

**WHITE LAKE TOWNSHIP**  
**COMMUNITY DEVELOPMENT DEPARTMENT**

**DATE:** January 9, 2025

**TO:** Rik Kowall, Supervisor  
Township Board of Trustees

**FROM:** Andrew Littman  
Township Planner

**SUBJECT:** Beckett & Raeder Proposal – Consultation Services for MDNR Land  
& Water Conservation Fund Grant Application

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The above item is ready for Township Board consideration. At its regular monthly meeting held on January 8, 2025, the Parks & Recreation Committee considered Beckett & Raeder's proposal to provide consulting services to assist the Township in the preparation of a Michigan Department of Natural Resources Land & Water Conservation Fund Grant Application for a multi-purpose building at Stanley Park. The Committee **recommended to accept this proposal and award a contract to Beckett & Raeder in an amount not to exceed \$5,000.**

I am attaching the following related documents:

- Draft minutes from the Parks & Recreation meeting held on January 8, 2025
- Beckett & Raeder proposal to provide consulting services for MDNR Land & Conservation Fund Grant Application for Stanley Park Multi-Purpose Building

Please place this matter on the next available Township Board agenda. Do not hesitate to contact me should you require additional information.

**WHITE LAKE TOWNSHIP  
PARKS AND RECREATION  
JANUARY 8, 2025**

**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  
Alexandra Schillack  
Scott Rolando  
Merrie Carlock, Chairperson

**Also Present:**

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

**APPROVAL OF AGENDA**

Member Carlock wanted to switch New Business items A & B.

**MOTION by Member Grubb, seconded by Member Voorheis to approve the agenda as presented.  
The motion carried with a voice vote: (5 yes votes).**

**APPROVAL OF MINUTES**

A. October 9, 2024

**MOTION by Member Voorheis, seconded by Member Grubb, to approve the minutes as presented.  
The motion carried with a voice vote: (5 yes votes).**

**CALL TO PUBLIC**

Kelly Lang, Supervisor's Office, stated the 2024 Tree Lighting ceremony costs were under \$1,000.

**NEW/CONTINUING BUSINESS**

A. Discussion: Parks & Rec Committee Financial Position

Staff Planner Littman said he had spoken with Director Homeister, the Township's Finance Director, about Parks and Recreation funds. The budget projects at the end of 2025, the fund will be reduced significantly. The reduction is connected with the expenses associated with the debt service to the bonds and the Stanley Park Phase One construction costs. The millage will provide \$500,000 yearly.

Staff Planner Littman suggested pursuing the MDNR Land and Water Conservation Grant for smaller projects.

- B. Discussion: MDNR Land & Water Conservation Fund Grant for Stanley Park Restroom/Concession Building; Beckett & Raeder Proposal

Staff Planner Littman said Supervisor Kowall wanted to pursue a grant for a restroom and concession building at Stanley Park. The estimated cost of a new building would be around \$500,000. The Committee discussed moving the building closer to the central area of the park.

**MOTION by Member Schillack, seconded by Member Rolando, to recommend the Township Board award a contract to Beckett and Raeder, in an amount not to exceed \$5,000 provide consulting services for an MDNR Land & Water Conservation Fund Grant for Stanley Park Restroom and Concession building. The motion carried with a voice vote: (5 yes votes).**

**OTHER BUSINESS**

- A. Welcome New Member Scott Rolando

The Committee welcomed Scott. He is a teacher at Lakeland High School. He is also on the Huron Valley Chamber of Commerce and Milford Memories Planning Committee.

**STAFF REPORT**

Several contractors submitted bids for the Stanley Park Phase One construction. The bid award will be at the February Township Board meeting.

**COMMUNICATIONS**

- A. Member Communications

None.

**ADJOURNMENT**

**MOTION by Member Grubb, seconded by Member Schillack, to adjourn at 7:20 P.M. The motion carried with a voice vote: (5 yes votes).**

NEXT MEETING DATE: Wednesday, February 12, 2025

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.  
535 West William, Suite 101  
Ann Arbor, MI 48103

Petoskey Office  
616 Petoskey St., Suite 100  
Petoskey, MI 49770

Traverse City Office  
921 West 11th St., Suite 2E  
Traverse City, MI 49684

Toledo, Ohio  
419.242.3428 ph

734 663.2622 ph  
734 663.6759 fx

231.347.2523 ph  
231.347.2524 fx

231.933.8400 ph  
231.944.1709 fx

### *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.



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



*initiative*

## 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*