

NOTICE: IN ORDER TO FACILITATE REMOTE ELECTRONIC PARTICIPATION FOR THE **FEBRUARY 9, 2021** TOWNSHIP BOARD REGULAR MEETING, A ZOOM MEETING HAS BEEN SCHEDULED. **TOWNSHIP RESIDENTS/PROPERTY OWNERS AND OTHER INTERESTED PARTIES ARE INVITED TO ATTEND.** INSTRUCTIONS FOR CONNECTING TO THE MEETING APPEAR BELOW. INSTRUCTIONS FOR PARTICIPATING IN THE MEETING WILL BE ANNOUNED BY THE MEETING MODERATOR.

Whitewater Zoom is inviting you to a scheduled Zoom meeting.

Topic: Township Board Meeting

Time: Feb 9, 2021 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/94259154593?pwd=L1NScnU5NFRBVmlmeDd3ZnRoT0FKQT09>

Meeting ID: 942 5915 4593

Passcode: 669902

One tap mobile

+13126266799,,94259154593#,,,*,669902# US (Chicago)

Dial by your location

+1 312 626 6799 US (Chicago)

Meeting ID: 942 5915 4593

Passcode: 669902

Find your local number: <https://zoom.us/u/acV1D7Ezxi>

Contact Information for Board Members:

Supervisor Ron Popp – 231-267-5141 x23 supervisor@whitewatertownship.org

Clerk Cheryl Goss – 231-267-5141 x24 clerk@whitewatertownship.org

Treasurer Ardella Benak – 231-267-5141 x22 treasurer@whitewatertownship.org

Trustee Paul Hubbell – 231-267-5141 trustee02@whitewatertownship.org

Trustee Heidi Vollmuth - 231-633-9468 heidivourtrustee@gmail.com

Whitewater Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities upon reasonable advance notice. Contact the township clerk at 231-267-5141 or the TDD at 800-649-3777.

**WHITEWATER TOWNSHIP BOARD
AGENDA FOR REGULAR MEETING – FEBRUARY 9, 2021
7:00 p.m. at the Whitewater Township Hall
5777 Vinton Road, Williamsburg, MI 49690
Phone 231-267-5141/Fax 231-267-9020**

- A. Call to Order/Pledge of Allegiance
- B. Roll Call of Board Members
- C. Set/Adjust Meeting Agenda
- D. Declaration of Conflict of Interest

E. Public Comment

Any person shall be permitted to address a meeting of the township board. Public comment shall be carried out in accordance with the following board rules and procedures:

1. Comments shall be directed to the board, with questions directed to the chair.
2. Any person wishing to address the board shall speak from the lectern and state his or her name and address.
3. Persons may address the board on matters that are relevant to township government issues.
4. No person shall be allowed to speak more than once on the same matter, excluding the time needed to answer board members' questions. The chair shall control the amount of time each person shall be allowed to speak, which shall not exceed five (5) minutes.
5. In order to avoid unscheduled debates, the board generally will not comment or respond to presenters. Silence or non-response from the board should not be interpreted as disinterest or disagreement by the board.

F. Public Hearing (none)

G. Reports/Presentations/Announcements/Comments

1. County Commissioner Report
2. Fire Department Report
3. Planning Commission Report
4. Parks & Recreation Advisory Committee Report
5. Cherry Capital Connection Presentation

H. Consent Calendar

Receive and File

1. Supervisor's Report for January 2021
2. Clerk/Parks & Recreation Administrator's Report for January/February 2021
3. Zoning Administrator's Staff Report (not available)
4. Mobile Medical Response January 2021 Activity Reports
5. Fire Department January 2021 Report
6. Historical Society January 2021 Report
7. Approved 12/14/2020 Parks & Recreation Advisory Committee

Correspondence

1. Grand Traverse County Sheriff Department Statistics for December 2020, 4th Quarter Totals 2020, Year To Date 2020, January 2021
2. E-mail 01/15/2021 Ted Hooper re: Planning Commission
3. Grand Traverse County Pandemic Resolution
4. Kalkaska County Pandemic Resolution
5. DTE Clear Vision Program (RMP; no document)
6. Fahey Schultz Burzych Rhodes Year in Review
7. Foster Swift MDHHS 2021.01.29 Orders
8. Networks Northwest Newsletter

Minutes

1. Recommend approval of 01/12/2021 regular meeting minutes

Bills for Approval

1. Approval of Alden State Bank vouchers # 46224 through 46333

Budget Amendments – 3rd Quarter Fiscal Year 2020/2021

Revenue & Expenditure Report – 3rd Quarter 2020/2021 Fiscal Year

I. Unfinished Business

1. Review COVID-19 Preparedness and Response Plan
2. Review/Confirm Grand Traverse County Road Commission Skegemog Point Road (RMP; no document)

J. New Business

1. Addendum #1 to Interlocal Agreement for County Designated Assessor
2. Marihuana Petition (no document)
3. Resolution #21-01 – Township Board 2021/2022 Regular Meeting Dates
4. Resolution #21-02 - Poverty Exemption Guidelines
5. Appointments/Reappointments to Boards/Commissions/Committees
6. Review/Approve Revised Work Scope for Skegemog Point Road
7. Discussion on Community Police Officer Program
8. Discuss Cell Tower Proposed Leases
9. Resolution #21-03 Allow Board of Review Protests by Mail and Electronic Means

K. Tabled Items (none)

L. Board Comments/Discussion

M. Announcements

1. 02/16/2021 @ 6:00 p.m. – Budget Work Session
2. 02/23/2021 @ 6:00 p.m. – Budget Work Session
3. 03/09/2021 @ 7:00 p.m. – Township Board regular meeting

N. Public Comment

O. Adjournment

To: Township Board Members

From: Cheryl A. Goss, Township Clerk

Date: 02/03/2021

Re: **Consent Calendar for 02/09/2021 Township Board Meeting**

Receive and File

1. Supervisor's Report for January 2021
2. Clerk/Parks & Recreation Administrator's Report for January/February 2021
3. Zoning Administrator's Staff Report (not available)
4. Mobile Medical Response January 2021 Activity Reports
5. Fire Department January 2021 Report
6. Historical Society January 2021 Report
7. Approved 12/14/2020 Parks & Recreation Advisory Committee

Correspondence

1. Grand Traverse County Sheriff Department Statistics for December 2020, 4th Quarter Totals 2020, Year to Date 2020, January 2021
2. E-mail 01/15/2021 Ted Hooper re: Planning Commission
3. Grand Traverse County Pandemic Resolution
4. Kalkaska County Pandemic Resolution
5. DTE Clear Vision Program (RMP; no document)
6. Fahey Schultz Burzych Rhodes Year in Review
7. Foster Swift MDHHS 2021.01.29 Orders
8. Networks Northwest Newsletter

Minutes

1. Recommend approval of 01/12/2021 regular meeting minutes

Bills for Approval

1. Approval of Alden State Bank vouchers # 46224 through 46333

Budget Amendments – 3rd Quarter Fiscal Year 2020/2021

Revenue & Expenditure Report – 3rd Quarter 2020/2021 Fiscal Year

An appropriate motion would be: **Motion to approve Consent Calendar items as presented.**

Roll call vote required.

From: tim@cherrycapitalconnection.com
Sent: Tuesday, December 15, 2020 6:14 PM
To: supervisor@whitewatertownship.org
Cc: clerk@whitewatertownship.org; jmaylone@cherrycapitalconnection.com; sales@cccfiber.com
Subject: Whitewater Township - Grand Traverse county

Cherry Capital Connection (CCC) has expressed interest in presenting our plans for delivering Gig level service associated with High Speed Internet and telephone services in Grand Traverse county and Whitewater township. The delay in presenting was do to our application with the FCC under the RDOF funding model. There was strict order not to discuss. Since the result shave been made public we are able to discuss and share our plans. We can discuss aspects of our plan that are public. After January 27 we can discuss all aspects of our plans.

CCC a Whitewater township based telephone company is pleased to announce that we are one of 180 companies nationwide and one of 13 companies in Michigan awarded support during round 1 of RDOF.

The image below represents the areas we have been awarded within Grand Traverse county.

The following links will provide details regarding the results of RDOF round 1.

<https://www.fcc.gov/reports-research/maps/rdof-phase-i-dec-2020/>

Map

<https://auctiondata.fcc.gov/public/projects/auction904>

Lots of data

I would like an opportunity to review our plans in detail during your February 2021 meeting. If you have any questions please do not hesitate to contact me.

The purples line is fiber we installed during 2020

During 2020 we placed fiber in Leelanau, Grand Traverse, Antrim, Charlevoix, Crawford, Roscommon, Cheboygan and Presque Isle.

This included 3 neighborhoods associated with just under 500 households enabling Fiber to the home.

RDOF round 1 we were awarded areas in Manistee, Benzie, Leelanau, Grand Traverse, Wexford, Missaukee, Roscommon and Cheboygan counties.

These are the blue shaded area where we have committed to the FCC to deliver Gig level services.


The yellow line is CCC available fiber under agreement with multiple parties.

Please let me know if there is available time on the February calendar for a discussion. Before this meeting we will be distributing an document that outlines our plans. This will be on our after January 27th 6:00pm.



Kind Regards,



Tim Maylone
CEO and Managing Member, Cherry Capital Connection, LLC
DBA: Cherry Capital Communications
A modern Michigan Telephone Company
<https://cherrycapitalcommunications.com>
231-264-9970 Ext: 1004
 231-735-0451 (cell)

Cheryl A. Goss

From: tim@cherrycapitalconnection.com
Sent: Tuesday, February 2, 2021 4:56 PM
To: supervisor@whitewatertownship.org; 'Deputy Supervisor'; 'Della Benak'; 'Paul Hubbell'
Cc: clerk@whitewatertownship.org; 'Justin maylone'; 'Heidi Vollmuth'
Subject: Whitewater Township - Grand Traverse county - RDOF the beginning
Attachments: CCC whitewater township Overview.pdf; RDOF press release.pdf

Attached are two draft documents that frame the presentation for Feb 9, 2021 at 7:00pm

I encourage each of you to take a moment and review the material.
I will add slides based on questions received.


When sending your questions send them to me only "Reply" **do not reply all**.
Only ask a question.
I will not reply with an answer.

I would not want the thread to appear to violate the public meetings act.

The actual presentation on Feb 9 may following a slightly different flow.

Kind Regards,



Tim Maylone
CEO and Managing Member, Cherry Capital Connection, LLC
DBA: Cherry Capital Communications
A modern Michigan Telephone Company
<https://cherrycapitalcommunications.com>
231-264-9970 Ext: 1004
 231-735-0451 (cell)

From: supervisor@whitewatertownship.org <supervisor@whitewatertownship.org>
Sent: Monday, January 18, 2021 9:50 AM
To: tim@cherrycapitalconnection.com; supervisor@whitewatertownship.org; Deputy Supervisor <tileright@yahoo.com>; Della Benak <treasurer@whitewatertownship.org>; Paul Hubbell <Trustee02@whitewatertownship.org>
Cc: clerk@whitewatertownship.org; 'Justin maylone' <jmaylone@cherrycapitalconnection.com>; Heidi Vollmuth <heidivourtrustee@gmail.com>
Subject: RE: Whitewater Township - Grand Traverse county



Cherry Capital Connection, LLC

Modern Local Telephone Company, WISP, FISP, CLEC

www.cherrycapitalcommunications.com

Press Release – Wicked Fast internet access

Cherry Capital Connection, LLC ("CCC") was incorporated on March 20, 2007. It began offering consumer broadband services in 2007 and has continually expanded its service territory throughout the past thirteen (13) years in the western part of the lower peninsula of Michigan. CCC provides broadband and telephone services to customers in eleven (11) Michigan counties which covers approximately 2,900 square miles.

CCC was awarded 2,791 locations within twenty-five (25) census block groups in eight (8) counties in Michigan in the RDOF Phase 1 Auction. All awarded census block groups were bid with service in the Gigabit tier with Low Latency. Often described as "**wicked fast**" internet access.

Infrastructure construction will require capital investment of \$8.2 million over six (6) years. CCC contribution will exceed \$4.3 million. There are over nine thousand (9,000) service locations passed along the three hundred and eighty-eight (388) miles of fiber within the awarded census block groups and one hundred seventy-one (171) miles of auxiliary fiber to reach nearby neighbors. Each house passed is eligible to receive high-speed internet access and telephone services.

We have established the web site <https://rdof.cccfiber.com> to keep you informed of our project and you are encouraged to visit this site often. Additionally, please complete the petition at <https://cccfiber.com>. Filling out the petition you will indicate your desired high speed internet access level and you will provide electronic contact information. All information remains confidential. By providing your electronic contact information you authorize CCC to keep you informed.

The FCC has required that we complete the build in six (6) years. However, our goal is to get you connected as quickly as possible. This effort is a substantial economic enabler. CCC is an Elk Rapids based telephone company and we are pleased to service your telecommunication needs.

Whitewater Township C.C.C. Overview

Cherry Capital Connection (CCC)

Dbas: Cherry Capital Communications

P.O. Box 866

Elk Rapids, MI. 49629

(231) 264-9970 (Office)

Option 1

Sales@CCCfiber.com

Web Access

CCCfiber.com



Cherry Capital Communications

- 20 years of operational history
 - WISP (Wireless Internet Service Provider)
 - FISP (Fiber Internet Service Provider)
 - CLEC (Competitive Local Area Exchange Carrier)
- Growth
 - Growth through word of mouth
 - Growth through FCC participation
 - Growth through Network Neighborhoods

Organization

Internal Staff

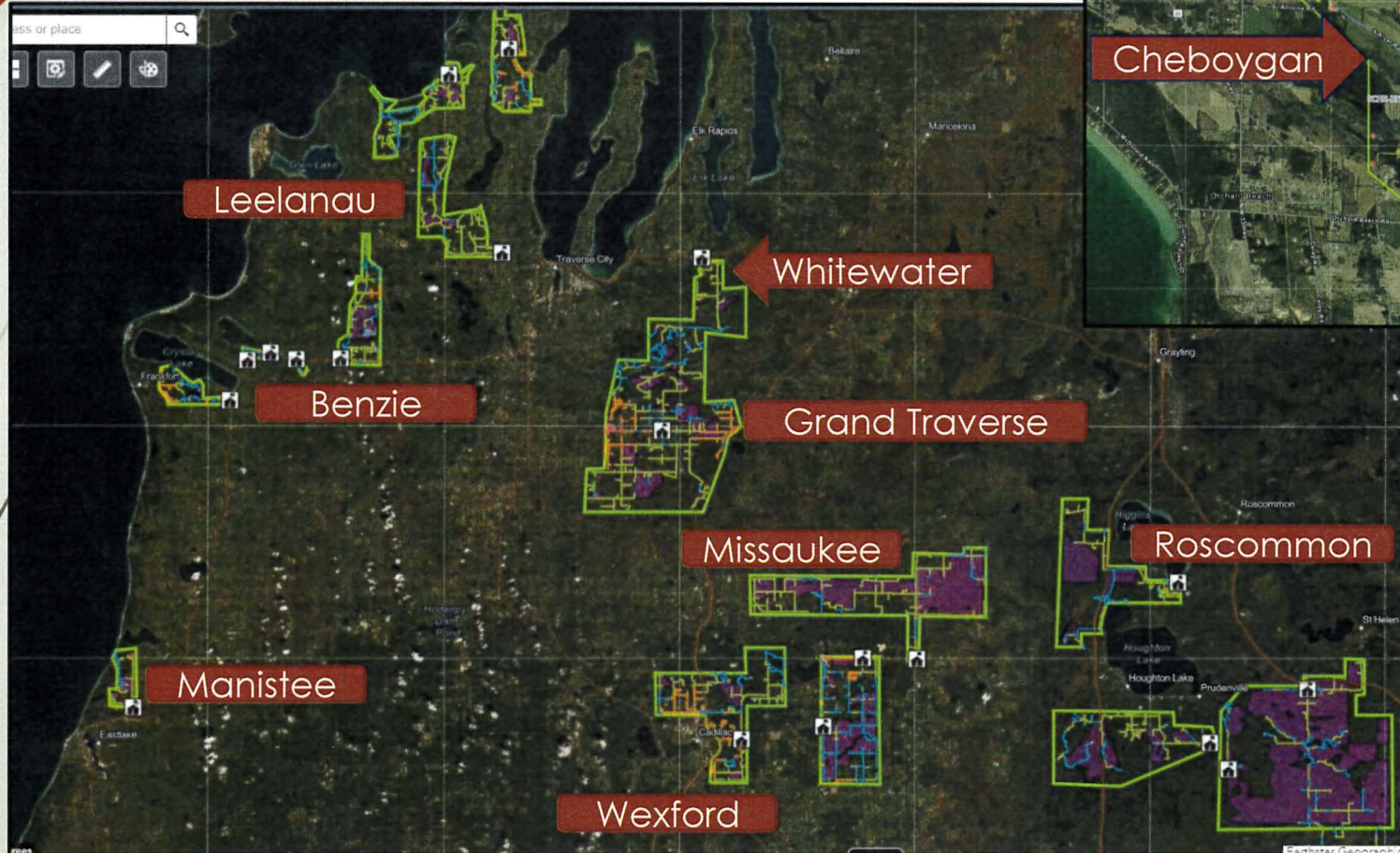
- ❑ Tim – CEO
- ❑ Justin Operations / Executioner
 - ❑ Paul – OSP manager
 - ❑ Kevin
 - ❑ Luke
 - ❑ Kole – Splicer/Burner
 - ❑ Cody & Matthew - Support
 - ❑ Alex – IT services
 - ❑ Locators
- ❑ Jeanne – Finance / HR
 - ❑ Darcy – Bookkeeping
 - ❑ Kolleen – Sales
 - ❑ Julia

External Resources

- Legal
 - RDOF , Telecom , Corporate
 - Zoning , USAC
- **CPA**
 - **Maner Costerisan**
 - Annual Financial Audit
- Financial Institutions (SBA)
- Professional Organizations
- Trades
 - Electrician, Heating and Cooling
- Vendors

RDOF – Rural Digital Opportunity Fund

\$8.2 million investment



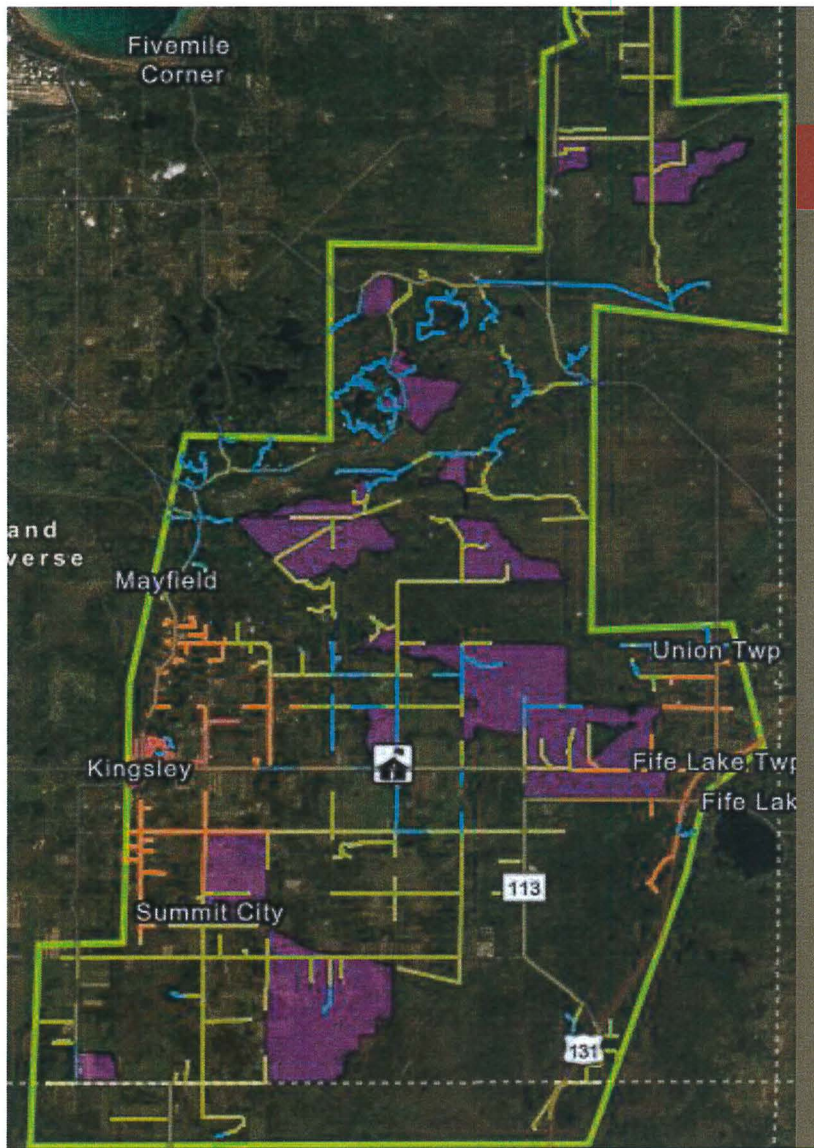
2,791
Households

25 Census
Block Groups

8 Counties

582 Miles of
Fiber

\$4.3 Million
CCC
Investment

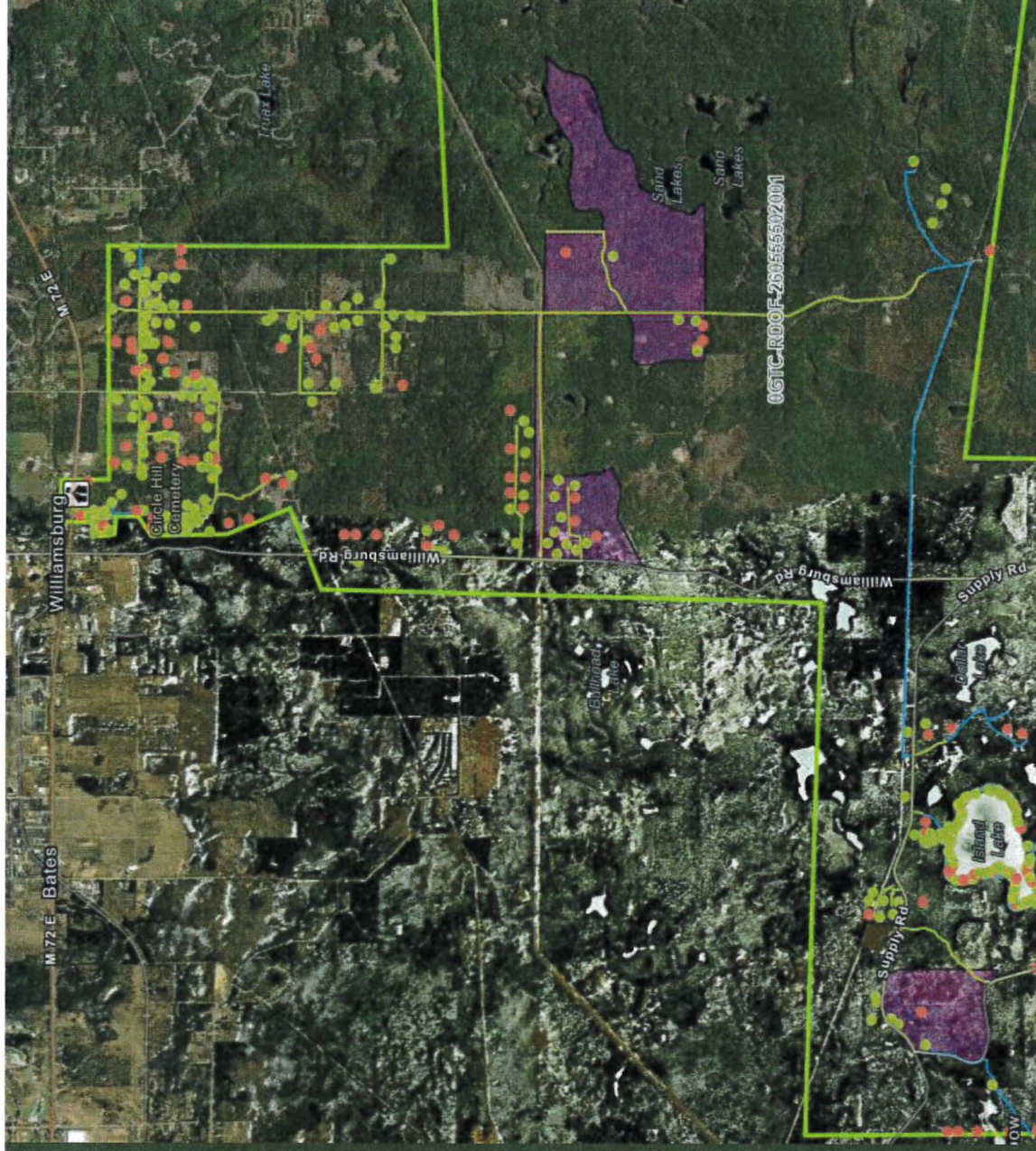


Grand Traverse County

- 369 approved Households
 - 1470 household along route
- 4 Census Block Groups
- Multiple townships
- 69 Miles of Fiber
 - 144 Miles Total Fiber

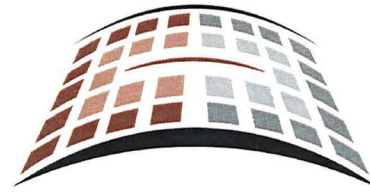
Whitewater Township

Wicked Fast Internet
Economic Enabler
Questions



Life-Line

Lifeline Program in Michigan



Get reduced rates on
Internet up to 50Mbps
No Data Caps and
Phone Services
Unlimited Nationwide calling
And More

CherryCapital
COMMUNICATIONS

231-264-9970 | cherrycapitalcommunications.com
Option 1 | Sales@cccfiber.com

Do you participate in any of the following assistance programs?

- | | |
|---|--|
| > Medicaid | >Temporary Assistance for Needy Families (TANF) |
| >SNAP (Formerly Food Stamps) | >National School Free Lunch Program (NSL) |
| >Supplemental Security Income (SSI) | >VA Vetrans Survivors Pension |
| >Federal Public Housing Assistance (Section 8) | >VA Vetrans Pension (Supplemental Income of Wartime Vetrans) |
| >Low-Income Home Energy Assistance Program (LIHEAP) | |



Cherry Capital Connection

- Activation = Reasonable
- Monthly consumer level service
 - 50Mbps = \$88
 - 100Mbps = \$128
 - Gig = \$156
- Phone \$15
- Unlimited Data
- End to End Fiber
 - Reliable
 - Wicked Fast

<https://cccfiber.com>

RDOF.CCCfiber.com

231-264-9970

sales@cccfiber.com

Whitewater Township Supervisor's Report

January 2021

1) Investigate citizen observations:

- A. Bob Rauch -Flooding concerns in and around the Watson Road Battle Creek watershed. DEQ and Grand Traverse County Drain Commissioner have been contacted. Last year we heard concerns from other folks in this area regarding flooding concerns and had the Grand Traverse County Road Commission out to inspect their culverts for proper operation. This will be an ongoing issue.

2) Office duties:

A. Meetings:

- 1) The Supervisor's meeting for January was cancelled due to COVID-19 concerns.
- 2) Judy Allen presented at the monthly MTA meeting recapping the public acts and senate bills that were acted upon in 2020.

B. Other Items of Interest:

- 1) All municipalities continue to be under updated Michigan Department of Health and Human Services COVID-19 orders until February 21, 2021 at midnight. The opinion of some, is that indoor, in person public meetings violate the orders because people from more than 2 families will be in attendance. Therefore, options for attending the meetings electronically must be for all public meetings.
- 2) A draft "next step" regarding proposed repairs for Skegemog Point road was generated and reviewed by the core group of residents on the road. Dave Hauser also generated a version for the same group to evaluate. Final refinements will be submitted to the Board for review and approval before public release.
- 3) Completed the parcel count and sent the Board approved letter of interest for sewer extensions to Joe Huhn, Grand Traverse Band Utilities Director. We hope the letter will reserve a spot during an upcoming work session of the Tribal Council.
- 4) Reviewed the proposed Interlocal Designated Assessor Agreement Amendment #1 with Grand Traverse County. The lengthy document is elsewhere in the February agenda.

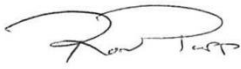
- 5) Michigan Department of Treasury, State Tax Commission was very busy in the closing days of 2020 and remains that way early 2021. Public Act 253 of 2020 requires local units to address many changes before the March Board of Review Sessions begin. The two current Board of Review members have been scheduled for training. Changes dictated by Public Act 660 of 2018 will be addressed sometime after the April meeting of the STC.

The Board of Review is short one member and has no alternate members. No applications for appointment could be secured before this Board of Trustees meeting for approval. Establishing a quorum of the Board of Review for the required March gatherings maybe an issue. Work continues to find members.

- 6) Collaboration continues with Bob Hall, Chris Forsyth, and Bruce Remai at Grand Traverse County regarding EPIC GT, the county's new computerized permitting platform. Good progress is being made.
- 7) Attended the first ERCOL-WPIT clean water meeting of 2021. Sub-committees will be formed in the next couple of months to work on several topics at once. Tip of the Mitt Watershed is looking to set a date for their annual symposium so keep an eye on your emails for this important presentation on the health of our local lakes and streams.
- 8) Dialing for board and commission members continues with little success. Between fulltime jobs and family time, finding sacrificial personal time to serve in a public capacity is a challenge.
- 9) Rolland Oosterhouse reached out for a status update on Lossie Road. I shared with him the Boards commitment to resolve the issue and the basic process of how to move forward. That is: Prove the Road Commission received the Road correctly, prove the transfer from the county to the Township was conducted correctly, prove the Township correctly accepted the Road into the Park system, then we can begin on crafting covenants allowing motorized vehicle traffic. Also mentioned the Township may be looking to share the cost of drafting vehicular use covenants with those requesting the use.
- 10) Continue to use the State of Michigan Marijuana Regulatory Agency's Website learning to use the various maps and information offerings it provides. Use this [link to begin your journey](#).
- 11) Review and respond to various attorney writings on appointment process, notice to file petition, and Lossie Road questions.

- 12) The request to sell the cell phone tower leases continues. The sales pitch now focus on the rollout of the 5G network and the unknown future of the big infrastructure. For budget purposes three telecom proposals were collected for the Board to review elsewhere in the February agenda.
- 13) Out going email via Outlook continues to be problematic. The Charter outbound servers seem to timeout at will with no detectable routine.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Ron Popp", with a stylized flourish at the end.

Ron Popp
Whitewater Township Supervisor.

Clerk/Parks & Recreation Administrator's Report for January/February 2021

To: Whitewater Township Board and Community

From: Cheryl A. Goss, Township Clerk

Date: 02/02/2021

This report details activity in the Clerk's office since my last report dated 01/05/2021.

Meetings Attended (in addition to Township Board meetings):

1. 01/11/2021 Parks & Recreation Advisory Committee
2. 01/14/2021 Grand Traverse County Municipal Clerks Association (via Zoom)
3. 01/28/2021 Election Coordinating Committee (via Google Hangouts)

Elections: Petition signatures were filed on 01/13/2021 by Linda Slopsema requesting to place on the ballot an ordinance prohibiting adult use marijuana establishments in the township. Per Bureau of Elections guidance, the petition was submitted to the township attorney's office for review. The petition will be discussed at the board's 2/9 meeting.

Recodification of General/Zoning Ordinances: The first rough draft legal manuscript of township ordinances (general and zoning) was recently provided by Municode. In the coming days, I will distribute that manuscript and other information provided with it to the township board, zoning administrator, planning commission, and fire chief for their review of the sections that apply to them.

Article 11, Recreational RC-1: The board is awaiting the planning commission's list of pros and cons regarding the 5-acre minimum lot size issue.

Whitewater Township Park: Seasonal sites will be booked in February. Free Camping Weekend phone reservations will commence March 29, with the reservation site activating at 9 a.m. on April 5. Lots of inquiries have been received via phone and e-mail about the 2021 season.

Hi Pray Park/Battle Creek Natural Area/Lossie Road Nature Trail/Petobego Natural Area:

The results of the Parks and Recreation Survey 2020 will be posted on the website soon. The Parks & Recreation Advisory Committee is working to finalize the updated Recreation Plan. The current plan expired in 2020. In addition to text changes, appendix documents are being updated where necessary. Once the committee has completed the update, the plan will come to the township board for public hearing and adoption.

FOIA Requests: Three FOIA requests were received in January, as follows:

1. Ken Deloian – All current employee/staff contact information. (Denied)
2. Janet Bachi – Applications, notices of intent, zoning ordinances/drafts of zoning ordinances re: marijuana facilities or establishments.
3. Janet Bachi – Applications, notices of intent re: marijuana facilities or establishments.

Clerk/Parks & Recreation Administrator's Report for January/February 2021

Page 2

02/02/2021

Conduct of Meetings

Attached to this report is a 2-page document outlining some Board Member Basics training that I attended in February 2013. I hope the board can work together to put these rules into practice in order to conduct efficient and effective meetings.

Additionally, I contacted the Michigan Townships Association regarding the issue of reading letters from the public at board meetings. The response from Cindy Dodge, Member Information Liaison, is attached to this report.

Other News: The flag at the township hall is now illuminated at night. A township resident brought the lack of illumination of township flags to our attention in November 2020. See picture attached.

#

CONDUCT OF MEETINGS

Prepared by Whitewater Township Clerk Cheryl Goss – 02/02/2021

We have heard from the public that Whitewater Township Board meetings are unnecessarily contentious. In my opinion, they are also much longer than they need to be. This document is intended as a refresher for those board members who have previously served, as well as information for the newest board member, regarding procedures that can be followed to make board meetings more efficient and effective.

The following information comes from Board Member Basics training for new elected officials put on by Mr. Robert Cooney, then Prosecuting Attorney for Grand Traverse County, in February 2013. The training touched on the following subjects:

1. Open Meetings Act
2. Freedom of Information Act
3. Conflict of Interest
4. Incompatible Public Offices
5. Ethics Policies
6. Robert's Rules of Order

A CD entitled Board Member Basics was provided at the training which covers all of the topics listed. I would be happy to provide a copy of the CD upon request.

I took some pretty extensive notes at this training, and recently took the time to review and compile some of the notes in hopes of providing information to the board that will assist in bringing board meetings in line with Robert's Rules of Order. I don't have the date at my fingertips, but the Whitewater Township Board did vote to follow Robert's Rules prior to my tenure on the board.

The training made the following points, among others:

1. Motions are made to get business done efficiently, to make sure all voices are heard, and to improve communication.
2. Regarding the roles and responsibilities of the chairperson and the members, the chairperson is the servant of the board to make sure rules are followed, everyone gets to speak, and everyone stays focused on the business at hand. The recording secretary records decisions. All members of the board represent their constituents and need to be informed so they vote wisely.
3. A parliamentarian (if one is present) is there to assist the chairperson. The rules of parliamentary procedure are decided by the whole board.
4. A motion is a formal proposal by a member to take some definite action on which the group may act. Motions break the discussion into manageable parts.

5. There are various types of motions. Some require a second; some do not. Some are debatable; some are not. Some are amendable; some are not. The number of votes required to pass a motion vary with the type of motion.
6. Seven types of motions utilized most often were described in the training:
 - a. Main motion
 - b. Motion to amend (the main motion)
 - c. Motion to amend the amendment
 - d. Motion to refer to committee
 - e. Motion to lay on or take from the table
 - f. Motion to postpone (indefinitely or to a definite time)
 - g. Motion to call the previous question (or call the question) – to force an immediate vote on an issue, requires a second, is not debatable or amendable, needs a 2/3 majority.
7. A main motion is used to get the agenda item to a point where the board can take action. This motion requires a second and can be put on the floor just to discuss it. Just because you make a motion or a second does not necessarily mean you support it. **Main motions:**
 - a. **Must be made before you start any discussion.**
 - b. **Always starts with “I move”**
 - c. **Chair starts discussion by asking “is there a motion”**
 - d. **When making a motion, state clearly what you are moving to do.**
 - e. **When seconding, you should second it by restating the motion itself.**
 - f. **Chair should then restate the motion.**
 - g. **A second is required, the motion is debatable and amendable, and requires a majority vote.**
8. The other six most utilized motions are explained on the CD, a copy of which can be provided upon request.

So, in other words, agenda items do not start out with long introductions or comments. Once the agenda item is called, the chair asks “is there a motion.” In most instances, a main motion is made. If the main motion is seconded, discussion ensues, and then a vote is taken. If the main motion is not seconded, the motion fails. A different main motion could then be made.

Effective Debate

The training also went over the rules of effective debate, which are:

1. Everyone speaks once before anyone speaks a second time.
2. Always restate the motion currently under consideration.
3. Always end by stating your position: “Therefore, I ask you to join me in supporting this motion,” or “Therefore, I will not be supporting this motion.”

If the board will endeavor to follow Robert’s Rules, shorter, less contentious meetings will result.

###

Cheryl A. Goss

From: Cindy Dodge <cindy@michigantownships.org>
Sent: Wednesday, February 3, 2021 12:15 PM
To: Cheryl A. Goss
Cc: Michael Selden; Catherine Mullhaupt
Subject: RE: Question re: Reading Letters/Emails at Board Meetings

Cheryl:

There is no requirement to read letters from the public. If the public sends a letter to the board, it should be given to each board member (likely in their board packet). It is typical that the agenda would have an item for correspondence. At that point in the meeting, the moderator (supervisor) could ask if the board has reviewed the correspondence, has any questions, or would like to address any letters received. The public do not have a right to have their correspondence read aloud at a meeting. You are correct, they could come to public comment and read their letter and hand it to the clerk as a copy of their statement, but that does not obligate you to record it in the minutes. You would file the letter as correspondence with the appropriate record retention period. These are just suggestions. The board should create their own policy regarding how public correspondence will be handled. You definitely do not want to attach it to the minutes as minutes are permanent documents and extra documents attached to minutes would result in more record retention permanently.

