



Virg Bernero, Mayor

**City of Lansing, Michigan
24th Annual Mayor's
Neighborhood Advisory Board
2017-2018 Grant Program
Application Checklist**



Virg Bernero, Mayor

Organization Name: Moore's Park Neighborhood Organization

Ward: 1 & 4

Project Name: Getting a Hook in Public Art

THIS CHECKLIST MUST BE ATTACHED TO THE FRONT OF EACH GRANT APPLICATION

Before submission, please check to make sure the following is included:

- ☒ 1. Submit a complete application which must be signed by two current organization officers.
- ☒ 2. Provide a complete list of names, titles, and contact information of the group's current officers.
- ☒ 3. Attach one copy of the group's bylaws or an explanation of the group and a set of minutes from the last meeting.
- ☐ 4. Copies of permits and/or letter(s) of agreement are required for this project.
- ☒ 5. Itemized list of material. Item(s) costing less than \$250 require one bid or written estimate.
- ☒ 6. Each item \$250 or more requires three bids or written estimates.
- ☐ 7. Original receipts are required for all final reports.
- ☐ 8. **Rebates that require an original receipt may be scanned for submission with your report. This only applies to rebate purchases.**
- ☒ 9. All applications and Signature Page should be submitted by email if possible to andi.crawford@lansingmi.gov or mail to: Neighborhood Resource Coordinator, Department of Planning and Neighborhood Development, 316 N. Capital Avenue D1, Lansing, Michigan 48933 **on or before 5 p.m., Friday, January 12, 2018.**
- ☒ 10. When submitting more than one application, please prioritize and **See Page 1.**
- ☐ 11. If applicable, you may submit a stipend request.
- ☐ 12. **Contact a NAB Member prior to any changes in expenditures and/or projects for a request for consideration of any changes.**
- ☐ 13. **All extensions must be approved by the NAB on/or before August 1, 2018.**

This information is required to assist the NAB to evaluate the proposal. If you have any questions, please contact one of the NAB members for assistance. **See Page B**



Virg Bernero, Mayor

City of Lansing, Michigan 24th Annual Mayor's Neighborhood Advisory Board 2017-2018 Grant Program Application



Virg Bernero, Mayor

Organization: Moore's Park Neighborhood Organization (MPNO)

Ward # 1 & 4

1. Project: Getting a Hook in Public Art

2. Grant amount requested from calculations (Page 2):

\$ 630

3. Prioritize if submitting more than one application (circle one) 1 or 2

4. Complete contact information is required on both individuals and cannot be the same individual

(Contact Person Submitting the Request)	(Contact Person Administering the Project)
Name/Title: <u>Michael Prohaska/ MPNO President</u>	Name/Title: <u>Michael Prohaska/ MPNO President</u>
Address: <u>620 W Barnes Ave, Lansing, MI 48910</u>	Address: <u>620 W Barnes Ave, Lansing, MI 48910</u>
Phone # and best time to call: <u>517-420-0708, 7 AM – 9 PM</u>	Phone # and best time to call: <u>517-420-0708, 7 AM – 9 PM</u>
E-mail Address: <u>president@mooreparkneighborhood.com</u>	E-mail Address: <u>president@mooreparkneighborhood.com</u>

PROJECT INFORMATION

1. Proposed Projects

- In a sentence or two, describe your project and its purpose. Neighborhood youth will hand-draw fish and wildlife art to be cut from a durable material for installation in Moore's Park. A reveal will be timed with MPNO Porchfest and a free fishing event.
- In a sentence or two what specific benefit will the community or neighborhood gain by this project?
By being directly involved in community art, neighborhood members are anticipated to increase their sense of ownership in the neighborhood and park. It is anticipated that the art and free activity will draw community members back to the park.
- Is this a joint project with another organization? Yes ___ No X If yes, which?

