

WHITEWATER TOWNSHIP
PARKS AND RECREATION ADVISORY COMMITTEE
AGENDA FOR REGULAR MEETING
Tuesday, December 13, 2022, 7 p.m.
Whitewater Township Hall
5777 Vinton Road, Williamsburg, MI 49690

Join Meeting via Zoom:

<https://us06web.zoom.us/j/81955059776?pwd=RCtPK3RrWmlPY0tjMTVoNE5GdUVPUT09>

Meeting ID: 819 5505 9776 Passcode: 547323 Mobile phone +16465588656,,81955059776#,,,,*547323#

1. Roll Call of Committee Members
2. Set/Adjust Meeting Agenda
3. Declaration of Conflict of Interest
4. **Public Comment:** Any person shall be permitted to address a meeting of the committee. Public comments shall be carried out in accordance with the following rules and procedures:
 - a. Comments shall be directed to the Committee, with questions directed to the Chair.
 - b. Any person wishing to address the Committee shall speak from the lectern and state his/her name and address.
 - c. Persons may address the commission on matters that are relevant to township Parks and recreation issues.
 - d. No person shall be allowed to speak more than once on the same matter.
 - e. Public comment shall be limited to 3 minutes excluding the time needed to answer Committee members' questions.
5. Approval of November 14, 2022, meetings minutes
6. Correspondence:
7. Reports/Presentations/Announcements/Comments:
8. Unfinished Business:
 - a. BCNA tree removal – board action?
 - b. Lossie Trail wetland and improvements, EGLE preconstruction walk thru-scheduling/approval
See page 33 of link: [clerks 10.11.2022 meeting packet.pdf \(whitewatertownship.org\)](https://www.whitewatertownship.org/links/10.11.2022%20meeting%20packet.pdf)
regarding Rec Fund (209)
 - c. Hi Pray Park playground verbal status update
 - d. Lossie/BCNA trail signage – on hold
 - e. Revised Draft Bylaws to revise meeting dates
 - f. GT County ARPA Grant submitted
 - g. SPARKS grants - updates
- Reference for Grants: <https://docs.google.com/spreadsheets/d/1Z-s62J-AOq0hWf1JiR9a39dUdwPG8bIUUqwD3AvHeQg/edit#gid=634347005>
9. New Business:
 - a. Budget items
10. Next Meeting January 9 or January 17, 2022, depending on Board decision on Bylaws change.
11. Public Comment
12. Adjournment

Whitewater Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities who are planning to attend. Contact the township supervisor at 231-267-5141.

**Whitewater Township
Parks and Recreation Advisory Committee
Minutes for Regular Meeting
November 14, 2022**

Call to order 7:00 p.m.

Roll Call: Butler, Cosgrove, Hubbell, Melton, Voice

Absent:

Set / Approve Agenda: Boat Launch project update between F & G (6 & 7)

Declaration of Conflict of Interest: None

Public Comment: None

Approval of minutes:

MOTION by Cosgrove, second by Voice to approve October 10, 2022, meeting minutes.

Roll call vote: Butler-yes; Voice-yes; Cosgrove-yes; Melton-yes; Hubbell-n/a; Motion carried.

Reports/Presentations/Announcements/Comments/Correspondence:

Par Plan Risk Reduction Grant.

ARPA survey 2022 information provided for each member for their notebooks.

Unfinished Business:

1. Hi Pray Park dug-outs are complete! The left over diamond dust can be spread during spring maintenance. Diamond dust will be a budget item for 2023.

2. Whitewater Township Park Playground decals have been put on. Project complete!

3. Battle Creek Natural Area (BCNA) & Lossie Road Natural Trail (LRNT) – LRNT tree removal is complete. BCNA trail has not been completed. The Board will need an estimate from Largent of the GT Conservation District for the BCNA tree removal completion. Technically the “not to exceed” amount has not been reached on the contract so it could possibly be considered under that.

The GT County ARPA grant has been presented. Local ARPA funding does have an allowance for trail work to be done.

4. Lossie Trail wetland and improvements Joshua Crane of EGLE to hopefully do the preconstruction walk through December 5.

Application to GT County for an ARPA grant for the project has been submitted.

5. Hi Pray Park playground border work has been completed! The swing clevises have been received, Hubbell will take care of that. FastSigns posts can be picked up any time (Melton, Hubbell or Cosgrove). Melton will get the decals placed. Once everything is complete Melton will contact for the final inspection.

6. Lossie/BCNA trail signage - Temporary sign until the permanent signs can be done. One BCNA and Two Lossie Road trail signs. MacLean will get those printed and laminated with the heaviest lamination available.

Paddle Antrim uses the Avenza trail system app. Goss will check with Deana at Paddle Antrim about details.

7. Boat Launch Project – the bid documents had to be updated and it is on the Board agenda tomorrow. The board just recently got the update information to be reviewed. Discussion and decision may be postponed.