Cindy Dodge
Member Information Liaison
Michigan Townships Association
(517) 321-6467 ext. 245, Fax (517)321-8908
Email: cindy@michigantownships.org

MTA Member Information Services staff are regularly available Monday through Friday, 8 a.m. to 5 p.m., to answer your questions.

The information contained in this letter should not be interpreted as legal advice. MTA encourages township officials to consult with qualified legal counsel on questions of law.

MTA Mission: The Michigan Township Association advances local democracy by fostering township leadership and public policy essential for a strong vibrant Michigan.

From: Cheryl A. Goss <clerk@whitewatertownship.org>
Sent: Wednesday, February 3, 2021 11:02 AM
To: Cindy Dodge <cindy@michigantownships.org>
Subject: Question re: Reading Letters/Emails at Board Meetings

Hello Cindy –

The question has come up whether the board should honor the requests of citizens who submit letters or emails to the board and ask that they be “read into the minutes” at board meetings. Also, what about those letters or emails which, if read, would exceed our 5-minute public comment time. Lastly, if read, whose responsibility is it to do the reading; does it automatically become the clerk’s responsibility to do the reading?

I did not see this issue addressed in the *An Introduction to Township Board Meetings* or *Taking Township Minutes* publications.

Is there another reference you can point me to that would answer these questions? Do you know of boards creating a policy to deal with this issue?

Any assistance you can provide would be helpful! Thank you!

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 HALL
1889

5777

Fractile Response Time

Trip Date IS BETWEEN 01/01/2021 AND 01/31/2021; AND Initial Priority IS P-1 Life Threatening Emergency OR P-2 Emergency No Lights OR P-3 Downgrade (No Lts/Sirens); AND Dispatch Zones IS GT-Whitewater; AND Dispatch Status IS Canceled At Destination OR Canceled At Scene OR Canceled Complete OR Canceled Partiall Available OR Canceled Transporting OR Complete; AND the time 'Save' was clicked

MOBILE MEDICAL RESPONSE INC

| | Call Count | Cumulative Call Count | Percent of Total Calls | Cumulative Percent of Total Calls |
|---------------|------------|--------------------------|---------------------------|--------------------------------------|
| 00:00 - 01:59 | 1 | 1 | 7% | 7% |
| 03:00 - 03:59 | 1 | 2 | 7% | 13% |
| 05:00 - 05:59 | 2 | 4 | 13% | 27% |
| 07:00 - 07:59 | 3 | 7 | 20% | 47% |
| 08:00 - 08:59 | 2 | 9 | 13% | 60% |
| 09:00 - 09:59 | 2 | 11 | 13% | 73% |
| 10:00 - 10:59 | 1 | 12 | 7% | 80% |
| 12:00 - 12:59 | 2 | 14 | 13% | 93% |
| 19:00 - 19:59 | 1 | 15 | 7% | 100% |

Total Calls for MOBILE MEDICAL RESPONSE INC: 15

Requests by Nature of Call in Whitewater Twp

From 01/01/2021 to 01/31/2021

| | Total |
|----------------------------------|-------|
| Abdominal Pain/Problems | 2 |
| Assault/Sexual Assault | 3 |
| Breathing Problems | 3 |
| Chest Pain (Non-Traumatic) | 1 |
| Convulsions/Seizures | 1 |
| Falls | 3 |
| Heart Problems / A.I.C.D. | 1 |
| Sick Person (Specific Diagnosis) | 1 |
| Traffic/Transportation/Accidents | 1 |
| Unconscious/Fainting (Near) | 1 |
| Unknown Problem (Man Down) | 1 |
| Total | 18 |

Demand Analysis by Day of Week for Whitewater Twp

From 01/01/2021 to 01/31/2021

*Time
of Day*

| | 1.SUN | 2.MON | 3.TUE | 4.WED | 5.THU | 6.FRI | 7.SAT | Total |
|---------------|-------|-------|-------|-------|-------|-------|-------|-------|
| 00:00 - 00:59 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 02:00 - 02:59 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 03:00 - 03:59 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| 08:00 - 08:59 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| 10:00 - 10:59 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| 13:00 - 13:59 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 2 |
| 14:00 - 14:59 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| 15:00 - 15:59 | 0 | 1 | 0 | 0 | 1 | 1 | 1 | 4 |
| 17:00 - 17:59 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 2 |
| 21:00 - 21:59 | 2 | 0 | 0 | 0 | 0 | 1 | 1 | 4 |
| Total | 5 | 2 | 1 | 1 | 3 | 3 | 3 | 18 |

Transport Count by Month

| | 1/2020 | 2/2020 | 3/2020 | 4/2020 | 5/2020 | 6/2020 | 7/2020 | 8/2020 | 9/2020 | 10/2020 | 11/2020 | 12/2020 | 1/2021 | Total |
|-----------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| Village of Elk Rapids | 11 | 4 | 13 | 10 | 12 | 16 | 14 | 17 | 19 | 10 | 4 | 11 | 16 | 157 |
| Elk Rapids Twp | 7 | 5 | 5 | 5 | 2 | 5 | 6 | 5 | 8 | 9 | 4 | 6 | 7 | 74 |
| Milton Twp | 8 | 8 | 9 | 9 | 14 | 10 | 16 | 9 | 16 | 20 | 12 | 10 | 8 | 149 |
| Whitewater Twp | 17 | 14 | 14 | 6 | 8 | 19 | 18 | 26 | 18 | 16 | 18 | 7 | 18 | 199 |
| Torch Lk Twp | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 2 | 1 | 1 | 0 | 7 |
| Helena Twp | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Kalkaska County | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 7 |
| Total | 44 | 31 | 41 | 30 | 37 | 51 | 55 | 59 | 63 | 57 | 40 | 36 | 50 | 594 |



WHITEWATER TOWNSHIP FIRE DEPARTMENT

8380 OLD M-72 ♦ PO Box 9 ♦ WILLIAMSBURG, MICHIGAN 49690 ♦ 231.267.5969 ♦ FIRECHIEF@WHITEWATERTOWNSHIP.ORG

January 2021 Monthly Report Fire Chief Brandon Flynn

Alarms: The fire department responded to 7 emergency calls in January.

- 3 EMS Assists
- Rubbish Fire/Fire Fatality
- Snowmobile Accident
- Commercial Fire Alarm
- Carbon Monoxide Detector

Training: 5 training sessions were held in January.

- Vehicle maintenance, SCBA check
- Target Solutions, Building Construction
- Target Solutions, Forcible Entry
- Target Solutions, Ventilation
- Extrication Training

Meetings/Other:

- County Fire Chief's, remote, January 13.
- LPT/Covid, remote, January 8, 15, 22 & 29.
- LEPC, remote, January 21.
- 911 Board of Directors, remote, January 21.
- LPT, remote, January 25.

General:

Fire Chief Flynn and Assistant Chief Carpenter attended a Lockdown Drill at Mill Creek Elementary School with GTC SO on January 15.

Engine 3 was taken to Fick & Sons in Grayling to repair a leaking head gasket on January 19. Engine 3 will be gone for the remainder of the month for additional engine work as discovered during the head gasket repair.

Chief Flynn conducted an Electrical Emergencies class for Peninsula Township Fire Department on January 19.



Committed to proudly serving the community with professionalism and integrity.

Apollo Fire Equipment dropped-off the new Hurst EDraulic Combi-Tool that was ordered in October of 2020. This Combi-Tool was purchased using grant money awarded to the Whitewater Township Fire Department by AAA Michigan through the AAA Highway Safety Grant. The Combi-Tool will be placed on Air 3 to assist with vehicle extrications on and off of the roadway. Three of our front-line apparatus now have extrication equipment.

On Saturday, January 25, the firefighters trained with the new EDraulic Combi-Tool and had a photo-opportunity to showcase the new equipment for AAA Michigan and the Highway Safety Grant.

Captain Arbenowske and Firefighter Tilley attended the FEMA ICS 400 class which completes the required training as set forth by the Department of Homeland Security.

Attached is the 2020 Summary of activity for the fire department.



Whitewater Township Fire Department 2020 Run Total

| Call Type | Incident # | DATE | TIME | Unit | Day | Response time (Sec) | NFIRS | Mutual Aid |
|---------------------|------------|--------|-------|-------------|-----|------------------------|-------|------------|
| Res. Fire | 1 | 1-Jan | 17:24 | A3, AC3 | Wed | 967 | 111 | MAG |
| Tree Down | 2 | 1-Jan | 20:45 | A3, AC3 | Wed | 4 | 600 | |
| Lockdown Drill | 3 | 9-Jan | 11:15 | 3C | Thu | 0 | 553 | |
| CO Alarm | 4 | 14-Jan | 17:00 | E3, A3 | Tue | 1272 | 746 | |
| Wildfire | 5 | 22-Jan | 1:06 | T3 | Wed | 1127 | 631 | |
| MVA | 6 | 29-Jan | 7:33 | E3, A3 | Wed | 1315 | 622 | |
| Vehicle Fire | 7 | 30-Jan | 3:34 | E3, A3 | Thu | 873 | 131+1 | |
| EMS Assist | 8 | 30-Jan | 4:40 | E3, A3 | Thu | 738 | 311 | |
| PR, VASA | 9 | 8-Feb | 8:00 | A3, AC3 | Sat | 0 | 553 | |
| ATV, MVA | 10 | 8-Feb | 12:49 | A3, AC3, 3C | Sat | 938 | 322 | MAG |
| EMS Assist | 11 | 9-Feb | 2:31 | E3 | Sun | 1102 | 311 | |
| Vehicle Fire | 12 | 15-Feb | 20:22 | E3, A3 | Sat | 769 | 138+3 | |
| Lockdown Drill | 13 | 21-Feb | 11:15 | 3C | Fri | 0 | 553 | |
| S&R | 14 | 23-Feb | 10:47 | A3, AC3, 3C | Sun | 1539 | 350 | |
| S&R | 15 | 24-Feb | 9:22 | A3, 3C | Mon | 988 | 350 | |
| Ice Rescue Training | 16 | 24-Feb | 18:00 | A3, AC3, 3C | Mon | 0 | 611 | |
| Wildfire | 17 | 8-Mar | 15:31 | E3, B32 | Sun | 879 | 143 | |
| Illegal Burn | 18 | 27-Mar | 16:10 | E3, 3C | Fri | 841 | 151 | |
| Illegal Burn | 19 | 12-Apr | 18:38 | E3 | Sun | 489 | 561 | |
| Illegal Burn | 20 | 27-Apr | 13:55 | 3C | Mon | 56 | 561 | |
| MVA | 21 | 3-May | 17:21 | | Sun | 0 | 611 | Cancelled |
| Wildfire | 22 | 14-May | 1:23 | E3, B32, 3C | Fri | 737 | 142 | |
| Dispatch Error | 23 | 21-May | 20:27 | | Thu | 0 | 611 | Cancelled |
| S&R, Lost Person | 24 | 21-May | 20:27 | 3C | Thu | 0 | 611 | Cancelled |
| CAD TEST | 25 | 27-May | 15:12 | 3C | Wed | 0 | 611 | Cancelled |
| Fire Alarm | 26 | 5-Jun | 18:15 | E3 | Fri | 302 | 734 | |
| Wildfire | 27 | 6-Jun | 22:18 | T3, 3C, B32 | Sat | 111 | 631 | |
| Powerline Down | 28 | 10-Jun | 5:45 | E3, A3, AC3 | Wed | 1384 | 600 | |
| Tree Down | 29 | 10-Jun | 6:29 | E3, A3, AC3 | Wed | 0 | 600 | |
| Fire Alarm | 30 | 14-Jun | 1:01 | E3, AC3 | Sun | 857 | 745 | |
| MVA | 31 | 14-Jun | 1:53 | E3 | Sun | 671 | 311 | |
| Water Rescue | 32 | 14-Jun | 14:38 | A3, B32, M3 | Sun | 849 | 365 | |
| EMS Assist | 33 | 14-Jun | 15:42 | B32 | Sun | 351 | 311 | |
| EMS Assist | 34 | 16-Jun | 18:12 | B32, Kub | Tue | 1296 | 341 | |
| Fire Alarm | 35 | 23-Jun | 17:22 | E3, 3C, AC3 | Tue | 1173 | 445 | |
| Lift Assist | 36 | 29-Jun | 17:08 | 3C | Mon | 4 | 554 | |
| MVA | 37 | 30-Jun | 9:51 | 3C | Tue | 125 | 324 | |
| Fire Alarm | 38 | 3-Jul | 6:52 | 3C | Fri | 63 | 745 | |
| EMS Assist | 39 | 12-Jul | 20:43 | E3 | Sun | 491 | 311 | |
| MVA | 40 | 14-Jul | 12:19 | T3 | Tue | 275 | 322 | |
| MVA | 41 | 16-Jul | 2:14 | E3, AC3 | Thu | 798 | 322 | |

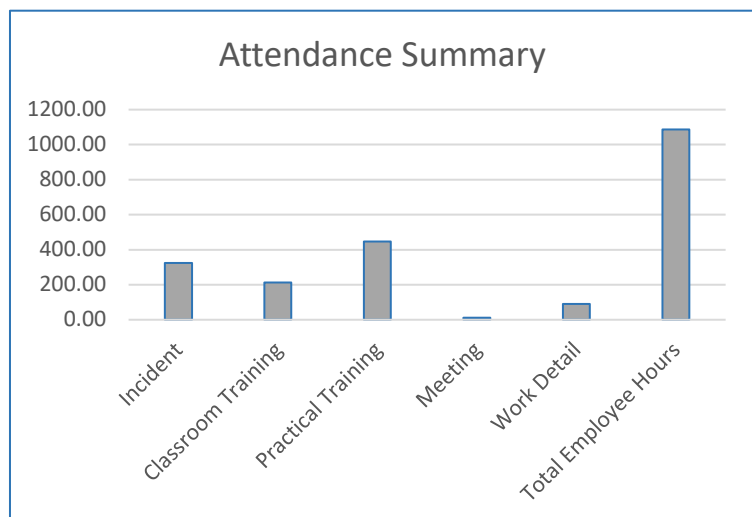
| | | | | | | | | |
|---------------------|----|--------|-------|---------------------|-----|------|-----|-----------|
| Powerline Down | 42 | 18-Jul | 14:39 | E3, AC3 | Sat | 558 | 444 | |
| EMS Assist | 43 | 18-Jul | 13:45 | AC3 | Sat | 0 | 311 | |
| Vehicle extrication | 44 | 18-Jul | 16:18 | AC3, 3C, E3, T3 | Sat | 377 | 352 | |
| EMS Call | 45 | 18-Jul | 16:50 | 3C, A3 | Sat | 411 | 321 | |
| Res. Fire Alarm | 46 | 19-Jul | 4:39 | E3, AC3 | Sun | 1434 | 733 | |
| Res. Fire Alarm | 47 | 19-Jul | 10:05 | A3, AC3 | Sun | 1500 | 745 | |
| EMS Assist | 48 | 20-Jul | 20:22 | E3, 3C | Mon | 362 | 311 | |
| MVA | 49 | 28-Jul | 16:07 | 3C | Tue | 0 | 324 | |
| Res. Fire Alarm | 50 | 31-Jul | 23:34 | E3, AC3 | Fri | 1366 | 745 | |
| EMS Call | 51 | 3-Aug | 12:04 | 3C | Mon | 419 | 321 | |
| MVA | 52 | 5-Aug | 16:49 | AC3, AC, E3, T3 | Wed | 568 | 322 | |
| MVA | 53 | 8-Aug | 23:05 | 3C, E3 | Sat | 501 | 324 | |
| CO Alarm | 54 | 10-Aug | 4:04 | AC3, E3 | Mon | 1202 | 743 | |
| MVA | 55 | 13-Aug | 17:31 | 3C, E3 | Thu | 574 | 324 | |
| Sight of Smoke | 56 | 15-Aug | 17:49 | E3 | Sat | 2130 | 651 | |
| Gas Leak | 57 | 19-Aug | 12:26 | 3C, E3 | Wed | 200 | 412 | |
| EMS Assist | 58 | 20-Aug | 16:59 | POV | Thu | 325 | 311 | |
| MVA | 59 | 21-Aug | 14:15 | 3C | Fri | 856 | 322 | |
| Res. Fire Alarm | 60 | 27-Aug | 18:00 | 3C | Thu | 0 | 611 | Cancelled |
| Water Rescue | 61 | 6-Sep | 13:53 | E3, M3, B32 | Sun | 1056 | 365 | |
| EMS Assist | 62 | 8-Sep | 19:25 | 3C, AC3 | Tue | 421 | 311 | |
| CO Alarm | 63 | 10-Sep | 4:08 | AC3, E3 | Thu | 1489 | 424 | |
| CO Alarm | 64 | 10-Sep | 6:09 | N/A | Thu | 0 | 611 | Cancelled |
| EMS Assist | 65 | 21-Sep | 18:39 | 3C, AC3 | Mon | 180 | 311 | |
| EMS Assist | 66 | 24-Sep | 13:04 | 3C | Thu | 132 | 311 | |
| Structure Fire | 67 | 25-Sep | 14:42 | AC3 | Fri | 70 | 111 | MAG |
| Structure Fire | 68 | 2-Oct | 5:22 | 3C, T3 | Fri | 1161 | 111 | MAG |
| CO Alarm | 69 | 4-Oct | 18:14 | E3, A3, AC3, T3 | Sun | 501 | 424 | |
| EMS Assist | 70 | 4-Oct | 18:40 | B32, AC3 | Sun | 0 | 350 | CX - MAG |
| CAD Error | 71 | 10-Oct | 14:25 | 3C | Sat | 0 | 611 | Cancelled |
| CAD Notification | 72 | 12-Oct | 14:03 | 3C | Mon | 0 | 551 | Cancelled |
| Vehicle Fire | 73 | 14-Oct | 12:46 | B32 | Wed | 0 | 611 | CX - MAG |
| Pub Ed | 74 | 16-Oct | 9:25 | 3C, E3 | Fri | 0 | 553 | |
| MVA | 75 | 16-Oct | 19:22 | E3, 3C | Fri | 721 | 322 | |
| EMS Assist | 76 | 22-Oct | 23:46 | E3 | Thu | 236 | 311 | |
| Sight of Smoke | 77 | 25-Oct | 13:11 | 3C, T3, E3 | Sun | 250 | 651 | |
| Lockdown Drill | 78 | 27-Oct | 13:57 | 3C | Tue | 0 | 553 | |
| Vehicle extrication | 79 | 31-Oct | 18:38 | 3C, AC3, E3, T3, A3 | Sat | 612 | 352 | |
| Powerline Down | 80 | 1-Nov | 18:29 | E3, AC3 | Sun | 903 | 600 | |
| Vehicle extrication | 81 | 2-Nov | 7:28 | 3C, E3, T3, A3 | Mon | 720 | 352 | |
| MVA | 82 | 2-Nov | 8:55 | E3 | Mon | 0 | 324 | |
| EMS Assist | 83 | 2-Nov | 16:05 | 3C | Mon | 315 | 311 | |
| EMS Call | 84 | 2-Nov | 17:52 | 3C | Mon | 347 | 321 | |
| Structure Fire | 85 | 4-Nov | 10:18 | A3, AC3 | Wed | 285 | 111 | |
| Vehicle Fire | 86 | 12-Nov | 8:29 | E3, T3 | Thu | 375 | 131 | |

| | | | | | | | | |
|---|------------|---------------|---------------|------------------------|----------------|----------------|---------------------------|---------------------------|
| Powerline Down | 87 | 15-Nov | 20:29 | E3, A3, AC3 | Sun | 993 | 445 | |
| Res. Fire Alarm | 88 | 26-Nov | 15:27 | 3C, E3 | Thu | 768 | 743 | |
| MVA | 89 | 29-Nov | 8:03 | AC3, E3 | Sun | 796 | 322 | |
| EMS Assist | 90 | 30-Nov | 7:15 | 3C | Mon | 515 | 311 | |
| Vehicle extrication | 91 | 14-Dec | 16:55 | 3C, AC3, E3, T3, A3 | Mon | | 352 | |
| | | | | | | | | |
| Most popular call type: Vehicle Accidents (PIA/PDA) | 2020 Total | Busiest Month | Avg. Time/Day | Response apparatus | Busiest Day/wk | Avg Resp. time | Calls between 08:00-00:00 | Calls between 00:01-07:59 |
| | 91 | July | 13:26 | E3 | Sunday | 9:07 min | 72 | 19 |

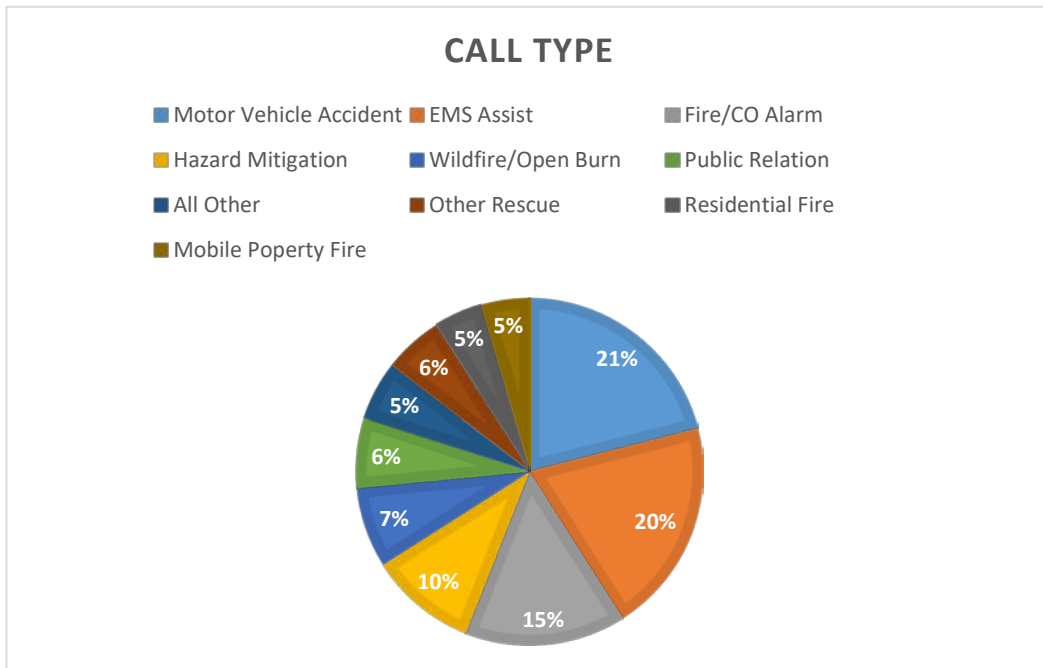
| Call Type | Percent | Total |
|------------------------|---------|-------|
| Motor Vehicle Accident | 21 | 19 |
| EMS Assist | 20 | 18 |
| Fire/CO Alarm | 15 | 14 |
| Hazard Mitigation | 10 | 9 |
| Wildfire/Open Burn | 7.5 | 7 |
| Public Relation | 6.5 | 6 |
| All Other | 5.5 | 5 |
| Other Rescue | 5.5 | 5 |
| Residential Fire | 4.5 | 4 |
| Mobile Property Fire | 4.5 | 4 |
| Total | 100% | 91 |

| Attendance Summary | Hours |
|----------------------|---------|
| Incident | 325.00 |
| Classroom Training | 213.00 |
| Practical Training | 447.00 |
| Meeting | 12.00 |
| Work Detail | 90.00 |
| Total Employee Hours | 1087.00 |

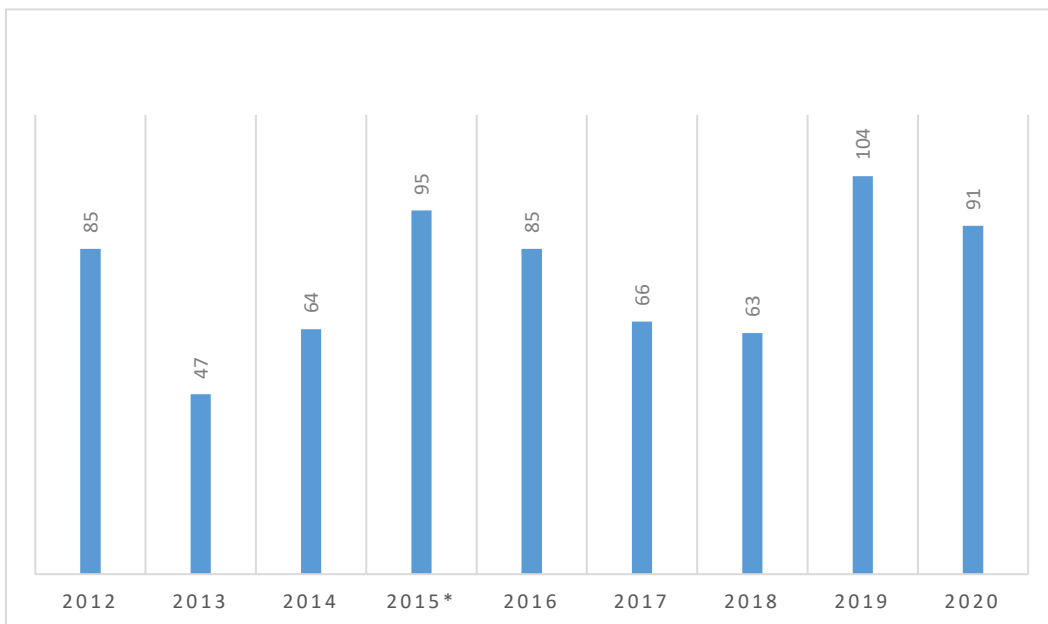
MVA - Motor Vehicle Accident
PR - Public Relations
Hazard/Assist Calls - Incidents with no specific call type such as an electrical wire down or a tree across a roadway.
MAR - Mutual Aid Received
MAG - Mutual Aid Given



CALL TYPE PERCENTAGE



ANNUAL TREND



*August 2, 2015 storm added approximately 25 calls over a five day period.

Historical Society Report for January 2021

To: Whitewater Township Board Members

From: Luann Snider, Historical Society Director

Date: February 1, 2021

Meetings: The regular meeting was not held on January 13, 2021. Found out that my member Roger Birks died on January 7, 2021 with complications of a stroke. I went to his funeral on January 15, 2021 at 1:00 pm. also met a couple of his children. They told me they heard about the historical society all the time, his son said that he has some photos that he was supposed to send me a while ago, at some point I should get those and maybe the society will get some more treasures as they go through his belongings. He was with the society since 2005 he will be very missed.

Public Inquiries: None

Scan/Catalog Documents: No hours were spent going through files, I have had a lot of people passing away.

New Documents/Items Received: Mary Lou Baggs has texted me a few photos, a lot of them we already have, but it's very nice that she checks to see if we have them.

At the funeral Roger's diploma was there from Williamsburg School, I took a couple photos of it.

Williamsburg School Reunion: No new information at this time.

Other News: No other news at this time.

**Whitewater Township
Parks and Recreation Advisory Committee
VIA ZOOM
Minutes for Regular Meeting
December 14, 2020**

Call to order 7:07 p.m.

Roll Call: Butler, Cosgrove, Hubbell, Melton, Slopsema,
Also in attendance Clerk Goss

Set / Approve Agenda: Set

Declaration of Conflict of Interest: None

Public Comment: None

Approval of minutes:

Motion by Cosgrove, second by Butler to approve November 9, 2020, meeting minutes. Roll call: Hubbell-yes; Cosgrove-yes; Butler-yes; Slopsema-yes; Melton-yes. All in favor. Motion carried.

Reports/Presentations/Announcements/Comments/Correspondence:

Boat launch: Public Hearing will be at the January 12, board meeting.

Highlights of changes: additional space for turning at the launch; island where the dump station is will have one boat wash with space available for another if there is a demand and funding in the future; ranger station has been moved to allow for more campers in the camper lane (stacking); customer parking changed; took the divider out for the incoming/outgoing traffic separator; gated parking lot – pavilion use will get a token for access; dumpster area has been included in the drawings. Full set of revised plans are available at the township.

Paul Peterson is our DNR rep.

Unfinished Business:

1. Updates on current projects:

Dug-outs: getting 2.5"x2.5" clamps is still an issue, Perfect Fence cannot find the clamps. Barb from Perfect Fence would still like to weld it. F&V, engineers indicate that welding changes galvanized pipe's structural strength. F&V suggests that Barb get the end-rail clamps custom made locally. We need 12 clamps. Still need a final quote once the clamps can be gathered. If they cannot do the project this winter we will request to be first in the spring.

Township Park directional signs have been installed. Pictures sent previously. One area where several paths converge may be good to have an additional post added.

Kiosks for BCNA and Lossie Road Nature Trail are being temporarily stored at the park. Steve Jahr is going to give a quote for installation, including installation of the steel roofing ridge-cap. Need to have someone mark exactly where those should go. Concrete was left outside, got hard and has been disposed of. Will need to use weather-proof signage on the kiosk, like the maps that were made. Eliminates the whole plexi-glass problem. Could stain it in the future – will then become a maintenance issue.

2. Parks and Rec Plan review: Clerk will continue to make the red-line version updates.

Survey update: End of the survey was yesterday, 12/13. We have had 127 responses on the website and have been printed. We have received 69 paper copies. Total received 196. We are still receiving them in with tax payments. Is there a tabulator available through the website? Scan the surveys and send to the committee.

Plan review:

Page numbers will change.

Submit without the 2020 Census data and do an addendum in the future.

Discussion of Capital Improvement list. Include the verbiage as it was on the survey and update the list.

Will put the finishing touches on the improvements schedule with the survey results.

Very important to get this finished plan together at the next meeting so the Board can get it on their agenda for their February meeting.

New Business: None

Next regular meeting: January 11, 2020.

Public Comment: None

Adjournment: 9:15 p.m.

Respectfully submitted,
Lois MacLean
Recording Secretary

Grand Traverse Sheriff's Office Citation, Accident & Arrest Statistics

December 2020

| Location | Citations | Traffic Crashes | | | Arrests | | Traffic Crash Totals |
|------------------|-----------|-----------------|-----|-----|---------|----------|----------------------|
| | | Fatal | PIA | PDA | OWI | Criminal | |
| 01 Acme | 17 | 0 | 2 | 7 | 1 | 3 | 9 |
| 02 Blair | 16 | 0 | 2 | 23 | 2 | 14 | 25 |
| 03 East Bay | 42 | 0 | 1 | 25 | 0 | 20 | 26 |
| 04 Fife Lake | 2 | 0 | 0 | 5 | 0 | 1 | 5 |
| 05 Garfield | 90 | 0 | 5 | 76 | 8 | 58 | 81 |
| 06 Grant | 1 | 0 | 0 | 6 | 0 | 1 | 6 |
| 07 Green Lake | 11 | 0 | 2 | 13 | 0 | 9 | 15 |
| 08 Long Lake | 3 | 0 | 1 | 10 | 2 | 1 | 11 |
| 09 Mayfield | 3 | 0 | 2 | 7 | 0 | 0 | 9 |
| 10 Peninsula | 2 | 0 | 1 | 5 | 0 | 0 | 6 |
| 11 Paradise | 5 | 0 | 0 | 15 | 0 | 1 | 15 |
| 12 Union | 4 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 Whitewater | 2 | 0 | 1 | 5 | 1 | 0 | 6 |
| 29 Fife Lake Vlg | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| 30 Kingsley Vlg | 8 | 0 | 1 | 1 | 0 | 1 | 2 |
| 66 Traverse City | 4 | 0 | 0 | 3 | 2 | 18 | 3 |
| 84 Out of County | 0 | 0 | 0 | 0 | 0 | 5 | 0 |
| Totals | 210 | 0 | 18 | 202 | 16 | 132 | 220 |

Ticket stats are based on what District Court has entered as of 1/05/21.

Arrest stats are as of 1/05/21.

Grand Traverse Sheriff's Office Citation, Accident & Arrest Statistics

Fourth Quarter Totals October - December 2020

| Location | Citations | Traffic Crashes | | | Arrests | | Traffic Crash Totals |
|------------------|-----------|-----------------|-----|-----|---------|----------|----------------------|
| | | Fatal | PIA | PDA | OWI | Criminal | |
| 01 Acme | 31 | 0 | 4 | 40 | 5 | 10 | 44 |
| 02 Blair | 57 | 0 | 8 | 67 | 5 | 35 | 75 |
| 03 East Bay | 146 | 0 | 8 | 85 | 6 | 34 | 93 |
| 04 Fife Lake | 8 | 0 | 6 | 28 | 0 | 6 | 34 |
| 05 Garfield | 238 | 0 | 23 | 248 | 33 | 144 | 271 |
| 06 Grant | 2 | 0 | 1 | 12 | 1 | 2 | 13 |
| 07 Green Lake | 21 | 0 | 6 | 37 | 1 | 16 | 43 |
| 08 Long Lake | 11 | 0 | 4 | 49 | 2 | 6 | 53 |
| 09 Mayfield | 7 | 0 | 6 | 27 | 2 | 0 | 33 |
| 10 Peninsula | 3 | 0 | 2 | 17 | 2 | 3 | 19 |
| 11 Paradise | 11 | 0 | 3 | 36 | 1 | 4 | 39 |
| 12 Union | 13 | 0 | 0 | 11 | 0 | 0 | 11 |
| 13 Whitewater | 8 | 0 | 5 | 33 | 2 | 5 | 38 |
| 29 Fife Lake Vlg | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| 30 Kingsley Vlg | 12 | 0 | 3 | 3 | 3 | 4 | 6 |
| 66 Traverse City | 7 | 0 | 0 | 9 | 4 | 55 | 9 |
| 84 Out of County | 0 | 0 | 0 | 0 | 0 | 18 | 0 |
| Totals | 575 | 0 | 79 | 703 | 67 | 342 | 782 |

Ticket stats are based on what District Court has entered as of 1/05/21.

Arrest stats are as of 1/05/21.

Grand Traverse Sheriff's Office Citation, Accident & Arrest Statistics

Year to Date 2020

| Location | Citations | Traffic Crashes | | | Arrests | | Traffic Crash Totals |
|------------------|-----------|-----------------|-----|-------|---------|----------|----------------------|
| | | Fatal | PIA | PDA | OWI | Criminal | |
| 01 AFme | 125 | 0 | 19 | 141 | 12 | 44 | 160 |
| 02 Blair | 221 | 1 | 33 | 223 | 29 | 147 | 257 |
| 03 East Bay | 550 | 0 | 30 | 309 | 25 | 103 | 339 |
| 04 Fife Lake | 31 | 1 | 18 | 76 | 0 | 16 | 95 |
| 05 Garfield | 568 | 0 | 69 | 468 | 79 | 386 | 537 |
| 06 Grant | 3 | 0 | 4 | 20 | 1 | 3 | 24 |
| 07 Green Lake | 40 | 0 | 11 | 71 | 5 | 42 | 82 |
| 08 Long Lake | 80 | 0 | 13 | 126 | 9 | 31 | 139 |
| 09 Mayfield | 25 | 0 | 16 | 87 | 5 | 10 | 103 |
| 10 Peninsula | 33 | 0 | 9 | 67 | 8 | 11 | 76 |
| 11 Paradise | 31 | 0 | 9 | 86 | 5 | 21 | 95 |
| 12 Union | 22 | 0 | 3 | 23 | 3 | 1 | 26 |
| 13 Whitewater | 22 | 0 | 12 | 80 | 2 | 17 | 92 |
| 29 Fife Lake Vlg | 6 | 0 | 0 | 4 | 0 | 0 | 4 |
| 30 Kingsley Vlg | 21 | 0 | 5 | 25 | 9 | 17 | 30 |
| 66 Traverse City | 20 | 0 | 3 | 15 | 15 | 353 | 18 |
| 84 Out of County | 0 | 0 | 0 | 0 | 0 | 84 | 0 |
| Totals | 1,798 | 2 | 254 | 1,821 | 207 | 1,286 | 2,077 |

Ticket stats are based on what District Court has entered as of 1/05/21.

Arrest stats are as of 1/11/21.

Grand Traverse Sheriff's Office Citation, Accident & Arrest Statistics

January 2021

| Location | Citations | Traffic Crashes | | | Arrests | | Traffic Crash Totals |
|------------------|-----------|-----------------|-----|-----|---------|----------|----------------------|
| | | Fatal | PIA | PDA | OWI | Criminal | |
| 01 Acme | 13 | 0 | 1 | 16 | 1 | 1 | 17 |
| 02 Blair | 23 | 0 | 0 | 25 | 2 | 19 | 25 |
| 03 East Bay | 58 | 0 | 4 | 26 | 4 | 17 | 30 |
| 04 Fife Lake | 2 | 0 | 0 | 3 | 0 | 2 | 3 |
| 05 Garfield | 87 | 0 | 6 | 54 | 5 | 54 | 60 |
| 06 Grant | 0 | 0 | 0 | 2 | 0 | 0 | 2 |
| 07 Green Lake | 6 | 0 | 0 | 10 | 3 | 9 | 10 |
| 08 Long Lake | 6 | 0 | 0 | 12 | 1 | 5 | 12 |
| 09 Mayfield | 5 | 0 | 1 | 3 | 0 | 0 | 4 |
| 10 Peninsula | 1 | 0 | 0 | 7 | 0 | 0 | 7 |
| 11 Paradise | 3 | 0 | 0 | 7 | 0 | 0 | 7 |
| 12 Union | 0 | 0 | 0 | 1 | 0 | 1 | 1 |
| 13 Whitewater | 2 | 0 | 1 | 13 | 0 | 2 | 14 |
| 29 Fife Lake Vlg | 0 | 0 | 0 | 1 | 1 | 0 | 1 |
| 30 Kingsley Vlg | 1 | 0 | 0 | 2 | 0 | 2 | 2 |
| 66 Traverse City | 1 | 0 | 0 | 1 | 0 | 27 | 1 |
| 84 Out of County | 0 | 0 | 0 | 0 | 0 | 6 | 0 |
| Totals | 208 | 0 | 13 | 183 | 17 | 145 | 196 |

Ticket stats are based on what District Court has entered as of 2/02/21.

