

WHITEWATER TOWNSHIP
PARKS AND RECREATION ADVISORY COMMITTEE
AGENDA FOR REGULAR MEETING
July 17, 2023, 7:00 PM
Whitewater Township Hall
5777 Vinton Road, Williamsburg, MI 49690

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 May 16, 2023
6. Correspondence: RFP examples
7. Reports/Presentations/Announcements/Comments
8. Unfinished Business:
 - a. BCNA tree removal completed June 7-8.
 - b. Lossie Trail wetland/bridge improvement, create RFP for preliminary engineering services.
 - c. Hi Pray playground: final inspection done – passed. Park closed signs were removed.
 - d. Lossie/BCNA temporary design: requested an official quote from Steve Lagerquest at GTLC.
 - e. SPARKS grant requests were resubmitted for second round of funds.
 - f. Whitewater Township Park playground toddler equipment addition: Mark Pressel has been contacted to request an engineering quote to do a drawing. Was this ever added to the board agenda as a project for approval?
9. New Business:
 - a. Zoom discussion
 - b. Mowing contract for BCNA and LRNT trails
10. Next Meeting August 15, 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.

DRAFT
Whitewater Township
Parks and Recreation Advisory Committee
Minutes for Regular Meeting
May 16, 2023

Call to order 7:00 p.m.

Roll Call: Cosgrove, Hubbell, Voice, Glenn

Absent: Butler, Melton

Also present: Recording Secretary MacLean

Set / Approve Agenda: Set

Declaration of Conflict of Interest: None

Public Comment: None

Approval of minutes:

MOTION by Cosgrove, second by Voice to approve April 18, 2023, meeting minutes.

On voice vote, all in favor. Motion carried.

Reports/Presentations/Announcements/Comments/Correspondence:

BCNA design from Grand Traverse Regional Land Conservancy

SPARK application score

Glenn: Hi Pray Park, got all of the testing and plumbing repairs. Not anticipating any issues with the water testing. If everything stays on track the park should be fully open by the end of the week.

Tennis nets have been put up by a group of volunteers.

Andrew Butler, park manager, has been learning and doing well.

There are issues with the freezing of the pipes. May look at using port-a-johns for the early weeks of the spring season.

Unfinished Business:

1. BCNA tree removal was approved by the Board on May 9. Clerk has been contacted for a purchase order and Steve Largent has been contacted to schedule the work.

2. Lossie Trail wetland/bridge improvement: EGLE Preconstruction walk through has been completed. Landscape architect walk through has been completed. Will need to write up an RFQ for preliminary engineering for bids. Do not want to use the Federal ARPA funds to pay for the preliminary engineering. The whole project will require an RFQ and three bids. Use township funds to pay for the design work so that if GTRLC, Steve Lagerquist, wants to do the work and the township/PRAC has the option to choose them.

Melissa and Amber will put together the two RFQs for the BCNA and LRNT.

3. Hi Pray playground: Required minor fixes are complete. The inspector will be up to do the inspection this week.

4. Lossie/ BCNA temporary trail signage has been installed. Amber and Melissa walked the LRNT and looked at and assessed the possibility of a parking area. Trying to find an acceptable compromise for the parties involved.

5. SPARKS grants – scoring provided as correspondence. Discussion, suggestions and improvements. Discussion ensued regarding the lowest earned point areas. Financial and Social Considerations section appears to be only based on state statistics of the geographic area so there is really nothing that can be done in that area.

New Business:

1. Request funds from the Board for BCNA trail loop design. Get a line item quote with a scope of work.
2. 2% Grant – procedure request to the Board. What is the procedure for the Board to allow the PRAC to try to go for a 2% Grant? Would like to be able to write up a brief narrative about the project and present to the Board. Glenn indicates to directly ask the questions you want answered, spelled out concisely so they can be addressed. Amber noted that the grant form requires the supervisor signature. She had asked the Supervisor about moving forward on a grant request for playground equipment. The general layout and quote for the equipment had been supplied. The Supervisor said no. It was dropped at that point. Thought we were getting our ducks in a row as requested. Glenn does not know if there is a formal process. Recommends just bringing a formal cover memo with some detail. The PRAC needs to know if we have the support of the board. It is just difficult to jump through all the hoops and then not even have it get to the board for any discussion or approval.

