

WHITEWATER TOWNSHIP
PARKS AND RECREATION ADVISORY COMMITTEE
AGENDA FOR REGULAR MEETING
April 18, 2023, 7:00 PM
Whitewater Township Hall
5777 Vinton Road, Williamsburg, MI 49690

Join Zoom Meeting

<https://us06web.zoom.us/j/89909146576?pwd=aXFyci8xT1gyL2hLeWVWVTXhRHIDQT09>

Meeting ID: 899 0914 6576 Passcode: 148033

One tap mobile +13092053325,,89909146576#,,,,*148033# 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, excluding the time needed to answer Committee members' questions.
 - e. Public comment shall be limited to 3 minutes.
5. Approval of minutes of March 21, 2023
6. Correspondence:
7. Reports/Presentations/Announcements/Comments
8. Unfinished Business:
 - a. Hi Pray Park playground edging
 - b. EGLE Preapplication
 - c. Bylaws approval
 - d. BCNA update
 - e. LRNT / BCNA signs
 - f. Hi Pray walking trail
 - g. Matching grant funds
9. New Business:
 - a. Second round of grants
 - b. --
10. Next Meeting May 16, 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.

**Whitewater Township
Parks and Recreation Advisory Committee
Minutes for Regular Meeting
March 21, 2023**

Call to order 7:00 p.m.

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

Absent: Glenn

Also present: Recording Secretary MacLean

Set / Approve Agenda: Consensus to add Park toddler playground equipment as Unfinished Business e (5) and add 2% Tribal Grant as New Business d (4).

Declaration of Conflict of Interest: None

Public Comment: None

Approval of minutes:

MOTION by Butler, second by Cosgrove to approve February 21, 2023, meeting minutes.

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

Reports/Presentations/Announcements/Comments/Correspondence:

Hi Pray Park and BCNA will be discussed during those parts of the meeting.

Unfinished Business:

1. BCNA tree removal completion budget quote to be presented to the Board with a memo and a map of the area.
2. Lossie Trail wetland and improvements: EGLE preconstruction walk through scheduled for April 11 at 10 a.m. at the Cook Road trailhead with Steve Largent and Steve Lagerquist, landscape architect Kevin with Gosling Czubak will not be able to attend as initially anticipated.
3. Lossie/BCNA trail signage – will get a map laminated to put up.
4. PRAC bylaws read through and discussion. Consensus for Melton to present the amended bylaws to the Board for approval.
5. Whitewater Township Park toddler playground equipment was not addressed by the board during budget. The committee feels “Ghosed” by the Board regarding the information that was sent for the budget. Melton will resend the emails and package of information that was presented in January for budget including the maintenance items and playground equipment. The board did not approve funds for the playground equipment. They did approve the maintenance items. Need to know what the board does and does not want the PRAC to address.

New Business:

1. SPARKS / Hi Pray walking trail steps that need to be taken to present a grant request. Move forward on the engineer work to get better info for the grant. Board has approved the budget for doing a boundary survey at Hi Pray. Go green (solar) on the lights – might be grant funds available for being a “green” project. Resubmit the first project with some updates that include that GT County ARPA funds were approved. Also, do the walking trail as the second grant request. Second submission date for SPARKS has not been announced.
2. BCNA trail loop land conservancy meeting. Reengage Steve Largent on the project: Steve indicates that the trail would be more sustainable if it were run through the trees instead of the open field.

May need to take the pond out in the future.

May need more easement from the property owner.

Brandon will look at the property easement information, should be available on county records.

3. Discuss communication with board on local ARPA funding direction. PRAC is trying to move forward on the items as brought forth from the public input of the ARPA and PRAC surveys and the Rec Plan capital improvement list but PRAC does not know what the Board has in mind regarding what they would be in favor of moving forward.

Melton will put a memo to the board for preliminary or conceptual drawings.

4. 2% Tribal Grant opportunity or Donation fund at Turtle Creek – connection is Barbara on the donation board. Large chunks of money would go through the 2% grant process. Amber will get the information to and from Barb for a donation and the note that we have a matching donation offer.

Next regular meeting: Tuesday, April 18, 2023, 7 p.m.

Public Comment: None

Adjournment: 9:08 p.m.

Respectfully submitted,
Lois MacLean
Recording Secretary

DRAFT

**Whitewater Township
Trustee**

Memo

To: Parks & Recreation Advisory Committee
From: Don Glenn
cc:
Date: April 12, 2023
Re: Hi Pray Park playground border repairs

Attached is information regarding the subject matter of recently completed playground border repairs that the board views as unsatisfactory. This matter was discussed in the Board meeting on April 4th and was an agenda item: "J. New Business item #13 - Follow up Hi Pray Park Playground".