Water Ways grant has been extended to December 2023.

Township Park funding and budget status has to be addressed.

8. PRAC Meeting dates is an agenda item on the November Board agenda.

9. GT County ARPA grant request submitted for two projects, the BCNA trail restoration and improvement (the loop), \$50,000 requested and the Lossie Trail wetland mitigation and improvement, \$95,917 request.

Thank you Melissa and Amber!

New Business:

1. SPARKS grant, what is it? what projects to present? who writes the grant? The first one is due 12/19/2022 and requires a resolution by the board. No matching fund required.

What would be the highest ranking of the projects? Can submit three different projects that will be rolled into each of the two subsequent grant cycles.

The initial request is pretty simple and requires a resolution from the governing body. Much information is already provided with the previous grant request, the info on the Hi Pray plan and the Whitewater Township Park plan.

These are all things that are on the Capital Improvements list in the Rec Plan.

Melton, and Voice will work on it.

Melton will put a request for resolutions from the board for all three projects.

- a. Whitewater Township Park Beach, a possible raised beach with stairs and platform with the pavilion, kayak launch, disc golf course.
- b. Hi Pray walking trail with the workout circuit, additional play area for smaller children, splash pad.
- c. BCNA & LRNT connection, loop and wetland mitigation.

Next regular meeting: December 12, 2022, 7 p.m.

Public Comment:

Public comment began at 9:28 p.m.

Vicky Emerson

Public comment ended at 9:28 p.m.

Adjournment: 9:29 p.m.

Respectfully submitted,
Lois MacLean
Recording Secretary

Ardella M Benak

From: Cheryl A. Goss <clerk@whitewatertownship.org>
Sent: Wednesday, November 23, 2022 2:32 PM
To: Cheryl A. Goss
Subject: Parks & Recreation Administration

Township Board -

This e-mail will serve as my resignation as the Whitewater Township Parks & Recreation Administrator, effectively immediately.

bcc Parks & Recreation Advisory Committee

Cheryl A. Goss, MiPMC

Whitewater Township Clerk

5777 Vinton Road, P.O. Box 159

Williamsburg, Michigan 49690

Telephone: 231.267.5141 X 24

Fax: 231.267.9020

clerk@whitewatertownship.org

Office Hours: Mon/Tue/Wed/Thurs 9:00 am to 5:00 pm

I Pledge Allegiance to the Flag of the United States of America, and to the REPUBLIC for which it stands, one Nation, under God, Indivisible, with Liberty and Justice for All.

Clerk's Report for November/December 2022

To: Whitewater Township Board and Community

From: Cheryl A. Goss, Township Clerk

Date: 12/06/2022

This report details activity in the Clerk's office since my last report dated 11/09/2022.

Meetings Attended (in addition to Township Board meetings):

1. 11/10 and 11/17/2022 Township Resident re: Burial Space
2. 11/14/2022 Parks & Recreation Advisory Committee
3. 11/16/2022 Mobile Medical Response
4. 11/22/2022 Anavon Technology re: Cloud Storage

Elections: 2022 was a very busy year with three elections held. Partial recounts have been announced for Proposal 22-2 and Proposal 22-3. Whitewater Township is not included in the list of municipalities to be recounted.

Parks & Recreation Administration: My resignation as Whitewater Township Parks & Recreation Administrator was submitted to the township board on 11/23 and took immediate effect. I assume the board will appoint a replacement fairly soon as there are many decisions to be made in preparation for the upcoming camping/boating season. I took office in November 2012, had involvement with the parks in general (mainly Whitewater Township Park) in 2013 and 2014, and was appointed Parks & Recreation Administrator in April 2015. While this position is concerned with all of the park properties in the township, Whitewater Township Park having the campground and boat launch consumes most of the time. I was blessed throughout those 10 years with many dedicated and wonderful park rangers who were a pleasure to work with during a time of great growth and positive changes at Whitewater Township Park. They are the reason the park was tremendously successful. My greatest thanks go to park rangers Dan Belanger and Peggy Quast, who gave 16 of their summers to Whitewater Township Park and Hi Pray Park, and were endless sources of new ideas and ways to improve the experience of campers and boaters, always giving 110% to the betterment of the park.

Here are some fun facts about the growth of Whitewater Township Park during the last 10 years.

Park Ranger Wages: Starting wage for a park ranger in 2013 was \$9/hour. In 2022, it was \$17/hour.

Customer Count: In 2014, an online reservation system was implemented, which gave Whitewater Township Park an internet "presence" and allowed campers to more easily find the park and book their own reservations, saving massive amounts of park ranger labor. From 2014 to 2022, the customer count doubled (700 to 1,400).

