

WHITEWATER TOWNSHIP
PARKS AND RECREATION ADVISORY COMMITTEE
AGENDA FOR REGULAR MEETING
October 17, 2023 at 7:00 p.m.
Whitewater Township Hall
5777 Vinton Road, Williamsburg, MI 49690
Phone 231-267-5141/Fax 231-267-9020

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 September 19, 2023
6. Correspondence: Email correspondence:
 - 1) County ARPA funding agreement paperwork
 - 2) BCNA loop design clarification request from Board
7. Reports/Presentations/Announcements/Comments
8. Unfinished Business:
 - a. Lossie Trail Wetland/bridge improvement
 - b. SPARKS grants – we were not successful in the second round
 - c. BCNA Trail loop design – review board comments
 - d. Whitewater Township Park playground toddler equipment
9. New Business:
 - a. GT County ARPA – Project description and budget for Board approval at their November meeting
 - b. Michigan DNR grants

Reference for Projects/Grants list: <https://docs.google.com/spreadsheets/d/1Z-s62J-AOq0hWf1JiR9a39dUdwPG8bIUUqwD3AvHeQg/edit#gid=634347005>

10. Next Meeting Agenda
11. Public Comment
12. Adjournment

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

DRAFT
Whitewater Township
Parks and Recreation Advisory Committee
Minutes for Regular Meeting
September 19, 2023

Call to order 7:01 p.m.

Roll Call: Melton, Voice, Glenn, Hubbell, Butler (arrived at 7:10 p.m)

Absent: Cosgrove

Also present: Recording Secretary MacLean

Set / Approve Agenda: Add Lawn Maintenance discussion as New Business 1

Declaration of Conflict of Interest: None

Public Comment: None

Approval of minutes:

MOTION by Voice, second by Melton to approve August 22, 2023, meeting minutes.

It is noted that the minutes indicate an August 31 special meeting was scheduled. That meeting did not take place.

On voice vote, all in favor. Motion carried.

Reports/Presentations/Announcements/Comments/Correspondence: Note sent via email that Gosling Czubak did not have an opportunity to get the requested information back in time for this meeting.

Unfinished Business:

1. Lossie Trail wetland/bridge improvement Request For Proposal (RFP).

ARPA reimbursement information regarding bid requirements. Above \$10,000 requires at least two bids and below \$10,000 does not require bids. At \$250,000 sealed bids are required.

Right now we have a bid for "engineering light" (option A) from Gosling Czubak (GC) which was about \$8000 and a bid from Gordy Fraser for \$25,000 plus, a "full engineering" (option B). Option C would be to go out for more quotes with a more defined RFP, we may get more bids, we may not. Option B information will have to be gotten at some point no matter who it is.

GC should have a bid to us next month.

It was noted that many of the wet areas are very limited in the time that they are wet. The major wet area(s) will need to be addressed.

Consensus to wait until next month to make the decision of which direction to go with engineering.

2. SPARKS grants; waiting on second round results. There are more or will be other grant opportunities in the future. DNR funding grants are much more detailed and complex.

3. BCNA trail design from Grand Traverse Regional Land Conservancy (GTRLC). Draft memo presented for presentation to the Board for October. Melissa will put the information together.

To develop a plan, create a scope of work, labor, etc. GTRLC has a not to exceed \$10,000 plus the SEEDS labor which would be an estimate of \$25,000. At those rates if using the ARPA we need two bids. Can go for DNR grants.

Get the full information and present to the board incorporating the use of the local ARPA funding.

PRAC needs to focus on the first step – the loop.

Draft a board agenda item with the corrected amounts, a map and the quote to be presented to the Board with a proposed motion.

Glenn will get it on the October board agenda.

4. WWT park playground toddler equipment addition: no movement, trying to get an engineer to draw up site plan. Glenn notes that the Gosling Czubak team has a playground engineer. We can ask them. Check with Zimmerman, Traverse Outdoor for a landscape architect.
Brandon will check with the people who have worked on equipment at the schools.
Possibly submit a google-earth mockup to the board for the board's evaluation approval instead of full engineering.