There were two (2) concerns noted by the board that are being requested to be fixed by the PRAC no later than May 20, 2023, and they are as follows:

1. As shown in the attached photo, the small piece of border wood on the corner is loosely fitted and is regarded to be a trip hazard. This piece needs to be properly seated against the adjacent pieces of wood and secured via corner braces or flat metal bars that can be fastened to keep the piece from coming loose.
2. The second matter also concerns the remaining 3-corners of the border and to insure the long-term integrity of the wood border holding its rectangular shape, the board is requesting that these 3-corners also be secured via corner braces or flat metal bars.
NOTE: all materials used to accomplish this task should be rated for outdoor use.

The board is suggesting that the original contractor, "Original Roots Outdoor LLC" be contacted by a member of the PRAC to conduct these repairs at no cost to the township.

However, if the PRAC is unsuccessful in having Original Roots Outdoor fix this deficiency then the board expectations are that the PRAC will recruit volunteer assistance to correct the matter themselves.

Your attention to this matter is appreciated.

Memo

To: Whitewater Township Board
From: Ron Popp, Supervisor
CC: Whitewater Township Park & Recreation Advisory Committee
Date: 4.3.2023
Re: Follow up Hi Pray Park Playground

Whitewater Township Board Members -

Recently an image was provided to all Board Members calling into question the recent repairs that were to be completed at the Hi Pray Park Playground. Several things in the image created questions. I looked at the PRAC business item submitted for the 3.14.2023 Whitewater Township Board packet that attested to the completeness of the repairs at the park. The Action Plan dated 8.28.2022 and the bid for repairs dated 9.26.2022 were next. These documents appear to call out metal or plastic edging materials and that the fall zone area was to be increased in size 3 feet in all directions. Minutes of what the Board approved will be reviewed and a business item will be created for the Board to review.

No motion made at this time pending further project review.

Respectfully submitted,



Whitewater Township FOIA Coordinator
Supervisor, Whitewater Township





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

Existing Wood Border



30 ft



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY
CADILLAC DISTRICT OFFICE



DANIEL EICHINGER
ACTING DIRECTOR

April 12, 2023

VIA E-MAIL

Cheryl Goss
5777 Vinton Road
Williamsburg, MI 49690

Dear Cheryl Goss:

SUBJECT: Preapplication Meeting
Site Name: 28-7392 Cook Road-Williamsburg
Submission Number: HPR-Z5GV-H6XSS
Whitewater Township, Grand Traverse County

This letter is a follow up to our April 11, 2023, preapplication meeting regarding the proposed project in Williamsburg, Grand Traverse County. The purpose of a preapplication meeting is to provide you with information that will clarify the permit process, answer preliminary questions about your specific project in order to avoid delays at a later date, and to determine, if possible, the need for wetland or inland lakes and streams permits.

During this meeting, we reviewed the need to obtain a permit under Part 301, Inland Lakes and Streams; and Part 303, Wetlands Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA). The review was based on discussion of the proposed project and/or draft permit application, the proposed site, and potential modifications to the project discussed during our meeting.

During the review of the project site, the Michigan Department of Environment, Great Lakes, and Energy's (EGLE), Water Resources Division (WRD), made the following findings regarding the need for a permit under Part 301 and Part 303 of the NREPA:

- A permit is required for the project as proposed.**
- A permit is not required for the project as proposed.
- It cannot be determined whether a permit is required given the information presented at this time.

This determination is based on the attached project plan to construct a trail, along with other information provided at the time of this meeting only. Provided that the proposed project and location are not altered, this determination is binding on EGLE for a period of two years from the date of this meeting.

During the review of the proposed project, the WRD noted activities that, as currently designed, would require authorization under:

Floodplain Regulatory Authority in Part 31, Water Resources Protection, of the NREPA.

During the meeting, we also discussed a number of issues related to the project, including the following:

- Information on completing an application form. Please submit the Joint Permit Application (JPA) using the same site as was used for this preapplication meeting request.
- Possible alternative design options to minimize project effects on aquatic resources; specifically, utilizing boardwalk over wetland areas to the greatest extent possible along with utilizing a clear span bridge over the stream.
- Potential floodplain effects. We recommend that you discuss this issue further with the WRD District Floodplain Engineer, Susan Conradson who can be reached at ConradsonS2@michigan.gov or 231-429-2658.

