

**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