

**GRAND RAPIDS CHARTER TOWNSHIP  
REGULAR TOWNSHIP MEETING  
1836 EAST BELTLINE N.E.**

**March 6, 2018  
7:00 p.m.**

**AGENDA**

1. Pledge of Allegiance.
2. Brief Public Comment. (Brief 2-3 minutes per person relating to agenda items).
- \*3. Approve minutes of the regular Township Board meeting of February 20, 2018.
- \*4. Consider cash disbursements.
- \*5. Consider bills to be paid.
- \*6. Receive and file the Woodcliff Park Association annual report.
- \*7. Consider approval of the request to authorize 2018 Frederik Meijer Gardens Summer Concert Series.
- \*8. Consider proposals for Grant application services.
9. Board Comments.
10. Public Comments. (Please limit comments to less than 5 minutes and state your name and address for the recording secretary)
11. Adjournment.

**GRAND RAPIDS CHARTER TOWNSHIP  
REGULAR TOWNSHIP BOARD MEETING  
February 20, 2018**

A meeting of the Grand Rapids Charter Township Board was called to order at 7:00 pm by Trustee Philip Yeiter. The meeting was held in the Township Hall. The following were present: Clerk Edward Robinette, Treasurer David Van Dyke, and Trustees Vas Christopoulos, Lee Van Popering, and Philip Yeiter. Supervisor Michael DeVries and Trustee David Pierangeli were absent. There were three people in the audience.

**1. PLEDGE OF ALLEGIANCE.**

**2. BRIEF PUBLIC COMMENT.** There were none.

**3. APPROVE MINUTES OF THE REGULAR TOWNSHIP BOARD MEETING OF FEBRUARY 6, 2018.**

Lee Van Popering, seconded by Vas Christopoulos, moved approval of the minutes as presented. The motion passed unanimously.

**4. CONSIDER BILLS TO BE PAID.**

Lee Van Popering, seconded by Vas Christopoulos, moved approval of the bills as presented. The motion passed unanimously.

**5. CONSIDER APPROVAL TO STRIKE DELINQUENT PERSONAL PROPERTY TAXES FROM THE TAX ROLLS.**

Lee Van Popering, seconded by Vas Christopoulos, moved to Strike 2012 and prior Delinquent Personal Property taxes as requested. A roll call vote was taken.

AYES: Robinette, Van Dyke, Van Popering, Yeiter, Christopoulos

NAYS: None

ABSENT: DeVries, Pierangeli

The motion is approved.

**6. PUBLIC HEARING re: 2018-2022 GRAND RAPIDS TOWNSHIP PARKS & RECREATION PLAN.**

Lee Van Popering, seconded by Vas Christopoulos, moved to open the public hearing. The motion passed unanimously. There were no public comments on the proposed plan. Lee Van Popering, seconded by Vas Christopoulos, moved to close the public hearing. The motion passed unanimously.

**7. CONSIDER ADOPTION OF THE 2018-2022 GRAND RAPIDS TOWNSHIP PARKS & RECREATION PLAN.**

Lee Van Popering, seconded by Vas Christopoulos, moved approval of the Resolution to Approve and Adopt the 2018-2022 Grand Rapids Charter Township Parks and Recreation Plan as presented. A roll call vote was taken.

AYES: Van Dyke, Van Popering, Yeiter, Christopoulos, Robinette

NAYS: None

ABSENT: DeVries, Pierangeli

The resolution is declared adopted.

**8. CONSIDER APPROVAL OF THE PURCHASE OF THE ICC SCANNER SYSTEM FROM DOMINION VOTING IN THE AMOUNT OF \$15,000.00.**

Lee Van Popering, seconded by Vas Christopoulos, moved approval of the expenditure as requested. The motion passed unanimously.

