

WHITEWATER TOWNSHIP
PARKS AND RECREATION ADVISORY COMMITTEE
AGENDA FOR REGULAR MEETING

May 16, 2023, 7:00 PM

Whitewater Township Hall

5777 Vinton Road, Williamsburg, MI 49690

A Zoom link has been provided and will be available if there is a facilitator available at the meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/81129188196?pwd=YmJxQU5JUjAyckpuVENpZFJBTHVVT09>

Meeting ID: 811 2918 8196 Passcode: 423841

One tap mobile +13092053325,,81129188196#,,,,*423841# US

Dial by your location +1 309 205 3325 US

1. Roll Call of Committee Members
2. Set/Adjust Meeting Agenda
3. Declaration of Conflict of Interest
4. **Public Comment:** Any person shall be permitted to address a meeting of the committee. Public comments shall be carried out in accordance with the following rules and procedures:
 - a. Comments shall be directed to the Committee, with questions directed to the Chair.
 - b. Any person wishing to address the Committee shall speak from the lectern and state his/her name and address.
 - c. Persons may address the commission on matters that are relevant to township Parks and recreation issues.
 - d. No person shall be allowed to speak more than once on the same matter, excluding the time needed to answer Committee members' questions.
 - e. Public comment shall be limited to 3 minutes.
5. Approval of minutes of April 18, 2023
6. Correspondence: Steve Lagerquist regarding BCNA trail design and SPARKS grant information
7. Reports/Presentations/Announcements/Comments
8. Unfinished Business:
 - a. BCNA tree removal was approved by the Board on May 9. Have contacted Clerk Goss for PO and Steve Largent to schedule the work.
 - b. Lossie Trail wetland/bridge improvement: EGLE Preconstruction walk through-complete; landscape architect walk through complete; will need to write up an RFQ for preliminary engineering to bid out.
 - c. Hi Pray playground: minor fixes are complete
 - d. Lossie/BCNA temporary trail signage has been installed at the entrances
 - e. SPARKS grants. Scoring provided as correspondence. Discuss suggestions and improvements
9. New Business:
 - a. Request funds from Board for BCNA trail loop design
 - b. 2% Grant – procedures request to the Board
 - c. Project approval – procedure request to the Board
10. Next Meeting June 20, 2023
11. Public Comment
12. Adjournment

Whitewater Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities who are planning to attend. Contact the township supervisor at 231-267-5141.

**Whitewater Township
Parks and Recreation Advisory Committee
Minutes for Regular Meeting
April 18, 2023**

Call to order 7:00 p.m.

Roll Call: Butler, Melton, Voice, Hubbell, Glenn

Absent: Cosgrove

Also present: Recording Secretary MacLean

Set / Approve Agenda: Set

Declaration of Conflict of Interest: None

Public Comment: None

Approval of minutes:

MOTION by Butler, second by Voice to approve March 21, 2023, meeting minutes.

Roll call vote: Voice-yes; Cosgrove-n/a; Melton-yes; Hubbell-yes; Butler-yes. Motion carried.

Reports/Presentations/Announcements/Comments/Correspondence:

Memo from Glenn regarding the edging at the Hi Pray Park playground

Unfinished Business:

1. Hi Pray Park playground edging discussion: Corners need to be stabilized. The Board approved the materials for the border. Possibly add rebar. Hubbell will stop and look at it. It will need to be addressed soon. Hubbell will contact the contractor. Hardware was part of the quote and this was part of the scope of work contracted.

2. EGLE Preapplication information presented and discussed. Voice, Melton, Largent and Rebb of GT Conservation and EGLE walked the LRNT on the Cook Road side past the bridge and got a good look at how very wet the area is. Discussion amongst them regarding board walk and the bridge. The wet area is significantly larger than originally planned. Will need an engineer to get the quote. It will probably be close to the "worst case scenario" amount that was asked for in the ARPA grant. GPS coordinates were taken. EGLE would rather see a boardwalk than fill. Fill would be 10 foot wide and require a different permit if the land area is 1/3 of an acre. A boardwalk would be six foot wide. Some combination of fill and boardwalk. 1/3 acre is approximately 1500 ft of fill. Will compare notes with the conservancy guys.

Certain provisions have to be made for parking to accommodate the handicap but a natural trail does not have to be wheelchair accessible.

Need seed money to start the engineering. Will speak with Gosling Czubak – they said somewhere about \$2000 to \$3000 to get conceptual plans. At that point it would be a bidding process to move forward.

Phil Knapp had previously offered to help fund a boardwalk.

Work with Gosling Czubak to get a scope of work service/assessment/estimate, will need a bid, will need soil samples – project management basics.

Melton will connect with Gosling-Czubak and bring back to the next meeting.

3. PRAC Bylaws approval. Bylaws do not need Board approval. Will present the red line and the clean versions to the Board for their records.

