

**VEVAY TOWNSHIP
RECREATION COMMISSION
Regular Meeting
Thursday, January 9, 2025
Vevay Township Hall – 517-676-9523
5:30 p.m.**

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call (Determination of a Quorum)**
- IV. Set/Amend Agenda**
- V. Approval of December 5, 2024, Minutes**
- VI. Public Comment**
- VII. Playground Renovation Update**
- VIII. Trail Easement Update**
- IX. Michigan Dept. of Transportation/Tri-County Regional Planning Commission**
 - 1. Regional Trails Grant Program – Norm Cox**
- X. 2025 Passport Grant Application**
 - 1. Spalding DeDecker Grant Application Proposal**
 - 2. Letters of Support**
- XI. Any Other Business**
- XII. *Public Comment**
- XIII. Adjournment**

***Any person may speak for up to 3 minutes during the public comment period. Groups of 10 or more have the option of selecting a spokesperson, who may speak for up to 20 minutes.**

**Next Meeting:
Regular Meeting Thursday, February 6, 2025 @ 5:30 p.m.**

Posted 1/6/25@11:00 a.m.



**VEVAY TOWNSHIP
RECREATION COMMISSION
Regular Meeting
Thursday, December 5, 2024, at 5:30 p.m.
Vevay Township Hall – 780 Eden Road, Mason**

MINUTES

Members Present: Vice-Chair Coe Emens, Secretary Mary Ruttan, Member Patricia McNeilly & Member John Fischer
Members Absent: Chair Roger Cargill with notice
Staff Present: Supervisor John Lazet
Others Present: Robert Ford, from Spalding DeDecker

The meeting was called to order by Vice-Chair Emens at 5:30 p.m. and followed by the Pledge of Allegiance.

Roll Call/Excuse Absent Member. Roll call was taken, a quorum was present.

Set/Amend Agenda.

MOTION McNeilly, seconded Ruttan, to set the agenda as presented.

Voice Vote

Passed Unanimously

Approval of the November 7, 2024 Minutes. There were no additions or corrections.

MOTION McNeilly, seconded Fischer, to approve the November 7, 2024, minutes as presented.

Voice Vote

Passed Unanimously

Public Comment. Supervisor Lazet provided an update from the county level on the trail plans to connect the City of Mason to the City of Leslie. Supervisor Lazet has a scheduled meeting with Tri-County Regional Planning regarding the Regional Trails Grant Program.

Park Renovation Update. Member Fischer stated that the solar table was installed last week. The rope climber and mulch are scheduled for installation the week of December 9th. Secretary Ruttan stated the donated bench has been ordered. Discussion followed on the need for pathway signage, additional pathway benches, a spring 2025 ribbon cutting event, and the spring installation of the 17 station Story Walk project by the Capital Area District Library.

Approval of the 2024 Annual Report.

MOTION Fischer, seconded McNeilly, to approve the 2024 Annual Report as presented.

Voice Vote

Passed Unanimously

Set the 2025 Meeting Dates.

MOTION McNeilly, seconded Fischer, to set the 2025 meeting dates as presented.

Voice Vote

Passed Unanimously

Election of Officers for 2025.

MOTION McNeilly, seconded Fischer, that all positions remain the same and the nominations be closed.

Voice Vote

Passed Unanimously

Any Other Business. Mr. Robert Ford from Spalding DeDecker provided an update on the trail feasibility study. He presented three easement descriptions exhibits. He is seeking easement agreements for these properties. Mr. Ford will forward to Supervisor Lazet an easement template for legal review. Discussion followed on an alternate trail placement for the Arnold property and the Kip Road crossing design. The Ingham County Planning Grant for the trail feasibility expires in August 2025.

Additional Public Comment. None.

Adjournment.

MOTION Fischer, seconded McNeilly, to adjourn at 6:21 p.m.

Mary Ruttan, Secretary



December 11, 2024

John Lazet, Township Supervisor
Vevay Township
780 Eden Road
Mason, MI 48854

RE: Vevay Township Community Park 2025 Passport Grant Application

Dear Mr. Lazet,

Spalding DeDecker (SDA) appreciates the opportunity to assist you in preparing a 2025 MDNR grant application for a restroom building at the Vevay Township Community Park.

Project Understanding

We understand that Vevay Township would like to retain SDA to assist in preparing a 2025 Passport Grant Application. SDA will provide the plan graphics, an opinion of probable costs, and provide exhibits for meetings necessary to complete the grant application process, due April 1, 2025. SDA further understands that Supervisor Lazet, or a designated representative, will be assigned to help gather information as needed on behalf of the Township. This person will also be responsible for fulfilling any needs on behalf of the Consultant, such as; collecting letters of support from the community, scheduling and posting notifications to the public, obtaining a resolution and meeting minutes from the Township Clerk as required by the MDNR and identifying an administrative point of contact to upload the application through the MDNR portal.

It is our understanding that the Township will have Wolverine Engineers provide the Township/SDA with an opinion of probable cost to **design and construct** a mound septic system that will service the restroom. SDA plans to insert Wolverine Engineer's estimate as a line item as part of the grant application.