**9. BOARD COMMENTS.** There were none.

**10. PUBLIC COMMENTS.** There were none.

**11. ADJOURNMENT.** The meeting was adjourned at 7:08 pm.

Edward J. Robinette, Clerk  
GRAND RAPIDS CHARTER TOWNSHIP

BD

02/26/2018 08:58 AM  
User: RECEPTIONIST  
DB: Grand Rapids To

CHECK REGISTER FOR GRAND RAPIDS TOWNSHIP  
CHECK DATE FROM 02/01/2018 - 02/28/2018

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank GEN GENERAL CHECKING					
02/09/2018	GEN	10280	ADVANCE	ADVANCE NEWSPAPERS	497.66
02/09/2018	GEN	10281	APPLIED IM	APPLIED IMAGING	140.32
02/09/2018	GEN	10282	BATTERIES+	BATTERIES PLUS	179.40
02/09/2018	GEN	10283	BCN	BLUE CARE NETWORK OF MICHIGAN	6,358.02
02/09/2018	GEN	10284	CONSUMERS	CONSUMERS ENERGY	318.25
02/09/2018	GEN	10285	COVERALL	COVERALL OF WEST MICHIGAN	253.00
02/09/2018	GEN	10286	EVERKEPT	EVERKEPT	95.00
02/09/2018	GEN	10287	GENUINE	GENUINE PARTS CO-GRAND RA	8.94
02/09/2018	GEN	10288	HENDERSON	HENDERSON GLASS	75.00
02/09/2018	GEN	10289	HILLARD	HILLARD ELECTRIC	375.00
02/09/2018	GEN	10290	KCI	KCI	200.90
02/09/2018	GEN	10291	KELLERMEIE	KELLERMEIER PLUMBING, INC	413.29
02/09/2018	GEN	10292	KC DRAIN	KENT COUNTY DRAIN COMMISS	2,829.15
02/09/2018	GEN	10293	KC FIRE CH	KENT COUNTY FIRE CHIEF AS	35.00
02/09/2018	GEN	10294	KC SUPERVI	KENT COUNTY SUPERV ASSOCI	75.00
02/09/2018	GEN	10295	KC TREASUR	KENT COUNTY TREASURER	21.05
02/09/2018	GEN	10296	KCT LAW	KENT COUNTY TREASURER	54,035.15
02/09/2018	GEN	10297	K C TREAS	KENT COUNTY TREASURER'S OFFICE	10.00
02/09/2018	GEN	10298	LUSCIOUS L	LUSCIOUS LANDSCAPES	5,350.82
02/09/2018	GEN	10299	MIKA MEYER	MIKA MEYERS	4,657.00
02/09/2018	GEN	10300	MOORE & BR	MOORE & BRUGGINK INC	14,524.29
02/09/2018	GEN	10301	OFFICE DEP	OFFICE DEPOT	828.24
02/09/2018	GEN	10302	PRECISION	PRECISION DATA PRODUCTS INC	66.95
02/09/2018	GEN	10303	PREIN	PREIN AND NEWHOF	3,344.80
02/09/2018	GEN	10304	ROTHLEY R	ROTHLEY, ROBIN	39.28
02/09/2018	GEN	10305	SPECTRUM	SPECTRUM HEALTH OCCU SVCS	929.00
02/09/2018	GEN	10306	MI DEQ	STATE OF MI DEPT NAT RES & ENV	200.00
02/09/2018	GEN	10307	TENDER LAW	TENDER LAWN CARE	1,252.00
02/09/2018	GEN	10308	TNT TREE	TNT TREE SERVICE	1,250.00
02/09/2018	GEN	10309	WMI DOOR C	WEST MICHIGAN DOOR CO.	63.60
02/12/2018	GEN	10310	COMCAST	COMCAST	10.66
02/12/2018	GEN	10311	CONSUMERS	CONSUMERS ENERGY	7,822.37
02/12/2018	GEN	10312	DTE	DTE ENERGY	1,172.02
02/12/2018	GEN	10313	FLEET	FLEET SERVICES - WEX BANK	343.93
02/12/2018	GEN	10314	MARATHON F	MARATHON FLEET - WEX BANK	541.50
02/22/2018	GEN	10345	CARDMEMBER	CARDMEMBER SERVICE	792.92
02/22/2018	GEN	10346	COMCAST	COMCAST	194.85
02/22/2018	GEN	10347	DTE	DTE ENERGY	394.59
02/22/2018	GEN	10348	TDS METROC	TDS METROCOM	370.35
02/23/2018	GEN	10320	ABSOPURE	ABSOPURE WATER CO	66.25
02/23/2018	GEN	10321	ADVANCE	ADVANCE NEWSPAPERS	97.36
02/23/2018	GEN	10322	CONS LIFE	CONSUMERS LIFE INSURANCE COMPANY	252.06
02/23/2018	GEN	10323	DELL	DELL MARKETING LP	642.26
02/23/2018	GEN	10324	FIRE PROS	FIRE PROS INC.	425.40
02/23/2018	GEN	10325	HICKS STEP	HICKS, STEPHEN	318.00
02/23/2018	GEN	10326	HOLST	HOLST, JANICE	400.00
02/23/2018	GEN	10327	HYDRO-TURF	HYDRO-TURF IRRIGATION	2,550.00
02/23/2018	GEN	10328	KCI	KCI	140.91
02/23/2018	GEN	10329	KC HEALTH	KENT COUNTY HEALTH DEPT	36.00
02/23/2018	GEN	10330	KCTA	KENT COUNTY TREAS ASSOC	50.00
02/23/2018	GEN	10331	KENT RECOR	KENT RECORD MANAGEMENT INC	413.99
02/23/2018	GEN	10332	LOWES	LOWE'S	79.62
02/23/2018	GEN	10333	NETWORKFLT	NETWORKFLEET, INC	56.85
02/23/2018	GEN	10334	NYE UNIFOR	NYE UNIFORM COMPANY	229.50
02/23/2018	GEN	10335	OFFICE DEP	OFFICE DEPOT	246.62
02/23/2018	GEN	10336	ORKIN	ORKIN INC	81.60
02/23/2018	GEN	10337	PREIN	PREIN AND NEWHOF	3,354.90
02/23/2018	GEN	10338	ROCKFORD A	ROCKFORD AMBULANCE	170,815.00
02/23/2018	GEN	10339	SHELDON	SHELDON CLEANERS	20.50
02/23/2018	GEN	10340	SIEGRIED C	SIEGFRIED CRANDALL PC	182.50
02/23/2018	GEN	10341	MI DEQ	STATE OF MI DEPT NAT RES & ENV	500.00
02/23/2018	GEN	10342	TECH MASTE	TECH MASTERS	1,820.83
02/23/2018	GEN	10343	TENDER LAW	TENDER LAWN CARE	3,154.00
02/23/2018	GEN	10344	WSHORE FIR	WEST SHORE FIRE	1,350.00

