

WHITEWATER TOWNSHIP
PARKS AND RECREATION ADVISORY COMMITTEE
AGENDA FOR REGULAR MEETING
Tuesday, February 21, 2023, 7 p.m.
Whitewater Township Hall
5777 Vinton Road, Williamsburg, MI 49690

Join Zoom Meeting

<https://us06web.zoom.us/j/84990012650?pwd=aTBLWHM3Q1RXYjhiY2Y0cWs0dnM3QT09>

Meeting ID: 849 9001 2650 Passcode: 600197

One tap mobile +13092053325,,84990012650#,,,,*600197# US Dial by your location +1 309 205 3325 US

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.
 - e. Public comment shall be limited to 3 minutes excluding the time needed to answer Committee members' questions.
5. Approval of January 9, 2023, meetings minutes
6. Correspondence: Peninsula Township Park flyer and Playground equipment email with link
7. Reports/Presentations/Announcements/Comments:
Reference for Grants: <https://docs.google.com/spreadsheets/d/1Z-s62J-AOq0hWf1JiR9a39dUdwPG8blUUqwD3AvHeQg/edit#gid=634347005>
8. Unfinished Business:
 - a. BCNA tree removal – on hold
 - b. Lossie Trail wetland and improvements:
 1. EGLE preconstruction walk thru-scheduling
 2. Landscape Architect walkdown
 3. Subcommittee thoughts
 - c. Hi Pray Park request Board approval to reopen playground
 - d. Lossie/BCNA trail signage – on hold
 - e. SPARKS grant for BCNA trail upgrades not successful on first round
9. New Business:
 - a. New PRAC binders to be assembled
 - b. PRAC Bylaws review, update and discuss Annual Report
 - c. Capital Project Process – drafted by Don Glenn
10. Next Meeting Tuesday, March 21, 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 x23.

**Whitewater Township
Parks and Recreation Advisory Committee
Minutes for Regular Meeting
January 9, 2023**

Call to order 7:00 p.m.

Roll Call: Butler, Cosgrove, Melton, Voice, Hubbell arrived late

Set / Approve Agenda: Move New Business c,d & e to before Unfinished Business

Declaration of Conflict of Interest: None

Public Comment: None

Approval of minutes:

MOTION by Cosgrove, second by Voice to approve December 13, 2022, meeting minutes as amended.

Roll call vote: Butler-yes; Voice-yes; Cosgrove-yes; Melton-yes; Hubbell-n/a. Motion carried.

Hubbell arrived.

Reports/Presentations/Announcements/Comments/Correspondence:

SPARKS Grant Submission.

Glenn noted that the Boat Launch Project package is out to bid. Bids will be opened on the 31st of January, F&V will put together a summary, the board will look at the bids on February 9 and if needed February 16. There has been discussion of an oversight project manager.

Unfinished Business:

1. BCNA tree removal – Do we want to make recommendation to the board or put it on hold? Largent feels the initial cleanup contract is an open contract since the contract was an “up to” amount. The “up to” amount has not been reached. He is willing to do the rest of the work as part of the “open contract”.
Largent would only need to know the center line and would be able to get a cost estimate to do the work. Glenn would like a scope of work, cost, project manager, quote, with a begin and end date and he can take it to the board. Glenn feels that this work is in the hands of the PRAC and he will take that information back to the board. Melton will contact Largent. Glenn recommends a memo with a hard bid to be presented to him to be presented to the board for approval. Consensus is to get the information, get a cost estimate and present.
2. Lossie Trail wetland improvements, EGLE preconstruction permit walk will cost \$150. Kevin Krogulecki of Gosling Zubek would walk through with EGLE to get the details to do a conceptual drawing. Kevin recommends trying to get the walk through in the spring.
3. Hi Pray Park playground inspection will happen in the spring. Glenn and the committee believe the park can be opened (signs and tape removed) at this time.
4. Lossie /BCNA trail signage – on hold, pending the final tree removal.
5. Revised Draft bylaws to revise meeting dates are in the board packet for the January 10 meeting.
6. GT County ARPA grant status \$95,000 + was awarded for the Lossie Trail. Out of 110 grant requests we were one of only 27 that got chosen. Commissioner Nelson indicated that the township should be hearing more about it. Glenn recommends creating a plan as previously discussed such as scope of work, cost estimates, project manager, quote, with a begin and end date with a breakdown of the beginning, middle and end, needing seed money, etc. Create a memo with supporting documentation. Conceptual drawings from Kevin would need some money.

7. SPARKS grants BCNA trail upgrades. The board did authorize to submit for two projects. A grant request was submitted for BCNA. The second one was not put in for the walking trail at Hi Pray Park. Elmer's came through at \$750,000 for a 10' wide trail, not including the parking lot. The third project was not authorized by the board and would require more detail to be presented to the board for authorization to submit a request.

8. Budget Items

Capital projects:

\$81k in local ARPA approved for BCNA/Lossie Trail improvements

\$95,917 GT County ARPA grant awarded for LRNT wetland mitigation and trail improvements

\$?? For slide and toddler climber activity set for Park playground (Hubbell)

\$1000 each for BCNA and LRNT signage

Funding was requested previously for clearing trail to width of 8th feet for LRNT and BCNA

Maintenance items: (PRAC recommendations – this is not a full list of all maintenance for Parks and Rec)

Weed removal Hi Pray playground, front flower bed, batting cage, fence line and baseball diamonds, diamond dust, mowing, irrigation, etc.

BCNA/LRNT/Petobego maintenance mowing 3-4 times per year.

2021 had \$23,840 maintenance for recreation maintenance. Maybe we need \$36,000 to \$40,000 for 2023/2024.

Discussion ensued regarding budgeting, park manager, project management, handyman work, etc.

New Business:

1. Special meeting request by Supervisor Popp for a board special meeting regarding park rates has been called.

2. Discussion of next step for ARPA funded projects. First step for LRNT is to get connected with EGLE. More requirement information will be coming from GT County.

Lagerquest will be contacted about moving forward with the loop. The Land Conservancy may have engineers.

3. Election of officers (handled before Unfinished Business)

Melton nominates Butler as Secretary. Butler accepts.

MOTION by Melton, second by Cosgrove for Butler to serve as secretary.

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

Butler nominates Hubbell as Vice Chair. Hubbell accepts.

MOTION by Butler, second by Voice for Hubbell to serve as Vice Chair.

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

Cosgrove nominates Melton as Chair. Melton accepts.

MOTION by Cosgrove, second by Butler for Melton to serve as Chair.