New Business:

1. Lawn Maintenance discussion based on the Board meeting discussion Melton noted the specs and the bid form. May need more descriptions, specs, trimming, cleanups and details. LRNT and BCNA need to be included in a maintenance plan. Glenn recommends getting a bid from Grand Traverse Conservation District to do the trails.
Some discussion at the board included the maintenance person possibly doing the work or some of the work.
Petobego needs some major cleanup, tree and brush cleanup.
Add Hi Pray spring cleanup and brush removal around the fences to the maintenance contract.

Hi Pray tennis and basketball courts need to be cleaned and painted.
The door at the Hi Pray storage maintenance building needs to be replaced.
Will Andrew Butler, the park manager, be taking over these types of park maintenance plans and work? Recognizing these types of needs and making the arrangements to be addressed is included in the park manager scope of work.

Committee Comment and Discussion:

Next regular meeting: Tuesday, October 17, 2023, 7 p.m.

Public Comment:

Lois MacLean inquired about the pile of trees and stuff at Hi Pray. They are left over from the last big storm that knocked a lot of trees down.

Adjournment: 8:48 p.m.

Respectfully submitted,
Lois MacLean
Recording Secretary

On Thu, Oct 12, 2023 at 12:34 PM Cheryl A. Goss <clerk@whitewatertownship.org> wrote:

Melissa/Don –

Note the deadline of 12/11 to have this document signed and submitted. It should be placed on the board's 11/14 agenda.

Thanks!

Cheryl A. Goss

Whitewater Township Clerk
5777 Vinton Road, P.O. Box 159
Williamsburg, Michigan 49690
Telephone: 231.267.5141 x24
Fax: 231.267-9020
clerk@whitewatertownship.org

Office Hours: Mon/Tue/Wed/Thurs 9:00 a.m. to 5:00 p.m.

I Pledge Allegiance to the Flag of the United States of America, and to the REPUBLIC for which it stands, One Nation, Under God, Indivisible, with Liberty and Justice for All.

From: Jenny McKellar <jmckellar@gtcountymi.gov>

Sent: Thursday, October 12, 2023 11:41 AM

To: supervisor@fifelaketwp.com; norad@goodwillnmi.org; contact@traversecitysna.org; clerk@whitewatertownship.org; smithgi@tcaps.net

Cc: Nate Alger <nalger@gtcountymi.gov>

Subject: ARPA Funding

Good morning,

I'm reaching out to remind you that in order to ensure the success of your ARPA project and distribution of funds, we will need you to complete the attached Funding Agreement, including your Project Description (Exhibit A) and Project Budget (Exhibit B). Note that the Grant Reimbursement Request Form (Exhibit C) can be submitted later and as often as needed as you incur expenses.

We need this signed agreement from you no later than Monday, December 11. Please let us know if you have any questions while filling it out, we're here to help!

Jenny McKellar

Special Projects Coordinator
Grand Traverse County Administration
400 Boardman Avenue, Ste. 305
Traverse City, MI 49684
Office: (231) 922-4622
Cell: (231) 313-6062

From: dglenn6542@yahoo.com <dglenn6542@yahoo.com>
Date: Thu, Oct 12, 2023 at 10:19 AM
Subject: BCNA trail concept & design funding request_10.10.2023
To: Melissa Melton <mammelon@gmail.com>

Melissa, the subject item was on the Board agenda this past Tuesday (10/10), a motion was made and eventually withdrawn with the matter to be sent back to the PRAC for further review.

The Board discussion was centered on the proposed path of the "loop closing" and the completion of that loop across private property just south of the parking area as shown on the map you provided in your request packet.

The obvious questions were how the loop could be completed without trespassing across the citizen property?

Without any clarification available to the Board at the 10/10 meeting on this issue, the item is being sent back for either additional information or discussion by the PRAC, thanks.

Don Glenn
dglenn6542@yahoo.com
Trustee - Whitewater Township
cell phone: (614) 940-4601