2. Project Location and/or Information

- Provide address or location in the neighborhood.
Moore's Park, Lansing, MI 48910
- Who owns this property and is there a letter of agreement allowing this use? (attach)
This property is owned by the City of Lansing. Brett Kaschinske, Parks and Recreation Director, has provided support for this proj.
- If a permanent structure is built, who will assume ownership and maintain it?
MPNO intends to perform continued maintenance of the installed art as required.
- If purchasing equipment, who will assume ownership, maintain, and/or store it?
No equipment is being purchased for this project.
- Is project currently in existence, in process or successfully completed anywhere in the area?
Yes X No _____. If so, how does this complement the existing project? This project coordinates with previous projects to encourage neighbors to explore the neighborhood.

DESCRIPTION OF YOUR ORGANIZATION PAGE 2 OF 4

NOTE: TO HAVE A VALID APPLICATION ALL QUESTIONS MUST BE ANSWERED AND PROPER DOCUMENTATION IS REQUIRED. Attach extra sheets if necessary.

1. List the street boundaries of the organization:

East of northbound MLK Boulevard, north of Mount Hope Avenue, west of Washington Ave, and south of the Grand River.

2. Does the organization have a checking or savings account for deposit? Yes X No _____

3. If no, please check whether funds will be handled by

_____ **FIDUCIARY**

4. Check information is required for processing and should be made payable to:

Organization: Moore's Park Neighborhood Organization

Address: P.O. Box 13044, Lansing, MI 48901

Telephone and best time to call: 517-420-0708, 7 AM – 9 PM

Contact Person: Michael Prohaska

Email: president@mooreparkneighborhood.com

5. ☐ Check if the project **will not** be completed by **Thursday, September 20, 2018** deadline and provide a reason the report will be late and date completed:

NOTE: Check(s) must be payable to an organization, not to an individual and no funds may be deposited in a personal account.

DESCRIPTION OF PAST ACTIVITIES

1. Briefly list the organization's accomplishments in the past two years. Two successful and growth oriented years of the MPNO Porchfest throughout Moore's Park, several NAB and LYB grants fully utilized for neighborhood improvements, and increased participation at regular and special event meetings.
2. Which activities were most effective? Activities including free activities for neighbor youth have been the most successful (egg hunt, pumpkin painting). These are closely followed by events involving the park and park related issues (Moore's Park Pavilion).
3. How has the organization's activities improved the neighborhood? MPNO has been able to provide neighbors with information regarding existing neighborhood resources while simultaneously providing new activities and material goods through the use of grant funds and by working with Lansing Parks and Recreation. Increasing overall neighborhood satisfaction.
4. Has the organization received other NAB grants within the last five years, and had the biggest impact on the neighborhood or organization and why? MPNO has received several NAB grants within the past five years. The largest impacts on the neighborhood have been observed through the purchases of movie-projection equipment, soccer nets, and Porchfest funding. Each of these activities have led to significant increases in neighborhood participation and ownership in regards to organizing these events and in neighbors meeting each other.

2017-2018 PROJECT BUDGET PAGE 3 OF 4

Project Name: Getting a Hook in Public Art

Organization Name: MPNO

Complete the project budget chart and amounts:

Items to Purchase	Mayor's Grant Portion	Donated Portion	Permits, Permission Letter(s)
1. Steel (11-14 gauge steel 4x8' sheets, \$99-\$140) (Approximately 80 pieces of artwork.)	\$ 280	\$ NA Shipping to be Paid	
2. Submitted Images to CAD Service	\$ 0	\$ 240 (In-Kind)	
3. Laser Cutting Service	\$ 200 (Est.)	\$ 0	
4. Outreach Materials and Advertisement	\$ 0	\$ 50 (Est.)	
5. Anchor Equipment for Art	\$ 150	\$ 50	
6.	\$	\$	
7.	\$	\$	
8.	\$	\$	
TOTALS:	\$ 630	\$ 340	

GRANT TOTAL: \$ 630

DONATION TOTAL: \$ 340

PROJECT COST TOTAL: \$ 970

Has other project funding been applied and/or submitted?

No other funding sources expected. MPNO has reached out to the Lansing Makers Network for laser cutting.

***NOTE: When applying for the \$3,000 grant you can also apply for the additional \$100 stipend.**

List links of any Webpages for bids. Email along with your Signature Page. For items exceeding \$250 list links of webpage or attach information.

