

MANISTEE COUNTY RECREATION COMMISSION

Monday, August 15, 2022
6:15 P.M.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room and via Zoom

MINUTES

Members Present: Wayne Beldo, Chair; Margaret Batzer; Erin Secord; Linda Cudney; Eleanor DeYoung; Devin Wagner; Gary Schwaiger; Robert Schulke; Bryan Dunlop;

Members Absent:

Others Present: Kristyn Malkowski, Recording Secretary; Mike Szokola, Manistee County Planning Director; Laura Heintzelman, Manistee County Community Foundation;

Mr. Beldo called the meeting to order at 6:15 PM, roll call was taken.

Approval of the August 15, 2022, special meeting agenda.

There was a motion by Mr. Dunlop, supported by Ms. Secord, to approve the August 15, 2022, agenda. All in favor, motion carried.

No public comment.

Trail Champions: Nothing Reported

No Staff Reports. Mr. Szokola stated that he doesn't have any reports, but he would like to introduce the new staff member of the Planning Department. Jodi Lynch is a Planner I and Zoning Administrator for Onekama, Arcadia, and Bear Lake Townships. Villages are still done by Mr. Szokola. Mr. Szokola stated that this is the first time he has had a fully staffed department. He hopes this will help with getting the department caught up. Ms. Cudney wants to know how to get a hold of the grant writer. Mike will send Rob Carson the contact information William Kennis.

Friends of Smart Trails Report: Different people from Friends of Smart Trails have been going to local festivals such as Copemish Days, Onekama Days; Bear Lake Days, Brethren Days, the Rusty Fish 100 and at the County Fair. Zach Pawlowski was nominated to be on the board. The marketing committee is working on hats and t-shirts. Ms. Cudney would like to invite the county grant writer to the September 12th meeting 6:00 in Kaleva, room 16 in the Community Center.

Old Business: No old business.

description and the City Parks and Recreation Committee. Ms. Batzer believes the paper should be involved for community support.

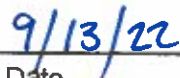
Other Items from Committee Members: None

Ms. Batzer adjourned the meeting at 7:00 PM. Next meeting will be held on September 13, 2022, at 6:15 pm, in the County Board of Commissioner's room.

Respectfully submitted,



Erin Secord, Recreation Commission Secretary



Date



Minger Family Endowment Fund Grant Guidelines

History

The Minger Family Endowment Fund was created through the incredible generosity of Forest R. Minger, Jr. who, upon his passing, provided significant funds to the Manistee County Community Foundation (MCCF) for the purpose listed below. The MCCF is deeply grateful to Mr. Minger for his generosity and excited about what his gift will mean for the future of recreation in Manistee County.

Purpose

The purpose of the Minger Family Endowment Fund is to improve recreation opportunities and access to recreation within Manistee County through maintaining and expanding existing recreation facilities and acquiring and developing new recreation facilities.

For the purposes of this grant program:

- *Recreation is defined as an activity that has a physical component (such as hiking) and/or an active outdoor, natural resources component (such as fishing).*
- *Facilities are defined as community centers, and other recreation amenities such as parks, trails, tracks, courts and fields for play.*
- *Community centers are defined as indoor facilities that provide recreation and social activities for citizens of Manistee County.*

Current Funding Priorities

The MCCF Board of Directors has established current program funding priorities based on donor intent and a public survey of recreation needs within Manistee County (*Manistee County-Wide Park and Recreation Plan, 2016*). However, eligible projects are not limited to these funding priorities.

The following funding priorities are listed in order of importance.

1. Trail Acquisition and Development

Trail acquisition and trail development that will lead to connectivity of the trail system within Manistee County and connectivity to adjacent trail systems outside of the county. This includes both non-motorized and motorized trails.

2. Indoor Active and/or Outdoor Winter Recreation Opportunities

Projects that will increase opportunities for indoor active and/or outdoor winter based recreation. These include both outdoor and indoor facilities and amenities such as exercise facilities and community centers.

3. Water and Fishing Access Sites

Creation of new or improved existing water access or fishing access sites that increase connectivity of existing water trails and/or address gaps in access. Examples may include kayak, canoe or boat launches and on-shore fishing opportunities.