Facility Improvements: Starting in 2014, an ambitious campaign to upgrade the Whitewater Township Park facility was undertaken. The list of repairs/improvements is very long, with the most notable being a new stairway between ridge sites and the bathhouse, new sidewalks on the west and east sides of the bathhouse, solar lighting throughout the park, fence repair, brush removal, campground road improvements, new storage building equipped with electricity,

shelving and workbench, new signage throughout the park, numerous improvements in the bathhouse including a new water heater, new toilets, interior and exterior LED lighting, new door closers, shower motion sensors on lights and fans, ceramic tile in bathrooms and showers, and eavestroughs. Other improvements include replacement of both 200-amp breakers serving the sites, dumpsters relocated outside of the campground, small equipment replacement including lawnmower, hedge trimmer, weed whip, brush cutter, pole saw, leaf blowers, golf cart batteries and tires. new benches and chairs added throughout the campground, waterfront, and trails. The ranger station got new phone and internet service and LED lighting. A Square terminal was implemented for point-of-sale credit card use. Along the way, the park got a new logo, and logo wear uniforms were purchased. An exterior customer service counter was established at the ranger station in 2020 due to covid. A new wood vendor was brought on in 2020 to provide campers with pre-bundled wood, greatly decreasing the amount of time rangers spend on loading and delivering wood (the park sells approximately 3,000 bundles of wood per year). The campground playground area was enlarged and equipment relocated. This list does not include all of the routine maintenance it takes to keep things running smoothly at Whitewater Township Park and Hi Pray Park.

Fund Balance: Here's an interesting snapshot of how the fund balance of the Park Fund (basically, the profit) increased annually from 2012 to 2022.

Fund Balance	11/30/2012	- \$ 33,735.56
"	"	11/30/2013 - \$ 82,130.56
"	"	11/30/2014 – (not available)
"	"	11/30/2015 - \$133,110.22
"	"	11/30/2016 - \$148,676.80
"	"	11/30/2017 - \$170,705.77
"	"	11/30/2018 - \$182,162.72
"	"	11/30/2019 - \$195,269.76
"	"	11/30/2020 - \$249,371.64
"	"	11/30/2021 - \$337,769.63
"	"	11/30/2022 - \$385,942.96

I wish the new parks & recreation administrator (or whatever the position might be renamed) the best of luck going forward.

Hymore Complaint:

It recently came to my attention that Frank and Connie Hymore, property owners on Baggs Road, have filed a formal complaint against the township zoning administrator claiming he approved an illegal land division. This complaint is dated 08/29/2022, was filed with the supervisor, and eventually sent off to the attorney's office in November, without ever bringing it to the attention of the full township board. Meanwhile, \$1,042.50 of attorney fees have been incurred on this matter, according to recent invoices. As an independent contractor for the township, the zoning administrator reports to the entire board, not just to the supervisor. Before anyone rushes to judgment, the board needs to be provided with and review all of the pertinent materials. Why has the supervisor gone behind the back of some board members in this matter?

Other News: Merry Christmas and Happy New Year to All!

From: Cheryl A. Goss <clerk@whitewatertownship.org>

Sent: Monday, December 5, 2022 12:35 PM

To: 'Mel Melton' <mammelon@gmail.com>

Subject: RE: Lossie Road Nature Trail

Melissa –

After discussing the MiWaters application and fee for addressing the LRNT wet area with you, I remembered that the township board took the money for this project out of the 2022/2023 budget. A review of the 2/17 minutes where the parks and recreation fund budgets were discussed shows that the board put this project on hold for one year. Here is an excerpt of those minutes (see full 2/17 minutes on the website):

It was agreed that the proposed capital expenditure line item costs to address the wet area on

Lossie Road Nature Trail (\$25,000) and trail evaluation/upgrades for Battle Creek Natural Area

(\$15,000) will be put on hold for one year in order to address the enormous cost of storm damage

cleanup in those parks. Line item 699 Transfers from Other Funds will be decreased to \$57,200.

So, unfortunately, there actually is not any funding in the current budget for that project. Hence, I won't be able to approve a purchase order for the MiWaters application fee or pay it via credit card on the site.

I did submit a budget amendment document (see attachment dated 10/5) back on 10/6 to restore unused storm damage funds to the Recreation Fund facility repairs/maintenance (930) and capital expenditure (970) line items. This

was so that the Hi Pray Park playground repairs could be paid out of 930 and at least some funding restored to capital projects. Ron refused to address it at the board meeting on 10/11, and also did not put it on the agenda for 11/15. On 11/15, I brought it to the board's attention that budget amendments (as well as a 9/6 memo dealing with agreed-upon budgeted transfers) had still not been put on an agenda. Presumably, these items are on the board's 12/13 agenda.

FYI -

Cheryl A. Goss, MiPMC

Whitewater Township Clerk

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Williamsburg, Michigan 49690

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I Pledge Allegiance to the Flag of the United States of America, and to the REPUBLIC for which it stands, one Nation, under God, Indivisible, with Liberty and Justice for All.

MEMO

To: Whitewater Township Board
From: Cheryl A. Goss, Clerk
Date: 10/05/2022
Re: Budget Amendments 04/01/2022 through 09/30/2022

The following budget amendments are recommended.

