



PARKS AND RECREATION COMMITTEE MEETING
LOCATION: TOWNSHIP ANNEX, 7527 HIGHLAND ROAD, WHITE LAKE, MICHIGAN 48383
WEDNESDAY, JANUARY 08, 2025 – 6:30 PM

White Lake Township | 7525 Highland Rd | White Lake, MI 48383 | Phone: (248) 698-3300 | www.whitelaketwp.com

AGENDA

- 1. CALL TO ORDER/ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF MINUTES**
 - A. [October 9, 2024](#)
- 5. CALL TO PUBLIC**
- 6. NEW/CONTINUING BUSINESS**
 - A. [Discussion: MDNR Land & Water Conservation Fund Grant for Stanley Park Restroom/Concession Building; Beckett & Raeder Proposal](#)
 - B. Discussion: Parks & Rec Committee Financial Position
- 7. OTHER BUSINESS**
 - A. Welcome New Member Scott Rolando
- 8. STAFF REPORT**
- 9. COMMUNICATIONS**
 - A. Member Communications
- 10. ADJOURNMENT**
 - A. NEXT MEETING DATE: Wednesday, February 12, 2025

. Procedures for accommodations for persons with disabilities: The Township will follow its normal procedures for individuals with disabilities needing accommodations for effective participation in this meeting. **Please contact the Township Clerk's office at (248) 698-3300 X-7 at least five days in advance of the meeting.** An attempt will be made to provide reasonable accommodations.

**WHITE LAKE TOWNSHIP
PARKS AND RECREATION
OCTOBER 9, 2024**

CALL TO ORDER/ PLEDGE OF ALLEGIANCE.

Chairperson Carlock called the regular meeting to order at 6:30 p.m. and led the Pledge of Allegiance.

Roll was called.

ROLL CALL:

Rhonda Grubb
Andrea Voorheis, Township Board Liaison
Merrie Carlock, Chairperson

Absent:

Alexandra Schillack

Also Present:

Andrew Littman, Staff Planner
Kelly Lang, Secretary for the Supervisor
Hannah Kennedy-Galley, Recording Secretary

APPROVAL OF AGENDA

MOTION by Member Voorheis, seconded by Member Grubb to approve the agenda as presented. The motion carried with a voice vote: (3 yes votes).

APPROVAL OF MINUTES

A. September 11, 2024

MOTION by Member Grubb, seconded by Member Voorheis to approve the minutes as presented. The motion carried with voice vote: (3 yes votes).

CALL TO PUBLIC

Steve Woodard, 953 Schuyler, requested information regarding the Stanley Park construction bidding process.

NEW/CONTINUING BUSINESS

A. Discussion: Final preparations for Trunk-or-Treat - October 19, 2024

Ms. Lang said she was looking for more high school age volunteers. Over 40 trunks are participating and 17 CERT members helping with the parking lot. The White Lake Township Police Foundation donated \$1,000.00 towards the event to purchase more candy. The Historical Society is manning the hot dog

station, The Lions Club is helping out with donuts and cider. Two Port-a-johns were donated by Terry Vickers from On-Time Portables.

B. Discussion: Parks & Recreation grants

Staff Planner Littman discussed the Parks and Recreation budget for new projects. Based on the budget, there will not be significant funds available for grant matching in 2025, but there should be revenue in 2026-2027. The main expense in the budget is related to the Phase One Stanley Park improvements. Member Carlock wanted to look at pathways around Bogie Lake Road or pathways around the new Civic Center site. She suggested looking into a BLOCK grant. Ms. Lang said grants have been submitted to the HVS School District, and but the grants need to be initiated by the district, and no action has not been taken at this time.

Staff Planner Littman spoke to Supervisor Kowall, and was inspired by Supervisor's Kowall vision of a splash pad/farmer's market pavilion.

Member Carlock suggested pursuing pathway and trail grants. There were suggestions of a walking mileage path at Hidden Pines Park and an open pavilion similar to Hawley Park's. Enclosed port-a-johns and a water fountain for Hidden Pines Park was suggested.

Member Carlock said the Committee is also interested in acquisition grants for property that could be used for parks.

OTHER BUSINESS

Member Carlock stated she liked the revised Parks & Recreation logo.

STAFF REPORT

Staff Planner Littman said he asked Supervisor Kowall about the size of the Parks and Recreation Committee, and Supervisor Kowall was in favor of adding one or two additional members to the Committee. Several residents were suggested to reach out to see if they have an interest in joining.

COMMUNICATIONS

A. Member Communications

Member Carlock shared her experience at the Hess Hathaway Harvest Festival.

The Civic Center's ground-breaking is scheduled for October 24, 2024, at 3:00 P.M.

ADJOURNMENT

A. NEXT MEETING DATE: November 13, 2024

MOTION by Member Voorheis seconded by Member Grubb to adjourn at 7:36 P.M. The motion carried with a voice vote: (3 yes votes).

