you are submitting only one application, please leave this line blank.

## SECTION E: APPLICANT HISTORY AND PARK STEWARDSHIP

Indicate in this section if you have closed, sold, or transferred any parkland or recreation facilities in the past five years or if you have a "residents only" policy at any of the parks within your system. Please note that these questions refer to your entire park system, not just those parks or facilities that have received grant assistance.

More information on the National Park Service policy on park stewardship and the conversion of grant-assisted parkland can be found on the National Park Service's website at [www.nps.gov/ncrc/programs/lwcf](http://www.nps.gov/ncrc/programs/lwcf), Compliance Responsibilities and Legal Protection.

## SECTION F: SITE CONDITIONS

All applicants must complete this section with at least ten years of information about the environmental conditions and past uses of the site proposed development. If you have information older than ten years about potential contamination at the site and you have no information that this condition has changed, you must report it.

### Environmental Conditions

Contaminated sites are ineligible for funding under LWCF. If the answer to any of the questions in the checklist is "yes", include written documentation from the Michigan Department of Environmental Quality and/or the U.S. Environmental Protection Agency certifying that remediation of any contamination has been completed.

## **Permit Issues**

Indicate all possible local, state, and federal permits needed for the proposed development, especially environmental permits, and the efforts you have taken to determine the need or likelihood of obtaining the permit. You should contact regulatory agencies as early as possible and request a written evaluation of the likelihood of receiving a permit for the proposed project. If feasible, permit applications should be submitted to the appropriate agency prior to applying for a grant.

Local agencies may include:

- County Health Department
- County Road Commission
- County Drain Commissioner

State agencies may include:

- Michigan Department of Environmental Quality [www.michigan.gov/deg](http://www.michigan.gov/deg)
- Michigan Department of Natural Resources [www.michigan.gov/dnr](http://www.michigan.gov/dnr)
- Michigan Department of Community Health [www.michigan.gov/mdch](http://www.michigan.gov/mdch)
- Michigan Department of Transportation [www.michigan.gov/mdot](http://www.michigan.gov/mdot)

## **SECTION G: PUBLIC ACCESS OPPORTUNITIES**

Provide information regarding days of the week and the time the park is open to the general public or if it is only available through a reservation system. Indicate if there is an entrance fee for residents and non-residents, and how the park can be accessed, i.e., automobile, boat, public transportation, trails (motorized and non-motorized), etc. Also provide information on any adjacent inland lake, river, or any other adjacent body of water

## **APPLICATION NARRATIVE**

### **I. PROJECT DESCRIPTION (MAXIMUM 3,000 CHARACTERS)**

Provide a brief description of your proposed project. Include, as applicable, the type of project (new development, renovation, expansion of existing park), the park name, the acreage of the existing park, the natural features of the site, the recreation opportunities proposed in your application, the universally accessible features of the project design, and the future recreation opportunities to be developed on the site. For trailway projects, name the trailway system to which your proposed project will connect and the significant destination points along the trail.

### **II. PROJECT JUSTIFICATION AND SUPPORT**

Tell us why you are proposing this specific project for LWCF funding consideration, including the following information.

Describe how the project relates to your recreation plan;

- Describe the need for this project in relation to existing, similar facilities and recreation opportunities provided by both the applicant and other recreation providers. Your discussion should demonstrate that existing facilities are inadequate to meet the need. As part of this discussion, list the past recreation grants your community has received. Describe the condition and general amount of use for each scope item.
- Explain how your parks and recreation budget will meet the added expense of developing, operating, and maintaining your proposed project.
- Provide an estimate of the seasonal residents in your community and justify why you believe these residents will use the proposed facilities.

Discuss the steps you took to ensure that your proposed project has public support, including, as appropriate, support from adjacent landowners, potential user groups, and support from people with

disabilities, in your community. If your project was initiated through community action, describe the events that brought about the submittal of this application. If there are conflicts or opposition, please describe the efforts you have taken to address these issues, so that the project can be successfully implemented in a timely manner.

Tell us about all organizations that participated in developing the project, or that have agreed to assist in the programming, operation, and/or maintenance of the project site.

### **III. PROJECT DESIGN**

Provide a detailed description of the development you are proposing, with reference to specific scope items. Address considerations for project design described in chapter 2, as applicable.

- Describe the features of the site and all factors, including universal access that affected your choice for the location of the proposed project.
- Describe how your design was chosen, and why it is appropriate for the proposed site. Use this opportunity to explain why you chose the type and placement of particular scope and design elements. For example, explain why you chose a certain fishing pier design at a specific location on the body of water, or a certain trail surface in a particular area of the park.
- Explain how your project design meets or exceeds the requirements of the ADA.
- Summarize the steps taken to ensure appropriate public access to any natural resources at the site while balancing the potential impact the proposed development will have on those resources.

Describe how you designed the project to ensure the prevention of crime. At a minimum, include the following information:

- The features you incorporated into the design to maximize the visibility of people and parking areas;
- How you will define property lines to minimize trespassing over adjacent private property;
- How you will ensure that public routes and entrances are clearly evident to park users;
- What plans you have for monitoring the site at appropriate times and locations.

Describe the methods you will use to publicize and promote your project to the public. Examples may include:

- Informational booklets/brochures;
- Web site;
- Radio/television;
- Presentations to schools, organizations, clubs, and other groups;
- Special events such as fairs and festivals;
- Newspapers/magazines

Also include methods that will effectively communicate with persons with disabilities.

### **IV. ADDITIONAL INFORMATION (MAXIMUM 2,000 CHARACTERS)**

Provide the information listed below, as applicable, and any other information you believe will give us a more complete understanding of your proposed project and assist us in evaluating your application.

1. If you will charge an entrance fee to the project site, discuss your policy for fee reductions for low income users.
2. Explain the circumstances under which you closed, sold, or transferred control of any parkland or recreation facilities within your park system.
3. List any parks within your system for which you have a “residents only” policy.



Discuss any health advisories for the water bodies accessed by your project, and describe how these advisories will affect the use of the site and your proposed facilities.

## ATTACHMENTS

### ✓ FILE FORMAT

Links may be used to complement the application, but relevant documents or excerpts should be uploaded in the appropriate locations within the application on MiRecGrants. All uploads should have easily readable font sizes and information presented in a clear, concise format. Acceptable file types are doc, xls, jpeg, GIF, and pdf. The maximum file size per upload is 30 MB.

### ✓ SITE DEVELOPMENT PLAN

The site plan must show the entire site to be developed, and should delineate and label the location and type of all proposed uses. Features such as wooded areas, wetlands, water bodies, overhead utility lines, and all existing uses, including buildings and other development, need to be identified. Surrounding land uses should also be noted.

If there are currently any non-recreation uses in the project site or such uses are proposed for the future, these uses should be clearly depicted on the site plan and excluded from the project boundary.

The placement of all scope items proposed in the application should be depicted on the site plan. It should be clear which items already exist, which are parts of the proposed project, and which are parts of a plan for future development. Site plans should represent the final plans for the proposed project, subject to minimal change during project implementation.

All proposed facilities must be designed in accordance with state and federal barrier-free accessibility requirements. The site development plan should indicate that all grant-funded facilities will be accessible to persons with disabilities and include features such as walkways, ramps, and other items required to provide access. If the project includes a playground, be sure accessible safety surfacing and access routes are included. The site development plan should also indicate that existing facilities (such as parking lots and restrooms) that will support the proposed facilities are or will be made accessible. Applications that do not clearly indicate that existing support facilities are or will be made barrier-free may receive a lowered score.

**For railway projects**, indicate on your site development plan the destinations to which the proposed railway project will connect. Upload a map of the trail network (existing or proposed) to which your project will link.

### ✓ PROJECT LOCATION MAP

The project location map should be sufficiently detailed so that a person (such as your regional representative) unfamiliar with the site and your community can find the site using only the map. The map should include the address of the park, street and road names, landmarks, and an indication of compass direction.

### ✓ DOCUMENTATION OF LOCAL MATCH SOURCES

You must upload documentation for some of the match sources you indicated on your application form, as follows:

If any portion of the match is to be made up of funds from other grant funding sources, include a copy of the scope of work and budget provided for in the other grant application.

If any portion of the match is to be made up of cash, labor, or material donations; include a letter from each donor committing to their donation.

If the donor is an adjacent community contributing to the match, include a resolution from their governing body that supports the application and commits to their portion of the match.

All match must be secured, with documentation, no later than October 1st in the year the application is made.

✓ **ADVANCE NOTICE OF A PUBLIC MEETING**

Upload a copy of the newspaper advertisement or other means that your community used to notify your citizens about the public meeting to discuss and comment on the project. The notice must advise the reader that the community is considering a LWCF grant application and include a brief description of the proposed project, including the specific location of the project.

Hearings must comply with the requirements of the Open Meetings Act. The statute can be found at the following link: <http://www.legislature.mi.gov/documents/mcl/pdf/mcl-Act-267-of-1976.pdf>.

Evidence of advance notice provided with application materials must be date stamped and certified.

✓ **MINUTES OF THE PUBLIC MEETING**

Upload a copy of the complete set of minutes from the meeting held to receive public comment about the project. The minutes must include the comments made by the public on the project. If the meeting included several topics, highlight the relevant section(s). If there was opposition to the project expressed at the meeting, the application should include a discussion of the steps taken or that will be taken to address the concerns raised.

✓ **CERTIFIED RESOLUTION**

The highest governing body of the local unit of government must pass a resolution supporting the application within six months prior to the application deadline. Resolutions passed to approve a recreation plan will not meet this requirement. The resolution should:

- List and commit to the amount of the local match in terms of dollar amount or percentage of total project cost, and all source(s) of match as specified in the application;
- Be sealed or otherwise authenticated.

✓ **NOTICE OF INTENT FORM (PR5601-2) AND ACCOMPANYING LETTER**

The regional planning agency for your county must be notified of your application by submitting a *Notice of Intent* Form prior to submitting the application. Include a copy of the cover letter conveying the *Notice of Intent* Form or other evidence that the form was submitted to the regional planning agency, as well as a copy of the completed form. The addresses of the regional planning agencies are listed on the back of the *Notice of Intent Form*.

✓ **BOUNDARY MAP**

The boundary map must clearly define the boundary of the parkland to be developed **and be outlined in RED**. Use permanent landmarks such as streets and water bodies, as well as dimensions, to clearly define the area. The boundary map must match the area described in the Documentation of Site Control Form. This map, in conjunction with the site control form and documentation, is used to determine if you have adequate control over the property to be developed. This boundary also represents the area that the grantee, the DNR, and the NPS considers as dedicated to public outdoor recreation use in perpetuity.

Any non-recreation uses must be excluded from the project area boundary. Normally, the entire park that receives LWCF support will be included in the boundary of the grant. However, in some cases it may make more sense to encumber a smaller area of a larger park if the smaller area can be considered a stand-alone recreation site. Factors to consider are whether the smaller area has its own access and parking, and if changes to the remainder of the site could impact the recreation uses of the grant-assisted site.

If you have a GIS database that contains the geographical boundaries of your park site, please submit shape file of the park boundary in the Michigan GeoRef Coordinate System. For more information on the Michigan GeoRef Coordinate System, go to [www.michigan.gov/cgi](http://www.michigan.gov/cgi), then select "Michigan Geographic Data Library" on the left side of the screen, then select "The Michigan Geographic Data Library" in the center of the screen, then select "Map Projections" on the right side of the screen for more information on

the Michigan GeoRef system and how to covert files to this project. Please note that this website is maintained by the Michigan Center for Geographic Information and is subject to change. Please email this file to your regional representative or provide a CD in your application.

✓ **DOCUMENTATION OF SITE CONTROL Form (PR5601-3)**

Indicate the type of control you currently hold. The applicant must own the appropriate land rights at the time of application. Leased properties are ineligible.

✓ **SITE PHOTOGRAPHS**

Photographs, digital images, or photocopies can show important natural features, existing development, and surrounding land uses. Pictures should be labeled to indicate what is in the picture, the compass direction and how the picture relates to the site plan, such as the placement of proposed new facilities. Please upload these photos in the “Required Attachments” section of the online application.

✓ **RECOMMENDED SUPPORTING DOCUMENTATION**

**LETTERS OF COMMITMENT AND SUPPORT FOR THE PROJECT**

If you have formed a partnership with another agency, group, or organization to program, operate, or maintain the project site, include letters of commitment from those entities. Also include letters of support from the public, potential user groups, disability advocate groups, local businesses, homeowners associations, legislators, and any other entity showing support and public awareness of your project. Letters of support may be directly addressed to your grant coordinator, whose address is listed on the last page of this booklet.

**MINUTES OF OTHER PUBLIC MEETINGS**

Include documentation from any other public meetings or workshops held to discuss and receive comment on the proposed project.

**PRELIMINARY FLOOR PLANS AND ELEVATIONS**

If the proposed project includes any buildings or structures, such as pavilions, restrooms, or bridges, the application must include basic floor plans and elevations for these structures and universally accessible design features. They do not have to be measured drawings, but should show the relevant structures and approximate dimensions. Catalog drawings or illustrations are acceptable.

**CORRESPONDENCE REGARDING PERMITTING ISSUES**

If you have received any correspondence from a regulatory agency about your proposed project, include a copy in your application package.

**OTHER SUPPORTING DOCUMENTATION**

- Letter for Universal Design (development projects).
- Correspondence regarding regulatory permitting issues (if applicable).
- Documentation supporting population of seasonal residents claimed (if applicable).
- If you will charge an entrance fee – discuss policy for fee reductions for low income users.
- Description of circumstances under which you closed, sold or transferred control of any parkland or recreation facilities within your park system.
- List any parks within your system where you have a “residents only” policy.
- Discuss any health advisories for the water bodies accessed by your project. Describe how these health advisories will affect the use of the site and your proposed facilities.
- Park maintenance schedule and budget.

- Justification for larger service area.

## **CERTIFICATION**

### **Signature**

The application must be submitted by the authorized official of the local unit of government applying for LWCF assistance. This person must be authorized to make a commitment of the necessary resources to complete the project.

By submitting the application, the local unit of government is certifying that they:

1. Have read and understand all of the information included in the Open Project Selection Process booklet (IC5600) and this application form, and
2. Are prepared to commit the necessary resources to complete the project as proposed, including sufficient funding to initiate the project prior to receiving reimbursement of costs incurred, and
3. Are prepared to dedicate the entire area developed with LWCF assistance, as described in the project agreement, to public outdoor recreation in perpetuity.

## CHAPTER 4 APPLICATION SCORING CRITERIA

The scoring criteria used by staff are described in this chapter. A detailed worksheet used to score applications is available upon request. Applicants are encouraged to request the scoring worksheet and use it to evaluate their own applications, and look for opportunities to improve the application before submitting it to the DNR.

In some cases, staff will also visit a site as part of the application evaluation process; however, do not rely on site visits as a way to communicate project information.

### DEVELOPMENT APPLICATION SCORING CRITERIA

<b>1. NEED FOR PROJECT</b>	
A. Rationale for the Project: The proposed project is consistent with the community/state recreation plan's goals and objectives. The proposed project is adequately justified in terms of the need for additional facilities of the type proposed. The availability of the proposed type of facility in the region was evaluated (as appropriate).	20
B. Collaboration: The plan or application was developed through collaboration* with stakeholders that may include adjacent communities, non-profit organizations, user groups, and other entities as appropriate.  *Collaboration must be demonstrated through ongoing participation in the planning, operation, and/or maintenance of the project, with the intent that the collaborating parties would be the anticipated users of the facilities. Financial contribution is not required to demonstrate collaboration.	20
C. Public Support and Opposition: The application/recreation plan demonstrates that the proposed project is widely supported in the community/region. Also, there is minimal public opposition to the proposed project or applicant is working to address the concerns. Opposition based primarily on the desire to keep the public from the state's natural resources will not be considered. Documentation of support was provided.	20
<b>Maximum Possible Points (A + B + C)</b>	<b>60</b>
<b>2. SITE AND PROJECT QUALITY</b>	
A. Ability to Get to the Site—The amount and type of directional signage is adequate for the type of park. The park site is easily recognized as a public park or outdoor recreation area. The park can be directly and safely accessed and is appropriately located for the type of project. The amount of parking (existing or proposed) is appropriate for the type, location, and expected usage of the project. For urban projects, site is on a public transportation route or is served by a "dial-a-ride" type transportation service for seniors and persons with disabilities.	20
B. Compatibility—Site is compatible with its intended purpose and the proposed site design. Site design is clear and understandable.	20
C. Renovation—Project involves renovation at an existing park site. Renovation is not needed as a result of inadequate maintenance or design. Park must be at least 20 years old.	20
D. Use of Environmentally Friendly Features—(Note: Project must include at least three qualifying features to receive points: <ul style="list-style-type: none"> <li>• Pervious paving materials</li> <li>• Recycling bins on site</li> <li>• Reduction of energy use</li> <li>• Landscaping with native plants</li> <li>• Use of natural renewable resources (solar, geothermal, etc.)</li> <li>• Using building materials with high content of post-consumer recycled</li> </ul>	20

<p>materials</p> <ul style="list-style-type: none"> <li>• Toilets or other reduction of water use</li> <li>• Efficient lighting</li> <li>• Storm water management</li> <li>• Other</li> </ul>	
<p>E. Crime Prevention and Safety Measures—Potential safety issues have been addressed.</p> <ul style="list-style-type: none"> <li>• Layout maximizes visibility of people and parking areas</li> <li>• Adequate lighting</li> <li>• Hours of operation clearly posted</li> <li>• Monitoring of project at appropriate times and locations</li> <li>• Physical layout clearly defines property lines and distinguishes and separates public and private spaces through landscape plantings, pavement designs, and fencing</li> <li>• Trails within parks are looped or otherwise minimize deadends</li> <li>• Trailways clearly indicate public routes and discourage access to private areas</li> </ul>	20
<p>F. Programming/Marketing—The applicant has addressed how they will make the public aware of the project and/or the park/forest/recreation area. If a project would provide universal access, this information must be included:</p> <ul style="list-style-type: none"> <li>• Booklets/brochures</li> <li>• Presentations to schools, organizations, clubs, etc.</li> <li>• Radio/television</li> <li>• Website</li> <li>• Special events, such as fairs and festivals</li> <li>• Newspapers/magazines</li> </ul>	20
<b>Maximum Possible Points (A + B + C + D + E + F)</b>	<b>120</b>
<b>3. APPLICANT HISTORY</b>	
<p>A. Per capita <u>development</u> grant assistance (MNRTF, LWCF, Recreation Bond Fund, CMI) received by the applicant in the past 20 years exceeds the median value awarded to all communities over the past 20 years.</p>	0
<p>B. Per capita development grant assistance (MNRTF, LWCF, Recreation Bond Fund, CMI) received by the applicant in the past 20 years is less than the median value awarded to all communities over the past 20 years+.</p>	20
<p>C. Applicant has not received a development grant from the recreation grant program in the past 20 years (MNRTF, LWCF, Recreation Bond, CMI).</p>	40
<p>D. Compliance with Program Procedures – the applicant is in compliance with all requirements at park sites that have been acquired or developed with recreation grant assistance in the past—including signage requirements. Also, the applicant has complied with Department procedures while completing grant-assisted projects (acquisition and development) awarded in the past 6 years. Give points if the applicant has never received a grant.</p>	10
<p>E. Applicant has a formal recreation department/DNR division or parks committee.</p>	10
<b>Maximum Possible Points (A or B or C) + D + E</b>	<b>60</b>
<b>4. FINANCIAL NEED OF THE APPLICANT</b>	
<p>A. Upper one-third median household income</p>	0

B. Middle one-third median household income	20
C. Lowest one-third median household income	40
<b>Maximum Possible Points (A or B or C)</b>	<b>40</b>
<b>5. QUALITY OF THE OVERALL PARK DESIGN</b>	
A. The design of the entrance and traffic flow pattern into the park is safe and convenient for all—vehicles, pedestrians, bicyclists, people using personal assistance devices (e.g., wheelchairs), etc.	10
B. Road crossings within the park are kept to a minimum.	10
C. Facilities are placed so as to have the least environmental impact.	10
D. Layout maximizes potential groundwater infiltration.	10
E. Recreation and support facilities do not negatively impact each other (e.g., placing a ball field next to a bird watching area).	10
<b>Maximum Possible Points (A + B + C + D + E)</b>	<b>50</b>
<b>6. PROJECT FACILITIES/SCOPE ITEMS</b>	
A. Scope items are appropriate in size for the anticipated level of use.	10
B. The project includes all necessary support facilities and some amenities, such as parking, drinking fountains, and restrooms, or they are already available at the site.	10
<b>Maximum Possible Points (A + B)</b>	<b>20</b>
<b>7. UNIVERSAL ACCESS DESIGN</b>	
A. The applicant obtained information on persons with disabilities in their community or the state and gathered comments regarding recreation interests and accessibility needs. The applicant has documented how the ideas/suggestions gathered from the public input process influenced the design of the proposed project. Documentation of dialogue with an organization or individual with disabilities was provided. The applicant has documented how any applicable ideas and suggestions influenced the design of the proposed project (please provide letters). <ul style="list-style-type: none"> <li>• Centers for Independent Living</li> <li>• The Arc</li> <li>• Little People of America</li> <li>• Paralyzed veterans</li> <li>• Agencies for the aging</li> <li>• Local schools</li> <li>• Neighborhood groups</li> <li>• Other</li> </ul>	10
B. ALL of the proposed facilities meet these criteria.	20
C. SOME of the proposed facilities meet these criteria.	10
D. NONE of the proposed facilities meet these criteria and/or insufficient documentation was provided.	0
<b>Maximum Possible Points (A + B or A + C or A or D)</b>	<b>30</b>
<b>TOTAL POSSIBLE POINTS UNDER CORE DEVELOPMENT CRITERIA 1-7</b>	<b>380</b>

<b>ALIGNMENT WITH SCORP</b>	
Listed are the maximum possible points that may be earned under each project type. An application may earn points under only one of the priority project types. Factors used to score applications, and their associated points, will be developed and available for review on the evaluation worksheet	
<p>1. Trails or trails that provide direct access to:</p> <ul style="list-style-type: none"> <li>• Regional Trail/Trailhead – Development of a trail that will connect to an existing regional trail or for a trailhead on an existing regional trail. The proposed trail must be identified on a documented trail plan.</li> <li>• Documented Water Trail – Development of trailhead and/or canoe pull out facilities on a well-documented and promoted water trail. Provide a copy of the documented trail plan or a website link where the plan can be viewed. Trailhead development must also include wayfinding and promotion materials (POSSIBLE POINTS 50)</li> <li>• Local Trail/Trailhead – Development of a trail or trailhead that is not connected to an existing regional trail. The proposed trail must be part of a trail network that is identified on a documented trail plan. Provide a copy of the documented trail plan or a website link where the plan can be viewed.</li> <li>• Proposed Water Trail – Development of trailhead and/or canoe pull facilities for a proposed water trail. Provide a copy of, at a minimum, a conceptual trail map that indicates the location of the nearest well-documented</li> <li>• Regional trail. Trail development must also include wayfinding and promotion materials. (POSSIBLE POINTS 30)</li> <li>• Secondary Trail/Amenities – While the project may include a trail that is or will be part of a trail network and/or amenities for trail users, these are not the primary result or intention.</li> <li>• Secondary Water Trail Amenities – While the project may include trailhead and/or amenities for water trail users, these are not the primary result or intention. (POSSIBLE POINTS 10)</li> <li>• Trail is contained within a park or water access is only provided for the park in which it is located.</li> <li>• Project will not provide a trail or trail amenities. (POSSIBLE POINTS 0)</li> </ul>	<b>50</b>
<b>CONVERSIONS</b>	
<p>The applicant has an unresolved conversion.</p> <p>Conversions of park areas developed with grant assistance is strongly discouraged.</p> <p><b>The scores of applicants with current conversions will be negatively impacted in the scoring process and could become ineligible to receive future DNR grant funding.</b> If there are pending conversions, they should be mitigated expeditiously. Contact the Grant Coordinator in your area for assistance.</p>	<b>-50</b>

**If the total requested dollar amount of LWCF-eligible applications that score the same exceeds the funds available, the DNR will establish “tie-breaking” criteria to select the applications to be recommended to the NPS. If the tie-breaking criteria does not provide a cut-off, like-scoring applications will be ranked from the largest to the smallest request and recommendations will be made from this ranking until all available LWCF funds have been awarded.**



## APPENDIX A: LAND AND WATER CONSERVATION FUND

### BASIS AND PURPOSE OF THE PROGRAM

The Land and Water Conservation Fund (LWCF) Act of 1965 (Public Law 88-578, 78 Stat 897) was enacted "...to assist in preserving, developing and assuring accessibility to all citizens of the United States of America of present and future generations ...such quality and quantity of outdoor recreation resources as may be available and are necessary and desirable for individual active participation...".

