

# Village of Uby & Uby Community Schools Special Meeting Minutes

Wed. April 25, 2018

Attending the Special Meeting were Mayor Pro Tem, Susan Schrader, Trustees: Jason Nicol, Brandon Zdrojewski, Jeff Rubin, Gabe Turner, Treasurer Kelly Pearce and Clerk Barb Butch. Representing Uby Schools were Elementary Principal, Joel Brandel and Jr/Sr High School Principal Jeremy Warner. There were also 3 people in attendance .

Mayor Pro Tem Susan Schrader started the meeting at 6 p.m. and turned it over to Steven Rutkowski, from Spicer Group and Adam Jenks, Michigan Fitness Representative.

## Safe Routes to School Grant Overview

Major Grant vs Minor Grant

Major Grant \$200,000 available per school \$400,000 Total for Infrastructure improvements and \$8,000-\$16,000 for Educational/Fitness programing

Mini Grant \$5,000 available per school \$10,000 for Educational/Fitness programing

Village with be the grant applicant on the behalf of the school.

Cost of Planning, Engineering, Bidding Administration, Grant Administration, and Construction Administration is NOT grant eligible. These costs are estimated to be 20% of the estimated project cost. Actual cost will be developed in the preliminary estimates of cost to be submitted as a part of the grant submittal.

The project cost will include meeting regulatory requirements for sidewalk width (5 feet), ADA design requirements, and work to be completed by a competitively bid through the MDOT letting process and award to a contractor that is on MDOT prequalified list.

All cost related to Cost of Planning, Engineering, Bidding Administration, Grant Administration, and Construction Administration are eligible expenses for MDOT ACT 51 funds that have been allocated to the village.

## Action Items

- The school will administer the student and parent surveys. (I sent them electronically to Jeremy and Joel)
- The school will send the address list of students to Adam
- Adam will take the addresses and put them in his program
- Adam, Steve, and Kelly will review the data generated to determine the “primary” routes to and from school.
- Village and School will advertise for the Walking/Biking Audit on May 24<sup>th</sup>
- After the Walking audit is completed we will develop the action plan for the grant application

## Schedule of Events

- May 23<sup>rd</sup> - Complete Student and Parent Surveys and send to Colleen
- May 24<sup>th</sup> – Administer the walking audit at 2 pm and the biking audit right after at 3:30 pm

The Special Meeting was adjourned at 7:20 p.m.

Submitted by:

**Steve R. Rutkowski, P.E.** | Project Manager I  
**SPICER GROUP, INC.**

and **Barbara Butch**, Clerk  
**Village of Uby**