B R 
Beckett & Raeder

*Landscape Architecture
 Planning, Engineering &
 Environmental Services*

December 23, 2024

Mr. Andrew Littman
 White Lake Township
 7525 Highland Road
 White Lake, MI 48383

Regarding: Consultation Services
 for
 MDNR Land & Water Conservation Fund Grant Application
 Stanley Park Multi-Purpose Building



Dear Mr. Littman,

Beckett & Raeder, Inc. (BRI) offers this proposal to assist White Lake Township with preparation of a MDNR Land & Water Conservation Fund Grant Application for the Stanley Park Multi-Purpose Building Renovation.

The subject grant project would renovate a former campground building in Stanley Park to serve multiple park support functions including restrooms, sheltered picnic space, and storage. The grant would also include utility connections, and accessible pedestrian and picnic pavements immediately surrounding the building.

BRI proposes the following scope of work to assist White Lake Township with development of a grant application prior to the MDNR submittal deadline of April 1, 2025:

SCOPE OF WORK

Draft Application Materials

BRI will prepare a draft grant application narratives and supplemental content. The draft will be provided for Township review and comment. Application items to be prepared by BRI include:

- Project need and justification narrative
- Applicant history narrative
- Site & design quality narrative
- Universal Design narrative
- Project Schedule
- Conceptual site plan (notated Stanley Park Master Plan)
- Prime Professional information
- Permit list
- Renovation narrative and site photographs
- Additional information narrative
- Letter of Intent

Beckett & Raeder, Inc.
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 Ann Arbor, MI 48103

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 Petoskey, MI 49770

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734 663.2622 ph
 734 663.6759 fx

231.347.2523 ph
 231.347.2524 fx

231.933.8400 ph
 231.944.1709 fx

www.bria2.com

Final Application Materials

BRI will finalize application narratives and supplemental content based upon Township review comments, then input/upload to the MDNR MiGrants website.

ASSUMPTIONS

BRI prepares this proposal understanding the Township will supply the following application items/content:

- Establish MDNR MiGrants registration and authorize BRI access to the application
- Provide general applicant data/information
- Provide Documentation of Site Control Form and copy of property deed (re-use documents from Stanley application)
- Maintenance funding information
- Project cost estimate in MDNR format
- Local match funds amount and sources (if any)
- Building floorplans and renderings
- Building sustainability and universal design features (solar, etc.)
- Letters of support (if desired)
- Board resolution approving grant application
- Certification of application in MDNR MiGrants

Based on the Stanley Park grant process, BRI anticipates that submittal of SHPO Section 106 and USFWS NEPA Reviews will be required. We further anticipate resubmitting the SHPO and USFWS documents produced for the previous Stanley Park LWCF grant. Any required update or modification of the previous documents after MDNR's initial review will be performed as an hourly service upon authorization.

Services are for a 2025 MDNR Land & Water Conservation Fund application. Resubmittals or modifications for subsequent application rounds will be performed as an hourly service upon authorization.

SCHEDULE

We understand the application must be uploaded and certified by the Township on or before April 1, 2025. In order to accommodate this schedule, BRI requests the Township's authorization to proceed immediately following the January 2025 Board meeting.

PROFESSIONAL FEE

BRI proposes an hourly not-to-exceed fee of \$5,000. Services will be billed monthly according to the attached Fee Schedule.

Reimbursable Expenses

Provided all communications, drawings, graphics and other materials are provided electronically, we do not anticipate a need for reimbursable expenses.

ADDITIONAL SERVICES

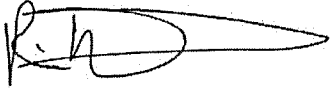
Consultation services outside those described in this proposal will be considered an additional service and performed upon Township approval.



initiative

We look forward to working with you on this project! Please feel free to contact us to discuss any components of our proposal.

Sincerely,



Brian D. Barrick, PLA, ASLA
Partner

Attach: BRI 2025 Rates





2025 Professional Service Fee and Structure

Beckett & Raeder, Inc. / BRI, Inc. is pleased to submit for consideration the following fees for professional services and time / material services:

AS REQUIRED BY CLIENT:

Partner	\$170.00 Hour
Principal	\$160.00 Hour
Senior Associate	\$150.00 Hour
Senior Project Manager	\$145.00 Hour
Senior Professional Engineer	\$145.00 Hour
Associate	\$140.00 Hour
Senior Project Professional/Landscape Architect/Planner	\$135.00 Hour
Project Manager	\$135.00 Hour
Professional Engineer	\$135.00 Hour
Senior GIS Specialist	\$125.00 Hour
Project Engineer (E.I.T.)	\$120.00 Hour
Senior Project Site Representative	\$115.00 Hour
Project Professional/Landscape Architect/Planner	\$115.00 Hour
GIS Technician	\$105.00 Hour
Resident Project Site Representative	\$ 95.00 Hour
Computer Technician /CAD Technician	\$ 95.00 Hour
Clerical	\$ 80.00 Hour
Interns (non-degreed)	\$ 70.00 Hour
Inspection Forms	At Cost
Printing and Duplicating	At Cost
Photography	At Cost
Postage / UPS / FedEx	At Cost
Permit Application Fees	At Cost
Site Plan Review Fees	At Cost
Travel Expenses (Airfare, Lodging, Meals, Fares, etc)	At Cost
Mileage	At Current Federal Rate

Note: Rates will be adjusted on the first of each year and billings will reflect the rates in effect at the time of services rendered



