



**PARKS AND RECREATION COMMITTEE MEETING**  
**LOCATION: TOWNSHIP ANNEX, 7527 HIGHLAND ROAD, WHITE LAKE, MICHIGAN 48383**  
**WEDNESDAY, APRIL 12, 2023 – 7:00 PM**

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

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**AGENDA**

1. **CALL TO ORDER/ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MINUTES**
  - A. [Minutes of February 8, 2023](#)
5. **CALL TO PUBLIC**
6. **NEW/CONTINUING BUSINESS**
  - A. [Bylaw Amendment - student member](#)
  - B. Portable Restrooms - discussion
  - C. [Vetter Park Irrigation Well Repair - discussion](#)
7. **OTHER BUSINESS**
8. **STAFF REPORT**
9. **COMMUNICATIONS**
  - A. Member Communications
10. **ADJOURNMENT**
  - A. **NEXT MEETING DATE: Wednesday, May 10, 2023**

**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-164 at least two days in advance of the meeting.** An attempt will be made to make reasonable accommodations.

**WHITE LAKE TOWNSHIP  
PARKS AND RECREATION COMMITTEE**

White Lake Township Annex, 7527 Highland, White Lake, MI 48383  
**February 8, 2023 @ 7:00 p.m.**

Acting Chairperson Aseltyne called the regular meeting to order at 7:00 p.m. and led the Pledge of Allegiance. Roll was called.

ROLL CALL: Andrea Voorheis, Township Board Liaison  
Kathleen Aseltyne  
Rhonda Grubb

Absent: Merrie Carlock, Chair  
Deb Deren, Vice Chair

Also Present: Justin Quagliata, Staff Planner  
Sherri Barber, Recording Secretary

**APPROVAL OF AGENDA**

Trustee Voorheis moved to approve the agenda as presented. Member Grubb supported and the MOTION CARRIED with a voice vote, 3 yes votes.

**APPROVAL OF MINUTES:**

Trustee Voorheis moved to approve the minutes of January 11, 2023 as presented. Member Grubb supported and the MOTION CARRIED with a voice vote, 3 yes votes.

**PUBLIC COMMENT:**

Mary Earley (5925 Pine Ridge Court) stated she did not want the liability of any dog parks in the Township.

**NEW BUSINESS:**

A. Presentation - Huron River Watershed Council

Kris Olsson from the Huron River Watershed Council (HRWC) gave a presentation via Zoom. HRWC was founded in 1965. Their website was HRWC.org. They protect and restore the river, there were 1,000 members and 500 volunteers and White Lake was in the headwaters. The watershed was 900 square miles and located in seven different counties. It contained 90 species of fish and 34 species of reptiles, some of them protected. There were several different types of mussels. Any development had to be over 125 feet away from the river. Kayaking and other sports could be done along the river.

Massasauga rattlers had their last strong hold in Michigan in the watershed. There was a lake monitoring program. They looked at biological and habitat (bugs), chemistry and flow monitoring, natural area assessments (upland parts of the watershed). There was average to high insect diversity and abundance in White Lake. Their current grade for dams in the watershed was F. Kris worked on green infrastructure. HRWC wanted to protect natural areas – recreation, drinking water, property values, wildlife habitat, and storm water control. The river provided many dollars in annual economic output. Local government could have property tax funded preservation and ordinances could be developed to protect land and water quality. There was a conservation millage toolkit available. HRWC worked to avoid the risks of coal tar-based sealants. There was a Change Makers Boot Camp February 23, 2023 or March 15, 2023.

David Gian (9315 Steep Hollow) asked if the river level was controlled. He had questions about the river being low lately. Kris stated there was a lake level control act which set lake or river levels. He also asked about getting information about water testing. Kris said such information was available on the HRWC website.

Steve Woodard (953 Schuyler) noted there was a manmade dam on Mud Lake that was not effective. Did HRWC get involved with removing dams? Kris said if the community was interested HRWC would be happy to provide resources and get involved. Janet Woodard asked about the general overall quality of the watershed. Kris said it depended where on the river, and information was available on the HRWC website. The headwaters in White Lake were good due to the amount of natural area.