1. Steel sheeting supplier (<https://www.metalsdepot.com/steel-products/steel-sheet>)

2.

3.

Page 4 of 4
Signature Page

Your signatures represent that all information provided on the application and Stipend Page is accurate to the best of your knowledge. You may email this page to:

andi.crawford@lansingmi.gov; or

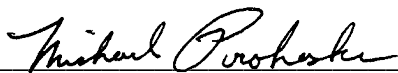
mail to: Neighborhood Resource Coordinator,

Department of Planning and Neighborhood Development,

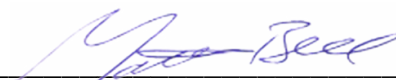
316 N. Capital Avenue D1

Lansing, MI 48933.

We certify the information provided on the **2017-2018** Mayor's Neighborhood Grant application is correct.



Signature of Organization Officer



Co-Signature

January 12, 2018

Date

January 12, 2018

Date



2017/2018 Elected MPNO Officers

1. Michael Prohaska, President

(517) 420-0708

620 W Barnes Ave.

2. Matthias Bell, Vice President

(517) 230-3043

709 Britten Ave.

3. Dave Potts, Treasurer

(517) 372-8154

221 W Barnes Ave.

4. Jonah Magar, Secretary

(734) 658-7690

225 Moores River Dr.

Moores Park Neighborhood Organization Bylaws

Adopted October 8, 2014

Article I. Name

The name of the organization is the Moores Park Neighborhood Organization (MPNO)

Article II. Purpose

The purpose of the organization is:

- a. To build, enhance, and promote our community by supporting and initiating activities beneficial to the neighborhood.
- b. To establish communication links among MPNO residents and act as a liaison that works cooperatively with the businesses, government agencies, institutions, schools, and neighborhoods in and around our neighborhood on common concerns.
- c. To encourage and facilitate participation in all issues affecting our neighborhood and the welfare of MPNO residents including health, land zoning, public safety, and street improvement.

Article III. Membership

Section 1. Members. Members are any persons 18 years of age or older who reside and/or own property within the Moores Park Neighborhood.

Section 2. Boundaries. The Moores Park Neighborhood of Lansing boundaries are:

North: Southern banks of the Grand River up to and including Island Ave.
West: Eastern side of S. Martin Luther King Jr. Blvd.
South: Northern side of W. Mt. Hope Ave.
East: Western side of S. Washington Ave.

See attached map.

Section 3. Voting. Members are entitled to vote at any meeting that they attend. Non-members are welcome to attend meetings to express their interest in the neighborhood.

Article IV. Executive Committee, Officers, and Duties

Section 1. Executive Committee. The organization is managed by the Executive Committee. The Executive Committee consists of at most four (4) officers and is elected by the members of the organization.

Section 2. Officers. The Executive Committee is comprised of the following officers:

1. President
2. Vice-President
3. Treasurer
4. Secretary

Section 3. Nomination and Election of Officers and Terms. Candidates are nominated in May and are elected by majority vote at the June meeting of the membership. New officers are installed in September and will serve for one year. They may be re-elected at the June membership meeting.

Section 4. Vacancy. If an officer position is vacated for any reason, a majority of the remaining officers may select a person to serve as a replacement or may choose to leave the position vacant until the June meeting. The Executive Committee may designate candidates to recommend to the membership at the May meeting and additional persons may be nominated at the May meeting.

Section 5. Removal. If an officer is unable to serve or is absent from three consecutive meetings, the Executive Committee may declare the position vacant after giving the officer at least 30 days written notice of its intent to do so.

Section 6. Duties of Officers. The duties of the officers are as follows:

1. The **President** presides at meetings, serves as the point of contact for the organization, ensures that the business of the organization is conducted in a timely manner, monitors progress of committees, and assists in any other board work/responsibilities as needed. In addition, the President chairs the communications committee and may belong to one other committee.
2. The **Vice- President** presides in place of the President if the President is unable to fulfill his/her duties, helps the President monitor progress of committees and assists in any other board work/responsibilities as needed. In addition, the Vice-President chairs at least one committee and may belong to one other committee.
3. The **Treasurer** manages all funds for the organization; collects, disburses, and makes monthly reports of all funds collected.
4. The **Secretary** sends monthly meeting reminders to Executive Committee members and calls for agenda items, posts meeting announcements, prepares and disseminates agenda at the direction of the President, takes minutes, and

serves as the archivist for the MPNO, holding all important official documents and filings.