Available Funds

The amount of funds available for granting each year is determined by the MCCF Board of Directors in accordance with the founding donor's intent and the Foundation's Spending Policy.

Eligible Projects

- Must be located in Manistee County and benefit residents of Manistee County.
- Must be supported by the applicant's highest governing body as indicated by the submittal of a resolution or letter.
- Must further the purpose of the Minger Family Endowment Fund and focus on one or more of the following areas.

Maintenance – to preserve and improve recreation facilities that demonstrate demand to support continued and expanded use. Maintenance grants are not intended for routine maintenance such as lawn mowing, etc. Projects should be focused on maintenance that is not routine.

Development – to expand, renovate or construct a new recreation facility in order to meet an increase in demand or to address a gap in services. Engineering design costs, if applicable, will generally be limited to 15% of the total project cost. Projects may include physical improvements to support or enhance access by people of all ages and abilities.

Acquisition – to acquire strategic property needed to provide a recreation facility that would not otherwise be possible. Grant request amount (plus match amount) should be adequate to acquire land or rights to land. Actual amount paid by MCCF will be based on an approved value assessment or appraisal.

Programming – to expand or support a new recreation program in order to meet an increase in demand or to address a gap in services. Projects may include programs that maximize participation in a recreation program by providing scholarship support to those with financial need, eliminating transportation barriers or program marketing.

Equipment – to provide equipment needed to maximize participation in a recreation facility or program and to promote safety.

Planning/Feasibility – to support planning and feasibility studies for *community centers* to ensure demand for services, inform development and plan for sustainability.

Ineligible Projects

- Projects located outside of Manistee County.
- Projects that do not benefit Manistee county residents.
- General operational budgets of Grantee unless specifically related to the recreation project being funded by the grant.
- Construction and/or maintenance of roads, dams, or buildings, (other than for recreation facilities)
- Waterways improvements unless directly related to recreation facilities
- Projects involving contaminated land unless it has been determined to be safe for recreation use.

Project Requirements

- Any facility developed or maintained should be useable by people of all ages, abilities and income, if reasonably possible. Americans with Disabilities Act (ADA) requirements must be met. All required permits must be secured.
- Applicants must have control of any property being developed such as fee simple ownership, a permanent easement or a long term lease. Any exceptions to this requirement should be discussed with, and may be approved by, the MCCF.
- Equipment purchased as a result of the grant shall remain under ownership by the grantee and used exclusively for projects or programs administered by the grantee for

Post Project Completion Requirement

MCCF will conduct a post-project grant inspection.

Grantee Recognition Requirements

Grantees shall recognize the Manistee County Community Foundation Minger Family Endowment Fund as a funding source and adhere to the recognition requirements outlined in their grant agreement. In addition, grantees shall recognize the Minger Family in the naming of any new community centers constructed through the use of these funds.

Grant Guideline Compliance

Grantees that do not comply with the grant guidelines may not be considered for future funding from the MCCF.

Funding Decisions

All grants will be approved by the MCCF Board of Directors. The MCCF Board of Directors may use discretion in awarding grants outside of a grant cycle.

Questions?

Contact the MCCF staff at (231) 723-7269 or email grants@manisteefoundation.org.

Evaluation of Grant Applications

MCCF may contact applicants to schedule a site visit as part of the grant investigation process. Grant applications will be evaluated, in part, based on meeting the criteria listed below.

1. Alignment with current funding priorities

The project aligns with one or more current funding priorities outlined in the Grant Guidelines. A clear explanation of the alignment is provided.

2. Documented need for the project

There is a clear need for the project. It is documented by items such as: survey results, requests from the public, complaints, pictures, etc. Any similar recreation opportunities in the area are identified and there is a description of why the project is still needed.

3. Benefit to community

The project will increase access to recreation and physical activity for Manistee County residents and may include other health or economic benefits. There is information provided about how many users are anticipated to benefit from the project and what segment of the population will benefit. If applicable, the applicant has stated when the facility will be used (year-round or seasonal) and if there will be specific hours that the facility will be open.

4. Quality of the project

There are clear goals set for the project and reasonable metrics. The applicant has explained the process used to determine the project type, scope and design (if applicable) and why the project is compatible with the site location. The applicant explained how potential users will know the site or program exists.

5. Support for the project