The LWCF program has had a role in establishing or bolstering a number of key national conservation policies and served as the blueprint for the Michigan Natural Resources Trust Fund and other state and federal recreation and conservation programs:

First among these is the principle of resource reinvestment. Most of the income deposited to the fund comes from offshore oil leasing revenues, based on the idea of recycling the proceeds of natural resources development back into natural resources protection. While a nonrenewable resource is being used, renewable resources in the form of conservation and recreation lands are increased and enhanced.

The grants program has also emphasized a leadership role for states - a full partnership with national and local governments in planning, funding and providing nationwide recreation opportunities. As a result of this emphasis, states have:

- Made firm commitments to outdoor recreation planning
- Established and expanded their own scenic river trail and other systems
- Encouraged their cities and counties to improve planning and development of recreation resources
- Instigated hundreds of recreational bond issues to fund state and local parks.

A third principle, and one with major impact on long-term resource protection, is the **concept of a permanent, national recreation estate**. The LWCF Act requires that all property acquired or developed with LWCF assistance be maintained perpetually in public recreation use. This ensures that tens of thousands of outdoor sites - at every level of government and in almost every county of the United States - are recognized as continuing legacies that must remain available, not just for today's citizens but for all future generations of Americans.

### FUNDING FOR THE PROGRAM

The LWCF is supported by revenues from gas and oil development from the outer continental shelf. Following Congressional appropriation, LWCF monies are apportioned to the states by the Secretary of Interior each fiscal year in accordance with the apportionment formula contained in the LWCF Act.

The formula includes a factor for equal distribution of a portion of the fund among the states, as well as factors for distribution based on population and need. Funds are apportioned to the individual states, the District of Columbia, Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Government of the Northern Mariana Islands, which are collectively referred to as "the states". Funds may be made available through the states to political subdivisions of the state and other appropriate public agencies, including recognized Indian tribes which otherwise qualify for LWCF assistance.

### ADMINISTRATION OF THE LAND AND WATER CONSERVATION FUND

The Governor of each state must designate in writing an official who has authority to represent and act for the state as the State Liaison Officer (SLO). The SLO has the authority and responsibility to accept and to administer funds paid for approved projects. The SLO for the State of Michigan is the Director of the Department of Natural Resources. The SLO also selects one or more alternate (ASLO) liaisons. The final selection of projects is approved by the SLO.

## **ADDITIONAL INFORMATION REQUIRED FOR FUNDED PROJECTS**

For those applications that are chosen by the DNR Director for recommendation to the NPS, additional information must be submitted to the DNR before the applications can be sent to the NPS for final approval. The following is a list of the information that is required for funded projects:

### **1. Proposal Description and Environmental Screening Form**

This form is an objective presentation of how the proposed project will directly or indirectly affect the present natural, social, and economic environment. Based on the information in the form, the NPS will determine if an environmental assessment (EA) is required for the project.

The form will include a description of the proposed action, a description of the environment, and the environmental impact of the proposed action.

### **2. State Historic Preservation Office Letter of Effect**

Federal regulations require a separate review of proposals by the Michigan State Historical Preservation Office (SHPO). A report will need to be completed and submitted to SHPO that outlines any ground disturbing activity, a project work description and area of potential effects, identification of historical properties, photographs of the area, and a determination of the project's effect on historical properties.

### **3. Permits**

Copies of any federal and state permits, or permit applications required as part of the project will need to be provided. Please refer to chapter 3 for a listing of state agencies.

### **4. Donation Detail**

For projects that include donations of labor, equipment, or materials as part of the match, information regarding the type of labor, equipment or materials to be donated will be required as well as letters of commitment from donor(s).

## **BEGINNING THE PROJECT**

Projects can be started only after **both of the following actions** take place:

- Approval by the NPS.
- Execution of a formal contract (Project Agreement) between the DNR and the grantee.

**A grantee may not do the following** until written approval from Grants Management is received:

- Solicit bids or begin the contractor selection process.
- Start site preparation work or incur any costs for which you intend to seek reimbursement, other than pre-approved engineering.

## **REQUIREMENTS FOR PROJECT COMPLETION**

Following is a brief description of some of the key procedures and requirements for approved applicants. For more detail on these procedures, consult the booklet *Development Project Procedures* (IC1912), available from Grants Management, or access the website at [www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants) click on "Grant Programs" and "Land and Water Conservation Fund" and "Forms and Publications"

**Using Professional Services:** All grantees are required to retain professional services to complete certain portions of their project. All grantees must have a licensed engineer, architect, or landscape architect prepare all plans, specifications, and bid documents and verify that all construction has been completed according to appropriate standards.

**Project Completion:** All grantees are given two years to complete a project. The project period begins when the Project Agreement is issued to the grantee. The project must be completed in accordance with the approved application. Changes to the project such as adding or deleting scope items require prior DNR approval. Significant changes will also require prior approval from the NPS

**Payment of Grant Funds:** All grants are issued as reimbursement for costs incurred by the grantee. The DNR does not provide advance payments for approved projects. Grantees must submit reimbursement requests, accompanied by the required documentation, to receive grant funds. Multiple reimbursement requests may be submitted over the course of project

construction. The final 10 percent of the grant amount will be withheld pending a successful inspection and audit of the grant file.

**Because grantees must cover the cost of the project and wait for reimbursement, applicants should ensure they have adequate local funds available to initiate projects.**

## **RESPONSIBILITIES FOLLOWING PROJECT COMPLETION**

**NOTE:** The following information is taken from the National Park Service LWCF Manual.

### **Retention and Use**

The project site shall be retained and used for outdoor public recreation in perpetuity. The project site cannot be wholly or partly converted to other than public outdoor recreation uses without prior approval of the DNR and the NPS. Also, significant changes made in how the site is used for recreation, such as changing the use at the site from passive to active, may also be subject to approval by the DNR and the NPS.

### **Operation and Maintenance**

Sites developed with a LWCF grant shall be operated and maintained as follows:

- The site shall be signed as open to the public and display the standard LWCF sign.
- The site shall be maintained so it is attractive and inviting to the public.
- Sanitation and sanitary facilities shall be maintained according to applicable health standards.
- The site shall be kept reasonably open, accessible, and safe for public use. Fire prevention and similar activities shall be maintained for public safety.
- Buildings, roads, trails and other structures and improvements shall be kept in reasonable repair throughout their estimated lifetime to prevent undue deterioration and to encourage public use.
- Facilities shall be kept open for public use at reasonable hours and times of the year, according to the type of area or facility.

### **Nondiscrimination and Public Access**

The project site shall be open to appropriate entry and use by all persons regardless of race, color, national origin, age, marital status, height, weight, religion, sex, residency, or disability.

The site shall be maintained at all times to be accessible and useable by persons with disabilities.

Preferential membership or annual permit systems are prohibited; however, admission price and other fees may be based on residency. Nonresident fees shall not exceed twice that charged residents; where residents are not charged a fee, nonresident fees may not exceed the rate charged residents at similar facilities in the area that are open to the public.

### **Compliance Inspections**

The DNR will carry out periodic inspections after project completion. Grant recipients will be notified of any compliance issues raised by an inspection and are obligated to address them in a timely manner.

## APPENDIX B: SOURCES OF INFORMATION ON ACCESSIBILITY AND UNIVERSAL ACCESS

### U.S. ACCESS BOARD

[www.access-board.gov](http://www.access-board.gov)

The U.S. Access Board is designated by the Americans with Disabilities Act (ADA) as the agency responsible for developing minimum accessibility guidelines to ensure that new construction and alteration of facilities covered by ADA are accessible and useable by people with disabilities. The Access Board has put out the following guidelines that should be used by *Access to Recreation* applicants to determine the criteria they must exceed to achieve universal accessibility:

- Recommendations for Accessibility Guidelines for Outdoor Developed Areas

<http://www.access-board.gov/guidelines-and-standards/recreation-facilities>

The Access Board also has a website that provides links to a number of organizations whose mission is to provide access for persons with disabilities at:

<https://www.disability.gov/>

United States Access Board  
1331 F Street, NW, Suite 1000  
Washington, DC 20004-1111

Voice: (800) 872-2253 TTY: (800) 993-2822 FAX: (202) 272-0081

### NATIONAL CENTER ON ACCESSIBILITY

<http://www.ncaonline.org/>

The National Center on Accessibility is a collaborative program of Indiana University and the National Park Service. It provides information on access for people with disabilities in recreation.

National Center on Accessibility  
501 North Morton Street - Suite 109  
Bloomington, IN 47404-3732

Voice: (812) 856-4422 TTY: (812) 856-4421 FAX: (812) 856-4480

### THE CENTER FOR UNIVERSAL DESIGN

[www.ncsu.edu/ncsu/design/cud](http://www.ncsu.edu/ncsu/design/cud)

The Center for Universal Design is a national information, technical assistance, and research center that evaluates, develops, and promotes accessible and universal design in housing, commercial, and public facilities, outdoor environments, and products.

The Center for Universal Design  
College of Design  
North Carolina State University  
Campus Box 8613  
Raleigh, NC 27695-8613  
Staff email – [cud@ncsu.edu](mailto:cud@ncsu.edu)

## **GREAT LAKES ADA AND ACCESSIBILITY ASSISTANCE CENTER**

[www.adagreatlakes.org](http://www.adagreatlakes.org)

The Great Lakes ADA and Accessibility Assistance Center provides information, materials, technical assistance, and training on the Americans with Disabilities Act. Topics addressed includes the non-discrimination requirements in employment, the obligations of state and local governments and business to ensure that programs, services and activities are readily accessible to and useable by people with disabilities.

DBTAC: Great Lakes ADA Center  
University of Illinois at Chicago  
Institute on Disability & Human Development (MC 728)  
1640 West Roosevelt Road, Room 405  
Chicago, IL 60608  
Technical Assistance - Voice/TTY: (800)-949-4232 FAX: 312-413-1856  
Email: [glbtac@uic.edu](mailto:glbtac@uic.edu)

## **MICHIGAN DISABILITY RESOURCES**

[www.michigan.gov/disabilityresources](http://www.michigan.gov/disabilityresources)

The Michigan Department of Labor & Economic Growth created this website, which is devoted specifically to the interests, concerns, and needs of Michiganians with disabilities. The website offers information on services and programs for people with disabilities offered by the state of Michigan as well as other sites of interest.

## APPENDIX C: GUIDANCE ON DESIGNING SPECIFIC TYPES OF RECREATION AND SUPPORT FACILITIES FOR UNIVERSAL ACCESSIBILITY

The following table lists design aspects that should be considered when designing the specified type of recreation or support facility for universal accessibility. This guidance is not exhaustive or mandatory, but it will be used by Grants Management staff when reviewing your application for universal accessibility.

Type of Recreation Facility	Universal Access Design Considerations:
<p><b>Trail: nature trail, walkway, pathway, etc.</b></p>	<ul style="list-style-type: none"> <li>- wider width so two people can walk side by side or people can pass</li> <li>- unitary surface like concrete, boardwalk or asphalt, crushed aggregate/screenings that have been “stabilized” or natural soils enhanced with soil stabilizers</li> <li>- transition plates between trail and pedestrian bridges, decks, etc.</li> <li>- contrasting color treatment of the surface and textured surface treatments such as brushed concrete at intersections or interpretive stations to cue people who have vision impairments that there is something to pay attention to at that spot</li> <li>- close to level cross slopes (side to side) and very gentle running slopes, no steep sections, larger (greater than 60”X60”) level areas at all turns and intersections</li> <li>- thoughtfully laid out on the site to maximize the experience with minimal difficulty</li> <li>- accessible amenities such as benches, restrooms (port-a-johns), drinking fountains, etc.</li> </ul>
<p><b>Boardwalk:</b> wetland and water access</p>	<ul style="list-style-type: none"> <li>- wider width so two people can walk side by side or people can pass</li> <li>- edge treatment to prevent roll/step off</li> <li>- if side rails <b>all</b> lowered for easy viewing</li> <li>- interpretive information in a variety of alternative formats such as auditory, large print, Braille, pictures, etc.</li> </ul>
<p><b>Nature center:</b></p>	<ul style="list-style-type: none"> <li>- all interpretive information in a variety of alternative formats such as auditory, large print, Braille, pictures, etc.</li> <li>- creative use of technology such as mp3 players for auditory descriptions (this gives the info. directly to the individual) closed loop assistive listening devices and closed circuit captioning of all interpretive presentations</li> <li>- all displays at lowered heights for sitting or standing viewing</li> <li>- <b>all</b> operating mechanisms that are operable with one hand and do not require tight/pinch/grasp/wrist twist to operate.</li> </ul>

Type of Recreation Facility	Universal Access Design Considerations:
<b>Beach:</b>	<ul style="list-style-type: none"> <li>- <b>routes</b> over the beach and into the water, can be portable/temporary matting if it needs to be taken in and out for beach cleaning/dragging or in the off season</li> <li>- <b>wide</b> enough for side by side walking/passing</li> <li>- at beach route end have an accessible area at the waters edge large enough to park multiple chairs while the owners are in the water</li> <li>- with a transfer system at the waters edge so people can get down to the ground level and into the water.</li> </ul>
<b>Fishing dock/pier and observation/viewing decks:</b>	<ul style="list-style-type: none"> <li>- <b>all</b> lowered rails all the way around so everyone can fish from anywhere or no rails at all with only an edge treatment to prevent roll off</li> <li>- sitting benches (all with backs and arm rests) scattered about so anglers can choose to sit or stand to fish</li> <li>- tackle box stands next to one bench end (not both) leaving one end clear space for sitting side by side with someone in a wheelchair</li> <li>- a variety of fish landing cutaways strategically placed</li> <li>- variety of accessible opportunities—over-water fishing, shore fishing, in-water fishing, etc.</li> <li>- transition plates between access route and deck/pier</li> </ul>
<b>Canoe/kayak/boat launch:</b>	<ul style="list-style-type: none"> <li>- wider route so someone can hand wheel boat on dolly to launch pulling boat next to them if they are in a wheelchair or two person carry down</li> <li>- accessible surface to waters edge and into water at launch</li> <li>- more gentle slopes for easier entry and exit when hand wheeling a boat</li> <li>- some type of “rack” to stabilize boat at a transferable height then some type of mechanism/roller system to move, while seated in the boat, into the water</li> <li>- some means of transfer assistance such as overhead bars</li> <li>- some type of wench system to help pull boat out of water back into the rack to exit/transfer out.</li> <li>- if there is a dock provide a transfer system on the dock so a person can be seated on the dock to transfer over to a boat in the water that is in some type of a stabilizer rack</li> <li>- adaptive kayaks available for use</li> <li>- shore station with a platform (instead of “V” rack) with a transfer system on the deck of the shore station, located next to a dock so someone could roll/get on the platform and lower it to the right level to transfer into a boat</li> </ul>

Type of Recreation Facility	Universal Access Design Considerations:
<p><b>Campgrounds:</b></p>	<ul style="list-style-type: none"> <li>- all sites and amenities</li> <li>- accessible surface on all sites, including rustic sites</li> <li>- larger spaces to accommodate side lifts on campers and vehicles</li> <li>- accessible tables, grills, and fire rings on all sites</li> <li>- centrally located restrooms on easy routes from each site</li> </ul>
<p><b>Camping Cabins and Yurts:</b></p>	<ul style="list-style-type: none"> <li>- larger clear space and maneuvering spaces in between all furnishings, including when all are in use (beds, tables/chairs with people seated at the table, shelves within lowered reach ranges, lowered wall hooks, etc.)</li> <li>- larger clear space thoughtfully located for typical portable items such as coolers, luggage, equipment/food bins/tubs, etc.</li> </ul>
<p><b>Picnic areas and elements:</b> Pavilions, picnic tables, grills, fire rings, water pumps, etc.</p>	<ul style="list-style-type: none"> <li>- all tables, grills, fire rings, water pumps, etc. accessible</li> <li>- all located on accessible routes</li> <li>- level routes onto pavilions with no changes of level from path to pavilion surface</li> <li>- wider routes and clear space with firm surface around all elements so someone with mobility limits can easily move around the element (table, grill, etc.)</li> <li>- a variety of table styles, some with clear sitting space on the side, some with extended table tops on the end</li> <li>- some fixed tables to ensure they remain accessible (not moved off into a grassy or sandy area, etc.)</li> <li>- clear space all around each element so people can approach and use the grill, fire ring, etc. from the front, back and either side</li> <li>- grills you can lower/raise the cooking surface with one hand</li> <li>- raised fire building surfaces so you can place wood without leaning too far over from a standing or seated position</li> </ul>
<p><b>Archery range:</b></p>	<ul style="list-style-type: none"> <li>- <b>all</b> stations</li> <li>- route to retrieval area for each target</li> <li>- targets also usable with cross bows</li> <li>- arrow back stop to limit retrieval distance</li> <li>- larger maneuvering spaces to accommodate archers with shooting assistants</li> </ul>



Type of Recreation Facility	Universal Access Design Considerations:
<p><b>Playgrounds:</b></p>	<ul style="list-style-type: none"> <li>- Ramps <b>and</b> transfers</li> <li>- has both ramp and transfer access to <b>all</b> play components</li> <li>- ramps to every “getting on spot” or “sit/stand &amp; do it spot” of every play component</li> <li>- transfer system from the ground up to the main deck located near the exits of slides and climbers furthest from the ramp onto the structure</li> <li>- only unitary safety surface such as poured-in-place or rubber tiles NOT any loose fill materials likes shredded rubber, wood chips, engineered wood fiber, or any other non-unitary surface material</li> <li>- on deck transfer platform at the entry point of every slide</li> <li>- on deck transfer platform with one open transfer side and one side with transfer steps to every entry/exit point of every climber, so kids climbing up can get down to the deck to move to another component, as they may have left an assistive device at the ground</li> <li>- a good variety of things to manipulate that make noise or music, have high contrast/bright colors, games that two kids can play (to foster social interaction), Braille and sign language panels to teach awareness, easy to operate with just one hand with a whole fist (does not require tight/pinch/grasp/wrist twist to operate)</li> <li>- different high contrast colors for decks versus transfers so kids with low vision can perceive a change in level</li> <li>- play panels are located at heights so they can be used from a seated position or standing</li> </ul>
<p><b>Sports fields/courts:</b>  Fields: soccer, football, baseball, etc.  Courts: tennis, basketball, bocce, horseshoes, etc.  Other: skate parks, disk golf</p>	<ul style="list-style-type: none"> <li>- routes to both sides of <b>all</b> fields and courts, not just end zones</li> <li>- accessible seating spaces both ground level and elevated if risers/bleachers are provided</li> <li>- accessible seating spaces scattered throughout all viewing areas and levels with companion seating on both sides of the space</li> <li>- all lowered service windows at all concession areas</li> <li>- wider gate openings into court areas (tennis, bocce, basketball) and skate parks to accommodate wider sports wheelchairs</li> <li>- routes to both horseshoe pits and along both sides of the route between pits</li> <li>- level routes onto bocce courts with sitting benches at both ends</li> </ul>

Type of Recreation Facility	Universal Access Design Considerations:
<b>Skiing/sledding hill:</b>	<ul style="list-style-type: none"> <li>- accessible route to top (no steps), possibly using a “magic carpet” lift</li> <li>- level surface for sled mounting at hill top</li> <li>- if staffed, provide ATV transport or have policy that allows personal ATV use</li> <li>- transfer at hill bottom to help transfer down to sled and back up into chair/walker</li> </ul>
<b>Restrooms:</b>	<ul style="list-style-type: none"> <li>- more than the minimum number of accessible units</li> <li>- multiple unisex/single user toilet rooms/units so opposite sex care givers can assist; also good for parents of young children of the opposite sex so kids aren’t sent alone into the multi-user restroom</li> <li>- thoughtfully located near areas of activity such as play areas, beaches, fishing piers, etc.</li> <li>- accessible door pulls and water faucet handles</li> <li>- <b>all</b> accessible port-a-johns, again big enough for individual use or care giver/parental assistance.</li> </ul>
<b>Parking:</b>	<ul style="list-style-type: none"> <li>- more than minimum number of accessible paved parking spots</li> <li>- the accessible parking spot(s) must be paved, striped and signed</li> <li>- each connected directly to an accessible route to the park elements and NOT into the traffic flow</li> <li>- thoughtfully located nearest the activity entrance, which might require multiple lots (some near the beach, some near the playground, some near the bathhouse, etc.)</li> </ul>
<b>Interpretive Information Maps</b>	<ul style="list-style-type: none"> <li>- Interpretive information and maps in a variety of alternative formats such as auditory, large print, Braille, pictures, QR Codes, etc.</li> </ul>

**AMERICANS WITH DISABILITIES ACT**

Below is a quick reference to the general minimum requirements for accessible spaces, clearances, reaches, viewing, and operation. These are not specific to types of recreation listed above. You must reference the *2010 American with Disabilities Act Accessibility Guidelines* and/or the *Recommendations for Accessibility Guidelines: Outdoor Developed Areas (Final Report)* for the specific type of recreation to find the specific scoping and technical minimum requirements. Websites at which these references can be found are listed in Appendix B. NOTE: The *2010 Americans with Disabilities Act Standards for Accessible Design* have been approved and are effective March 2012.

Clear width = 36" minimum for most accessible routes	Maneuvering space = 60" by 60" minimum and level, at entries and places for change of direction
Surfaces = ¼" maximum change, slopes less than 5%, firm and stable	Transferable height = 17"-19" with transfer supports
Head clearance = 80" high and as wide as the route	Knee clearance = 27"high by 30"wide by 25" deep
Clear space = minimum 30" wide by 48" deep located at the element	Table tops, counters, and rail heights = maximum 34" high
Viewing = clear from 32"-51" height	Reach range = 48" maximum high forward; 15" minimum low on side
Operation = operating mechanism that is operable with one hand and does not require tight/pinch/grasp/wrist twist to operate.	

# APPENDIX D: SAMPLE RESOLUTIONS

## LAND AND WATER CONSERVATION FUND

### SAMPLE RESOLUTION OF AUTHORIZATION – LOCAL UNIT OF GOVERNMENT MATCH WITH DONATED FUNDS

WHEREAS, \_\_\_\_\_ supports the submission of an application titled, “\_\_\_\_\_” to the Land and Water Conservation Fund for development of \_\_\_\_\_ (project description) at \_\_\_\_\_ (location or park name); and,

WHEREAS, the proposed application is supported by the Community’s 5-Year Approved Parks and Recreation Plan; and,

WHEREAS, \_\_\_\_\_ has made a financial commitment to the project in the amount of \$ \_\_\_\_\_ matching funds, in cash and/or force account; and,

WHEREAS, if the grant is awarded the applicant commits its local match and donated amounts from the following sources:

\_\_\_\_\_ (list organization)                      \$ \_\_\_\_\_ (donated amount)

\_\_\_\_\_ (list organization)                      \$ \_\_\_\_\_ (donated amount)

Total \$ \_\_\_\_\_ (sum of donations)

NOW THEREFORE, BE IT RESOLVED that \_\_\_\_\_ hereby authorizes submission of a Land and Water Conservation Fund application for \$ \_\_\_\_\_, and further resolves to make available a local match through financial commitment and donation(s) of \$ \_\_\_\_\_ ( \_\_\_ %) of a total \$ \_\_\_\_\_ project cost, during the 201\_-201\_ fiscal year.

AYES:

NAYES:

ABSENT:

MOTION APPROVED.

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by \_\_\_\_\_ of \_\_\_\_\_ at their regular meeting held on \_\_\_\_\_ 201\_, at \_\_\_\_\_ p.m. in \_\_\_\_\_, with a quorum present.