GEN TOTALS:

Total of 64 Checks:	297,353.45
Less 0 Void Checks:	0.00
Total of 64 Disbursements:	297,353.45

EOM

BD

BOTH OPEN AND PAID

Claimant	Amount Claimed	Amount Owed	Amount Rejected
1. APPLIED IMAGING	698.82		
2. BLUE CARE NETWORK OF MICHIGAN	4,745.96		
3. EVERKEPT	95.00		
4. FIRE PROS INC.	266.40		
5. KCI	1,089.33		
6. KOOL CHEVROLET	287.04		
7. KORE/HI COM, INC	253.00		
8. LUSCIOUS LANDSCAPES	5,350.82		
9. ORKIN INC	81.60		
10. PRINTING SYSTEMS	192.21		
11. STATE OF MICHIGAN	10.00		
***TOTAL ALL CLAIMS***	13,070.18		

BD

Claimant	Amount Claimed	Amount Owed	Amount Rejected
1. CARDMEMBER SERVICE	792.92		
2. COMCAST	194.85		
3. DTE ENERGY	394.59		
4. TDS METROCOM	370.35		
***TOTAL ALL CLAIMS***	1,752.71		

MICHAEL J. DeVRIES  
SUPERVISOR

EDWARD J. ROBINETTE  
CLERK

DAVID A. VAN DYKE  
TREASURER



LEE VANPOPERING  
TRUSTEE  
DAVID M. PIERANGELI  
TRUSTEE  
BEVERLY S. WALL  
TRUSTEE  
PHILIP D. YEITER  
TRUSTEE

Item # 6

March 6, 2018

TO: Grand Rapids Charter Township Board of Trustees  
FROM: Michael J. DeVries  
Township Supervisor  
RE: Woodcliff Park Association's Annual Report

RECOMMENDATION

Consider the acceptance of the 2017 Woodcliff Park Association's annual report to the Township Board.

BACKGROUND

See attached.