Arrest stats are as of 2/02/21.

From: [Ted](#)
To: clerk@whitewatertownship.org
Subject: Ted Hooper
Date: Friday, January 15, 2021 11:26:09 AM

Jan.15, 2021

I would like to inform the members of the Planning Commission I will not be attending anymore meetings.

I submitted to the Township Supervisor a letter stating I was still interested in continuing on the Planning Commission in Nov. 2020. I was on the agenda Dec. 2020, but the meeting had too many items on the agenda so appointments were tabled until Jan. 2021. My name was taken off the agenda by the Supervisor with no explanation.

I believe I brought a lot of knowledge and experience to the Planning Commission and Zoning Board of Appeals. I have lived in Grand Traverse County my whole life and in Whitewater Township for 47 years.

I have served as Zoning Administrator and have been on the Planning Commission at different times. I was a business owner in the township for thirteen years and had a small apple orchard I farmed. I was in the trades before and after I was in business. For Seven years I was operations manager for a large electrical company and the last seventeen years I was a field supervisor for a prominent architect and build company.

It was a pleasure working with everyone on the Planning Commission and Zoning Board of Appeals for the last two terms. I will be disappointed that I will no longer have the opportunity to serve and share my knowledge on these committees.

Thank you

Ted Hooper



Resolution 8-2021

Date: January 20, 2021

Pandemic Resolution

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on January 20, 2021 and reviewed request to approve and distribute as specified this Pandemic Resolution.

WHEREAS, we live in a time of pandemic;

WHEREAS, we are now entering into the second year of the global pandemic which has impacted every Grand Traverse County citizen in a myriad of ways;

WHEREAS, the threat from the virus, though serious, has resulted in a thwarting of personal freedoms without sufficient regard for ongoing and potentially irreparable economic, emotional, educational and other societal impacts;

WHEREAS, the orders by the MDHHS lack legislative support of the democratically elected representatives, having been initiated unilaterally and unconstitutionally by the Governor of Michigan,

WHEREAS, the orders by the MDHHS have disallowed any degree of personal accountability, eroded constitutional rights of citizens and have placed undue burden and restrictions on local businesses and local employees;

WHEREAS, The Michigan Department of Health and Human Services (MDHHS) has issued orders without providing funding or sufficient guidance for the enforcement of such orders;

WHEREAS, the right and responsibility of individuals to self-determine what is best for their own health, liberty and pursuit of happiness is necessary and ensured by our Constitution, which we have taken an oath to defend and uphold;

THEREFORE, The Grand Traverse County Commission does not support the expenditure of any county funds for the purpose of arrest and prosecution of any person accused of violating MDHHS emergency orders regarding COVID-19, and encourages the Grand Traverse County

Sheriffs Department and The Grand Traverse County Prosecutors Office to make this the lowest priority;

FURTHER, we call upon the citizens of Grand Traverse County to act responsibly with regards to others while determining for themselves what is best for themselves, for their own families and loved ones and how to contend with the ongoing risks associated with the COVID-19 virus;

FURTHER, we call upon local businesses to use their own good judgement to operate in a manner which minimizes risk to patrons while protecting the health and welfare of their business, care for their employees, and the community;

FURTHER, The Grand Traverse County Commission directs this resolution to be sent to all 83 Michigan counties, the State of Michigan House, The State of Michigan Senate, and the Office of Governor Gretchen Whitmer.

Kalkaska County Board of Commissioners

Resolution 2021-14

Pandemic Resolution

The Kalkaska County Board of Commissioners, at a Reconvene of a Regular Meeting, January 22, 2021, reviewed and approved the following:

WHEREAS, we live in a time of pandemic; and

WHEREAS, we are now entering into the second year of the global pandemic which has impacted every Kalkaska County citizen in a myriad ways; and

WHEREAS, the threat from the virus, though serious, has resulted in a thwarting of constitutional liberties and personal freedoms without sufficient regard for ongoing and potentially irreparable economic, emotional, educational and other societal abuses; and

WHEREAS, Governor Whitmer working with the Attorney General, Secretary of State, the Directors of the Michigan Health Department and the Michigan Licensing and Regulatory Affairs, did engage in fining, penalizing, and revoking the licenses of businesses for failure to obey and enforce the unconstitutional Executive Orders; and

WHEREAS, the orders by the MDHHS lack legislative support of the democratically elected representatives, having been initiated unilaterally and unconstitutionally by the Governor of Michigan; and

WHEREAS, the orders by the MDHHS have disallowed any degree of personal accountability, eroded constitutional rights of citizens and have placed undue burden and restrictions on local businesses, local employees and the citizens of Kalkaska County; and

WHEREAS, The Michigan Department of Health and Human Services (MDHHS) has issued orders without providing funding or sufficient guidance for the enforcement of such orders; and

WHEREAS, the 1st Amendment to the constitution states: *"Congress shall make no laws respecting an establishment of religion, or prohibiting the free exercise thereof: or abridging the freedom of speech, or of the press, or of the people to peaceably assemble, and to petition the government for a redress of grievances."*; and

WHEREAS, title 18, u.s.c. section 241 says *"If two or more persons conspire to injure, oppress, threaten, or intimidate any person in any State, Territory, Commonwealth, Possession, or District in the free exercise or enjoyment of any right or privilege secured to him by the Constitution or laws of the United States, or because of his having so exercised the same..."*

Title 18, u.s.c 242 says *"Whoever, under color of any law, statute, ordinance, regulation, or custom, willfully subjects any person in any State, Territory, Commonwealth, Possession, or District to the deprivation of any rights, privileges, or immunities secured or protected by the Constitution or laws of the United States, or to different punishments, pains, or penalties, on account of such person being an alien, or by reason of his color, or race, than are prescribed for the punishment of citizens, shall be fined under this title or imprisoned not more than one year, or both"; and*

WHEREAS, the right and responsibility of individuals to self-determine what is best for their own health, liberty and pursuit of happiness is necessary and ensured by our Constitution, which we have taken an oath to defend and uphold;

NOW THEREFORE, BE IT RESOLVED, The Kalkaska County Commission calls upon the Michigan Legislature to exercise their co-equal authority by adopting constitutionally sound measures which limit the unchecked exercise and abuse of executive power, which restore individual responsibility and accountability, and which return Michigan to the ranks of freedom-loving governments everywhere.

FURTHER, The Kalkaska County Commission does not support the expenditure of any county funds for the purpose of arrest and prosecution of any person accused of violating MDHHS emergency orders regarding COVID-19, and encourages the Kalkaska County Sheriff's Department and The Kalkaska County Prosecutors Office to uphold their oaths of office to support the Constitution, which is the Supreme Law of the land, and make this the lowest priority;

FURTHER, we call upon the citizens of Kalkaska County to act responsibly with regards to others while determining for themselves what is best for themselves, for their own families and loved ones and how to contend with the ongoing risks associated with the COVID-19 virus;

FURTHER, we call upon local businesses to use their own good judgement to operate in a manner which minimizes risk to patrons while protecting the health and welfare of their businesses, care for their employees, and the community;

BE IT FURTHER RESOLVED that copies of this resolution be transmitted to Governor Whitmer, both United States Senators, all Michigan Members of Congress, both Speakers of the House of Representative and the Senate, along with the Michigan Association of Counties and all Counties within Michigan, along with the Michigan Township Association and all Townships, Cities and Villages within Michigan.

Commissioners present: Baldwin, Banko, Bicum, Comai, Crambell, Fisher and Sweet.
Commissioners absent: None

Motion by Commissioner Bicum. Supported by Commissioner Sweet.

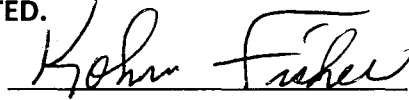
Roll call vote:

Yeas: Bicum, Sweet, Baldwin, Banko, Comai, Crambell, Fisher.

Nays: None

Absent: None

RESOLUTION DECLARED ADOPTED.

A handwritten signature in black ink, appearing to read "Kohn Fisher", written over a horizontal line.

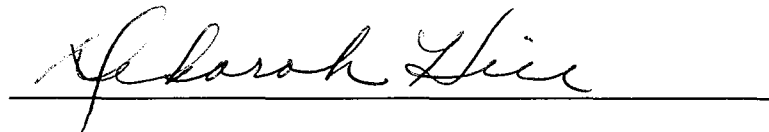
Kohn Fisher, Chairman 1-22-2021
Kalkaska County Board of Commissioners

STATE OF MICHIGAN)

) ss.

COUNTY OF KALKASKA)

I, the undersigned, Clerk of Kalkaska County, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Kalkaska County Board of Commissioners at its Reconvene of a Regular Meeting held 1-22-0221.

A handwritten signature in black ink, appearing to read "Deborah Hill", written over a horizontal line.

Deborah Hill, County Clerk 1-22-2021
Clerk of the Kalkaska County Board of Commissioners

January 29, 2021

Township Law

Category

Year in Review: 2020 Zoning and Planning Court Decisions

Every year Michigan courts decide cases involving zoning and planning. 2020 was no different with several interesting cases deciding important zoning and planning concepts. Not all of these decisions created new law, but highlight important zoning and planning concepts that Townships deal with daily. This month's E-Letter specifically highlights zoning and planning decisions related to medical marihuana licensing and regulation, residents' ability to appeal zoning decisions of the Township, and limitations on expanding nonconforming buildings and uses.

A Post-*DeRuiter* Application of Locational Restrictions on Primary Caregivers

As 2020 squeaked to a close, the Michigan Court of Appeals issued another case regarding medical marihuana caregivers. The decision strengthens Township zoning provisions regulating primary caregivers. This use has continued to expand despite early industry impressions that the expansion of commercial medical and adult-use marihuana would reduce interest in caregiver operations. Instead, many communities continue to see expanding networks of caregiver operations. Many reasons for this development exist and vary across municipalities. Namely, investment costs and regulatory oversight of commercial operations seem to have reduced or slowed a complete transition to a commercial marihuana market in the State.

The continued use of caregiver operations has highlighted conflicts between the Michigan Medical Marihuana Act ("MMMA") and The Michigan Zoning Enabling Act ("MZEA"). Although early legal battles resulted in decisions favoring preemption of local controls on MMMA activities, in the last 9 months the tide has shifted towards local zoning control of caregiver operations.

The MZEA grants municipalities the ability to regulate, through zoning ordinances, the development and use of land within its boundaries, but this authority may be preempted if a zoning regulation conflicts with state law. With the ever-growing prevalence of marihuana-related land uses, courts have been required to examine the extent to which the MMMA preempts local zoning controls. This issue came to a head in the 2018 case *DeRuiter v Byron Twp*, 325 Mich App 275 (2018), where the Court of Appeals ruled that a zoning ordinance could not impose any conditions or regulations on persons engaged in the MMMA-compliant use of marihuana. But in 2020, the Supreme Court reversed this decision, confirming that municipalities

maintained zoning control over MMMA-related land uses. Such regulations, however, may not be unreasonable or inconsistent with state law. *DeRuiter v Byron Twp*, 505 Mich 130 (2020). Following the Michigan Supreme Court’s decision, the full scope of municipal zoning authority in the context of MMMA uses continues to be developed.

Eight months later, the Court of Appeals applied the Supreme Court’s *DeRuiter* decision, affirming a township’s zoning ordinance restrictions on primary caregivers. In *Charter Twp of Ypsilanti v Pontius*, the Court of Appeals reviewed a zoning ordinance that restricted primary caregivers from operating in residential zoning districts and allowed such uses only in districts zoned for light industrial use. The Court of Appeals initially decided this case before Supreme Court’s *DeRuiter* decision, ruling first against the township. In revisiting the issue on remand, the Court of Appeals held that the township zoning ordinance’s restrictions on primary caregivers were not preempted by the MMMA. The Court concluded that these were merely “local restrictions” enabled by the MZEA, and rather than conflicting directly with the MMMA, the restrictions actually added to and complemented the limitations imposed by the MMMA. The Court of Appeals noted that if the zoning ordinance had completely prohibited the medical use of marihuana it more than likely would have been preempted, but because the zoning ordinance merely regulated where primary caregivers could operate it was upheld.

Pontius upholds municipal zoning authority against the MMMA and instructs how municipalities can permissibly regulate primary caregivers within their jurisdiction. Even with this favorable holding, municipalities should take care not to completely bar MMMA-authorized operations or the lawful cultivation of marihuana for personal use, as such regulation would likely be preempted by the MMMA and the Michigan Regulation and Taxation of Marihuana Act.

Charter Twp of Ypsilanti v Pontius, unpublished per curiam decision of the Court of Appeals, issued Dec 29, 2020 (Docket No 340487).

Zoning Board of Appeals Decides Eligibility for a Medical Marihuana License – Interpreting Drug Free Zones

State law changes regarding marihuana and related land uses have brought a number of new issues before municipal Zoning Boards of Appeals (“ZBA”), including the determination of whether an applicant is eligible for a marihuana license. In *The Jazz Club 2, LCC v City of Detroit Bd of Zoning Appeals*, an applicant sought a conditional use permit to continue to operate a medical marihuana caregiver operation within 1,000 feet of a vacant piece of land the City planned to develop into a greenway that would connect to a nearby park. The City denied issuing a conditional use permit because its zoning ordinance established drug-free zones within 1,000 feet of an “outdoor recreation facility.” An “outdoor recreation facility” included a “park,” and the City reasoned that the proposed greenway would be part of its park system. The applicant appealed this determination to the ZBA, which affirmed the denial, then to the Circuit Court, which likewise affirmed the denial, despite the applicant arguing a “greenway” did not fall under the drug-free zone limitations under the zoning ordinance.

The Court of Appeals reversed the Circuit Court, reasoning that the zoning ordinance did not define the term “greenway,” and that the definition of a “park” (from past caselaw and dictionary definitions) did not refer to the term either. The Court of Appeals determined that this omission should be treated as intentional, as the City could have expressly included “greenways” as outdoor recreational facilities or parks if it intended to treat them as such. The current, rather than proposed, use of the current location also seemed to carry weight in the Court’s decision, as the vacant lot had been used by the public to dump garbage, vehicles, and even “the occasional dead body.” The City’s Improvement Plan also had zero consideration displaying that the area was meant as an outdoor recreational facility or a park. For those reasons, the Court of Appeals reversed the decision of the Circuit Court.

This case not only demonstrates how various municipal zoning bodies are being asked to consider marihuana uses, but also the importance of using precise terms within zoning ordinances that avoid ambiguity. If a term may create ambiguity, including in the context of marihuana licensing, townships should consider defining those terms. Although courts generally defer to the ZBA, unexpected results may occur when undefined terms create ambiguity. Defined terms and consistent application of such terms throughout the zoning ordinance will assist in reducing the result shown in this case. If the City had defined the term “greenway,” the ZBA’s decision to deny the marihuana license application would likely have been upheld.

The Jazz Club 2, LCC v City of Detroit Bd of Zoning Appeals, unpublished per curiam decision of the Court of Appeals, issued Jan 9, 2020 (Docket No 343872).

Appeals of ZBA Decisions Must be Timely Filed

An individual appealing a ZBA decision to the Circuit Court must timely file the appeal within statutory timelines. Under MCL 125.3606, an aggrieved party must appeal a ZBA decision to the Circuit Court within 30 days after the ZBA issues a written decision signed by the chairperson or members of the ZBA, or within 21 days after the ZBA approves the minutes of the decision, whichever occurs first. If an appeal is not timely filed, the Circuit Court cannot exercise jurisdiction over the case and the would-be appellant is left with no means to challenge the decision.

In *Quality Mkt v City of Detroit Bd of Zoning Appeals*, a convenience store sought to add a Specially Designated Distributor license to allow for the sale of carry-out liquor. Because the store was located within 500 feet of a school and a residentially zoned area, it had to request a zoning variance from the ZBA in order to add the license. The ZBA denied the request, approved the meeting minutes from its decision on February 27th, and issued a written decision on March 15th. The store appealed the decision to the Circuit Court on April 6th. The Circuit Court denied a motion to dismiss by the ZBA on the basis that the appeal was untimely and reversed the ZBA’s decision on the grounds that it was not supported by substantial evidence. The Court of Appeals, however, reversed the Circuit Court’s decision.

The Court of Appeals reasoned that because the minutes were approved by the ZBA on February 27th and the appeal was not filed until April 6th, the appeal was not filed timely under MCL 125.3606, which required a filing within 21 days after the minutes were approved. The store argued that the language of that statute should be construed to impose a 30-day deadline in all instances and that the written decision by the ZBA was misleading as to when an appeal must be filed, but the Court did not find these arguments persuasive. The Circuit Court only has jurisdiction to review the ZBA appeal if it is timely filed.

In light of this strict timeline, ZBAs will need to consider how they are deciding cases brought before them. In many instances, the ZBA may not only keep minutes, but also issue a decision as to a particular case. As soon as these actions are taken, the clock begins to run on an aggrieved party’s right to appeal that decision to the Circuit Court. If an aggrieved party fails to file an appeal within the allotted timeframe, a circuit court should dismiss the appeal as untimely.

Quality Mkt v City of Detroit Bd of Zoning Appeals. unpublished opinion of the Court of Appeals. issued Feb 11. 2020

“Aggrieved Party” Standard Expanded to Appeals of all Zoning Decisions

Knowing when to file an appeal of a ZBA decision is important. But, who can appeal zoning decisions has always been a contentious issue. ZBAs generally function as the final step in the administrative zoning process, as they are vested with the authority to hear appeals from zoning administrators and planning commissions. After a ZBA renders a zoning decision, Michigan law provides that the decision can be appealed to a circuit court by an “aggrieved party,” which requires a showing of special damages or a unique harm uncommon to other property owners. See MCL 125.3605. However, until recently it was unclear whether this “aggrieved party” requirement would also apply to appeals of final zoning decisions made by other bodies (such as a planning commission).

In *Ansell v Delta Cty Planning Comm’n*, a county planning commission granted conditional use permits for a wind farm company to construct 36 wind turbines. County residents appealed this decision to the Circuit Court, arguing that the decision violated the zoning ordinance. The wind farm company argued that these residents did not have standing because they were not “aggrieved parties” to the decision, as required by Michigan law. The residents contended that this requirement did not apply to them because it only applied to appeals from a ZBA, and their appeal was from a planning commission. The Circuit Court agreed with the wind park company that the residents lacked standing, and the Court of Appeals followed suit, affirming the Circuit Court’s decision.

The Court of Appeal’s decision relied on support from prior cases, court rules, and the MZEA, which all favor the application of the “aggrieved party” standard for any appeal of a final determination made under a zoning ordinance. The Court of Appeals concluded that the plaintiffs were not “aggrieved parties” because they did not suffer any greater impacts when compared to their neighbors or others in the community.

This holding is beneficial to municipalities, as it requires a heightened showing of harm as a prerequisite to any appeal of a final zoning determination, regardless of whether that decision originated from a ZBA.

Ansell v Delta Cty Planning Comm’n, issued June 4, 2020 (Docket No 345933).

Extensions of Nonconforming Buildings

When a ZBA decision is successfully appealed to a circuit court, the Court must next determine whether the decision from the ZBA (1) complied with the constitution and laws of the state; (2) was based upon proper procedure; and (3) was supported by competent, material, and substantial evidence on the record. If the ZBA’s decision does not comply with one of these three requirements, a reviewing court will likely reverse.

In *Randazzo v Lake Twp*, the Court of Appeals addressed whether a ZBA decision related to an extension of a previously nonconforming building met this third requirement. In *Randazzo*, landowners applied for a land use permit to add an additional level to their single-family dwelling, which had a preexisting nonconformity with the Township’s setback

requirements. The Township zoning administrator denied the application on the basis that the addition would violate the zoning ordinance's prohibition on enlarging or altering a nonconforming building "in a way that increases its nonconformity."

The landowners appealed the zoning administrator's decision and argued that the addition would not add to the nonconformity. The ZBA denied the landowners' appeal. The landowners appealed that determination to the Circuit Court, which reversed the ZBA's decision on the basis that the ZBA misinterpreted the zoning provision at issue.

When the Township appealed the Circuit Court's ruling to the Court of Appeals, it affirmed the Circuit Court's decision. The Court of Appeals reasoned that because the proposed addition to the property would not increase the nonconformity of the dwelling, "the ZBA's finding was therefore not supported by competent, material, and substantial evidence." The Township argued that the drafters of the ordinance intended that no expansion could be made to a nonconforming structure, but the Court found that the plain language restricted only expansions that increased the nonconformity, so an expansion that maintained the nonconformity would be permissible.

Given that the language at issue in *Randazzo* is commonly encountered in zoning ordinances, municipalities should be aware of this construction and take care in determining whether a proposed expansion of a nonconforming building, maintaining a nonconformity, or reducing a nonconformity are clearly addressed in the zoning ordinance. Failing to clarify such provisions and classify permissible expansions (if any) of a nonconforming structure or use could result in costly litigation and the reversal of a ZBA determination.

Randazzo v Lake Twp, unpublished per curiam decision of the Court of Appeals, issued Nov 12, 2020 (Docket No 348559).

– Christopher Patterson and Jacob Witte

Upcoming Webinars

2020 Year in Review: Recent Decisions Impacting Zoning and Planning | Friday, February 19th, 12 – 1 p.m.

Join us for a free webinar discussing these notable decisions and more that directly impact township zoning and planning. These decisions may require townships to review current zoning ordinance provisions or consider changing current practices to align with these decisions. Attorneys Chris Patterson and Jacob Witte will discuss these decisions in further detail and address your questions in this upcoming webinar.

Click here to [REGISTER!](#)

This publication is intended for educational purposes only. This communication highlights specific areas of law and is not legal advice. The reader should consult an attorney to determine how the information applies to any specific situation.

Copyright © 2021 Fahey Schultz Burzych Rhodes PLC

Fahey Schultz Burzych Rhodes PLC, Your Township Attorneys, is a Michigan law firm specializing in the representation of Michigan townships. Our lawyers have more than 150 years of experience in township law and have represented more than 150 townships across the state of Michigan. This publication is intended for our clients and friends. This communication highlights specific areas of law and is not legal advice. The reader should consult an attorney to determine how the information applies to any specific situation.

CONTACT

4151 Okemos Road
Okemos, MI 48864

PHONE: 517.381.0100
FAX: 517.381.5051

© 2020 Fahey Schultz Burzych Rhodes PLC

From: Foster Swift Municipal Law News <municipalgroup@fosterswift.com>
Sent: Friday, January 29, 2021 1:03 PM
To: Ron Popp
Subject: In-Person Public Meetings Remain Prohibited

To view a web version of this email please [click here](#).

FOSTER SWIFT
FOSTER SWIFT COLLINS & SMITH PC || ATTORNEYS

Municipal Law News

In-Person Public Meetings Remain Prohibited Under Latest MDHHS Order

January 29, 2021

The most recent Gatherings and Face Mask Order issued by the Michigan Department of Health and Human Services (MDHHS) loosens restrictions on indoor gatherings; however, in-person public meetings remain effectively prohibited. The order, issued last week on January 22, 2021, does not take effect until February 1, 2021. It will remain in effect until at least February 21, 2021.

Gatherings and Public Meetings

The order limits indoor gatherings at non-residential venues to 10 or fewer persons from 2 or fewer households. Because most public meetings will include persons from more than 2 households, such public meetings would violate the limitation on indoor gatherings.

Public meetings may be held outdoors if there are fewer than 25 attendees or 20 attendees per 1,000 square feet, whichever is less. Attendees should be separated by at least 6 feet and wear a mask.

Otherwise, public meetings should continue to be held virtually utilizing an electronic platform such as Zoom or Microsoft Teams. The platform must allow for two-way communications between the members of the public and the members of the public body. Meetings must be properly noticed; this includes publishing the notice on the public body's website's homepage at least 18 hours before the meeting is scheduled. The notice should also include an explanation why the public body is meeting electronically, how the members of the public, including persons with disabilities, are able to participate, and how to contact directly the member of the public body. The meeting agenda must be posted online at least two hours before the meeting begins.

Each member of the public body must make a public announcement, to be included in the minutes, that he or she is attending remotely. The member must also specify the county, city, township, or village where the member is physically located.

Please contact your [Foster Swift attorney](#) or a member of our [Municipal Practice Group](#) for more information on how to properly notice and conduct a virtual meeting or for any other questions related to the MDHHS order.

Foster Swift Collins & Smith, PC E-Newsletters are intended for general information for our clients and friends. This newsletter highlights specific areas of law and is not legal advice. The reader should consult an attorney to determine how this information applies to any specific situation.

IRS Circular 230 Notice: To ensure compliance with requirements imposed by the IRS, we inform you that any U.S. tax advice contained in this communication is not intended to be used, and cannot be used, for the purpose of (i) avoiding penalties under the Internal Revenue Code or (ii) promoting, marketing or recommending to another party any transaction or matter addressed in this communication.

Copyright © 2021 Foster Swift Collins & Smith, PC.

[Unsubscribe](#) | [Update my subscription preferences](#)

Connect with us



From: Networks Northwest <dan.boss.networksnorthwest.org@delivery4.emailcontact.com>
on behalf of Networks Northwest <dan.boss@networksnorthwest.org>
Sent: Thursday, January 28, 2021 8:55 AM
To: supervisor@whitewatertownship.org
Subject: Networks Northwest eNews



**Networks
Northwest**
Talent / Business / Community

January 2021

Networks Northwest

PO Box 506
Traverse City, MI 49685-0506
(231) 929-5000

dan.boss@networksnorthwest.org
www.networksnorthwest.org

Business and Economic Development

Business Development Certificate Relaunched

The Northwest Michigan Small Business Development Center and Northwestern Michigan College's Extended Educational Services are relaunching the Business Development Certificate to provide early-stage entrepreneurs with the foundational information they need to remain successful for the long haul.



[Business Development Certificate Information](#)

PTAC Webinars for Businesses

Results!

"I received continued encouragement and a sense of positivity from Michigan Works! through their professional employment and training assistance and guidance that was offered."



Kathryn Gibson
Northwest Michigan Works! Customer

Did you know?

In December of 2020
Northwest Michigan
Works! filled 279 jobs.



Topics for upcoming training webinars offered by the Northwest Michigan PTAC include *Marketing Your Business to Government & Prime Contractors* on February 2 and *Mentor-Protégé Programs in Federal Contracting* on February 23.



[PTAC Webinar Information & Registration](#)

Registration Open for MiCareerQuest Northwest 2021

This May 12 interactive, virtual event will expose 9th and 10th-grade students to exciting careers and endless opportunities. Exhibitors, schools, and volunteers can register online.



[MiCareerQuest Northwest Registration](#)

Community Development

Networks Northwest Working to Update Manistee County Park & Recreation Plan

Networks Northwest is working with 21 local units of government in Manistee County to update the County-Wide Park & Recreation Plan.



[Manistee County Park & Recreation Plan Story](#)

About Networks Northwest

[Northwest Michigan Works!](#)

Michigan WORKS! and Talent Development

Virtual Hiring Event February 10

The online event will include nearly 30 Northwest Michigan employers and hundreds of jobs and will give job seekers the opportunity to learn about current openings and connect directly to employers.



[Virtual Hiring Event Information & Registration](#)

Going PRO Talent Fund Grants Awarded in Northwest Michigan

Businesses in Northwest Michigan will receive \$1,288,698 for employee training from the state's Going PRO Talent Fund in 2021. All 42 employers from the 10-county Northwest region who submitted applications were awarded the requested funds.



[Going PRO Story](#)

First of Its Kind Career and Leadership Program Coming to Cadillac

Cadillac Area Public Schools (CAPS) and Northwest Michigan Works! are proud to announce that CAPS 8th graders will be the first students in the state to participate in a Jobs for Michigan's Graduates Middle School program.



Networks Northwest delivers programs and services for the 10 counties of northwest Michigan. Our primary service categories are: workforce development; business & economic development; and community development.



The highlights in this eNewsletter are just a sampling of Networks Northwest's programs and initiatives. For more comprehensive information about Networks Northwest programs, follow us on [Facebook](#), [Twitter](#), [YouTube](#), and visit our website at: networksnorthwest.org

[JMG Story](#)

Trade Mission to India

Join Automation Alley's trade mission to India to explore one of the world's largest economies. The mission features an all-virtual option from April 26-May 7. The registration deadline is February 8.



[India Trade Mission Information & Registration](#)

Networks Northwest | PO Box 506 | Traverse City, MI 49685-0506



[Unsubscribe](#) | [About our service provider](#)

*DRAFT MINUTES***Whitewater Township Board
Minutes of Regular Meeting held January 12, 2021****Call to Order/Pledge of Allegiance**

Supervisor Popp called the meeting to order at 7:01 p.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan, followed by the Pledge of Allegiance.

Roll Call of Board Members

Board Members present in person: Treasurer Benak, Clerk Goss, Trustee Hubbell

Board Members present via Zoom: Benak, Hubbell, Popp, Trustee Vollmuth

Board Members absent: None

Others present in person: Zoom Facilitator Lois MacLean and 1 other

Others present via Zoom: Fire Chief Brandon Flynn and 14 others

Set/Adjust Meeting Agenda

Vollmuth proposed adding to the agenda the discussion of putting notices to the public in both papers.

There was brief discussion; Popp will bring it up under Board Discussion.

Pursuant to an e-mail from Wayne Schoonover, Popp proposed adding to the agenda obtaining the board's approval of Schoonover's understanding of the 12/15 meeting.

After discussion, the item was not added.

Declaration of Conflict of Interest

None

Public Comment (6:35)

Della Benak, 8190 Bunker Hill Road, addressed the accusations and assumptions in a letter sent to the township board by Mr. Gutknecht dated 12/8.

Linda Slopsema spoke to missing records, letters by public not included in packets or meeting minutes, and asked the board to correct those issues.

Heidi Vollmuth provided reasons why she should be on the planning commission.

Public Hearing (20:08)**Revised Whitewater Township Park Boat Launch Entryway Improvement Plans**

The public hearing was opened at 7:21 p.m. and those in attendance were reminded to use the sign-in sheet.

The legal notice for the public hearing was published in the Traverse City Record-Eagle on 12/20/2020.

Written comments received through 01/12/2021 include:

Whitewater Township Board - Minutes of 01/12/2021

DRAFT MINUTES

1. Comments on pages 107 through 115 of the 01/12/2021 board packet.
2. Richard Marl
3. Joe Butcko

Vollmuth read aloud the Butcko and Marl comments.

Pat Pierce, 9500 Larsen Road, said it is a great idea to have two boat cleaning stations, said he speaks personally and on behalf of Elk-Skegemog Lakes Association.

Carl Wroubel agreed two stations are better than one.

Linda Slopsema said she applauds the project for adding boat cleaning and recommends two boat wash stations as opposed to one, suggested there will be room to park 160 vehicles for boats and it is critical to add adequate capacity to clean boats inbound and outbound.

Andrew Filler asked if there were any questions for him, slated for two (boat wash stations) originally but dialed it back due to budget, has no public comment, said he is here to answer questions as to the plans or understanding anything. He drafted all the plans and is filling in for Rick Stout.

Vollmuth asked Filler if he took into account added expenses to do two boat clean stations maybe with personnel, asked if increased boat pass income has been considered for the second wash station or an employee to do the washing.

Filler said he is not aware of an employee being hired for that; will make a note and talk it over with Cheryl, Rick and David.

Dick Boyd said it seems like if we can afford it, a second wash location would make a lot of sense.

John Nolan said he thought the original plans called for 40 additional boat parking spots, 1 to 2 docks. To hear now we are considering 80 additional capacity to 160, he wonders how many times will that amount of parking really be necessary, one or two days out of the summer, or are we accommodating a fishing tournament that is one or two weekends. If the number is 160, it will be underutilized and not fully getting the investment out of the money.

Filler replied to Nolan's comment.

David Capser said the additional parking is hard to forecast right now; you may be looking at what volume of boats are traditionally coming to Whitewater Township Park, but with the given improvements and parking capacity and boat launch increased capacity, Nolan's comment about whether these spots are going to be utilized is hard to forecast. There is a design component that has to consider what future growth or future boats might bring to the area with these improvements.

DRAFT MINUTES

Goss commented that there is not going to be anywhere near 160 boat parking spaces. The current lot has 43 boat trailer spaces, plus two handicap spaces. Additional parking on the plan adds approximately 40 to 45 spaces.

Vollmuth questioned whether additional ADA spaces would be added.

Goss responded that the park will comply with the guidelines for the number of ADA spaces.

Slopsema asked if auxiliary parking would be maintained away from the regular parking.

Goss replied yes, as far as she knows. Road widening may affect it. Number of spaces there is about 10.

Carlyle Wroubel commented that he hopes the new docks are longer.

Goss replied that the new docks will be longer.

The public hearing was closed at 7:45 p.m.

Reports/Presentations/Announcements/Comments (44:23)

County Board of Commissioners Report

Darryl Nelson is not present.

Fire Department Report (45:48)

Brandon Flynn gave the following report:

- Pretty quiet in December. They are still meeting remotely when they can. Been doing most of their training online through Target Solutions.
- The snowmobiles are back and ready to go. Unfortunately, the VASA has been cancelled.
- Fire engine 3 needs extensive engine work and will be going in next week.
- Flynn reported he is working on AFG grants for air packs, as well as a couple other new ones.

It was noted that having the pumper tanker has eliminated the need to rent a fire engine when the primary engine goes out for work.

(Brief discussion about Vollmuth and Popp getting booted off their internet connection.)

Planning Commission Report (49:00)

In the absence of a township board representative to the planning commission, Popp noted the PC is working on a schedule for public hearings and bringing tabled items back to the agenda, i.e., 5-acre zoning and event barns, and having a third party help with rewriting the master plan.

Parks & Recreation Advisory Committee Report (50:30)

Cheryl Goss gave the following report:

- PRAC met last night. Four members and the alternate were present.

DRAFT MINUTES

- 12/14/2020 minutes were approved.
- Resolution for 2021/2022 meeting dates was postponed to the February agenda.
- Election of officers: Melton was appointed chairperson, Hubbell vice chair, and Butler as secretary.
- Hi Pray Park dugouts, still waiting for Perfect Fence to get end rail clamps fabricated.
- BCNA and Lossie Road Nature Trail kiosks, Steve Jahr will drop off the installation quote next week.
- The committee went over the 2020 park improvement survey results. They are still updating the Recreation Plan. Several things that still need updating are maps, verbiage, etc. Time was spent renumbering the capital improvement list, taking into consideration the park improvement survey.

Consent Calendar (53:10)**Receive and File**

1. Supervisor's Report for December 2020
2. Clerk/Parks & Recreation Administrator's Report for December 2020/January 2021
3. Zoning Administrator's January 2021 Staff Report
4. Mobile Medical Response December 2020 Activity Reports
5. Fire Department December 2020 Report
6. Historical Society Report for November and December 2020
7. Approved 11/09/2020 Parks & Recreation Advisory Committee Minutes
8. Approved 11/11/2020 Historical Society Minutes

Correspondence

1. Grand Traverse County Sheriff Department Statistics for November 2020
2. E-mail 12/08/2020 @ 5:15 p.m. Tracy Spincich re: Marijuana Ordinance Vote at Tonight's Meeting
3. E-mail 12/08/2020 @ 6:09 p.m. Debbie Young re: Marijuana Ordinances
4. E-mail 12/08/2020 @ 8:09 p.m. Vern Gutknecht re: December 8, 2020 Board Meeting
5. E-mail 12/09/2020 Cindy Wotila re: Whitewater Township Hybrid Meeting Was Proper
6. E-mail 12/10/2020 Michael Mix re: Meeting
7. E-mail 12/10/2020 Jeff Goodwin re: In-Person Meeting
8. E-mail 12/11/2020 Sandra Rancourt re: From a Moscow Township Trustee
9. Letter 12/11/2020 Linda Frank re: 12/08/2020 Meeting
10. E-mail 12/15/2020 John King re: Skegemog Point Repair
11. E-mail 12/16/2020 Dan Buron re: Goodwill NMI Selected for MacKenzie Scott Gift
12. 12/16/2020 Grand Traverse County RecycleSmart re: Holiday Recycling Tips and More
13. E-mail 12/18/2020 Thomas Kachadurian re: Habitat GTR December Newsletter
14. 12/23/2020 Foster Swift re: COVID Impacts on Electronic Public Meetings
15. E-mail 01/04/2021 Della Benak re: Resignation from ZBA

Minutes

1. Recommend approval of 12/08/2020 regular meeting minutes and 12/15//2020 special meeting minutes

*DRAFT MINUTES***Bills for Approval**

1. Approval of Alden State Bank vouchers # 46146 through 46223
2. Approval of First Community Bank Miami Beach vouchers # (none)
3. Approval of First Community Bank WMDLS vouchers # (none)

Budget Amendments (none)**Revenue & Expenditure Report (none)**

Motion by Goss to approve Consent Calendar items as presented; second by Benak. Roll call vote: Benak, yes; Goss, yes; Hubbell, yes; Popp, no; Vollmuth, no. Motion carried.