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

4. Resolution PRAC 23-01, 2023/2024 Meeting dates (handled before Unfinished Business)

MOTION by Melton, second by Hubbell to adopt Resolution PRAC 23-01, pending board approval of the date change to the third Tuesday of each month.

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

5. Bylaws review – postpone until February

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

Discussion on communication between the Board and PRAC through Glenn as the liaison.

Public Comment: None

Adjournment: 9:20 p.m.

Respectfully submitted,
Lois MacLean
Recording Secretary

DRAFT



PENINSULA TOWNSHIP PARKS COMMITTEE

What's New at Our Parks?

A much-needed new swing set and play structure will be installed at Bowers Harbor Park in spring of 2023. The new equipment will be located near Pavilion #1 and will feature slides, climbing sections, and musical instruments as well as a swing set with two regular, one toddler, and one ADA swing. Watch for news of a community gathering at Bowers Harbor Park to celebrate the completion of the new playground and to seek input on upgrading the playground on the park's south side.

Funding for the new equipment was made possible through community members' donations to our parks fund and monies committed to the project by the township and approved by township trustees. Participation in the MiDeals program, assistance from Sinclair Recreation, and a discount available through the manufacture and design company PlayTime brought this \$64,000 project into alignment with the committee's \$52,000 budget.

The Grand Traverse Regional Land Conservancy, working hand in hand with the township, is leading fundraising efforts to expand Pelizzari Natural Area (PNA). Details on the expansion and how to donate can be found at the conservancy's website at gtrlc.org. Look under "Land Protection" and "Active Projects" for a detailed description of what's at stake and how you can support this worthy effort.

Likewise, donations to the township's parks system in general or to a particular park can be made by reaching out to Treasurer Marge Achorn or Deputy Treasurer Katie Clark. They'd be thrilled to work with you.

The parks committee and Land Information Access Association (LIAA) have worked jointly for months to produce the brand new 2023 Peninsula Township Parks and Recreation Plan.

This document is mandatory for grant applications and must be updated every five years. Citizen input was gathered at public meetings, township open houses, and via online tools. To review the plan, please visit www.peninsulatownship.com.

What's Ongoing at Our Parks?

A continued request for courtesy. Leashing and picking up after pets is a must. Please do not create unauthorized trails or disturb vegetation. Although removing obstacles from trails is appreciated, please contact the township if you see trail routing or live tree trimming issues.

Tremendous use but few resources. As a general law township, Peninsula Township's taxing authority is limited. Although township residents are aware of the significant property taxes they pay, it's not as well understood how few of those dollars go to township operations (see the articles and graphs from the treasurer on pages 4–5).

With 850 acres of parkland to manage, current collections are inadequate for park maintenance and capital improvement projects, so grants and other fundraising tools are essential, as is the tenaciousness of parks committee members and township board members who scour the ground for pennies and routinely write grant requests.

Volunteers who contribute in significant ways. Many thanks to the following individuals for their help, and if any contributor was missed, thanks to you as well!

Ongoing litter collection around Mission Point Lighthouse Park and adjacent trails is led by Bill and Robbin Stott, Bill Ryan, Lola Jackson, Dilya Garcia, Kathy Tuckerman, Mickie and Allen Novorolsky, Davi Peterson, Leslie Cuppett, and Judy Heffron.

New fencing installation and other repairs were made in 2022 at Archie Park by Mary Beth Milliken, Jay Milliken, Michèle Zebell, Pete and Linda Dahl, Todd Antrim, and Dave Murphy. A bike repair stand and pump are in the works, so stay tuned.



An inviting path beckons visitors at Pelizzari Natural Area after a recent snowfall

At Pelizzari Natural Area, two separate outings to address invasive species removal occurred, with more work planned for 2023. Participants in these efforts to remove autumn and Russian olive included Steve Lagerquist of the conservancy, Betsy and Steve Duede, John Pflughoeft, Laura Jacobson, Kara Koeplin, Jeff Graft, Todd Antrim, Bill Serocki, Paul Shirilla, Michele Zebell, Susie Shipman, Armen Shanafelt, Erin Gartland with daughters Madeline and Greta, Sue Peters, Jim Woodburne, Julia Crandall, Howard VanHouten, and Dave Murphy.

At Bowers Harbor Park, as has been the case for years, Eric Dreier diligently tends to new plantings by hand watering. Other individuals pick up trash everywhere they see it. Thank you all for these efforts.

What's New to the Parks Committee?

Having Peninsula Township Planner Jenn Cram regularly attend our monthly meetings and support the work of the parks. This is the first time we've had staff support, which is an indication of the importance of these treasured community assets.

If you're interested in volunteering in our parks, please contact Peninsula Township Parks Committee Chairman Mike Skurski at parksmike49686@gmail.com.

Festival of Races Gives Back to Peninsula Township's Parks

Starting this year, says National Cherry Festival Executive Director Kat Paye, applicants who register to run the 5k, 10k, 15k, and half marathon in the annual Festival of Races have the option of adding a donation in whatever monetary value they would like with all donations going to Peninsula Township's parks.

Paye, who shared this news with the township board and parks committee on January 10, 2023, commented, "Thank you for allowing us to be here for the last 50 years and run our races on this beautiful peninsula. This new donations program allows us to support the community that supports us."

Registration for the Festival of Races opened January 9. If you're planning to run, don't forget to make a donation to our parks!



EXPECTATIONS FOR THE YEAR AHEAD FROM GRAND TRAVERSE COUNTY COMMISSIONER TJ ANDREWS

"Congratulations?" That's how several people have responded to my successful bid to represent District 7 on the Grand Traverse County Commission. The question mark at the end—the upward lilt in their voice—is not misplaced. Elections are hard, but serving is undoubtedly much harder. After an election cycle focused on differences, we must now all come together and function as a cohesive, unified board.

My outlook for 2023 is cautiously optimistic. The county commission is now bigger, with nine instead of seven members, and the majority of these members are new, with fresh perspectives and enthusiasm. Most campaigned on protecting our rivers and streams and building a sustainable future. And the outgoing commission just made an unprecedented \$10 million public investment in critical community infrastructure to help address housing, mental health, the environment, and more.

I cannot address 2023 expectations without acknowledging that, beneath the county's outstanding natural features, our community faces complex challenges: roads crumbling into the bay, inaccessible mental health services for those in crisis, and the state's longest childcare waitlists, among many others. Today's difficulties are the result of numerous decisions involving complex systems that extend well beyond this county.