GENERAL FUND: (to cover current and future unbudgeted wages) (101-101-703 includes trustee wages, including 5 special meetings as of 9/30, newsletter wages, marihuana subcommittee wages) (Recording secretary wages of \$2,450 have been moved to 101-215-703)

GL#	Description	Debit	Credit
101-101-703	Wages	2,500	
101-890-890	Contingency		2,500

GENERAL FUND: (to cover unbudgeted cost of audit)

GL#	Description	Debit	Credit
101-101-802	Audit & Accounting Services	5,475	
101-890-890	Contingency		5,475

GENERAL FUND: (to cover increased insurance costs)

GL#	Description	Debit	Credit
101-865-820	Liability Insurance	365	
101-865-821	Workers Compensation	4	
101-890-890	Contingency		369

FIRE FUND (to cover additional turnout gear)

GL#	Description	Debit	Credit
206-336-745	Turnout Gear	6,734	
206-890-890	Contingency		6,734

PARK FUND (to cover increased insurance costs)

GL#	Description	Debit	Credit
208-865-820	Insurance	85	
208-890-890	Contingency		85

RECREATION FUND (to return unused storm damage funds to 930 (for HPP playground/other repairs) and to 970 for capital improvements)

GL#	Description	Debit	Credit
209-757-930	Facility Repairs/Maintenance	8,000	
209-757-970	Capital Expenditure	29,200	
209-757-960	Storm Damage Cleanup		37,200

###

Whitewater Township Parks and Recreation Advisory Committee

Bylaws

The following rules of procedure are hereby adopted for the Whitewater Township Parks and Recreation Advisory Committee to facilitate the performance of its duties as outlined by the Whitewater Township Board of Trustees and General Ordinance No. 48.

SECTION 1: Membership

- A. Membership Size** The Parks and Recreation Advisory Board shall consist of five (5) members.
- B. Membership Terms of Office** Members are appointed by the Whitewater Township Board of Trustees for staggered three year terms and expire on December 31. Members are expected to serve until their term expires and a successor has been appointed as provided above.
- C. Membership Departure** Members who are unable or unwilling to serve the entire terms for which they were appointed or who do not wish to be considered for reappointment shall provide sixty (60) days advance written notice of that fact to the Whitewater Township Board of Trustees so that a successor may be appointed and approved in a timely manner that does not require the Committee to function with less than the five (5) members provided.
- D. Membership Qualification** All members shall be either qualified electors of the Township of Whitewater or a property owner within the Township.
- E. Liaisons** The Township Parks and Recreation Administrator (including agents or consultants) shall have the ability to participate in discussions of the Committee during their meetings.

Section 2: Officers

- A. Selection and Tenure** At the first regular meeting each January, the Parks and Recreation Advisory Committee shall select a Chairperson and Vice Chairperson. A recording secretary will be provided by the Township Board of Trustees. All officers shall serve a term of one year, and shall be eligible for re-election for consecutive terms for the same office. The newly elected officers shall assume their responsibilities at the next regular meeting. If due to unforeseen circumstances, the Parks and Recreation Advisory Committee is unable to elect officers at the January meeting, those officers whose terms as officers have expired and who remain as active members of the Parks and Recreation Advisory Committee shall continue their services as officers until elections are held.

- B. Chairperson** The chairperson shall prepare the agenda for the meetings with assistance from the Park and Recreation Administrator and shall preside at all meetings and perform such other duties as may be ordered by the Township Board of Trustees.
- C. Vice Chairperson** The Vice Chairperson shall act in the capacity of the chairperson in his/her absence.
- D. Recording Secretary** The Recording Secretary will be appointed by the Township Board to record the discussions, recommendations and actions taken by the Committee. The Park and Recreation Administrator may be appointed to this position by the Township Board of Trustees.

SECTION 3: Meetings

The business of the Parks and Recreation Advisory Committee shall be conducted at a public meeting held in compliance with the Open Meetings Act.

- A. Regular Meetings** Meetings of the Parks and Recreation Advisory Committee shall be held on the ~~second Monday~~ **third Tuesday** of each month. All meetings shall take place at Whitewater Township Hall, 5777 Vinton Road, Williamsburg, MI 49690 at 7:00 P.M. When a regular meeting falls on a legal holiday or upon a day resulting in a conflict, the Parks and Recreation Advisory Committee shall, if possible select a suitable alternate meeting date in the same month as the originally scheduled meeting. If a meeting is to be held at a location other than the Township Hall, notice shall be posted at the Township Hall and on the Township website.

Notice of regular Parks and Recreation Advisory Committee meetings shall be posted at the Township Hall each year in accordance with the Open Meetings Act and on the Township website.