4. BCNA update:

Brandon – easement

Communication with Largent: He requested a center line marking of the trail with a width of 15 feet and he can take it

from there. Gave an estimate of a project of a “not to exceed” amount \$3,500. Melton estimated approximately 30 trees. Estimated it would be one day up to a couple days. Hoping it can just be added to the project that was quoted as a “not to exceed amount” as last year that work came in considerably under budget.

Voice and Melton will walk the BCNA to get a better count of trees, take pictures and present to Steve for an up-to-date quote, in case of a change in the number of trees.

Need Board approval.

MOTION by Butler, second by Voice to request the Board approve the clean up of the rest of BCNA.

Roll call vote: Melton-yes; Hubbell-yes; Butler-yes Voice-yes; Cosgrove-n/a. Motion carried.

4. LRNT / BCNA signs Melton will get the rules to MacLean who will make laminated rules signs and trail names for each of the kiosks.

The GT Land Conservancy is very interested in working with the township but they do not work for free. They are very interested in helping the township to meet the plans of the BCNA.

5. Hi Pray walking trail – still need estimates.

6. Matching grant funds for playground equipment. GTB is unable to donate out of their “Donation Fund”. They recommend putting in for the 2% grant. Hubbell will get an updated quote. Voice will get the grant completed.

Send a memo to the board, again, regarding the playground equipment.

New Business:

1. Second round of SPARKS Grants: they still have not opened it up. The first round grant request will automatically go into the second round. We can update it.

Next regular meeting: Tuesday, May 16, 2023, 7 p.m.

Public Comment: None

Adjournment: 8:49 p.m.

Respectfully submitted,
Lois MacLean
Recording Secretary

Steve Lagerquist <slagerquist@gtrlc.org>

Fri, Mar 31, 11:18 AM

to me

Hi Melissa, so the management team had a discussion about our help with BCNA. We are very excited to help improve BCNA, but the team is not comfortable donating my time for free for the following reason. The typical way we help out with assist projects is when we are in the process of protecting the property we produce a budget that includes our staff time so that when we fundraise we are compensated for the time we put into the project. It's not typically a lot of money, but it provides us a way to cover our staff/org costs. BCNA is a bit different because we did the protection so long ago and we didn't include such items in the budget back then (we've since fixed that mistake with projects we do now). So what the management team would like to see is if Whitewater township applies for a grant for the improvements at BCNA, that potentially a portion of the ask could cover my time? We have staff costs at about \$58 an hour, so with my rough estimate of several days with trail layout and managing the SEEDS crew for trail construction (two weeks roughly) and maybe a couple full days of office work it might be about \$6500. If that is a bit too much, or the township would need a match to help with securing a grant we would be happy to donate 25% of those costs. I'm sorry this is not very good news, but I think we can offer some very quality trail design and construction management at a super good price as compared to any professional crew out there. Let me know your thoughts?

Thanks, Steve

**Mel Melton** <mammelton@gmail.com>

Fri, Mar 31, 12:14 PM

to Steve

Hi Steve - Thanks for this update. I don't believe this is unreasonable to ask that this project help pay for your time and design assistance, and oversight of SEEDS work. I think a good 'first step' might be if I request the board for some 'start or seed' money to get the first planning stage underway - i.e. trail design concept. This would obviously take up some of your time, so if I broke down this portion would you think \$2500 would cover it?

Then, we need to make a proposal to the board ultimately to help them give us approval if we can use the local ARPA funding for this project or not. If they say no, then we go for other Grant/funding options. If they say yes, we can move forward on planning further (design engineer, rfq, contracts, etc) for 2024 potential work.

Thanks,
Melissa

**Steve Lagerquist** <slagerquist@gtrlc.org>

Mon, Apr 3, 8:18 AM

to me

Hi Melissa, I think I could do all the trail layout, discuss the project with SEEDS and produce concept plans in about 4 days or less, so \$2500 would be a good ask. Let me know if there is anything I can provide that you think would help with the board ask? Looking forward to hearing what the board thinks.

Thanks,
Steve

Spark Application Score

Instructions: Select an organization from the drop down menu and hit Search.

Please note: To display on this report, the Spark application must be in the status 'Scoring Report Available' or 'Additional Info in Process'. If it is any other status, it WILL NOT display on this report.

For the Spark Scoring Tier Summary, please [click here](#).

The information provided in this report and in the link above represents only of round one and will not be updated with any new applications submitted as part of round two.

WT Score

Scoring Categories

- 17 Public Benefit and Anticipated Outcomes - **Maximum of 24 Points**
- 14 Access to Project Site - **Maximum of 17 Points**
- 3 Financial and Social Considerations - **Maximum of 19 Points**
- 13 Clarity of Scope and Ability to Execute - **Maximum of 14 Points**
- 13 Access to New Opportunities for People of All Abilities - **Maximum of 15 Points**
- 6 New Construction, Renovation and Future Maintenance - **Maximum of 11 Points**
- 66 Total Score - **Maximum of 100 Points**

Tier 8