

**Whitewater Township  
Parks and Recreation Advisory Committee  
Minutes for Regular Meeting  
October 17, 2023**

**Call to order 7:02 p.m.**

**Roll Call:** Melton, Cosgrove, Glenn, Butler, Hubbell

Absent: Voice

Also present: Recording Secretary MacLean, Park Manager Andrew Butler

**Set / Approve Agenda:** add Park update by Andrew Butler to Reports

**Declaration of Conflict of Interest:** None

**Public Comment:** None

**Approval of minutes:**

**MOTION** by Butler, second by Hubbell to approve September 19, 2023, meeting minutes.

On voice vote, all in favor. Motion carried.

**Reports/Presentations/Announcements/Comments/Correspondence:** Email correspondence:

County ARPA funding agreement paperwork, will be discussed during Unfinished Business.

BCNA loop design clarification request from the Board, will be discussed during Unfinished Business.

Added: Gosling Czubak (GC) quote will be discussed during New Business.

Introductions of the committee members. Andrew Butler, Whitewater Township Park. Summer went pretty smoothly.

Melton explained what the PRAC is and does such as the Rec Plan and gathering details of projects. PRAC makes recommendations to the Board who makes approvals and financial decisions. PRAC does not get involved much with the operations of the campground and basic maintenance items.

Who is Andrews primary contact? It depends on the question.

Andrew's main focus has been the campground for this year and the rest of the parks will be under his purview as time goes on.

The boat launch project is mostly done. As of today, Molon is ahead of schedule. Recommend everyone check it out.

**Unfinished Business:**

1. Lossie Road Nature Trail (LRNT) wetland/bridge improvement. Approximately 1/3 of the local ARPA was designated for the parks, (\$80,000+). We also won a grant from the county for additional ARPA funds.

Received two engineer bids. The Gourdie Frasier Associates (gfa) bid was a more comprehensive package. The Gosling Czubak proposal did not have as much detail so they were asked for a more comprehensive package. We now have both.

Discussion ensued regarding the details and the differences of the two proposals.

Additional discussion ensued regarding the first GC quote of \$6800. This one would be used as the "findings of fact".

This "engineering lite" would help us make the determination and could answer some of the questions we have.

Discussion ensued regarding motorized vehicle access.

**MOTION** by Cosgrove, second by Butler that the committee recommend to the board accepting the 8/14 Gosling Czubak contract for services for \$6,800.

Roll call: Butler-yes; Melton-yes; Hubbell-yes; Voice-NA; Cosgrove-yes. Motion carried.

Melton will include in her message to the board reasons for this decision.

2. We were not successful in the second round of the SPARKS grant.

3. BCNA trail loop design – review board comments regarding the section that the potential trail would be on or touching or crossing over property not owned by the township. Melissa shared her walk trail with the committee. Melissa had a meeting with the property owner. The property owner’s reaction was that she was receptive to the proposed trail plan. The township and the property owner share an access easement. For \$2,500 would like to get the professional opinion and take that to the board and to the property owner. Possibly get a note from the property owner that they are interested in investigating the options. Investigate the current BCNA plan deed and easement. Need to make sure we have an easement. Melissa will evaluate the documents and request a general approval by the property owner. Can we know what the easement would need to be if we do not have a basic design without the professional opinion that this \$2,500 would provide? Possibly change the loop so it doesn’t cross the property or require an easement.

4. WWT park playground toddler equipment addition. Hubbell spoke with someone who could give the setbacks information based on the current site plan. They would not come out and do an actual site plan. Gosling Czubak has two people who do playground equipment site plans. They have been asked to let us know how much it would be to create the site plan.

**New Business:**

1. GT County ARPA – project description and budget for Board approval at their November meeting. GT ARPA \$95,917.

Need to complete the project description – use the grant writing verbiage.

Budget: Steve Largent helped provide the information and budget dollars for the grant verbiage – use the grant writing verbiage except we didn’t have engineering cost estimates like we do now. Use the grant verbiage regarding the funds requested \$95,917, total project \$150,000, township portion of \$54,083 of the \$80,000+ from the township ARPA funds that were designated toward park and rec. Capitalize on the county ARPA funds in combination of with the township ARPA funds.

Agree to copy / paste the information from the grant that was approved with a change in the budget numbers to \$43,000 engineering and \$107,000 in materials and address this in a memo to the Board. Include the request of the township ARPA funds be used for this.

The Gosling Czubak \$6,800 “engineering lite” would give us the information we need.

2. Michigan DNR grants – tabled.

**Committee Comment and Discussion:** Let us know if we can assist you, Andrew.

**Next regular meeting:** Tuesday, November 21, 2023, 7 p.m.

**Public Comment:** None

**Adjournment: 9:16 p.m.**

Respectfully submitted,  
Lois MacLean  
Recording Secretary