Unfinished Business (53:57)**Revised Whitewater Township Park Boat Launch/Entryway Improvement Plans**

Motion by Benak to approve the Revised Whitewater Township Park Boat Launch/Entryway Improvement Plans; second by Popp.

Vollmuth said we really gotta make sure we are taking care of the boats; who is going to be responsible if the DNR comes, the boat owner or the township.

Goss replied that the law puts the onus on the boat owner to make sure they are getting their boats clean between lakes. There is no duty on the part of the township or the park. The park will provide a boat wash station, but boat owners can also use a car wash or wash their boat at home. The DNR might cite a boat owner but not the park.

Brief further discussion concerning boat washes touched on requirements of the law, who is responsible for enforcing it, lack of boat wash stations in Elk Rapids, self-serve station, future repairs.

Roll call vote: Goss, yes; Hubbell, yes; Popp, yes; Vollmuth, yes; Benak, yes. Motion carried.

Motion by Goss to proceed to Final Design Engineering and Permitting as outlined in Professional Services Agreement between Whitewater Township and Fleis & VandenBrink; second by Hubbell.

Popp noted we have already signed the agreement and does not understand why this is a concern.

Goss replied it is just a formality to have board approval to move to the next phase.

Vollmuth asked if something was done to nullify the agreement.

Goss replied no and directed Vollmuth to the board packet.

Roll call vote: Hubbell, yes; Popp, yes; Vollmuth, yes; Benak, yes; Goss, yes. Motion carried.

*DRAFT MINUTES***COVID-19 Preparedness and Response Plan (1:03:00)**

Popp thanked Benak for providing the information and said all contexts to any executive order should be switched to MIOSHA and/or Department of Health and Human Services, should follow MIOSHA requirements.

Benak said her concern is that this has been going on a year and we have never given the plan to our employees. She acknowledged changes are needed to accommodate executive orders being replaced with MDHHS name and order numbers, and said she did not feel it was appropriate for her to do that without the blessing of the board.

Discussion ensued regarding the name of the plan, getting it out to employees, and what is the action plan going forward.

Benak said her suggestion is that she take out all references to executive orders and put the correct MDHHS direction in, not changing the plan, changing who told us to do it.

Popp recommended it be done first time it appears and call it the authority thereafter, and refer to the Family First act as amended, and refer to the entire act as a link.

Goss suggested Benak make the changes she thinks are necessary and call it good.

Hubbell agreed.

Popp said this needs to be approved by the board.

Motion by Goss that Benak will make the changes and bring it back for approval at the February 9 meeting; second by Benak. Roll call vote: Popp, yes; Vollmuth, yes; Benak, yes; Goss, yes; Hubbell, yes. Motion carried.

New Business (1:13:15)**12/03/2020 Draft Legal Opinion re: Lossie Road Nature Trail**

Goss noted there is no prepared motion for this agenda item.

Popp said we are not asking for approval of anything; we are asking for direction, and stated he does not have a suggested direction.

Benak stated it turns out that there is a little bit more to just allowing these property owners access; it brings in more responsibility and more obligations and possibly more expense to the township as a whole. Benak said it is concerning to her that we are opening ourselves up to this liability and the expense of now maintaining this road if we choose to open it up to vehicle traffic, even a limited amount.

Discussion followed touching on:

- Vehicle access cannot be limited to adjoining property owners.
- Township liability, cost of maintenance.

DRAFT MINUTES

- Question whether county properly relinquished jurisdiction over the road.
- Listed steps.
- Legal fees.
- Attorney suggestion that township approach abutting property owners regarding willingness to offset legal cost.
- Document public record to verify ownership of trail.

There was board consensus to follow the steps outlined in the legal opinion and bring it to an end one way or the other. Popp said he will be more than happy to do it, does not think it will all be accomplished for February; said he will ask the road commission for their information and research township minutes.

Appointments/Reappointments to Boards/Commissions/Committees (1:28:16)

Motion by Vollmuth to recommend the supervisor appointing of Connie Rountree to a two-year term on the Whitewater Township Board of Review; the term will end on December 31, 2022; second by Goss. Roll call vote: Vollmuth, yes; Benak, no; Goss, no; Hubbell, no; Popp, yes. Motion failed.

Motion by Benak to confirm the recommendation of the supervisor appointing Brenda Welch Baker to a term on the Whitewater Township Board of Review; the term will end on December 31, 2022; second by Vollmuth. Roll call vote: Benak, yes; Goss, yes; Hubbell, yes; Popp, yes; Vollmuth, yes. Motion carried.

Motion by Benak to confirm the recommendation of the supervisor appointing Eric Sanborn to a two-year term on the Whitewater Township Board of Review; the term will end on December 31, 2022; second by Hubbell. Roll call vote: Goss, yes; Hubbell, yes; Popp, yes; Vollmuth, yes; Benak, yes. Motion carried.

Motion by Vollmuth to confirm the recommendation of the supervisor appointing Linda Slopsema to a partial 3-year post on the Whitewater Township Parks and Recreation Advisory Committee; the term will end December 31, 2021; second by Goss.

Vollmuth commented that people come forward and volunteer their time; shame on anyone that is not going to give them that chance. Benak responded that Vollmuth constantly shaming the board is unnecessary and unprofessional, and wishes she would please stop. Goss agreed. Hubbell told Vollmuth to keep her opinion to herself, and told Popp to grab control of the meeting and move on.

Roll call vote: Hubbell, yes; Popp, yes; Vollmuth, yes; Benak, no; Goss, yes. Motion carried.

Motion by Goss to confirm the recommendation of the supervisor appointing Thomas Cosgrove to a three-year position on the Whitewater Township Parks and Recreation Advisory Committee; the term will end on December 31, 2023; second by Vollmuth. Roll call vote: Popp, yes; Vollmuth, yes; Benak, no; Goss, yes; Hubbell, no. Motion carried.

DRAFT MINUTES

Motion by Hubbell to confirm the recommendation of the supervisor appointing Roberto Garza to a partial three-year seat on the Whitewater Township Zoning Board of Appeals; the term will end on December 31, 2021; second by Benak. Roll call vote: Vollmuth, yes; Benak, yes; Goss, yes; Hubbell, yes; Popp, yes. Motion carried.

Tim Arends is present via Zoom.

Popp introduced the appointment of Tim Arends, who is recommended for a 3-year position on the planning commission and will replace Glenn Savage.

In response to questions from Goss, Arends provided the following information:

- He is not a landowner in the township. He lives in a house owned by his wife's family trust.
- Regarding why he wants to participate on the planning commission, he said he just felt it was something he had time to do. With his history in government, that type of work interests him. He plans on living here until he passes away; he is interested with what happens with the township.
- To those who have not visited the township, he describes it as beautiful lakes, just through pictures; it is beautiful. Everyone says we are going to Traverse City. They don't say we are going to Whitewater Township, or they will say Elk Rapids. Said we are hampered by that stigma that he doesn't think is really going to change until you are an incorporated city. As far as his roots in the area, said he learned how to water ski on Round Lake. Graduated from Kalkaska High School and grew up there. These have been his stomping grounds since age 12.
- Regarding whether he has education, training or experience related to planning or zoning, he said not directly related, other than his experience in attending meetings, presentations to planning commissions, attending staff meetings weekly at the city level regarding planning commission items presented to them. In his current position, he does watch every city commission meeting, planning commission meeting, DDA board meeting to make sure he is fully aware of everything that could possibly come his way. He is the executive director of Traverse City Light and Power, a full-time job, plus.
- Regarding skills/abilities he would bring to the planning commission, he does not have specific planning education. Can bring his knowledge of process and procedure in a government setting, when it may be appropriate to call a question, how to make a motion. Anybody can learn those tools or should be allowed the opportunity to work their way through it. Said he brings the commitment to review the package information fully and come to the meetings fully informed to make an unbiased decision about what you believe as an individual commissioner, is the most important thing for the benefit of everyone collectively in Whitewater Township, knowing that probably with every decision you make, half the people will not agree with you.
- Regarding his vision for the township 10 years from now, he said he thinks about what he thought it was going to be 20, 30 years ago. He grew up on Valley Road, always believed that when the Grand Traverse Resort was built that Acme and Kalkaska would become one continuous commercial corridor. That never happened to the degree he expected. Have seen a lot more of that with the casino and thinks there is going to be more and more. Was very pleased to see some agriculture happening along M-72 to put

DRAFT MINUTES

some breaks in between there. He likes driving through the agricultural portion of Whitewater Township, loves the cornfields, sunflower fields, the water, respect for the environment. Also recognizes the need for commerce, for a town core commercial enterprise to support all the other things he likes.

- Has not read the township master plan or zoning ordinance; understands that would be homework to do.
- Has not attended any planning commission meetings.
- When asked to define private property rights, he said he thinks there is a balance. (Zoom connection with Arends was briefly lost) He believes people have the right to use their property as they desire within the legal constraints in the state and federal government and local ordinances, but believes the right is limited to that enjoyment that does not disallow somebody else from their quiet enjoyment of using their property. He acknowledged there can be a fine line on where those cross and said that is why we have local government, to create these rules and what is allowed and what is not allowed.
- When asked if a big beautiful oak tree in a man's front yard is private property or a community asset, he stated it can be both. If it is in the right of way, it is a community asset if it is in the township or city right of way. He thinks it can be classified as a desired community trait, but if the tree is on the owner's property and their desire is to build an attached garage and it means cutting down the tree -- he has seen this play out in the city where they are trying to save as much tree canopy as possible and still create rules for new construction and that type of thing. Said he can't answer that question black and white. It's a bigger issue. There is community value for the tree itself, environmental attributes, and then private property rights.
- Understands he would be required to take an oath to support the U.S. and State Constitutions, and that it means something. Said he is insulted Goss would ask that.

Benak, Hubbell, Vollmuth had no questions.

Motion by Vollmuth to confirm the recommendation of the supervisor appointing Tim Arends to a vacant partial 3-year term position on the Whitewater Township Planning Commission; the term shall end December 31, 2022.

The motion was not seconded.

Despite two additional recommendations for appointments, Popp announced he is done with appointments.

Discussion between Popp and Benak ensued, with Benak stating we need to finish the recommendations; they have already been put off a month.

Goss asked why the appointment in the packet for December for Ted Hooper for the planning commission is not in this packet.

Popp said it was not an oversight.

Brief discussion followed.

DRAFT MINUTES

Motion by Goss to confirm the recommendation of the supervisor appointing Brandon Hubbell to a 3-year position on the Whitewater Township Parks and Recreation Advisory Committee; the term will end on December 31, 2023; second by Benak. Vollmuth commented on the picking and choosing of volunteers. Brief discussion followed. **Roll call vote: Benak, yes; Goss, yes; Hubbell, yes; Popp, yes; Vollmuth, yes. Motion carried.**

Motion by Benak to confirm the recommendation of the supervisor appointing Melissa Melton to a 3-year position on the Whitewater Township Parks and Recreation Advisory Committee; the term will end on December 31, 2023; second by Hubbell. Roll call vote: **Goss, yes; Hubbell, yes; Popp, yes; Vollmuth, yes; Benak, yes. Motion carried.**

Legal Opinion re: Appointment of Township Board Representative to Planning Commission (2:03:40)

Goss noted she sought a legal opinion regarding the process for appointing an ex officio member of the township board to the planning commission, and asked if Popp has any recommendation this evening for the township board representative to the planning commission.

Popp asked what the board is going to do with the legal opinion, and said who is currently on the planning commission is unclear. Popp asked who is currently members of the planning commission.

Benak said no board member is currently a member of the planning commission.

Goss said everyone on the planning commission right now was appointed with the recommendation of the supervisor.

Popp asked who are those people.

Benak asked why Popp is asking that question; it just wastes time, and said Goss had a specific question and Benak would appreciate an answer.

Goss repeated the question: In light of the legal opinion, whether Popp has a recommendation for the township board representative to the planning commission this evening.

Popp said he will repeat his December recommendation of Heidi Vollmuth, but that is all he is prepared to make at this point.

Goss noted that would be inconsistent with the legal opinion, and then paraphrased the legal opinion, the supervisor does bring the appointments for the planning commission, even for the ex officio board member, but those appointments are subject to approval of the township board. If a candidate is proffered and not appointed, the supervisor has to choose someone else.

Popp then accused the board of attempting to stack the planning commission and thinks that blinded them for the December recommendation. Said if the board still does not want to approve Vollmuth's recommendation, he will look for someone else.

DRAFT MINUTES

Goss noted the board voted on that last month.

Popp said we also voted to illegally appoint Benak.

Benak said that has been reversed with the legal opinion. Now Popp has a choice; there are three other board members; Popp is supposed to bring somebody forward out of those three, noting that Popp has one board member that wants to do it, but for some reason Popp is resisting this. She asked Popp what are his objections.

Popp said his objections to putting Benak on the planning commission is very similar to some of the public comments that we have heard.

Popp was asked for his specific objections.

Benak noted one public comment from the same guy twice.

Popp replied that he made his recommendation, you didn't like it, you chose to try and do something illegal, said he told you it was illegal and you still went ahead and did it. He said he doesn't have a replacement appointment tonight, and said we can move on or we can end the meeting now.

Goss said the legal opinion made it clear that Benak's appointment was not valid, Benak is not on the planning commission, and told Popp his recommendation in December was turned down by the board and he has a duty to bring another recommendation.

Popp said he will fulfill that duty.

Goss asked when.

Popp said when the supervisor is prepared to do it.

Hubbell said he thinks it's pretty sad that when we have somebody here that has had all the years of experience, that is offering to do it, we aren't going to do it.

Vollmuth said we also have another person that offered to do it, her.

Hubbell told Vollmuth he understands that and it is nothing against her. He just thinks she needs a little bit --

Vollmuth interrupted Hubbell with her arguments as to why she should be appointed to the planning commission and can be removed if she is not doing her job.

Benak noted the same would apply to her, and stated she has submitted her resignation from the ZBA and noted Popp will now have to find another board member to fill that position; she is done.

DRAFT MINUTES

Hubbell reiterated to Vollmuth that it is nothing against her, said he thinks she just needs a little more experience, it is nothing personal, and said he thinks Benak is the right one for this job, in his opinion, and does not see what the argument is here.

Vollmuth replied that, in her opinion, she (Vollmuth) has sat in those meetings and Benak is not the best person for the job, and stated she has to disagree with Hubbell.

Vollmuth went on to complain that no one has ever joined her in the meeting but Popp.

Benak said Popp should not be attending planning commission meetings and should not be giving reports to the township board as if he is the representative, it is totally inappropriate, and suggested that if Vollmuth attended some new official training, Vollmuth would understand that.

Vollmuth interrupted Benak and continued to talk over her throughout Benak's last comment.

Hubbell pointed out no one heard what Benak, Vollmuth, or Popp said, and asked Benak to repeat what she said.

Benak reiterated that Popp should not be attending the planning commission meetings. In new official training, they tell you because he has appointment powers over those commission members, he should not be attending. It puts undue stress on them. In new official trainings, they tell board members to stay away from other planning commissions and other boards, unless they have been assigned to it. If they have been assigned to it, they bring that information back for the rest of the board members. Told Popp he should not be attending those, and told Vollmuth her criticizing Benak for not being at the planning commission is wrong. Benak told Vollmuth she was not on a board; she had an opportunity to do that. Benak said she reads the minutes, that is what she is supposed to do, and she is supposed to listen to the township board representative when they come with their information, and said she is following what we are supposed to do, and does not care if Vollmuth does not like it.

Vern Gutknecht asked a question of Benak.

Benak briefly responded.

Goss asked why a member of the public is inserting himself into board discussion, noted it needs to stop, and suggested the supervisor get control of the meeting.

Popp said the board took that away from him and gave it to Lois.

Goss reminded Popp he is supposed to be running the meeting and can stop someone who is making an inappropriate comment.

Popp said he does not have the ability to lock the microphones off.

DRAFT MINUTES

Goss noted Popp can interrupt and tell Gutknecht his comments are not appropriate at this time; that is a different issue than whether Popp can mute them or not, and suggested it is time to move on.

2020/2021 Fiscal Year Budgeted Transfers (2:15:41)

Motion by Goss to transfer \$5,000 from the General Fund to the Road Fund; second by Benak. Roll call vote: Hubbell, yes; Popp, yes; Vollmuth, yes; Benak, yes; Goss, yes. Motion carried.

Motion by Goss to transfer \$50,000 from the General Fund to the Road Repair/Replacement Fund; second by Benak. Roll call vote: Popp, yes; Vollmuth, yes; Benak, yes; Goss, yes; Hubbell, yes. Motion carried.

Motion by Goss to transfer \$20,000 from the General Fund to the Recreation Fund; second by Popp. Roll call vote: Vollmuth, yes; Benak, yes; Goss, yes; Hubbell, yes; Popp, yes. Motion carried.

Motion by Hubbell to transfer \$65,000 from the General Fund to the Ambulance Fund; second by Goss. Roll call vote: Benak, yes; Goss, yes; Hubbell, yes; Popp, yes; Vollmuth, yes. Motion carried.

Motion by Popp to transfer \$50,000 from the General Fund to the Public Improvement Fund; second by Hubbell. Roll call vote: Goss, yes; Hubbell, yes; Popp, no; Vollmuth, yes; Benak, yes. Motion carried.

Motion by Goss to transfer \$10,000 from the General Fund to the Fire Capital Improvement Fund; second by Benak. Roll call vote: Hubbell, yes; Popp, yes; Vollmuth, yes; Benak, yes; Goss, yes. Motion carried.

Whitewater Township Park 2021 Dates and Rates (2:20:15)

Motion by Popp to designate the 2021 opening, closing, and free camping weekend dates as recommended by the clerk; second by Benak. Roll call vote: Popp, yes; Vollmuth, yes; Benak, yes; Goss, yes; Hubbell, yes. Motion carried.

Motion by Goss to approve the 2021 Camping and Miscellaneous Rates as recommended by the clerk; second by Hubbell. Roll call vote: Vollmuth, yes; Benak, yes; Goss, yes; Hubbell, yes; Popp, yes. Motion carried.

Cherry Capital Connection Request for Presentation on 02/09/2021 (2:21:56)

Motion by Goss to schedule a 20-minute presentation by representatives of Cherry Capital Connection at the township board's 02/09/2021 regular meeting; second by Benak.

Popp took issue with a statement in Goss's memo having to do with Mr. Maylone making a "similar request last year for time on the board's agenda but was denied the opportunity to do so by Supervisor Popp," detailed his previous efforts, and further stated that saying he denied Maylone the opportunity is fake news, but we are accustomed to that from the clerk.

DRAFT MINUTES

Discussion followed.

Roll call vote: Benak, yes; Goss, yes; Hubbell, yes; Popp, yes; Vollmuth, yes. Motion carried.

Letter of Interest to Grand Traverse Band re: Possible Sewer Extension (2:26:10)

Regarding the proposed letter, Goss noted several corrections.

Popp asked for consensus to send the letter to Joe Huhn to see if the Grand Traverse Band will entertain the thought.

Goss asked when it will be sent.

Popp said he is not sure when he will finish the count of parcels, but by the end of the month.

Goss noted that a copy needs to be given to the clerk's office for official filing.

There was board consensus to send the letter out with the recommended changes.

Budget Work Sessions (2:30:09)

The following dates and times were set for budget work sessions:

- February 4 at 6:00 p.m., Park Fund.
- February 16 at 6:00 p.m., Fire Fund.
- February 23 at 6:00 p.m., General Fund.

Tabled Items (2:35:05)

None

Board Comments/Discussion (2:35:06)

Benak commented that she sends Popp e-mails and he never responds, and asked if he is not getting her e-mails, specifically, her request for adding an item to the packet twice now for the planning commission appointment and her resignation twice now.

Popp said he will have to check his outgoing mail and stated he has an issue between Outlook and the Charter server; it sometimes does not send things. He said he is considering going to Google and having a Gmail account.

Goss addressed Slopsema's comments about "missing public comment" and explained the process.

Vollmuth talked about publishing meetings in two papers and said she will make sure it gets on next month's agenda. She also brought up the reading of letters into the minutes and proposed that she is going to read nine letters now.

Discussion followed regarding the reading of letters.

*DRAFT MINUTES***Announcements (2:51:40)**

1. Budget work sessions 02/04/2021 at 6:00 p.m., 02/16/2021 at 6:00 p.m., 02/23/2021 at 6:00 p.m.
2. Township Board regular meeting on 02/09/2021 at 7:00 p.m.

Public Comment (2:52:12)

Vaugh Harshfield said he will sum up tonight's meeting with one word: wow.

Linda Slopsema said she understands the attachments are after the draft is approved.

John Nolan chastised the board for vindictive comments, childish behavior, and a disorderly meeting.

Vern Gutknecht directed comments to Benak regarding the 5-acre issue.

Richard Boyd seconded Vaughn's comment, wow 2.0.

Kim Mangus mentioned that the planning commission has voted to hold a public hearing that was cancelled for December in February for Article 28, condominium regulations, and said they are moving forward with everything they were moving forward with before, as well as provided her opinion regarding the reading of letters.

Vollmuth read aloud a letter from Renee Savage dated 12/07/2020.

Adjournment (3:07:32)

Motion by Popp to adjourn; second by Goss. Roll call vote: Benak, yes; Goss, yes; Hubbell, yes; Popp, yes; Vollmuth, yes. Meeting adjourned at 10:08 p.m.

Respectfully submitted,

Cheryl A. Goss
Whitewater Township Clerk

Bills for Approval
February 9, 2021

| | | |
|-------------------------|----------------------|--------------------------|
| ALDEN STATE BANK | 46224 - 46333 | |
| ACCTS PAYABLE 1/5 | 46224 - 46237 | Grand Total \$8,142.17 |
| VOID CK 45118 / REISSUE | 46238 | Grand Total \$49.45 |
| VOID CHECKS | 46239 - 46255 | |
| PAYROLL 1/15 | 46256 - 46272 | Gross Payroll \$7,442.85 |
| ACCTS PAYABLE 1/19 | 46273 - 46295 | Grand Total \$14,902.90 |
| PAYROLL 1/29 | 46296 - 46320 | Gross Payroll \$8,534.92 |
| ACCTS PAYABLE 2/2 | 46321 - 46333 | Grand Total \$7,872.12 |

FIRST COMMUNITY BANK - MIAMI BEACH

FIRST COMMUNITY BANK - WMDLS

ALDEN STATE BANK - MONEY MARKET

Check Register Report

Bills for Approval 02/09/2021

Date: 02/03/2021

Time: 9:17 am

Page: 1

Whitewater Township

BANK: ALDEN STATE BANK

| Check Number | Check Date | Status | Void/Stop Date | Reconcile Date | Vendor Number | Vendor Name | Check Description | Amount |
|--------------------------------|------------|---------|----------------|----------------|---------------|--------------------------------|--|----------|
| ALDEN STATE BANK Checks | | | | | | | | |
| 46224 | 01/05/21 | Printed | | | AD ASSESS | AD ASSESSING INC | JAN . 2021 | 1,975.00 |
| 46225 | 01/05/21 | Printed | | | AFLAC | AFLAC | DEC. 2020 | 238.80 |
| 46226 | 01/05/21 | Printed | | | BRANDON F | BRANDON FLYNN | JAN. 2021 | 40.00 |
| 46227 | 01/05/21 | Printed | | | CHERRYLANI | CHERRYLAND ELECTRIC COOP | M72 & SKEGEMOG PT RD | 47.32 |
| 46228 | 01/05/21 | Printed | | | CONSUMERS | CONSUMERS ENERGY | 11/01-11/30/2020 | 116.52 |
| 46229 | 01/05/21 | Printed | | | DTE ENERGY | DTE ENERGY | 11/21-12/21/2020 | 166.42 |
| 46230 | 01/05/21 | Printed | | | EFTPS | EFTPS | PAYROLL 12/31/2020 | 1,616.44 |
| 46231 | 01/05/21 | Printed | | | FICK & SON | FICK & SONS DIESEL GARAGE INC. | ANNUAL SVC. AND DOT-AIR3 | 512.61 |
| 46232 | 01/05/21 | Printed | | | LONG LAKE | LONG LAKE MARINA | SNOWMOBILE REPAIR FOR | 1,672.65 |
| 46233 | 01/05/21 | Printed | | | NETLINK | NETLINK BUSINESS SOLUTIONS | ADD POSTSCRIPT KIT | 206.00 |
| 46234 | 01/05/21 | Printed | | | ROBERT HA | ROBERT A. HALL-CZS | 12/01-12/31/2020 | 1,344.81 |
| 46235 | 01/05/21 | Printed | | | STAPLES | STAPLES CREDIT PLAN | FIRE | 89.61 |
| 46236 | 01/05/21 | Printed | | | VERIZON | VERIZON WIRELESS | 11/24-12/23/2020 | 40.01 |
| 46237 | 01/05/21 | Printed | | | VISA | VISA | PARK/TWP BRD/TWP HALL | 75.98 |
| 46238 | 01/05/21 | Printed | | | CONNIE | CONNIE ROUNTREE | MILEAGE TO BOR TRAINING | 49.45 |
| 46273 | 01/19/21 | Printed | | | 365 OUTD | 365 OUTDOOR | 12/12-12/30/2020 | 350.00 |
| 46274 | 01/19/21 | Printed | | | ALLIED | ALLIED 100 LLC | 4 DEFIBRILLATION PADS | 201.60 |
| 46275 | 01/19/21 | Printed | | | AMERICAN | AMERICAN WASTE | 01/01-01/31/2021 | 34.00 |
| 46276 | 01/19/21 | Printed | | | AT&T-PARK | AT&T | 12/23/2020-01/22/2021 | 47.32 |
| 46277 | 01/19/21 | Printed | | | CHARTER | CHARTER COMMUNICATIONS | 01/01-01/31/2021 | 339.95 |
| 46278 | 01/19/21 | Printed | | | CONSUMERS | CONSUMERS ENERGY | 12/14/2020-01/12/2021 | 1,778.72 |
| 46279 | 01/19/21 | Printed | | | EFTPS | EFTPS | 1/15/2021 PAYROLL | 1,574.84 |
| 46280 | 01/19/21 | Printed | | | FAHEY | FAHEY SCHULTZ BURZYCH RHODES | ZONING ORDINANCE RE: FARM MARKET | 1,669.00 |
| 46281 | 01/19/21 | Printed | | | FUELMAN | FUELMAN | FUEL FOR FIRE EQUIP. DEC. 2020 | 138.21 |
| 46282 | 01/19/21 | Printed | | | GTC MTA | GRAND TRAVERSE CO MTA ASSOC | ANNUAL DUES 01/01-12/31/2021 | 57.90 |
| 46283 | 01/19/21 | Printed | | | GTC TREAS | GRAND TRAVERSE CO TREASURER | MTT/BOR ADJUSTMENTS SEPT/DEC/2020 | 29.60 |
| 46284 | 01/19/21 | Printed | | | GT BAND | GT BAND OTTAWA & CHIPPEWA | 010/01-12/31/2020 | 232.74 |
| 46285 | 01/19/21 | Printed | | | JOHN HANCC | JOHN HANCOCK LIFE INS CO | Contributions For Oct/Nov/Dec Hubbell/Benak/Flynn/Vollmuth | 2,516.13 |
| 46286 | 01/19/21 | Printed | | | KCI | KCI | Estimated Postage 2021 Assessment Change Ntcs. | 772.17 |
| 46287 | 01/19/21 | Printed | | | MICH LABOR | MICHIGAN LABOR LAW POSTER SVC | TWP HALL/FIRE/PARK | 268.50 |
| 46288 | 01/19/21 | Printed | | | MTA | MICHIGAN TOWNSHIPS ASSOCIATION | BOR TRAINING + 3 GUIDE BOOKS/WELCH/SANBORN/POPP | 198.50 |
| 46289 | 01/19/21 | Printed | | | SCI NET | SCI NETWORKS | 01/14-02/13/2021 | 224.00 |
| 46290 | 01/19/21 | Printed | | | STAPLES | STAPLES CREDIT PLAN | TWP BRD/CLERK/TREAS/ZONING | 337.69 |
| 46291 | 01/19/21 | Printed | | | STATE TAX | STATE OF MICHIGAN - TREASURY | SALES TAX OCT. 2020 | 2,622.03 |
| 46292 | 01/19/21 | Printed | | | TC RECORD | TC RECORD-EAGLE, INC. | PUB. HRG. WTP BOAT LAUNCH/ ENTRYWAY IMPROV. | 341.20 |
| 46293 | 01/19/21 | Printed | | | VOYA INSTI | VOYA INSTITUTIONAL TRUST CO | OCT./NOV./DEC. | 175.00 |
| 46294 | 01/19/21 | Printed | | | WAARA TECH | WAARA TECHNOLOGIES | DATA SWITCH /LABOR/ PROGRAMMING | 910.20 |
| 46295 | 01/19/21 | Printed | | | WELLS F | WELLS FARGO FINANCIAL | COLOR COPIER LEASE 12/29/20-01/28/2021 | 83.60 |
| 46321 | 02/02/21 | Printed | | | AD ASSESS | AD ASSESSING INC | FEB. 2021 | 1,975.00 |
| 46322 | 02/02/21 | Printed | | | AFLAC | AFLAC | JAN. 2021 | 358.20 |
| 46323 | 02/02/21 | Printed | | | BRANDON F | BRANDON FLYNN | FEB. 2021 | 40.00 |
| 46324 | 02/02/21 | Printed | | | CONSUMERS | CONSUMERS ENERGY | 12/23/2020-01/24/2021 | 59.29 |
| 46325 | 02/02/21 | Printed | | | DTE ENERGY | DTE ENERGY | 12/22/2020-01/21/2021 | 181.52 |
| 46326 | 02/02/21 | Printed | | | EFTPS | EFTPS | PAYROLL 01/29/2021 | 1,772.69 |
| 46327 | 02/02/21 | Printed | | | FEYEN Z | FEYEN ZYLSTRA, LLC | Install Outlet For Data Rack Install Light For Flag Pole | 913.14 |
| 46328 | 02/02/21 | Printed | | | GTC TREAS | GRAND TRAVERSE CO TREASURER | MAP OF M72 CORRIDOR AROUND COOK RD. | 17.50 |

Check Register Report

Bills for Approval 02/09/2021

Date: 02/03/2021

Time: 9:17 am

Page: 2

Whitewater Township

BANK: ALDEN STATE BANK

| Check Number | Check Date | Status | Void/Stop Date | Reconcile Date | Vendor Number | Vendor Name | Check Description | Amount |
|--------------------------------|------------|---------|----------------|----------------|---------------------------|------------------------------|---|------------------|
| ALDEN STATE BANK Checks | | | | | | | | |
| 46329 | 02/02/21 | Printed | | | GTC HEALTH | GRAND TRAVERSE COUNTY HEALTH | 2021 CAMPGROUND INSPECTION FEES | 220.00 |
| 46330 | 02/02/21 | Printed | | | CULLIGAN | MCCARDEL CULLIGAN WATER COND | COOLER RENTAL FOR JAN. 2021 PLUS DEL. FOR DEC. 2020 | 20.75 |
| 46331 | 02/02/21 | Printed | | | NETLINK | NETLINK BUSINESS SOLUTIONS | MAINT AGRMT. 01/30-04/29/2021 PLUS COLOR COPIES | 823.79 |
| 46332 | 02/02/21 | Printed | | | PSI | PRINTING SYSTEMS, INC | 500 VOTER ID CARDS | 158.73 |
| 46333 | 02/02/21 | Printed | | | ROBERT HA | ROBERT A. HALL-CZS | 01/01-01/31/2021 | 1,331.51 |
| | | | | | Total Checks: 51 | | Checks Total (excluding void checks): | 30,966.64 |
| | | | | | Total Payments: 51 | | Bank Total (excluding void checks): | 30,966.64 |
| | | | | | Total Payments: 51 | | Grand Total (excluding void checks): | 30,966.64 |

Bills for Approval 02/09/2021

Page: 1

| Fund/Dept/Acct | Vendor Name | Invoice # | Invoice Desc. | Check # | Due Date | Check Date | Amount |
|------------------------------------|--|----------------------------------|--|----------------------------------|--|--|-------------------------------------|
| Fund: 101 GENERAL FUND | | | | | | | |
| Dept: 101 Township Board | | | | | | | |
| 101-101-727 | Office Supplies & Exp GRAND TRAVERSE CO TRE/ STAPLES CREDIT PLAN VISA | 98476 | MAP OF M72 CORRIDOR AROI TWP BRD/CLERK/TREAS/ZONI PARK/TWP BRD/TWP HALL | 46328 46290 46237 | 11/23/2020 01/08/2021 12/28/2020 | 02/02/2021 01/19/2021 01/05/2021 | 17.50 103.35 15.89 |
| | | | | | | | 136.74 |
| 101-101-830 | Pension Plan JOHN HANCOCK LIFE INS C | | Contributions For Oct/Nov/Dec | 46285 | 01/19/2021 | 01/19/2021 | 937.67 |
| | | | | | | | 937.67 |
| 101-101-840 | Dues and Membershi GRAND TRAVERSE CO MTA | | ANNUAL DUES 01/01-12/31/202 | 46282 | 01/01/2021 | 01/19/2021 | 57.90 |
| | | | | | | | 57.90 |
| 101-101-901 | Publishing TC RECORD-EAGLE, INC. TC RECORD-EAGLE, INC. | 12202055 12202055 | NTC.OF ADOPTION ORDINANC NTC OF ADOPTION ORDINANC | 46292 46292 | 12/31/2020 12/31/2020 | 01/19/2021 01/19/2021 | 114.90 114.90 |
| | | | | | | | 229.80 |
| 101-101-940 | Equipment Rental WELLS FARGO FINANCIAL | 5013313355 | COLOR COPIER LEASE 12/29/; | 46295 | 12/30/2020 | 01/19/2021 | 83.60 |
| | | | | | | | 83.60 |
| 101-101-964 | Refunds GRAND TRAVERSE CO TRE/ | SEPT - DEC 2020 | MTT/BOR ADJUSTMENTS | 46283 | 01/05/2021 | 01/19/2021 | 29.60 |
| | | | | | | | 29.60 |
| Total Dept. Township Board: | | | | | | | 1,475.31 |
| Dept: 195 Elections | | | | | | | |
| 101-195-727 | Office Supplies & Exp PRINTING SYSTEMS, INC | 218030 | 500 VOTER ID CARDS | 46332 | 02/01/2021 | 02/02/2021 | 158.73 |
| | | | | | | | 158.73 |
| Total Dept. Elections: | | | | | | | 158.73 |
| Dept: 209 Assessor | | | | | | | |
| 101-209-728 | Postage KCI | 211273 | Estimated Postage 2021 | 46286 | 12/31/2020 | 01/19/2021 | 772.17 |
| | | | | | | | 772.17 |
| 101-209-807 | Assessing Services AD ASSESSING INC AD ASSESSING INC | | JAN . 2021 FEB. 2021 | 46224 46321 | 01/01/2021 02/01/2021 | 01/05/2021 02/02/2021 | 1,975.00 1,975.00 |
| | | | | | | | 3,950.00 |
| Total Dept. Assessor: | | | | | | | 4,722.17 |
| Dept: 210 Attorney | | | | | | | |
| 101-210-801 | Legal Services FAHEY SCHULTZ BURZYCH FAHEY SCHULTZ BURZYCH FAHEY SCHULTZ BURZYCH FAHEY SCHULTZ BURZYCH | 56573 56573 56574 56575 | LEGAL OPINION RE: LOSSIE R LEGAL OPINION RE: PC/ZBA MARIHUANA MATTERS ZONING ORDINANCE RE: FARL | 46280 46280 46280 46280 | 01/05/2021 01/05/2021 01/05/2021 01/05/2021 | 01/19/2021 01/19/2021 01/19/2021 01/19/2021 | 275.50 667.50 636.00 90.00 |
| | | | | | | | 1,669.00 |
| Total Dept. Attorney: | | | | | | | 1,669.00 |
| Dept: 215 Clerk | | | | | | | |
| 101-215-727 | Office Supplies & Exp STAPLES CREDIT PLAN | | TWP BRD/CLERK/TREAS/ZONI | 46290 | 01/08/2021 | 01/19/2021 | 208.36 |
| | | | | | | | 208.36 |