The most realistic expectation for 2023 is that the issues before the county commission are likely to evolve in unexpected ways. If we are to be an effective commission, we will need to speak with one voice to develop local strategies and to advocate for necessary state and federal resources and policies. With 20 years of litigation experience, where most cases end in settlements, I understand how to move beyond polarization to reach mutually acceptable resolutions. Doing so necessitates listening to each other, understanding and then focusing on the priorities, thinking creatively, and—above all—maintaining respectful civil discourse. I am confident these skills transfer from the courtroom to the boardroom. As county commissioner, I am focusing on our unified road ahead, not the path we each took to get here.

While the county commission may be the last link in complex systems to deliver services to citizens, it may also be the most accessible. As your commissioner, I welcome input and invite direct communication. I am available to listen, share, and learn. Please be in touch.

You can reach TJ at tandrews@gtcountymi.gov or 231-714-9402.

Begin forwarded message:

From: brandon <brandon@gtfruit.com>
Date: January 19, 2023 at 4:49:22 PM EST
To: Melissa Melton <mammelton@gmail.com>
Subject: FW: RE: Whitewater Township Park Equipment

----- Original message -----

From: Paul Childs <paul@cvsnyder.com>
Date: 1/19/23 4:32 PM (GMT-05:00)
To: brandon@gtfruit.com
Subject: RE: Whitewater Township Park Equipment

Brandon,

Our 2023 Early Bird Sale just went live. [Please check it out here.](#)

Let me know if you see anything you like.

Thanks!
Paul Childs
Northern Indiana/Western Michigan Sales
Cell: 574-612-0079

From: Paul Childs
Sent: Thursday, January 12, 2023 9:08 AM
To: brandon@gtfruit.com
Subject: Whitewater Township Park Equipment

Brandon,
Thanks for your patience with me in getting back to you.

I found the slide that you purchased in 2017. It was a 640-0615 72" Stainless Steel Slide. I can give you quote for another.

As far as a playstructure for 2-5 year olds that's not too large, here are a few options to consider. Please click on the hyperlinks to see the structures.

- [SY-2990](#) – About \$12,175 plus freight and installation.
- [SY-2987](#) – About \$15,922 plus freight and installation.
- [SY-3049](#) – About \$18,600 plus freight and installation. This one includes a large shade canopy if the site does not have a lot of shade available.
- [SY-3048](#) – About \$18,208 plus freight and installation. This one is a bit larger, but I like it.

Please let me know what you like. If you don't see one you like, let me know. We can find something that will fit your need.

I look forward to hearing from you and providing a quotation.
With kindest regards,
Paul Childs
Northern Indiana/Western Michigan Sales
Cell: 574-612-0079

WHITEWATER TOWNSHIP PARKS & RECREATION

09/26/2022

TO: TOWNSHIP BOARD

FROM: MELISSA MELTON, PRAC CHAIR

SUBJECT: HI PRAY PLAYGROUND EXPANSION RECOMMENDATIONS

CC: BRANDON HUBBELL, TOM COSGROVE, FRAN BUTLER, AMBER VOICE

The PRAC submitted recommendations to the board last month to 'fix' the concerns listed from the inspector, who performed the playground inspection at HI Pray park on August 27th. The board had concerns of our recommendations and the estimates/quotations for these fixes, so I would like to clarify and address what I hope will answer all of these.

The inspection report had detailed 6 items of concern and are addressed as follows:

- 1) Fall zone: we are expanding fall zone 3 ft out in each direction (see attached Landscaping estimate)
- 2) Bolts under slides and at top of swing axis point: Brandon Hubbell has volunteered (and will sign waiver prior to doing this work) to cut these bolts so only 2 threads showing. He will file down any sharp edges. Per Kathryn Berry's email of 9/26/22 (see attached), there is no requirement of rubber/plastic covering. However, if the board feels this is warranted, we can purchase these locally or I did find on Amazon a 24 pc kit for \$9 as a general cost estimate.
- 3) Swing hangers on swing axis point: We will purchase and replace (see attached quote)
- 4) Signage indicating Adult Supervision required: We will purchase and install (see attached quote).
- 5) Signage for age appropriateness of 5-12 years of age: The decals to be purchased and installed (see attached)
- 6) Weeding grass out of fall zone area: Included in the Landscaping estimate (see attached)

NOTE: The quantities on label quote is left blank, but I would recommend a minimum of: 1 Adult supervision (on sign), 5 Age group (1 on each equipment), and 5 Level marker (1 for each equipment).

There was concern of the sand and metal edging listed in the first Landscaping quotation, so I have asked Kathryn Berry if these meet code (see her email of 9/26/22 answering this). I asked the Landscaper to give the board options to determine if they want metal edging, plastic edging, or expanding the existing wood border material as needed from expansion. (see attached Landscaping estimate options).

Here is the project cost summary:

Landscaping (worst case scenario cost option): \$4582

Playset (swing clevises): \$49.96

Labels: \$38.00

Fast Signs: \$98.79

Final inspection: \$0

Plus 5% variance: \$238.44

GRAND TOTAL (Not to exceed): \$5007.19

We hope the board will make a swift decision to allow for this playground to be re-opened to the public. The board asked for us to have a targeted completion date, that will be predicated based on board approval – but we believe once approved this project can be completed within 3 weeks. Note: This is based on current contractor schedule and would change if this was delayed until the springtime, as would the estimate.



Mel Melton <mammelon@gmail.com>

Whitewater township playground

2 messages

Melissa Melton <mammelon@gmail.com>
To: kberry2036@comcast.net

Mon, Sep 26, 2022 at 8:11 AM

Good morning Kathryn - We spoke the other day about three questions the board had and you answered them verbally to me, but would it be something you could email me your response so it is in writing for the board?

The first question was is there any specs for sand material?

The second question is the metal edging OK per code or guidelines?

And lastly they wanted to know if you could come back for a final inspection and if there was a charge?

Additionally there has also been comments that we should put a rubber cap or rubber spray over the bolts that we are cutting down, is that required?

Thank you!
Melissa Melton

Kathryn Berry <kberry2036@comcast.net>
To: Melissa Melton <mammelon@gmail.com>

Mon, Sep 26, 2022 at 8:40 AM

- 1) The fall zone, Sand there is no real specs however for safety issues the use of sand that has larger rocks wouldn't be advisable. As children may pick them up and throw them at other children.
- 2) Metal edging, as per our conversation you indicated said edging will have a rolled edge with no sharpness exposed to children so this would be acceptable edging material.
- 3) The final inspections to be preformed after all revisions are completed. For that inspection I do not charge as it is part of the initial charges billed. However if changes or new equipment is added after final is done and another inspection is requested for new equipment or relocation of equipment that would be a new inspection and warrant new fees.
- 4) The bolts that are in need of cutting off just need to have sanding done to remove any sharp edges left from the cutting.