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

**LAND AND WATER CONSERVATION FUND**  
**SAMPLE RESOLUTION OF AUTHORIZATION – LOCAL UNIT OF GOVERNMENT MATCH WITHOUT**  
**DONATED FUNDS**

WHEREAS, \_\_\_\_\_ supports the submission of an application titled,  
“\_\_\_\_\_” to the Land and Water Conservation Fund for development of  
\_\_\_\_\_ (project description) at \_\_\_\_\_ (location or park name); and,

WHEREAS, the proposed application is supported by the Community's 5-Year Approved Parks and Recreation Plan; and,

WHEREAS, \_\_\_\_\_ has made a financial commitment to the project in the amount of  
\$\_\_\_\_\_ matching funds, in cash and/or force account; and,

NOW THEREFORE, BE IT RESOLVED that \_\_\_\_\_ hereby authorizes  
submission of a Land and Water Conservation Fund Application for \$\_\_\_\_\_, and further  
resolves to make available its financial obligation amount of \$\_\_\_\_\_ (\_\_\_ %) of a total  
\$\_\_\_\_\_ project cost, during the  
201\_-201\_ fiscal year.

AYES:

NAYES:

ABSENT:

MOTION APPROVED.

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by \_\_\_\_\_ of  
\_\_\_\_\_ at their regular meeting held on \_\_\_\_\_ 201\_, at \_\_\_\_\_ p.m. in  
\_\_\_\_\_, with a quorum present.

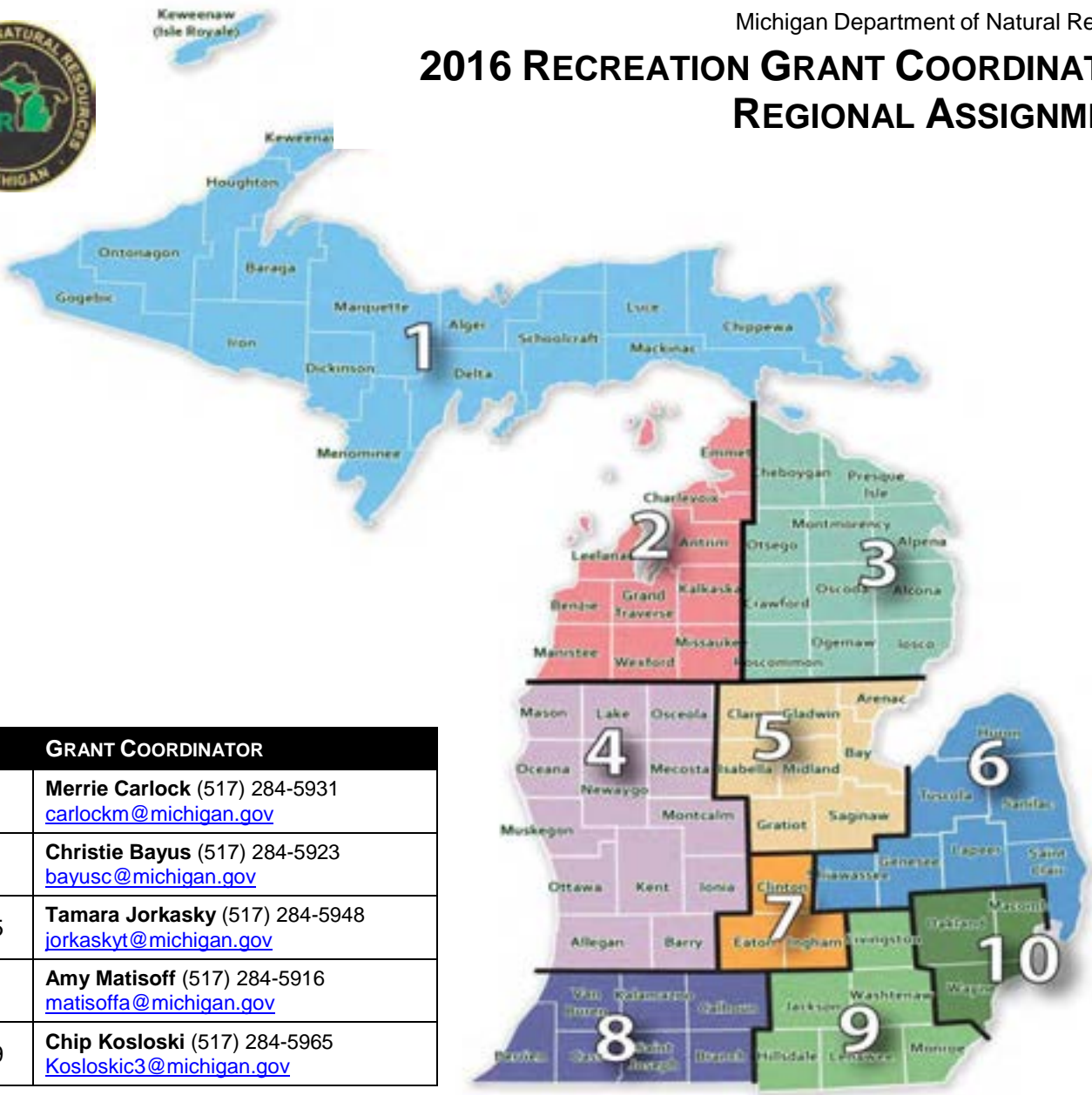
\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

# APPENDIX E: 2016 RECREATION GRANT REGIONAL REPRESENTATIVES

Michigan Department of Natural Resources

## 2016 RECREATION GRANT COORDINATORS REGIONAL ASSIGNMENTS



REGIONS	GRANT COORDINATOR
1	<b>Merrie Carlock</b> (517) 284-5931 <a href="mailto:carlockm@michigan.gov">carlockm@michigan.gov</a>
2	<b>Christie Bayus</b> (517) 284-5923 <a href="mailto:bayusc@michigan.gov">bayusc@michigan.gov</a>
3, 4 & 5	<b>Tamara Jorkasky</b> (517) 284-5948 <a href="mailto:jorkaskyt@michigan.gov">jorkaskyt@michigan.gov</a>
6 & 10	<b>Amy Matisoff</b> (517) 284-5916 <a href="mailto:matisoffa@michigan.gov">matisoffa@michigan.gov</a>
7, 8 & 9	<b>Chip Kosloski</b> (517) 284-5965 <a href="mailto:Kosloski3@michigan.gov">Kosloski3@michigan.gov</a>

### ADDITIONAL GRANTS MANAGEMENT CONTACTS

**Steven J. DeBrabander**, Manager, (517) 284-5930, [debrabanders@michigan.gov](mailto:debrabanders@michigan.gov)

**Linda Harlow**, Assistant to the Manager and MNRTF Board Secretary, (517) 284-7268, [harlowl@michigan.gov](mailto:harlowl@michigan.gov)

**Jon Mayes**, Unit Manager, Recreation Grants, (517) 284-5954, [mayesi@michigan.gov](mailto:mayesi@michigan.gov)

**Christie Bayus**, Program Manager, LWCF/Marine Safety/ Recreation Passport Programs, (517) 284-5923, [bayusc@michigan.gov](mailto:bayusc@michigan.gov)

**Kammy Frayre**, Program Manager, Invasive Species Grant Program and Conversions Officer, (517) 284-5970, [frayrek1@michigan.gov](mailto:frayrek1@michigan.gov)

**Michelle Ballard**, Grants Payment Officer, LWCF/Marine Safety/ Recreation Passport Programs, (517) 284-5974, [ballardm3@michigan.gov](mailto:ballardm3@michigan.gov)

**Lance Brooks**, Grants Payment Officer, Aquatic Habitat and Wildlife Habitat Grant Programs, (517) 284-5971, [brooks1@michigan.gov](mailto:brooks1@michigan.gov)

**Kelly Parker**, Program Manager, Dam Management, Aquatic Habitat, Wildlife Habitat Grant Programs, (517) 284-5957, [parkerk4@michigan.gov](mailto:parkerk4@michigan.gov)

**Michael Chuff**, Financial Specialist, MNRTF, (517) 284-5951, [chuffm@michigan.gov](mailto:chuffm@michigan.gov)



## MEMORANDUM

301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ WWW.CI.OWOSSO.MI.US

**DATE:** March 18, 2016

**TO:** Mayor Frederick and the Owosso City Council

**FROM:** Susan Montenegro  
Asst. City Manager/Community Development Director

**SUBJECT:** Michigan Department of Natural Resources 2016 Recreation Passport Grant  
Application for the renovation of Curwood Castle Park

### RECOMMENDATION:

Approve the request from staff to apply for a \$45,000 grant from the MDNR as outlined below.

### BACKGROUND:

Curwood Castle Park is a beautiful, historic attraction located along the Shiawassee River. Interest in Curwood Castle has increased significantly over the last year. With this increase in traffic, it has become increasingly noticeable that the infrastructure leading up to the park is deteriorated and in need of replacement. New, wider sidewalks that are ADA accessible will be added around the castle and throughout the park. The cost of a 6 foot wide sidewalk is approximately \$5.00 per square foot. Additionally, a bus parking area will be added at the curve along Curwood Castle Drive as part of the renovation. Landscaping and lighting of the park with permanent luminaries will also be a component of this grant application.

Ivan and Dorothy Conger and their family have donated the cabin built by Curwood to this park system. The cabin will be moved to the north east side of the castle at a cost of roughly \$7,000. Sidewalks will connect the cabin to the rest of the park.

Due to time constraints on the grant and the availability of specific resources, a draft of the grant application is not available at this time. It is expected that the grant application will be completed by March 31<sup>st</sup>, prior to the April 1 deadline. A full copy will be delivered to council at that time. A copy of the grant information and guidelines, as well as the proposed design is included in this packet. Please contact me with any questions or concerns regarding this grant application request.

### FISCAL IMPACTS:

Staff is asking the city commit a minimum of \$10,000 as its local contribution toward this project. An additional \$5,000 for sidewalk installation within the park can be considered as the city's in-kind donation toward the project.

**RESOLUTION NO.**

**SEEKING A RECREATION PASSPORT GRANT RESOLUTION THROUGH  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES**

WHEREAS, Curwood Castle Park is noted as an historic attraction and destination point within the city of Owosso; and

WHEREAS, the park infrastructure is exceeding its useful life, and regular maintenance cannot effectively address some of the shortcomings; and

WHEREAS, the city of Owosso and its partners intend to rehabilitate the existing facilities, increase accessibility and enhance the natural features; and

WHEREAS, the city of Owosso and the Owosso Historic Commission are publicly and financially committed to carrying out the improvements in Curwood Castle Park; and

WHEREAS, the State of Michigan Department of Natural Resources is accepting Recreation Passport Grant applications for up to \$45,000 towards new or rehabilitated facilities for the purpose of "providing public outdoor recreation opportunities and infrastructure to support public outdoor recreation activity";

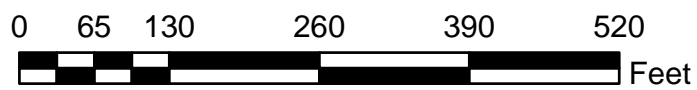
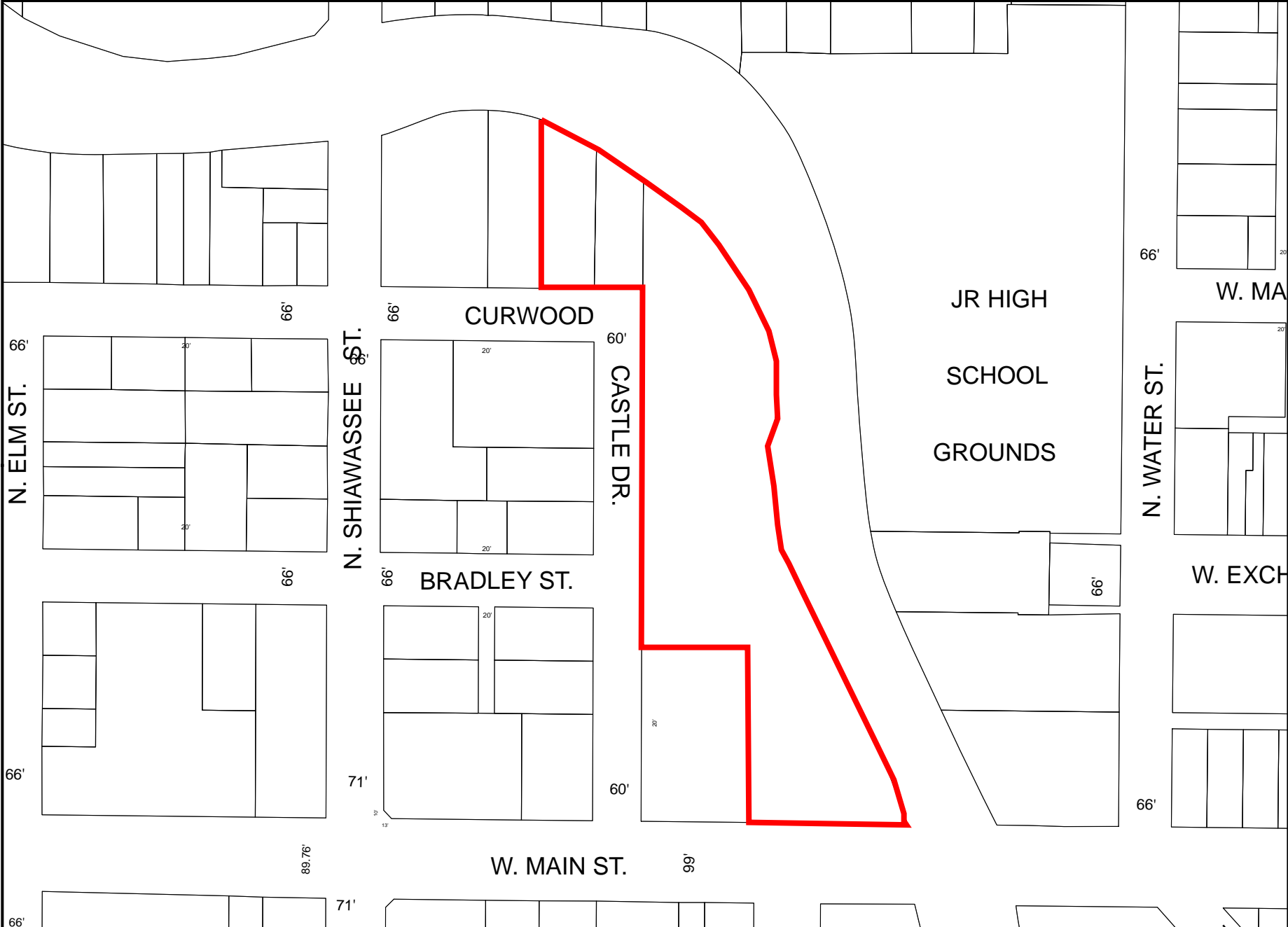
NOW, THEREFORE, BE IT RESOLVED that the city of Owosso city council commits to funding the capital rehabilitation funding proposal below and further directs staff to complete and submit an application for the Recreation Passport Grant Program through the Michigan Department of Natural Resources (MDNR).

<b>Curwood Castle Park Renovation</b>	
<b>Contributor</b>	<b>Contribution</b>
Contributions to move Curwood Cabin to Curwood Castle Park	\$8,000
City Contribution	\$10,000
City In-Kind	\$5,000
<b>Total Local Match</b>	<b>\$23,000</b>
<b>Grant Request</b>	<b>\$45,000</b>
<b>Total Grant Project</b>	<b>\$68,000</b>



# City of Owosso

## Curwood Castle Park





[www.michigan.gov/dnr](http://www.michigan.gov/dnr)

# 2016

# RECREATION PASSPORT

# GRANT PROGRAM

## APPLICATION GUIDELINES



Michigan Department of Natural Resources  
Grants Management

**MICHIGAN DEPARTMENT OF NATURAL RESOURCES MISSION STATEMENT**

"The Michigan Department of Natural Resources is committed to the conservation, protection, management, use and enjoyment of the State's natural resources for current and future generations."

**NATURAL RESOURCES COMMISSION STATEMENT**

The Natural Resources Commission (NRC), as the governing body for the Michigan Department of Natural Resources, provides a strategic framework for the DNR to effectively manage your resources. The NRC holds monthly, public meetings throughout Michigan, working closely with its constituencies in establishing and improving natural resources management policy.

The Michigan Department of Natural Resources (DNR) provides equal opportunities for employment and access to Michigan's natural resources. Both state and Federal laws prohibit discrimination on the basis of race, color, national origin, religion, disability, age, sex, height, weight, or marital status under the U.S. Civil Rights Acts of 1964 as amended, 1976 MI PA 453, 1976 MI PA 220, Title V of the Rehabilitation Act of 1973 as amended, and the 1990 Americans with Disabilities Act, as amended.

If you believe that you have been discriminated against in any program, activity, or facility, or if you desire additional information, please write: Michigan Civil Service Commission – Quality of Life Human Resources, PO Box 30028, Lansing MI 48909-7528, or Michigan Department of Civil Rights, Cadillac Place, 3054 West Grand Blvd, Suite 3-600, Detroit, MI 48202, or Division of Federal Assistance, U.S. Fish and Wildlife Service, 4401 North Fairfax Drive, Mail Stop MBSP-4020, Arlington, VA 22203

For information or assistance on this publication, contact Grants Management, Michigan Department of Natural Resources, PO Box 30425, Lansing, MI 48909-7925

This publication is available in alternative formats upon request.

For information or assistance on this publication,

**Telephone: (517) 284-7268 (517-28-GRANT)**

**FAX: (517) 373-1164**

**On the web at [www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants)**

**MiRecGrants Online Application System**

<https://secure1.state.mi.us/MIRGS/Login2.aspx?APP THEME=MIDNR>

## **MICHIGAN NATURAL RESOURCES COMMISSION**

John Matonich, Chairperson

Christine Crumbaugh

Louise Klarr

Timothy L. Nichols

Vicki J. Pontz

J.R. Richardson, Chairperson

Rex E. Schlaybaugh

## **MICHIGAN DEPARTMENT OF NATURAL RESOURCES**

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## INTRODUCTION

This booklet has been prepared by Grants Management of the Department of Natural Resources (DNR) to guide you in preparing a Recreation Passport Grant Application in MiRecGrants for the development of land for public outdoor recreation.

Please visit the DNR Grants website at [www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants)

**We strongly recommend that you review the entire booklet in conjunction with the online application in MiRecGrants before you begin to prepare your MiRecGrant application online.**

The first section of this booklet contains a schedule for the current year.

Grants Management staff is available to assist you with any questions you may have regarding any aspect of the application process. We encourage you to contact your regional representative early in the application process. You may also call Grants Management at 517-284-7268 (517-28-GRANT) and you will be directed to the appropriate representative.

This booklet and all forms needed to complete an application package are available on our website: [www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants)

The online application is available in MiRecGrants

<http://secure1.state.mi.us/MIRGS/Login2.aspx?APPTHEME=MIDNR>



The Department of Natural Resources (DNR) will not receive final information on the amount available for grants until early November, when final sales data is compiled at the end of the fiscal year. In 2015, the program had about \$1 million available for grants.

## GRANT SCHEDULE FOR 2016

<b>February 2016</b>	Application Period starts in MiRecGrants.
<b>March 2016</b>	Recreation plans and plan amendments must be submitted electronically to Grants Management by this date.
<b>April 1, 2016</b>	Application due date. Application period closes in MiRecGrants.
<b>April 2016</b>	Applicants will receive notifications with questions for explanation, clarification, and/or supplementation of information provided in the application.
<b>May – July 2016</b>	Grants Management staff conducts review of all applications and conduct site visits.
<b>August 2016</b>	Supplemental scores go out to grantees.
<b>September – October 2016</b>	Grants Management staff review supplemental materials and complete final score evaluations.
<b>November 2016</b>	Recreation Passport Grant recommended projects are submitted to the DNR Director for final recommendation.
<b>Early 2017</b>	Project Agreements are issued.

**The minimum grant amount is \$7,500 and the maximum grant amount is \$45,000.**

# CHAPTER 1

## ELIGIBILITY AND REQUIREMENTS

In this chapter applicant eligibility for the Recreation Passport Grant Program is described, as well as program requirements and other issues you should consider when deciding whether to submit an application. More details on the information and documentation you should submit as part of your MiRecGrants application online package can be found in Chapter 2. For more detailed information about completing a development project, review the Development Project Procedures booklet on the Grants Managements website, [www.michigan.gov/dnr-grants](http://www.michigan.gov/dnr-grants).

### WHAT IS THE RECREATION PASSPORT GRANT PROGRAM?

PA 32 of 2010 created the Local Public Recreation Facilities Fund to be used for the development of public recreation facilities for local units of government. Money for this fund is derived from the sale of the Recreation Passport which replaces the resident Motor Vehicle Permit (MVP) — or window sticker — for state park entrance. The passport will be required for entry to state parks, recreation areas and boating access sites. The first \$12,730,000.00 will be distributed to replace lost revenue from the elimination of the motor vehicle permit and boating access site permits, as well as to pay for administration by the Secretary of State. Ten percent of remaining revenue will be used to fund the Recreation Passport local grant program.

The grant program may only be used for local development projects. The program is focused on renovating and improving existing parks, but the development of new parks is eligible.

### MINIMUM AND MAXIMUM GRANT AMOUNTS

Minimum Grant Request: \$7,500

Maximum Grant Request: \$45,000

### ESTABLISHING ELIGIBILITY

In order to be eligible for a Recreation Passport grant, the grantee must be:

- A local unit of government, including cities, villages, townships, and counties, or any combination thereof, in which an authority is legally established to provide public recreation, such as:
  - Regional recreation authorities formed under the Recreational Authorities Act, 2000, PA 321, or trailway commissions formed under Part 721, Michigan Trailways Act, 1994 PA 451, as amended.
  - Huron-Clinton Metropolitan Authority.

School districts are eligible to apply if they meet the requirements given in the *“Guidelines for the Development of Community Recreation and Natural Resource Conservation Plans”* (IC1924).

### LONG-TERM GRANT OBLIGATIONS AND PROJECT COMPLETION

Receiving Recreation Passport assistance commits the grantee to certain long-term responsibilities. These commitments include:

- Funded projects must post a grant funding sign on the project site in a prominent location for the life of the facilities. Signs will be provided by the Recreation Passport program.
- An entrance sign identifying the site as a public outdoor recreation site open to all users must be prominently displayed.
- The recreation site must be open to all users – resident and non-resident. If a fee is charged, the non-resident fee shall be no greater than twice the resident fee.

**Compliance with Program Requirements:** Applicants will be evaluated based on their compliance with Recreation Passport, Michigan Natural Resources Trust Fund, Land and Water Conservation Fund, Recreation Bond Fund and Clean Michigan Initiative grant requirements.

A known, unresolved, conversion of land encumbered by any of these grant programs will result in points being deducted. If you have any unresolved conversions, contact the Grants Management Section.

Other potential compliance items that are evaluated include items such as program recognition signs and complying with Department procedures while completed grant assisted projects.

## **PROJECT COMPLETION**

Receiving Recreation Passport assistance requires the project to be completed in a timely manner.

- The grantee must begin the project within one year of the date the project agreement is issued and be completed within three years or the grant will be subject to forfeiture.
- The grantee may apply for a single extension of no more than one year. The application must be made no later than 30 days prior to the expiration of the initial term allowed for project completion. The application must include justification for the delay in completion.

## **ELIGIBLE COSTS**

**This is a reimbursement program.** All grants are paid as reimbursement for actual expenses (i.e. the community pays for the work and is then reimbursed at the percent (listed in the grant agreement) of the cost up to the grant amount). Only those costs directly associated with the construction of the project will be reimbursed, including engineering costs and the costs associated with obtaining permits. Overhead, maintenance, administration, and cost overruns are not eligible for assistance.

Estimate your project cost as accurately as possible in your application. The grant award you receive will be based on the information included in the application and cannot be increased. You will be responsible for all cost overruns and any additional costs needed to complete the project.

Grantees should anticipate submitting multiple partial requests for reimbursement as the project progresses. The final 10 percent of the grant amount will be withheld pending a final project inspection and audit of the grant file. In cases where a community submits only one request (a "first and final"), the DNR may withhold 20 percent of the grant amount, which will be released following a successful final inspection and audit.

The grant will be paid through reimbursements for expenses.

- Expenses incurred prior to the execution of the project agreement will not be eligible for reimbursement.
- Reimbursement will occur through request, with adequate documentation of expenses including all applicable copies of invoices, checks, payment sheets, change orders, documentation of force account labor and equipment, and documentation of donated labor and/or materials.
  - Donated professional services may be valued at the normal rate charged by the professional.
  - Donated volunteer labor will be valued at minimum wage.
- Ten percent of the grant will be withheld until final completion of the project.
- No further reimbursements will be made for canceled projects or projects that have not been completed within the required timeframe.
- The DNR reserves the right to seek the return to the Local Parks and Recreation Facilities Fund of reimbursements made for projects that have not been completed within the required timeframe or for projects that have been canceled.