Randy Kushner (46 Croutty) lived on Oxbow Lake and was a member of some groups that did testing of the water. She asked if HRWC would be interested in the results? Kris provided an email for the HRWC staff member who ran lake monitoring program.

Member Aselyne asked what was the number one issue for the watershed. Kris said there were three or four main problems: the loss of natural areas, pollution or pollution run-off, lack of green infrastructure (rain gardens, natural roofs, natural swales, etc.), and climate change. PFAS (per- and polyfluoroalkyl substances).

John Earley asked Kris how many beaver dams were in the watershed. Kris was unsure of the number, but said there were more than one thought. In general, beaver dams were good for the ecology of the river system.

Staff Planner Quagliata said the presentation was great and thanked Kris for her efforts and time.

Member Aseltyne suggested the lake representatives get together.

**OTHER BUSINESS:**

No other business.

**COMMUNICATIONS:**

a. Staff Report

Staff Planner Quagliata reported the Parks and Recreation Master Plan was submitted to the State. The Ralph Wilson Foundation grant application for the Triangle Trail was submitted. He said the Township would know the outcome of the Spark grant application any day. He stated there was high demand for the Spark grant funds.

b. Member Comments

Trustee Voorheis thanked everyone for their support at the Township Board meeting regarding dog parks. The Winter Carnival was cancelled due to the weather.

Member Aseltyne had no report.

Member Grubb had no report.

**The meeting was adjourned at 8:11 p.m.**

The next meeting is Wednesday, April 12, 2023 at 7:00 p.m.

**CHARTER TOWNSHIP OF WHITE LAKE, MICHIGAN**  
**PARKS AND RECREATION COMMITTEE BY-LAWS**

**ARTICLE I**  
**AUTHORITY**

The **CHARTER TOWNSHIP OF WHITE LAKE PARKS AND RECREATION COMMITTEE**, hereinafter referred to as the "Committee" created pursuant to unanimous consent of the Township Board on February 18, 1997, shall be governed by all of the following rules and regulations, which shall hereafter be referred to as the Committee By-Laws:

**1.1 REQUIREMENT FOR FAMILIARITY WITH STATE STATUTES AND LOCAL ORDINANCES AND RULES AFFECTING THE COMMITTEE**

Upon taking office, all members of the Committee shall familiarize themselves with these By-Laws and relevant local ordinances applicable to the Committee, and while in office, members shall maintain such knowledge, including knowledge of amendments and additions, and shall be strictly governed thereby in the conduct of the affairs of the Committee.

**1.2 RULES OF THE COMMITTEE TO BE AVAILABLE TO THE PUBLIC**

The official copy of the By-Laws of the Committee, adopted thereby from time to time, shall be kept current by the Planning Department and shall be made available to the public upon request, at the office of the Township Clerk.

**1.3 LOCATION OF COMMITTEE OFFICE**

The office of the Committee shall be located at the White Lake Township Hall at 7525 Highland Road, White Lake, Michigan 48383, which shall be open for business from 8:00 a.m. to 5:00 p.m. each weekday, except Saturdays, Sundays and holidays or other hours specified by the Township Supervisor. All communications to the Committee shall be addressed to its Chairperson through the Planning Department.

**ARTICLE II**  
**COMMITTEE POWERS AND MEMBERSHIP**

**2.1 Powers of the Committee**

The Committee shall have all and only such powers as are delegated to it by the White Lake Township Board of Trustees and shall exercise such powers only in the manner, for the purposes and in accordance with the procedures set forth therein.

## **2.2 Number of Members; Appointment; Terms; Procedures for Removal; Procedures for Filling Vacancies; and Terms of Members Appointed to Fill Vacancies**

The number of members, the method of appointment, qualifications, terms, procedure for filling vacancies, and terms of members appointed to fill vacancies shall be established by these By-Laws. The Committee shall consist of not less than five (5) nor more than nine (9) members, who shall be representative of a cross section of the population of White Lake Township. There need not be an odd number of members on the Committee. All members shall be qualified electors and residents of the Township, with the following exception: one high-school student member may be appointed; the student member shall be a voting member and their term shall be three (3) years from the date of appointment or their high-school graduation date, whichever occurs first. One member of the Township Board shall be a member of the Committee. One member of the Planning Commission may be a member of the Committee.