Bills for Approval 02/09/2021

Page: 2

| Fund/Dept/Acct | Vendor Name | Invoice # | Invoice Desc. | Check # | Due Date | Check Date | Amount |
|--------------------------------------|-------------------------|--------------|------------------------------|---------|------------|------------|----------|
| Total Dept. Clerk: | | | | | | | 208.36 |
| Dept: 247 Board of Review | | | | | | | |
| 101-247-860 | Mileage Reimbursemen | | | | | | |
| | CONNIE ROUNTREE | | MILEAGE TO BOR TRAINING | 46238 | 03/03/2020 | 01/05/2021 | 49.45 |
| | | | | | | | 49.45 |
| 101-247-880 | Education & Training | | | | | | |
| | MICHIGAN TOWNSHIPS ASS | | BOR TRAINING + 3 GUIDE | 46288 | 01/19/2021 | 01/19/2021 | 198.50 |
| | | | | | | | 198.50 |
| Total Dept. Board of Review: | | | | | | | 247.95 |
| Dept: 253 Treasurer | | | | | | | |
| 101-253-727 | Office Supplies & Exp | | | | | | |
| | STAPLES CREDIT PLAN | | TWP BRD/CLERK/TREAS/ZONI | 46290 | 01/08/2021 | 01/19/2021 | 12.99 |
| | | | | | | | 12.99 |
| Total Dept. Treasurer: | | | | | | | 12.99 |
| Dept: 265 Township Hall & Groun | | | | | | | |
| 101-265-740 | Operating Expense & | | | | | | |
| | MCCARDEL CULLIGAN WATI | | COOLER RENTAL FOR JAN. 20 | 46330 | 01/01/2021 | 02/02/2021 | 20.75 |
| | MICHIGAN LABOR LAW POS | | TWP HALL/FIRE/PARK | 46287 | 01/19/2021 | 01/19/2021 | 89.50 |
| | VISA | | PARK/TWP BRD/TWP HALL | 46237 | 12/28/2020 | 01/05/2021 | 39.99 |
| | | | | | | | 150.24 |
| 101-265-811 | Waste Removal Servi | | | | | | |
| | AMERICAN WASTE | 4185328 | 01/01/-01/31/2021 | 46275 | 01/01/2021 | 01/19/2021 | 17.00 |
| | | | | | | | 17.00 |
| 101-265-845 | Snowplowing Service | | | | | | |
| | 365 OUTDOOR | 5817 | 12/12-12/30/2020 | 46273 | 01/05/2021 | 01/19/2021 | 150.00 |
| | | | | | | | 150.00 |
| 101-265-851 | Internet/Website | | | | | | |
| | CHARTER COMMUNICATION | | 12/30/2020-01/29/2021 | 46277 | 12/30/2020 | 01/19/2021 | 109.99 |
| | | | | | | | 109.99 |
| 101-265-922 | Electricity | | | | | | |
| | CONSUMERS ENERGY | 206345938212 | 12/11/2020-01/11/2021 | 46278 | 01/11/2021 | 01/19/2021 | 160.48 |
| | | | | | | | 160.48 |
| 101-265-923 | Electric Heat | | | | | | |
| | CONSUMERS ENERGY | 206345938213 | 12/11/2020-01/11/2021 | 46278 | 01/11/2021 | 01/19/2021 | 577.75 |
| | | | | | | | 577.75 |
| 101-265-924 | Telephone | | | | | | |
| | CHARTER COMMUNICATION | | 12/30/2020-01/29/2021 | 46277 | 12/30/2020 | 01/19/2021 | 49.99 |
| | SCI NETWORKS | 1910970 | 01/14-02/13/2021 | 46289 | 01/14/2021 | 01/19/2021 | 186.67 |
| | | | | | | | 236.66 |
| 101-265-930 | Facility Repairs/Maint | | | | | | |
| | FEYEN ZYLSTRA, LLC | 44415 | Install Outlet For Data Rack | 46327 | 01/20/2021 | 02/02/2021 | 913.14 |
| | | | | | | | 913.14 |
| 101-265-931 | Office Equipment Rep | | | | | | |
| | NETLINK BUSINESS SOLUTI | 141701 | ADD POSTSCRIPT KIT | 46233 | 12/31/2020 | 01/05/2021 | 206.00 |
| | NETLINK BUSINESS SOLUTI | 141817 | MAINT AGRMT. 01/30-04/29/20 | 46331 | 01/25/2021 | 02/02/2021 | 823.79 |
| | WAARA TECHNOLOGIES | 5089 | DATA SWITCH /LABOR/ | 46294 | 01/06/2021 | 01/19/2021 | 910.20 |
| | | | | | | | 1,939.99 |
| Total Dept. Township Hall & Grounds: | | | | | | | 4,255.25 |
| Dept: 276 Cemetery | | | | | | | |

Bills for Approval 02/09/2021

Time: 9:18 am

Page: 3

Whitewater Township

| Fund/Dept/Acct | Vendor Name | | Invoice # | Invoice Desc. | Check # | Due Date | Check Date | Amount |
|---|---|--|----------------------|---|--|--|--|--|
| 101-276-922 | Electricity CONSUMERS ENERGY | | 201451599589 | 12/11/2020-01/10/2021 | 46278 | 01/10/2021 | 01/19/2021 | 29.13 |
| | | | | | | | | <u>29.13</u> |
| | | | | | | | Total Dept. Cemetery: | <u>29.13</u> |
| Dept: 405 Zoning Administrator/F | | | | | | | | |
| 101-405-727 | Office Supplies & Exp STAPLES CREDIT PLAN | | | TWP BRD/CLERK/TREAS/ZONI | 46290 | 01/08/2021 | 01/19/2021 | 12.99 |
| | | | | | | | | <u>12.99</u> |
| 101-405-804 | Professional Services ROBERT A. HALL-CZS ROBERT A. HALL-CZS | | DEC 2020 JAN 2021 | 12/01-12/31/2020 01/01-01/31/2021 | 46234 46333 | 12/31/2020 01/21/2021 | 01/05/2021 02/02/2021 | 1,311.29 1,311.29 |
| | | | | | | | | <u>2,622.58</u> |
| 101-405-860 | Mileage Reimbursemen ROBERT A. HALL-CZS ROBERT A. HALL-CZS | | DEC 2020 JAN 2021 | 12/01-12/31/2020 01/01-01/31/2021 | 46234 46333 | 12/31/2020 01/21/2021 | 01/05/2021 02/02/2021 | 33.52 20.22 |
| | | | | | | | | <u>53.74</u> |
| | | | | | | | Dept. Zoning Administrator/Planning: | <u>2,689.31</u> |
| | | | | | | | Total Fund GENERAL FUND: | <u>15,468.20</u> |
| Fund: 203 ROAD FUND | | | | | | | | |
| Dept: 446 Road Right of Way | | | | | | | | |
| 203-446-921 | Street Lights CHERRYLAND ELECTRIC CO CHERRYLAND ELECTRIC CO CONSUMERS ENERGY CONSUMERS ENERGY CONSUMERS ENERGY CONSUMERS ENERGY | | | M72 & MOORE RD. M72 & SKEGEMOG PT RD 11/01-11/30/2020 11/01-11/30/2020 12/01-12/31/2020 12/01-12/31/2020 | 46227 46227 46228 46228 46278 46278 | 12/29/2020 12/29/2020 11/30/2020 11/30/2020 12/31/2020 12/31/2020 | 01/05/2021 01/05/2021 01/05/2021 01/05/2021 01/19/2021 01/19/2021 | 23.66 23.66 13.48 48.73 50.73 13.62 |
| | | | | | | | | <u>173.88</u> |
| | | | | | | | Total Dept. Road Right of Way: | <u>173.88</u> |
| | | | | | | | Total Fund ROAD FUND: | <u>173.88</u> |
| Fund: 206 FIRE FUND | | | | | | | | |
| Dept: 336 Fire Dept | | | | | | | | |
| 206-336-713 | Other Benefits AFLAC AFLAC | | 898157 308297 | DEC. 2020 JAN. 2021 | 46225 46322 | 12/26/2020 01/26/2021 | 01/05/2021 02/02/2021 | 238.80 358.20 |
| | | | | | | | | <u>597.00</u> |
| 206-336-727 | Office Supplies & Exp STAPLES CREDIT PLAN | | | FIRE | 46235 | 12/09/2020 | 01/05/2021 | 89.61 |
| | | | | | | | | <u>89.61</u> |
| 206-336-739 | Fuel & Oil FUELMAN | | 59430500995401 | FUEL FOR FIRE EQUIP. | 46281 | 01/04/2021 | 01/19/2021 | 138.21 |
| | | | | | | | | <u>138.21</u> |
| 206-336-740 | Operating Expense & ALLIED 100 LLC MICHIGAN LABOR LAW POS | | 1822423 | 4 DEFIBRILLATION PADS TWP HALL/FIRE/PARK | 46274 46287 | 01/07/2021 01/19/2021 | 01/19/2021 01/19/2021 | 201.60 89.50 |
| | | | | | | | | <u>291.10</u> |
| 206-336-804 | Professional Services VERIZON WIRELESS | | 9869840208 | 11/24-12/23/2020 | 46236 | 12/23/2020 | 01/05/2021 | 40.01 |
| | | | | | | | | <u>40.01</u> |

Bills for Approval 02/09/2021

Time: 9:18 am

Page: 4

Whitewater Township

| Fund/Dept/Acct | Vendor Name | Invoice # | Invoice Desc. | Check # | Due Date | Check Date | Amount |
|--------------------------------|--|-----------------|-------------------------------|---------|------------|------------------------|-----------------|
| 206-336-811 | Waste Removal Servi AMERICAN WASTE | 4184721 | 01/01-01/31/2021 | 46275 | 01/01/2021 | 01/19/2021 | 8.50 |
| | | | | | | | <u>8.50</u> |
| 206-336-830 | Pension Plan JOHN HANCOCK LIFE INS C | | Contributions For Oct/Nov/Dec | 46285 | 01/19/2021 | 01/19/2021 | 1,578.46 |
| | | | | | | | <u>1,578.46</u> |
| 206-336-845 | Snowplowing Service 365 OUTDOOR | 5817 | 12/12-12/30/2020 | 46273 | 01/05/2021 | 01/19/2021 | 100.00 |
| | | | | | | | <u>100.00</u> |
| 206-336-851 | Internet/Website CHARTER COMMUNICATION | | 01/01-01/31/2021 | 46277 | 01/01/2021 | 01/19/2021 | 79.99 |
| | | | | | | | <u>79.99</u> |
| 206-336-920 | Natural Gas DTE ENERGY | | 11/21-12/21/2020 | 46229 | 12/22/2020 | 01/05/2021 | 83.21 |
| | DTE ENERGY | | 12/22/2020-01/21/2021 | 46325 | 01/22/2021 | 02/02/2021 | 90.76 |
| | | | | | | | <u>173.97</u> |
| 206-336-922 | Electricity CONSUMERS ENERGY | 201451599588 | 12/11/2020-01/11/2021 | 46278 | 01/11/2021 | 01/19/2021 | 411.64 |
| | | | | | | | <u>411.64</u> |
| 206-336-924 | Telephone CHARTER COMMUNICATION | | 01/01-01/31/2021 | 46277 | 01/01/2021 | 01/19/2021 | 99.98 |
| | | | | | | | <u>99.98</u> |
| 206-336-925 | Cellular Phone BRANDON FLYNN | | JAN. 2021 | 46226 | 01/01/2021 | 01/05/2021 | 40.00 |
| | BRANDON FLYNN | | FEB. 2021 | 46323 | 02/01/2021 | 02/02/2021 | 40.00 |
| | | | | | | | <u>80.00</u> |
| 206-336-928 | Water GT BAND OTTAWA & CHIPPE | | 010/01-12/31/2020 | 46284 | 12/31/2020 | 01/19/2021 | 116.37 |
| | | | | | | | <u>116.37</u> |
| 206-336-933 | Vehicle Repair & Mair FICK & SONS DIESEL GARAGE | 10865 | ANNUAL SVC. AND DOT-AIR3 | 46231 | 12/17/2020 | 01/05/2021 | 512.61 |
| | LONG LAKE MARINA | 23162 | SNOWMOBILE REPAIR FOR | 46232 | 12/31/2020 | 01/05/2021 | 1,672.65 |
| | | | | | | | <u>2,185.26</u> |
| | | | | | | | <u>5,990.10</u> |
| | | | | | | Total Dept. Fire Dept: | 5,990.10 |
| | | | | | | Total Fund FIRE FUND: | 5,990.10 |
| Fund: 208 PARK FUND | | | | | | | |
| Dept: 756 Township Park | | | | | | | |
| 208-756-727 | Office Supplies & Exp VISA | | PARK/TWP BRD/TWP HALL | 46237 | 12/28/2020 | 01/05/2021 | 20.10 |
| | | | | | | | <u>20.10</u> |
| 208-756-729 | Licenses & Fees GRAND TRAVERSE COUNTY | EH 21-17 | 2021 CAMPGROUND INSPECT | 46329 | 01/20/2021 | 02/02/2021 | 220.00 |
| | | | | | | | <u>220.00</u> |
| 208-756-740 | Operating Expense & MICHIGAN LABOR LAW POS | | TWP HALL/FIRE/PARK | 46287 | 01/19/2021 | 01/19/2021 | 89.50 |
| | | | | | | | <u>89.50</u> |
| 208-756-748 | Sales Tax STATE OF MICHIGAN - TREA | SMIBUS004353669 | SALES TAX OCT. 2020 | 46291 | 01/15/2021 | 01/19/2021 | 53.58 |
| | | | | | | | <u>53.58</u> |

INVOICE APPROVAL LIST BY FUND REPORT

Bills for Approval 02/09/2021

Date: 02/03/2021

Time: 9:18 am

Page: 5

Whitewater Township

| Fund/Dept/Acct | Vendor Name | Invoice # | Invoice Desc. | Check # | Due Date | Check Date | Amount |
|----------------------------------|---------------------------------------|--------------|---------------------------|---------|------------|------------|--|
| 208-756-901 | Publishing TC RECORD-EAGLE, INC. | 12202055 | PUB. HRG. WTP BOAT LAUNCI | 46292 | 12/31/2020 | 01/19/2021 | 111.40 |
| | | | | | | | 111.40 |
| 208-756-922 | Electricity CONSUMERS ENERGY | 206345940090 | 12/14/2020-01/12/2021 | 46278 | 01/12/2021 | 01/19/2021 | 64.23 |
| | CONSUMERS ENERGY | 206345940089 | 12/14/2020-01/12/2021 | 46278 | 01/12/2021 | 01/19/2021 | 29.13 |
| | | | | | | | 93.36 |
| 208-756-924 | Telephone SCI NETWORKS | 1910970 | 01/14-02/13/2021 | 46289 | 01/14/2021 | 01/19/2021 | 37.33 |
| | | | | | | | 37.33 |
| 208-756-925 | Cellular Phone AT&T | | 12/23/2020-01/22/2021 | 46276 | 12/22/2020 | 01/19/2021 | 47.32 |
| | | | | | | | 47.32 |
| | | | | | | | Total Dept. Township Park: 672.59 |
| | | | | | | | Total Fund PARK FUND: 672.59 |
| Fund: 209 RECREATION FUND | | | | | | | |
| Dept: 757 Recreation | | | | | | | |
| 209-757-922 | Electricity CONSUMERS ENERGY | 201095695746 | 11/23-12/22/2020 | 46228 | 12/22/2020 | 01/05/2021 | 54.31 |
| | CONSUMERS ENERGY | 206345938211 | 12/11/2020-01/10/2021 | 46278 | 01/10/2021 | 01/19/2021 | 30.38 |
| | CONSUMERS ENERGY | 201362656836 | 12/23/2020-01/24/2021 | 46324 | 01/24/2021 | 02/02/2021 | 59.29 |
| | | | | | | | 143.98 |
| | | | | | | | Total Dept. Recreation: 143.98 |
| | | | | | | | Fund RECREATION FUND: 143.98 |
| Fund: 210 AMBULANCE FUND | | | | | | | |
| Dept: 651 Ambulance | | | | | | | |
| 210-651-811 | Waste Removal Servi AMERICAN WASTE | 4184721 | 01/01-01/31/2021 | 46275 | 01/01/2021 | 01/19/2021 | 8.50 |
| | | | | | | | 8.50 |
| 210-651-845 | Snowplowing Service 365 OUTDOOR | 5817 | 12/12-12/30/2020 | 46273 | 01/05/2021 | 01/19/2021 | 100.00 |
| | | | | | | | 100.00 |
| 210-651-920 | Natural Gas DTE ENERGY | | 11/21-12/21/2020 | 46229 | 12/22/2020 | 01/05/2021 | 83.21 |
| | DTE ENERGY | | 12/22/2020-01/21/2021 | 46325 | 01/22/2021 | 02/02/2021 | 90.76 |
| | | | | | | | 173.97 |
| 210-651-922 | Electricity CONSUMERS ENERGY | 201451599588 | 12/11/2020-01/11/2021 | 46278 | 01/11/2021 | 01/19/2021 | 411.63 |
| | | | | | | | 411.63 |
| 210-651-928 | Water GT BAND OTTAWA & CHIPPE | | 01/01-12/31/2020 | 46284 | 12/31/2020 | 01/19/2021 | 116.37 |
| | | | | | | | 116.37 |
| | | | | | | | Total Dept. Ambulance: 810.47 |
| | | | | | | | Fund AMBULANCE FUND: 810.47 |

Fund: 750 PAYROLL CLEARING F

Dept: 000

750-000-238 Pension Withheld

INVOICE APPROVAL LIST BY FUND REPORT

Bills for Approval 02/09/2021

Date: 02/03/2021

Time: 9:18 am

Page: 6

Whitewater Township

| Fund/Dept/Acct | Vendor Name | Invoice # | Invoice Desc. | Check # | Due Date | Check Date | Amount |
|----------------|--------------------------|-----------------|-------------------------------|---------|------------|-------------------------------|------------------|
| | VOYA INSTITUTIONAL TRUS | | OCT./NOV./DEC. | 46293 | 01/01/2021 | 01/19/2021 | 175.00 |
| | | | | | | | 175.00 |
| 750-000-258 | Accrued Payroll Taxes: | | | | | | |
| | EFTPS | 270140580302484 | PAYROLL 12/31/2020 | 46230 | 01/05/2021 | 01/05/2021 | 1,616.44 |
| | EFTPS | 270141982586005 | 1/15/2021 PAYROLL | 46279 | 01/19/2021 | 01/19/2021 | 1,574.84 |
| | EFTPS | 270143393271422 | PAYROLL 01/29/2021 | 46326 | 02/02/2021 | 02/02/2021 | 1,772.69 |
| | STATE OF MICHIGAN - TREA | SMIBUS004307979 | PAYROLL 10/09/20 & 10/23/2020 | 46291 | 01/06/2021 | 01/19/2021 | 949.79 |
| | STATE OF MICHIGAN - TREA | SMIBUS004308111 | PAYROLL 11/06/20 & 11/11/20 & | 46291 | 01/06/2021 | 01/19/2021 | 692.92 |
| | STATE OF MICHIGAN - TREA | SMIBUS004308143 | PAYROLLS 12/04/20 & 12/18/20 | 46291 | 01/06/2021 | 01/19/2021 | 925.74 |
| | | | | | | | 7,532.42 |
| | | | | | | Total Dept. 000: | 7,707.42 |
| | | | | | | PAYROLL CLEARING FUND: | 7,707.42 |
| | | | | | | Grand Total: | 30,966.64 |

MEMO

To: Whitewater Township Board
From: Cheryl A. Goss, Clerk
Date: 02/03/2021
Re: Budget Amendments – 3rd Quarter 2020/2021 Fiscal Year

The following budget amendments are recommended.

GENERAL FUND:

| GL# | Description | Debit | Credit |
|-------------|---------------------------|--------------|---------------|
| 101-195-727 | Office Supplies & Expense | \$ 100 | |
| 101-215-727 | Office Supplies & Expense | | \$ 100 |

ROAD REPAIR/REPLACEMENT FUND:

| GL# | Description | Debit | Credit |
|-------------|--------------------|--------------|---------------|
| 204-000-935 | Road Repair | \$1,000 | |
| 204-000-390 | Fund Balance | | \$1,000 |

PARK FUND:

| GL# | Description | Debit | Credit |
|-------------|------------------------------|--------------|---------------|
| 208-756-703 | Wages | \$1,000 | |
| 208-756-930 | Facility Repairs/Maintenance | | \$1,000 |

Since Budget Amendments fall under the Consent Calendar, a separate motion is not required to approve these amendments.

#

REVENUE/EXPENDITURE REPORT

3rd Quarter 2020/2021 FY

Page: 1

1/21/2021

2:07 pm

Whitewater Township

For the Period: 4/1/2020 to 12/31/2020

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

Encumb. YTD

UnencBal

% Bud

Fund: 001 - ACCOUNTS PAYABLE CLEARING

REVENUE/EXPENDITURE REPORT
3rd Quarter 2020/2021 FY

Page: 2
1/21/2021
2:07 pm

Whitewater Township

| For the Period: 4/1/2020 to 12/31/2020 | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal | % Bud |
|--|---------------|--------------|------------|-----------|-------------|------------|-------|
| Fund: 101 - GENERAL FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept: 000 | | | | | | | |
| 402 Property Taxes | 127,400.00 | 127,400.00 | 23,574.44 | 14,430.81 | 0.00 | 103,825.56 | 18.5 |
| 445 Penalties & Interest | 1,000.00 | 1,000.00 | 2,039.33 | 0.64 | 0.00 | -1,039.33 | 203.9 |
| 447 Property Tax Admin Fees | 64,000.00 | 64,000.00 | 46,987.10 | 2,189.12 | 0.00 | 17,012.90 | 73.4 |
| 448 Collection Fees | 4,250.00 | 4,250.00 | 7,077.50 | 0.00 | 0.00 | -2,827.50 | 166.5 |
| 451 Franchise Fees | 32,400.00 | 32,400.00 | 23,153.19 | 0.00 | 0.00 | 9,246.81 | 71.5 |
| 476 Licenses & Permits | 2,100.00 | 2,100.00 | 2,585.00 | 200.00 | 0.00 | -485.00 | 123.1 |
| 566 State Grants | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 573 Local Community Stabilization | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 574 State-Shared Revenues | 230,000.00 | 230,000.00 | 192,233.00 | 43,642.00 | 0.00 | 37,767.00 | 83.6 |
| 575 Swamp Taxes/Comm Forest Distri | 25,000.00 | 25,000.00 | 29,974.55 | 29,929.72 | 0.00 | -4,974.55 | 119.9 |
| 590 Grants-Private Sources | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 607 Service Fees | 1,500.00 | 1,500.00 | 1,625.00 | 0.00 | 0.00 | -125.00 | 108.3 |
| 608 Interment Fees | 2,000.00 | 2,000.00 | 3,150.00 | 0.00 | 0.00 | -1,150.00 | 157.5 |
| 633 Election Reimbursement | 3,000.00 | 3,000.00 | 5,115.30 | 0.00 | 0.00 | -2,115.30 | 170.5 |
| 642 Sale of Cemetery Lots | 600.00 | 600.00 | 600.00 | 400.00 | 0.00 | 0.00 | 100.0 |
| 643 Miscellaneous Sales | 0.00 | 0.00 | 107.73 | 0.00 | 0.00 | -107.73 | 0.0 |
| 665 Interest Earned | 1,800.00 | 1,800.00 | 1,227.96 | 141.13 | 0.00 | 572.04 | 68.2 |
| 668 Oil & Gas Lease | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 670 Cell Tower Lease | 42,300.00 | 42,300.00 | 28,618.64 | 0.00 | 0.00 | 13,681.36 | 67.7 |
| 671 Other Revenues | 1,000.00 | 1,000.00 | 1,880.91 | 0.00 | 0.00 | -880.91 | 188.1 |
| 673 Sale of Fixed Assets | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 678 Gypsy Moth Assessment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 687 Refunds | 100.00 | 100.00 | 0.00 | 0.00 | 0.00 | 100.00 | 0.0 |
| 699 Transfers From Other Funds | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Dept: 000 | 538,450.00 | 538,450.00 | 369,949.65 | 90,933.42 | 0.00 | 168,500.35 | 68.7 |
| Revenues | 538,450.00 | 538,450.00 | 369,949.65 | 90,933.42 | 0.00 | 168,500.35 | 68.7 |
| Expenditures | | | | | | | |
| Dept: 101 Township Board | | | | | | | |
| 702 Salaries | 9,000.00 | 9,000.00 | 5,200.00 | 1,200.00 | 0.00 | 3,800.00 | 57.8 |
| 703 Wages | 3,000.00 | 3,000.00 | 2,139.51 | 611.45 | 0.00 | 860.49 | 71.3 |
| 715 Social Security (Employer) | 744.00 | 744.00 | 442.62 | 106.35 | 0.00 | 301.38 | 59.5 |
| 716 Medicare (Employer) | 174.00 | 174.00 | 103.52 | 24.87 | 0.00 | 70.48 | 59.5 |
| 727 Office Supplies & Expense | 1,600.00 | 1,600.00 | 2,288.34 | 15.89 | 0.00 | -688.34 | 143.0 |
| 728 Postage | 800.00 | 800.00 | 584.70 | 116.10 | 0.00 | 215.30 | 73.1 |
| 802 Audit & Accounting Services | 7,000.00 | 7,000.00 | 6,682.00 | 0.00 | 0.00 | 318.00 | 95.5 |
| 804 Professional Services | 15,000.00 | 15,000.00 | 0.00 | 0.00 | 0.00 | 15,000.00 | 0.0 |
| 817 Clean Up Day Services | 12,000.00 | 12,000.00 | 9,810.00 | 0.00 | 0.00 | 2,190.00 | 81.8 |
| 830 Pension Plan | 3,209.00 | 3,209.00 | 2,294.25 | 0.00 | 0.00 | 914.75 | 71.5 |
| 840 Dues and Memberships | 3,800.00 | 3,800.00 | 3,717.28 | 0.00 | 0.00 | 82.72 | 97.8 |
| 852 Promotional Expenses | 1,500.00 | 1,500.00 | 1,000.00 | 0.00 | 0.00 | 500.00 | 66.7 |
| 853 Finance Charges | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 854 Late Fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 860 Mileage Reimbursement | 100.00 | 100.00 | 0.00 | 0.00 | 0.00 | 100.00 | 0.0 |
| 865 Meal/Lodging Expense | 200.00 | 200.00 | 0.00 | 0.00 | 0.00 | 200.00 | 0.0 |
| 880 Education & Training | 250.00 | 250.00 | 0.00 | 0.00 | 0.00 | 250.00 | 0.0 |
| 901 Publishing | 2,500.00 | 2,500.00 | 1,144.85 | 0.00 | 0.00 | 1,355.15 | 45.8 |
| 902 Printing | 100.00 | 100.00 | 0.00 | 0.00 | 0.00 | 100.00 | 0.0 |
| 903 Township Newsletter Expense | 2,500.00 | 2,500.00 | 819.95 | 0.00 | 0.00 | 1,680.05 | 32.8 |
| 940 Equipment Rental | 1,200.00 | 1,200.00 | 2,035.36 | 406.49 | 0.00 | -835.36 | 169.6 |
| 941 Postage Meter Rental/Fees | 1,300.00 | 1,300.00 | 0.00 | 0.00 | 0.00 | 1,300.00 | 0.0 |
| 955 Grand Vision | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 956 Miscellaneous Expense | 750.00 | 750.00 | 130.28 | 0.00 | 0.00 | 619.72 | 17.4 |
| 957 Boardman River Project | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 958 Gypsy Moth Program | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 959 Scrap Tire Expense | 400.00 | 400.00 | 387.50 | 0.00 | 0.00 | 12.50 | 96.9 |
| 964 Refunds | 500.00 | 500.00 | 209.80 | 0.00 | 0.00 | 290.20 | 42.0 |
| Township Board | 67,627.00 | 67,627.00 | 38,989.96 | 2,481.15 | 0.00 | 28,637.04 | 57.7 |

REVENUE/EXPENDITURE REPORT
3rd Quarter 2020/2021 FY

Page: 3
1/21/2021
2:07 pm

Whitewater Township

| For the Period: 4/1/2020 to 12/31/2020 | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal | % Bud |
|--|---------------|--------------|------------|----------|-------------|-----------|-------|
| Fund: 101 - GENERAL FUND | | | | | | | |
| Expenditures | | | | | | | |
| Dept: 171 Supervisor | | | | | | | |
| 702 Salaries | 27,585.00 | 27,585.00 | 21,219.20 | 3,182.88 | 0.00 | 6,365.80 | 76.9 |
| 703 Wages | 2,000.00 | 2,000.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 0.0 |
| 715 Social Security (Employer) | 1,835.00 | 1,835.00 | 1,315.60 | 197.34 | 0.00 | 519.40 | 71.7 |
| 716 Medicare (Employer) | 429.00 | 429.00 | 307.60 | 46.14 | 0.00 | 121.40 | 71.7 |
| 727 Office Supplies & Expense | 250.00 | 250.00 | 54.50 | 0.00 | 0.00 | 195.50 | 21.8 |
| 728 Postage | 40.00 | 40.00 | 1.20 | 0.00 | 0.00 | 38.80 | 3.0 |
| 860 Mileage Reimbursement | 400.00 | 400.00 | 83.95 | 0.00 | 0.00 | 316.05 | 21.0 |
| 865 Meal/Lodging Expense | 250.00 | 250.00 | 0.00 | 0.00 | 0.00 | 250.00 | 0.0 |
| 880 Education & Training | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.0 |
| Supervisor | 33,289.00 | 33,289.00 | 22,982.05 | 3,426.36 | 0.00 | 10,306.95 | 69.0 |
| Dept: 195 Elections | | | | | | | |
| 703 Wages | 10,000.00 | 10,000.00 | 8,891.39 | 0.00 | 0.00 | 1,108.61 | 88.9 |
| 715 Social Security (Employer) | 300.00 | 300.00 | 66.99 | 0.00 | 0.00 | 233.01 | 22.3 |
| 716 Medicare (Employer) | 100.00 | 100.00 | 15.66 | 0.00 | 0.00 | 84.34 | 15.7 |
| 727 Office Supplies & Expense | 2,500.00 | 2,500.00 | 2,928.37 | 37.76 | 0.00 | -428.37 | 117.1 |
| 728 Postage | 1,500.00 | 1,500.00 | 2,602.90 | 917.30 | 0.00 | -1,102.90 | 173.5 |
| 847 Software Support | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 860 Mileage Reimbursement | 400.00 | 400.00 | 0.00 | 0.00 | 0.00 | 400.00 | 0.0 |
| 865 Meal/Lodging Expense | 200.00 | 200.00 | 296.62 | 155.62 | 0.00 | -96.62 | 148.3 |
| 880 Education & Training | 500.00 | 500.00 | 931.53 | 0.00 | 0.00 | -431.53 | 186.3 |
| 901 Publishing | 500.00 | 500.00 | 341.20 | 0.00 | 0.00 | 158.80 | 68.2 |
| 970 Capital Expenditure | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Elections | 16,000.00 | 16,000.00 | 16,074.66 | 1,110.68 | 0.00 | -74.66 | 100.5 |
| Dept: 209 Assessor | | | | | | | |
| 702 Salaries | 1,200.00 | 1,200.00 | 900.00 | 100.00 | 0.00 | 300.00 | 75.0 |
| 715 Social Security (Employer) | 75.00 | 75.00 | 55.80 | 6.20 | 0.00 | 19.20 | 74.4 |
| 716 Medicare (Employer) | 18.00 | 18.00 | 13.05 | 1.45 | 0.00 | 4.95 | 72.5 |
| 727 Office Supplies & Expense | 300.00 | 300.00 | 211.86 | 0.00 | 0.00 | 88.14 | 70.6 |
| 728 Postage | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.0 |
| 807 Assessing Services | 24,000.00 | 24,000.00 | 17,425.02 | 1,975.00 | 0.00 | 6,574.98 | 72.6 |
| 847 Software Support | 700.00 | 700.00 | 645.00 | 0.00 | 0.00 | 55.00 | 92.1 |
| 880 Education & Training | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 901 Publishing | 50.00 | 50.00 | 0.00 | 0.00 | 0.00 | 50.00 | 0.0 |
| Assessor | 27,343.00 | 27,343.00 | 19,250.73 | 2,082.65 | 0.00 | 8,092.27 | 70.4 |
| Dept: 210 Attorney | | | | | | | |
| 801 Legal Services | 35,000.00 | 35,000.00 | 24,238.90 | 5,021.50 | 0.00 | 10,761.10 | 69.3 |
| Attorney | 35,000.00 | 35,000.00 | 24,238.90 | 5,021.50 | 0.00 | 10,761.10 | 69.3 |
| Dept: 215 Clerk | | | | | | | |
| 702 Salaries | 28,115.00 | 28,115.00 | 21,627.00 | 3,244.05 | 0.00 | 6,488.00 | 76.9 |
| 703 Wages | 13,000.00 | 13,000.00 | 10,718.60 | 1,190.88 | 0.00 | 2,281.40 | 82.5 |
| 715 Social Security (Employer) | 2,488.00 | 2,488.00 | 1,977.28 | 267.54 | 0.00 | 510.72 | 79.5 |
| 716 Medicare (Employer) | 582.00 | 582.00 | 462.40 | 62.56 | 0.00 | 119.60 | 79.5 |
| 727 Office Supplies & Expense | 1,500.00 | 1,500.00 | 1,279.69 | 738.50 | 0.00 | 220.31 | 85.3 |
| 728 Postage | 100.00 | 100.00 | 42.65 | 3.50 | 0.00 | 57.35 | 42.7 |
| 840 Dues and Memberships | 120.00 | 120.00 | -30.00 | -30.00 | 0.00 | 150.00 | -25.0 |
| 847 Software Support | 2,400.00 | 2,400.00 | 2,472.83 | 0.00 | 0.00 | -72.83 | 103.0 |
| 860 Mileage Reimbursement | 600.00 | 600.00 | 0.00 | 0.00 | 0.00 | 600.00 | 0.0 |
| 865 Meal/Lodging Expense | 600.00 | 600.00 | 0.00 | 0.00 | 0.00 | 600.00 | 0.0 |
| 880 Education & Training | 1,000.00 | 1,000.00 | -485.00 | 0.00 | 0.00 | 1,485.00 | -48.5 |
| 901 Publishing | 1,500.00 | 1,500.00 | 998.75 | 0.00 | 0.00 | 501.25 | 66.6 |
| Clerk | 52,005.00 | 52,005.00 | 39,064.20 | 5,477.03 | 0.00 | 12,940.80 | 75.1 |
| Dept: 247 Board of Review | | | | | | | |
| 702 Salaries | 1,200.00 | 1,200.00 | 324.94 | 34.94 | 0.00 | 875.06 | 27.1 |
| 715 Social Security (Employer) | 75.00 | 75.00 | 17.98 | 0.00 | 0.00 | 57.02 | 24.0 |
| 716 Medicare (Employer) | 18.00 | 18.00 | 4.23 | 0.00 | 0.00 | 13.77 | 23.5 |