## **PROJECT ELIGIBILITY**

Eligible projects will have the primary purpose of providing public recreation opportunities or facilities and infrastructure to support public recreation activity. In addition, projects must fulfill the following

requirements in order to be eligible:

- Current approved annual capital improvement plan (CIP) – plan must include the proposed project. Please provide meeting minutes of when the CIP was approved by the highest governing body. If your community does not have a CIP, you must have a current approved recreation plan on file with the DNR.
- The applicant must own, have a perpetual easement, or lease the project site.
  - For leased sites: 20-year minimum if no structure; 40 years if structure involved. Any exception must be approved by DNR.
  - Leased sites with a term of less than 20 years beyond the application date are not eligible to receive grant assistance unless the lessor is a government entity and agrees to assume all grant obligations in the event that the lessor takes control of the project site.
  - Sites with lease agreements that allow for early termination of the agreement without cause are not eligible.
  - Applicants with a project on leased land or facilities must provide the lease agreement in the application for DNR review.
- Unimpeded access to the project site must be secured through ownership or an easement of term no less than the length of time that control of the project site is secured.
- The grantee must, at a minimum, design and maintain the facilities subject to the application in compliance with the Americans with Disabilities Act of 1990, as amended. Facilities that are designed for universal accessibility are strongly encouraged.
- Ineligible projects include:
  - Facilities and/or stadiums utilized primarily for the viewing of professional or semi-professional art, athletics, or intercollegiate or interscholastic sports. Facilities that are used for viewing of professional or semi-professional art, athletics, or intercollegiate or interscholastic sports, but whose primary purpose is the active recreational use by the general public for at least 75% of normal operation hours, are allowed.
  - Routine maintenance projects – these funds cannot be used to supplement the operational budget for maintenance of local parks and recreation departments.
  - Routine operational expenses.

## APPLICATION REQUIREMENTS

All applicants must complete their application in DNR Grants Management's online application system, MiRecGrants, at <https://secure1.state.mi.us/MIRGS/Login2.aspx?APP THEME=MIDNR>. Paper applications will not be accepted and will be considered ineligible. The eligible entity must register an account in MiRecGrants before they can start an application. Once an applicant is registered a Training Manual is available under the "My Training Materials" tab.

Applications must fulfill the following requirements:

- The grantee must fund at least 25 percent of the total project cost. Acceptable forms of funding include:
  - Cash outlay.
  - Credit for locally assumed costs directly related to the construction of the proposed project, including charges for local government-owned equipment and labor performed by the applicant's employees if the applicant specifies the nature and value of the items or services (In-kind/ Force Account).
  - Donations of goods and services from other organizations if the applicant specifies the nature and value of the items or services.
  - Cash donations from non-governmental entities.

- The value of land repurposed for public recreation as part of the project. Land purchased using money from Michigan Natural Resources Trust Fund (MNRTF) or Land and Water Conservation Fund (LWCF) may not be counted towards the local match. Land currently in the park system may not be used as match. Land repurposed for public recreation includes, but is not limited to, private or unused greenspace, commercial lands or facilities, and tax reverted lands or facilities. The donor or the governmental unit must have clear title to the land. Any such land or facilities will be valued, for purposes of contributing to the local match requirement, at twice the State Equalized Valuation (SEV).
- Match commitments must be secured no later than October 1st in the year the application was made. Proof of secured match must be provided to your grant coordinator. Examples of proof of secured match include:
  - **General fund** – Resolution from the local governing body committing to the match.
  - **Cash donations** – Letters from granting organization committing to the grant.
  - **Other grants** – Letter from granting organization committing to the grant, explaining the conditions of the award, and information on the scope of work provided by the other grant.
  - **Donation of goods and services** – Letter from the donor explaining the nature and value of the goods or service.
  - **In-kind/Force account** – Resolution from the governing body committing to the match.
- No dollars spent, materials used, land repurposed, or labor or services utilized prior to the signing of the grant agreement may be used as part of the applicant’s match.
- No more than three projects may be submitted for funding per year. If submitting more than one project the entity must rank the project in order of highest priority (submitting multiple projects with similar facilities in one park location is not allowed).
- The applicant is responsible for providing the public adequate opportunity to review and comment on the proposed application. Dedicated public hearings are not required; however, the application must be an agenda item open to discussion by the general public in the normal public meetings of the local unit.
- Engineering and architectural cost may make up no more than 15 percent of total project cost.
- All projects with total project cost of \$15,000 or greater are required by state law (MCL 339.2011) to have a licensed engineer, architect, or landscape architect prepare all plans, specifications, and bid documents and verify that all construction has been completed according to acceptable standards.
- Projects of total cost less than \$15,000 are required to verify that all construction has been completed according to acceptable standards as determined by Michigan Building Code rules, but are not required to hire a licensed engineer, architect, or landscape architect. If other local, state, or federal regulations require use of a licensed engineer, architect, or landscape architect, those regulations supersede this waiver.
- Funded facility must be open and usable for the expected life of the facility, the term of which will be stipulated by the applicant in the grant application and in the subsequent grant agreement.
- The application must be submitted in MiRecGrants by the application deadline with:
  - Recreation Passport Grant Application Form
  - Application narrative.
  - Site development plan.

- Project location map (no aerials).
- Boundary map – delineating the legal boundaries of the park (no aerials).
- Current annual capital improvement plan (CIP) – plan must include the proposed project. If your community does not have a CIP, you must have a current approved recreation plan on file with the DNR.
- Certified resolution from the governing body committing to the application.
- Documentation of local match sources – letters of commitment for match sources.
- *Documentation of Site Control Form (PR1956-1)*.
- Environmental Report – if applicable

### **CONTAMINATED PROPERTIES**

Contaminated properties are eligible for grant assistance, provided the property can be made safe for the proposed uses and the contamination will not have a substantial, negative impact on the overall public recreation, public safety, and/or resource protection values of the site. Grant funds may not be used for environmental remediation. It must be documented by October 1st that the site is acceptable for the intended use.

## CHAPTER 2

# RECREATION PASSPORT GRANT APPLICATION INSTRUCTIONS

The following sections provide the information you need to complete a Recreation Passport grant application in MiRecGrants. All location maps, site development plans, boundary maps, and other graphic information should be **8.5 inches by 11 inches** in size and must be clear, legible, detailed, and appropriately labeled. You may also upload larger versions of any or all of them. Grants Management staff uses these materials to evaluate your application and to find and evaluate the sites. **The following information must be entered into MiRecGrants:**

### REQUIRED CONTENT FOR ALL APPLICATIONS:

- Application Narrative**
- Site development plan**
- Project location map**
- Boundary map** delineating the legal boundaries of the park site (no aerials)
- Current annual capital improvement plan** (If you do not already have an approved 5-Year Recreation Plan on file)– plan must include the proposed project
- Certified Resolution** from the governing body (meeting minutes are not an acceptable document for a resolution)
- Documentation of local match sources**, letters of commitment for match sources
- Documentation of *Site Control Form (PR1956-1)* and most recent deed**
- Site Photographs** of the site where the facilities will be developed

### REQUIRED CONTENT FOR SOME APPLICATIONS:

- Environmental Report** if applicable based on *Property Checklist* in Section D of the application form
- Preliminary Floor Plans** if the development is to include the construction of new facilities or structures

### COMPLETING THE RECREATION PASSPORT GRANT APPLICATION FORM

This section includes additional guidance on some of the questions found in the Recreation Passport grant application form.

#### SECTION A: APPLICANT, SITE, AND PROJECT IDENTIFICATION

When filling out this section, note where information about the applicant (local unit of government) is requested and where information on the site for the proposed project is requested.

When filling in the title of the proposal, please include the park name and limit the number of characters to 40.

A box for “Proposal Description” has been added. This will be a short description of the project which includes the term “development,” “renovation,” or “improvements,” as appropriate, as well as any other significant features.

#### SECTION B: PROJECT FUNDING

In this section, provide information on the match commitment, grant amount requested, and total project cost. Grant amounts are based on the information included in the application and are fixed at the time of the award. They cannot be increased at a later date. Grantees are responsible for all cost overruns or any additional costs needed to complete the project. **ROUND THE TOTAL MATCH AND GRANT AMOUNT TO THE NEAREST HUNDRED DOLLARS.**

**Grant Amount Requested.** Indicate the amount of funding you are requesting, **rounded to the nearest hundred dollars.** Remember the \$7,500 minimum and \$45,000 maximum allowable grant request amounts.

**Value of Land Repurposed to Recreation.** Any such land or facilities will be valued, for purposes of contributing to the local match requirement, at twice the State Equalized Value (SEV). The land must meet the program requirements

### **Sources of Matching Funds**

Applicants must provide at least **25 percent** of the project cost as local match. Indicate the amount for each source of local match on lines a) through e) of this section. Matching funds can come from the following sources:

- a) **General Funds or Local Restricted Funds:** Local cash from the applicant's general fund or restricted recreation funds.
- b) **Force Account Labor/Materials:** The applicant's paid employees who will work directly on the construction of the project or the cost of materials you already own that will be used in the construction of the project. This value cannot include administration or supervision costs, but may include engineering services.
- c) **Federal or Other State Funds:** Other grant funds that have been awarded.
- d) **Cash Donations:** Cash generated from donations, fund-raising, or other similar means.
- e) **Donated Labor/Materials:** Labor or materials directly related to the construction of the project from sources other than the applicant's own paid labor. Donated labor will be valued at the mean hourly wages received by Michigan Contractors Laborers, as reported by the Bureau of Labor Statistics unless the person is professionally skilled in the work being performed on the project (i.e., a plumber doing work on pipes, a mason doing work on a brick building). When a professional is volunteering professional services, the wage rate this individual is normally paid for performing this service may be charged to the project (see page 4).

**Total Project Cost must equal the same total shown in Section C of the application.**

## **SECTION C: PROJECT DETAILS**

Before completing this section, you should consider the following factors:

Access for people with Disabilities. All grant-assisted facilities must, at a minimum, comply with the Americans with Disabilities Act (ADA). Be sure to incorporate state and federal accessibility requirements into your facility planning and cost estimates, including the cost of access routes and playground safety surfacing.

Ineligible costs. The following costs are not eligible for reimbursement in a development project:

- Contingencies;
- Studies;
- Land acquisition costs;
- Environmental assessments or cleanup;
- Costs associated ***with the estimation of construction costs, such as consultant fees;***
- Costs incurred prior to execution of a grant agreement provided by the DNR.

### **Project Cost Estimate Table**

You should obtain a reasonable estimate for the facilities you plan to construct with grant funds by consulting with engineering firms, other communities, and equipment manufacturers. Include the project scope item, quantity and estimated cost. Use scope items from the pull down options where possible. Do not list the same scope item more than once. More specific details or attributes of a scope item can be included in the narrative and attachments. For example, if LED lighting is proposed, select lighting from the pull down menu and upload a catalogue sheet for an LED fixture in



the Required Attachments Section. Specify sizes and quantities where appropriate (number of picnic tables, number of ball fields, etc.) for each scope item. Do not list the aspects of project execution, such as labor, construction equipment, site preparation, or raw materials. Include these costs in the appropriate scope item.

Include in the table the cost to hire a licensed engineer, architect, or landscape architect (the Prime Professional) to prepare all plans, specifications, and bid documents for grant-funded projects. The Prime Professional will also be required to certify all requests for reimbursement, including the final request and final inspection, verifying that all construction was completed according to acceptable standards. Engineering costs for these services, up to 15 percent of the project cost, are eligible for reimbursement. See Project Cost Estimate sample on the next page.

Identify in the table which scope items are designed to be universally accessible.

**EXAMPLE**

**Project Cost Estimate Table**

List the specific development scope items (play equipment, parking lot paving, landscaping) rather than aspects of project execution (materials, labor, equipment, site clearing). Do not include ineligible items such as engineering costs beyond 15% of the subtotal and contingencies. Facilities must be designed to be in compliance with the 2010 Americans with Disabilities Act Standards for Accessible Design.

SCOPE ITEM	IS SCOPE ITEM OF UNIVERSAL DESIGN?	QUANTITY	TOTAL ESTIMATED COST
Signage	<input type="radio"/> No <input checked="" type="radio"/> Yes	2	\$300.00
Landscaping	<input type="radio"/> No <input checked="" type="radio"/> Yes	1	\$3,000.00
Pathway - 6' - 8' wide	<input type="radio"/> No <input checked="" type="radio"/> Yes	1	\$13,900.00
Picnic Table	<input type="radio"/> No <input checked="" type="radio"/> Yes	12	\$3,000.00
Recycle Bins	<input type="radio"/> No <input checked="" type="radio"/> Yes	3	\$1,000.00
<i>(New rows will appear as rows are completed and Saved)</i>			
Other: Barrier-Free Accessibility Parking	<input type="radio"/> No <input checked="" type="radio"/> Yes	1	\$4,300.00
Other: Renovation to Pavilion Structure	<input type="radio"/> No <input checked="" type="radio"/> Yes	1	\$22,500.00
Other:	<input type="radio"/> No <input type="radio"/> Yes		
Do not list the aspects of project execution, such as labor, construction equipment, contingency or raw materials. <i>(New rows will appear as rows are completed and Saved)</i>			
<b>Permit Fees</b>			\$4,000.00
<b>Subtotal</b>			\$52,000.00
<b>Engineering</b> <i>(These fees may not exceed 15% of subtotal)</i>			\$7,800.00
<b>Total Estimated Cost</b> <i>(Must equal Total Project Cost amount on Section B: page)</i>			<b>\$59,800.00</b>

**Expected Life of the Facilities**

Indicate the expected life of the facilities that will be constructed with this grant. If the application is successful, the grant agreement will require that the applicant keep the funded facilities open to the public for the length of their expected life. This encumbrance will last for 20 years if no enclosed structure is involved, and 40 years if an enclosed structure is involved.

**Priority of Multiple Applications**

If you are submitting more than one application, please indicate the priority order, with #1 being the highest priority application. If you are submitting only one application, please leave this line blank.

Indicate in this section if you have closed, sold, or transferred any parkland or recreation facilities in the past five years or if you have a "residents only" policy at any of the parks within your system. Please note that these questions refer to your entire park system, not just those parks or facilities that have received grant assistance.

## SECTION D: SITE CONDITIONS

### **Property Checklist**

All applicants must complete this section with at least ten years of information about the environmental conditions and past uses of the site proposed development. If you have information older than ten years about potential contamination at the site and you have no information that this condition has changed, you must report it.

### **Environmental Conditions**

If your project site has current or past users that suggest there may be contamination, or if you have inadequate information about site conditions (that is, you answered “yes” or “unknown for one or more questions), you are required to prepare an environmental report as part of your application. Your application will be considered for funding if, based on information you report, it appears the property can and will be made safe for its intended use. If an environmental report is necessary it may be appropriate to engage the services of an environmental consultant to prepare this information. If the assessment and cleanup will be conducted or funded by someone other than the applicant (such as the liable party), also upload in the application the commitment from this entity. For instructions on preparing an environmental report, please see Appendix A.

### **Permit Issues**

Indicate all possible local, state, and federal permits needed for the proposed development, especially environmental permits, and the efforts you have taken to determine the need or likelihood of obtaining the permit. You should contact regulatory agencies as early as possible and request a written evaluation of the likelihood of receiving a permit for the proposed project. If feasible, permit applications should be submitted to the appropriate agency prior to applying for a grant.

Local agencies may include:

- County Health Department
- County Road Commission
- County Drain Commissioner

State agencies may include:

- Michigan Department of Environmental Quality [www.michigan.gov/deg](http://www.michigan.gov/deg)
- Michigan Department of Natural Resources [www.michigan.gov/dnr](http://www.michigan.gov/dnr)
- Michigan Department of Community Health [www.michigan.gov/mdch](http://www.michigan.gov/mdch)
- Michigan Department of Transportation [www.michigan.gov/mdot](http://www.michigan.gov/mdot)

## APPLICATION NARRATIVE

The application narrative is an important source of information used to evaluate and score your application. The application narrative will provide Grants Management with an overall picture of your proposed project and allow us to judge the rationale of the project. If you are proposing a universally accessible project, be sure to incorporate this information in your narrative when discussing all aspects of your project. Each section of the Narrative Form has a character limit, be thorough, but as brief as possible in your responses.

### **NEED FOR THE PROJECT (MAXIMUM OF 3,000 CHARACTERS)**

Tell us why you are proposing this specific project for funding consideration, including the following information:

Describe how the project meets the service population’s recreation needs including unmet needs and needs that are currently met but that the application will not be able to maintain without renovation or major repairs;

- Describe the need for this project in relation to existing, similar facilities and recreation opportunities provided by both the applicant and other recreation providers. Your discussion should demonstrate that existing facilities are inadequate to meet the need. Describe the condition and general amount of use for each scope item.
- Describe the likelihood that the project will be completed without grant assistance. And why or why not the project would be able to be completed without grant assistance.
- Explain how your parks and recreation budget will meet the added expense of developing, operating, and maintaining your proposed project.
- Provide an estimate of the seasonal residents in your community and justify why you believe these residents will use the proposed facilities.

### **SITE QUALITY (MAXIMUM OF 3,000 CHARACTERS)**

Provide a description of your proposed project. Include, as applicable, the type of project (new development, renovation, expansion of existing park), the park name, the acreage of the existing park, the natural features of the site, the recreation opportunities proposed in your application, the universally accessible features of the project design, and the future recreation opportunities to be developed on the site. For trailway projects, name the trailway system to which your proposed project will connect and the significant destination points along the trail.

### **PROJECT QUALITY (MAXIMUM OF 3,000 CHARACTERS)**

Provide a detailed description of the development you are proposing, with reference to specific scope items.

- Describe the features of the site and all factors that affected your choice for the location of the proposed project. Demonstrate how the location is appropriate considering natural resources at the site, applicant's existing park and recreation system, availability of similar facilities to applicant population, proximity of the site to users, proximity of the site to other destinations, accessibility to the public and non-motorized transportation, compatibility of surrounding land uses, safety and crime considerations and any other relevant considerations.
- Describe how your design was chosen, and why it is appropriate for the proposed site's size and natural and physical characteristics. Use this opportunity to explain why you chose the type and placement of particular scope and design elements. For example, explain why you chose a certain fishing pier design at a specific location on the body of water, or a certain trail surface in a particular area of the park.
- Describe how the overall design of the project provides convenient access routes to facilities, minimizes the impact of traffic flow on park users, minimizes environmental impacts on the surrounding environment, and how the recreation and support facilities will impact each other.
- Demonstrate how the project will incorporate environmentally sustainable features. Examples include, but are not limited to, efficient lighting, recycling bins on site, use of on-site storm water management, low water toilets, and high post-consumer content recycled products or materials (for example, asphalt, concrete, metal, plastic, glass, and rubber).

Explain how your project design meets or exceeds the requirements of the ADA (ADA requirements can be found in the 2010 Americans with Disabilities Act Standards for Accessibility Design). If you are seeking to receive points for universal accessibility, explain how the facility will achieve universal accessibility. Supplemental documentation must be provided. The *2010 Americans with Disabilities Act Standards for Accessible Design* have been approved and are effective March 2012.

Describe how you designed the project to ensure the prevention of crime. At a minimum, include the following information:

- The features you incorporated into the design to maximize the visibility of people and parking areas;

- How you will define property lines to minimize trespassing over adjacent private property;
- How you will ensure that public routes and entrances are clearly evident to park users;
- What plans you have for monitoring the site at appropriate times and locations.

Describe the methods you will use to publicize and promote your project to the public.

Examples may include:

- Informational booklets/brochures;
- Web site;
- Radio/television;
- Presentations to schools, organizations, clubs, and other groups;
- Special events such as fairs and festivals;
- Newspapers/magazines.

### **APPLICANT HISTORY (MAXIMUM OF 2,000 CHARACTERS)**

The applicant should provide an overview of their maintenance activities in existing parks, including a maintenance budget. If the applicant has issues of non-compliance with previous DNR recreation grants, they should comment on the status of resolution to those issues. The applicant should provide any other information they believe will give us a more complete understanding of the proposed project and assist us in evaluating the application.

## **ATTACHMENTS**

Links may be used to complete the application, but relevant documents or excerpts, should be uploaded in the appropriate locations within the application in MiRecGrants. All uploads should have easily readable font sizes and information presented in a clear, concise format. Acceptable file types are doc, xls, jpeg, tiff, and pdf.

### **✓ SITE DEVELOPMENT PLAN**

The site plan must show the entire site to be developed, and should delineate and label the location and type of all proposed uses. Features such as wooded areas, wetlands, water bodies, overhead utility lines, and all existing uses, including buildings and other development, need to be identified. Surrounding land uses should also be noted.

If there are currently any non-recreation uses in the project site or such uses are proposed for the future, these uses should be clearly depicted on the site plan and excluded from the project boundary.

The placement of all scope items proposed in the application should be depicted on the site plan. It should be clear which items already exist, which are parts of the proposed project, and which are parts of a plan for future development. Site plans should represent the final plans for the proposed project, subject to minimal change during project implementation.

All proposed facilities must be designed in accordance with state and federal barrier-free accessibility requirements. The site development plan should indicate that all grant-funded facilities will be accessible to persons with disabilities and include features such as walkways, ramps, and other items required to provide access. If the project includes a playground, be sure accessible safety surfacing and access routes are included. The site development plan should also indicate that existing facilities (such as parking lots and restrooms) that will support the proposed facilities are or will be made accessible. Applications that do not clearly indicate that existing support facilities are or will be made barrier-free may receive a lowered score (see Appendix C).

**For railway projects**, indicate on your site development plan the destinations to which the proposed railway project will connect. Also include in your application package a map of the trail network

(existing or proposed) to which your project will link.

### ✓ **PROJECT LOCATION MAP**

The project location map should be sufficiently detailed so that a person (such as your regional representative) unfamiliar with the site and your community can find the site using only the map. The map should include the address of the park, street and road names, landmarks, and an indication of compass direction.

### ✓ **DOCUMENTATION OF LOCAL MATCH SOURCES**

You must provide written documentation for some of the match sources you indicated on your application form, as follows:

If any portion of the match is to be made up of funds from **other grant funding sources**, include a copy of the scope of work and budget provided for in the other grant application.

If any portion of the match is to be made up of **cash, labor, material, or land donations**, include a letter from each donor committing to their donation.

If the applicant is repurposing land, documentation of ownership in the form of a deed, a commitment from the landowner (if the land is not owned by the municipality), and

If the donor is an **adjacent community** contributing to the match, include a resolution from their governing body that supports the application and commits to their portion of the match.

### ✓ **CERTIFIED RESOLUTION**

The highest governing body of the local unit of government must pass a resolution (meeting minutes are not an acceptable document for a resolution) supporting the application within six months prior to the application deadline. For example, an application from a county, the resolution must come from the County Board of Commissioners. The resolution needs to:

- List and commit to the amount of the local match in terms of dollar amount or percentage of total project cost, and all source(s) of match as specified in the application;
- Be sealed or otherwise authenticated.

### ✓ **BOUNDARY MAP**

Boundary maps must clearly define the boundary of the parkland to be developed. Use permanent landmarks such as streets and water bodies, as well as dimensions, to clearly define the area. The boundary map must match the area described in the *Documentation of Site Control Form (PR1956-1)*. This map, in conjunction with the site control form and documentation, is used to determine if you have adequate control over the property to be developed. This boundary also represents the area that the grantee and the DNR considers dedicated to public recreation use for the life of the facilities.

Any non-recreation uses must be excluded from the project area boundary. Normally, the entire park that receives Recreation Passport support will be included in the boundary of the grant. However, in some cases it may make more sense to encumber a smaller area of a larger park if the smaller area can be considered a stand-alone recreation site. Factors to consider are whether the smaller area has its own access and parking, and if changes to the remainder of the site could impact the recreation uses of the grant-assisted site.

If you have a GIS database that contains the geographical boundaries of your park site, please submit shape file of the park boundary in the Michigan GeoRef Coordinate System. For more information on the Michigan GeoRef Coordinate System, go to [www.michigan.gov/cgi](http://www.michigan.gov/cgi), then select "Michigan Geographic Data Library" on the left side of the screen, then select "The Michigan Geographic Data Library" in the center of the screen, then select "Map Projections" on the right side of the screen for more information on the Michigan GeoRef system and how to convert files to this projection. Please note that this website is maintained by the Michigan Center for Geographic Information and is subject to change. Please email this file to your regional representative or provide a CD in your application.

