

**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

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