REVENUE/EXPENDITURE REPORT
3rd Quarter 2020/2021 FY

Page: 4
1/21/2021
2:07 pm

Whitewater Township

| For the Period: 4/1/2020 to 12/31/2020 | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal | % Bud |
|--|------------------|------------------|------------------|-----------------|-------------|------------------|-------------|
| Fund: 101 - GENERAL FUND | | | | | | | |
| Expenditures | | | | | | | |
| Dept: 247 Board of Review | | | | | | | |
| 727 Office Supplies & Expense | 50.00 | 50.00 | 0.00 | 0.00 | 0.00 | 50.00 | 0.0 |
| 728 Postage | 100.00 | 100.00 | 0.00 | 0.00 | 0.00 | 100.00 | 0.0 |
| 860 Mileage Reimbursement | 400.00 | 400.00 | 46.17 | 0.00 | 0.00 | 353.83 | 11.5 |
| 865 Meal/Lodging Expense | 200.00 | 200.00 | 77.82 | 0.00 | 0.00 | 122.18 | 38.9 |
| 880 Education & Training | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.0 |
| 901 Publishing | 250.00 | 250.00 | 0.00 | 0.00 | 0.00 | 250.00 | 0.0 |
| Board of Review | 3,293.00 | 3,293.00 | 471.14 | 34.94 | 0.00 | 2,821.86 | 14.3 |
| Dept: 253 Treasurer | | | | | | | |
| 702 Salaries | 27,585.00 | 27,585.00 | 21,219.20 | 3,182.88 | 0.00 | 6,365.80 | 76.9 |
| 703 Wages | 11,356.00 | 11,356.00 | 6,590.59 | 1,096.25 | 0.00 | 4,765.41 | 58.0 |
| 715 Social Security (Employer) | 2,415.00 | 2,415.00 | 1,688.74 | 250.95 | 0.00 | 726.26 | 69.9 |
| 716 Medicare (Employer) | 565.00 | 565.00 | 394.88 | 58.68 | 0.00 | 170.12 | 69.9 |
| 727 Office Supplies & Expense | 1,600.00 | 1,600.00 | 1,083.48 | 0.00 | 0.00 | 516.52 | 67.7 |
| 728 Postage | 2,600.00 | 2,600.00 | 2,035.05 | 818.65 | 0.00 | 564.95 | 78.3 |
| 804 Professional Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 840 Dues and Memberships | 100.00 | 100.00 | 0.00 | 0.00 | 0.00 | 100.00 | 0.0 |
| 847 Software Support | 1,500.00 | 1,500.00 | 1,330.00 | 0.00 | 0.00 | 170.00 | 88.7 |
| 860 Mileage Reimbursement | 1,350.00 | 1,350.00 | 640.55 | 149.50 | 0.00 | 709.45 | 47.4 |
| 865 Meal/Lodging Expense | 600.00 | 600.00 | 0.00 | 0.00 | 0.00 | 600.00 | 0.0 |
| 880 Education & Training | 1,000.00 | 1,000.00 | -706.00 | 0.00 | 0.00 | 1,706.00 | -70.6 |
| 901 Publishing | 125.00 | 125.00 | 0.00 | 0.00 | 0.00 | 125.00 | 0.0 |
| Treasurer | 50,796.00 | 50,796.00 | 34,276.49 | 5,556.91 | 0.00 | 16,519.51 | 67.5 |
| Dept: 265 Township Hall & Grounds | | | | | | | |
| 703 Wages | 2,000.00 | 2,000.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 0.0 |
| 715 Social Security (Employer) | 124.00 | 124.00 | 0.00 | 0.00 | 0.00 | 124.00 | 0.0 |
| 716 Medicare (Employer) | 29.00 | 29.00 | 0.00 | 0.00 | 0.00 | 29.00 | 0.0 |
| 740 Operating Expense & Supplies | 1,500.00 | 1,500.00 | 1,706.32 | 116.87 | 0.00 | -206.32 | 113.8 |
| 809 Lawn Maintenance Services | 1,000.00 | 1,000.00 | 890.00 | 0.00 | 0.00 | 110.00 | 89.0 |
| 810 Janitorial Services | 1,600.00 | 1,600.00 | 990.00 | 200.00 | 0.00 | 610.00 | 61.9 |
| 811 Waste Removal Services | 225.00 | 225.00 | 144.00 | 16.00 | 0.00 | 81.00 | 64.0 |
| 845 Snowplowing Services | 1,500.00 | 1,500.00 | 0.00 | 0.00 | 0.00 | 1,500.00 | 0.0 |
| 851 Internet/Website | 1,500.00 | 1,500.00 | 2,271.08 | 284.99 | 0.00 | -771.08 | 151.4 |
| 922 Electricity | 2,500.00 | 2,500.00 | 1,511.81 | 145.47 | 0.00 | 988.19 | 60.5 |
| 923 Electric Heat | 3,500.00 | 3,500.00 | 2,361.68 | 429.61 | 0.00 | 1,138.32 | 67.5 |
| 924 Telephone | 2,750.00 | 2,750.00 | 2,125.29 | 292.09 | 0.00 | 624.71 | 77.3 |
| 930 Facility Repairs/Maintenance | 10,000.00 | 10,000.00 | 3,233.75 | 0.00 | 0.00 | 6,766.25 | 32.3 |
| 931 Office Equipment Repairs/Maint | 3,000.00 | 3,000.00 | 5,373.18 | 0.00 | 0.00 | -2,373.18 | 179.1 |
| Township Hall & Grounds | 31,228.00 | 31,228.00 | 20,607.11 | 1,485.03 | 0.00 | 10,620.89 | 66.0 |
| Dept: 276 Cemetery | | | | | | | |
| 703 Wages | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.0 |
| 715 Social Security (Employer) | 31.00 | 31.00 | 0.00 | 0.00 | 0.00 | 31.00 | 0.0 |
| 716 Medicare (Employer) | 7.00 | 7.00 | 0.00 | 0.00 | 0.00 | 7.00 | 0.0 |
| 740 Operating Expense & Supplies | 1,000.00 | 1,000.00 | 327.32 | 0.00 | 0.00 | 672.68 | 32.7 |
| 808 Cemetery Sexton | 5,000.00 | 5,000.00 | 3,150.00 | 0.00 | 0.00 | 1,850.00 | 63.0 |
| 809 Lawn Maintenance Services | 4,000.00 | 4,000.00 | 3,450.00 | 0.00 | 0.00 | 550.00 | 86.3 |
| 847 Software Support | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 922 Electricity | 400.00 | 400.00 | 593.80 | 28.85 | 0.00 | -193.80 | 148.5 |
| 930 Facility Repairs/Maintenance | 7,000.00 | 7,000.00 | 235.00 | 0.00 | 0.00 | 6,765.00 | 3.4 |
| Cemetery | 17,938.00 | 17,938.00 | 7,756.12 | 28.85 | 0.00 | 10,181.88 | 43.2 |
| Dept: 400 Planning Commission | | | | | | | |
| 702 Salaries | 11,000.00 | 11,000.00 | 1,210.00 | 0.00 | 0.00 | 9,790.00 | 11.0 |
| 703 Wages | 3,600.00 | 3,600.00 | 627.41 | 50.00 | 0.00 | 2,972.59 | 17.4 |
| 715 Social Security (Employer) | 905.00 | 905.00 | 113.92 | 3.10 | 0.00 | 791.08 | 12.6 |
| 716 Medicare (Employer) | 212.00 | 212.00 | 26.59 | 0.73 | 0.00 | 185.41 | 12.5 |
| 727 Office Supplies & Expense | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.0 |
| 728 Postage | 2,000.00 | 2,000.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 0.0 |

Page: 5
1/21/2021
2:07 pm

For the Period: 4/1/2020 to 12/31/2020

| For the Period: 4/1/2020 to 12/31/2020 | | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal | % Bud |
|---|-----------|---------------|--------------|------------|----------|-------------|----------|-------|
| Fund: 101 - GENERAL FUND | | | | | | | | |
| Expenditures | | | | | | | | |
| Dept: 400 Planning Commission | | | | | | | | |
| 804 Professional Services | 5,000.00 | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | 0.0 | |
| 840 Dues and Memberships | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.0 | |
| 860 Mileage Reimbursement | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.0 | |
| 865 Meal/Lodging Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 880 Education & Training | 2,000.00 | 2,000.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 0.0 | |
| 901 Publishing | 1,000.00 | 1,000.00 | 116.40 | 116.40 | 0.00 | 883.60 | 11.6 | |
| 902 Printing | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.0 | |
| Planning Commission | 28,217.00 | 28,217.00 | 2,094.32 | 170.23 | 0.00 | 26,122.68 | 7.4 | |
| Dept: 405 Zoning Administrator/Planning | | | | | | | | |
| 702 Salaries | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 703 Wages | 4,100.00 | 4,100.00 | 0.00 | 0.00 | 0.00 | 4,100.00 | 0.0 | |
| 715 Social Security (Employer) | 254.00 | 254.00 | 0.00 | 0.00 | 0.00 | 254.00 | 0.0 | |
| 716 Medicare (Employer) | 60.00 | 60.00 | 0.00 | 0.00 | 0.00 | 60.00 | 0.0 | |
| 727 Office Supplies & Expense | 400.00 | 400.00 | 0.00 | 0.00 | 0.00 | 400.00 | 0.0 | |
| 728 Postage | 100.00 | 100.00 | 2.50 | 0.00 | 0.00 | 97.50 | 2.5 | |
| 803 Medical Professional Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 804 Professional Services | 20,012.00 | 20,012.00 | 10,241.16 | 0.00 | 0.00 | 9,770.84 | 51.2 | |
| 830 Pension Plan | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 840 Dues and Memberships | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 847 Software Support | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 860 Mileage Reimbursement | 700.00 | 700.00 | 242.44 | 0.00 | 0.00 | 457.56 | 34.6 | |
| 865 Meal/Lodging Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 880 Education & Training | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| Zoning Administrator/Planning | 25,626.00 | 25,626.00 | 10,486.10 | 0.00 | 0.00 | 15,139.90 | 40.9 | |
| Dept: 410 Zoning Board of Appeals | | | | | | | | |
| 702 Salaries | 3,100.00 | 3,100.00 | 415.00 | 0.00 | 0.00 | 2,685.00 | 13.4 | |
| 703 Wages | 1,600.00 | 1,600.00 | 150.00 | 0.00 | 0.00 | 1,450.00 | 9.4 | |
| 715 Social Security (Employer) | 292.00 | 292.00 | 35.03 | 0.00 | 0.00 | 256.97 | 12.0 | |
| 716 Medicare (Employer) | 68.00 | 68.00 | 8.17 | 0.00 | 0.00 | 59.83 | 12.0 | |
| 728 Postage | 50.00 | 50.00 | 0.00 | 0.00 | 0.00 | 50.00 | 0.0 | |
| 860 Mileage Reimbursement | 250.00 | 250.00 | 0.00 | 0.00 | 0.00 | 250.00 | 0.0 | |
| 865 Meal/Lodging Expense | 250.00 | 250.00 | 0.00 | 0.00 | 0.00 | 250.00 | 0.0 | |
| 880 Education & Training | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.0 | |
| 901 Publishing | 600.00 | 600.00 | 115.40 | 0.00 | 0.00 | 484.60 | 19.2 | |
| Zoning Board of Appeals | 6,710.00 | 6,710.00 | 723.60 | 0.00 | 0.00 | 5,986.40 | 10.8 | |
| Dept: 803 Historical Society | | | | | | | | |
| 702 Salaries | 15,000.00 | 15,000.00 | 709.34 | 0.00 | 0.00 | 14,290.66 | 4.7 | |
| 703 Wages | 1,200.00 | 1,200.00 | 700.00 | 100.00 | 0.00 | 500.00 | 58.3 | |
| 715 Social Security (Employer) | 1,005.00 | 1,005.00 | 87.38 | 6.20 | 0.00 | 917.62 | 8.7 | |
| 716 Medicare (Employer) | 235.00 | 235.00 | 20.44 | 1.45 | 0.00 | 214.56 | 8.7 | |
| 727 Office Supplies & Expense | 1,200.00 | 1,200.00 | 2.54 | 0.00 | 0.00 | 1,197.46 | 0.2 | |
| 728 Postage | 25.00 | 25.00 | 0.00 | 0.00 | 0.00 | 25.00 | 0.0 | |
| 803 Medical Professional Services | 0.00 | 0.00 | 61.00 | 0.00 | 0.00 | -61.00 | 0.0 | |
| 804 Professional Services | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.0 | |
| 840 Dues and Memberships | 100.00 | 100.00 | 0.00 | 0.00 | 0.00 | 100.00 | 0.0 | |
| 847 Software Support | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 860 Mileage Reimbursement | 250.00 | 250.00 | 0.00 | 0.00 | 0.00 | 250.00 | 0.0 | |
| 865 Meal/Lodging Expense | 250.00 | 250.00 | 0.00 | 0.00 | 0.00 | 250.00 | 0.0 | |
| 880 Education & Training | 250.00 | 250.00 | 0.00 | 0.00 | 0.00 | 250.00 | 0.0 | |
| Historical Society | 20,015.00 | 20,015.00 | 1,580.70 | 107.65 | 0.00 | 18,434.30 | 7.9 | |
| Dept: 852 Employee Health Insurance | | | | | | | | |
| 714 Health Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| Employee Health Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| Dept: 862 Soc Sec/Medicare (Employer) | | | | | | | | |
| 715 Social Security (Employer) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |

REVENUE/EXPENDITURE REPORT
3rd Quarter 2020/2021 FY

Page: 6
1/21/2021
2:07 pm

Whitewater Township

| For the Period: 4/1/2020 to 12/31/2020 | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal | % Bud |
|--|---------------|--------------|------------|-----------|-------------|------------|-------|
| Fund: 101 - GENERAL FUND | | | | | | | |
| Expenditures | | | | | | | |
| Dept: 862 Soc Sec/Medicare (Employer) | | | | | | | |
| 716 Medicare (Employer) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Soc Sec/Medicare (Employer) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Dept: 865 Insurance | | | | | | | |
| 820 Liability Insurance | 13,500.00 | 13,500.00 | 6,371.00 | 0.00 | 0.00 | 7,129.00 | 47.2 |
| 821 Workers Compensation | 4,000.00 | 4,000.00 | 1,062.85 | 0.00 | 0.00 | 2,937.15 | 26.6 |
| Insurance | 17,500.00 | 17,500.00 | 7,433.85 | 0.00 | 0.00 | 10,066.15 | 42.5 |
| Dept: 890 Contingency | | | | | | | |
| 890 Contingency | 25,000.00 | 20,000.00 | 0.00 | 0.00 | 0.00 | 20,000.00 | 0.0 |
| Contingency | 25,000.00 | 20,000.00 | 0.00 | 0.00 | 0.00 | 20,000.00 | 0.0 |
| Dept: 901 Capital Expenditure | | | | | | | |
| 970 Capital Expenditure | 27,000.00 | 27,000.00 | 1,800.00 | 0.00 | 0.00 | 25,200.00 | 6.7 |
| 971 Land | 20,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Capital Expenditure | 47,000.00 | 27,000.00 | 1,800.00 | 0.00 | 0.00 | 25,200.00 | 6.7 |
| Dept: 966 Transfers Out | | | | | | | |
| 999 Transfers To Other Funds | 250,000.00 | 275,000.00 | 25,000.00 | 0.00 | 0.00 | 250,000.00 | 9.1 |
| Transfers Out | 250,000.00 | 275,000.00 | 25,000.00 | 0.00 | 0.00 | 250,000.00 | 9.1 |
| Expenditures | 754,587.00 | 754,587.00 | 272,829.93 | 26,982.98 | 0.00 | 481,757.07 | 36.2 |

REVENUE/EXPENDITURE REPORT
3rd Quarter 2020/2021 FY

Page: 7
1/21/2021
2:07 pm

Whitewater Township

| For the Period: 4/1/2020 to 12/31/2020 | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal | % Bud |
|--|---------------|--------------|------------|----------|-------------|-----------|-------|
| Fund: 203 - ROAD FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept: 000 | | | | | | | |
| 452 METRO Act Fees | 8,000.00 | 8,000.00 | 9,653.66 | 0.00 | 0.00 | -1,653.66 | 120.7 |
| 665 Interest Earned | 5.00 | 5.00 | 32.38 | 2.34 | 0.00 | -27.38 | 647.6 |
| Dept: 000 | 8,005.00 | 8,005.00 | 9,686.04 | 2.34 | 0.00 | -1,681.04 | 121.0 |
| Dept: 931 Transfers IN | | | | | | | |
| 699 Transfers From Other Funds | 5,000.00 | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | 0.0 |
| Transfers IN | 5,000.00 | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | 0.0 |
| Revenues | 13,005.00 | 13,005.00 | 9,686.04 | 2.34 | 0.00 | 3,318.96 | 74.5 |
| Expenditures | | | | | | | |
| Dept: 446 Road Right of Way | | | | | | | |
| 846 Road Brining Service | 18,000.00 | 18,000.00 | 16,838.50 | 0.00 | 0.00 | 1,161.50 | 93.5 |
| 921 Street Lights | 1,700.00 | 1,700.00 | 794.28 | 49.85 | 0.00 | 905.72 | 46.7 |
| Road Right of Way | 19,700.00 | 19,700.00 | 17,632.78 | 49.85 | 0.00 | 2,067.22 | 89.5 |
| Dept: 890 Contingency | | | | | | | |
| 890 Contingency | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Contingency | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Expenditures | 19,700.00 | 19,700.00 | 17,632.78 | 49.85 | 0.00 | 2,067.22 | 89.5 |

REVENUE/EXPENDITURE REPORT
3rd Quarter 2020/2021 FY

Page: 8
1/21/2021
2:07 pm

Whitewater Township

| For the Period: 4/1/2020 to 12/31/2020 | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal | % Bud |
|---|---------------|--------------|------------|----------|-------------|-----------|-------|
| Fund: 204 - ROAD REPAIR/REPLACEMENT FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept: 000 | | | | | | | |
| 665 Interest Earned | 275.00 | 275.00 | 414.78 | 42.99 | 0.00 | -139.78 | 150.8 |
| 699 Transfers From Other Funds | 50,000.00 | 50,000.00 | 0.00 | 0.00 | 0.00 | 50,000.00 | 0.0 |
| Dept: 000 | 50,275.00 | 50,275.00 | 414.78 | 42.99 | 0.00 | 49,860.22 | 0.8 |
| Revenues | 50,275.00 | 50,275.00 | 414.78 | 42.99 | 0.00 | 49,860.22 | 0.8 |
| Expenditures | | | | | | | |
| Dept: 000 | | | | | | | |
| 935 Road Repair | 0.00 | 0.00 | 1,000.00 | 0.00 | 0.00 | -1,000.00 | 0.0 |
| Dept: 000 | 0.00 | 0.00 | 1,000.00 | 0.00 | 0.00 | -1,000.00 | 0.0 |
| Dept: 890 Contingency | | | | | | | |
| 890 Contingency | 0.00 | 0.00 | -767.34 | 0.00 | 0.00 | 767.34 | 0.0 |
| Contingency | 0.00 | 0.00 | -767.34 | 0.00 | 0.00 | 767.34 | 0.0 |
| Expenditures | 0.00 | 0.00 | 232.66 | 0.00 | 0.00 | -232.66 | 0.0 |

REVENUE/EXPENDITURE REPORT
3rd Quarter 2020/2021 FY

Page: 9
1/21/2021
2:07 pm

Whitewater Township

| For the Period: 4/1/2020 to 12/31/2020 | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal | % Bud |
|--|---------------|--------------|------------|-----------|-------------|------------|-------|
| Fund: 206 - FIRE FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept: 000 | | | | | | | |
| 402 Property Taxes | 215,000.00 | 215,000.00 | 31,816.69 | 24,319.68 | 0.00 | 183,183.31 | 14.8 |
| 445 Penalties & Interest | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 590 Grants-Private Sources | 4,000.00 | 4,000.00 | 17,165.52 | 0.00 | 0.00 | -13,165.52 | 429.1 |
| 630 Rural Fire Dept Rental Fee | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 635 Mutual Aid | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 637 Cost Recovery | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 665 Interest Earned | 500.00 | 500.00 | 495.43 | 48.35 | 0.00 | 4.57 | 99.1 |
| 671 Other Revenues | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 673 Sale of Fixed Assets | 0.00 | 0.00 | 4,151.25 | 0.00 | 0.00 | -4,151.25 | 0.0 |
| 674 Rural Fire Dissolution Funds | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 675 Contributions | 0.00 | 0.00 | 423.17 | 0.00 | 0.00 | -423.17 | 0.0 |
| 679 GTB Inspection Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 687 Refunds | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 699 Transfers From Other Funds | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Dept: 000 | 219,500.00 | 219,500.00 | 54,052.06 | 24,368.03 | 0.00 | 165,447.94 | 24.6 |
| Revenues | | | | | | | |
| | 219,500.00 | 219,500.00 | 54,052.06 | 24,368.03 | 0.00 | 165,447.94 | 24.6 |
| Expenditures | | | | | | | |
| Dept: 336 Fire Dept | | | | | | | |
| 702 Salaries | 58,350.00 | 58,350.00 | 44,884.60 | 6,732.69 | 0.00 | 13,465.40 | 76.9 |
| 703 Wages | 3,605.00 | 3,605.00 | 2,773.00 | 415.95 | 0.00 | 832.00 | 76.9 |
| 704 Wages (Officers) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 705 Training Wages | 21,000.00 | 21,000.00 | 8,328.75 | 600.00 | 0.00 | 12,671.25 | 39.7 |
| 707 Run Wages | 12,000.00 | 12,000.00 | 5,872.50 | 585.00 | 0.00 | 6,127.50 | 48.9 |
| 713 Other Benefits | 4,000.00 | 4,000.00 | 2,045.76 | 0.00 | 0.00 | 1,954.24 | 51.1 |
| 714 Health Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 715 Social Security (Employer) | 5,940.00 | 5,940.00 | 3,835.32 | 516.67 | 0.00 | 2,104.68 | 64.6 |
| 716 Medicare (Employer) | 1,380.00 | 1,380.00 | 896.98 | 120.84 | 0.00 | 483.02 | 65.0 |
| 721 Loss of Wage | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 727 Office Supplies & Expense | 1,200.00 | 1,200.00 | 113.70 | 0.00 | 0.00 | 1,086.30 | 9.5 |
| 728 Postage | 150.00 | 150.00 | 0.00 | 0.00 | 0.00 | 150.00 | 0.0 |
| 739 Fuel & Oil | 4,500.00 | 4,500.00 | 1,869.00 | 175.01 | 0.00 | 2,631.00 | 41.5 |
| 740 Operating Expense & Supplies | 5,000.00 | 5,000.00 | 3,779.46 | 2,489.18 | 0.00 | 1,220.54 | 75.6 |
| 745 Turnout Gear | 8,000.00 | 8,000.00 | 7,075.82 | 0.00 | 0.00 | 924.18 | 88.4 |
| 747 Uniforms | 3,000.00 | 3,000.00 | 813.51 | 0.00 | 0.00 | 2,186.49 | 27.1 |
| 801 Legal Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 803 Medical Professional Services | 3,000.00 | 3,000.00 | 2,525.40 | 270.04 | 0.00 | 474.60 | 84.2 |
| 804 Professional Services | 1,000.00 | 1,000.00 | 460.09 | 40.01 | 0.00 | 539.91 | 46.0 |
| 809 Lawn Maintenance Services | 500.00 | 500.00 | 385.00 | 0.00 | 0.00 | 115.00 | 77.0 |
| 810 Janitorial Services | 600.00 | 600.00 | 0.00 | 0.00 | 0.00 | 600.00 | 0.0 |
| 811 Waste Removal Services | 125.00 | 125.00 | 72.00 | 8.00 | 0.00 | 53.00 | 57.6 |
| 812 Septic Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 814 Mutual Aid | 4,000.00 | 4,000.00 | 0.00 | 0.00 | 0.00 | 4,000.00 | 0.0 |
| 815 Contractual Services (hazmat) | 500.00 | 500.00 | 395.00 | 0.00 | 0.00 | 105.00 | 79.0 |
| 818 Rural Fire Dept Assessment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 823 State Unemployment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 830 Pension Plan | 5,835.00 | 5,835.00 | 4,480.20 | 0.00 | 0.00 | 1,354.80 | 76.8 |
| 840 Dues and Memberships | 750.00 | 750.00 | 645.00 | 0.00 | 0.00 | 105.00 | 86.0 |
| 845 Snowplowing Services | 2,500.00 | 2,500.00 | 0.00 | 0.00 | 0.00 | 2,500.00 | 0.0 |
| 851 Internet/Website | 900.00 | 900.00 | 719.91 | 79.99 | 0.00 | 180.09 | 80.0 |
| 854 Late Fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 855 Community Education | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.0 |
| 860 Mileage Reimbursement | 250.00 | 250.00 | 0.00 | 0.00 | 0.00 | 250.00 | 0.0 |
| 865 Meal/Lodging Expense | 2,000.00 | 2,000.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 0.0 |
| 880 Education & Training | 5,000.00 | 5,000.00 | 3,382.86 | 2,071.16 | 0.00 | 1,617.14 | 67.7 |
| 901 Publishing | 500.00 | 500.00 | 159.95 | 0.00 | 0.00 | 340.05 | 32.0 |
| 920 Natural Gas | 1,000.00 | 1,000.00 | 268.13 | 63.57 | 0.00 | 731.87 | 26.8 |
| 922 Electricity | 4,000.00 | 4,000.00 | 1,986.56 | 259.78 | 0.00 | 2,013.44 | 49.7 |
| 924 Telephone | 1,250.00 | 1,250.00 | 899.82 | 99.98 | 0.00 | 350.18 | 72.0 |

REVENUE/EXPENDITURE REPORT
3rd Quarter 2020/2021 FY

Page: 10
1/21/2021
2:07 pm

Whitewater Township

| For the Period: 4/1/2020 to 12/31/2020 | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal | % Bud |
|--|---------------|--------------|------------|-----------|-------------|------------|-------|
| Fund: 206 - FIRE FUND | | | | | | | |
| Expenditures | | | | | | | |
| Dept: 336 Fire Dept | | | | | | | |
| 925 Cellular Phone | 500.00 | 500.00 | 360.00 | 40.00 | 0.00 | 140.00 | 72.0 |
| 926 Propane Heat | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 927 Pager | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 928 Water | 500.00 | 500.00 | 233.06 | 0.00 | 0.00 | 266.94 | 46.6 |
| 930 Facility Repairs/Maintenance | 10,750.00 | 10,750.00 | 858.89 | 175.00 | 0.00 | 9,891.11 | 8.0 |
| 932 Equipment Repair & Maintenance | 5,500.00 | 5,500.00 | 2,664.36 | 0.00 | 0.00 | 2,835.64 | 48.4 |
| 933 Vehicle Repair & Maintenance | 15,500.00 | 15,500.00 | 7,860.67 | 669.84 | 0.00 | 7,639.33 | 50.7 |
| 942 Building Rental | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 956 Miscellaneous Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 964 Refunds | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 970 Capital Expenditure | 5,000.00 | 5,000.00 | 7,220.00 | 0.00 | 0.00 | -2,220.00 | 144.4 |
| <hr/> | | | | | | | |
| Fire Dept | 200,085.00 | 200,085.00 | 117,865.30 | 15,412.71 | 0.00 | 82,219.70 | 58.9 |
| Dept: 852 Employee Health Insurance | | | | | | | |
| 714 Health Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| <hr/> | | | | | | | |
| Employee Health Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Dept: 862 Soc Sec/Medicare (Employer) | | | | | | | |
| 715 Social Security (Employer) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 716 Medicare (Employer) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| <hr/> | | | | | | | |
| Soc Sec/Medicare (Employer) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Dept: 865 Insurance | | | | | | | |
| 820 Liability Insurance | 18,500.00 | 18,500.00 | 17,877.00 | 0.00 | 0.00 | 623.00 | 96.6 |
| 821 Workers Compensation | 7,400.00 | 7,400.00 | 4,901.36 | 0.00 | 0.00 | 2,498.64 | 66.2 |
| <hr/> | | | | | | | |
| Insurance | 25,900.00 | 25,900.00 | 22,778.36 | 0.00 | 0.00 | 3,121.64 | 87.9 |
| Dept: 890 Contingency | | | | | | | |
| 890 Contingency | 15,000.00 | 15,000.00 | 0.00 | 0.00 | 0.00 | 15,000.00 | 0.0 |
| <hr/> | | | | | | | |
| Contingency | 15,000.00 | 15,000.00 | 0.00 | 0.00 | 0.00 | 15,000.00 | 0.0 |
| Dept: 966 Transfers Out | | | | | | | |
| 999 Transfers To Other Funds | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| <hr/> | | | | | | | |
| Transfers Out | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| <hr/> | | | | | | | |
| Expenditures | 240,985.00 | 240,985.00 | 140,643.66 | 15,412.71 | 0.00 | 100,341.34 | 58.4 |

Page: 11
1/21/2021
2:07 pm

For the Period: 4/1/2020 to 12/31/2020

| For the Period: 4/1/2020 to 12/31/2020 | | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal | % Bud |
|--|-------------------------------|---------------|--------------|------------|----------|-------------|------------|-------|
| Fund: 208 - PARK FUND | | | | | | | | |
| Revenues | | | | | | | | |
| Dept: 000 | | | | | | | | |
| 590 | Grants-Private Sources | 0.00 | 0.00 | 100.00 | 0.00 | 0.00 | -100.00 | 0.0 |
| 626 | Fees Charged | 120,000.00 | 120,000.00 | 163,787.00 | 0.00 | 0.00 | -43,787.00 | 136.5 |
| 627 | Pavilion Rental | 500.00 | 500.00 | 425.00 | 0.00 | 0.00 | 75.00 | 85.0 |
| 628 | Boat Ramp Fees | 12,000.00 | 12,000.00 | 15,665.00 | 0.00 | 0.00 | -3,665.00 | 130.5 |
| 631 | Shirts Hats | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 632 | Reservation Fees | 9,000.00 | 9,000.00 | 13,416.00 | 0.00 | 0.00 | -4,416.00 | 149.1 |
| 644 | Ice Sales | 4,800.00 | 4,800.00 | 6,250.00 | 0.00 | 0.00 | -1,450.00 | 130.2 |
| 645 | Pop Sales | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 646 | Wood Sales | 8,000.00 | 8,000.00 | 15,910.00 | 0.00 | 0.00 | -7,910.00 | 198.9 |
| 648 | Shower Fees | 2,000.00 | 2,000.00 | 2,182.75 | 0.00 | 0.00 | -182.75 | 109.1 |
| 665 | Interest Earned | 300.00 | 300.00 | 408.63 | 40.20 | 0.00 | -108.63 | 136.2 |
| 671 | Other Revenues | 700.00 | 700.00 | 1,065.00 | 0.00 | 0.00 | -365.00 | 152.1 |
| 673 | Sale of Fixed Assets | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 687 | Refunds | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 688 | Sales Tax Discount | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 694 | Cash Over & Short | 0.00 | 0.00 | 36.50 | 0.00 | 0.00 | -36.50 | 0.0 |
| 699 | Transfers From Other Funds | 50,000.00 | 50,000.00 | 0.00 | 0.00 | 0.00 | 50,000.00 | 0.0 |
| Dept: 000 | | 207,300.00 | 207,300.00 | 219,245.88 | 40.20 | 0.00 | -11,945.88 | 105.8 |
| Revenues | | 207,300.00 | 207,300.00 | 219,245.88 | 40.20 | 0.00 | -11,945.88 | 105.8 |
| Expenditures | | | | | | | | |
| Dept: 756 Township Park | | | | | | | | |
| 702 | Salaries | 6,180.00 | 6,180.00 | 4,753.80 | 713.07 | 0.00 | 1,426.20 | 76.9 |
| 703 | Wages | 60,000.00 | 60,000.00 | 60,262.35 | 0.00 | 0.00 | -262.35 | 100.4 |
| 715 | Social Security (Employer) | 4,105.00 | 4,105.00 | 4,031.08 | 44.22 | 0.00 | 73.92 | 98.2 |
| 716 | Medicare (Employer) | 970.00 | 970.00 | 942.82 | 10.35 | 0.00 | 27.18 | 97.2 |
| 727 | Office Supplies & Expense | 700.00 | 700.00 | 938.24 | 0.00 | 0.00 | -238.24 | 134.0 |
| 728 | Postage | 0.00 | 0.00 | 13.95 | 0.00 | 0.00 | -13.95 | 0.0 |
| 729 | Licenses & Fees | 600.00 | 600.00 | 296.12 | 0.00 | 0.00 | 303.88 | 49.4 |
| 739 | Fuel & Oil | 200.00 | 200.00 | 12.94 | 0.00 | 0.00 | 187.06 | 6.5 |
| 740 | Operating Expense & Supplies | 7,000.00 | 7,000.00 | 7,536.01 | 109.11 | 0.00 | -536.01 | 107.7 |
| 741 | Ice | 3,000.00 | 3,000.00 | 3,592.89 | 0.00 | 0.00 | -592.89 | 119.8 |
| 742 | Pop | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 743 | Wood | 5,500.00 | 5,500.00 | 5,622.00 | 0.00 | 0.00 | -122.00 | 102.2 |
| 744 | Shirts & Hats | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 747 | Uniforms | 300.00 | 300.00 | 53.00 | 0.00 | 0.00 | 247.00 | 17.7 |
| 748 | Sales Tax | 900.00 | 900.00 | 1,185.59 | 0.00 | 0.00 | -285.59 | 131.7 |
| 749 | Credit Card Processing Fees | 4,000.00 | 4,000.00 | 4,810.66 | 99.00 | 0.00 | -810.66 | 120.3 |
| 803 | Medical Professional Services | 1,000.00 | 1,000.00 | 790.00 | 0.00 | 0.00 | 210.00 | 79.0 |
| 804 | Professional Services | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.0 |
| 809 | Lawn Maintenance Services | 6,000.00 | 6,000.00 | 4,025.00 | 0.00 | 0.00 | 1,975.00 | 67.1 |
| 811 | Waste Removal Services | 2,400.00 | 2,400.00 | 2,133.50 | 0.00 | 0.00 | 266.50 | 88.9 |
| 812 | Septic Services | 5,000.00 | 5,000.00 | 4,132.63 | 160.00 | 0.00 | 867.37 | 82.7 |
| 823 | State Unemployment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 851 | Internet/Website | 2,500.00 | 2,500.00 | 3,826.00 | 0.00 | 0.00 | -1,326.00 | 153.0 |
| 852 | Promotional Expenses | 500.00 | 500.00 | 437.45 | 0.00 | 0.00 | 62.55 | 87.5 |
| 854 | Late Fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 860 | Mileage Reimbursement | 250.00 | 250.00 | 194.92 | 0.00 | 0.00 | 55.08 | 78.0 |
| 901 | Publishing | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 902 | Printing | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.0 |
| 922 | Electricity | 8,000.00 | 8,000.00 | 8,539.12 | 91.77 | 0.00 | -539.12 | 106.7 |
| 924 | Telephone | 1,000.00 | 1,000.00 | 322.95 | 36.42 | 0.00 | 677.05 | 32.3 |
| 925 | Cellular Phone | 600.00 | 600.00 | 424.90 | 47.32 | 0.00 | 175.10 | 70.8 |
| 929 | Propane | 1,300.00 | 1,300.00 | 792.60 | 0.00 | 0.00 | 507.40 | 61.0 |
| 930 | Facility Repairs/Maintenance | 45,400.00 | 45,400.00 | 23,557.03 | 0.00 | 0.00 | 21,842.97 | 51.9 |
| 934 | Fire Damage | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 940 | Equipment Rental | 500.00 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.0 |
| 956 | Miscellaneous Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 964 | Refunds | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |

REVENUE/EXPENDITURE REPORT
3rd Quarter 2020/2021 FY

Page: 12
1/21/2021
2:07 pm

Whitewater Township

| For the Period: 4/1/2020 to 12/31/2020 | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal | % Bud |
|--|---------------|--------------|------------|----------|-------------|------------|-------|
| Fund: 208 - PARK FUND | | | | | | | |
| Expenditures | | | | | | | |
| Dept: 756 Township Park | | | | | | | |
| 965 Theft | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 970 Capital Expenditure | 200,000.00 | 200,000.00 | 20,074.25 | 0.00 | 0.00 | 179,925.75 | 10.0 |
| <hr/> | | | | | | | |
| Township Park | 369,405.00 | 369,405.00 | 163,301.80 | 1,311.26 | 0.00 | 206,103.20 | 44.2 |
| Dept: 862 Soc Sec/Medicare (Employer) | | | | | | | |
| 715 Social Security (Employer) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 716 Medicare (Employer) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| <hr/> | | | | | | | |
| Soc Sec/Medicare (Employer) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Dept: 865 Insurance | | | | | | | |
| 820 Liability Insurance | 4,000.00 | 4,000.00 | 3,301.00 | 0.00 | 0.00 | 699.00 | 82.5 |
| 821 Workers Compensation | 1,500.00 | 1,500.00 | 917.99 | 0.00 | 0.00 | 582.01 | 61.2 |
| <hr/> | | | | | | | |
| Insurance | 5,500.00 | 5,500.00 | 4,218.99 | 0.00 | 0.00 | 1,281.01 | 76.7 |
| Dept: 890 Contingency | | | | | | | |
| 890 Contingency | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| <hr/> | | | | | | | |
| Contingency | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Dept: 907 Debt Service/Park | | | | | | | |
| 991 Debt Service Principal | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 997 Debt Service Interest | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| <hr/> | | | | | | | |
| Debt Service/Park | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| <hr/> | | | | | | | |
| Expenditures | 374,905.00 | 374,905.00 | 167,520.79 | 1,311.26 | 0.00 | 207,384.21 | 44.7 |

REVENUE/EXPENDITURE REPORT
3rd Quarter 2020/2021 FY

Page: 13
1/21/2021
2:07 pm

Whitewater Township

| For the Period: 4/1/2020 to 12/31/2020 | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal | % Bud |
|--|---------------|--------------|------------|----------|-------------|-----------|-------|
| Fund: 209 - RECREATION FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept: 000 | | | | | | | |
| 402 Property Taxes | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 445 Penalties & Interest | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 590 Grants-Private Sources | 0.00 | 0.00 | 600.00 | 0.00 | 0.00 | -600.00 | 0.0 |
| 627 Pavilion Rental | 225.00 | 225.00 | 150.00 | 0.00 | 0.00 | 75.00 | 66.7 |
| 629 Ballfield Rental Fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 645 Pop Sales | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 665 Interest Earned | 50.00 | 50.00 | 91.06 | 8.23 | 0.00 | -41.06 | 182.1 |
| 671 Other Revenues | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 673 Sale of Fixed Assets | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 687 Refunds | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 699 Transfers From Other Funds | 20,000.00 | 20,000.00 | 0.00 | 0.00 | 0.00 | 20,000.00 | 0.0 |
| Dept: 000 | 20,275.00 | 20,275.00 | 841.06 | 8.23 | 0.00 | 19,433.94 | 4.1 |
| Revenues | 20,275.00 | 20,275.00 | 841.06 | 8.23 | 0.00 | 19,433.94 | 4.1 |
| Expenditures | | | | | | | |
| Dept: 757 Recreation | | | | | | | |
| 702 Salaries | 824.00 | 824.00 | 633.80 | 95.07 | 0.00 | 190.20 | 76.9 |
| 703 Wages | 7,000.00 | 7,000.00 | 4,305.38 | 497.47 | 0.00 | 2,694.62 | 61.5 |
| 715 Social Security (Employer) | 485.00 | 485.00 | 283.35 | 23.24 | 0.00 | 201.65 | 58.4 |
| 716 Medicare (Employer) | 115.00 | 115.00 | 66.48 | 5.46 | 0.00 | 48.52 | 57.8 |
| 727 Office Supplies & Expense | 0.00 | 0.00 | 60.59 | 49.10 | 0.00 | -60.59 | 0.0 |
| 728 Postage | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 729 Licenses & Fees | 200.00 | 200.00 | 138.12 | 0.00 | 0.00 | 61.88 | 69.1 |
| 740 Operating Expense & Supplies | 600.00 | 600.00 | 330.02 | 0.00 | 0.00 | 269.98 | 55.0 |
| 742 Pop | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 804 Professional Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 809 Lawn Maintenance Services | 6,000.00 | 6,000.00 | 4,155.00 | 0.00 | 0.00 | 1,845.00 | 69.3 |
| 811 Waste Removal Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 812 Septic Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 823 State Unemployment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 854 Late Fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 860 Mileage Reimbursement | 100.00 | 100.00 | 4.60 | 0.00 | 0.00 | 95.40 | 4.6 |
| 880 Education & Training | 250.00 | 250.00 | 0.00 | 0.00 | 0.00 | 250.00 | 0.0 |
| 901 Publishing | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 922 Electricity | 1,500.00 | 1,500.00 | 744.68 | 83.85 | 0.00 | 755.32 | 49.6 |
| 930 Facility Repairs/Maintenance | 24,000.00 | 24,000.00 | 4,104.47 | 0.00 | 0.00 | 19,895.53 | 17.1 |
| 956 Miscellaneous Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 964 Refunds | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 970 Capital Expenditure | 38,200.00 | 38,200.00 | 1,245.00 | 0.00 | 0.00 | 36,955.00 | 3.3 |
| Recreation | 79,274.00 | 79,274.00 | 16,071.49 | 754.19 | 0.00 | 63,202.51 | 20.3 |
| Dept: 862 Soc Sec/Medicare (Employer) | | | | | | | |
| 715 Social Security (Employer) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 716 Medicare (Employer) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Soc Sec/Medicare (Employer) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Dept: 890 Contingency | | | | | | | |
| 890 Contingency | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Contingency | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Expenditures | 79,274.00 | 79,274.00 | 16,071.49 | 754.19 | 0.00 | 63,202.51 | 20.3 |