Thank you
Kathryn Berry
810-691-3718

On Sep 26, 2022, at 8:11 AM, Melissa Melton <mammelon@gmail.com> wrote:

Good morning Kathryn - We spoke the other day about three questions the board had and you answered them verbally to me, but would it be something you could email me your response so it is in writing for the board?

[Quoted text hidden]



Prepared For
White Water Township

Estimate Date
09/09/2022

Estimate Number
0000068

United States

Description	Rate	Qty	Line Total
Labor 2022 Location: Hi Pray Park (play ground area and front perennial bed.) 2 People for 2 days. Excavate 1' in depth and 3' outward from the perimeter of existing border. Fill with 12" Sand. Install aluminum edging as new border, and weed both the playground and front garden.	\$45.00	36	\$1,620.00
Option 1: Black Finish Aluminum Edging (16ft) Expensive- However a word of warning- plastic edging does not hold up, and it does not stay in the ground well, due to lack of anchoring. Metal edging lasts a long time, is easier to work with, and comes with stakes to anchor and scure it in the ground. (this is helpful for areas that are frequently mowed, and in the long run, avoids tripping hazards.)	\$58.00	14	\$812.00
Sand /ton	\$35.00	30	\$1,050.00
Debris Disposal /yard	\$25.00	4	\$100.00
Equipment Rental Dump Trailer for 2 Days	\$150.00	2	\$300.00
Equipment Rental Skid Steer for 2 days	\$350.00	2	\$700.00
Option 2: Poly Plastic Edging Includes connectors. no anchors	\$35.00	10	\$350.00

Option 3: Adding onto current wooden Edge 6"x6" cut to length, inclues screws, and other hardware needed.	\$200.00	1	\$200.00
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Subtotal	5,132.00
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Tax	0.00
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Estimate Total (USD)	\$5,132.00
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Notes

All rentals are coming from McLean's in Kalkaska. Equipment is expensive, however, it'll save on labor, disposal, and delivery costs. Screened Sand from TWS.

Obviously the subtotal is not correct. The subtotal will need to be adjusted according to what edging option is chosen. I raised the labor amount to cover for all option possibilites.

Any time/material savings will be given back to the township.

Playground perimeter expansion

Legend



New Border
Expansion 3 ft in
each direction



MEMO

To: Whitewater Township Board
From: Cheryl A. Goss, Clerk
Date: 09/06/2022
Re: Hi Pray Park Playground Repairs

Kathryn Berry's playground inspection report is attached. Basically, the repairs consist of:

- Extend fall zone to 6 feet in all directions for both slides, as well as cut off bolts with too much thread showing. (This involves actual extension of 1' to 2" in some places, per the report, for all equipment.)
- Add a fall zone for the monkey bars and round brown climber.
- Add fall zone for the swings, replace axis point hooks, cut off bolt with too much thread showing
- Install signs indicating adult supervision required.
- Decals on each piece of equipment showing appropriate age is 5-12 years.
- Remove weeds in fall zones.

Currently, there are no funds allocated in the Recreation Fund to pay for Hi Pray Park playground upgrades. There was \$8,000 in the Recreation Fund budget as of 02/17/2022 for "enlarge playground area, remove/reinstall playground components that do not meet use zone requirements" and "purchase/install safety surfacing material." See attached budget detail for the 930 Facility Repairs/Maintenance and 970 Capital Expenditure line items. The bottom-line numbers for both of these accounts can be verified on the 3/21 proposed budget document or the revenue/expenditure report the board recently received.

Estimated cost of repairs:

- Melissa Melton, PRAC chair, is seeking a quote from a landscaper to remove the timbers and sod, install edging at the perimeter of the new fall zones, and add sand, but it is not available as of the time of this memo.
- A couple clevises for the swing axis points from Playset Parts will cost \$15.98, plus shipping.
- Cutting off of bolt threads will be done by a volunteer with a power tool.
- The required signs in aluminum will be \$100 from FastSigns.
- Decals will be approximately \$30.

The big question is how much will the landscaper charge. Until we receive that information, hopefully in advance of the 9/13 meeting, an appropriate motion would be:

To approve the amount of \$_____ to cover the cost of Hi Pray Park playground repairs.

###

PLAYGROUND INSPECTION CERTIFICATION SUMMARY
 State of Michigan – Department of Licensing and Regulatory Affairs
 Child Care Licensing Bureau

FACILITY

Facility Name "Hi" Pray Park	Facility Phone Number 231-267-5141	
Licensee Name Whitewater Township	License Number none Park	
Address 6075 Elk Lake Road	County Grand Traverse	
City Williamsburg	State MI	Zip Code 49690

APPROVALS – ALL pieces of equipment on the playground must be listed below. (Use page 2 if additional rows are needed.)

R 400.8170(11) requires playground equipment, use zones and surfacing in the outdoor play area to be inspected and approved by a certified playground safety inspector prior to issuance of an original provisional license or before using newly added equipment. If "Approved" is checked, the piece of equipment, including surfacing and use zones, has been approved under the Consumer Product Safety Commission's (CPSC) **2010 Edition** of the Handbook for Public Playground Safety. If "Not Approved" is checked, the piece of equipment, surfacing and/or use zones aren't approved under the CPSC's **2010 Edition** of the Handbook for Public Playground Safety. If "Not Applicable (NA)" is checked, the piece of equipment was not inspected. This includes equipment not required to be inspected such as residential climbing equipment for children under age 2 approved prior to January 2, 2014, non-climbing residential equipment, equipment the center is not using, or a natural playground area. If Not Approved or NA are checked, a comment must be included.

Approved	Not Approved	NA	Name of Piece of Equipment	Approved for Ages	Comments	Manufacturer (if known)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Slide Red Plastic	5-12 years	Fall zone needs to be extended to 6ft all directions Bolt need to be cut off	Burke
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Slide Metal yellow	5-12 years	Fall zone needs to be extended to 6ft all directions Bolts need to be cut off	Burke
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yellow Spinner Ball	5-12 years	Good fall zone	Burke

Has additional documentation been provided to the licensee such as a narrative report, photos, diagrams, etc.?

☐ Yes ☐ No

PLAYGROUND INSPECTOR INFORMATION

Name of Playground Inspector Kathryn Berry		Date of Inspection 8/23/2022
Name of Company Independent contractor	Phone Number 810-691-3718	Email Address kberry2036@comcast.net kberry2036@gmail.com
Certification Number NC130535	Certifying Organization NPPS	Certification Expiration Date April 2024
Signature Needs final inspection		Date

LARA is an equal opportunity employer/program.