Please note that this is not a permit. The WRD cannot indicate during a preapplication meeting whether or not a permit will be issued. The WRD cannot make a decision regarding a permit until it has considered all of the information provided in the final permit application, and, in some instances, has also considered comments received in response to a public notice of the project. Therefore, the WRD cannot legally tell you whether the project will be permitted in advance of a permit application being submitted and reviewed.

The EGLE submission number assigned to this project is HPR-Z5GV-H6XSS. Please keep a record of this submission number and use it when submitting a final application or otherwise corresponding with our office on this project.

We appreciate the opportunity to meet with you or your representative to address these concerns. We have established a submission for this project, and the information submitted to date will be used to facilitate processing of the final application. If you should have follow-up questions before then, please contact me at 231-577-8112; CraneJ3@michigan.gov; or EGLE, WRD, Cadillac District Office, 120 West Chapin Street, Cadillac, Michigan 49601-2158.

Sincerely,

Joshua Crane
Cadillac District Office
Water Resources Division

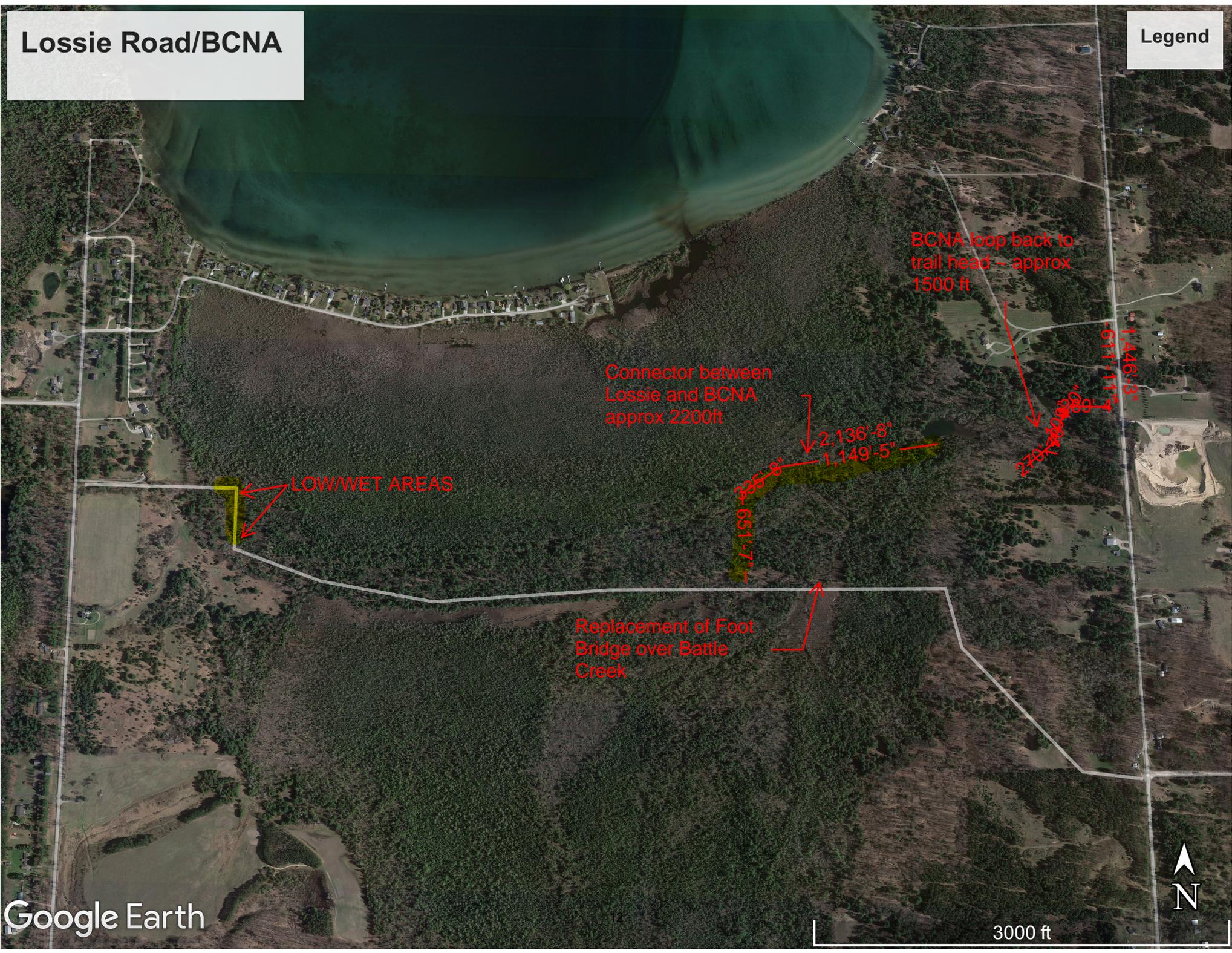
jc/sh

Attachment

cc: Grand Traverse County Clerk
Grand Traverse CEA
White Water Township Clerk
Susan Conradson, EGLE