All members of the Committee shall be appointed by the Township Supervisor with the approval of the Township Board.

The term of each member of the Committee shall be three (3) years from the date of appointment. A successor shall be appointed not more than one (1) month after the term of the preceding Committee member has expired. All vacancies for unexpired terms shall be filled for the remainder of such term.

## **2.3 Causes for Removal from Committee**

Causes for removal of members from the Committee by the Township Supervisor, with the approval of the Township Board, shall include malfeasance, misfeasance and nonfeasance (wrong doing, misconduct, and failure to perform duties).

## **2.4 Resignations and Vacancy of Office**

A member wishing to resign shall give written or verbal notice of intent to resign to the Planning Department. When a member dies or resigns, the Chairperson of the Committee shall promptly advise the Planning Department that a vacancy exists. When a member becomes unable to perform the duties of office permanently or for what appears to be a protracted period, or moves from White Lake Township, or becomes no longer qualified for office for any other reason, and fails to resign, the Chairperson shall notify the Supervisor of such relevant facts and request that appropriate investigation and action be taken. Such action may include appointment of a replacement member.

### **ARTICLE III**

### **OFFICERS, COMMITTEES, EMPLOYEES, DUTES**

## **3.1 Appointment and Tenure of Chairperson, Vice-Chairperson**

At the first regular meeting of the Committee each calendar year following appointments by the Township Board, the Committee shall select a Chairperson and Vice-Chairperson from among the members, who shall not be an elected official of the Township. The Vice-Chairperson shall be authorized to serve as the Chairperson in the event of the Chairperson's absence or incapacity. The Chairperson and Vice-Chairperson shall serve for one (1) year or until their successors are selected.

Any member nominated for an office of the Committee shall have served on the Committee for at least one year. Nominations of members for an office shall be from the floor by a current member of the Committee during the meeting when elections are held. All nominations shall be seconded by another member of the Committee to be considered a valid nomination. All elections shall be conducted by a roll call vote. If there is only one nominee for an office, that nominee shall be assumed to be unanimously elected. To be elected to an office, a nominee must receive a majority of the votes of those present. A member of the Committee may serve in the same office of the Committee for any number of terms.

The effective date of officers elected in 1997 shall be April 2, 1997.

### **3.2 Succession of Office**

If the Chairperson resigns his/her office or becomes no longer a member of the Committee, the Vice-Chairperson shall succeed him/her in office for the remainder of the term or until a successor is named by the Committee, whichever event occurs first. If the Vice-Chairperson resigns his/her office, becomes no longer a member of the Committee, or succeeds to the office of the Chairperson, a special election shall be held at the next regular meeting of the Committee to elect a Vice-Chairperson to complete the unexpired term.

### **3.3 Duties of Chairperson and Vice-Chairperson; Appointment of Temporary Chairperson and Preside at Meetings**

- A. Presiding at Meetings. The Chairperson shall preside at all meetings and hearings of the Committee. If the Chairperson is absent or unable to preside, the Vice-Chairperson shall preside. If both are absent or unable to preside, the remaining members present shall appoint a temporary Chairperson to preside. In accordance with these and other applicable rules, the presiding officer shall decide all points of procedure or order and may, at any time, change the order of business at his/her discretion, unless otherwise directed by a majority of the members in attendance on a motion duly made and passed. The Chairperson shall maintain order and decorum, and to that end may order removal of disorderly or disruptive persons.
- B. Other Responsibilities and Duties of Chairperson:
  - 1. Appointment of Sub-Committees. The Chairperson shall appoint sub-committees as necessary for the proper conduct of business and as provided for in Section 3.4.
  - 2. Reporting to the Committee. The Chairperson shall report to the Committee on any transactions which have not otherwise come to the attention of the Committee.
  - 3. Appointment of any liaison shall be first approved by the Supervisor.