5. No officer shall have any power or authority to bind the organization by any contract or engagement, to pledge its credit, or to render it liable pecuniarily for any purpose or in any amount.

6. No officer shall have any power or authority to make a political endorsement on behalf of MPNO.

Section 7. Other Committees. The Executive Committee may create other committees as it requires and provide an updated list at the June meeting. The President may appoint the members and designate the chairperson of each committee. Each chairperson reports to the President.

See attached list.

Article V. Meetings of Members

Section 1. Regular Meetings. Regular meetings will be held on the second Wednesday of each month except in August and December, at a place specified by the Executive Committee. Dates, times, and locations will be scheduled annually if possible, and notice of meetings will be given to reach a majority of members.

Section 2. Annual Meeting. The annual meeting will be held during June of each year. The annual meeting will include an election of officers in the Executive Committee for the following year and cover any other matters determined by the membership.

Section 3. Special or Non-Regular Meetings. A special meeting may be called by the President or other Executive Committee member at any time provided notice is given 3 days prior.

Section 4. Voting and Procedures. At any meeting, a majority of those present can decide any matter. Each member present may cast one vote; no votes may be cast by proxy. Meetings will be conducted in accordance with the Robert's Rules of Order.

Section 5. Etiquette. Behavior during any meeting shall not impede the orderly conduct of that meeting. During any meeting the presiding officer will not permit a personally abusive attack upon any person. Persons in attendance will not make any slanderous, disrespectful, or profane remarks including the utterance of threatening or abusive language. Questions and comments by members and guests may be restricted to a time limit determined by the presiding officer.

Section 6. Minutes. Minutes are to be maintained by the secretary with respect to all regular and special meetings. If the secretary is unavailable to attend any meeting, the

presiding officer will appoint an alternate to act as secretary. Meeting minutes and supporting documents are to be sent to the membership within a week after meeting.

Section 7. Adjourned Meetings. All meetings must be adjourned by a vote of the majority of the members present.

Article VI. Finance

Section 1. Acceptance of Funds. Grants, donations, bequests, and other funds may be accepted. The MPNO minimally applies, prepares, and files for grants from the City of Lansing and the Mayor's Grants. The organization may seek out grants to match existing MPNO activities or projects in which the organization would like to engage.

Section 2. Depository Accounts. All funds of the organization shall be placed in such depository or investment accounts as the Executive Committee may designate. MPNO checks must be signed by persons authorized as signatories by resolution of the Executive Committee.

Section 3. Management of Funds. The Treasurer is the principal custodian of all funds and sees that accurate books of account are maintained, ensures compliance with government tax, reporting, and other requirements, and provides the Executive Committee with financial reports and statements as requested. All financial records will be open to inspection by any officer or member.

Section 4. Payments to Officers or Members. There shall be no compensation for serving as an officer or being a member. Members may be compensated for services provided to the organization as approved by prior vote of the majority. Members may be reimbursed for approved expenses incurred on behalf of MPNO.

Section 5. Fiscal Year. The financial records and reports of the organization shall be based on a fiscal year ending December 31.

Article VII. Amendment of Bylaws

Section 1. Amendments. The bylaws may be amended by vote of a majority of the members present at any meeting, provided notice of the intent to amend is provided to members at least 20 days before the meeting, including at least a fair summary of the intended amendment.