✓ **CURRENT ANNUAL CAPITAL IMPROVEMENT PLAN**

The municipality must submit its current annual capital improvement plan (or a multi-year plan) that contains the project. These plans are used by municipalities to plan, in a non-binding fashion, their future construction needs. This helps to demonstrate that the project has been vetted through the normal approval processes of the municipality. If you already have an approved 5-Year Recreation Plan on file with Grants Management and this project is identified in it, then you do not need to submit a CIP.

✓ **DOCUMENTATION OF SITE CONTROL Form (PR1956-1)**

Indicate the type of control you currently hold. The applicant must own the appropriate land rights at the time of application and provide a copy of the most recent deed. Leased properties are only eligible under certain circumstances described on page 4.

✓ **SITE PHOTOGRAPHS**

Photographs, digital images, or photocopies can show important natural features, existing development, and surrounding land uses. Pictures should be labeled to indicate what is in the picture, the compass direction and how the picture relates to the site plan, such as the placement of proposed new facilities. If possible, please email these photos to your grant coordinator, whose address is listed in Appendix C at the back of this booklet.

✓ **SUPPLEMENTAL SUPPORTING DOCUMENTATION**

**PRELIMINARY FLOOR PLANS**

If the proposed project includes construction of any new building or structures the application must include basic floor plans for these structures and universally accessible design features. They do not have to be measured drawings, but should show the relevant structures and approximate dimensions. Catalogue drawings or illustrations are acceptable. If you are proposing to develop a universally accessible facility you need to provide us with drawing samples to earn the points in most cases. For example, if you proposing to develop a universally accessible playground, you should provide us with samples of the play equipment and surfacing.

**ENVIRONMENTAL REPORT**

If your project site has current or past users that suggest there may be contamination, or if you have inadequate information about site conditions (that is, you answered “yes” or “unknown” for one or more questions), you are required to prepare an environmental report as part of your application. Your application will be considered for funding if, based on information you report, it appears the property can and will be made safe for intended use. If an environmental report is necessary it may be appropriate to engage the services of an environmental consultant to prepare this information. If the assessment and cleanup will be conducted or funded by someone other than the applicant (such as the liable party), also include in the application package a written commitment from this entity. For instructions on preparing an environmental report, please see Appendix A.

**CORRESPONDENCE REGARDING PERMITTING ISSUES**

If you have received any correspondence from a regulatory agency about your proposed project, include a copy in your application package.

**CERTIFICATION**

**SIGNATURE**

The application must be submitted by the authorized official of the local unit of government applying for Recreation Passport Grant Program assistance. This person must be authorized to make a commitment of the necessary resources to complete the project.

By submitting the application, the local unit of government is certifying that they:

1. Have read and understand all of the information included in the Recreation Passport Grant Program booklet (IC1956) and the MiRecGrant on-line application, and
2. Are prepared to commit the necessary resources to complete the project as proposed, including sufficient funding to initiate the project prior to receiving reimbursement of costs incurred, and
3. Are prepared to dedicate the entire park area developed with Recreation Passport assistance, as described in the project agreement, to public outdoor recreation for the expected life of the facilities constructed under the grant.

## **CHAPTER 3**

### **APPLICATION SCORING CRITERIA**

The scoring criteria used by staff are described in this chapter.

In some cases, staff will also visit a site as part of the application evaluation process; however, do not rely on site visits as a way to communicate project information.

#### **NEED FOR THE PROJECT (MAXIMUM OF 90 POINTS)**

Factors in determining the score for this criterion include: rationale, financial need, if the project is a renovation and the priority ranking of the project (if the applicant submits more than one application).

- A. Rationale: (0, 15, or 30 points)
  - i. Applicant does not demonstrate a general scarcity of parks and recreation services and does not demonstrate a scarcity for the specific recreation service type which will be provided by the project.
  - ii. Applicant does not demonstrate a general scarcity of parks and recreation services, but demonstrates a scarcity of a specific recreation type which will be provided by the project.
  - iii. Applicant demonstrates a scarcity of parks and recreation services.
- B. Financial Need of the Applicant: (0, 15, or 30 points)
  - i. Upper 1/3 and higher Median Household Income.
  - ii. Middle 1/3 Median Household Income.
  - iii. Bottom 1/3 Median Household Income.
- C. Renovation (0 or 20 points) - Project is renovation of a facility that is beyond its life expectancy (20 years for outdoor structures, 40 years for enclosed structures).
- D. Priority (0 or 10 points) - The applicant submitted only one application or, if the applicant submitted multiple applications, this application is the highest priority.

#### **SITE QUALITY (MAXIMUM OF 20 POINTS)**

Applications are evaluated on the quality of the project site based on the following factors, based on information in the site plan, location map, design drawings, photographs, application narrative, and on observations during the site visit.

- A. Location of Project Site (0, 5 or 10 points)
  - i. There are many concerns with the location of the development given the natural resources present, the applicant's existing park and recreation system, location of similar facilities, proximity to users, proximity to other destinations, accessibility to public and non-motorized transportation, compatibility of surround land uses, safety considerations and other relevant factors.
  - ii. There are some concerns with the location of the development given the natural resources present, the applicant's existing park and recreation system, location of similar facilities, proximity to users, proximity to other destinations, and accessibility to public and non-motorized transportation, compatibility of surrounding land uses, safety considerations and other relevant factors.
  - iii. The location of the development is appropriate given the natural resources present, the applicant's existing park and recreation system, location of similar facilities, proximity to users, proximity to other destinations, accessibility to public and non-motorized transportation, compatibility of surrounding land uses, safety considerations and other relevant factors.
- B. Ease of Access (0, 5 or 10 points)
  - i. Site is difficult to locate and is difficult to recognize as a public park.
  - ii. There is some difficulty in recognizing that the location is a public park, or the location is somewhat difficult to locate.
  - iii. The site is easily recognizable as a public park and is easy to locate or will have adequate directional signage in place.



## PROJECT QUALITY (MAXIMUM 70 POINTS)

Applications are evaluated on the quality of the project based on the following factors, information in the site plan, location map, design drawings, photographs, application narrative, and observations during the site visit. Project Quality scores will also be compared among applications submitted in the same application round.

- A. Quality of Overall Park and Recreation Facility (0, 5 or 10 points):
  - i. The application does not clearly describe the proposed, existing, and future facilities at the site or there are strong concerns about the expected traffic flow, access to facilities, environmental impacts or the impact facilities will have on each other.
  - ii. Application clearly describes the proposed, existing, and future facilities at the site, including clear site plans. However, there are concerns about the expected traffic flow, access to facilities, environmental impacts or the impact facilities will have on each other.
  - iii. Application clearly describes the proposed, existing, and future facilities at the site, including clear site plans. Expected traffic flow pattern is safe and convenient, access routes are provided to all facilities, facilities are placed to have the least environmental impact, layout maximizes groundwater infiltration, and the recreation and support facilities do not negatively impact each other.
- B. Compatibility (0, 5 or 10 points):
  - i. The development has poor compatibility with the site.
  - ii. There is some concerns about the compatibility of the site and its intended use.
  - iii. Facilities size and cost are appropriate and development is fully compatible with the size, natural and physical characteristics of the site.
- C. Programming/Marketing (0, 5 or 10 points):
  - i. The applicant has no plan for publicizing the project and facilities, including any universally designed facilities in the project.
  - ii. The applicant has a partial plan for publicizing the project and facilities, including any universally designed facilities in the project.
  - iii. The applicant has a clear plan on how to make the public aware of the project and facilities, including any universally designed facilities in the project.
- D. Safety Measures (0, 5 or 10 points):
  - i. User safety concerns have clearly not been incorporated into project design.
  - ii. User safety at the site is addressed through project design incorporating the above design considerations; however, some parts of the park raise concerns for user safety.
  - iii. User safety at the site is addressed through project design incorporating the following: as appropriate, maximization of visibility of people and parking areas, adequate lighting, hours of operation are or will be clearly posted; project is monitored at appropriate times and locations as necessary; physical layout clearly defines property lines and provides adequate separation with private spaces if appropriate for the development; trails within parks minimize dead ends; public routes are clearly defined; and facilities in fire-prone areas are designed to protect from fire damage.
- E. Environmental Sustainability (0, 5 or 10 points):
  - i. No facilities in the application utilize environmentally friendly materials and design.
  - ii. Some facilities in the application utilize environmentally friendly materials and design.
  - iii. Use of Environmentally Friendly Features (Note: Project must include at least three qualifying features to receive points).
    - 1. Pervious paving materials
    - 2. Recycling bins on site
    - 3. Reduction of energy use
    - 4. Landscaping with native plants

5. Use of natural renewable resources (solar, geothermal, etc.)
  - a. Using building materials with high content of post-consumer recycled materials
  - b. Toilets or other reduction of water use
  - c. Efficient lighting
  - d. Storm water management
  - e. Other
- F. Universal Accessibility of Park and Facilities (0, 10 or 20 points):
  - i. NONE of the proposed facilities incorporate Universal Design and/or insufficient documentation was provided.
  - ii. SOME of the facilities incorporate Universal Design and are designed beyond the 2010 ADA Standards and current Accessibility Guidelines for Outdoor Developed Areas. Dimensions, preliminary drawings or cut-sheets were provided to demonstrate Universal Design features.
  - iii. ALL of the proposed facilities incorporate Universal Design and are designed beyond the 2010 ADA Standards and current Accessibility Guidelines for Outdoor Developed Areas. Meeting minutes or letters documenting dialogue with persons with disabilities were provided. Dimensions, preliminary drawings or cut-sheets were provided to demonstrate Universal Design features.

**APPLICANT HISTORY (MAXIMUM 40 POINTS)**

The main factors considered under this criterion are the applicant’s performance in handling recreation grants in the past five years under the MNRTF, LWCF, 1988 Recreation Bond program, and Clean Michigan Initiative (CMI)–Recreation Bond program and the applicant’s stewardship and maintenance of their existing parks and recreation system.

- A. Stewardship of Existing Facilities (0, 10 or 20 points):
  - i. Applicant is in compliance with all requirements at park sites that have been acquired or developed with recreation grant assistance in the past, including signage requirements. Also, the applicant has complied with DNR procedures while completing grant-assisted projects (acquisition and development).
  - ii. Applicant has not closed, sold, or transferred use of a park or public recreation facility for non-public recreation purposes, or the applicant has never received a grant.
- B. Maintenance of Existing Facilities (0, 5 or 10 points):
  - i. The park and public recreation sites in the applicant’s system are appropriately operated, maintained and staffed.
- C. Past Per Capita Grant Assistance (0, 10, or 20 points):
  - i. The applicant has received no Recreation Passport Fund (RPF), MNRTF, or LWCF grant assistance in the past five years (20 points), the applicant has received below the median of per-capita LPRFF, MNRTF, or LWCF grant assistance in the past five years (10 points), the applicant has received above the median in per-capita RPF, MNRTF, or LWCF grant assistance in the past five years (0 points).

**CONVERSION HISTORY (-20 POINTS)**

Applicant has a known, unresolved conversion of a grant-assisted site where the new use does not qualify as public outdoor recreation.

**RECREATION PASSPORT TIE BREAKING CRITERIA**

In the event that any projects receive the same total project score, they will be prioritized according to the past per capita grant assistance amount.

# APPENDIX A: ENVIRONMENTAL REPORTS

## CONTENTS AND HEADINGS FOR AN ENVIRONMENTAL REPORT

- A. Title Page:** The title page should include the following: Environmental Report for project name, applicant name, the name and qualifications of the person who prepared the Environmental Report, and the date it was prepared.
- B. Site Conditions:** A summary of current site conditions including any potential for contamination.
- C. Environmental Assessment Results:** A summary of the results of any environmental assessments conducted to date.
- D. Assessment and Cleanup Actions Needed:** Summarize the information available on the assessment activities that may be needed to delineate the contamination. Discuss the cleanup actions that may be needed to make the site safe for recreation use and meet the applicant's due care obligations under the state cleanup law, Part 201 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. Also discuss to what degree the cost of assessment and cleanup actions have been determined.
- E. Implementation Responsibilities:** Indicate who will conduct and fund the assessment and cleanup actions that may be needed.
- F. Tentative Schedule:** A tentative schedule for completion of assessment and response actions and a discussion of how these actions will impact development and long-term recreation use of the site. The report should indicate that completion of assessment and response actions will not delay completion of the project during the DNR-approved project period or interfere with the requirement that the entirety of a grant-assisted site be committed to public recreation use in perpetuity.
- G. Confirmation Statement:** A written statement signed by the applicant confirming that you understand the following:
  - i. If grant funding is recommended, the applicant will be required to submit additional, detailed information to the DNR regarding property conditions by October 1st or the grant is subject to cancellation. If this information indicates the property may be contaminated, the applicant must obtain written DNR approval before developing the property.
  - ii. The grant is subject to cancellation if the additional information indicates the site will not or cannot be made safe for its intended use within the grant project period; or the presence of contamination, even with the implementation of due care actions, will have a substantial negative impact on the overall recreation or resource protection values of the site.

# APPENDIX B

## SOURCES OF INFORMATION ON ACCESSIBILITY AND UNIVERSAL ACCESS

### U.S. ACCESS BOARD

<http://www.access-board.gov/guidelines-and-standards/recreation-facilities>

The U.S. Access Board is designated by the Americans with Disabilities Act (ADA) as the agency responsible for developing minimum accessibility guidelines to ensure that new construction and alteration of facilities covered by ADA are accessible and useable by people with disabilities. The Access Board has put out the following guidelines that should be used by *Access to Recreation* applicants to determine the criteria they must exceed to achieve universal accessibility:

- 2010 Americans with Disabilities Act Standards for Accessibility Design  
[www.ADA.gov/2010ADASTandards-index.htm](http://www.ADA.gov/2010ADASTandards-index.htm)
- Recommendations for Accessibility Guidelines for Outdoor Developed Areas  
<http://www.access-board.gov/guidelines-and-standards/recreation-facilities/outdoor-developed-areas/final-guidelines-for-outdoor-developed-areas/single-file-version-of-fule#text>

These and other publications available from the Access Board can be ordered at:

[www.access-board.gov/po1.cfm](http://www.access-board.gov/po1.cfm)

The Access Board also has a website that provides links to a number of organizations whose mission is to provide access for persons with disabilities at:

<http://www.disability.gov>

United States Access Board  
1331 F Street, NW, Suite 1000  
Washington, DC 20004-1111  
Voice: (800) 872-2253 TTY: (800) 993-2822 FAX: (202) 272-0081

### NATIONAL CENTER ON ACCESSIBILITY

<http://www.ncaonline.org>

The National Center on Accessibility is a collaborative program of Indiana University and the National Park Service. It provides information on access for people with disabilities in recreation.

National Center on Accessibility  
501 North Morton Street - Suite 109  
Bloomington, IN 47404-3732  
Voice: (812) 856-4422 TTY: (812) 856-4421 FAX: (812) 856-4480

## **THE CENTER FOR UNIVERSAL DESIGN**

[www.ncsu.edu/ncsu/design/cud](http://www.ncsu.edu/ncsu/design/cud)

The Center for Universal Design is a national information, technical assistance, and research center that evaluates, develops, and promotes accessible and universal design in housing, commercial, and public facilities, outdoor environments, and products.

The Center for Universal Design  
College of Design  
North Carolina State University  
Campus Box 8613  
Raleigh, NC 27695-8613  
E-mail: [cud@ncsu.edu](mailto:cud@ncsu.edu)

## **GREAT LAKES ADA AND ACCESSIBILITY ASSISTANCE CENTER**

[www.adagreatlakes.org](http://www.adagreatlakes.org)

The Great Lakes ADA and Accessibility Assistance Center provides information, materials, technical assistance, and training on the Americans with Disabilities Act. Topics addressed includes the non-discrimination requirements in employment, the obligations of state and local governments and business to ensure that programs, services and activities are readily accessible to and useable by people with disabilities.

DBTAC: Great Lakes ADA Center  
University of Illinois at Chicago  
Institute on Disability & Human Development (MC 728)  
1640 West Roosevelt Road, Room 405  
Chicago, IL 60608  
Technical Assistance/Voice/TTY: 800-949-4232 FAX: 312-413-1856  
Email: [gldbdtac@uic.edu](mailto:gldbdtac@uic.edu)

## **MICHIGAN DISABILITY RESOURCES**

[www.michigan.gov/disabilityresources](http://www.michigan.gov/disabilityresources)

The Michigan Department of Energy, Labor & Economic Growth created this website, which is devoted specifically to the interests, concerns, and needs of Michigianians with disabilities. The website offers information on services and programs for people with disabilities offered by the state of Michigan as well as other sites of interest.

## **APPENDIX C:**

### **GUIDANCE ON DESIGNING SPECIFIC TYPES OF RECREATION AND SUPPORT FACILITIES FOR UNIVERSAL ACCESSIBILITY**

Universally designed recreation experiences have characteristics that make them easier to use by everybody, including people with a variety of different abilities and limitations. Designing for universal access means going beyond the minimum requirements of the ADA so that all people in the community, including those with disabilities, may enjoy the recreation opportunities provided. We encourage you to design your project to be universally accessible. Facilities that utilize universal design accommodate all potential users with disabilities, and their design exceeds the specifications given in the 2010 Americans with Disabilities Act Standards for Accessibility Design (see appendix B). We encourage the design of the project to follow the Principles of Universal Design (see appendix B):

- Equitable use;
- Flexibility of use;
- Simple and intuitive use;
- Perceptible information;
- Tolerance for error;
- Low physical effort;
- Size and space for approach and use.

Beyond the facilities themselves, universal design projects should be designed to allow all users to move freely among all the recreation and support facilities at the site. Existing support facilities, such as restrooms and parking lots, should at least meet accessibility requirements of the ADA. Any support facilities that are part of the proposed project should be designed to be universally accessible. There should be no separate routes, ramps, or entrances for users with disabilities; all should be able to access the park and its facilities in the same manner. Directions and other information usually conveyed to users through signs and brochures should be available in other formats, such as audio interpretation.

Once the project is completed, it will likely be necessary to provide additional outreach to the public to make them aware of the project and to encourage people with disabilities to take part in the programs offered. You may also need to train your staff to interact positively and effectively with people of differing abilities. Finally, maintaining a park for universal access requires an added amount of effort and attention to day-to-day maintenance concerns. For example, some types of safety surface materials used under play equipment need to be replenished or replaced often, trails need to be kept clear of debris, tree branches or shrubs may need to be trimmed more often, and equipment must be kept in good condition.

The following table lists design aspects that should be considered when designing the specified type of recreation or support facility for universal accessibility. This guidance is not exhaustive or mandatory, but it will be used by Grants Management staff when reviewing your application for universal accessibility.

Type of Recreation Facility	Universal Access Design Considerations:
<p><b>Trail: nature trail, walkway, pathway, etc.</b></p>	<ul style="list-style-type: none"> <li>- wider width so two people can walk side by side or people can pass</li> <li>- unitary surface like concrete, boardwalk or asphalt, crushed aggregate/screenings that have been “stabilized” or natural soils enhanced with soil stabilizers</li> <li>- transition plates between trail and pedestrian bridges, decks, etc.</li> <li>- contrasting color treatment of the surface and textured surface treatments such as brushed concrete at intersections or interpretive stations to cue people who have vision impairments that there is something to pay attention to at that spot</li> <li>- close to level cross slopes (side to side) and very gentle running slopes, no steep sections, larger (greater than 60”X60”) level areas at all turns and intersections</li> <li>- thoughtfully laid out on the site to maximize the experience with minimal difficulty</li> <li>- accessible amenities such as benches, restrooms (port-a-johns), drinking fountains, etc.</li> </ul>
<p><b>Boardwalk:</b> wetland and water access</p>	<ul style="list-style-type: none"> <li>- wider width so two people can walk side by side or people can pass</li> <li>- edge treatment to prevent roll/step off</li> <li>- if side rails <b>all</b> lowered for easy viewing</li> <li>- interpretive information in a variety of alternative formats such as auditory, large print, Braille, pictures, etc.</li> </ul>
<p><b>Nature center:</b></p>	<ul style="list-style-type: none"> <li>- all interpretive information in a variety of alternative formats such as auditory, large print, Braille, pictures, etc.</li> <li>- creative use of technology such as mp3 players for auditory descriptions (this gives the info. directly to the individual) closed loop assistive listening devices and closed circuit captioning of all interpretive presentations</li> <li>- all displays at lowered heights for sitting or standing viewing</li> <li>- <b>all</b> operating mechanisms that are operable with one hand and do not require tight/pinch/grasp/wrist twist to operate.</li> </ul>

Type of Recreation Facility	Universal Access Design Considerations:
<b>Beach:</b>	<ul style="list-style-type: none"> <li>- <b>routes</b> over the beach and into the water, can be portable/temporary matting if it needs to be taken in and out for beach cleaning/dragging or in the off season</li> <li>- <b>wide</b> enough for side by side walking/passing</li> <li>- at beach route end have an accessible area at the waters edge large enough to park multiple chairs while the owners are in the water</li> <li>- with a transfer system at the waters edge so people can get down to the ground level and into the water.</li> </ul>
<b>Fishing dock/pier and observation/viewing decks:</b>	<ul style="list-style-type: none"> <li>- <b>all</b> lowered rails all the way around so everyone can fish from anywhere or no rails at all with only an edge treatment to prevent roll off</li> <li>- sitting benches (all with backs and arm rests) scattered about so anglers can choose to sit or stand to fish</li> <li>- tackle box stands next to one bench end (not both) leaving one end clear space for sitting side by side with someone in a wheelchair</li> <li>- a variety of fish landing cutaways strategically placed</li> <li>- variety of accessible opportunities—over-water fishing, shore fishing, in-water fishing, etc.</li> <li>- transition plates between access route and deck/pier</li> </ul>
<b>Canoe/kayak/boat launch:</b>	<ul style="list-style-type: none"> <li>- wider route so someone can hand wheel boat on dolly to launch pulling boat next to them if they are in a wheelchair or two person carry down</li> <li>- accessible surface to waters edge and into water at launch</li> <li>- more gentle slopes for easier entry and exit when hand wheeling a boat</li> <li>- some type of “rack” to stabilize boat at a transferable height then some type of mechanism/roller system to move, while seated in the boat, into the water</li> <li>- some means of transfer assistance such as overhead bars</li> <li>- some type of wench system to help pull boat out of water back into the rack to exit/transfer out.</li> <li>- if there is a dock provide a transfer system on the dock so a person can be seated on the dock to transfer over to a boat in the water that is in some type of a stabilizer rack</li> <li>- adaptive kayaks available for use</li> <li>- shore station with a platform (instead of “V” rack) with a transfer system on the deck of the shore station, located next to a dock so someone could roll/get on the platform and lower it to the right level to transfer into a boat</li> </ul>



Type of Recreation Facility	Universal Access Design Considerations:
<b>Campgrounds:</b>	<ul style="list-style-type: none"> <li>- all sites and amenities</li> <li>- accessible surface on all sites, including rustic sites</li> <li>- larger spaces to accommodate side lifts on campers and vehicles</li> <li>- accessible tables, grills, and fire rings on all sites</li> <li>- centrally located restrooms on easy routes from each site</li> </ul>
<b>Camping Cabins and Yurts:</b>	<ul style="list-style-type: none"> <li>- larger clear space and maneuvering spaces in between all furnishings, including when all are in use (beds, tables/chairs with people seated at the table, shelves within lowered reach ranges, lowered wall hooks, etc.)</li> <li>- larger clear space thoughtfully located for typical portable items such as coolers, luggage, equipment/food bins/tubs, etc.</li> </ul>
<b>Picnic areas and elements:</b> Pavilions, picnic tables, grills, fire rings, water pumps, etc.	<ul style="list-style-type: none"> <li>- all tables, grills, fire rings, water pumps, etc. accessible</li> <li>- all located on accessible routes</li> <li>- level routes onto pavilions with no changes of level from path to pavilion surface</li> <li>- wider routes and clear space with firm surface around all elements so someone with mobility limits can easily move around the element (table, grill, etc.)</li> <li>- a variety of table styles, some with clear sitting space on the side, some with extended table tops on the end</li> <li>- some fixed tables to ensure they remain accessible (not moved off into a grassy or sandy area, etc.)</li> <li>- clear space all around each element so people can approach and use the grill, fire ring, etc. from the front, back and either side</li> <li>- grills you can lower/raise the cooking surface with one hand</li> <li>- raised fire building surfaces so you can place wood without leaning too far over from a standing or seated position</li> </ul>
<b>Archery range:</b>	<ul style="list-style-type: none"> <li>- <b>all</b> stations</li> <li>- route to retrieval area for each target</li> <li>- targets also usable with cross bows</li> <li>- arrow back stop to limit retrieval distance</li> <li>- larger maneuvering spaces to accommodate archers with shooting assistants</li> </ul>