**Report to the Grand Rapids Township Board  
January 1, 2017 to December 31, 2017**

Checking Account Balance (General, Dock and Park Improvement Funds) January 1, 2017 \$9,218.85

General Fund

**Balance on January 1, 2017** **\$3,484.27**

**Revenue:**

Memberships	\$5,500.00	
Dry Storage Fees	\$1,100.00	
Less Refunds	(\$300.00)	
<b>Total</b>		<b>\$6,300.00</b>

**Expenses/Transfers:**

Consumers Energy	\$279.91	
Insurance	\$1,173.00	
Township Lease	\$1,133.00	
Lawn Care	\$1,000.00	
Miscellaneous	\$415.50	
90th Anniversary Party	\$442.69	
Octoberfest Party	\$670.99	
Porta-John	\$525.00	
Expense Allocation	(\$1,469.60)	
<b>Total</b>		<b>\$4,170.49</b>

Revenue minus Expenses/Transfer \$2,129.51

**Balance on December 31, 2017** **\$5,613.78**

Dock Fund

**Balance on January 1, 2017** **\$1,734.58**

**Revenue:**

Dock Fees	\$4,975.00	
Less Refunds	(\$1,475.00)	
<b>Total</b>		<b>\$3,500.00</b>

**Expenses/Transfers:**

Expense Allocation	\$1,469.60	
Dock Expense	\$1,280.00	
<b>Total</b>		<b>\$2,749.60</b>

Revenue minus Expenses/Transfer \$750.40

**Balance on December 31, 2017** **\$2,484.98**

Park Improvement Fund

**Balance on January 1, 2017** **\$4,000.00**

**Additions:**

Additions minus Expenses (\$1,508.00)

**Balance on December 31, 2017** **\$2,492.00**

**Advance Deposits 2018 Season** **\$1,150.00**

**Checking Account Balance on December 31, 2017** **\$11,740.76**

	Members	Wet Slip	Sea-Doo	Dry Slip
Resident	47	20	2	24
Non-Resident	13	2	0	6
	<u>60</u>	<u>22</u>	<u>2</u>	<u>30</u>



**Report to the Grand Rapids Township Board**  
**January 1, 2016 to December 31, 2016**

Checking Account Balance (General, Dock and Park Improvement Funds) January 1, 2016 \$20,241.87

General Fund

Balance on January 1, 2016 \$9,036.06

**Revenue:**

Memberships	\$6,560.00	
Dry Storage Fees	\$600.00	
Less Refunds	(\$1,625.00)	
<b>Total</b>		\$5,535.00

**Expenses/Transfers:**

Park Improvements	\$13,111.43	
Consumers Energy	\$302.36	
Insurance	\$1,167.00	
Township Lease	\$1,100.00	
Lawn Care	\$590.00	
Miscellaneous	\$362.73	
Porta-John	\$412.50	
Expense Allocation	(\$8,079.14)	
To Improvement Fund	\$2,119.91	
<b>Total</b>		\$11,086.79

Revenue minus Expenses/Transfer (\$5,551.79)

**Balance on December 31, 2016** **\$3,484.27**

Dock Fund

Balance on January 1, 2016 \$11,205.81

**Revenue:**

Dock Fees	\$6,350.00	
Less Refunds	(\$5,862.00)	
<b>Total</b>		\$488.00

**Expenses/Transfers:**

Expense Allocation	8,079.14	
To Improvement Fund	1,880.09	
<b>Total</b>		\$9,959.23

Revenue minus Expenses/Transfer (\$9,471.23)

**Balance on December 31, 2016** **\$1,734.58**

Park Improvement Fund

Balance on January 1, 2016 \$0.00

**Additions:**

Balance Phase I	\$1,500.00	
Projected Phase II	\$2,500.00	
<b>Total</b>		\$4,000.00

**Balance on December 31, 2016** **\$4,000.00**

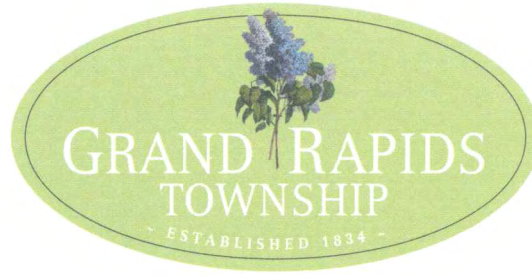
**Checking Account Balance on December 31, 2016** **\$9,218.85**

	Members	Wet Slip	Dry Slip
Resident	48	20	24
Non-Resident	6	2	0
	<u>54</u>	<u>22</u>	<u>24</u>

MICHAEL J. DeVRIES  
SUPERVISOR

EDWARD J. ROBINETTE  
CLERK

DAVID A. VAN DYKE  
TREASURER



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BEVERLY S. WALL  
TRUSTEE

PHILIP D. YEITER  
TRUSTEE

Item # 7

March 6, 2018

TO: Grand Rapids Charter Township Board of Trustees

FROM: Michael J. DeVries  
Township Supervisor

RE: 2018 Frederik Meijer Garden Summer Concert Series

### RECOMMENDATION

Consider preliminary approval of the 2018 Meijer Gardens summer concert season.