Scope of work

1. Meeting with the township and Wolverine Engineers to discuss project scope, schedule, meetings and meeting dates, public notifications, and required approvals.
2. Create a graphic depiction of the scope items for the project that are identified in the Recreation Plan to be applied for in the 2025 grant.
3. Opinion of probable costs for the above-mentioned components using MDNR's application on-line format.
4. Preparation of presentation materials so that the intent of the project will be accurately portrayed to inform the community of the scope of the project and to inform the local agencies about the project as required to meet the grant application requirements to be submitted to the State of Michigan Department of Natural Resources.
5. Develop a schedule for approval so that the application can be uploaded by April 1, 2025.
 - a. Advertisement and Notice of Public Input Meeting(s).
 - b. Attend two public meetings (input & public hearing) in person.
 - c. Create plans, narrative, and opinion of probable costs with assistance from Vevay



Township as necessary to submit.

6. Assist the authorized official with the final assembly of grant documents and assist in uploading them to the MiGrants portal.

Schedule:

The project needs to be expedited to meet the MDNR deadline as follows:

- 12-23 Authorize SDA and Wolverine to perform the work by signing the proposal
- 01-02 Recreation Board to review scope and schedule (discuss public notification)
- 01-09 Start work preparing exhibits for the grant, site plan, sections, preliminary costs
- 02-06 Public Input Meeting is optional but public must be notified about the application
- 03-06 Recreation Board to approve the grant application
- 03-12 Board of Trustees to approve the grant application
- 03-31 Submit to the MDNR

Compensation

For and in consideration of the work described above SDA will charge a fee of **\$4,500**.

ITEMS NOT INCLUDED IN SCOPE

The above scope of work does not include:

Environmental Verifications

As may be required, the Owner will be responsible for providing complete site information on any known endangered species, wetlands, or other environmental information. If desired the Consultant can provide these services as an additional service.

Fees, Permits or Charges

The Owner will pay all required federal, state, and local review fees. Such costs for plan review fees by governmental agencies for permits, printing and reproduction costs will be the direct responsibility of the Owner.

ITEMS PROVIDED BY THE CONSULTANT

Plans and Documents Originals and Initial Copy

The Consultant will provide concept plans, Opinion of probable costs, written narrative, and drawings in InDesign, Photoshop, and/or other graphic design formats. Written documents will be in Microsoft Word.

Sub-consultants

No sub consultants are anticipated for the identified scope unless wetlands need to be delineated.

ITEMS PROVIDED BY THE CLIENT

Digital Base Information

The CLIENT will provide the Consultant digital base information and any supporting documentation.

Project Coordination

The CLIENT will provide the Consultant with a "Point of Contact" for coordination between the CLIENT and the Consultant. The person assigned will have knowledge of the project, MDNR grant procedures, and be familiar with all the governmental agencies involved in this application. This person will maintain open communication and provide timely responses to questions or tasks needed by the Consultant to perform its work. Delays



caused by improper communication or untimely responses by the CLIENT will not cause the Consultant to be held responsible for delays or directional errors in the project.

The contact person will also coordinate gathering of the property deed, placing and paying for all the public meeting advertisements (Consultant will provide content), be present at two public meetings, provide minutes of all public meetings related to the project, provide a resolution as called for by the grant application process, and correspond and copy the Consultant on all communications.

Access to Property Owned by the CLIENT

The CLIENT will provide the Consultant with access to the site(s) to perform the work. In addition, the CLIENT will provide the Consultant with any previous record drawings, plans, reports, calculations, probable costs, or other pertinent information relating to the grant application preparation.

Thank you for the opportunity to be of service to provide MDNR grant application assistance for improvements at the Vevay Township Community Park. Should you have any questions or need clarification regarding this proposal please feel free to contact me at your convenience.

Sincerely,

Spalding DeDecker Associates, Inc.

Accepted by:

Vevay Township

A handwritten signature in black ink, appearing to read "Robert Ford".

Robert Ford, PLA

Lead Landscape Architect

John Lazet

Township Supervisor

Date: _____

Date:

Michigan Department of Natural Resources
Grant Management

Re: Vevay Township – 2025 Recreation Passport Grant Application

Dear Grant Management Staff

Please accept this letter of support for Vevay Township's 2025 Recreation Passport Grant application to construct a modern, handicapped accessible, and sustainable design permanent outdoor restroom facility.

The current restroom is a rented portable toilet that is not ADA compliant. The new restroom would serve the playground area, walking path, baseball diamond, several soccer fields and the picnic shelter area. The project will allow our community members and visitors of all abilities to use the park restroom facilities.

This grant will enhance and complement the on-going renovation of the Vevay Township Community Park. The current renovation included a one-half mile walking path, ADA compliance, expanded playground area, new swing set and rope climber, benches, a solar charging picnic table and a new pavilion floor. The new restroom will add to the enjoyment of the park while providing a safe, comfortable, and inviting facility.

I appreciate the opportunity to lend my full support to this exciting and valuable project.

Thank you for your consideration.

Sincerely

Signature

Name

Title (if applicable)