Type of Recreation Facility	Universal Access Design Considerations:
<p><b>Playgrounds:</b></p>	<ul style="list-style-type: none"> <li>- Ramps <b>and</b> transfers</li> <li>- has both ramp and transfer access to <b>all</b> play components</li> <li>- ramps to every “getting on spot” or “sit/stand &amp; do it spot” of every play component</li> <li>- transfer system from the ground up to the main deck located near the exits of slides and climbers furthest from the ramp onto the structure</li> <li>- only unitary safety surface such as poured-in-place or rubber tiles NOT any loose fill materials likes shredded rubber, wood chips, engineered wood fiber, or any other non-unitary surface material</li> <li>- on deck transfer platform at the entry point of every slide</li> <li>- on deck transfer platform with one open transfer side and one side with transfer steps to every entry/exit point of every climber, so kids climbing up can get down to the deck to move to another component, as they may have left an assistive device at the ground</li> <li>- a good variety of things to manipulate that make noise or music, have high contrast/bright colors, games that two kids can play (to foster social interaction), Braille and sign language panels to teach awareness, easy to operate with just one hand with a whole fist (does not require tight/pinch/grasp/wrist twist to operate)</li> <li>- different high contrast colors for decks versus transfers so kids with low vision can perceive a change in level</li> <li>- play panels are located at heights so they can be used from a seated position or standing</li> </ul>
<p><b>Sports fields/courts:</b>  Fields: soccer, football, baseball, etc.  Courts: tennis, basketball, bocce, horseshoes, etc.  Other: skate parks, disk golf</p>	<ul style="list-style-type: none"> <li>- routes to both sides of <b>all</b> fields and courts, not just end zones</li> <li>- accessible seating spaces both ground level and elevated if risers/bleachers are provided</li> <li>- accessible seating spaces scattered throughout all viewing areas and levels with companion seating on both sides of the space</li> <li>- all lowered service windows at all concession areas</li> <li>- wider gate openings into court areas (tennis, bocce, basketball) and skate parks to accommodate wider sports wheelchairs</li> <li>- routes to both horseshoe pits and along both sides of the route between pits</li> <li>- level routes onto bocce courts with sitting benches at both ends</li> </ul>

Type of Recreation Facility	Universal Access Design Considerations:
<b>Skiing/sledding hill:</b>	<ul style="list-style-type: none"> <li>- accessible route to top (no steps), possibly using a “magic carpet” lift</li> <li>- level surface for sled mounting at hill top</li> <li>- if staffed, provide ATV transport or have policy that allows personal ATV use</li> <li>- transfer at hill bottom to help transfer down to sled and back up into chair/walker</li> </ul>
<b>Restrooms:</b>	<ul style="list-style-type: none"> <li>- more than the minimum number of accessible units</li> <li>- multiple unisex/single user toilet rooms/units so opposite sex care givers can assist; also good for parents of young children of the opposite sex so kids aren’t sent alone into the multi-user restroom</li> <li>- thoughtfully located near areas of activity such as play areas, beaches, fishing piers, etc.</li> <li>- accessible door pulls and water faucet handles</li> <li>- <b>all</b> accessible port-a-johns, again big enough for individual use or care giver/parental assistance.</li> </ul>
<b>Parking:</b>	<ul style="list-style-type: none"> <li>- more than minimum number of accessible spots</li> <li>- the accessible parking spot must be paved, striped and signed</li> <li>- each connected directly to an accessible route to the park elements and NOT into the traffic flow</li> <li>- thoughtfully located nearest the activity entrance, which might require multiple lots (some near the beach, some near the playground, some near the bathhouse, etc.)</li> </ul>
<b>Interpretive Information and Maps</b>	<ul style="list-style-type: none"> <li>- Interpretive information and maps in a variety of alternative formats such as auditory, large print, Braille, pictures, QR Codes, etc.</li> </ul>

**AMERICANS WITH DISABILITIES ACT (ADA)**

Below is a quick reference to the general minimum requirements for accessible spaces, clearances, reaches, viewing, and operation. These are not specific to types of recreation listed above. You must reference the *2010 American with Disabilities Act Standards for Accessible Design* and/or the *1999 Recommendations for Accessibility Guidelines: Outdoor Developed Areas (Final Report)* for the specific type of recreation to find the specific scoping and technical minimum requirements. Websites at which these references can be found are listed in Appendix B.

Clear width = 36" minimum for most accessible routes	Maneuvering space = 60" by 60" minimum and level, at entries and places for change of direction
Surfaces = ¼" maximum change, slopes less than 5%, firm and stable	Transferable height = 17"-19" with transfer supports
Head clearance = 80" high and as wide as the route	Knee clearance = 27"high by 30"wide by 25" deep
Clear space = minimum 30" wide by 48" deep located at the element	Table tops, counters, and rail heights = maximum 34" high
Viewing = clear from 32"-51" height	Reach range = 48" maximum high forward; 15" minimum low on side
Operation = operating mechanism that is operable with one hand and does not require tight/pinch/grasp/wrist twist to operate.	

# APPENDIX D: SAMPLE RESOLUTIONS

## RECREATION PASSPORT GRANT PROGRAM

### SAMPLE RESOLUTION OF AUTHORIZATION – LOCAL UNIT OF GOVERNMENT MATCH WITH DONATED FUNDS

WHEREAS, \_\_\_\_\_ supports the submission of an application titled, “\_\_\_\_\_” to the Recreation Passport Grant Program for development of \_\_\_\_\_ (project description) at \_\_\_\_\_ (location or park name); and,

WHEREAS, the proposed application is supported by the Community’s 5-Year Approved Parks and Recreation Plan OR Current Annual Capital Improvement Plan; and,

WHEREAS, \_\_\_\_\_ has made a financial commitment to the project in the amount of \$\_\_\_\_\_ matching funds, in cash and/or force account; and,

WHEREAS, if the grant is awarded the applicant commits its local match and donated amounts from the following sources:

\_\_\_\_\_ (list organization)                      \$\_\_\_\_\_ (donated amount)

\_\_\_\_\_ (list organization)                      \$\_\_\_\_\_ (donated amount)

Total \$\_\_\_\_\_ (sum of donations)

NOW THEREFORE, BE IT RESOLVED that \_\_\_\_\_ hereby authorizes submission of a Recreation Passport Grant Program application for \$\_\_\_\_\_, and further resolves to make available a local match through financial commitment and donation(s) of \$\_\_\_\_\_ (\_\_\_%) of a total \$\_\_\_\_\_ project cost, during the 201\_-201\_ fiscal year.

AYES:

NAYES:

ABSENT:

MOTION APPROVED.

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by \_\_\_\_\_ of \_\_\_\_\_ at their regular meeting held on \_\_\_\_\_ 201\_, at \_\_\_\_\_ p.m. in \_\_\_\_\_, with a quorum present.

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

**RECREATION PASSPORT GRANT PROGRAM  
SAMPLE RESOLUTION OF AUTHORIZATION – LOCAL UNIT OF GOVERNMENT MATCH WITHOUT DONATED FUNDS**

WHEREAS, \_\_\_\_\_ supports the submission of an application titled, “\_\_\_\_\_” to the Recreation Passport Grant Program for development of \_\_\_\_\_ (*project description*) at \_\_\_\_\_ (*location or park name*); and,

WHEREAS, the proposed application is supported by the Community’s 5-Year Approved Parks and Recreation Plan OR Current Annual Capital Improvement Plan; and,

WHEREAS, \_\_\_\_\_ has made a financial commitment to the project in the amount of \$\_\_\_\_\_ matching funds, in cash and/or force account; and,

NOW THEREFORE, BE IT RESOLVED that \_\_\_\_\_ hereby authorizes submission of a Recreation Passport Grant Program Application for \$\_\_\_\_\_, and further resolves to make available its financial obligation amount of \$\_\_\_\_\_ (\_\_\_ %) of a total \$\_\_\_\_\_ project cost, during the 201\_-201\_ fiscal year.

- AYES:
- NAYES:
- ABSENT:

MOTION APPROVED.

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by \_\_\_\_\_ of \_\_\_\_\_ at their regular meeting held on \_\_\_\_\_ 201\_, at \_\_\_\_\_ p.m. in \_\_\_\_\_, with a quorum present.

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

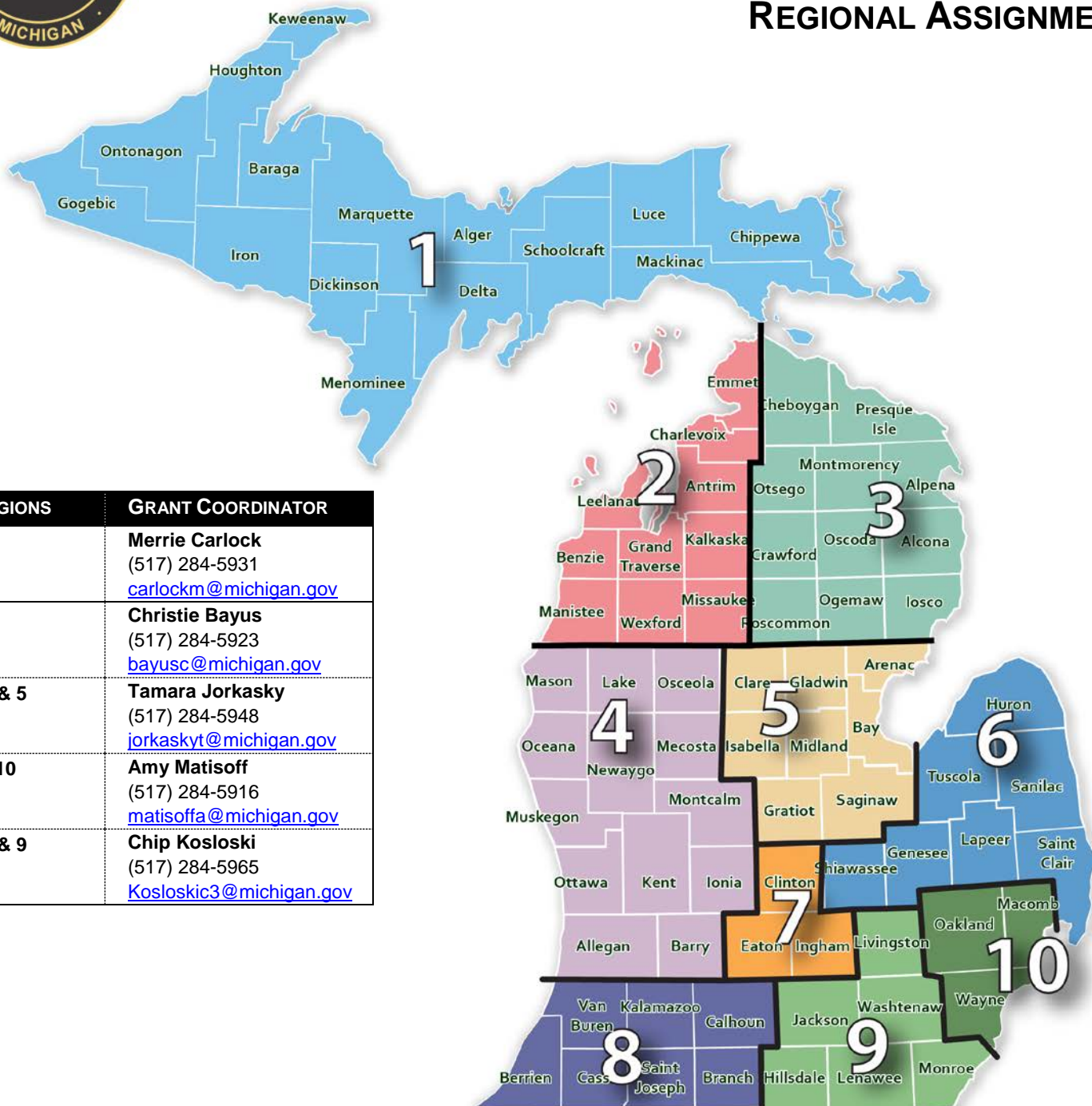
# APPENDIX E: 2016 RECREATION GRANTS REGIONAL REPRESENTATIVES



Keweenaw  
(Isle Royale)

Michigan Department of Natural Resources

## 2016 RECREATION GRANT COORDINATORS REGIONAL ASSIGNMENTS



REGIONS	GRANT COORDINATOR
1	<b>Merrie Carlock</b> (517) 284-5931 <a href="mailto:carlockm@michigan.gov">carlockm@michigan.gov</a>
2	<b>Christie Bayus</b> (517) 284-5923 <a href="mailto:bayusc@michigan.gov">bayusc@michigan.gov</a>
3, 4 & 5	<b>Tamara Jorkasky</b> (517) 284-5948 <a href="mailto:jorkaskyt@michigan.gov">jorkaskyt@michigan.gov</a>
6 & 10	<b>Amy Matisoff</b> (517) 284-5916 <a href="mailto:matisoffa@michigan.gov">matisoffa@michigan.gov</a>
7, 8 & 9	<b>Chip Kosloski</b> (517) 284-5965 <a href="mailto:Kosloskic3@michigan.gov">Kosloskic3@michigan.gov</a>

### ADDITIONAL GRANTS MANAGEMENT CONTACTS

<b>Steven J. DeBrabander</b> , Manager, (517) 284-5930, <a href="mailto:debrabanders@michigan.gov">debrabanders@michigan.gov</a>	<b>Michelle Ballard</b> , Grants Payment Officer, LWCF/Marine Safety/ Recreation Passport Programs, (517) 284-5974, <a href="mailto:ballardm3@michigan.gov">ballardm3@michigan.gov</a>
<b>Linda Harlow</b> , Assistant to the Manager and MNRTF Board Secretary, (517) 284-7268, <a href="mailto:harlow@michigan.gov">harlow@michigan.gov</a>	<b>Lance Brooks</b> , Grants Payment Officer, Aquatic Habitat and Wildlife Habitat Grant Programs, (517) 284-5971, <a href="mailto:brooksl@michigan.gov">brooksl@michigan.gov</a>
<b>Jon Mayes</b> , Unit Manager, Recreation Grants, (517) 284-5954, <a href="mailto:mayesi@michigan.gov">mayesi@michigan.gov</a>	<b>Kelly Parker</b> , Program Manager, Dam Management, Aquatic Habitat, Wildlife Habitat Grant Programs, (517) 284-5957, <a href="mailto:parkerk4@michigan.gov">parkerk4@michigan.gov</a>
<b>Christie Bayus</b> , Program Manager, LWCF/Marine Safety/ Recreation Passport Programs, (517) 284-5923, <a href="mailto:bayusc@michigan.gov">bayusc@michigan.gov</a>	<b>Michael Chuff</b> , Financial Specialist, MNRTF, (517) 284-5951, <a href="mailto:chuffm@michigan.gov">chuffm@michigan.gov</a>
<b>Kammy Frayre</b> , Program Manager, Invasive Species Grant Program and Conversions Officer, (517) 284-5970, <a href="mailto:frayrek1@michigan.gov">frayrek1@michigan.gov</a>	



## MEMORANDUM

301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ WWW.CI.OWOSSO.MI.US

**DATE:** March 17, 2016

**TO:** City council

**FROM:** Donald Crawford, city manager

**SUBJECT:** Resolution of the city of Owosso, Shiawassee County, Michigan, approving Intergovernmental Agreement for the Joint Management of the Shiawassee River Trail

**RECOMMENDATION:** Approve the intergovernmental agreement

**BACKGROUND:** A trail follows the Shiawassee River from McCurdy Park in Corunna to Williams Street in Owosso. The trail passes through several jurisdictions. Daily maintenance of the trail is haphazard with each jurisdiction operating independently. Often portions of the trail are neglected by a jurisdiction simply because it becomes a low priority.

The plan is to create an entity that would be responsible for the ongoing minor maintenance (mowing, leaf blowing, cleaning of graffiti, shoulder repair, sweeping, pavement marking, crack sealing, etc. It is envisioned that someone would travel the trail weekly to check for problems and arrange for the proper action.

To pay for the maintenance, a \$15,060 annual budget is estimated. The annual contribution is based upon footage in each jurisdiction.

The total breakdown is as follows:

Shiawassee County (Airport)	.76 miles/4001 feet	=	\$2,280
City of Corunna	1.14 miles/6023feet	=	\$3,420
City of Owosso	2.25 miles/11,898 feet	=	\$6,750
Caledonia Charter Township	.87 miles/4570 feet	=	\$2,610
Total		=	\$15,060

In the future the participating parties anticipate applying for grant funding to upgrade and likely extend the trail as other entities join.

**FISCAL IMPACTS:** The city of Owosso will contribute \$6,750 during the year beginning April 1, 2016 toward the \$15,060 annual cost.



**RESOLUTION NO.**

**RESOLUTION OF THE CITY OF OWOSSO, SHIAWASSEE COUNTY, MICHIGAN,  
APPROVING INTERGOVERNMENTAL AGREEMENT FOR THE JOINT MANAGEMENT OF  
THE SHIAWASSEE RIVER TRAIL**

WHEREAS, by the authority granted by the *Intergovernmental Contracts Between Municipal Corporations Act 35 of 1951* Shiawassee County and local governments may enter cooperative Agreements for the performance of any or all functions and activities that parties to the Agreement have authority to do including applying for and receiving grants, gifts and contributions; and

WHEREAS, the Shiawassee River Trail runs from McCurdy Park in Corunna to Williams Street in Owosso, moving through three different municipalities along the way; and

WHEREAS, it is the desire of the County and the local governments to promote and maintain the Trail as a whole unit from McCurdy Park in Corunna to Williams Street in Owosso; and

WHEREAS, effective, consistent management to promote, maintain and develop the Trail, including the James S. Miner River Trail in the City of Owosso, requires the coordinated participation, operation, and financial support of the County, and the Local Governments; and

WHEREAS, grant dollars are available for trail development; and

WHEREAS, the County and the Local Governments, hereinafter referred to collectively as the "Parties," desire that an Intergovernmental Agreement be entered into to provide for the promotion and maintenance of the Trail.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Owosso as follows:

FIRST: The City Council hereby authorizes and directs the mayor to execute, on behalf of the City, an intergovernmental agreement between the entities that execute now or in the future the Intergovernmental Agreement for the Joint Management of the Trail.

SECOND: The City Council authorizes a payment of \$6,750 as the city's share for 2.25 miles of the Trail within 30 days to the city of Corunna as fiduciary.

**INTERGOVERNMENTAL AGREEMENT  
FOR THE JOINT MANAGEMENT  
OF THE SHIAWASSEE RIVER TRAIL**

This Intergovernmental Agreement, hereinafter referred to as “Agreement,” is made and entered into this First day of April, 2016, by and between the cities of Corunna and Owosso; the Shiawassee Airport Board; and the township of Caledonia, acting by and through their respective elected officials, hereinafter referred to as “Local Governments.”

**STATUTORY AUTHORITY**

By the authority granted by the *Intergovernmental Contracts Between Municipal Corporations Act 35 of 1951* Shiawassee County and Local Governments may enter into cooperative Agreements for the performance of any or all functions and activities that Parties to the Agreement have authority to perform including applying for and receiving grants, gifts and contributions.

**RECITALS**

WHEREAS, the Trail runs from McCurdy Park in Corunna to Williams Street in Owosso; and

WHEREAS, it is the desire of the County and the Local Governments to promote and maintain the Shiawassee River Trail as a whole unit from McCurdy Park in Corunna to Williams Street in Owosso; and

WHEREAS, effective, consistent management to promote, maintain and develop the Trail, including the James S. Miner River Trail, requires the coordinated participation, operation, and financial support of the County, and the Local Governments; and

WHEREAS, grant dollars are available for trail development; and

WHEREAS, the County and the Local Governments, hereinafter referred to collectively as the “Parties,” desire that an Intergovernmental Agreement be entered into in order to provide for the promotion and maintenance of the Trail.

**NOW THEREFORE IT IS AGREED AS FOLLOWS:**

1. The Parties enter into this Agreement jointly to provide for the consistent financial support, management, promotion and maintenance of the Trail. The Advisory Committee formed by this agreement shall be called the Trail Joint Powers Committee (TJPC).
2. The governing body of each Party shall select a representative to serve on the TJPC. The TJPC shall elect, by majority vote, a chair and a vice chair annually. The TJPC shall establish a quarterly meeting schedule, or a more frequent meeting schedule if necessary, and provide proper notice of said meetings

to the public according to the instructions of the chair and applicable law.

3. TJPC can make no decision unless a quorum is present. A majority of the TJPC constitutes a quorum for the transaction of TJPC business. All decisions made by TJPC shall be made per simple majority vote unless otherwise provided herein.
4. Each Party shall pay its annual obligation annual maintenance as shown in Exhibit A. Initial payments shall be made to the city of Corunna as fiduciary within 30 days of the signing of this Agreement. Subsequent annual payments shall be made to the fiduciary on or before August 1 of each of the following years. Expenditures will only be made by approval of the TJPC by a two-thirds majority vote of the TJPC representatives.
5. Each jurisdiction will be responsible for major maintenance within their respective city limits or boundaries.
6. A major improvement plan projected for five years may be developed along with a funding plan for upgrading the trail using funding from the Parties, grants, gifts and contributions from other sources. The TJPC shall, annually review and update the improvement plan.
7. Any of the Parties to this Agreement, with approval of TJPC by majority vote of all representatives, may act as a project administrator to hire contractors to perform major maintenance and capital improvements for projects identified on a TJPC priority list. Project administrators shall follow all public contracting rules and regulations. A report of actual project costs will be presented to the TJPC.
8. This Agreement shall be of perpetual duration unless any Party gives written notice to each other Party of its election to withdraw at least one hundred and eighty (180) days before the due day of an annual payment as described in paragraph 4, above. If any of the parties withdraws from the Agreement, a majority of the remaining TJPC members will review the Agreement and submit recommended revisions to Exhibit A; those recommended revisions shall be forwarded to each governmental body for approval. The remaining TJPC members may also decide to recommend disbanding the TJPC and terminating this Agreement.
9. Notwithstanding any other provision of this Agreement to the contrary, in the event insufficient funds are appropriated for the payments under this Agreement and the member has no other lawfully available funds, then the member may terminate this Agreement at the end of its current fiscal year, with no further liability or penalty to TJPC. The member shall deliver written notice to TJPC of such termination no later than thirty (30) days from the determination of non-appropriation.
10. Each Party to this Agreement shall maintain self-insurance or insurance coverage.
11. Each Party to this Agreement shall hold each other harmless from and against liability for damage to life, person, or property arising solely from the negligence of anyone or combination of Parties, their respective officers, divisions, agents, employees, and members in providing services to any Party under

this Agreement.

- 12. This Agreement may not be amended, changed or modified in any way, except by written Agreement signed by all Parties hereto.
- 13. This Agreement contains the entire Agreement between the Parties hereto and supersedes any and all prior express and/or implied statements, negotiations and/or Agreements between the Parties, either oral or written.

IN WITNESS WHEREOF, the Parties hereby enter into this Agreement.

Each Party, by signature below of its authorized representative, hereby acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions. Each person signing this Agreement represents and warrants to have the authority to execute this Agreement.

CITY OF CORUNNA

CITY OF OWOSSO

By:

By:

Date:

Date:

TOWNSHIP OD CALEDONIA

SHIAWASSEE AIRPORT BOARD

By:

By:

Date:

Date:

**Exhibit A**  
**Shiawassee River Trail Funding**

(1) Annual maintenance--Estimated cost is \$15,060 (or \$3000 per mile) for regular, routine maintenance, which includes activities such as mowing vegetation, leaf blowing, clearing of graffiti, shoulder repair, sweeping, lighting, signs, pavement marking, restroom maintenance, bollards, bike racks, crack sealing, etc. It does not include asphalt replacement or other major maintenance.