Approved	Not Approved	NA	Name of Piece of Equipment	Approved for Ages	Comments	Manufacturer (if known)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Horizon monkey bars	5-12 years	fall zone needs to be added	unknown
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Round Brown Climber	5-12 years	fall zone needs to be added	unknown
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wings	5-12 years	fall zone needs to be added axis point hooks need to be replaced, bolt need to be cut	unknown
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

"Hi" Pray Park
 Whitewater Township
 6075 Elk Lake Road
 Williamsburg, MI 49690
 August 27, 2022





Currently this park is closed due to the necessary updates needed to promote a safer playground. The following issues were found to be concerns while inspecting.

- 1) The fall zone needs to be extended out by 1 ft to 2 ft in some places.
- 2) There are bolt under the slide and at the top axis point of the swings that need to be cut so only 2 threads are showing.
- 3) The hangers at the top of the swing axes points are deteriorated and need to be replaced.
- 4) Signs need to be added to the playground in total advising usage with adult supervision required.
- 5) Signs need to be added for age appropriateness of 5-12 years of age.
- 6) Fall zone has weeds in place that need to be removed.

Other than the above noted concerns the playground appears to be in good shape with no chipping paint a few newer pieces equipment mixed with a few older pieces of equipment all to be rated for children 5-12 years of age. However none of the equipment would be considered ADA as with the fall zone being sand this is very hard for a wheel chair to gain access and also the equipment itself would be hard for a handicapped child to maneuver and master.

When making assessments of playground equipment I use the Public Playground Safety Handbook 2010 to determine risk of the equipment. Although this is a snap shot in time and cannot completely insure a child not getting hurt while using the playground and supervision is the number one safety measure, this report will help you and your community have a safer place for children to use.

1)

5.3.10 Fall height and use zones not specified elsewhere

Most playground equipment belongs in one of the categories listed above. If it does not, the following general recommendations should be applied:

- The fall height of a piece of playground equipment is the distance between the highest designated playing surface and the protective surface beneath it.
- The use zone should extend a minimum of 6 feet in all directions from the perimeter of the equipment.
- The use zones of two stationary pieces of playground equipment that are positioned adjacent to one another may overlap if the adjacent designated play surfaces of each structure are no more than 30 inches above the protective surface and the equipment is at least 6 feet apart.
- If adjacent designated play surfaces on either structure exceed a height of 30 inches, the minimum distance between the structures should be 9 feet.

- Use zones should be free of obstacles

5.3.8.3.3 Use zone for single-axis swings – belt and full bucket

The use zone in front of and behind the swing should be greater than to the sides of such a swing since children may deliberately attempt to exit from a single-axis swing while it is in motion.

- The use zone for a belt swing should extend to the front and rear of a single-axis swing a minimum distance of twice the vertical distance from the pivot point and the top of the protective surface beneath it.
- The use zone for a full bucket swing should extend to the front and rear a minimum of twice the vertical distance from the top of the occupant's sitting surface to the pivot point.
- The use zone in front of and behind swings should never overlap with any other use zone.
- The use zone to the sides of a single-axis swing should extend a minimum of 6 feet from the perimeter of the swing. This 6-foot zone may overlap that of an adjacent swing structure or other playground equipment structure

2)

3.2 Entanglement and Impalement

Projections on playground equipment should not be able to entangle children's clothing nor should they be large enough to impale. To avoid this risk:

- The diameter of a projection should not increase in the direction away from the surrounding surface toward the exposed end
- Bolts should not expose more than two threads beyond the end of the nut.
- All hooks, such as S-hooks and C-hooks, should be closed (see also §5.3.8.1).

A hook is considered closed if there is no gap or space greater than 0.04 inches, about the thickness of a dime

3)

2.5.4 Paints and finishes

- Metals not inherently corrosion resistant should be painted, galvanized, or otherwise treated to prevent rust.
- The manufacturer should ensure that the users cannot ingest, inhale, or absorb potentially hazardous amounts of preservative chemicals or other treatments applied to the equipment as a result of contact with playground equipment.
- All paints and other similar finishes must meet the current CPSC regulation for lead in paint.
- Painted surfaces should be maintained to prevent corrosion and deterioration.
- Paint and other finishes should be maintained to prevent rusting of exposed metals and to minimize children playing with peeling paint and paint flakes.

4)

2.2.7 Supervision

The quality of the supervision depends on the quality of the supervisor's knowledge of safe play behavior. Playground designers should be aware of the type of supervision most likely for their given playground. Depending on the location and nature of the playground, the supervisors may be paid professionals (e.g., childcare, elementary school or park and recreation personnel), paid seasonal workers (e.g., college or high school students), volunteers (e.g., PTA members), or unpaid caregivers (e.g., parents) of the children playing in the playground. Parents and playground supervisors should be aware that not all playground equipment is appropriate for all children who may use the playground. Supervisors should look for posted signs indicating the appropriate age of the users and direct children to equipment appropriate for their age. Supervisors may also use the information in Table 1 to determine the suitability of the equipment for the children they are supervising. Toddlers and preschool-age children require more attentive supervision than older children; however, one should not rely on supervision alone to prevent injuries. Supervisors should understand the basics of playground safety such as:

- Checking for broken equipment and making sure children don't play on it.
- Checking for and removing unsafe modifications, especially ropes tied to equipment, before letting children play
- Checking for properly maintained protective surfacing.
- Making sure children are wearing foot wear

5)

2.2.6 Signage and/or labeling

Although the intended user group should be obvious from the design and scale of equipment, signs and/or labels posted in the playground area or on the equipment should give some guidance to supervisors as to the age appropriateness of the equipment

6) Weeds and vegetation in the fall zone need to be removed as the roots hold the fall zone in place and makes it less resilient to absorb falls.

All the above issues are concerns however I would address the signage first, followed by the fixing the swing axes points and then the bolt cutting, finally doing the fall zone. The fall zone needs to be extended however the amount you have as long as children are being supervised this item will be ok for the time it will take to get fixed. however it is imperative all items are brought in compliant with the handbook.

Cheryl A. Goss

From: PlaysetParts.com <orders@playsetparts.com>
Sent: Tuesday, August 23, 2022 5:30 PM
To: clerk@whitewatertownship.org
Subject: Your PlaysetParts.com Order Confirmation (#64477)



Thanks for your order!