Lossie Road/BCNA

Legend



Connector between Lossie and BCNA approx 2200ft

BCNA loop back to trail head - approx 1500 ft

LOW/WET AREAS

Replacement of Foot Bridge over Battle Creek

2,136'-8"
1,149'-5"
335'-8"
651'-7"
279'-8"
1,446'-8"
611'-11"



Please include in meeting packet

Thank you!
Melissa Melton

Begin forwarded message:

From: "Cheryl A. Goss" <clerk@whitewatertownship.org>
Date: April 12, 2023 at 11:40:52 AM EDT
To: Melissa Melton <mammelton@gmail.com>
Subject: PRAC ByLaws No Longer Need Board Approval

Melissa –

Per board action at yesterday's meeting, the township board no longer approves the Parks & Recreation Advisory Committee's bylaws. At your request, you have been provided with revised bylaws with some changes that PRAC wishes to make. All the committee needs to do is to adopt the revised bylaws at your next meeting and provide the revised bylaws to the board.

Interestingly, this whole issue of the township board approving the bylaws of the Parks & Recreation Advisory Committee is not authorized by the ordinance which created the committee. Here is the excerpt of Ordinance No. 48.

Section IX
Meeting Records

The Committee shall adopt Bylaws for the transaction of business and shall keep a record of its motions, transactions and findings, which records shall be a public record.

In any event, please let me know when the revised bylaws have been adopted and I will finalize the Word copy and provide all PRAC members with a hard copy for their notebooks.

FYI –

bcc Parks & Recreation Advisory Committee and Don Glenn

Cheryl A. Goss, MiPMC

Whitewater Township Clerk
5777 Vinton Road, P.O. 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.

Whitewater Township Parks and Recreation Advisory Committee

Bylaws

The following rules of procedure are hereby adopted for the Whitewater Township Parks and Recreation Advisory Committee to facilitate the performance of its duties as outlined by the Whitewater Township Board of Trustees and General Ordinance No. 48.

SECTION 1: Membership

- A. Membership Size** The Parks and Recreation Advisory Board shall consist of five (5) members and may have two (2) alternate members.
- B. Membership Terms of Office** Members are appointed by the Whitewater Township Board of Trustees for staggered three year terms and expire on December 31. Members are expected to serve until their term expires and a successor has been appointed as provided above.
- C. Membership Departure** Members who are unable or unwilling to serve the entire terms for which they were appointed or who do not wish to be considered for reappointment shall provide sixty (60) days advance written notice of that fact to the Whitewater Township Board of Trustees so that a successor may be appointed and approved in a timely manner that does not require the Committee to function with less than the five (5) members provided.
- D. Membership Qualification** All members shall be either qualified electors of the Township of Whitewater or a property owner within the Township.
- E. Liaisons** The Township ~~Parks and Recreation Administrator~~ **Board Representative** (including agents or consultants) shall have the ability to participate in discussions of the Committee during their meetings.

Section 2: Officers

- A. Selection and Tenure** At the first regular meeting each January, the Parks and Recreation Advisory Committee shall select a Chairperson, Vice Chairperson, and Secretary. A recording secretary will be provided by the Township Board of Trustees. All officers shall serve a term of one year, and shall be eligible for re-election for consecutive terms for the same office. The newly elected officers shall assume their responsibilities at the next regular meeting. If due to unforeseen circumstances, the Parks and Recreation Advisory Committee is unable to elect officers at the January meeting, those officers whose terms as officers have expired and who remain as active members of the Parks and Recreation Advisory Committee shall continue their services as officers until elections are held.

- B. **Chairperson** The chairperson shall prepare the agenda for the meetings, ~~with assistance from the Park and Recreation Administrator and~~ shall preside at all meetings and perform such other duties as may be ordered by the Township Board of Trustees.
- C. **Vice Chairperson** The Vice Chairperson shall act in the capacity of the chairperson in his/her absence.
- D. **Secretary** The Secretary shall be responsible for secretarial duties, including signing official committee documents.
- E. **Recording Secretary** The Recording Secretary will be appointed by the Township Board to record the discussions, recommendations and actions taken by the Committee. ~~The Park and Recreation Administrator may be appointed to this position by the Township Board of Trustees.~~

SECTION 3: Meetings

The business of the Parks and Recreation Advisory Committee shall be conducted at a public meeting held in compliance with the Open Meetings Act.