Shiawassee County (Airport)	.76 miles/4001 feet	=\$2280
City of Corunna	1.14 miles/6023feet	=\$3420
City of Owosso	2.25 miles/11,898 feet	=\$6750
Caledonia Charter Township	.87 miles/4570 feet	<u>=\$2610</u>
<b>TOTAL</b>		<b>=\$15,060</b>

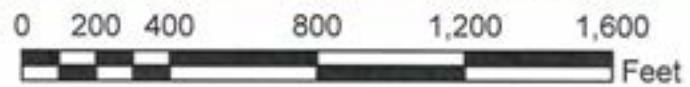
(2) Major maintenance includes asphalt repair or replacement costs. This cost is borne entirely by the jurisdictions, and may vary.

**Exhibit B**  
**Shiawasse River Trail Map**

# James S. Minor River Trail - Corunna



Approximately 1.14 miles in length



# James S. Minor River Trail - Owosso Community Airport



Approximately .76 miles in length







# James S. Minor River Trail - Caledonia Township



Approximately .87 miles  
in length



# James S. Minor River Trail - Owosso



Approximately 2.25 miles in length





## MEMORANDUM

301 W MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ WWW.CI.OWOSSO.MI.US

**DATE:** March 17, 2016  
**TO:** Mayor Frederick and the Owosso City Council  
**FROM:** Amy K. Kirkland, City Clerk  
**SUBJECT:** Change in Regular Meeting Time

### RECOMMENDATION:

I recommend consideration of a change in the regular meeting time for City Council, from 7:30pm to 6:30 pm.

### BACKGROUND:

After the refreshingly early adjournment of the February 16<sup>th</sup> Council meeting the Mayor suggested that maybe a change in the regular meeting time was in order. The Council has met at 7:30pm for many years, though changes to the start time have been proposed on a number of occasions during that time. The major hurdle in adjusting the time was allowing accommodation for those members that worked out of town, for whom an earlier meeting time simply would not work. It appears that at this time circumstances have changed enough to accommodate a 6:30pm meeting time, allowing all participants to wrap up their day an hour earlier.

Document originated by: Amy K. Kirkland, City Clerk

**RESOLUTION NO.**

**ADJUSTING THE REGULAR MEETING TIME  
FOR MEETINGS OF THE OWOSSO CITY COUNCIL**

WHEREAS, the Owosso City Council has met the first and third Mondays of each month at 7:30 p.m. for many years; and

WHEREAS, the meetings' start time was a point of debate from time to time, with some preferring an earlier start time and others needing a later start time to accommodate their commute from work; and

WHEREAS, the current membership of the City Council has no conflicts with an earlier meeting time and desires to change the meeting time to 6:30 p.m.

NOW THEREFORE BE IT RESOLVED by the Council of the City of Owosso, Michigan, that regular meetings of the Owosso City Council will begin at 6:30 p.m., starting with the meeting scheduled for April 4, 2016.

To: Owosso City Council

From: Keith Lussenden, Building Official

Date: 03/07/2016

Building Department Report for February, 2016

Category	Estimated Cost	Permit Fee	Number of Permits
Electrical	\$4,500	\$1,755	11
Mechanical	\$0	\$2,295	15
Non-Res. Add/Alter/Repair	\$0	\$170	1
Plumbing	\$0	\$940	7
Res. Add/Alter/Repair	\$179,600	\$2,260	7
Sign	\$4,500	\$120	1
VACANT PROPERTY INSP	\$0	\$100	2
VACANT PROPERTY REGI	\$0	\$500	5
<b>Totals</b>	<b>\$188,600</b>	<b>\$8,140</b>	<b>49</b>

2015 COMPARISON TOTALS

		BUILDING PERMITS ONLY	-	7
FEBRUARY, 2015 TOTALS	\$16,223	\$7,405		60

# Enforcements By Category

03/07/16

1 / 4

FEBRUARY, 2016

## ANIMALS

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 16-0070	205 HOYT ST	RESOLVED	Resolved	02/02/16	02/03/16	N
ENF 16-0086	123 DUMMY FILE		REF TO TYLER	02/17/16		
<b>Total Entries:</b>				<b>2</b>		

## BUILDING VIOL

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 16-0088	1233 ADAMS ST	RESOLVED	Resolved	02/17/16	02/19/16	N
ENF 16-0117	425 HAMBLIN ST	RED-TAGGED	RED-TAGGED	02/29/16	02/29/16	VAC
ENF 16-0073	110 E EXCHANGE ST	LETTER SENT	LETTER SENT	02/05/16		COMM
ENF 16-0078	300 W MAIN ST	RESOLVED	Resolved	02/08/16	02/09/16	COMM
ENF 16-0080	124 S CHIPMAN ST	RESOLVED	Resolved	02/08/16	02/25/16	N
<b>Total Entries:</b>				<b>5</b>		

## FRONT YARD PARKING

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 16-0085	612 GRAND AV	REF TO POLICE	REF TO POLICE	02/17/16		N
ENF 16-0079	134 S CHIPMAN ST	LETTER SENT	Resolved	02/08/16	02/16/16	Y
<b>Total Entries:</b>				<b>2</b>		

## GARAGE SALE

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 16-0084	801 N BALL ST	LETTER SENT	Resolved	02/16/16	02/26/16	
<b>Total Entries:</b>				<b>1</b>		

## GARBAGE & DEBRIS

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 16-0066	432 E MASON ST	LETTER SENT	LETTER SENT	02/01/16		Y

# Enforcements By Category

03/07/16

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FEBRUARY, 2016

ENF 16-0081	1210 MACK ST	LETTER SENT	LETTER SENT	02/08/16		N
ENF 16-0067	216 N DEWEY ST	LETTER SENT	Resolved	02/01/16	02/05/16	Y
ENF 16-0068	607 FLETCHER ST	REF TO POLICE	Resolved	02/01/16	02/26/16	N
ENF 16-0069	811 E COMSTOCK ST	LETTER SENT	Resolved	02/02/16	02/16/16	Y
ENF 16-0071	411 E WILLIAMS ST	LETTER SENT	Resolved	02/02/16	02/15/16	N
ENF 16-0072	520 N PARK ST	REF TO TYLER	Resolved	02/04/16	02/15/16	Y
ENF 16-0074	410 GUTE ST	REF TO POLICE	REF TO POLICE	02/05/16		N
ENF 16-0077	312 STATE ST	REF TO POLICE	REF TO POLICE	02/05/16		N
ENF 16-0083	723 ADAMS ST	RESOLVED	Resolved	02/16/16	02/29/16	Y
ENF 16-0087	520 E MASON ST	RESOLVED	Resolved	02/17/16	02/19/16	Y
ENF 16-0090	1109 W STEWART ST	LETTER SENT	Resolved	02/18/16	02/26/16	N
ENF 16-0091	308 S SHIAWASSEE ST	LETTER SENT	Resolved	02/18/16	02/26/16	Y
ENF 16-0092	321 STATE ST	LETTER SENT	Resolved	02/18/16	02/26/16	Y
ENF 16-0093	320 CASS ST	LETTER SENT	Resolved	02/19/16	02/26/16	N
ENF 16-0097	825 S CHESTNUT ST	REF TO POLICE	REF TO POLICE	02/22/16		Y
ENF 16-0108	801 N BALL ST	LETTER SENT	LETTER SENT	02/26/16		N
ENF 16-0109	128 LAFAYETTE BL	LETTER SENT	LETTER SENT	02/26/16		N
ENF 16-0110	128 LAFAYETTE BL	LETTER SENT	LETTER SENT	02/26/16		N
ENF 16-0112	615 WRIGHT AV	LETTER SENT	LETTER SENT	02/29/16		Y
ENF 16-0113	702 WRIGHT AV	LETTER SENT	LETTER SENT	02/29/16		Y
ENF 16-0115	397 N CHIPMAN ST	LETTER SENT	LETTER SENT	02/29/16		Y

**Total Entries:** 22

## GARBAGE CANS

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 16-0076	630 MARTIN ST	LETTER SENT	Resolved	02/05/16	02/15/16	Y

**Total Entries:** 1

# Enforcements By Category

03/07/16

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FEBRUARY, 2016

## LAWN MAINTENANCE

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 16-0095	700 BROADWAY AV	LETTER SENT	LETTER SENT	02/22/16		N
<b>Total Entries:</b>				<b>1</b>		

## MISC VEHICLE VIOL

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 16-0116	1105 PALMER AV	LETTER SENT	LETTER SENT	02/29/16		Y
<b>Total Entries:</b>				<b>1</b>		

## MISC.

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 16-0114	508 E COMSTOCK ST	REF TO DPW	INSPECTION PENDIN	02/29/16		VAC
ENF 16-0082	813 W MAIN ST	RESOLVED	Resolved	02/10/16	02/11/16	COMM
ENF 16-0089	1021 CLYDE ST	RESOLVED	Resolved	02/18/16	02/15/16	N
ENF 16-0065	630 MARTIN ST	LETTER SENT	Resolved	02/01/16	02/05/16	Y
<b>Total Entries:</b>				<b>4</b>		

## MULTIPLE VIOLATIONS

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 16-0075	1311 MACK ST	REF TO POLICE	REF TO POLICE	02/05/16		N
<b>Total Entries:</b>				<b>1</b>		

## RENTAL UNIT VIOL

Enforcement Number	Address	Previous Status	Status	Filed	Closed	Rental
ENF 16-0094	708 CLINTON ST	LETTER SENT	LETTER SENT	02/22/16		Y
ENF 16-0096	411 E WILLIAMS ST	LETTER SENT	LETTER SENT	02/22/16		Y
ENF 16-0099	604 S WASHINGTON ST	LETTER SENT	LETTER SENT	02/26/16		Y
ENF 16-0100	305 W KING ST	LETTER SENT	LETTER SENT	02/26/16		Y



# Enforcements By Category

03/07/16

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FEBRUARY, 2016

ENF 16-0101	1118 W OLIVER ST	LETTER SENT	Resolved	02/26/16	02/29/16	Y
ENF 16-0102	308 E OLIVER ST	LETTER SENT	LETTER SENT	02/26/16		Y
ENF 16-0103	1455 W KING ST	LETTER SENT	Resolved	02/26/16	03/01/16	Y
ENF 16-0104	651 GLENWOOD AV	LETTER SENT	Resolved	02/26/16	03/07/16	Y
ENF 16-0105	1434 W MAIN ST	LETTER SENT	LETTER SENT	02/26/16		Y
ENF 16-0106	910 W STEWART ST	LETTER SENT	Resolved	02/26/16	03/07/16	Y
ENF 16-0107	115 S WASHINGTON ST	LETTER SENT	LETTER SENT	02/26/16		Y
ENF 16-0111	616 S WASHINGTON ST	REF TO TYLER	Dismissed	02/29/16	03/03/16	Y

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**Total Entries:** 12

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**Total Records: 52**

Total Pages: 4

## RENTAL COLUMN DEFINITIONS

Y - Yes, it's a rental  
N - No, it's not a rental - owner occupied  
APTS - Apartment Building  
COMM - Commercial  
REPO - Repossession  
TRAIL - Trailer Park  
VAC - Vacant House  
VL - Vacant Lot  
IND - Industrial  
HOME OCC - Home Occupied



## MEMORANDUM

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301 W MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ WWW.CI.OWOSSO.MI.US

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**DATE:** March 17, 2016

**TO:** Mayor Frederick and the Owosso City Council

**FROM:** Kevin Lenkart, Director of Public Safety

**SUBJECT:** February 2016 Police Report

Attached are statistics for the police department for February 2016. This report includes activity for the month of February and year-to-date statistics. There are no Field Contacts, which are incidents that the police are dispatched to that require no further follow-up than the officers' initial response.



## Case Assignment/Clearance Report For February, 2016

## FEBRUARY 2016 INCIDENTS

Offenses	Current Month		Year-To-Date		Percent Cleared
	Assigned	Cleared	Assigned	Cleared	
<i>PART I OFFENSES</i>					
ROBBERY	0	0	0	0	0 %
AGGRAVATED ASSAULT	0	0	0	0	0 %
BURGLARY	0	0	0	0	0 %
LARCENY	0	0	0	0	0 %
MOTOR VEHICLE THEFT	0	0	0	0	0 %
SIMPLE ASSAULT	0	0	0	0	0 %
ARSON	0	0	0	0	0 %
FORGERY & UTTERING	0	0	0	0	0 %
COUNTERFEITING	0	0	0	0	0 %
FRAUD	0	0	0	0	0 %
EMBEZZLEMENT	0	0	0	0	0 %
WEAPON CRIMES- CARRY, POSS,	0	0	0	0	0 %
PROSTITUTION	0	0	0	0	0 %
SEX OFFENSES 1/ UNDER AGE -	0	0	0	0	0 %
NARCOTICS VOLIATIONS	0	0	0	0	0 %
GAMBLING VIOLATIONS	0	0	0	0	0 %
VANDALISM-DAMAGE-DESTRUCTIO	0	0	0	0	0 %
HOMICIDE 1	0	0	0	0	0 %
HOMICIDE	0	0	0	0	0 %
RAPE / NON - FAMILY	0	0	0	0	0 %
SEX OFFENSES 2	0	0	0	0	0 %
PARENTAL KIDNAP	0	0	0	0	0 %
KIDNAPPING	0	0	0	0	0 %
BURGLARY RESIDENTIAL	0	0	0	0	0 %
BURGLARY COMMERCIAL	0	0	0	0	0 %
RESISTING/OBSTRUCTING	0	0	0	0	0 %
<i>PART I OFFENSES</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0 %</i>
<i>PART II OFFENSES</i>					
PAROLE/PROBATION VIOLATION	0	0	0	0	0 %
NATURAL DEATH	0	0	0	0	0 %
RETAIL FRAUD	0	0	0	0	0 %
RUNAWAY	0	0	0	0	0 %
VIOLATION PPO/ COURT ORDER	0	0	0	0	0 %

Offenses	Current Month		Year-To-Date		Percent Cleared
	Assigned	Cleared	Assigned	Cleared	
FAMILY NONSUPPORT	0	0	0	0	0 %
SUSPICIOUS DEATH	0	0	0	0	0 %
TRAFFIC OFFENSES OTHER	0	0	0	0	0 %
CRIMINAL CASE OTHER	0	0	0	0	0 %
WARRANT ARREST	0	0	0	0	0 %
SUSPICIOUS CIRCUMSTANCES	0	0	0	0	0 %
WARRANT ADVISED	0	0	0	0	0 %
MENTAL ORDER-ECO / TDO	0	0	0	0	0 %
DOMESTIC ASSAULT/SITUATION	0	0	0	0	0 %
ILLEGAL DUMPING	0	0	0	0	0 %
FOUND PROPERTY	0	0	0	0	0 %
RECOVERED PROPERTY	0	0	0	0	0 %
ANNOYING PHONE CALLS	0	0	0	0	0 %
TRESPASSING	0	0	0	0	0 %
DOA	0	0	0	0	0 %
ANIMAL COMPLAINTS	0	0	0	0	0 %
MISSING PERSON	0	0	0	0	0 %
WARRANT OBTAINED	0	0	0	0	0 %
PROPERTY-LOST	0	0	0	0	0 %
SAFEKEEPING OF WEAPON	0	0	0	0	0 %
SUICIDE AND ATTEMPTED SUICIDES	0	0	0	0	0 %
TRAFFIC - HIT & RUN	0	0	0	0	0 %
FIRES - NOT ARSON	0	0	0	0	0 %
LOST PROPERTY	0	0	0	0	0 %
NON-CRIMINAL CASE	0	0	0	0	0 %
CRIMES AGAINST FAMILY &	0	0	0	0	0 %
DRIVING WHILE IMPAIRED	0	0	0	0	0 %
LIQUOR LAW VIOLATIONS	0	0	0	0	0 %
DISORDERLY CONDUCT	0	0	0	0	0 %
OTHER CRIMES	0	0	0	0	0 %
IMPOUND / TOW FOLLOW-UP	0	0	0	0	0 %
FALSE ALARM	0	0	0	0	0 %
MOTOR VEHICLE CRASH	0	0	0	0	0 %
THREATS	0	0	0	0	0 %
PROPERTY CRIMES, POSS, SALE,	0	0	0	0	0 %
DAMAGE TO PROPERTY	0	0	0	0	0 %
<i>PART II OFFENSES</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0 %</i>
<b>Grand Totals:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0 %</b>

**Field Contact By Reason Summary Report**

FEBRUARY 2016 FIELD CONTACT

<b>Reason for Contact</b>	<b>Count</b>
911 Hang Up	14
Abandoned Vehicle	4
False Alarm Commercial	15
False Alarm Residential	3
All Other Service Reports	11
Animal Complaints Other	15
Assist Ambulance	7
Assist To Other Dept	21
Assist Fire Dept	1
Assist Officer	1
Attempt To Locate	17
Barking Dog	2
Civil Dispute	16
Code Enforcement - Owosso	1
Deliver Emergency Message	1
Disturbance	7
Directed Patrol	1
Fight / No Assault	2
Fireworks	1
Found Property	2
Gun Permit/register	38
Harrassment	8
Investigate Vehicle	2
Loud Music	3
Motorist Assist	5
Open Door	3
Ordinance Violation	3
Parking Problem	20
Pawn Ticket	157
Peace Officer	9
Prowler	4
Road Hazard	8
Suspicious Person	8

<b>Reason for Contact</b>	<b>Count</b>
Suspicious Situation	20
Suspicious Vehicle	15
Trouble With Kids	15
Trouble With Neighbor	5
Trouble With Subject	47
Trespassing	1
Phone Harassment	3
Unwanted Subject	8
Vacation Check	2
Vehicle Inspection	1
Welfare Check	21
Wire Down	2
Work Traffic	189



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# ***MEMORANDUM***

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DATE: March 10, 2016  
TO: City Council  
FROM: Kevin Lenkart  
Director of Public Safety  
RE: February 2016 Fire & Ambulance Report

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During the month of February 2016:

Fire Department responded to **250** Ambulance calls

Fire Department responded to **22** Fire calls –

- 7 – Accident (w/ injury)
- 1 – Motor Vehicle/Pedestrian Accident
- 3 – Dispatched & Cancelled
- 1 – False Alarm
- 2 – CO Detector Activation
- 1 – Smoke Removal
- 2 – Gas Leak
- 1 – Malicious, False Call
- 1 – Building Fire
- 3 – Line Down

**MINUTES**  
**SPECIAL MEETING OF THE OWOSSO PLANNING COMMISSION**  
**COUNCIL CHAMBERS, CITY HALL**  
**TUESDAY, FEBRUARY 2, 2016 – 7:00 P.M.**

**CALL TO ORDER:** Commissioner Bill Wascher called the meeting to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE:** Was recited.

**ROLL CALL:** Roll call was taken by Recording Secretary Roxane Cramer.

**MEMBERS PRESENT:** Chairman Bill Wascher, Vice-Chair Weaver, Commissioners, Tom Taylor, Michelle Collison, Janae Fear, Frank Livingston, Michael O’Leary, Brent Smith and Garfield Warren.

**MEMBERS ABSENT:** None.

**OTHERS PRESENT:** Jody Whitmore, Sales Manager of Cargill Inc., Doug Scott of Rowe Engineering  
Susan Montenegro, Assistant City Manager/ Community Development Director

**APPROVAL OF AGENDA:**  
**MOTION BY COMMISSIONER LIVINGSTON, SUPPORTED BY COMMISSIONER TAYLOR TO APPROVE THE AGENDA FOR FEBRUARY 2, 2016.**  
**YEAS ALL. MOTION CARRIED.**

**APPROVAL OF MINUTES:**  
**MOTION BY COMMISSIONER LIVINGSTON, SUPPORTED BY COMMISSIONER TAYLOR TO APPROVE THE MINUTES FOR DECEMBER 14, 2015.**  
**YEAS ALL. MOTION CARRIED.**

**COMMUNICATIONS:**

1. Staff memorandum.
2. PC minutes from December 14, 2015.
3. Site plan application.
4. Site plan for 1509 W. Oliver.
5. Staff review of site plan.
6. Construction standard detail sheet (utility).
7. Detention volume and discharge calculations.
8. Aerial site map.

**COMMISSIONER/PUBLIC COMMENTS:** Ms. Montenegro thanked everyone for attending the meeting tonight and allowing for one meeting rather than having one on January 25<sup>th</sup> and one February 2<sup>nd</sup>.

**PUBLIC HEARINGS:**

None.



**SITE PLAN REVIEW:**

1. 1509 W. Oliver Street – parcel 050-537-000-048-00. Jody Whitmore Sales Manager for Cargill gave a brief overview of Cargill. He explained that Cargill started with two brothers buying a grain elevator and now employs 150,000 and just celebrated their 150<sup>th</sup> year. Cargill's purpose is to be the global leader in nourishing people. The four areas that Cargill works in are food, agriculture, financial and industrial. They are a privately held company that believes in sustainable agriculture. He stated the operation in Owosso would be a bulk dairy facility similar to the one they have in Pennsylvania only this one will be bigger.

Doug Scott of Rowe Engineering presented the site plan. He stated the 76,000 square foot warehouse would be built on the 19.1 acres. The office space is 1,900 square feet. The facility in Owosso would operate in the beginning from 7:30 a.m. – 5 p.m. employing 11 persons and eventually would operate 3 shifts per day doubling the work force. The initial operation would begin with 18 trucks per day and could add up to 45 per day. The route, off Chipman Street, would be the drive now used by Sonoco and they are in favor of this development. Vice-Chair Weaver asked if the city would have to incur the cost of the street, sewer, and the water main. Ms. Montenegro explained that because of the Brownfield District that is in place that there is money to help with the expense. Chairman Wascher questioned the easement that was noted on the plan. He said he would like that easement addressed in the plan.

There was discussion about the retention pond. Chairman Wascher asked if there was going to be a fence around the retention pond for safety. Doug Scott explained that the pond will dry out within 24 hours and the facility will be a secured facility. The projected plan is for the facility to fully operational by May of 2017.

**MOTION BY COMMISSIONER LIVINGSTON, SUPPORTED BY COMMISSIONER O'LEARY THAT THE OWOSSO PLANNING COMMISSION HEREBY APPROVES THE APPLICATION FOR SITE PLAN REVIEW FOR CARGILL, INC., 1509 W. OLIVER STREET PARCEL # 050-537-000-048-00 AS APPLIED IN PLANS DATED JANUARY 2016, SUBJECT TO THE CHANGE OF EASEMENT ON SITE PLAN.**

**YEAS ALL. MOTION CARRIED.**

**BUSINESS ITEM:**

1. None

**ITEMS OF DISCUSSION:**

1. None

**COMMISSIONER/PUBLIC COMMENTS:**

Vice chair Weaver asked Ms. Montenegro if the planning commission would have any input on the location of the Disc Golf Course. She told him they would not. He questioned why Hopkins Lake. She explained the first location, at Roseaver Park would not work because the course would have participants crossing cemetery property and the cemetery owners would not agree to allow that. She also explained that Harmon Partridge Park wasn't large enough.

Commissioner Fear asked if the Medical Marijuana Dispensary was open. Ms. Montenegro explained that it was. Commissioner Fear questioned the legality of it. Ms. Montenegro explained she is not speaking for law enforcement but that the law is open to interpretation and the state is working on changing the Medical Marijuana Law.

**ADJOURNMENT:**

**MOTION BY COMMISSIONER O'LEARY, SUPPORTED BY COMMISSIONER LIVINGSTON TO ADJOURN AT 7:08 P.M. UNTIL THE NEXT MEETING ON FEBRUARY 22, 2016.  
YEAS ALL, MOTION CARRIED.**

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Janae Fear, Secretary

rc

**OWOSSO HISTORICAL COMMISSION**  
Regular meeting  
Monday February 8, 2016  
Curwood Castle

**CALL TO ORDER:** CHAIR ELAINE GREENWAY CALLED THE MEETING TO ORDER AT 7:00 P.M.

**PRESENT:** CHAIR ELAINE GREENWAY, VICE-CHAIR JENNIFER MAHONEY, COMMISSIONER ROBERT BROCKWAY, COMMISSIONER CHRIS EVELETH, COMMISSIONER TRACEY PELTIER, COMMISSIONER JENELLE STEELE-ELKINS, COMMISSIONER DENNIS MAHONEY, COMMISSIONER NICK PIDEK, HISTORICAL FACILITIES DIRECTOR ROBERT DORAN.