### **3.4 Sub-Committees**

Sub-committees shall be appointed by the Chairperson, with the approval of the Supervisor, for the purposes and terms which the Committee approves.

**ARTICLE IV**  
**CONDUCT OF COMMITTEE MEMBERS AND STAFF**

**4.1 Representation of Applicants**

No member of the Committee shall represent an interested person on matters on which the Committee is to make a determination.

**4.2 Conflict of Interest**

No member of the Committee shall participate in any agenda item or other matter which comes before the Committee in which he/she: (i) has a financial or personal interest in the action concerned, or (ii) will be directly affected by the decision, or (iii) has or believes he/she has any other conflict of interest as defined by applicable law, or (iv) in which such participation may create an appearance of impropriety (individually or collectively referred to hereafter as "Conflict of Interest"). No member of any agency serving the Committee shall prepare or present matters to the Committee, or attempt to influence decisions of the Committee in any matter in which the staff member or agency has a Conflict of Interest.

As soon as any Committee member, or any agency serving the Committee, becomes aware of a potential Conflict of Interest in any matter to come before the Committee, he/she shall notify the Chairperson or acting Chairperson. Where, by vote of the Committee, it is determined that a Conflict of Interest exists, the Chairperson, or Vice-Chairperson, shall excuse or disqualify the Committee member, or agency from acting in the case and cause the recording secretary to entire the circumstances in the record. The member excused as a result of a finding of a Conflict of Interest, shall remove himself/herself from the meeting room and may not take any part in the review of the matter before the Committee.

All doubts with respect to whether or not a Conflict of Interest exists shall be resolved by removing the member from consideration of the issue.

**4.3 Improper Influence – Ground for Disqualification**

A member may disqualify himself/herself from voting whenever any person appearing before the Committee, or his/her agent, has sought to influence the vote of the member outside of a public meeting.

**4.4 Members Attendance at Meetings**

If, during a calendar year, a member fails to attend four (4) regularly scheduled meetings without having first notified the Chairperson for such absences, then such member may be removed from office by the Supervisor after vote of a majority of the Committee recommending such removal. The question of such members dismissal shall be placed upon the agenda for consideration by the Committee at the next regularly scheduled Committee meeting.



## **ARTICLE V** **MEETINGS**

### **5.1 Regular Meetings**

The Committee shall hold at least six (6) regular meetings each year. A schedule of the Committee's regular meetings including date, time, and place shall be established for each calendar year in accordance with the Open Meetings Act (Act 267 of 1976 as amended). Notice of such schedule shall be available to the public no later than ten days after the first meeting of the Committee in each calendar year. A change in the regular meeting schedule shall be posted within three days after the meeting at which the change is made.

### **5.2 Special Meetings**

Special meetings for any purpose may be held at the call of the Chairperson, or upon request of four (4) or more members of the Committee. When a special meeting is called, the Planning Department shall provide seventy-two (72) hours' notice of same to each member of the Committee. Notification may be by e-mail or telephone and shall include the purpose of the meeting. Public notice of special meetings shall be in accordance with the Open Meetings Act (Act 267 of 1976 as amended).

### **5.3 Recess or Adjournment**

Any regular or special meeting may be recessed or adjourned from time to time, day to day, or to the time of any previously announced regular or special meeting. If such recess or adjournment to a specific time and place is for less than a thirty-six (36) hour period, additional public notice shall not be required. If there is cause to change the specified time or place, however, the required provisions of public notice shall be met.

### **5.4 Cancellation**

If no business is scheduled or if there are insufficient members to achieve a quorum, a meeting may be cancelled by the Planning Department by giving notice to all members at least eighteen (18) hours before the time set for such meeting.

### **5.5 Quorum**

A simple majority of the membership of the Committee shall constitute a quorum. The number of votes necessary to transact business shall be a simple majority of the Committee members in attendance at such meeting where a quorum is present.

### **5.6 Public Meetings of the Committee; Notice; Other Activities of the Committee; Schedule**

All meetings of the Committee involving official action shall be open to the general public, with formal notice thereof, if required by law.