- B. Special Meetings** Special meetings may be called by the Chairperson or upon written request to the Parks and Recreation Administrator by at least two members of the Parks and Recreation Advisory Committee. Notice of special meetings shall be given to the members of the Parks and Recreation Advisory Committee at least 48 hours prior to the meeting. Such notice shall state the purpose, time and location of the special meeting and shall be posted at the Township Hall and on the Township website in accordance with the Open Meetings Act.
- C. Agenda** The chairperson shall be responsible for preparing a tentative agenda, with the assistance of the Park & Recreation Administrator, for Parks and Recreation Advisory Committee meetings. The agenda may be modified by quorum of the Committee. In the instance of a special meeting, the agenda may be modified only with all members present at the meeting and in agreement.
- D. Quorum** Three (3) members of the Parks and Recreation Advisory Committee shall constitute a quorum for transacting business.
- E. Voting** Actions or motions placed before the Parks and Recreation Advisory Committee may be adopted by a majority vote of the members present and voting, as long as a quorum is present. Voting shall be by voice vote; a roll call vote shall be required if requested by any Committee member or directed by the Chairperson. Except in the case

of conflict of interest, all Parks and Recreation Advisory Committee members, including the Chairperson shall vote on all matters.

- F. Public Records** All meetings, minutes, records, documents, correspondence and other materials of the Parks and Recreation Advisory Committee shall be open to public inspection in accordance with the Freedom of Information Act, except as may otherwise be provided by law.
- G. Parliamentary Procedure** Parliamentary procedure in Parks and Recreation Advisory Committee meetings shall be governed by Roberts Rules of Order.

SECTION 4: Duties of the Parks and Recreation Advisory Committee

The Parks and Recreation Advisory Committee shall perform the following duties:

- A.** Prepare, review and update a Recreation Plan as a guide for development of recreation areas within the Township's jurisdiction.
- B.** Prepare an annual report to the Township Board of Trustees of the Parks and Recreation Advisory Committee's operations and the status of planning activities, including recommendations regarding actions by the Township Board related to parks and recreation.
- C.** Perform other duties and responsibilities or respond as requested by any Township Board or Commission.

SECTION 5: Absences and Removals

- A.** To be excused, members of the Committee shall notify the Parks and Recreation Advisory Committee Chairperson or the Parks and Recreation Administrator when they intend to be absent from a meeting. Failure to make this notification prior to the meeting shall result in an unexcused absence.
- B.** Members may be removed by the Township Board of Trustees for misfeasance, malfeasance or nonfeasance in office upon written charges and after a public hearing.

SECTION 6: Conflict of Interest

During the Declaration of Conflict of Interest portion of the agenda, Parks and Recreation Advisory Committee member (s) shall disclose the potential conflict of interest to the Committee. Failure of a member to disclose a potential conflict of interest as required by these bylaws constitutes malfeasance in office.

In the event that a conflict is declared, the member shall remove themselves from the meeting table until the agenda item is concluded.

SECTION 7: Compensation

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The order of business shall be as follows:

1. Call to Order
2. Roll Call of Advisory Committee Members
3. Set/Adjust Meeting Agenda
4. Declaration of Conflict of Interest
5. Public Comment
6. Approval of Minutes of Previous Meeting (s)
7. Correspondence
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SECTION 10: Amendments

These bylaws may be amended at any time following a recommendation of the majority of the membership of the Parks and Recreation Advisory Committee and subsequent adoption by the Whitewater Township Board of Trustees.

Adopted by the Whitewater Township Board of Trustees at their regular meeting held on February 14, 2012 and amended on March 13, 2012

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These bylaws may be amended at any time following a recommendation of the majority of the membership of the Parks and Recreation Advisory Committee and subsequent adoption by the Whitewater Township Board of Trustees.

Adopted by the Whitewater Township Board of Trustees at their regular meeting held on February 14, 2012 and amended on March 13, 2012

Proposed Notice of PRAC Regular Meeting Change

**PUBLIC NOTICE OF WHITEWATER TOWNSHIP
REGULAR MEETINGS FOR THE 2021/2022 FISCAL YEAR
to be held at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, MI 49690
(231) 267-5141**

The **Whitewater Township Board** will meet in regular session for the 2021/2022 fiscal year on the following dates at 9:00 a.m. at the Whitewater Township Hall:

April 13	August 10	December 14
May 11	September 14	January 11
June 8	October 12	February 8
July 13	November 9	March 8

The **Whitewater Township Planning Commission** will meet in regular session for the 2021/2022 fiscal year on the following dates at 7:00 p.m. at the Whitewater Township Hall:

April 7	August 4	December 1
May 5	September 1	January 5
June 2	October 6	February 2
July 7	November 3	March 2

The **Whitewater Township Zoning Board of Appeals** will meet in regular session for the 2021/2022 fiscal year on the following dates at 7:00 p.m. at the Whitewater Township Hall:

April 22	August 26	December 16
May 27	September 23	January 27
June 24	October 28	February 24
July 22	November 18	March 24

The **Whitewater Township Parks and Recreation Advisory Committee** will meet in regular session for the 2021/2022 fiscal year on the following dates at 7:00 p.m. at the Whitewater Township Hall:

April 12	August 9	December 13
May 10	September 13	January 10 ¹⁷
June 14	October 11	February 14 ²¹
July 12	November 8	March 14 ²¹

The **Whitewater Township Historical Society** has no meetings scheduled as of the date of this notice.