Page: 14
1/21/2021
2:07 pm

For the Period: 4/1/2020 to 12/31/2020

| For the Period: 4/1/2020 to 12/31/2020 | | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal | % Bud |
|--|------------|---------------|--------------|------------|----------|-------------|----------|-------|
| Fund: 210 - AMBULANCE FUND | | | | | | | | |
| Revenues | | | | | | | | |
| Dept: 000 | | | | | | | | |
| 402 Property Taxes | 317,000.00 | 317,000.00 | 47,121.31 | 35,971.26 | 0.00 | 269,878.69 | 14.9 | |
| 445 Penalties & Interest | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 590 Grants-Private Sources | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 626 Fees Charged | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 665 Interest Earned | 100.00 | 100.00 | 444.49 | 28.96 | 0.00 | -344.49 | 444.5 | |
| 667 Facility Rent | 7,200.00 | 7,200.00 | 5,400.00 | 600.00 | 0.00 | 1,800.00 | 75.0 | |
| 671 Other Revenues | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 673 Sale of Fixed Assets | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 675 Contributions | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 687 Refunds | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 699 Transfers From Other Funds | 65,000.00 | 77,500.00 | 12,500.00 | 0.00 | 0.00 | 65,000.00 | 16.1 | |
| | | | | | | | | |
| Dept: 000 | 389,300.00 | 401,800.00 | 65,465.80 | 36,600.22 | 0.00 | 336,334.20 | 16.3 | |
| | | | | | | | | |
| Revenues | 389,300.00 | 401,800.00 | 65,465.80 | 36,600.22 | 0.00 | 336,334.20 | 16.3 | |
| | | | | | | | | |
| Expenditures | | | | | | | | |
| Dept: 651 Ambulance | | | | | | | | |
| 702 Salaries | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 703 Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 704 Wages (Officers) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 705 Training Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 708 Duty Crew Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 709 On Call Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 715 Social Security (Employer) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 716 Medicare (Employer) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 721 Loss of Wage | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 727 Office Supplies & Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 728 Postage | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 729 Licenses & Fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 739 Fuel & Oil | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 740 Operating Expense & Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 746 Medical Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 747 Uniforms | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 801 Legal Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 803 Medical Professional Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 806 Contractual Services - MMR | 295,000.00 | 295,000.00 | 295,000.00 | 0.00 | 0.00 | 0.00 | 100.0 | |
| 809 Lawn Maintenance Services | 800.00 | 800.00 | 0.00 | 0.00 | 0.00 | 800.00 | 0.0 | |
| 810 Janitorial Services | 600.00 | 600.00 | 0.00 | 0.00 | 0.00 | 600.00 | 0.0 | |
| 811 Waste Removal Services | 125.00 | 125.00 | 72.00 | 8.00 | 0.00 | 53.00 | 57.6 | |
| 812 Septic Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 813 Billing Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 823 State Unemployment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 830 Pension Plan | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 840 Dues and Memberships | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 845 Snowplowing Services | 1,500.00 | 1,500.00 | 0.00 | 0.00 | 0.00 | 1,500.00 | 0.0 | |
| 855 Community Education | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 860 Mileage Reimbursement | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 865 Meal/Lodging Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 880 Education & Training | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 901 Publishing | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 902 Printing | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 920 Natural Gas | 1,000.00 | 1,000.00 | 268.14 | 63.56 | 0.00 | 731.86 | 26.8 | |
| 922 Electricity | 4,000.00 | 4,000.00 | 1,986.59 | 259.79 | 0.00 | 2,013.41 | 49.7 | |
| 924 Telephone | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 925 Cellular Phone | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 927 Pager | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 928 Water | 500.00 | 500.00 | 233.06 | 0.00 | 0.00 | 266.94 | 46.6 | |
| 930 Facility Repairs/Maintenance | 10,750.00 | 10,750.00 | 0.00 | 0.00 | 0.00 | 10,750.00 | 0.0 | |
| 942 Building Rental | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |
| 956 Miscellaneous Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 | |

REVENUE/EXPENDITURE REPORT
3rd Quarter 2020/2021 FY

Page: 15
1/21/2021
2:07 pm

Whitewater Township

| For the Period: 4/1/2020 to 12/31/2020 | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal | % Bud |
|--|---------------|--------------|------------|----------|-------------|-----------|-------|
| Fund: 210 - AMBULANCE FUND | | | | | | | |
| Expenditures | | | | | | | |
| Dept: 651 Ambulance | | | | | | | |
| 964 Refunds | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 970 Capital Expenditure | 51,000.00 | 63,500.00 | 61,302.82 | 0.00 | 0.00 | 2,197.18 | 96.5 |
| <hr/> | | | | | | | |
| Ambulance | 365,275.00 | 377,775.00 | 358,862.61 | 331.35 | 0.00 | 18,912.39 | 95.0 |
| Dept: 862 Soc Sec/Medicare (Employer) | | | | | | | |
| 715 Social Security (Employer) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 716 Medicare (Employer) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| <hr/> | | | | | | | |
| Soc Sec/Medicare (Employer) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Dept: 890 Contingency | | | | | | | |
| 890 Contingency | 2,500.00 | 2,500.00 | 0.00 | 0.00 | 0.00 | 2,500.00 | 0.0 |
| <hr/> | | | | | | | |
| Contingency | 2,500.00 | 2,500.00 | 0.00 | 0.00 | 0.00 | 2,500.00 | 0.0 |
| <hr/> | | | | | | | |
| Expenditures | 367,775.00 | 380,275.00 | 358,862.61 | 331.35 | 0.00 | 21,412.39 | 94.4 |

Page: 16
1/21/2021
2:07 pm

Whitewater Township

[illegible]

REVENUE/EXPENDITURE REPORT
3rd Quarter 2020/2021 FY

Page: 17
1/21/2021
2:07 pm

Whitewater Township

| For the Period: 4/1/2020 to 12/31/2020 | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal | % Bud |
|--|---------------|--------------|------------|----------|-------------|-----------|-------|
| Fund: 401 - PUBLIC IMPROVEMENT FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept: 000 | | | | | | | |
| 566 State Grants | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 590 Grants-Private Sources | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 665 Interest Earned | 27.00 | 27.00 | 78.46 | 8.13 | 0.00 | -51.46 | 290.6 |
| 671 Other Revenues | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 695 Proceeds from Loan | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 699 Transfers From Other Funds | 50,000.00 | 50,000.00 | 0.00 | 0.00 | 0.00 | 50,000.00 | 0.0 |
| Dept: 000 | 50,027.00 | 50,027.00 | 78.46 | 8.13 | 0.00 | 49,948.54 | 0.2 |
| Revenues | 50,027.00 | 50,027.00 | 78.46 | 8.13 | 0.00 | 49,948.54 | 0.2 |
| Expenditures | | | | | | | |
| Dept: 000 | | | | | | | |
| 804 Professional Services | 10,000.00 | 10,000.00 | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.0 |
| 816 Co Road Comm Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 970 Capital Expenditure | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Dept: 000 | 10,000.00 | 10,000.00 | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.0 |
| Dept: 966 Transfers Out | | | | | | | |
| 999 Transfers To Other Funds | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Transfers Out | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Expenditures | 10,000.00 | 10,000.00 | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.0 |

REVENUE/EXPENDITURE REPORT
3rd Quarter 2020/2021 FY

Page: 18
1/21/2021
2:07 pm

Whitewater Township

| For the Period: 4/1/2020 to 12/31/2020 | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal | % Bud |
|--|---------------|--------------|------------|----------|-------------|------------|-------|
| Fund: 406 - FIRE CAPITAL IMPROVEMENT FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept: 000 | | | | | | | |
| 590 Grants-Private Sources | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 665 Interest Earned | 200.00 | 200.00 | 198.23 | 4.05 | 0.00 | 1.77 | 99.1 |
| 671 Other Revenues | 0.00 | 0.00 | 12,500.00 | 0.00 | 0.00 | -12,500.00 | 0.0 |
| 699 Transfers From Other Funds | 10,000.00 | 22,500.00 | 12,500.00 | 0.00 | 0.00 | 10,000.00 | 55.6 |
| Dept: 000 | 10,200.00 | 22,700.00 | 25,198.23 | 4.05 | 0.00 | -2,498.23 | 111.0 |
| Revenues | 10,200.00 | 22,700.00 | 25,198.23 | 4.05 | 0.00 | -2,498.23 | 111.0 |
| Expenditures | | | | | | | |
| Dept: 000 | | | | | | | |
| 703 Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 715 Social Security (Employer) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 716 Medicare (Employer) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 740 Operating Expense & Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 804 Professional Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 860 Mileage Reimbursement | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 970 Capital Expenditure | 233,000.00 | 245,500.00 | 241,600.62 | 0.00 | 0.00 | 3,899.38 | 98.4 |
| Dept: 000 | 233,000.00 | 245,500.00 | 241,600.62 | 0.00 | 0.00 | 3,899.38 | 98.4 |
| Dept: 862 Soc Sec/Medicare (Employer) | | | | | | | |
| 715 Social Security (Employer) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 716 Medicare (Employer) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Soc Sec/Medicare (Employer) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Dept: 890 Contingency | | | | | | | |
| 890 Contingency | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Contingency | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Dept: 908 Debt Service/Fire Capital Imp | | | | | | | |
| 991 Debt Service Principal | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 997 Debt Service Interest | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Debt Service/Fire Capital Imp | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Expenditures | 233,000.00 | 245,500.00 | 241,600.62 | 0.00 | 0.00 | 3,899.38 | 98.4 |

REVENUE/EXPENDITURE REPORT
3rd Quarter 2020/2021 FY

Page: 19
1/21/2021
2:07 pm

Whitewater Township

| For the Period: 4/1/2020 to 12/31/2020 | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal | % Bud |
|---|---------------|--------------|------------|----------|-------------|-----------|-------|
| Fund: 590 - MIAMI BEACH SEWER FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept: 000 | | | | | | | |
| 402 Property Taxes | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 445 Penalties & Interest | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 446 Penalties-Special Assessments | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 626 Fees Charged | 0.00 | 0.00 | -845.88 | 0.00 | 0.00 | 845.88 | 0.0 |
| 665 Interest Earned | 0.00 | 0.00 | 4.60 | 0.00 | 0.00 | -4.60 | 0.0 |
| 669 Interest/Special Assessments | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 671 Other Revenues | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 672 Special Assessments | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Dept: 000 | 0.00 | 0.00 | -841.28 | 0.00 | 0.00 | 841.28 | 0.0 |
| Revenues | 0.00 | 0.00 | -841.28 | 0.00 | 0.00 | 841.28 | 0.0 |
| Expenditures | | | | | | | |
| Dept: 000 | | | | | | | |
| 727 Office Supplies & Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 801 Legal Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 804 Professional Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 805 Contracted Services-DPW | 0.00 | 0.00 | 4,514.47 | 0.00 | 0.00 | -4,514.47 | 0.0 |
| 956 Miscellaneous Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 964 Refunds | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 968 Depreciation | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 969 Amortization | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 970 Capital Expenditure | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 995 Bond Interest | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 996 Bond Fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Dept: 000 | 0.00 | 0.00 | 4,514.47 | 0.00 | 0.00 | -4,514.47 | 0.0 |
| Expenditures | 0.00 | 0.00 | 4,514.47 | 0.00 | 0.00 | -4,514.47 | 0.0 |

REVENUE/EXPENDITURE REPORT

3rd Quarter 2020/2021 FY

Page: 21

1/21/2021

2:07 pm

Whitewater Township

| For the Period: 4/1/2020 to 12/31/2020 | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal | % Bud |
|--|---------------|--------------|------------|----------|-------------|----------|-------|
|--|---------------|--------------|------------|----------|-------------|----------|-------|

REVENUE/EXPENDITURE REPORT

3rd Quarter 2020/2021 FY

Page: 22

1/21/2021

2:07 pm

Whitewater Township

For the Period: 4/1/2020 to 12/31/2020

Original Bud

Amended Bud

YTD Actual

CURR MTH

Encumb. YTD

UnencBal % Bud

Fund: 750 - PAYROLL CLEARING FUND

REVENUE/EXPENDITURE REPORT
3rd Quarter 2020/2021 FY

Page: 23
1/21/2021
2:07 pm

Whitewater Township

| For the Period: 4/1/2020 to 12/31/2020 | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal | % Bud |
|--|---------------|--------------|------------|----------|-------------|----------|-------|
| Fund: 811 - WMDLS Road Special Assessment | | | | | | | |
| Revenues | | | | | | | |
| Dept: 000 | | | | | | | |
| 664 Interest-Spec Assmnt | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 665 Interest Earned | 0.00 | 0.00 | 1.30 | 0.00 | 0.00 | -1.30 | 0.0 |
| 672 Special Assessments | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 687 Refunds | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 695 Proceeds from Loan | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 699 Transfers From Other Funds | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Dept: 000 | 0.00 | 0.00 | 1.30 | 0.00 | 0.00 | -1.30 | 0.0 |
| Revenues | 0.00 | 0.00 | 1.30 | 0.00 | 0.00 | -1.30 | 0.0 |
| Expenditures | | | | | | | |
| Dept: 000 | | | | | | | |
| 956 Miscellaneous Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 964 Refunds | 0.00 | 0.00 | 755.76 | 0.00 | 0.00 | -755.76 | 0.0 |
| 970 Capital Expenditure | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Dept: 000 | 0.00 | 0.00 | 755.76 | 0.00 | 0.00 | -755.76 | 0.0 |
| Dept: 901 Capital Expenditure | | | | | | | |
| 970 Capital Expenditure | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Capital Expenditure | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Dept: 909 Debt Service/WMDLS Road | | | | | | | |
| 991 Debt Service Principal | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 995 Bond Interest | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| 996 Bond Fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Debt Service/WMDLS Road | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Dept: 966 Transfers Out | | | | | | | |
| 998 Transfer to Other Units | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Transfers Out | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0 |
| Expenditures | 0.00 | 0.00 | 755.76 | 0.00 | 0.00 | -755.76 | 0.0 |

REVENUE/EXPENDITURE REPORT
3rd Quarter 2020/2021 FY

Page: 24
1/21/2021
2:07 pm

Whitewater Township

| For the Period: 4/1/2020 to 12/31/2020 | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal | % Bud |
|--|---------------|--------------|-------------|------------|-------------|-------------|-------|
| Fund: 950 - LONG TERM DEBT | | | | | | | |
| Grand Total Net Effect: | -581,894.00 | -581,894.00 | -476,572.79 | 107,165.27 | 0.00 | -105,321.21 | |

Whitewater Township

COVID-19 PREPAREDNESS AND RESPONSE PLAN

Adopted by the Whitewater Township Board on

Adopted by the Whitewater Township Board on June 9, 2020

Amended September 8, 2020

CONTENTS

| | |
|---|---------|
| Introduction | Page 4 |
| About COVID-19 – Symptoms..... | Page 4 |
| Implement Workplace Controls..... | Page 4 |
| Engineering Controls:..... | Page 5 |
| Administrative Controls:..... | Page 5 |
| Safe Work Practices:..... | Page 6 |
| Personal Protective Equipment (PPE):..... | Page 6 |
| Follow Existing OSHA Standards:..... | Page 7 |
| Classifying Department Risk Exposure to SARS-CoV-2. 5:..... | Page 8 |
| Occupational Risk Pyramid for COVID-19:..... | Page 8 |
| Very High/High Exposure Risk: | Page 8 |
| High Exposure Risk: | Page 8 |
| How to Protect Very High/High Exposure Risk Employees:..... | Page 9 |
| Engineering Controls:..... | Page 9 |
| Administrative Controls:..... | Page 9 |
| Personal Protective Equipment (PPE):..... | Page 10 |
| Medium Exposure Risk: | Page 10 |
| How to Protect Medium Exposure Risk Employees:..... | Page 10 |
| Engineering Controls:..... | Page 10 |
| Administrative Controls:..... | Page 11 |
| Personal Protective Equipment (PPE):..... | Page 11 |
| Lower Exposure Risk (Caution): | Page 11 |
| How to Protect Medium Exposure Risk Employees:..... | Page 11 |
| Engineering Controls:..... | Page 12 |
| Administrative Controls:..... | Page 12 |
| Personal Protective Equipment (PPE):..... | Page 12 |
| Workers Living Abroad or Travelling Internationally:..... | Omitted |
| Workplace Coordinator:..... | Page 12 |
| Emergency Services Building:..... | Page 12 |
| Whitewater Township Hall:..... | Page 12 |
| Whitewater Township Park/Hi Pray Park:..... | Page 12 |
| Health Screening Measures and Policies:..... | Page 12 |
| Self-assessment checklist:..... | Page 13 |
| Workers or household members experiencing symptoms:..... | Page 13 |
| Workers or guests who are sick or experiencing symptoms while at work, or on Township Grounds:..... | Page 14 |
| Positive COVID case on Township Grounds:..... | Page 14 |
| Basic Infection Prevention Measures Page:..... | Page 14 |
| Handwashing:..... | Page 15 |

| | |
|-------------------------------------|---------|
| Respiratory Etiquette:..... | Page 15 |
| Social Distancing:..... | Page 15 |
| Personal Protective Equipment:..... | Page 15 |
| Housekeeping:..... | Page 16 |

| | |
|----------------|---------|
| Training:..... | Page 16 |
|----------------|---------|

| | |
|-------------------------------|---------|
| Public Interaction Plan:..... | Page 17 |
|-------------------------------|---------|

| | |
|---|---------|
| Families First Coronavirus Response Act:..... | Page 17 |
|---|---------|

| | |
|----------------------|---------|
| Communications:..... | Page 19 |
|----------------------|---------|

| | |
|---|---------|
| Reporting Unsafe Working Conditions:..... | Page 19 |
|---|---------|

Reference documents:

Families First Coronavirus Response Act

Protecting workers who stay home, stay safe – Executive Order 36

OSHA Publication 3990

INTRODUCTION

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. To reduce the impact of COVID-19 outbreak conditions on businesses, workers, customers, and the public, it is important to plan now for COVID-19. Employers who have not prepared for pandemic events should prepare themselves and their workers as far in advance as possible of potentially worsening outbreak conditions. Lack of continuity planning can result in a cascade of failures as employers attempt to address challenges of COVID-19 with insufficient resources and workers who might not be adequately trained for jobs they may have to perform under pandemic conditions.

Any business or operation that requires its employees to leave their home or place of residence for work is subject to the rules on workplace safeguards ordered by the Michigan Department of Health and Human Services (MDHHS) given authority under public health code MCL 333.2253 as of May 1, 2020.

Whitewater Township is committed to providing a safe and healthy workplace for all our workers, citizens and guests. With guidance from Centers for Disease Control and Prevention (CDC), Grand Traverse County Health Department (GTCHD), Federal OSHA, and Michigan Department of Health and Human Services (MDHHS), we have developed the following [COVID-19](#) Preparedness and Response Plan. As the employer and business operator, the Whitewater Township Board is responsible for maintaining and implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and community, which will require full cooperation among our workers, management, citizens and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces and community.

About COVID-19 - Symptoms

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all.

According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

The CDC website provides the latest information about COVID-19 transmission:
www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads

Implement Workplace Controls

Occupational safety and health professionals use a framework called the “hierarchy of controls” to select ways of controlling workplace hazards. In other words, the best way to control a hazard is to systematically remove it from the workplace, rather than relying on workers to reduce their exposure. During a COVID-19 outbreak, when it may not be possible to eliminate the hazard, the most effective protection measures are (listed from most effective to least effective): engineering controls, administrative controls, safe work practices (a type of administrative control), and PPE. There are advantages and disadvantages to each type of control measure when considering the ease of implementation, effectiveness, and cost. In most cases, a combination of control measures will be necessary to protect workers from exposure to SARS-CoV-2.

In addition to the types of workplace controls discussed below, CDC guidance for businesses provides employers and workers with recommended SARS-CoV-2 infection prevention strategies to implement in workplaces: www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html.

Engineering Controls

Engineering controls involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement. Engineering controls for SARS-CoV-2 include:

- Installing high-efficiency air filters.
- Increasing ventilation rates in the work environment.
- Installing physical barriers, such as clear plastic sneeze guards.
- Installing a drive-through window for customer service.
- Specialized negative pressure ventilation in some settings, such as for aerosol generating procedures (e.g., airborne infection isolation rooms in healthcare settings and specialized autopsy suites in mortuary settings).

Administrative Controls

Administrative controls require action by the worker or employer. Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard. Examples of administrative controls for SARS-CoV-2 include:

- Encouraging sick workers to stay at home.
- Promote remote work to the fullest extent possible.
- Post signs outside of entrances informing customers not to enter if they are or have recently been sick.
- Encourage or require patrons to wear face coverings.
- Prohibit gatherings of any size in which people cannot maintain six feet of distance from one another.
- Minimizing contact among workers, clients, and customers by replacing face-to-face meetings with virtual communications, implementing telework, and use of PPE, if feasible.
- Provide visual indicators of appropriate spacing for employees outside the building in case of congestion.
- Post signs about the importance of personal hygiene.
- Signage promoting call in or curbside services for reservations and appointments to reduce congestion at facility entrances or registration areas.
- Signage indicating restrooms are in use/unavailable.
- Restrict business-related travel for employees to essential travel only.
- Discontinuing nonessential travel to locations with ongoing COVID-19 outbreaks. Regularly check CDC travel warning levels at: www.cdc.gov/coronavirus/2019-ncov/travelers
- Establishing alternating days or extra shifts that reduce the total number of employees in a facility at a given time, allowing them to maintain distance from one another while maintaining a full onsite work week.
- Developing emergency communications plans, including a forum for answering workers' concerns and internet-based communications, if feasible.
- Providing workers with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE).
- Training workers who need to use protecting clothing and equipment how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties. Training material should be easy to understand and available in the appropriate language and literacy level for all workers.

- Employers must maintain a record of the requirements set forth in Executive Order 2020-114 Sections 1(c) Training Records, (d) Self Entry Checklist Records, and (k) confirmed cases.

Safe Work Practices

Safe work practices are types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard. Examples of safe work practices for SARS-CoV-2 include:

- Providing resources and a work environment that promotes personal hygiene. For example, provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces at least twice daily.
- Adopt protocols to limit the sharing of tools and equipment to the maximum extent possible and to ensure frequent and thorough cleaning and disinfection of tools, equipment, and frequently touched surfaces.
- Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.
- Requiring regular hand washing or using of alcohol-based hand rubs. Workers should always wash hands when they are visibly soiled and after removing any PPE.
- Post handwashing signs in restrooms.
- Adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.

Personal Protective Equipment (PPE)

While engineering and administrative controls are considered more effective in minimizing exposure to SARS-CoV-2, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.

Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19. Employers should check the OSHA and CDC websites regularly for updates about recommended PPE.

All types of PPE must be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted, as applicable (e.g., respirators).
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.
- Employers are obligated to provide their workers with PPE needed to keep them safe while performing their jobs. The types of PPE required during a COVID-19 outbreak will be based on the risk of being infected with SARS-CoV-2 while working and job tasks that may lead to exposure.
- Workers, including those who work within 6 feet of patients known to be, or suspected of being, infected with SARS-CoV-2 and those performing aerosol-generating procedures, need to use respirators:

- National Institute for Occupational Safety and Health (NIOSH)-approved, N95 filtering face piece respirators or better must be used in the context of a comprehensive, written respiratory protection program that includes fit-testing, training, and medical exams. See OSHA’s Respiratory Protection standard, 29 CFR 1910.134 at www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.134.
- When disposable N95 filtering face piece respirators are not available, consider using other respirators that provide greater protection and improve worker comfort. Other types of acceptable respirators include: a R/P95, N/R/P99, or N/R/P100 filtering face piece respirator; an air-purifying elastomeric (e.g., half-face or full-face) respirator with appropriate filters or cartridges; powered air purifying respirator (PAPR) with high-efficiency particulate resistance (HEPA) filter; or supplied air respirator (SAR).
- Use a surgical N95 respirator when both respiratory protection and resistance to blood and body fluids is needed.
- Face shields may also be worn on top of a respirator to prevent bulk contamination of the respirator. Ensure that the face shield does not prevent airflow through the respirator.
- Consider factors such as the type of exposure and the transmission pattern, function, fit, ability to decontaminate, disposal, and cost. OSHA’s Respiratory Protection eTool provides basic information on respirators such as medical requirements, maintenance and care, fit testing, written respiratory protection programs, and voluntary use of respirators, which employers may also find beneficial in training workers at: <https://www.osha.gov/SLTC/etools/respiratory/> Also see NIOSH respirator guidance at: <https://www.cdc.gov/niosh/topics/respirators/www.cdc.gov/niosh/topics/respirators>.
- Respirator training should address selection, use (including donning and doffing), proper disposal or disinfection, inspection for damage, maintenance, and the limitations of respiratory protection equipment.

Follow Existing OSHA Standards

Existing OSHA standards may apply to protecting workers from exposure to and infection with SARS-CoV-2. While there is no specific OSHA standard covering SARS-CoV-2 exposure, some OSHA requirements may apply to preventing occupational exposure to SARS-CoV-2. Among the most relevant are:

- OSHA’s Personal Protective Equipment (PPE) standards (in general industry, 29 CFR 1910 Subpart I), which require using gloves, eye and face protection, and respiratory protection. See: www.osha.gov/laws-regs/regulations/standardnumber/1910#1910_Subpart_I.
- When respirators are necessary to protect workers or where employers require respirator use, employers must implement a comprehensive respiratory protection program in accordance with the Respiratory Protection standard (29 CFR 1910.134). See: <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.134>
- The General Duty Clause, Section 5(a)(1) of the Occupational Safety and Health (OSH) Act of 1970, 29 USC 654(a)(1), which requires employers to furnish to each worker “employment and a place of employment, which are free from recognized hazards that are causing or are likely to cause death or serious physical harm.”
- OSHA’s Bloodborne Pathogens standard (29 CFR 1910.1030) applies to occupational exposure to human blood and other potentially infectious materials that typically do not include respiratory secretions that may transmit SARS-CoV-2. However, the provisions of the standard offer a framework that may help control some sources of the virus, including exposures to body fluids (e.g., respiratory secretions) not covered by the standard. See: <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1030>

The OSHA COVID-19 webpage provides additional information about OSHA standards and requirements, including requirements in states that operate their own OSHA-approved State Plans, recordkeeping requirements and injury/illness recording criteria, and applications of standards related to sanitation and communication of risks related to hazardous chemicals that may be in common sanitizers and sterilizers. See:

<https://www.osha.gov/SLTC/covid-19/standards.html>

Classifying Worker Exposure to SARS CoV-2

The township board shall examine every department and employee's job description according to the worker exposure risk to COVID-19 Risk Pyramid developed by OSHA.

Worker risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may vary from very high to high, medium, or lower (caution) risk. The level of risk depends in part on the industry type, need for contact, repeated or prolonged contact within 6 feet of people known to be, or suspected of being, infected with SARS-CoV-2. To help employers determine appropriate precautions, OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. The Occupational Risk Pyramid shows the four exposure risk levels in the shape of a pyramid to represent probable distribution of risk. Most American workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels.

Occupational Risk Pyramid for COVID-19

The Township will provide the appropriate Personal Protection Equipment to employees based on the individual occupational risk. The following risk categories have been identified in Whitewater Township as of 6-12-2020:

Very High Exposure Risk - Fire Department employees, contracted ambulance service employees

Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category include:

- Healthcare workers (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians)
- Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (e.g., manipulating cultures from known or suspected COVID-19 patients).
- Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

High Exposure Risk – Contracted ambulance service employees

- High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:
- Healthcare delivery and support staff (e.g., doctors, nurses, and other hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients. (Note: when such workers perform aerosol-generating procedures, their exposure risk level becomes very high.)

- Medical transport workers (e.g., ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles.
- Mortuary workers involved in preparing (e.g., for burial or cremation) the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

How to Protect Very High and High Exposure Risk Employees

In workplaces where workers have high or very high exposure risk, employers should implement control measure described in this section and follow the guidance for “Steps All Employers Can Take to Reduce Workers’ Risk of Exposure to SARS-CoV-2,” on page 7 of OHAS Publication 3990. Provided below and [here](#) as a link.

Engineering Controls

- Ensure appropriate air-handling systems are installed and maintained in healthcare facilities. See “Guidelines for Environmental Infection Control in Healthcare Facilities” for more recommendations on air handling systems at: www.cdc.gov/mmwr/preview/mmwrhtml/rr5210a1.htm.
- CDC recommends that patients with known or suspected COVID-19 (i.e., person under investigation) should be placed in an airborne infection isolation room (AIIR), if available.
- Use isolation rooms when available for performing aerosol-generating procedures on patients with known or suspected COVID-19. For postmortem activities, use autopsy suites or other similar isolation facilities when performing aerosol-generating procedures on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death. See the CDC postmortem guidance at: www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-postmortem-specimens.html. OSHA also provides guidance for postmortem activities on its COVID-19 webpage: www.osha.gov/covid-19.
- Use special precautions associated with Biosafety Level 3 when handling specimens from known or suspected COVID-19 patients. For more information about biosafety levels, consult the U.S. Department of Health and Human Services (HHS) “Biosafety in Microbiological and Biomedical Laboratories” at www.cdc.gov/biosafety/publications/bmbl5.

Administrative Controls

If working in a healthcare facility, follow existing guidelines and facility standards of practice for identifying and isolating infected individuals and for protecting workers.

- Develop and implement policies that reduce exposure, such as co-horting (i.e., grouping) COVID-19 patients when single rooms are not available.
- Post signs requesting patients and family members to immediately report symptoms of respiratory illness on arrival at the healthcare facility and use disposable face masks.
- Consider offering enhanced medical monitoring of workers during COVID-19 outbreaks.
- Provide all workers with job-specific education and training on preventing transmission of COVID-19, including initial and routine/refreshers training.

- Ensure that psychological and behavioral support is available to address employee stress.

Safe Work Practices

Provide emergency responders and other essential personnel who may be exposed while working away from fixed facilities with alcohol-based hand rubs containing at least 60% alcohol for decontamination in the field.

Personal Protective Equipment (PPE)

Most workers at high or very high exposure risk likely need to wear gloves, a gown, a face shield or goggles, and either a face mask or a respirator, depending on their job tasks and exposure risks. Those who work closely with (either in contact with or within 6 feet of) patients known to be, or suspected of being, infected with SARS-CoV-2, the virus that causes COVID-19, should wear respirators. In these instances, see the PPE section beginning on page 14 of this booklet, which provides more details about respirators. For the most up-to-date information, also visit OSHA's COVID-19 webpage: www.osha.gov/covid-19. PPE ensembles may vary, especially for workers in laboratories or morgue/mortuary facilities who may need additional protection against blood, body fluids, chemicals, and other materials to which they may be exposed. Additional PPE may include medical/surgical gowns, fluid-resistant coveralls, aprons, or other disposable or reusable protective clothing. Gowns should be large enough to cover the areas requiring protection. OSHA may also provide updated guidance for PPE use on its website: www.osha.gov/covid-19.

NOTE: Workers who dispose of PPE and other infectious waste must also be trained and provided with appropriate PPE. The CDC webpage "Healthcare-associated Infections" (www.cdc.gov/hai) provides additional information on infection control in healthcare facilities.

Medium Exposure Risk - Treasurer and Deputy Treasurer, Clerk and Deputy Clerk, Park Rangers, contracted Assessor, contracted Zoning Administrator

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).

How to Protect Medium Exposure Risk Employees

In workplaces where workers have high or very high exposure risk, employers should implement control measure described in this section and follow the guidance for "Steps All Employers Can Take to Reduce Workers' Risk of Exposure to SARS-CoV-2," on page 7 of OHAS Publication 3990. Provided below and [here](#) as a link. Jobs Classified at Medium Exposure Risk: What to Do to Protect Workers

Engineering Controls

- Install physical barriers, such as clear plastic sneeze guards, where feasible.

Administrative Controls

- Consider offering face masks to ill employees and customers to contain respiratory secretions until they are able leave the workplace (i.e., for medical evaluation/care or to return home). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. See CDC/NIOSH guidance for optimizing respirator supplies, which discusses the use of surgical masks, at: www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy
- Keep customers informed about symptoms of COVID-19 and ask sick customers to minimize contact with workers until healthy again, such as by posting signs about COVID-19 in stores where sick customers may visit (e.g., pharmacies) or including COVID-19 information in automated messages sent when prescriptions are ready for pick up.
- Where appropriate, limit customers' and the public's access to the worksite, or restrict access to only certain workplace areas.
- Consider strategies to minimize face-to-face contact (e.g., drive-through windows, phone-based communication, telework).
- Communicate the availability of medical screening or other worker health resources (e.g., on-site nurse; telemedicine services).

Personal Protective Equipment (PPE)

When selecting PPE, consider factors such as function, fit, decontamination ability, disposal, and cost. Sometimes, when PPE will have to be used repeatedly for a long period of time, a more expensive and durable type of PPE may be less expensive overall than disposable PPE. Each employer should select the combination of PPE that protects workers specific to their workplace.

- Workers with medium exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. PPE ensembles for workers in the medium exposure risk category will vary by work task, the results of the employer's hazard assessment, and the types of exposures workers have on the job.

Lower Exposure Risk (Caution) - Trustees, Supervisor, Historical Society Director, Planning Commission Members, Park and Recreation Advisory Committee Members, Zoning Board of Appeals Members, Board of Review Members, Abandoned Building Hearing Officer.

- Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

How to Protect Lower Exposure Risk Employees

In workplaces where workers have lower exposure risk, employers should implement control measure described in this section and follow the guidance for "Steps All Employers Can Take to Reduce Workers' Risk of Exposure to SARS-CoV-2," on page 7 of OHAS Publication 3990. Provided below and [here](#) as a link.

For workers who do not have frequent contact with the general public, employers should implement control measures described in this section.

Engineering Controls

Additional engineering controls are not recommended for workers in the lower exposure risk group. Employers should ensure that engineering controls, if any, used to protect workers from other job hazards continue to function as intended.

Administrative Controls

Monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov.

- Collaborate with workers to designate effective means of communicating important COVID-19 information.

Personal Protective Equipment

Additional PPE is not recommended for workers in the lower exposure risk group. Workers should continue to use the PPE, if any, that they would ordinarily use for other job tasks.

Workers Living Abroad or Travelling Internationally – Omitted

Workplace Coordinator

This Plan designates the following persons as Township Workplace Coordinators to oversee and implement the policies of this Plan:

- Emergency Services Building: Fire Chief Brandon Flynn
- Whitewater Township Hall: Township Supervisor Ron Popp & Treasurer Ardella Benak
- Whitewater Township Park/Hi Pray Park: Township Clerk Cheryl Goss

Health Screening Measures and Policies

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and provide guidance for workers when they are sick or experiencing symptoms.

At one workplace entry in each facility, i.e., Whitewater Township Hall, Emergency Services Building, and Whitewater Township Park, a health screening area will be set up. Employees must first report to the health screening area and complete the self-assessment checklist. The health screening area will have:

- A self-assessment checklist of health screening questions
- Alcohol-based hand sanitizer

**The self-assessment checklist will consist of the following health screening questions
In the past 24 hours, have you experienced?**

- Cough:
- Shortness of breath or difficult breathing
- Fever higher than 100.4
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Nausea, vomiting, or diarrhea
- Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?
- Have you engaged in any activity or travel within the last 14 days which fails to comply with current executive orders?
- Have you been directed or told by the local health department or your healthcare provider to self-isolate or self-quarantine?
- If you answer “yes” to any of these questions, please do not report to your work station. Report your affirmative response to your department head. Exit the facility and call your healthcare provider or health department. Do not call 911 unless other medical conditions warrant.
- Self-quarantine at home for 14 days or as directed by your healthcare provider.
- An employer will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention (“CDC”) and they are released from any quarantine or isolation by the local public health department pursuant to the Michigan Department of Health and Human Services (MDHHS) guidelines.
- If you answer “no” to all questions, you can begin working.

If workers are sick or experiencing symptoms while at home or have household members who are experiencing a cough, shortness of breath or difficult breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell, nausea, vomiting, or diarrhea or who have tested positive for COVID-19:

- Do not report to the workplace.
- Inform your department head by phone, text, or email as soon as symptoms appear.
- Department heads will go through the health screening questions remotely
- You should isolate at home for a minimum of 14 days since symptoms first appear.

**If you answer “yes” to any of the health screening questions, call your healthcare provider or health department.
Do not call 911 unless other conditions warrant.**

- Inform your department head of your status by phone, text, or email
- Self-quarantine at home for 14 days or as directed by your healthcare provider.
- An employer will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention (“CDC”) and they are released from any quarantine or

isolation by the local public health department pursuant to the Michigan Department of Health and Human Services (MDHHS) guidelines.

If workers or guests are sick or experiencing symptoms while at work or on township grounds, immediately isolate sick person(s) from co-workers and other guests, have suspected sick person(s) don face shield, mask and/or other PPE for containment and make arrangements for them to be sent home. Call your health care provider or 911 as needed.