## **5.7 Agenda, Order of Business**

An agenda outlining the order of business shall be developed by the Planning Department with concurrence of the Chairperson. The agenda may be reordered by the Committee during a scheduled meeting. The Committee may postpone action on an agenda item if substantive information or materials are submitted at the meeting at which the agenda item is scheduled for consideration.

## **5.8 Robert's Rules of Order**

Except as otherwise specified by these By-Laws, parliamentary procedures shall be in accordance with Robert's Rules of Order.

# **ARTICLE VI** **PROCEDURES AT PUBLIC MEETINGS**

## **6.1 Interested Persons**

At meeting and/or hearings, any person may appear or be represented by authorized agents. Such agents shall, upon request, present evidence of their authorization to act on behalf of the such person. If the person or authorized agent is not present at a meeting, the Committee may refuse to hear or take action on the matter unless required because of public hearing or public notice has been given. The section shall not preclude the Committee from setting a public hearing or taking other actions on a case if the applicant or authorized agent is not present.

## **6.2 Conduct During Meetings**

After being recognized by the Chairperson, Committee members, or its staff or agents, may direct any questions to the interested person or any person from the audience, to bring out relevant facts. The Chairperson may request that Committee staff or agents report upon any investigations that they have made or caused to be made concerning the matter then under consideration. No person will argue with persons in the audience. The purpose of the hearing will be to gather facts from the interested person and those in attendance who wish to speak on the matter.

## **6.3 Order for Presenting Individual Matters**

The Chairperson shall recognize individuals presenting information and comments on individual matters. If a group of individuals wish to speak on the same item, the Chairperson may require that a spokesperson for the group be chosen to represent the group. The Chairperson may set time limits on any presentations made other than by the interested person, or his/her authorized representative. All comments shall be directed to the Chairperson. The general order for presenting comments shall be as follows:

- a. The Chairperson introduces and describes the nature of the matter.
- b. The Committee staff or consultants present detailed reports.
- c. The interested person responds to staff comments and provides any additional information.

- d. The public hearing is opened. Public comments are received upon recognition from the Chairperson.
- e. The public hearing is closed.
- f. Committee members raise question and discuss subject matter.
- g. Additional information may be solicited from staff, the interested person and persons present.
- h. Action is taken by the Committee pursuant to the requirements of Robert's Rules of Order.

**ARTICLE VII**  
**RECORDS OF COMMITTEE DECISIONS**

**7.1 Minutes**

All actions and decisions of the Committee shall be recorded in the Committee minutes. Such minutes shall set forth the basis for the actions or decisions, with a summary of the information introduced, and the findings made by the Committee. The minutes shall also record those speaking before the Committee on all pertinent matters.

**7.2 Approval of Minutes**

Following approval, as submitted or as amended, the minutes shall be filed in the official minutes book of the Committee which shall be maintained by the Township Clerk.

**7.3 Freedom of Information**

All records, files, publications, correspondence, minutes and other materials of the Committee shall be made available for reading, copying and other purposes, as specified in the Freedom of Information Act, Michigan Public Act 442 of 1976, as amended.

**ARTICLE VIII**  
**AMENDING BY-LAWS**

These By-Laws may be amended by a majority vote of the Committee, with concurrence of the Supervisor. An amendment may be proposed at any regular meeting of the Committee.

**ARTICLE IX**  
**RULES OF PROCEDURE**

The Committee, by simple majority vote of the members, may, from time-to-time, adopt, amend, modify or suspend, rules of procedure before the Committee.

**ARTICLE X**  
**SEVERABILITY**

These By-Laws and each of the various parts, sections, sub-sections, provisions, sentences and clauses are severable. If any part thereof shall be found to be invalid or unenforceable for any reasons by a court of competent jurisdiction, such finding shall not affect the validity of the remainder of these By-Laws, which shall remain in full force and effect.

**ARTICLE XI**  
**ADOPTION OF BY-LAWS**

These By-Laws shall become effective immediately upon their adoption by a majority vote of the Parks and Recreation Committee of the Charter Township of White Lake and the approval of the Supervisor.

These By-Laws were adopted by the Charter Township of White Lake Parks and Recreation Committee on the 12<sup>th</sup> day of May, 2021, and shall take effect immediately.