Whitewater Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities who plan to attend. Contact the township clerk at (231) 267-5141 x24, clerk@whitewatertownship.org, or the TDD at 800-649-3777 at least 5 days in advance.

Cheryl A. Goss, Clerk

Posted: March 25, 2021, at 2:30 p.m.

This notice is posted in compliance with PA 267 of 1976 as amended (Open Meetings Act), MCLA 41.72a (2) and (3), and the Americans with Disabilities Act (ADA).

A copy of this notice is on file in the office of the clerk.

Grand Traverse County

American Rescue Plan Act (ARPA) Funding Application

September 1, 2022



Background

On March 11, 2021, the American Rescue Plan Act was signed into law and established the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program. The SLFRF program is intended to provide support to local, tribal, and state governments in responding to the negative health and economic impacts of COVID-19.

Grand Traverse County received \$18,081,253 and must obligate these funds by December 31, 2024, and expend them by no later than December 31, 2026. The Grand Traverse County Board of Commissioners (BOC) formed an ARPA advisory committee (ARPAAC) to make recommendations regarding the priorities for use of these funds. The committee identified eight priority areas and the general public was asked to rank these priorities in an [online survey](#):

	Public Survey Ranking	ARPAAC Priority
Support critical infrastructure needs	1	Primary
Increase attainable workforce housing	2	Primary
Enhance mental and behavioral health	3	Primary
Increase child care capacity and quality	4	Primary
Support public safety	5	Secondary
Stabilize the healthcare system	6	Secondary
Enhance small-business support and economic development	7	Secondary
Increase the number of skilled employees to fill in-demand jobs	8	Primary

The County is now seeking project applications to award SLFRF funds to address the priorities listed above, as well as other activities that may be eligible under SLFRF guidelines.

Process

Applications may be submitted now through October 31, 2022. Proposals will be reviewed for eligibility and scored by Public Sector Consultants, the consulting firm supporting the county's ARPA strategy. The ARPAAC will then review scores and make funding recommendations to the BOC. All applications and the recommendations will be submitted to the BOC for review and approval. Applications not meeting eligibility under ARPA guidelines will not be scored or recommended for approval but will still be shared with the ARPAAC and BOC.

Application review and recommendations from the ARPAAC are expected to be completed in December 2022. The BOC will likely take approval action to awards the funds in early 2023 with contracts to immediately follow. The BOC reserves the right to award full or partial requests.

Scoring

Submissions will be scored on a 50-point scale with 30 points assigned for project details, ten for budget, and ten for organizational capacity. Points per response are further broken down in the project information sections.

Requirements

Activities funded with SLFRF must meet both eligibility and reporting and compliance requirements as determined by the U.S. Treasury and related federal requirements.

Eligible Applicants

Organizations eligible to apply include for-profit businesses, nonprofits, educational institutions, and other public agencies providing eligible activities within Grand Traverse County. Local governments, including cities, villages, and townships located within the county, are also eligible.

Eligible Activities

ARPA funds must be expended on eligible activities as determined by the U.S. Department of Treasury. Funding can generally be spent on the following activities:

- **Responding to the public health and economic impacts of COVID-19:** Public health response includes COVID-19 mitigation and prevention and behavioral healthcare, including support for healthcare organizations and individuals. Economic assistance includes assistance to households, small businesses, and nonprofits, and aid to impacted industries, such as tourism, travel, and hospitality. Household assistance can include a wide variety of supports, such as those addressing food insecurity, child care, housing, and internet access.
- **Providing premium pay for essential workers:** Premium pay is for workers performing essential work during the COVID-19 public health emergency who meet certain wage and Fair Labor Standards Act provisions.
- **Supporting water, sewer, and broadband infrastructure:** Capital expenditures to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand affordable access to broadband are eligible activities.
- **Replacing public sector revenue loss:** Local governments can utilize SLFRF funds to provide government services to the extent needed to cover the reduction in revenue experienced due to the public health emergency.

The U.S. Treasury has provided detailed guidance on eligible expenditures in several documents. It is strongly advised that applicants read the following documents BEFORE deciding whether to submit an application:

- [Overview of the Final Rule](#)
- [Final Rule: Frequently Asked Questions](#)

Additional U.S. Treasury documentation, including a link to the complete Final Rule, can be found on the [SLFRF website](#).

Compliance and Reporting

Recipients of SLFRF funds may be subjected to federal reporting and compliance depending on whether they are deemed a beneficiary or a subrecipient. Beneficiaries are individuals or organizations receiving SLFRF funds to address public health or negative economic impacts they experienced due to the pandemic. For example, a nonprofit could be provided funding for operations due to revenue shortfalls caused specifically by the pandemic.