### BACKGROUND

See attached letter – FMG is requesting this permission for the 2018 season as the official dates are most often not available before artists announce them publically, prior to the Grand Rapids Township Board's approval.

# FREDERIK MEIJER Gardens & Sculpture Park

1000 East Beltline Avenue NE Grand Rapids, MI 49525 616 957 1580 888 957 1580 MeijerGardens.org

February 28, 2018

The Honorable Michael J. De Vries  
Supervisor  
Grand Rapids Township  
1836 East Beltline NE  
Grand Rapids, MI 49525



Dear Mike,

The Frederik Meijer Gardens & Sculpture Park 2018 Fifth Third Bank Summer Concert Series is rapidly approaching and we are in the process of securing 30 artists for the series. We are once again respectfully requesting outdoor assembly permits for the concerts. Every year it is a challenge from a timing standpoint to secure 30 artist agreements to complete our line-up and then go through the proper procedure to request outdoor assembly permits before announcing the line-up to the public.

In an effort to follow Grand Rapids Township procedures and get advance approval for the dates before releasing the schedule to the public, we are requesting outdoor assembly permits for 30 concerts dates beginning May 30, 2018 and ending September 3, 2018. While we have not yet secured all the artists for this year's series, we anticipate having 30 concerts. This follows the same experience we have had for the last number of years. We will provide the final dates for all the shows once all the artist contracts have been secured. As in past years, we expect to have all this information in early April. As always, we recognize the importance of the Grand Rapids Townships rules and regulations and agree to comply with them.

Thank you for the consideration,

A handwritten signature in blue ink, appearing to read "David S. Hooker".

David S. Hooker  
President  
Chief Executive Officer

MICHAEL J. DeVRIES  
SUPERVISOR

EDWARD J. ROBINETTE  
CLERK

DAVID A. VAN DYKE  
TREASURER



LEE VANPOPERING  
TRUSTEE

DAVID M. PIERANGELI  
TRUSTEE

BEVERLY S. WALL  
TRUSTEE

PHILIP D. YEITER  
TRUSTEE

Item # 8

March 6, 2018

TO: Grand Rapids Charter Township Board of Trustees

FROM: Michael J. DeVries  
Township Supervisor

RE: Consider the MDNR grand application proposals

### RECOMMENDATION

Consider the selection of the firm to prepare a MDNR grant proposal for Crahen Valley Park.

### BACKGROUND

We have received two proposals for the Township Board's review, both of which are attached.

February 13, 2018

Mr. Michael DeVries  
Grand Rapids Charter Township  
Township Supervisor  
1836 East Beltline NE  
Grand Rapids, Michigan 49525

RE: Grand Rapids Township – 2018 MNRTF Grant Application – Crahen Valley Park

Dear Mr. DeVries:

Thank you for the opportunity to serve Grand Rapids Charter Township and for requesting a proposal to assist you with a Michigan Natural Resources Trust Fund Grant for Crahen Valley Park. Below is an outline of the services we will be providing or assisting you with:

Pre-Application Tasks

- Develop schedule to meet grant timeline
- List of important documents/forms needed
- Review of scoring criteria
- Review project estimate to determine best scope (estimate and design by others)

Application Tasks (submit online at MiRec Grants)

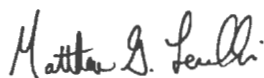
- Project Name and Details - Line Item Budget / Need / History / Existing Site Condition
- Application Narrative & Site Photos
- Supporting Documentation – Maintenance Plan/ Location Map / Site Development Map/ Boundary Map/ Resolution/ Public Meeting Notice/ Deed/ Notice of Intent Form/Site Plans/Site Control Form / Letters of Support / Match / Universal Design Documentation

Lump Sum Cost- \$4,800

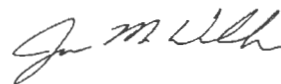
Should you have any questions about our proposal please do not hesitate to call us. If the proposal is agreeable we can send you our professional services agreement. Thank you again for allowing us to serve Grand Rapids Charter Township.