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Merrie Carlock  
Committee Chairperson

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Rik Kowall  
Township Supervisor

Effective Date: May 12, 2021



QUOTATION

Dublin Community Center  
White Lake Twp.  
7525 Highland Dr.  
White Lake, MI 48383  
Attn: Mr. Aaron Potter, Supt.

QUOTE # DLC 2022-0718-2  
DATE July 18, 2022

REFERENCE Dublin Community Center Irrigation Pump Replacement

Estimated labor to Mobilize to site with 2 man crew, pump hoist rig and support truck. Remove pump from the well and inspect. Go to supply house and obtain new pump parts. Return to site, set pump and pressurize the system.	\$2,520.00
Estimate pump parts - New 5 hp motor, 55 gpm pump bowl, 47' of 2" steel drop pipe, flat jacketed submersible cable, splice kits, and airline. We have limited info on this well and are going off what the well log says. This makes it difficult to predict what pumping equipment is actually in the well.	\$5,950.00
<b>Total: \$8,470.00</b>	

Note: It is assumed we can complete this project in one day.

ACCEPTED BY \_\_\_\_\_  
TITLE \_\_\_\_\_  
DATE \_\_\_\_\_

PEERLESS-MIDWEST, INC.  
*DC Coulier*  
DC Coulier, Project Manager

Item C.



*Making Michigan A Safer Place To Be  
"One Well at a Time"®*

# Joe Curry Well Drilling, Inc.

3900 Clyde Road • Holly, MI 48442 • Tel 248-887-1738 • Fax 248-889-1579  
Registration #2147

Date 7/1/22

Name WHITE LAKE TWP. (ATT: JUSTIN)

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Phone **248-698-3627 EXT 177**

Job Address **685 UNION LAKE RD** **FAX 248-698-3995**

REF'D BY:	PUMP	PITLESS ADAPTER	TOTAL FOOTAGE	DEPTH TO WATER	CAPACITY _____ GPM
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DESCRIPTION	AMOUNT
<b>ESTIMATE</b>	
<b>5" IRRIGATION WELL REPAIR</b>	
<b>(RIG CHARGE AND LABOR)</b>	<b>2250.00</b>
<b>REPLACE 5hp 220v MOTOR</b>	<b>2834.00</b>
<b>REPLACE 55gpm PUMP HEAD</b>	<b>3678.00</b>
<b>5hp CONTROL BOX AND LABOR</b>	<b>1100.00</b>
<b>REPLACE 50'X2" DROP PIPE</b>	<b>500.00</b>
<b>TANK FITTINGS AND LABOR TO INSTALL</b>	<b>3600.00</b>
<b>REPLACE 2-2" BALL VALVES AND FITTINGS</b>	<b>150.00</b>

NOTE: NOT RESPONSIBLE FOR ISOLATION DISTANCE FROM ALL FUEL OIL TANKS, SEPTIC FIELDS, LINES OR TANKS, STORM DRAINS, SEWER LINES, UNABANDONED WELLS ON PROPERTY, OR ANY OTHER SOURCE OF CONTAMINATION TO THE WELL. IT IS THE HOMEOWNER'S RESPONSIBILITY. ALSO NOT RESPONSIBLE FOR SOIL, SLOPE, FINE GRADING OR DAMAGE TO DRIVEWAYS, SIDEWALKS, TREES, SHRUBS, FLOWERING OR UNMARKED UNDERGROUND ELECTRIC, SEWER OR SEPTIC LINES, SEPTIC FIELDS, FENCING, POSTS, ELECTRIC DOG FENCES AND TELEPHONE LINES, ETC.

**THIS PRICE REFLECTS A CASH PRICE**

TERMS: 2% PER MONTH AFTER 30 DAYS PAST DUE. LIABLE FOR ALL COLLECTION COSTS SHOULD THE ACCOUNT BECOME DELINQUENT.

<b>TOTAL</b>	<b>14,112.00</b>
<b>AMOUNT PD.</b>	
<b>BALANCE</b>	

X \_\_\_\_\_