**ABSENT:** NONE

**APPROVAL OF AGENDA:** COMMISSIONER JENNIFER MANONEY REQUESTED THAT WE ADD OCTOBER, 2016 GHOST TOURS TO NEW BUSINESS. COMMISSIONER CHRIS EVELETH MADE THE MOTION TO ACCEPT THE AGENDA, SECONDED BY COMMISSIONER ROBERT BROCKWAY. AYES ALL, MOTION CARRIED.

**TREASURERS REPORT:** COMMISSIONER CHRIS EVELETH MADE THE MOTION TO ACCEPT THE TREASURES REPORT, SECONDED BY COMMISSIONER ROBERT BROCKWAY. AYES ALL, MOTION CARRIED.

**APPROVAL OF MINUTES:** COMMISSIONER CHRIS EVELETH MADE THE MOTION TO ACCEPT THE FEBRUARY 8, 2016 MINUTES, SECONDED BY COMMISSIONER DENNIS MAHONEY. AYES ALL, MOTION CARRIED.

**CITIZENS COMMENTS:** NONE

**COMMUNICATIONS:** NONE

**DIRECTORS REPORT:** DIRECTOR ROBERT DORAN DEFERRED DIRECTOR'S REPORT TO OLD AND NEW BUSINESS.

**OLD BUSINESS:** **VOLUNTEERS DATABASE:** Director Doran again stressed the importance of a volunteer program and database.

**CASTLE CONCERT SERIES:** Commissioner Pidek informed the Commission that all is ready for the first concert. The performers will need access to the Castle the Friday before the concert for a sound check. Director Doran will let them in. Director Doran will also set up the chairs on Saturday. Pidek explained that tickets for all four of the concerts are now available on an Eventbrite page that he created. The

URL is [www.historicowosso.eventbrite.com](http://www.historicowosso.eventbrite.com). Posters have been printed and Commission members are distributing. The concert dates are:  
Feb 27: Coolin - Celtic Music; March 26: B Side Jeff Deason;  
April 30: Mandy & Nick; May 21: Evening of Baroque Music – Harpsichord, Lute & Recorder

**MADE ON OWOSSO EXHIBITION:** Director Robert Doran and Piper Brewer, Executive Director of the Shiawassee Arts Center, gave an informative, 20 minute presentation on “Made in Owosso,” the joint exhibition between the OHC and SAC, which will run from June 24 through September 18. Curwood Castle, the Comstock Pioneer Cabin, the Woodard Paymaster Building and the Arts Center will all be included as part of the exhibition. We also be partnering with the Shiawassee Historical Society, DeVries Nature Conservancy, the Steam Railroading Institute, the Downtown Owosso Farmers Market and Owosso Main Street. The presentation explained in detail the depth and breadth of the exhibition, which will tell the story of 150-plus years of retail and manufacturing history of Owosso. Many other special events will also be held as part of the exhibition, including the grand unveiling of the Houghton Lake Curwood Cabin during the Moonlight Market, A Fall Harvest Celebration, Owosso Historic Home Tour, and O+, an initiative which will guide and mentor young, up and coming entrepreneurs in order to continue the legacy of Made in Owosso.

**HISTORICAL ARCHITECT / ENGINEER FOR THE GOULD HOUSE:** Director Doran updated the Commission on the continued search for a plan to renovate and restore the Gould House. Doran is still in the process of interviewing architects. The first round of bids all came in very high. Doran is working with City Manager Don Crawford and Assistant City Manager Susan Montenegro to refine the bidding process.

**CURWOOD CABIN: UPDATE:** All is moving forward with moving the Houghton Lake Curwood Cabin from behind Ivan Conger’s house to Curwood Castle Park. Director Doran indicated that at the next OHC meeting, all the components of the project will be in place.

**NAME THE MOOSE: UPDATE:** Commissioner Jenelle Steele-Elkins gave an update on the Name the Moose project. The name chosen by her students and other students at two Owosso elementary schools was “Yukon.” Commissioner Steele-Elkins and Commissioner Jennifer Mahoney will continue to work with the schools, using this project as a springboard for other initiatives and partnerships. A coloring book designed by students is a possible next step.

**NEW BUSINESS:**

**HAUNTED TOUR:** Commissioner Jennifer Mahoney requested that the Commission consider sponsoring a Haunted Ghost Tour, starting at the Gould House and winding its way along other historic places in Owosso, ending up at Castle Park. J. Mahoney proposed October 22 and 29 as

possible dates for the event. Without making a motion, the Commission agreed to the concept and dates. J. Mahoney agreed to chair the event, with the assistance Commissioner Jenelle Stelle-Elkins.

**NON PROFIT GROUP SUSTAINIBILITY AND CAPACITY BUILDING:** Tom Williams, from the Non Profit Group, let the group in a facilitated dialog as we continue to explore options for the Commission's future structure and its continued partnership with the City of Owosso and the community at large.

**CITIZEN COMMENTS:**

**NONE**

**ADJOURN:**

**COMMISSIONER CHRIS EVELETH MADE THE MOTION TO ADJOURN AT 9:20 P.M., SUPPORTED BY COMMISSIONER TRACEY PELTIER. AYES ALL, MOTION CARRIED**

MINUTES FOR  
REGULAR MEETING  
**OWOSSO HISTORIC DISTRICT COMMISSION**  
WEDNESDAY, FEBRUARY 17, 2016, 6:00 p.m.  
COUNCIL CHAMBERS

**MEETING CALLED TO ORDER** at 6:00 p.m. by Chairman Newman.

**ROLL CALL** was taken by Recording Secretary, Bridget Cannon.

**PRESENT:** Chairman Scott Newman; Secretary Philip Hathaway; Commissioner Matthew VanEpps; Commissioner Lance Omer; Commissioner Gary Wilson

**ABSENT:** Vice-Chairman Vince Gonyou

**OTHERS IN ATTENDANCE:** Josh Adams, Owosso Main Street Manager

**AGENDA APPROVAL: Motion by Commissioner Hathaway and supported by Commissioner VanEpps to approve the agenda for February 17, 2016.**

**MINUTES APPROVAL: Motion by Commissioner Hathaway and supported by Commissioner Wilson to approve the minutes of September 16, 2015 with the following amendment as revised by Commissioner Hathaway: Mr. Michael NICKOLAS Ardelean is going to be the contractor doing the brickwork (See 200 W. Exchange Street – Front Entry Reconstruction).**

**Motion by Commissioner Hathaway and supported by Commissioner VanEpps to approve the minutes of October 8, 2015.**

**Communications:**

1. Staff Memorandum
2. Meeting minutes of September 16, 2015
3. Meeting minutes of October 8, 2015

**Public/Commissioner Comments:**

No public comments. The board wishes to fill vacancy of board member James Eaton.

**Committee Reports:** None

**Public Hearings:** None

**Items of Business:**

- 1) HDC Response to proposed House Bill 5232 and Senate Bill 720

Board referred to advocacy alert from the Michigan Historic Preservation Network and the proposed House Bill No. 5232 in the meeting packet. Board agrees with the stance from the Michigan Historic Preservation Network that House Bill 5232 and Senate Bill 720 have serious detrimental impact to historic resources and local historic districts in Michigan's Local Historic Districts. The proposed bills would diminish local historic districts, resulting in "insensitive development" in historically significant areas, "inappropriate alterations, and demolitions." The

new proposal would require a 2/3 majority support petition of property owners before a study committee could be appointed. The board feels proposed bills control what districts may be established, resulting in historic districts in the future being very difficult to create & very easy to dissolve. Local historic districts have boosted property values downtown in Owosso and the board feels it would be disastrous to eliminate historic districts at this point. Commissioner Hathaway notes that the historic Wesener Building, gutted by a fatal arson fire in 2007, was proposed to be demolished and converted to a parking lot in years past. The historic district commission disapproved the demolition, and now a \$2.5 million project is in progress. The building's historic character is being restored, thanks to the new property owners.

**Motion by Commissioner Hathaway and supported by Commissioner VanEpps to draft a letter from the City of Owosso Historic District Commission in opposition to the proposed House Bill 5232 and Senate Bill 720.**

**Yeas all. Motion was passed.**

**Public Comments:** None

**Board Comments:** Josh Adams gave a brief update regarding the façade restoration program for the downtown area. There are currently eleven possible façade restorations in the design process and Owosso Main Street is hoping to see construction start by July 1, 2016.

**ADJOURNMENT:**

**It was moved by Commissioner Wilson and supported by Commissioner Omer to adjourn at 7:03 p.m. until March 16, 2016.**

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Phil Hathaway, Secretary

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**CITY OF OWOSSO  
EMPLOYEES' RETIREMENT SYSTEM BOARD OF TRUSTEES  
REGULAR MEETING  
OWOSSO CITY HALL COUNCIL CHAMBER**

**FEBRUARY 24, 2016**

**7:15 AM**

**CALL MEETING TO ORDER:**

Chairperson Farrell called the meeting to order at 7:15 a.m.

**ROLL CALL:**

**PRESENT:** Trustees Richard Brewbaker, Burton Fox, Elaine Greenway, Paul Kleeman, Bobbi Jo Perry, Vice Chairperson Mark Sedlak, and Chairperson Wilfred Farrell.

**ABSENT:** None.

**ALSO**

**PRESENT:** City Attorney William C. Brown; City Clerk Amy K. Kirkland; City Treasurer Ronald J. Tobey.

(Graystone Consultant Michael Holycross had been previously excused by the Board due to a long-standing prior commitment.)

**APPROVE AGENDA:**

Motion by Trustee Brewbakerto approve the Agenda as presented.

Motion supported by Trustee Fox and concurred in by unanimous vote.

**APPROVE MINUTES OF OCTOBER 28, 2015 REGULAR MEETING:**

Motion by Trustee Fox to accept the minutes of the October 28, 2015 Regular Meeting as presented.

Motion supported Trustee Brewbaker and concurred in by unanimous vote.

**APPROVE MINUTES OF DECEMBER 16, 2015 REGULAR MEETING:**

Motion by Trustee Fox to accept the minutes of the December 16, 2015 Regular Meeting as presented.

Motion supported by Trustee Brewbaker and concurred in by unanimous vote.

**CITIZEN COMMENTS:**

There were no citizen comments.

**CONSENT AGENDA:**

Motion by Vice Chairperson Sedlak to approve the consent agenda as follows:

1. **Approve Pension Check Reports:**

- |                  |               |
|------------------|---------------|
| a. October 2015  | \$ 210,870.44 |
| b. November 2015 | \$ 208,935.80 |



- c. December 2015 \$ 208,935.80
- d. January 2016 \$ 211,166.12

2. **Approve Statements:**

- a. Atlanta Capital  
3<sup>rd</sup> Quarter 2015 Report
- b. Franklin Templeton Investments  
4<sup>th</sup> Quarter 2015 Report
- c. Loomis Sayles  
4<sup>th</sup> Quarter 2015 Report
- d. MD Sass  
4<sup>th</sup> Quarter 2015 Report
- e. NFJ-Allianz  
3<sup>rd</sup> Quarter 2015 Report
- f. NFJ-Allianz  
4<sup>th</sup> Quarter 2015 Fact Sheet
- g. Total Fund Performance – Graystone  
As of December 31, 2015
- h. City of Owosso Employees Retirement Fund  
October 31, 2015
- i. City of Owosso Employees Retirement Fund  
As of November 30, 2015
- j. City of Owosso Employees Retirement Fund  
As of December 31, 2015
- k. City of Owosso Employees Retirement Fund  
As of January 31, 2016

3. **Payment Authorizations:**

- a. Franklin Templeton Investments  
For period 10/01/15 through 12/31/15 \$ 7,061.78
- b. Franklin Templeton Investments – former Fifth Third equities  
For period 10/01/15 through 12/31/15 \$ 300.00
- c. Loomis Sayles/Natixis  
For period 01/31/16 through 03/31/16 \$ 15,336.02
- d. M.D. Sass  
For period 10/01/15 through 12/31/15 \$ 11,855.09
- e. MAPERS Membership  
For period 01/01/2016 through 12/31/2016 \$ 100.00
- f. City of Owosso – Annual Audit Fee

	For period 07/01/2014 through 06/30/2015	\$ 4,300.00
g.	<u>Ronald J. Tobey, City Treasurer</u> Report of Checks Written – October 2015	\$ 257,034.63
h.	<u>Ronald J. Tobey, City Treasurer</u> Report of Checks Written – November 2015	\$ 210,071.09
i.	<u>Ronald J. Tobey, City Treasurer</u> Report of Checks Written – December 2015	\$ 210,071.09
j.	<u>Ronald J. Tobey, City Treasurer</u> Report of Checks Written – January 2016	\$ 212,089.60

Motion supported by Trustee Greenway and concurred in by unanimous vote.

### **ACKNOWLEDGEMENTS:**

#### **Passing of Chester Borton**

Motion by Chairperson Farrell to acknowledge the passing of retiree Chester Borton on October 27, 2015.

Motion supported by Vice Chairperson Sedlak and concurred in by unanimous vote.

### **COMMUNICATIONS:**

- o Gabriel Roeder & Smith – *Revised GASB 67 & 68 Report (delivered w/ December 2015 packet)*
- o MERS – *Working in Retirement Guidelines*
- o Berthiaume & Company – *Auditors' Newsletter 2016 Annual Update*
- o Buck Consultants – *Solicitation for Actuarial Services*
- o Franklin Templeton – *Annual disclosure available by request*
- o MD Sass – *Investment Outlook, January 2016*
- o Gabriel Roeder & Smith – *NewsScan November 2, 2015*
- o Gabriel Roeder & Smith – *NewsScan November 19, 2015*
- o Gabriel Roeder & Smith – *NewsScan December 16, 2015*
- o Gabriel Roeder & Smith – *NewsScan January 11, 2016*
- o Gabriel Roeder & Smith – *NewsScan January 27, 2015*

The following communications, publications and conference announcements are on file with the City Clerk – if you would like to read them, please contact her:

- MERS: *Summary of Actuarial Assumptions & Actuarial Funding Method, December 2015*
- Institutional Investor: *November 2015*
- Institutional Investor: *December 2016/January 2016*

### **OLD BUSINESS:**

#### **Transfer to MERS – S. Davis**

City Attorney William C. Brown expressed his continued concern with the discrepancy in the amount MERS requests for transfer as compared to the City's estimate of what should be transferred. Chairperson Farrell noted that the discrepancy was recognized years ago and despite repeated communications MERS insisted it needed much less than the City calculations. In light of this the Board's practice has been to utilize the MERS calculation when making a transfer. Trustee Kleeman indicated that in an effort to lower their contribution rate the command group had inquired whether they could sue

the System to recover some of the funds that MERS did not request when individuals were transferred, but were advised it was too late to do so.

Motion by Trustee Brewbaker to authorize the transfer of \$36,758.00 to the MERS system to fund the service time for Sergeant Scott Davis.

Motion supported by Trustee Greenway and concurred in by unanimous vote.

### **Reconsideration of Reinstatement Request – D. Munro**

City Clerk Amy K. Kirkland gave a brief review of the circumstances indicating that Mr. Munro had requested reinstatement in the summer of 2015 at which time the Board rejected his request based on the number of years that had elapsed between his employment with the City and his request for reinstatement. Mr. Munro then asked the Board to reconsider his request based on amendments to the Reciprocal Retirement Act lengthening the time between employment and a reinstatement request. The item before the Board this morning is reconsideration of the original request. Should Mr. Munro decide to move forward with the reinstatement process the Board will be asked to approve the amount of the transfer and the date of transfer, formally acknowledging his return to the System.

City Attorney Brown noted that since the Board last addressed this issue he had been asked whether Mr. Munro would be eligible for benefits at age 55 (in accordance with the union contract in effect when he left the City) or at age 60 (the age required for benefits according to the Reciprocal Retirement Act.) He went on to say that there is no case law on this subject but there is an Attorney General's opinion on the matter that sides with the Act and it was his recommendation that the Board do the same.

City Treasurer Ronald J. Tobey indicated that he had last spoken with Mr. Munro in December of 2015 and that he had said he was in the process of evaluating whether the terms of returning to the System were financially beneficial for him.

There was discussion regarding whether Mr. Munro would be required to deposit the full amount required to fund his service time with the City prior to drawing a benefit. Trustee Brewbaker indicated he was supportive of reinstating Mr. Munro to the System but he felt that his service time should be funded in full prior to drawing any benefits.

Motion by Trustee Brewbaker to acknowledge the eligibility of Dannie Munro to be reinstated to the City of Owosso Employees' Retirement System per the terms of the Reciprocal Retirement Act.

Motion supported by Trustee Fox and concurred in by unanimous vote.

### **NEW BUSINESS:**

#### **Initial Studies for MERS Transfer – P. Kleeman**

Motion by Trustee Fox to authorize the City Treasurer to request studies from MERS and Gabriel Roeder Smith to determine the transfer amount for Paul Kleeman's move to the MERS system.

Motion supported by Trustee Perry and concurred in by unanimous vote.

#### **2016-17 Budget**

City Treasurer Tobey explained the changes in the budget from previous years, noting that new GASB rules had increased both audit costs and actuarial fees, the amount allocated for conferences remains the same, and the consulting fees were based on the figures presented in Graystone's RFP response. As a point of clarification he noted that the System pays the money manager fees while the City pays the consulting fees.

Motion by Trustee Brewbaker to approve the proposed 2016-17 Budget as follows:

**Proposed  
Retirement Board  
2016-2017 Budget**

Checks, misc.	150
Audit	4,500
Actuary Fee	36,000
Conference Exp.	4,000
Counseling Fee	79,500
<b>Total</b>	<b>\$124,150</b>

Motion supported by Trustee Greenway and concurred in by unanimous vote.

**Reciprocal Retirement Act Policy Update**

Motion by Trustee Perry to authorize the update to the Reciprocal Retirement Act Policy as presented and recommend the policy update to City Council for approval as follows:

**City Of Owosso, Michigan Employees Retirement System  
Reciprocal Retirement Act Policy**

**PURPOSE**

The Reciprocal Retirement Act, Public Act 88 of 1961, as amended, was enacted to provide for the preservation and continuity of retirement system service credits for public employees who transfer their employment between units of government. An eligible person may combine credited service with a preceding reciprocal retirement system with credited service acquired with a succeeding governmental unit for purposes of qualifying for an age and service retirement from either retirement system, provided the conditions of the Act are observed.

The City of Owosso has elected to come under the provisions of the Reciprocal Retirement Act and accordingly is a "reciprocal unit" in accordance with the provisions of the Act.

**POLICY**

It is the Policy of the City of Owosso to provide service credit transfers pursuant to Public Act 88 of 1961, as amended, as follows:

**I. Service Credit – City as Preceding Unit**

[Note: This Section of the Act is utilized to draw a retirement benefit from a retirement system in which an individual did not satisfy the vesting requirement of that system.]

Section 4 of the Reciprocal Retirement Act provides that if a member leaves the employ of the City and enters the employ of another governmental unit(s), he/she may receive a retirement allowance payable by the City of Owosso Employees' Retirement System ("OERS") subject to meeting the following conditions:

- a. The former member must have had at least thirty (30) months of service credit in the OERS;

- b. The former member has not withdrawn his/her employee contributions from the OERS or has re-deposited any withdrawn amounts plus interest within twenty (20) years after employment with the succeeding governmental unit;

The interest rate shall be the assumed rate of return of the OERS, compounded annually, that was in effect had the contribution and credited interest remained in the system during that period.

- c. The former member of the OERS must have been employed by a succeeding unit within twenty (20) years after leaving The City of Owosso;
- d. The former member's credited service in force with OERS plus the members credited service acquired in the employ of the succeeding governmental unit(s) equals or exceeds the minimum credited service required for age and service retirement in the OERS;
- e. The former member has attained age 60 years; and
- f. To document reciprocal service for purposes of utilizing it under the Reciprocal Retirement with The City of Owosso as the preceding reciprocal unit, the member should obtain the necessary forms from the City Treasurer. The member should provide the form to his or her succeeding governmental employer(s) to document service credit and upon completion, return the form to the City of Owosso Employees' Retirement System. The member may be required to sign a Release authorizing the Retirement Board or its representative to request and receive appropriate documentation directly from prior or subsequent employers to verify information.

An individual who satisfies the above requirements shall be eligible to receive a retirement allowance from the City of Owosso Employees' Retirement System based upon the formula, final average compensation and credited service in force with the City of Owosso Employees' Retirement System at the time of separation from service and shall be payable on the first day of the second calendar month immediately following the month in which proper written application is filed with the Retirement Board on or after the attainment of 60 years of age.

## **II. Service Credit – City as Succeeding Unit**

Section 5 of the Reciprocal Retirement Act provides that if a member of the City of Owosso Employees' Retirement System previously acquired credited service as a member of another governmental retirement system, he/she may be entitled to a retirement allowance payable by the City of Owosso Employees' Retirement System subject to meeting the following conditions:

- a. The member has 30 or more months of credited service, acquired as a member of the City of Owosso Employees' Retirement System; and
- b. The member has attained the age but not the service requirement for age and service retirement; and
- c. The member became a member of the City of Owosso Employees' Retirement System within twenty (20) years of leaving the prior governmental unit; and
- d. To document reciprocal retirement service for purposes of utilizing it under the Reciprocal Retirement Act with The City of Owosso as the succeeding reciprocal unit, the member should obtain the necessary documents from the City Treasurer. The member should provide the form to his or her preceding governmental employer(s) to document service credit and upon completion, return the form to the City of Owosso Employees' Retirement System. The member may be required to sign a Release authorizing the Retirement Board or its representative to request and receive appropriate documentation directly from prior or subsequent employers to verify information.

A member's retirement benefit shall be based only upon the service credit rendered to The City of Owosso.

### **III. Transfer of Credited Service**

The City of Owosso does not permit the transfer of credited service and/or funds under Section 38.1106 of the Act.

### **IV. General Conditions**

All crediting of service time must be approved by the Retirement Board and shall be contingent upon the City of Owosso Employees' Retirement System's receipt of all appropriate documentation.

It is the individual's responsibility to contact the other governmental units to obtain appropriate documentation in support of requests for service credit.

The City Treasurer shall be responsible for the receipt and review of the necessary documents received by interested parties and shall have the authority to verify the amount and nature of service reflected in the application and supporting documentation.

Eligible individuals may have service credited up to the time of their retirement from the City of Owosso Employees' Retirement System.

The crediting of service shall be made consistent with the current Retirement Ordinance, applicable collective bargaining agreements, Retirement System policies/procedures, and applicable laws (specifically, MCL Public Act 88 of 1961, as amended).

### **V. Health And Welfare Benefits**

The intent of the Reciprocal Retirement Act was to allow an eligible person to combine governmental service credit for purposes of qualifying for a retirement allowance from either retirement system, provided the requirements of the Act are satisfied. A "Retirement Allowance" as defined in the Act, means the annuity, pension or retirement allowance payable to a member. The Reciprocal Retirement Act is specifically limited to payment of a retirement allowance from a retirement system. Life insurance, health insurance and other similar fringe benefits are not a retirement allowance and therefore would not be covered under the Act. Accordingly, individuals who retire pursuant to said Act, prior to satisfaction of the age and service or disability requirements of the Retirement System, are not eligible for said benefits.

Motion supported by Trustee Brewbaker and concurred in by unanimous vote.

### **CITIZENS COMMENT:**

There were no citizen comments.

City Attorney Brown inquired how the Trustees felt about Mr. Holycross's performance at the money manager interviews last week, specifically how they felt about the fact that he made a direct recommendation as to which money manager he felt was the best fit for the System. There was discussion regarding the difference in consulting styles between Merrill Lynch and Graystone, the fact that Graystone will make direct recommendations while Merrill Lynch declined to make such recommendations, and getting used to a different style of consulting services. Mr. Brown ended the discussion noting his concern that the Trustees might rely too heavily on the consultant's recommendation and not perform the same level of due diligence that it has undertaken in the past when choosing a money manager.

Chairperson Farrell added that the Board may want to discuss getting representatives directly from the money management firms in future interviews.

Trustee Perry indicated she would like pricing information on the solicitation for actuarial services from Buck Consultants. Trustee Fox noted that he didn't like the idea of paying the travel costs for a firm that is trying to solicit customers.

**NEXT BOARD MEETING:**

The next board meeting is scheduled for April 27, 2016 at 7:15 a.m.

**ADJOURNMENT:**

The meeting adjourned at 7:56 a.m.

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Amy K. Kirkland, City Clerk