Subrecipients also may receive SLFRF funds but for the purposes of carrying out activities on behalf of the county. Subrecipients are considered pass-through entities and provide programs and services to beneficiaries. For example, a nonprofit providing utility assistance to households impacted by the pandemic would be considered a subrecipient and subject to federal reporting and compliance. It is expected that most awardees will be designated as subrecipients.

Subrecipient reporting and compliance requires monitoring by the County to ensure recipients meet federal Uniform Guidance, including, but not limited to, internal controls, auditing, procurement, and civil rights compliance. The Bloomberg Cities Network has developed a helpful SLFRF [compliance and reporting guide](#) which includes several documents that provide an overview of compliance requirements:

- [Subrecipient Monitoring Tool](#)
- [Uniform Guidance and Reporting Compliance Guide](#)

For additional reference, please review the complete title 2, part 200, of the Code of Federal Regulations.

Questions

Questions on the application process can be submitted through September 30, 2022, to Amy Lynch at Public Sector Consultants at alynch@publicsectorconsultants.com. All responses to questions will be posted on the county's [ARPA website](#) by October 5.

Project Information

Contact Information

Organization name _____

Contact name _____

Title _____

Phone number _____ Email address _____

Address _____

City _____ zip code _____

Project Overview

Project name _____

Priority Category

Please select the single category that best defines your project.

- | | |
|---|--|
| <input type="checkbox"/> Support critical infrastructure needs | <input type="checkbox"/> Support public safety |
| <input type="checkbox"/> Increase attainable workforce housing | <input type="checkbox"/> Stabilize the healthcare system |
| <input type="checkbox"/> Enhance mental and behavioral health | <input type="checkbox"/> Enhance small-business support and economic development |
| <input type="checkbox"/> Increase child care capacity and quality | <input type="checkbox"/> Increase the number of skilled employees to fill in-demand jobs |

Project address or areas served _____

Funds requested _____ Total project costs _____

Current funds committed _____

Project Details (30 points)

1. **Project description.** Describe the project in detail, including a description of the work to be undertaken and project timing (500-word limit).

2. **Community priorities (5 points).** Describe which community priority is being addressed by the project and to what extent. If the project addresses more than one priority, please explain (300-word limit).

3. **Critical need and outcomes (5 points).** Describe how the project addresses long-term or ongoing needs in the community, including how needs have been neglected and/or created or exacerbated by the pandemic. Describe the intended outcomes and how information will be collected to demonstrate the outcomes (300-word limit).

4. **Population impact: (5 points).** Describe the population to be served by the project and how long the population will benefit. Note any disadvantaged or underserved population being served by the project (300-word limit).

5. **Collaboration and engagement (5 points).** List all project partners and describe how they will contribute to and support the project. Describe how this project fosters community and organization collaboration within the county (300-word limit). Note: Letters of support are encouraged and should be emailed with the application. If sending letters, list the organizations in the narrative below.

6. **Project sustainability (5 points).** Describe how this project will sustain itself beyond the County's investment of SLFRF funds (300-word limit).

7. **Innovation (5 points).** Describe how the project is utilizing innovative approaches to design and/or execute the project (300-word limit).

Budget (10 points)

- Please complete the detailed budget table.

Revenue Sources	Amount	Committed (Yes/No)	Notes
County ARPA funds:	\$		
Other grant funds:	\$		
Internal/self-funding:	\$		
Other:	\$		
Other:	\$		
Other:	\$		
TOTAL	\$		
Expenditures			
Salaries/benefits:	\$		
Operating expenses:	\$		
Materials and equipment:	\$		
Other:	\$		
Other:	\$		
Other:	\$		
TOTAL	\$		

2. **Budget narrative (10 points):** Explain how the ARPA funding will be utilized for this project, including how SLFRF funds will assist with leveraging other funding sources (500-word limit).

3. **Partial award:** Describe if the organization will be able to complete this project if only partial funding is awarded.

Organizational Capacity (10 points)

1. Does your organization complete an annual audit? If so, when was the last audit completed?

☐ Yes ☐ No Date _____

2. **Project capacity (5 points):** Describe your organization's capacity to execute this project in a timely manner. Include a description of who will manage the project for the applicant and their experience (300-word limit).

3. **Project track record (5 points):** List and explain any similar projects that demonstrate your organization's ability to successfully complete the proposed project, especially the ability to manage federal funds (300-word limit).

Certification and Acknowledgements

Certification

By submitting a funding request, the applicant certifies to the best of their knowledge:

1. The applicant is in compliance with applicable laws, regulations, ordinances, and orders applicable to it that could have an adverse material impact on the project. Adverse material impact includes lawsuits, criminal or civil actions, bankruptcy proceedings, regulatory action by a governmental entity, or inadequate capital to complete the project.
2. The applicant is not in default under the terms and conditions of any grant or loan agreements, leases, or financing arrangements with its other creditors that could have an adverse material impact on the project.
3. The applicant agrees to disclose, and will continue to disclose, any occurrence or event that could have an adverse material impact on the project.

