

Hope Township Grant Committee Meeting Minutes

Meeting called to order at 4:10p.m., Wednesday, August 27, 2012, at the residence of Starleen Eddy, Hope Township Treasurer

Roll Call: All members present

Agenda

- Administrative business
- Update on working grants
- New Grant Projects
- Fire Grant
- Other business
- Adjourn

Administrative Business: (1) Discussion on opening with a pledge to the flag, determined a necessary requirement. (2) Starla was contacted by John Espanosa (Espinosa), who showed an interest in joining the committee and getting more involved in the workings of the township. We are waiting further contact with Mr. Espanosa; so his name can be added to the membership of this committee. (3) We need to have a designated laptop for the committee to store our files, reports, grant research, submitted grants and tracking reports. Motion to combine our printing and misc. budget earmarks to purchase a laptop, printer, one set of ink cartridges and (4) thumb drives. This will eliminate printing administrative items; as they can be e-mailed and saved on thumb drives.

Motion to combine those budget earmarks and purchase said equipment by Ann Blake; seconded by Starleen Eddy.

Roll Call Vote: Starla (Yes), Starleen (Yes), Ann (Yes), Cliff (Yes)

Motion Approved

(4) Contact Township Clerk, members of this committee must be sworn in.

(5) Meeting with Township Board approval, a Motion to have any salaries paid twice yearly by Ann; 2d by Starla. Roll Call Vote: Starla (Yes), Starleen (Yes), Ann (Yes), Cliff (Yes)

Motion Approved.

(6) There was a motion to set the 3d Wednesday of each month at 12:30 for all future meeting, unless notification of change is approved by the membership. Motion presented by Starla; 2d by Ann, all members voted in favor. Motion carried.

Working Grant(s) Update: (1) The grant committee has resubmitted the Quality of Life Grant. We have been contacted by Donna from Christopher Reeves Foundation to review a possible problem area. No exact information on the problem area was revealed during her phone message.

New Grant Projects: Woodside Park has a number of issues that need attention.

(1) There is a need to repair and paint both pavilions and the concession stand. The Park Committee has received two bids for that work. Starla wrote a hurried grant after talking

with members of Kiwanis Club of Midland. Kiwanis also has a volunteer program available to help with labor issues for projects such as this. (2) An electrical upgrade/expansion; with larger groups using the pavilions and other areas of the Park, we run into breaker problems due to increased electrical demand. Current wiring may not meet present demands and increased future needs. (3) Roofing for both pavilions, steel versus shingle. To help with Park improvement we are requesting a “wish list” from the Park Committee, so this committee can forge forward with continued/future needs.

Fire Grant: We have received an architectural rendering of the new Township Hall/Fire Station from Marc Fradenburg and have requested an additional (6) six large copies for enclosures for bidding purposes. In addition we requested (12) 11X14s or 8X10s for administrative uses and displays at public events. Ask Marc for a time/cost log for this volunteer work.

Bidding process, we are setting up a meeting with McViddie Construction to use their expertise in determining the over all budget for this project. We have determined that due to some grant requirements that funds be used in 12 to 18 months, the project needs to be completed in phases.

Phase1. Land Prep, foundation, utility access.

Phase2. Shell construction, paving

Phase3. Interior finish

We will be asking for bids (3) three minimum for this project, with the understanding that the winning bid would be general contractor for the project and would have the responsibility of quality control over any sub-contractor. The Township Board would have final approval over any sub-contracting and reserve the right of termination over said sub-contracting.

Begin Public Opinion Survey: Develop a flyer for public display showing how Hope’s building now with an eye towards to future. .Display rendering of projected new Township Center (Hall and Fire Station). Show funding efforts, fund raising activities, donations and grant request. Leave an area for the public’s thoughts and comments. Current survey opportunities include: Labor Day Walk, Post Office (w/committee drop box), Township Website, Trunk or Treat, Secret Santa, in the Fire Dept. (other committees use this building for their functions), a drop point with surveys at business such as Yack’s or Child’s Feed. Flyer design will be by Cliff, approval of committee.

Setting up a meeting with Rural Development for the morning of Sept. 19th or 26th in West Branch for a face to face conference on what they will be considering for a winning grant. With information the committee can proceed with an application to U.S. Department of Commerce for an Economic Development Grant for which Hope Township meets all eligibility requirements.

As there are hundreds of private foundations with monies for grants, the committee is reviewing which would our project be eligible for. The Council of Michigan Foundations has developed a Common Grant Application Form to facilitate the application process for grant makers and grant seekers. The committee will be gathering the needed information

required for the application process; as this type of information is needed for many individual grant requests. With this in mind, the committee shall work with the Fire Auxiliary who maintains a record of fund raising activities and a break down of all monies received.

Other Business: No other business for the month of August

Adjourn: August meeting adjourned at 6:40p.m. Next meeting set for Sept. 20, 2012: 12:30p.m., at the residence of Starleen Eddy, Hope Township Treasurer

Respectfully submitted,

Clifford Blake
Grant Committee Secretary