Order #64477



Double Clevis

SH-42
\$7.99 USD

Qty: 2 **\$15.98 USD**



**Basic Commercial Belt Swing
Seat with 8'6" Plastisol Chain**

S-024-G-G
Swing Color: Green, Chain Color: Green
\$82.99 USD

Qty: 1 **\$82.99 USD**



Hex Tool

SH-41
\$0.00 USD

Qty: 1 **\$0.00 USD**

Subtotal:	\$98.97 USD
Shipping:	\$18.99 USD
Sales Tax:	\$0.00 USD

Grand Total: **\$117.96 USD**
Payment Method: **Credit Card**
Shipping Method: **Flat Rate (Ground) for \$18.99 USD**

Shipping Address

Cheryl Goss
WHITEWATER TOWNSHIP
5777 VINTON RD
PO BOX 159
WILLIAMSBURG, MICHIGAN
49690
UNITED STATES
231 267-5141 EXT 24

Billing Address

Cheryl Goss
WHITEWATER TOWNSHIP
5777 VINTON RD
PO BOX 159
WILLIAMSBURG, MICHIGAN 49690
UNITED STATES
231 267-5141 EXT 24
CLERK@WHITEWATERTOWNSHIP.ORG

Order Comments

2022-08-23: Tax Exempt - \$7.08 refunded. KS Ship to the PO Box entered by karen

Shipping Lead Times

You will receive an automated email after your order ships out. Please check listed lead times for each product on your order before contacting us about your order status. Thank you!

[Check order status](#)

Have Questions?

Have questions about your order or our shipping times? Our Frequently Asked Questions page is a great resource for many common questions about ordering with us. If there's anything else we can help you with don't hesitate to contact us!



PlaysetParts.com
www.playsetparts.com

[Continue](#)
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Safety Play, Inc.

Recreation Specialists

Site Audits, Inspection Tool Kits, Expert Testimony, Safety Manuals, Safety Classes, Planning & Design Services, Safety Labels

PLAYGROUND SAFETY LABELS® ORDER FORM

SOLD TO; _____ SHIP TO; _____

PHONE; () - - PHONE; () - -

CONTACT; _____ CONTACT; _____

***Discounts; 5% off for 1,000-1,999 labels, 10% off for 2,000+ labels. Dealers inquire!**

☐ **SPANISH VERSIONS ONLY (use 2 separate forms if ordering both English & Spanish)**

Method of payment:

- ☐ Check enclosed (made payable to "Safety Play, Inc.") ☐ Bill me (Pre-approved accounts only)
- ☐ Purchase Order enclosed (Government agencies and pre-approved accounts only)
- ☐ **Charge my credit card**¹ (V, M.C., AMEX, DISC.); Card # _____ Expiration date; _____
- ☐ **Send me an invoice from PayPal** to pay with my **credit card** (V, M.C., AMEX, DISC.) and send me a receipt.

SEE "HOW TO CALCULATE LABEL TYPE & QUANTITIES NEEDED" ON HOW TO ASSESS THE "MINIMUM" QUANTITY TO ORDER

QTY.	TITLE	UNIT PRICE	EXTENDED PRICE
	STRANGULATION <u>WARNING</u> LABEL	\$1.50 *	\$
	HOT SURFACE <u>WARNING</u> LABEL	\$1.50 *	\$
	SURFACING <u>WARNING</u> LABEL (version "A")	\$1.50 *	\$
	SURFACING <u>WARNING</u> LABEL (version "B")	\$1.50 *	\$
	<u>ADULT SUPERVISION LABEL</u>	\$1.50 * 4	\$ 6.00
	AGE GROUP LABEL; 6-23 MONTHS OF AGE	\$1.50 *	\$
	AGE GROUP LABEL; 2-5 YEARS OF AGE	\$1.50 *	\$
	<u>AGE GROUP LABEL; 5-12 YEARS OF AGE</u>	\$1.50 * 8	\$ 12.00
	AGE GROUP LABEL; 2-12 YEARS OF AGE	\$1.50 *	\$
	TOT SEAT AGE LABEL	\$1.50 *	\$
	<u>SURFACING LEVEL MARKER LABEL</u>	\$1.50 * 8	\$ 12.00

Shipping & Handling (USA(48 states), other destinations please call); \$ 30 .00

1-50 labels=\$10 *, 51-100=\$15.00, 101-300=\$20, 301-800=\$25, 801-1000=\$35,
1001-2000=\$55, >2000 call us.

***ADDITIONAL handling charge for orders less than 50 labels; \$8.00** \$ 8.0

SUBTOTAL \$

Florida sales tax (or tax exempt#) (not due if out of Florida or gov't. agency) \$/#

¹Credit card convenience fee (add 3%, i.e. subtotal times .03 for USA orders, 5% for all others) \$

GRAND TOTAL \$ 38.00

BUYER AGREES THAT PLACEMENT OF PLAYGROUND SAFETY LABELS MUST BE SEEN FROM ANY APPROACH TO THE EQUIPMENT, AND THAT SAFETY PLAY, INC. WILL NOT BE HELD LIABLE FOR ANY DAMAGES OR INJURIES WHATSOEVER. LABELS ARE SIMPLY TO HELP KEEP CHILDREN FROM GETTING HURT. THE UNDERSIGNED HEREBY CERTIFIES THAT HE/SHE IS AN AUTHORIZED AGENT AND THAT THE ITEMS TO BE PURCHASED WILL BE USED IN CONNECTION WITH THE AGENCY NAMED ABOVE AND THAT FUNDS WILL MOVE FROM SAME. AUTHORIZED SIGNATURE _____ DATE / /

☐ Please have a rep. call about inspection tool kits, expert testimony, and site audits.

SEND PAYMENT TO - Florida Office: 10460 Roosevelt Blvd., #295, St. Petersburg, FL 33716

Toll Free: (888)878-0244 • Phone & Fax: (727)522-0061

www.safetyplay.net 23 safetyplay@mindspring.com

fastsigns.com/435

**FOR REFERENCE ONLY: THIS IS THE INVOICE COPY
FROM SIGNS PURCHASED FOR WHITEWATER
TOWNSHIP PARK PLAYGROUND. WE WILL BE
DUPLICATING THIS FOR HI PRAY PLAYGROUND
SIGNAGE**

Payment Terms: Cash Customer

Order Due Date: 9/20/2022

Created Date: 9/13/2022

DESCRIPTION: Playground Signage for Park

Bill To: Whitewater Township
PO Box 159
Williamsburg, MI 49690
US

Pickup At: FASTSIGNS
1420 Trade Centre Dr
Traverse City, MI 49696
US

Ordered By: Cheryl Goss
Email: clerk@whitewatertownship.org
Work Phone: (231) 267-5141 x 24
Tax ID: not required

Salesperson: Kim Koszyk
Email: 435@fastsigns.com
Entered By: Kim Koszyk

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	Playground Rules	2	\$49.395	\$98.79
1.1	Aluminum .063 - Aluminum .063 Part Qty: 1 Width: 12.00" Height: 18.00" Sides: 1			
Subtotal:				\$98.79
Taxes:				\$0.00
Grand Total:				\$98.79
Amount Paid:				\$0.00
BALANCE DUE:				\$98.79

Signature: _____ **Date:** _____

**Whitewater Township
Parks & Recreation**

Memo

To: Whitewater Township Board
From: PRAC
cc:
Date: 2/21/2023
Re: Hi Pray Park Playground Reopening Request

Board-

The Parks and Recreation Advisory Committee passed a motion on _____ to request that the board approve a re-opening of the Hi Pray Park Playground.