Regarding the park playground equipment request specifically, architectural drawing fees would have to be granted from the Township Board first. Katherine Barry has offered to look at architectural drawings to make sure they meet code. She may have ideas of who would be willing to do a small project. Maybe Katherine can even do it if she is certified or maybe someone in her company has the credentials and is willing to do it.

That would go in with the quote and other documentation to be presented to the Board.

Get a drawing, get a quote, present with a memo for the Board to approve. Don't want to have to put money into the project after the fact.

Amber will forward the 2% Grant application to all to check.

Benches and possible tables for the LRNT.

3. Project approval – procedure request to the Board. Glenn encourages the PRAC to make a list of questions that would need to be answered if someone was coming to you asking you for money.

Committee Comment and Discussion:

Lots of practices happening and using the batting cage by the little league. The fields are being used.

A walking trail at Hi Pray would be used a lot.

Next regular meeting: Tuesday, June 20, 2023, 7 p.m.

Public Comment: None

Adjournment: 8:23 p.m.

Respectfully submitted,
Lois MacLean
Recording Secretary

Rfp examples:

Scope

Request for Proposals for Consulting Services: The purpose of this Request for Proposal (RFP) is to select a firm to provide consulting services for a Streetscaping & Conceptual Engineering Plan for the Kercheval and Charlevoix business districts. The plan must include elements for streetscape improvements including a full range of site amenities including trees and landscaping, seating areas, special pavements, site furnishings, traffic calming measures, pedestrian crosswalks, and on-street parking.

Project Notes

****REQUEST FOR PROPOSALS FOR CONSULTING SERVICES****

QUESTIONS will be accepted until May 31, 2023 12:00AM.

Your Notes

From <<https://members.grbx.com/project/details/2023-176B-A>>

Scope

The City of Sturgis is requesting proposals from consulting landscape/architectural/civil engineering firms to provide design services for an off-road biking/walking trail located within the City of Sturgis, in St. Joseph County, Michigan, that is approximately 3 miles in length spanning from west of Big Hill Road west to N Jefferson Street and then south to Fawn River Road. The scope of work consists of preliminary design layout, final design, preparation of Contractor Requests for Bids, evaluation of bids (including a recommendation for a preferred contractor) and construction administration for the final design.

From <<https://members.grbx.com/project/details/2021-2FF9>>

Scope

The Michigan Department of Natural Resources (MDNR) Parks and Recreation Division (PRD) is requesting professional architectural and engineering services for the design and construction of accessibility improvements for access to the top of the waterfall at Bond Falls Scenic Site.

From <<https://members.grbx.com/project/details/2021-1269>>

Scope

The City is soliciting proposals from qualified firms to provide as-needed engineering services for our ARPA-funded projects. This is a Quality Based Selection process, and services for each project will be negotiated independently; therefore submittals shall exclude fees or costs. This contract shall remain in effect through December 31, 2024.

From <<https://members.grbx.com/project/details/2022-117E>>

Scope

The DNR seeks the services of a qualified engineer to develop plans for the expansion of the dumpstation at Pontiac Lake Recreation Area. Due to the increase in park visitors and use, an expansion to the existing dumpstation is needed to accommodate its users. There is currently one station for 176 campsites; the DNR would like to add (3)-double sided stations to use 6 at one time. The DNR would like to phase to keep at least one operational during construction. This project will use Federal ARPA funding.

From <<https://members.grbx.com/project/details/2022-2616>>

Scope

Request for Proposal (RFP) for Construction Management Services is open to all interested firms to provide comprehensive construction management services for ARPA improvements for DNR Parks in the Rose Lake District throughout preconstruction, construction, and post construction phases. Participation in the first round of RFQ/RFP is not a prerequisite to submit an RFP response in this round. This round is open to all qualified firms.

From <<https://members.grbx.com/project/details/2023-08CC-A>>
