

## MANISTEE COUNTY RECREATION COMMISSION

Monday, August 15, 2022 Manistee County Courthouse & Government Center 6:15 P.M. 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 12<sup>th</sup> meeting 6:00 in Kaleva, room 16 in the Community Center.

Old Business: No old business.

New Business: Ms. Batzer stated that Lisa Sagala said that County entities are eligible to apply next year for the second-round of APRA. Mr. Szokola advised that the amount should be raised accordingly. The initial \$15,000 request for the first round of ARPA funds will still be requested at the August 22, 2022 meeting. Mr. Szokola would like a follow up with the Benzie County Rec Commission as they may still be interested in collaborating with Manistee County Rec Commission. Or Manistee County can find a way to utilize a full-time Recreation Manager position.

Ms. Heintzelman, presented the committee with the Manistee County Community Foundation, Minger Family Endowment Fund Grant Guidelines (APPENDIX A). A few key points regarding grant requests that she addressed to the committee consisted of the following:

- Match requirements need to be understood.
- First step is completing the application with the estimated cost and match.
- Need the position description rules and responsibilities before you can look at what grants you can apply for. Ms. Batzer would like to use and describe basic duties and show how funds can be sustainable for the next couple years, need to look at longer term such as 3 years. Collaboration with Benzie can be a possibility but there can be negative impact on grant eligibility. Huge need for support trust funds and grant applications.
- Find the next step after the approval of the first round of ARPA funds. Ms. Batzer said that Mark Coe stated a lot of their projects are recreation type projects and collaborating with the townships to help with projects which can help with funding. Mr. Beldo stated that Copemish Township is in favor with collaborating.
- The Recreation Committee and the grant writer can complement each other. The board is not clear how the recreation manager would be different from the grant writer position. Laura said to learn from Washtenaw County. County establishes the planning department. - There can be possibilities that this position can be in the planning department. Mr. Dunlop pointed out that the committee doesn't have enough value, say as the Planning Department. Consider focusing on using money to fund a position in the planning department.
- When writing the RRP for an engineering study, a grant writer won't have all the expertise, but the grant writer will be the one to find all the answers. It will be better to have a grant writer doing all that they can, with the help of the recreation manager.
- Will need to find someone who can assist with administering with grant writing. This person is working on the things that are all recreation involved and not getting bogged down with other entities that the grant writer was helping. Mr. Szokola believes that putting it in the Planning Department is appropriate because all the other planners can assist in all matters. A team can form to ensure all questions can be answered. The department holds all the valuable information that will be needed to complete tasks required.
- ARPA funds have to be used for Recreation Manager Position instead of a feasibility study. - Grant applications for small grants (\$5,000 or less) are accepted any time during the year and funding decisions will generally be made within 45 days.
- Applications for Large Grants (over \$5,000) are due on or before the April 15<sup>th</sup> and October 15<sup>th</sup> application deadlines with funding decisions by June 30<sup>th</sup> and December 31<sup>st</sup>, respectively.
- Communication with the City Parks and Recreation commission is a good idea.

Since Rob Carson left the Planning Director position, the County Wide Trail Plan has not been completed. The development of the County wide Trail Plan as to be completed. \_ Need a plan to move forward plan. Mr. Szokola will reach out to following for the next

Recreation meeting. Bill Kennis regarding Grant possibilities; Lisa Sagala regarding job 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,

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Erin Secord, Recreation Commission Secretary

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Date