- A. **Regular Meetings** Meetings of the Parks and Recreation Advisory Committee shall be held on the third Tuesday of each month. All meetings shall take place at Whitewater Township Hall, 5777 Vinton Road, Williamsburg, MI 49690 at 7:00 P.M. When a regular meeting falls on a legal holiday or upon a day resulting in a conflict, the Parks and Recreation Advisory Committee shall, if possible, select a suitable alternate meeting date in the same month as the originally scheduled meeting. If a meeting is to be held at a location other than the Township Hall, notice shall be posted at the Township Hall and on the Township website.

Notice of regular Parks and Recreation Advisory Committee meetings shall be posted at the Township Hall each year in accordance with the Open Meetings Act and on the Township website.

- B. **Special Meetings** Special meetings may be called by ~~written request to the clerk, by~~ the Chairperson, or ~~upon written request to the Parks and Recreation Administrator~~ by at least two members of the Parks and Recreation Advisory Committee. Notice of special meetings shall be given to the members of the Parks and Recreation Advisory Committee at least 48 hours prior to the meeting. Such notice shall state the purpose, time and location of the special meeting and shall be posted at the Township Hall and on the Township website in accordance with the Open Meetings Act.
- C. **Agenda** The chairperson shall be responsible for preparing a tentative agenda, with the ~~assistance of the Park & Recreation Administrator, input of the board representative,~~ for Parks and Recreation Advisory Committee meetings. The agenda may be modified by quorum of the Committee. In the instance of a special meeting, the agenda may be modified only with all members present at the meeting and in agreement.
- D. **Quorum** Three (3) members of the Parks and Recreation Advisory Committee shall constitute a quorum for transacting business.

- E. Voting** Actions or motions placed before the Parks and Recreation Advisory Committee may be adopted by a majority vote of the members present and voting, as long as a quorum is present. Voting shall be by voice vote; a roll call vote shall be required if requested by any Committee member or directed by the Chairperson. Except in the case of conflict of interest, all Parks and Recreation Advisory Committee members, including the Chairperson shall vote on all matters.
- F. Public Records** All meetings, minutes, records, documents, correspondence and other materials of the Parks and Recreation Advisory Committee shall be open to public inspection in accordance with the Freedom of Information Act, except as may otherwise be provided by law.
- G. Parliamentary Procedure** Parliamentary procedure in Parks and Recreation Advisory Committee meetings shall be governed by Roberts Rules of Order.

SECTION 4: Duties of the Parks and Recreation Advisory Committee

The Parks and Recreation Advisory Committee shall perform the following duties:

- A.** Prepare, review and update a Recreation Plan as a guide for development of recreation areas within the Township’s jurisdiction.
- B.** Prepare an annual report to the Township Board of Trustees of the Parks and Recreation Advisory Committee’s operations and the status of planning activities, including recommendations regarding actions by the Township Board related to parks and recreation.
- C.** Perform other duties and responsibilities or respond as requested by ~~any~~ the Township Board or ~~Commission~~. **the board liaison to the Parks & Recreation Advisory Committee.**

SECTION 5: Absences and Removals

- A.** To be excused, members of the Committee shall notify the Parks and Recreation Advisory Committee Chairperson ~~or the Parks and Recreation Administrator~~ when they intend to be absent from a meeting. Failure to make this notification prior to the meeting shall result in an unexcused absence.
- B.** Members may be removed by the Township Board of Trustees for misfeasance, malfeasance or nonfeasance in office upon written charges and after a public hearing.

SECTION 6: Conflict of Interest

During the Declaration of Conflict of Interest portion of the agenda, Parks and Recreation Advisory Committee member (s) shall disclose the potential conflict of interest to the Committee. Failure of a member to disclose a potential conflict of interest as required by these bylaws constitutes malfeasance in office.

In the event that a conflict is declared, the member shall remove themselves from the meeting table until the agenda item is concluded.

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12. Adjournment

SECTION 10: Amendments

These bylaws may be amended at any time following a recommendation of the majority of the membership of the Parks and Recreation Advisory Committee and subsequent adoption by the Whitewater Township Board of Trustees.

Adopted by the Whitewater Township Board of Trustees at their regular meeting held on January 10, 2023.

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