Sincerely,

**Prein&Newhof**



Matthew G. Levandoski, ASLA, PLA  
*Landscape Architect*



Jason Washler, PE  
*Team Leader*

MGL/mgl

# MOORE & BRUGGINK, INC.

Consulting Engineers

2020 Monroe Avenue, N.W.

Grand Rapids, Michigan 49505-6298

February 16, 2018

***Proposal – Crahen Valley Park  
MDNRTF Grant Application Submittal***

Mr. Michael DeVries, Supervisor  
Grand Rapids Charter Township  
1936 East Beltline Avenue NE  
Grand Rapids, Michigan 49525

Dear Mr. DeVries,

We are submitting the following proposal for preparation of a Michigan Natural Resources Trust Fund Grant Application for the north entrance and northern trail section of the Crahen Valley Park.

We have assisted many communities, including Grand Rapids Township, in obtaining grants and loans through the competitive application process. We have assisted in the application and administration of many different types of competitive grants and loans in communities throughout West Michigan, including:

- Transportation Alternative, Transportation Enhancement, and Safe Routes to School grants through MDOT
- Trust Fund and Recreation Passport Grants through MDNR
- Infrastructure Improvement grant through US Economic Development Administration
- State Revolving Fund Loans and Green Project Reserve Grants through MDEQ
- Rural Development grants through the US Department of Agriculture.

Specifically in Grand Rapids Township, Moore & Bruggink prepared the grant applications for two Transportation Alternative Program grants that provided a combined total of over \$800,000 in funding for the Knapp Street Connector Trail and the 3 Mile Road/East Beltline Trail. There are many similarities with the application processes for all of these different programs, however, each has their own specific nuances. It is very important to fully understand both the application and implementation process to ensure success.

The Michigan Natural Resources Trust Fund Grant applications are accepted annually, with an April 1 deadline each year. The application requires the Township Board to hold a public hearing and pass a resolution in support of the application. The following schedule would meet this requirement:

**PROPOSED SCHEDULE**  
**For**  
**CRAHEN VALLEY PARK NORTH ENTRANCE AND TRAIL PROJECT**

Deadline for submittal of 5-Year Plan	March 1, 2018
Submit Notice of Intent document to West Michigan Regional Planning Commission	March 16, 2018
Township Board Meeting (public hearing/pass resolution)	March 20, 2018
Electronic submittal of grant application to MDNR	March 30, 2018
Supply supplemental information to MDNR committee	April, 2018
Supply supplemental information to MDNR committee	August–September 2018
Notification of Award from MDNR committee	December 2018
Project Agreement between Twp and MDNR in place	Spring 2019
Construction (2 year maximum)	Summer 2019–Spring 2021

While the front end of this schedule is very tight, it is attainable. As your Township Engineer, we have been participating in the master planning of the park since 2013. We have been working on the design of the trail, and have a good start on preparing the plans, cross sections, catalog cuts, and cost estimates required for this application. Being involved with the planning since the beginning, we have the background information specific to this project and the park as a whole that will allow us to hit the ground running to prepare for the public hearing and application submittal.

In preparation of the application, we will review the scoring criteria and scope the project accordingly to increase chances for award. For example, additional points are awarded for universal accessibility design. We have already been working to ensure the trail route was designed to include universal accessibility design aspects related to running and cross slope, width, and horizontal buffer area. We will continue to stress these features with restroom design, site furniture, and signage. Other potential ways to increase the application score include addressing safety and crime issues through lighting or other measures and utilizing environmental features such as pervious pavement and recycling bins.

One of the newer additions to the grant application is a requirement to include a maintenance plan. The MDNR review committee needs assurance that grant recipients will be good stewards of the facilities made possible by the grants, and that those facilities will be maintained in good condition. Grand Rapids Township is well situated in this category with the existing endowment fund and the Non-Motorized System Condition Report & Annual Maintenance Recommendations document. Moore & Bruggink prepared this document for the Township in 2013. It is based on an asset management approach to managing the existing

trail infrastructure. We will include this document in the application to represent the maintenance plan for the trail portion of the project. For the parking lot and restroom portions, we plan to build off of your existing park maintenance plan.

Public input is required and will be an important component of this application. The Township has already received positive written feedback from park users. Information from past resident surveys will be very helpful to include with the application. We will also assist you in obtaining additional letters of support. Potential sources include Forest Hills Public Schools, nearby neighborhood associations, local businesses, and regional ADA advocates.