**MOORES PARK NEIGHBORHOOD ORGANIZATION (MPNO)
REGULAR MEETING AGENDA
Wednesday, September 13th, 2017**

Come to Order: **6:30pm, REACH**

1. Additions/deletions to the agenda
2. Introductions
3. Approval of June Meeting Minutes
4. Officer Reports-
Michael Prohaska, President president@mooresparkneighborhood.com
Matthias Bell, Vice President vp@mooresparkneighborhood.com
David Potts, Treasurer
Jonah Magar, Secretary
5. Business
 - Grant Updates
 - Mayors Grant – Soccer Nets, Music Supplies
 - Love Your Block – The Bug and Wayfinding Signs
 - Events
 - Porchfest
 - Neighborhood Garage Sale
 - Easter Egg Hunt
 - Neighborhoods in Bloom
 - Pool Season
 - Driveway Movie Nights
 - Concert in the Park
 - Fall Park Clean-Up
 - Newsletter
6. New Business
 - Open
7. Community Events & Announcements
8. 8pm Adjourn

For details on any of the above events, please visit www.mooresparkneighborhood.com.

MOORES PARK NEIGHBORHOOD ORGANIZATION (MPNO)
REGULAR MEETING MINUTES
Wednesday, September 13, 2017

1. Additions/deletions to agenda
 - a. Lindsay Gluf-Magar has REO Town Commercial Association business to report.
2. Introductions
3. Approval of June Meeting Minutes
 - a. **Approved.**
4. Officer Reports
 - a. D. Potts (Treasurer) - Mayor's grant almost used up (paid for soccer goals, etc.). Love Your Block Grant money must be used by Sept. 20; expected to cover reimbursement for bug bike rack refurbishment.
 - b. M. Prohaska (President) - Pavilion update: Survey indicated resident support to tear down current pavilion and build a new one in the same or a nearby location. Letter from MPNO to Lansing Parks board will reflect this recommendation. Motion to approve: **Approved.**
 - c. J. Magar (Secretary) - none
 - d. M. Bell (Vice President) - none
5. Old Business
 - a. L. Gluf-Magar - Porchfest update: All artists confirmed; route being finalized; pavilion bathrooms will be open (Sep. 23, 12:30-4pm); REO Town Pub will host special neighborhood edition of Pub Bingo at 4:30pm.
 - b. M. Prohaska -
 - i. Past events check: Yard Sale, Easter Egg Hunt, Movie Nights, tree planting, pool open swim, 3rd annual concert in the park, spring cleanup; all went well. PSO Laboratories is empty as business owners split; will ask city to take over in such a way that we can open the fence between parking and pool.
 - ii. Noted that the summer newsletter was not distributed; added consideration for a new one in the winter (see below).
 - c. M. Bell - Called openly for volunteers.
 - i. To help prepare and distribute Welcome Packages to new residents, Contact Matthias at vicepresident@mooresparkneighborhood.com to get involved.
 - ii. Volunteers interested in helping care for Osband Orchard or the Community Gardens may contact David Potts at treasurer@mooresparkneighborhood.com.
6. New Business
 - a. M. Prohaska - Fall Park Cleanup (Oct. 14) needs volunteers. Contact president@mooreparkneighborhood.com.

- b. J. Magar - Will cover Winter Newsletter preparation. Volunteers who wish contribute content (stories, photos, etc) contact Jonah:
secretary@mooresparkneighborhood.com
 - c. L. Gluf-Magar - S. Washington corridor new/coming soon: Wheelhouse, REO Town Marketplace, The Rusty Nail (restaurant), Pablo's, Michigan Creative, Washington Financial Advisors, Record Lounge. Event: Nightmare Off Elm St. (Oct. 28).
 - d. N. Molnar -
 - i. How to deal with defunct businesses (Pockets, Speedwagon, Mt. Hope Party Store): Report issues via Lansing Connect app; if enough issues are reported, action may be taken.
 - ii. Bulk Item Pickup (Sep. 30) needs at least 15 volunteers to help place discarded items onto city trucks approx. 8am-noon. Please contact Natalie at greenplease@hotmail.com or 248-821-5828.
7. Next Meeting: March 14, 2018
8. Motion to adjourn: M. Bell motioned; L. Gluf-Magar seconded.



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Delivery Options to Lansing, MI 48910 (302 lbs.)				
<input type="radio"/> R & L Freight		\$135.60		
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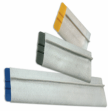
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[Click here to update quantities:](#)[UPDATE](#)**Discounts: \$0.00****Subtotal: \$108.00**

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