Acknowledgements

1. The BOC has sole discretion in approving funding awards under this program. While the County intends to award a significant amount of funding under this application process, the BOC reserves the right to allocate funding for its own purposes, consistent with U.S. Treasury guidelines.
2. This proposal and other materials submitted to Grand Traverse County may be subject to disclosure under Michigan's Freedom of Information Act, and the County's review of such materials will be subject to Michigan's Open Meetings Act. The authorized representative may mark documents "confidential" if the documents contain proprietary information; however, the County will make the ultimate determination as to its disclosure and public deliberation obligations under Michigan law.
3. Organizations receiving awards will be required to execute a written contract with the County outlining terms of the project, including all compliance and reporting requirements. Applicants will be obligated to undergo risk and compliance monitoring, submit appropriate documentation to substantiate reimbursement requests, and will be subject to audit accountability standards.
4. ARPA requirements may be subject to change as determined by the U.S. Treasury.

Signature

Name of authorized submitter _____ Date _____

Signature _____

Submission

Please email the completed application to Amy Lynch at alynch@publicsectorconsultants.com. You will receive an email confirmation within 24 hours if sent Monday through Friday, or 48 hours if submitted on a weekend. If you do not receive an email confirmation within that timeframe, please call Amy at 517-331-9478.

Grand Traverse County

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September 1, 2022



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TOTAL	\$		
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Organizational Capacity (10 points)

1. Does your organization complete an annual audit? If so, when was the last audit completed?

☐ Yes

☐ No

Date _____

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4. ARPA requirements may be subject to change as determined by the U.S. Treasury.

Signature

Name of authorized submitter _____ Date _____

Signature _____

Submission

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Whitewater Township
Resolution to approve the submission for SPARKS Grant for
Battle Creek Natural Area and Lossie Road Nature Trail Improvements
Resolution #22-19

WHEREAS, Whitewater Township Board supports the submission of an application titled, "Battle Creek Natural Area/Lossie Road Nature Trail Improvements Project" to the Spark grant program for Improvements such as creating a trail, bridge and board walk to beach area for BCNA, and creating a connector trail between BCNA and Lossie Trail at Battle Creek Nature Area and Lossie Road Nature Trail; and,

WHEREAS, Whitewater Township Board is hereby making a financial commitment to the project in the amount of \$\$0 matching funds, in cash and/or force account; and,

NOW THEREFORE, BE IT RESOLVED that Whitewater Township Board hereby authorizes submission of a Spark Application for \$275,000, and further resolves to make available its financial obligation amount of \$ (0 %) of a total \$275,000 project cost, during the 2023-2024 fiscal year.

MOTION made by and seconded by

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 20 , at p.m. in , with a quorum present.

 Dated:
Clerk

**Whitewater Township
Resolution to approve the submission for SPARKS Grant for
Hi Pray Park Improvements
Resolution #22-20**

WHEREAS, Whitewater Township Board supports the submission of an application titled, "Hi Prey Park Improvements Project" to the Spark grant program for Improvements such as creating a paved walking/exercise trail, parking lot improvements, additional playground for toddler aged children, and dog park; and,

WHEREAS, Whitewater Township Board is hereby making a financial commitment to the project in the amount of \$ _\$0_ matching funds, in cash and/or force account; and,

NOW THEREFORE, BE IT RESOLVED that _Whitewater Township Board_ hereby authorizes submission of a Spark Application for \$ _900,000_, and further resolves to make available its financial obligation amount of \$ _____ (0 %) of a total \$ _900,000_ project cost, during the 2024-2026 fiscal year.

MOTION made by _____ and seconded by _____

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 _____ 20__, at _____ p.m. in _____, with a quorum present.

Clerk

Dated: _____

**Whitewater Township
Resolution to approve the submission for SPARKS Grant for
Whitewater Township Park Improvements
Resolution #22-21**

WHEREAS, Whitewater Township Board supports the submission of an application titled, "Whitewater Township Park Improvements Project" to the Spark grant program for Improvements such as a public beach, addition of kayak launch, new pavilion, day parking lot and vault toilet; and,

WHEREAS, Whitewater Township Board is hereby making a financial commitment to the project in the amount of \$_0__matching funds, in cash and/or force account; and,

NOW THEREFORE, BE IT RESOLVED that _Whitewater Township Board__ hereby authorizes submission of a Spark Application for \$__600000__, and further resolves to make available its financial obligation amount of \$____0_____ (0 %) of a total \$_600,000_ project cost, during the 2024-2026 fiscal year.

MOTION made by _____ and seconded by _____

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 _____ 20__, at _____ p.m. in _____, with a quorum present.

Clerk

Dated: _____