

WHITEWATER TOWNSHIP  
PARKS AND RECREATION ADVISORY COMMITTEE  
AGENDA FOR REGULAR MEETING  
April 15, 2025  
7:00 PM, Whitewater Township Hall  
5777 Vinton Road, Williamsburg, MI 49690  
Phone 231-267-5141/Fax 231-267-9020

Topic: Parks and Rec Advisory Committee Meeting  
Time: April 15, 2025, 07:00 PM Eastern Time (US and Canada)

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 March 18, 2025 regular meeting minutes
6. Correspondence: Emails
7. Reports/Presentations/Announcements/Comments:  
[PRAC PROJECT LIST / GRANTS GOOGLE SHEET](#)  
[PRAC PROJECT GOALS TIMELINES GOOGLE SHEET](#)  
[PRAC ONGOING PROJECT SCHEDULES 2024 - 2030](#)
8. Unfinished Business:
  - 1) Hi Pray Bleacher Replacement project: updates/Jill
  - 2) Election of Officers
  - 3) By Laws Review/Modify
  - 4) [2025/26 Budget](#) / [Capital Project list prioritizing](#)
9. New Business:
  - 1) Joint PRAC/Board meeting – date options/board delayed-reschedule dates?
  - 2) 5 Year Rec Plan
10. Next Meeting May 20, 2025
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 clerk at 231-267-5141 or TDD 800-649- 3777.

Whitewater Township Parks & Recreation Advisory Committee  
Minutes of Regular Meeting  
March, 19, 2025

# Draft

**Call to Order**

7:05pm Township Hall

**Roll Call of Members**

Present: Melton, Hubbell, Buczkowski

Absent: Voice, Cosgrove (Alt), Dwyer (Park Mgr)

Others present: Treasurer Jill Koester

**Set/Approve Agenda**

**Declaration of Conflict of Interest**

None

**Public Comment**

None

**Approval of Minutes**

Motion

made by Buczkowski, Seconded by Melton to approve January 21, 2025 regular meeting minutes as amended. All Aye. Motion passes

**Reports/Presentations/Announcements/Comments/Correspondence**

Whitewater township Park Beach upgrade Conceptual drawing (by Gary)

**Unfinished Business**

Discussed Hi Prey Bleacher replacement project

Discussed Election of officers, on hold until Supervisor gives direction if we will have a full board soon.

Discussed ByLaws; may need further modification how Park Mgr may fit in. Tabled until next meeting.

Discussed Capital Project Lists & status of those that were requested on Budget for this year.

**New Business**

Discussed dates for board/Prac joint meeting to review projects/priorities going forward

Discussed DNR State Grants/5-year Rec Plan

**Next Regular Meeting**

April 15, 2025

**Public Comment**

None

**Adjournment**

With no further business, the meeting adjourned at 9:42pm

Melissa Melton

Chair (acting Secretary), Parks & Recreation Advisory Committee

# 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 (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 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, 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 Township Board or Commission.

#### **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.

## **SECTION 7: Compensation**

Parks and Recreation Advisory Committee Members and the Recording Secretary will receive compensation on a per meeting basis as determined by the Township of Whitewater Board of Trustees. Advisory Committee Members may receive reimbursement for travel and expenses with recommendation by the Advisory Committee and approval by the Township Board of Trustees.

## **SECTION 8: Order of Business**

The order of business shall be as follows:

1. Call to Order
2. Roll Call of Advisory Committee Members
3. Set/Adjust Meeting Agenda
4. Declaration of Conflict of Interest
5. Public Comment
6. Approval of Minutes of Previous Meeting (s)
7. Correspondence
8. Reports/Presentations/Announcements/Comments
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10. New Business
11. Public Comment
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.

# Whitewater Township Parks and Recreation Advisory Committee

## Bylaws Draft

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- E. Liaisons** The Township Board Representative (including agents or consultants) shall have the ability to participate in discussions of the Committee during their meetings.

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Adopted by the Parks & Recreation Advisory Committee at their regular meeting held on March 19, 2024