After receiving the playground inspection by Kathryn Berry (see attached copy for reference), the PRAC began the process of any corrections she reported was necessary to comply with the guidelines and standards.

We took all actions as described per the PRAC memo dated 9/26/22 (see attached) and motion approved by the board on 10/11/22 to purchase materials, hire landscape contractor, and provide our time voluntarily to complete this. We did complete everything by 12/13/22. We then requested a final inspection from Kathryn Berry, but unfortunately winter had set in. She has it on her schedule to return once spring allows better inspection conditions.

Popp recommended using Baird out of Cadillac.

Vollmuth will call Baird, Cotter & Bishop in Cadillac and get answers to whether they can do the township's ARPA reporting, the cost, and if any contract is required.

RESOLUTION #22-03 INTENT TO OPPOSE INCORPORATION AS CHARTER TOWNSHIP (57:37)

Motion by Popp to adopt Resolution #22-03 Intent to Oppose Incorporation as Charter Township; second by Benak.

Roll call vote: Goss, yes; Vollmuth, yes; Popp, yes; Benak, yes. Motion carried.

REVIEW/APPROVE ADDITIONAL ACTIVITIES COMPENSATION PROGRAM (58:43)

Motion by Popp to amend Section 3.4 of the Whitewater Township Policy and Procedure Manual adding the following words: Any non-salaried board, commission, committee, or society member who accepts additional occasional duties assigned by the body is eligible to request compensation thru the Additional Activities Compensation Program. The request must be prepared by the body's chairperson and submitted to the supervisor or clerk for approval. The request shall be submitted in accordance with Whitewater Township's Policy and Procedure Manual Section 4.2 on an approved time sheet. Rate of compensation shall be set annually in the Salary/Wage Schedule. It is strictly understood the Additional Activities Compensation Program does not create an ongoing employment agreement of any type or establish eligibility to any benefit program offered by the township; second by Vollmuth.

Brief discussion followed.

Roll call vote: Benak, yes; Goss, yes; Vollmuth, yes; Popp, yes. Motion carried.

Goss will send the updated section to board members electronically.

ARPA TOWNSHIP HALL PLANNING SESSION (1:05:02)

Numerous ideas were discussed.

Popp proposed a date not be set today, he will take the comments, hone the idea down, maybe come back with an idea or two on surveys.

Vollmuth volunteered to help Popp.

There was board consensus to develop the idea over the month.

New Business (1:21:52)

PROPOSED POLICY - EQUAL ACCESS

There was general discussion regarding where the legislature is at with the process for remote board member participation, the attorney general opinion that ADA trumps the Open Meetings

----- Forwarded message -----

From: **Cheryl A. Goss** <clerk@whitewatertownship.org>

Date: Tue, Jan 24, 2023 at 12:44 PM Subject: RE: PRAC additional work

To: Mel Melton <mammelon@gmail.com>

Cc: Tom Cosgrove <tac9414447@gmail.com>, Don Glenn <dglenn6542@yahoo.com>

Melissa –

Attached please find the motion and vote approving the Additional Activities Compensation Program. As underlined, the request must be prepared by the body's chairperson and submitted to the supervisor or clerk for approval. So there would have to be some sort of documentation estimating the details, such as how many committee members, estimated number of hours, and what the additional activities are going to be.

Regarding the budget, also attached is a copy of the Recreation Fund budget with expenditures posted through 12/30/2022. The 703 Wages line item does not show the payment of PRAC members and recording secretary for the 1/9 meeting. Subtracting those expenses out will leave less than \$1,000 available.

The Additional Activities Compensation Program was approved before the 2022/2023 budget was adopted. But as you know, there have already been some payments to you and Amber for grant work out of this line item. Well spent, obviously, but it doesn't look like there is much in the way of extra funds in the 703 Wages line item at this time, taking into account the PRAC has two more meetings in this fiscal year.

This is probably a line item that PRAC, through the board liaison, should be encouraging additional funds be allocated to in the 2023/2024 budget, specifically for additional activities.

FYI –

Cheryl A. Goss, MiPMC

Whitewater Township Clerk

5777 Vinton Road, PO. Box 159

Williamsburg, Michigan 49690

Telephone: 231.267.5141 X 24

Fax: 231.267.9020

clerk@whitewatertownship.org

Office Hours: Mon/Tue/Wed/Thurs 9:00 am to 5:00 pm

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: Mel Melton <mammelon@gmail.com>

Sent: Monday, January 23, 2023 1:56 PM

To: Cheryl Goss <clerk@whitewatertownship.org>

Cc: Tom Cosgrove <tac9414447@gmail.com>; Don Glenn <dglenn6542@yahoo.com>

Subject: PRAC additional work

Hi Cheryl - We are in the beginning stages of organizing better to prepare and create successful projects. Some of these discussions have been possibly a smaller workbee committee that would be required to research, collaborate with engineers/contractors, provide and organize documentation, make proposals/reports to board, etc. If we are going to ask PRAC members to work these additional hours, is there protocol and budgets (I am thinking similar to the writing of grants) to accommodate for this?