### ***Proposal***

Moore & Bruggink staff will complete the Michigan Natural Resources Trust Fund Grant Application through the MiRecGrants online portal. We will prepare narratives required within the application, create and obtain documents to upload as attachments to the application, and submit the grant application to MDNR. We will work closely with Township staff and officials to obtain the information needed to accurately represent the Township's vision and goals for this project in preparation of the application.

Following are specific attachments we will create or acquire within the application:

- We will include the existing trail maintenance plan and parks maintenance plan to include with the application, and will provide a narrative describing how this project will be incorporated into these plans.
- We will include the overall project location map of the project area in the grant application.
- We will include the following site development documents for inclusion in the application:
  - An update of the Crahen Valley Park Master Plan to reflect previously completed trail and overlook work, updated representation of the work to be included in this project, and updated future park development plans;
  - A larger scale project orientation map showing the proposed trail route and relationship to the entrance and parking area;
  - Detailed typical cross sections of the trail;
  - A smaller scale drawing showing more detail of the proposed parking area, restroom orientation, information station, and other site features;
  - Catalog cuts of site furniture; and
  - Photographs of existing design elements in the southern portion of the park.
- We will create a boundary map specifically identifying the area that would be included in the project agreement.
- We will include recent photographs of the existing site conditions from this past summer, and obtain new photographs as needed, including aerial photos using our drone.
- We will assist the Township in preparing the resolution document, and be present at the Board meeting to answer any questions.



- We will assist in preparation of the required advance notice (adhering to the requirements of the Open Meetings Act) and will document the manner in which this notice was provided for inclusion in the application. We will prepare informational material for the meeting, will be present at the meeting to answer questions, and can provide a presentation of the project during the meeting if desired.
- We will obtain from the Township office the draft meeting minutes for the Board meeting that includes the passage of the resolution and the public hearing for inclusion in the grant application.
- We will assist Township staff as necessary in obtaining the deed to include in the application.
- We will complete the Notice of Intent Form (PR5750-2) and submit it to the West Michigan Regional Planning Commission. We will maintain a copy of the document to include in the grant application.
- We will maintain a copy of the transmittal documentation of the Notice of Intent Form and include it with the grant application.
- We will complete the Site Control Form (PR5750-4). If required, we will obtain title work for the park property to identify any existing easements within the project boundary.
- We will assist the Township in acquiring letters of support.
- We will create a detailed, itemized cost estimate for construction and engineering, and provide an overall budget showing grant funding and local match requirements. We will work with Township officials to identify, and list in the application, local match sources that can be secured in 2018 as required.
- We will identify permitting requirements for development of the project. Being mostly upland, we do not anticipate the need for environmental permitting from MDEQ, and therefore, do not intend to schedule a pre-application meeting with MDEQ prior to submittal of the grant application. Known permitting requirements for this project include:
  - Soil Erosion and Sedimentation Control      Kent County Road Commission
  - Notice of Coverage (SESC)                      MDEQ
  - Section 106 Review                                SHPO
  - Endangered Species Reviews                   MDNR/USFWS
  - Well and Septic Permit                         Kent County Health Dept.
- Time permitting, we will assist the Township in acquiring expert documentation regarding the natural features of the project site, and natural resource recreation opportunities for the site.
- We will provide documentation highlighting the Universal Design elements that will be included in this project.
- We will provide documentation highlighting the environmentally friendly features that will be included in this project.

In addition to completing and submitting the grant application on behalf of the Township, we will respond to requests for additional information from MDNR throughout the application review process.

Permit fees, title company fees, and fees from professional consultants hired to inspect the project site and provide documentation are not included in the proposal amount. Actual costs for such work will be invoiced to the Township for reimbursement. Moore & Bruggink will not mark up these charges.

***Proposal Amount* ..... \$4,250.00**

This proposal amount reflects a not-to-exceed amount based on the effort estimated to complete the work outlined above and will be invoiced based on our standard hourly rate schedule. If efficiencies can be realized, or if Township staff takes a larger role in drafting the application narratives, we will pass the savings on to the Township by invoicing for only the hours actually required to complete the application.

In summary, we believe our experience with past grant work combined with our role in the development of this park will help us successfully submit this grant application in the limited time available. We look forward to the opportunity to continue to work with you and your staff throughout this process. As you are aware, we continue to work on survey and design engineering tasks for this and other trail projects within the park, and are currently on track to meet the agreed-upon budget. If you have any questions regarding this proposal, please do not hesitate to contact me at (616) 363-9801.

Sincerely,



Timothy J. Hoffert, P.E.  
Project Manager