Thank you, Melissa

BUDGET WORKSHEET

Page: 1
1/24/2023
12:34 pm

Whitewater Township

Month: 1/31/2023	Prior Year	Current Year				(6)	(7)	(8)
	Actual	Original Budget	Amended Budget	Actual Thru January	Estimated Total	Requested	Recommended	Adopted
Fund: 209 - RECREATION FUND								
Revenues								
Dept: 000								
402 Property Taxes	0	0	0	0	0			
445 Penalties & Interest	0	0	0	0	0			
590 Grants-Private Sources	550	550	550	1,450	0			
627 Pavilion Rental	75	150	150	75	0			
629 Ballfield Rental Fees	0	0	0	0	0			
645 Pop Sales	0	0	0	0	0			
665 Interest Earned	100	100	100	24	0			
671 Other Revenues	90	0	0	40	0			
673 Sale of Fixed Assets	0	0	0	0	0			
687 Refunds	240	0	0	0	0			
699 Transfers From Other Funds	20,000	57,200	57,200	0	0			
Dept: 000	21,055	58,000	58,000	1,589	0	0	0	0
Total Revenues	21,055	58,000	58,000	1,589	0	0	0	0
Expenditures								
Dept: 757 Recreation								
702 Salaries	850	935	935	647	0			
703 Wages	4,614	7,600	7,600	6,541	0			
715 Social Security (Employer)	339	530	530	446	0			
716 Medicare (Employer)	79	124	124	104	0			
727 Office Supplies & Expense	8	70	70	6	0			
728 Postage	9	0	0	0	0			
729 Licenses & Fees	142	200	200	162	0			
740 Operating Expense & Supplies	520	700	700	531	0			
742 Pop	0	0	0	0	0			
804 Professional Services	0	0	0	0	0			
809 Lawn Maintenance Services	7,195	7,000	7,000	7,160	0			
811 Waste Removal Services	0	0	0	0	0			
812 Septic Services	0	500	500	0	0			
823 State Unemployment	0	0	0	0	0			
854 Late Fees	0	0	0	0	0			
860 Mileage Reimbursement	0	50	50	20	0			
880 Education & Training	0	300	300	0	0			
901 Publishing	89	100	100	90	0			
922 Electricity	1,204	1,200	1,200	944	0			
930 Facility Repairs/Maintenance	6,484	14,345	14,345	14,460	0			
956 Miscellaneous Expense	0	0	0	0	0			

BUDGET WORKSHEET

Page: 2

1/24/2023

12:34 pm

Whitewater Township

Month: 1/31/2023	Prior Year	Current Year				(6)	(7)	(8)
	Actual	Original Budget	Amended Budget	Actual Thru January	Estimated Total	Requested	Recommended	Adopted
Fund: 209 - RECREATION FUND								
Expenditures								
Dept: 757 Recreation								
960 Storm Damage Cleanup	8,600	67,200	67,200	28,992	0			
964 Refunds	0	0	0	0	0			
970 Capital Expenditure	1,480	19,975	19,975	21,817	0			
Recreation	31,613	120,829	120,829	81,920	0	0	0	0
Dept: 862 Soc Sec/Medicare (Employer)								
715 Social Security (Employer)	0	0	0	0	0			
716 Medicare (Employer)	0	0	0	0	0			
Soc Sec/Medicare (Employer)	0	0	0	0	0	0	0	0
Dept: 890 Contingency								
890 Contingency	0	0	0	0	0			
Contingency	0	0	0	0	0	0	0	0
Total Expenditures	31,613	120,829	120,829	81,920	0	0	0	0
RECREATION FUND	-10,558	-62,829	-62,829	-80,331	0	0	0	0
Grand Total:	-10,558	-62,829	-62,829	-80,331	0	0	0	0

Don's suggested "best practices" to create a capital project request that typically will answer anticipated questions that are an important part of the review process when seeking a capital appropriation.

The pre-development phases

- Phase 1 – Organize and envision the project.
- Phase 2 – Define and validate the project which results in a decision to proceed or revise the project.
- Phase 3 – Proceed to development.

Quantitative data to support the project:

- Create a detailed scope of work including the benefits to the citizens and/or visitors thereby ensuring a community fit and use data measurements and/or metrics to support the benefit(s).
- Analytical data/research to support an estimated cost estimate as a starting point...**NOTE:** actual bids are the most effective and will be needed in the process.
- Depending on the cost estimate for the project, there may be a need to source at least three (3) competitive bids.

Recommended funding source(s) for the project.

Estimated date that the project will begin.

Estimated date when the project will be completed.

Who will be the project manager?

Planning Phase/Pre-Development

The first phase of a building project is planning. The goal is to develop sufficient information to assess risk and decide to commit resources to maximize the chance for a successful project. This is an important phase for two reasons:

1. There is a direct relationship between the level of pre-project planning and project success.
2. The most cost-effective phase to make changes is during planning.

The work plan maps the steps necessary to get from strategic planning through construction including documenting the project need and determining the feasibility of funding.

The committee tasks are to establish goals and objectives and gather pertinent information. The committee will take on the majority of work and may include outside consultants through the planning and pre-development phase.

Once you have this information, you can initiate a conceptual design. An initial comparative conceptual cost estimate can be applied. For the planning phase, it is typically based on similar projects and design information is not refined at this point, the cost estimate still has numerous unknowns and serves as a general starting point.

Design – Conceptual, Schematic, and Design Development Phases

During the conceptual, schematic, and design development phases, you could be working with an architect and / or an engineering consultant. Depending on the projects specificity and complexity, additional specialists may need to be consulted, such as landscape architect, lighting specialist, environmental engineer.

Cost estimating is a critical piece of each phase. At every stage of the design process, there should be a revised total project budget reflecting all decisions made at that time. The precision of an estimate increases as the level of design specificity increases.

The resulting set of design documents need to include:

1. A site plan that creates a visual image of the project and usually illustrates the relationships of the project between the property lines, setbacks and easements, location of roads, parking, and other project features.
2. Typical construction details.
3. Documents specifying type, quality, and other details of materials needed for the project.

Design – Construction Documents Phase

During this phase, drawings and specifications are finalized that establish all the information the contractor needs to construct the project. A final cost estimate is obtained at 95% completion of drawings and specifications.

This cost estimate is more detailed and includes elements such as construction components and labor costs. Based on the cost estimate, project modifications may be needed in order to meet a specific budget requirement.

Remember that this total cost estimate does not include any on-going maintenance expense and/ operations costs. These costs must be included in the whole project total.

Bidding Phase

Drawings and specifications need to be 100% complete before the bidding phase begins. In this phase, the project manager and/or consultant assists determining a list of prospective contractors.

Construction Phase – Construction Administration

This is the final phase in the development process. Within the construction phase, the project manager and / or consultant may continue to provide support services through construction administration tasks. These include reviewing contractor submittals, answering contractor questions (called RFIs), performing site inspections, reviewing, and certifying pay requests from the contractor, and managing change orders for proper management approval.

There are three key milestones in the construction phase:

1. Notice to proceed (after being awarded the bid)
2. Substantial completion
3. Final commissioning

The construction phase is completed when the project is finished, the contractor has completed the final list of deficits, and a certificate of completion has been documented and presented to the managing authority by the project manager and / or consultant.