- Inform your department head of your status by phone, text, or email.
- Self-quarantine at home for 14 days or as directed by your healthcare provider.
- Contact your department head as described above upon successful completion of 14-day self-quarantine period for a possible return to work date.
- An employer will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention (“CDC”) and they are released from any quarantine or isolation by the local public health department pursuant to the Michigan Department of Health and Human Services (MDHHS) guidelines.

If positive COVID cases on township grounds are found, workers in that facility will immediately elevate their job risk classification to Very High and implement workplace safeguards consistent with that classification. (See Page 7 of this manual) And:

- Immediately isolate sick person(s) and issue face masks/shield combination and other appropriate PPE from jump bag for containment, notify Grand Traverse County Health Department and follow their directions. Do not handle any patient related items, for any reason.
- Isolate yourself, decontaminate (wash, shower, change clothes) don PPE from jump bag (gloves, face mask, face shield, coverall), as appropriate. Contaminated clothing and PPE must be placed in a durable leak proof container properly labeled with the universal biohazard symbol and disposed of with other contaminated waste or decontaminated before reuse.
- Evacuate and close to the public the affected building and grounds area until a complete cleaning and disinfecting can be accomplished.
- Hand washing protocols must be rigorously followed when donning and doffing PPE.
- Once the situation is contained complete an incident report.
- Notify coworkers and other guests within 24 hours as required by the local public health department pursuant to the Michigan Department of Health and Human Services (MDHHS) guidelines. If they have been exposed to a person with COVID-19 at their workplace. However, the specific health status and health information of the individual is Protected Health Information under the Health Insurance Portability and Accountability Act (HIPAA) and will not be shared.
- Workplace Coordinator will contact 3rd party vendor for facility cleaning and disinfecting.

Basic Infection Prevention Measures

Basic infection prevention measures are being implemented at our workplaces at all times. Those measures include:

Handwashing:

- Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes, and after using the toilet. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) will be made available for hand hygiene in place of soap and water.

Respiratory Etiquette:

- Disposable masks will be provided for workers. Workers and customers are encouraged to wear masks when in an enclosed public space.
- Workers and customers are encouraged to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.

Social Distancing:

- Social distancing is being implemented in workplaces and vehicles in the following ways:
- In all buildings, a minimum of 6' will be maintained between work stations, meeting tables, and/or chairs through the use of ground markings, signs, and physical barriers, as appropriate to the worksite.
- A minimum of 6' will be maintained between workers and customers at all times.
- Barriers and face shield will be utilized where the 6' minimum distance is difficult to achieve. A reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission.
- Use of contactless drop boxes/bins for pickup or delivery of items will be instituted to the extent feasible.

Personal Protective Equipment

- Disposable masks will be provided for all workers. Workers are encouraged to wear masks when in an enclosed public space.
- Disposable gloves will be provided for all workers. Workers are encouraged to wear gloves for transactions with customers that involve paper money or coins. The policy for the wearing of gloves by medical first responders will be as prescribed by the Fire Chief.
- A limited supply of disposable masks will be available to the public.

Housekeeping

- Increased housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Staff is encouraged to conduct more frequently cleaning and disinfecting in high-touch areas, such as desk surfaces, phones, keyboards, screens, controls, door handles, light switches, railings, copy machines, fax machines, postage machine, check and credit card readers, delivery equipment, etc.
- At the Whitewater Township Hall, a contracted cleaning service will provide weekly cleaning and disinfecting services of all offices and common areas. Workers are encouraged to perform more frequent cleaning and disinfecting of high-touch areas in their own work spaces, such as desk surfaces, phones, keyboards, touch screens, door handles, and light switches.
- At the Emergency Services Building, Fire Chief Flynn will provide weekly cleaning and disinfecting of all offices and common areas. Workers are encouraged to perform more frequent cleaning and disinfecting of high-touch areas in their own work spaces, such as desk surfaces, phones, keyboards, touch screens, door handles, and light switches.
- At the Whitewater Township Park Ranger Station, workers will perform at least twice daily cleaning and disinfecting of work surfaces, especially high-touch areas such as the customer counter, cash register, Square terminal, phone, laptop computer, door/drawer/closet handles, light switches, etc.
- At the Whitewater Township Park Restrooms and Showers, workers will perform cleaning and disinfecting of all areas on a 3-times-per-day schedule. Restrooms will not be open to customers during cleanings. The schedule of cleanings will be posted outside the restrooms for the convenience of customers.
- At the Whitewater Township Park Boat Launch portable toilets, workers will perform cleaning and disinfecting of all areas on a 3-times-per-day schedule. Portable toilets will not be open to customers during cleanings. The schedule of cleanings will be posted outside the portable toilets for the convenience of customers.
- At the Hi Pray Park Restrooms, workers will perform cleaning and disinfecting of all areas on a once per day schedule. Restrooms will not be open to customers during cleanings. The schedule of cleanings will be posted outside the restrooms for the convenience of customers.
- EPA-approved cleaners and disinfectants will be utilized in all areas.

Training

Executive Order 2020-114 Section 1, C, provide COVID-19 training to employees that covers, at a minimum

- Training in the use of cleaners and disinfectants will be provided. The training will consist of a 1-hour long seminar produced by KSS Enterprises entitled, "Are You Prepared for a New Level of

Clean in Your Facilities? Cleaning Beyond the COVID-19 Crisis.” The seminar is accessible at <https://www.youtube.com/watch?v=QyNlcAivKWl>.

- Workplace infection-control practices.
- The proper use of personal protective equipment.
- Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe working conditions.

Public Interaction Plan

- Zoom or other suitable electronic or telephonic meeting platforms will be utilized as necessary to facilitate two-way, ADA complaint, Open Meetings Act compliant public body meetings.
- Social distancing will be maintained between board, commission, or committee members, workers and the public at all times.
- Where social distancing cannot be maintained, barriers may be utilized, such as clear plastic sneeze guards, or a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission where feasible.
-

Train employees who interact with patrons (e.g., staff, park rangers) on how to

- Monitor and enforce compliance with the facility’s COVID-19 protocols.
- Help guests/patrons who become symptomatic as described in Positive Case on Township Grounds
- The public will maintain social distancing among themselves.
- A limited supply of disposable masks will be available to the public.

Families First Coronavirus Response Act (“FFCRA”): Employee Paid Leave Rights

The FFCRA requires the Township to provide employees with paid sick leave or expanded family and medical leave for certain reasons related to COVID-19. Employees are entitled to the following benefits provided by the FFCRA:

- *Two weeks (up to 80 hours) of **paid sick leave** at the employee’s regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or*
- *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee’s regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual*

subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and

- *Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19."*

An employee may choose to substitute any accrued vacation leave, personal leave or medical/sick leave for the first two weeks of partial paid leave. Although notice of leave is not required, employees are encouraged to inform the Workplace Coordinator if leave is foreseeable.

A. Qualified Reasons for Leave.

The FFCRA provides the following qualifying reasons for leave

1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Has been advised by a health care provider to self-quarantine related to COVID-19;
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. Is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. Is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

B. Duration of Leave

For reasons (1)-(4) and (6): A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

For reason (5): A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

C. Calculation of Pay.

For leave reasons (1), (2), or (3): employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

For leave reasons (4) or (6): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

For leave reason (5): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period).

Communications

This Preparedness and Response Plan will be provided to all workers. Instructions will be communicated to customers about how drop-off, pick-up and delivery, will be conducted to ensure social distancing between customers and workers. Department heads will monitor the effectiveness of the plan and make adjustments as necessary. Management and workers will work through this plan together and update the training as necessary.

This COVID-19 Preparedness and Response Plan has been adopted by the Whitewater Township Board and posted at all the workplaces. It will be updated as necessary.

Reporting Unsafe Conditions

Workers have a right to report **Unsafe Working Conditions** during a Pandemic. OSHA reminds employers retaliation against whistleblowers is illegal.

Best practices during the coronavirus pandemic include frequent cleaning and disinfection of high-touch surfaces as well as proper personal protective equipment for workers. The U.S. Department of Labor's Occupational Safety and Health Administration (OSHA) reminds employers that it is illegal to punish workers who report unsafe and unhealthful working conditions during the coronavirus pandemic.

Workers have the right to file a whistleblower complaint online with OSHA (or call 1-800-321-OSHA) if they believe their employer has retaliated against them for exercising their rights under the whistleblower protection laws enforced by the agency.

OSHA's Whistleblower Protection Program webpage provides valuable resources on worker rights, including fact sheets on whistleblower protections for employees in various industries and frequently asked questions. For more information on whistleblower protections, visit OSHA's Whistleblower Protection Programs webpage.

From: James Baker <jbaker@gtcountymi.gov>
Sent: Wednesday, January 20, 2021 4:46 PM
To: dwhite@acmetwp.org; supervisor@blairtownship.org; Beth Friend; Chuck Korn; gssupervisor@fifelaketwp.org; supervisor@greenlaketownship.org; Karen Rosa; supervisor@paradisewp.org; supervisor@peninsulatownship.com; Ron Popp; Doug Mansfield; cdye@acmetownship.org; EAST BAY; Terry Street; lmcmanus@garfield-twp.com; Nancy Moriarty; Judith Kramer; LONG LAKE; mayfieldclerk2991@gmail.com; Lisa Gulliver; Monica Hoffman; Sheryl Tillotson; WHITEWATER; Benjamin Marentette; djs6505@aol.com; Marty Colburn; Jim Carruthers; Knopp, Nate D (RIS-DAY); Commissioner Hentschel; Christopher Fieldhouse; Christopher Forsyth
Subject: Addendum 1 to Interlocal Agreement for County Designated Assessor
Attachments: Original Email from Nate.pdf; Designated Assessor Interlocal Agreement Signed.pdf; Addendum 1 to Grand Traverse County Interlocal Agreement.pdf

Dear Elected Officials,

In an email dated October 2, 2020 with the subject line "Designated Assessor" our Administrator Nate Alger sent an email that outlined the need to appoint a Designated assessor in Grand Traverse County. When we received a majority of signatures from the Local Governments the Designated Assessor Interlocal Agreement was sent to the State Tax Commission for approval. On November 12, 2020 the agreement was sent back to the County Chairperson, and cited the need for further information. We have developed the Addendum 1 in answer to the cited deficiencies, and it was approved by the Grand Traverse County Board of Commissioners January 20, 2021.

I regret to inform you that the Addendum 1 will need your Local Board approval and signatures again. We appreciate how well the first signing of this document was facilitated through DocuSign. I have attached a static copy of the Addendum 1 for your reference, and will follow up with a DocuSign document for electronic signature soon.

Thank you for your time and patience in this matter,

Jim
Note: Addendum 1 language is displayed on yellow paper.

James D. Baker, MMAO (4), MCPPE
Director of Equalization/GIS
East Bay Charter Twp Assessor
Damage Assessment Coordinator
Address Authority Coordinator
Grand Traverse County
231-922-4773



James Baker <jbaker@gtcountymi.gov>

Designated Assessor

20 messages

Nathan Alger <nalger@gtcountymi.gov>

Fri, Oct 2, 2020 at 2:12 PM

To: Lisa Leedy <villageoffifelake@gmail.com>, Beth Friend <bfriend@eastbaytpw.org>, Chuck Korn <ckorn@garfield-twp.com>, Doug Mansfield <doug@maaeps.com>, Doug Moyer <doug@centurytel.net>, Doug White <dwhite@acmetownship.org>, John Ockert <djs6505@aol.com>, Karen Rosa <supervisor@longlaketownship.com>, Linda Forwerck <fltsupervisor@gmail.com>, Martin Colburn <mcolburn@traversecitymi.gov>, Marv Radke <supervisor@greenlaketownship.org>, Nichole Blonshine <supervisor@blairtownship.org>, Rob Lajko <supervisor@paradisetwp.org>, Rob Manigold <supervisor@peninsulatownship.com>, Ron Popp <supervisor@whitewatertownship.org>, Village of Kingsley <kvmanager@villageofkingsley.com>
Cc: James Baker <jbaker@gtcountymi.gov>, Christopher Forsyth <cforsyth@gtcountymi.gov>

Good afternoon,

As you know, Public Act 660 of 2018 requires each county in the state to have a Designated Assessor of Record on file with the State Tax Commission by Dec. 31, 2020. [House Bill 6049](#), by Rep. James Lower (R-Ionia), would establish quality assessing requirements and a process by which to address those assessing districts that failed to achieve substantial compliance with those requirements. As previously stated, the Grand Traverse County Administration has worked with our Director of Equalization, Jim Baker, and Deputy Civil Counsel, Kit Tholen, to create an interlocal agreement between the Townships and the County to Contract the Designated Assessor role from the County. This Agreement was approved by the Board of Commissioners last month. For the sake of efficiency and convenience I am attaching the following items for your review:

- A word version of a model resolution for an interlocal agreement
- The powerpoint used at the Board of Commissioners meeting detailing the Property Assessing reform process
- A chart showing the Property Assessing reform process
- Act 206 of 1983
- The interlocal agreement with signature lines
- The June 9, 2020 bulletin from the State Tax Commission dealing with the process and Designated Assessor.

I am requesting that you review the material provided and do one of the following:

1. Adopt the resolution and we will provide you with a Docusign copy of the Agreement for your signature
2. Request a meeting to discuss further
3. Request that Mr. Baker attend a township meeting to present the agreement
4. Let us know that you will not be entering into the agreement with Grand Traverse County for the Designated Assessor role

Please let me know if we can be of further assistance to get to where we need to be by the deadline.

Thank you and have a nice weekend.

Nate

--

Nate Alger
Grand Traverse County Administrator
231-922-4780

WE ARE THE EXAMPLE

GRAND TRAVERSE COUNTY INTERLOCAL AGREEMENT FOR COUNTY DESIGNATED ASSESSOR

This Interlocal Agreement, by and between the COUNTY OF GRAND TRAVERSE, a political subdivision of the State of Michigan (hereinafter referred to as the “County”), and ACME TOWNSHIP, BLAIR TOWNSHIP, EAST BAY TOWNSHIP, FIFE LAKE TOWNSHIP, GARFIELD TOWNSHIP, GRANT TOWNSHIP, GREEN LAKE TOWNSHIP, LONG LAKE TOWNSHIP, MAYFIELD TOWNSHIP, PARADISE TOWNSHIP, PENINSULA TOWNSHIP, UNION TOWNSHIP, WHITEWATER TOWNSHIP, and THE CITY OF TRAVERSE CITY each a political subdivision of the State of Michigan (each hereinafter referred to as an “Assessing District,” and collectively referred to as the “Assessing Districts”), is entered into pursuant to the Urban Cooperation Act of 1967, Public Act 7 of 1967 (Ex. Sess.), as amended, MCL 124.501 *et seq.*, and the General Property Tax Act, Public Act 206 of 1893, as amended by Public Act 660 of 2018, MCL 211.10g, for the purpose of designating an individual to serve as the County’s Designated Assessor.

WHEREAS, pursuant to MCL 211.10g(4), every County shall have a Designated Assessor on file with the State Tax Commission as of December 31, 2020; and

WHEREAS, the County Designated Assessor is designated by an Interlocal Agreement executed between the County Board of Commissioners and a majority of the Assessing Districts in the County; and

WHEREAS, the individual designated as the County’s Designated Assessor must be approved by the State Tax Commission.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Designation of County Designated Assessor. The County and a majority of the Assessing Districts in the County designate the Grand Traverse County Equalization Director, James D. Baker, who is an individual qualified and certified by the State Tax Commission as an Advanced Assessing Officer or Master Assessing Officer, to be the County Designated Assessor for Grand Traverse County.

2. Duties of County Designated Assessor. The County Designated Assessor shall contract with one or more Assessing Districts as necessary to serve as the Assessing District’s Assessor of record, upon request of the Assessing District or as may be required by the State Tax Commission, as a consequence of the Assessing District receiving a notice of noncompliance from the State Tax Commission after an audit, under the terms and conditions set forth in MCL 211.10g.

The County Designated Assessor shall be capable of ensuring that the contracting Assessing Districts achieve and maintain substantial compliance with the requirements in MCL 211.10g(1). The Assessing District shall provide the Designated Assessor with access to all records, documents, and information as necessary for the Designated Assessor to perform his duties. The Assessing District shall advise the Designated Assessor of any applicable policies

and procedures, including technology, equipment, and facilities.

The County Designated Assessor may charge an Assessing District that is required to contract with the County Designated Assessor a reasonable rate of compensation and reimbursement of costs. Said compensation and reimbursement would amount to the actual costs incurred by the County Designated Assessor. The Assessing District shall pay reasonable compensation to the Designated Assessor, and be responsible to pay the reasonable costs incurred by the County Designated Assessor in serving as the Assessing District's Assessor of record, including, but not limited to, the cost of overseeing and administering the annual assessment, preparing and defending the assessment roll, costs incurred in appeals to the Michigan Tax Tribunal (i.e., appraisal costs, expert witness fees and attorney fees), and operating the assessing office (including employment of additional staff or contractors necessary to bring the Assessing District into compliance).

The services to be provided by the Designated Assessor to the contracting Assessing District include, but are not limited to: preparation of assessment rolls, establishing a plan to correct deficiencies found in the State Tax Commission audit, timely delivery of documents and execution of forms, attendance at Board of Review meetings, handling property tax appeals filed with the Michigan Tax Tribunal (either directly or through legal counsel), timely reporting and meetings with local officials of the Assessing District, and responsibility for overseeing assessing staff members of the Assessing District.

The County Designated Assessor is a local assessing unit for purposes of the provisions in MCL 211.44 concerning the division and use of any collected property tax administration fees.

3. Term of Designation. If approved by the State Tax Commission, the County Designated Assessor shall serve for a minimum of five (5) years from the date of the approved designation. The designation shall not be revoked, and no new designation shall be made earlier than five (5) years following the date of the approved designation, except as otherwise provided in Sec. 4.

Once an Assessing District is under contract with the Designated Assessor, the Designated Assessor will remain in place for a minimum of five years. However, the Assessing District may petition the State Tax Commission to end the contract after the Designated Assessor has been in place for a minimum of three years.

4. Revocation of Designation by State Tax Commission. The State Tax Commission may designate and approve, on an interim basis and pursuant to a formal agreement, an individual to serve as a County Designated Assessor and, if applicable, revoke the approved designation of a current County Designated Assessor under the following circumstances:

- (i) if the County Designated Assessor dies or becomes incapacitated;
- (ii) if the County Designated Assessor was designated and approved based on his or her employment status, and that status materially changes; or

(iii) if it determines at any time that the County Designated Assessor is not capable of ensuring that the contracting Assessing Districts achieve and maintain substantial compliance with the requirements in MCL 211.10g(1).

The State Tax Commission's designation of an interim County Designated Assessor under this Section is effective only until a new County Designated Assessor has been designated in a new Interlocal Agreement under MCL 211.10g(4)(a), and approved by the State Tax Commission.

5. Petition to State Tax Commission. Upon the execution and filing of this Interlocal Agreement, the County shall petition the State Tax Commission to approve the individual named in Section 1 of this Interlocal Agreement to serve as the County Designated Assessor. The individual shall serve as the County Designated Assessor upon approval of the State Tax Commission. If the State Tax Commission rejects the County's petition, then the parties agree to enter into additional Interlocal Agreements under MCL 211.10g(4)(a) until a suitable Assessor has been presented.

6. Nondiscrimination. The Parties shall adhere to all Federal, State, and local laws, ordinances and regulations prohibiting discrimination in the performance of this Interlocal Agreement. The Parties shall not discriminate against a person to be served or an employee or applicant for employment because of race, color, religion, national origin, age, sex, disability that is unrelated to an individual's ability to perform the duties of a particular job or position, height, weight, or marital status. Breach of this section shall be regarded as a material breach of this Interlocal Agreement.

7. Effective Date. This Interlocal Agreement shall become effective when executed by the County and a majority of the Assessing Districts in the County, and an executed copy is filed with the Grand Traverse County Clerk and the Michigan Secretary of State.

8. Certification. The persons signing this Agreement certify by their signatures that they are duly authorized to sign this Agreement on behalf of the Parties, and that this Agreement has been authorized by the Parties.

IN WITNESS WHEREOF, the authorized representatives of the Parties hereto have fully executed this instrument.

COUNTY OF GRAND TRAVERSE

Robert Hentschel, Chairperson
County Board of Commissioners

Nate Alger

Nate Alger, County Administrator
Grand Traverse County

Date

10/1/2020

Date

ACME TOWNSHIP

Doug White
Doug White, Supervisor

10/15/2020

Date

BLAIR TOWNSHIP

Nicole Blonshine
Nicole Blonshine, Supervisor

10/15/2020

Date

EAST BAY TOWNSHIP

Beth Friend
Beth Friend, Supervisor

10/15/2020

Date

FIFE LAKE TOWNSHIP

Linda Forwerck
Linda Forwerck, Supervisor

10/2/2020

Date

GARFIELD TOWNSHIP

Chuck Korn
Chuck Korn, Supervisor

10/20/2020

Date

GRANT TOWNSHIP

Doug Moyer, Supervisor

Date

GREEN LAKE TOWNSHIP

Marvin D. Radtke, Jr.
Marvin D. Radtke, Jr., Supervisor

10/15/2020

Date

LONG LAKE TOWNSHIP

Karen Rosa
Karen Rosa, Supervisor

10/22/2020

Date

MAYFIELD TOWNSHIP

John Ockert, Supervisor

Date

PARADISE TOWNSHIP

Rob Lajko
Rob Lajko, Supervisor

11/12/2020

Date

PENINSULA TOWNSHIP

Rob Manigold
Rob Manigold, Supervisor

10/15/2020

Date

UNION TOWNSHIP

Douglas Mansfield
Douglas Mansfield, Supervisor

10/15/2020

Date

WHITEWATER TOWNSHIP

Ron Popp
Ron Popp, Supervisor

10/16/2020

Date

CITY OF TRAVERSE CITY

Jim Carruthers, Mayor

Date

DESIGNATED COUNTY ASSESSOR

James D. Baker
James D. Baker, Equalization Director
Grand Traverse County

10/2/2020

Date

ADDENDUM 1 TO GRAND TRAVERSE COUNTY INTERLOCAL AGREEMENT FOR COUNTY DESIGNATED ASSESSOR

WHEREAS the original Interlocal Agreement for County Designated Assessor was returned by the State Tax Commission requiring clarification and expansion;

WHEREAS the parties wish to supplement the original Interlocal Agreement for County Designated Assessor with the following answers;

THEREFORE the parties agree to incorporate the following into the original Agreement.

1. The parties desire to make clear that, as the proposed Designated Assessor, James D. Baker, is an employee of Grand Traverse County, this agreement is solely between local units of government that make up Assessing Districts and Grand Traverse County—not the Assessing District and the proposed Designated Assessor. Such arrangement ensures that the Designated Assessor is not simultaneously an agent of the Assessing District and the County;
2. If James D. Baker leaves the employment of Grand Traverse County, the designation of James D. Baker as Designated Assessor is voided and a new Interlocal Agreement must be executed;
3. Attached to this Addendum as Attachment 1, and hereby incorporated, is the 2020 year SEV totals by classification, including special act values, for Grand Traverse County;
4. Attached to this Addendum as Attachment 2, and hereby incorporated, is a 2020 year listing of the total number of parcels, by classification, including special act rolls, within each Assessing District;
5. Attached to this Addendum as Attachment 3, and hereby incorporated, is a list of any unique, complex, or high value properties within Grand Traverse County;
6. Attached to this Addendum as Attachment 4, and hereby incorporated, is the resume of the proposed Designated Assessor indicating current employment status and specific assessing or equalization responsibilities of the Designated Assessor;
7. The place of the performance of the duties of the Designated Assessor will be dependent on the then-current facilities of the Assessing District as well as the duties required by the noncompliance order, and would be in a mutually agreed upon location with mutually agreed upon office coverage hours;
8. The Designated Assessor, James D. Baker, provides the following conflict of interest disclosure: he is currently employed by Grand Traverse County as the Director of Equalization. He is also employed by Grand Traverse County as Assessor of Record for East Bay Charter Township, which is within Grand Traverse County. There is no known conflict of interest;

9. The plan to correct deficiencies and the timeline for delivery of documents and execution of forms would be executed as efficiently and expeditiously as possible with reference to the Property Tax calendar and seeking compliance with the noncompliance order. Within two weeks of the noncompliance order preliminary plans and timelines would be delivered to the Assessing District's supervisor, manager, or chief executive, and within four weeks a detailed plan and timeline would be delivered. All plans and timelines delivered to the Assessing District would also be delivered to the State Tax Commission;
10. The reporting requirements if an audit located deficiencies would be that the Designated Assessor would comply with the Property Tax Calendar, and the noncompliance order. The Designated Assessor would report to Assessing District officials within days of being appointed Designated Assessor, and would meet further as requested by the Assessing District or required by the Designated Assessor;
11. The Designated Assessor will be permitted to use all available qualified resources of the Assessing District, including staff, to accomplish the tasks of a noncompliance order deficiency. Assessing District staff will conduct their duties as under the direction and supervision of the Designated Assessor, limited by any Assessing District employment contract;
12. The Designated Assessor will have no responsibilities to the Assessing Districts during periods when he or she is not acting as an assessor of record, and requires no retainer or base rate for those periods of time;
13. The Designated Assessor is required to remain certified and in good standing with his or her employer as well as maintain requisite professional certifications, and if required to serve as the Designated Assessor for an Assessing District will meet all requirements as set forth by the State Tax Commission's *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018 attached to this Addendum as Attachment 5, and hereby incorporated;
14. Non-exclusivity of assessing services allows the Designated Assessor to serve as the assessor of record for other Assessing Districts. The original Interlocal Agreement and this Addendum set up an agreement for non-exclusive assessing services;
15. The original Interlocal Agreement has established that the Designated Assessor will be due "reasonable and actual" cost for services rendered to the Assessing District. If or when deficiencies are found in an audit, a specific scope of work could be established, and a reasonable and actual cost can be ascertained. Employing additional County staff may be required. The lowest-paid individual who is capable of performing the work will be used, and that corresponding employee full wage and benefit cost amount to the County will be billed to the Assessing District for the actual hours of service. The reasonable and actual cost incurred will be a separate line item in the County budget subject to audit, and be billed on a quarterly basis. The reasonable and actual cost has a limit "not to exceed", and shall not exceed the maximum amounts listed, which is attached to this Addendum as Attachment 6, and hereby incorporated, Cost and Compensation Limits, Not to Exceed, for Designated Assessor;
16. The Assessing District shall retain ultimate control of all litigation and settlement negotiations in property tax appeals. Payment of certain costs including appraisal, expert

witness or attorney fees related to MTT appeals will be at the direct expense of the Assessing District;

17. For amounts owed to the Designated Assessor, the Assessing District will pay Grand Traverse County and Grand Traverse County will pay the Designated Assessor. In the event of the death or disability of the Designated Assessor, the Assessing District will still owe Grand Traverse County for services rendered by the Designated Assessor;

IN WITNESS WHEREOF, the authorized representatives of the Parties hereto have fully executed this instrument.

COUNTY OF GRAND TRAVERSE

Robert Hentschel, Chairperson
County Board of Commissioners

Date

Nate Alger, County Administrator
Grand Traverse County

Date

ACME TOWNSHIP

Supervisor

Date

BLAIR TOWNSHIP

Supervisor

Date

EAST BAY TOWNSHIP

Supervisor

Date

FIFE LAKE TOWNSHIP

Supervisor

Date

GARFIELD TOWNSHIP

Supervisor

Date

GRANT TOWNSHIP

Supervisor

Date

GREEN LAKE TOWNSHIP

Supervisor

Date

LONG LAKE TOWNSHIP

Supervisor

Date

MAYFIELD TOWNSHIP

Supervisor

Date

PARADISE TOWNSHIP

Supervisor

Date

PENINSULA TOWNSHIP

Supervisor

Date

UNION TOWNSHIP

Supervisor

Date

WHITEWATER TOWNSHIP

Supervisor

Date

CITY OF TRAVERSE CITY

Mayor

Date

DESIGNATED COUNTY ASSESSOR

Date

11/17/2020
08:10 AM

Current SEV County totals by
class, including special act
values

Attachment 1, page 1 of 2
INTERLOCAL AGREEMENT TOTALS FOR STC

Page: 2/3
DB: Gt20

The Special Population for this Report is 'Ad Valorem+Special Acts'
Population: All Records

<<<<< S.E.V., Taxable and Capped Values >>>>>

| | | | | | | | | | | |
|----------------|------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Residential | 1039 | 58,644,400 | 58,439,500 | 63,726,900 | 40,868,296 | 40,697,741 | 43,734,563 | 43,274,213 | 42,968,469 | 42,573,562 |
| Com. Personal | 36 | 450,600 | 450,600 | 547,100 | 450,600 | 450,600 | 547,100 | 547,100 | 547,100 | 547,100 |
| Ind. Personal | 2 | 77,000 | 77,000 | 64,500 | 77,000 | 77,000 | 533,100 | 64,500 | 533,100 | 64,500 |
| Util. Personal | 11 | 1,070,800 | 1,070,800 | 1,219,100 | 1,070,800 | 1,070,800 | 1,219,100 | 1,219,100 | 1,230,636 | 1,230,636 |
| Exempt | 73 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All: 40020 | 1229 | 67,871,100 | 67,666,200 | 73,595,000 | 48,304,976 | 48,134,421 | 52,127,631 | 51,198,681 | 51,376,022 | 50,512,515 |

Totals for School District: 83060 MANTON

| | | | | | | | | | | |
|----------------|-------|----------|---------|-----------|----------|---------|----------|---------|----------|-----------|
| Property Class | Count | 2019 SEV | Fin SEV | 2020 SEV | 2019 Tax | Fin Tax | 2020 Tax | BOR Tax | 2020 Cap | 2020 MCAP |
| Agricultural | 2 | 213,900 | 213,900 | 227,900 | 92,431 | 92,431 | 94,186 | 94,186 | 94,186 | 94,186 |
| Residential | 12 | 685,800 | 685,800 | 793,000 | 517,649 | 517,649 | 536,078 | 536,078 | 536,078 | 536,078 |
| Util. Personal | 1 | 10,600 | 10,600 | 11,000 | 10,600 | 10,600 | 11,000 | 11,000 | 11,000 | 11,000 |
| Exempt | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All: 83060 | 16 | 910,300 | 910,300 | 1,031,900 | 620,680 | 620,680 | 641,264 | 641,264 | 641,264 | 641,264 |

Totals for Property Class: Agricultural By School District

| | | | | | | | | | | |
|-------------------|-------|-------------|-------------|-------------|------------|------------|------------|------------|------------|------------|
| School District | Count | 2019 SEV | Fin SEV | 2020 SEV | 2019 Tax | Fin Tax | 2020 Tax | BOR Tax | 2020 Cap | 2020 MCAP |
| 05060 | 136 | 31,408,900 | 31,408,900 | 30,899,100 | 9,540,126 | 9,540,126 | 9,065,919 | 9,065,919 | 9,082,892 | 9,082,892 |
| 28010 | 420 | 119,887,700 | 119,541,000 | 124,711,800 | 42,904,535 | 42,698,965 | 45,030,588 | 45,030,588 | 44,161,649 | 44,161,649 |
| 28035 | 173 | 18,164,500 | 18,164,500 | 18,877,300 | 9,589,130 | 9,589,130 | 9,939,218 | 9,939,218 | 9,939,862 | 9,939,862 |
| 28090 | 253 | 34,848,900 | 34,848,900 | 35,473,600 | 15,552,446 | 15,552,446 | 15,855,686 | 15,657,300 | 15,767,531 | 15,569,145 |
| 40020 | 23 | 2,631,000 | 2,631,000 | 2,704,200 | 1,149,709 | 1,149,709 | 1,163,209 | 1,163,209 | 1,163,209 | 1,163,209 |
| 83060 | 2 | 213,900 | 213,900 | 227,900 | 92,431 | 92,431 | 94,186 | 94,186 | 94,186 | 94,186 |
| All: Agricultural | 1007 | 207,154,900 | 206,808,200 | 212,893,900 | 78,828,377 | 78,622,807 | 81,148,806 | 80,950,420 | 80,209,329 | 80,010,943 |

Totals for Property Class: Commercial By School District

| | | | | | | | | | | |
|-----------------|-------|---------------|---------------|---------------|-------------|-------------|---------------|---------------|---------------|---------------|
| School District | Count | 2019 SEV | Fin SEV | 2020 SEV | 2019 Tax | Fin Tax | 2020 Tax | BOR Tax | 2020 Cap | 2020 MCAP |
| 05060 | 45 | 5,053,800 | 5,053,800 | 6,177,100 | 4,431,583 | 4,431,583 | 5,166,671 | 5,166,671 | 5,138,551 | 5,138,551 |
| 28010 | 3338 | 1,158,372,100 | 1,153,370,560 | 1,274,624,374 | 941,704,224 | 939,276,594 | 1,010,156,190 | 1,001,568,359 | 999,495,344 | 992,512,015 |
| 28035 | 8 | 778,700 | 778,700 | 791,200 | 595,115 | 595,115 | 604,045 | 604,045 | 606,418 | 606,418 |
| 28090 | 124 | 13,691,000 | 13,691,000 | 14,293,300 | 11,632,354 | 11,632,715 | 12,021,443 | 12,021,443 | 11,921,684 | 11,921,684 |
| 40020 | 40 | 4,121,900 | 4,121,900 | 4,241,400 | 3,851,935 | 3,851,935 | 3,950,729 | 3,950,729 | 3,952,278 | 3,952,278 |
| All: Commercial | 3555 | 1,182,017,500 | 1,177,015,960 | 1,300,127,374 | 962,190,211 | 959,787,942 | 1,031,899,078 | 1,023,311,247 | 1,021,114,275 | 1,014,130,946 |

Totals for Property Class: Industrial By School District

| | | | | | | | | | | |
|-----------------|-------|------------|------------|-------------|------------|------------|------------|------------|------------|------------|
| School District | Count | 2019 SEV | Fin SEV | 2020 SEV | 2019 Tax | Fin Tax | 2020 Tax | BOR Tax | 2020 Cap | 2020 MCAP |
| 05060 | 11 | 4,088,900 | 4,088,900 | 4,094,000 | 3,216,665 | 3,216,665 | 3,259,961 | 3,259,961 | 3,277,776 | 3,277,776 |
| 28010 | 213 | 91,424,500 | 91,424,500 | 94,053,900 | 80,494,214 | 80,494,214 | 81,877,633 | 81,877,633 | 82,045,128 | 82,045,128 |
| 28035 | 14 | 496,300 | 496,300 | 493,400 | 259,934 | 259,934 | 262,542 | 262,542 | 264,865 | 264,865 |
| 28090 | 17 | 590,700 | 658,320 | 626,400 | 414,863 | 487,117 | 462,262 | 462,262 | 462,941 | 462,941 |
| 40020 | 5 | 875,400 | 875,400 | 1,091,800 | 836,636 | 836,636 | 979,830 | 979,830 | 981,230 | 981,230 |
| All: Industrial | 260 | 97,475,800 | 97,543,420 | 100,359,500 | 85,222,312 | 85,294,566 | 86,842,228 | 86,842,228 | 87,031,940 | 87,031,940 |

Totals for Property Class: Residential By School District

| | | | | | | | | | | |
|------------------|-------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| School District | Count | 2019 SEV | Fin SEV | 2020 SEV | 2019 Tax | Fin Tax | 2020 Tax | BOR Tax | 2020 Cap | 2020 MCAP |
| 05060 | 2120 | 303,533,100 | 303,123,600 | 323,526,300 | 232,381,091 | 231,820,810 | 244,194,385 | 243,105,046 | 240,873,743 | 239,892,429 |
| 10015 | 41 | 2,077,900 | 2,077,900 | 2,223,500 | 1,366,869 | 1,366,869 | 1,524,793 | 1,391,993 | 1,525,619 | 1,392,819 |
| 28010 | 38265 | 4,534,814,274 | 4,531,068,827 | 4,869,158,481 | 3,534,809,560 | 3,531,158,399 | 3,737,092,964 | 3,717,861,341 | 3,679,899,551 | 3,662,586,466 |
| 28035 | 731 | 44,790,700 | 44,698,400 | 48,223,600 | 34,889,256 | 34,824,801 | 36,899,986 | 36,599,078 | 36,565,422 | 36,264,514 |
| 28090 | 3778 | 253,944,663 | 253,499,113 | 276,102,000 | 200,659,523 | 200,268,716 | 213,982,346 | 212,322,004 | 211,627,202 | 210,005,045 |
| 40020 | 1039 | 58,644,400 | 58,439,500 | 63,726,900 | 40,868,296 | 40,697,741 | 43,734,563 | 43,274,213 | 42,968,469 | 42,573,562 |
| 83060 | 12 | 685,800 | 685,800 | 793,000 | 517,649 | 517,649 | 536,078 | 536,078 | 536,078 | 536,078 |
| All: Residential | 45986 | 5,198,490,837 | 5,193,593,140 | 5,583,753,781 | 4,045,492,244 | 4,040,654,985 | 4,277,965,115 | 4,255,089,753 | 4,213,996,084 | 4,193,250,913 |

Totals for Property Class: Ag. Personal By School District

| | | | | | | | | | | |
|-------------------|-------|----------|---------|----------|----------|---------|----------|---------|----------|-----------|
| School District | Count | 2019 SEV | Fin SEV | 2020 SEV | 2019 Tax | Fin Tax | 2020 Tax | BOR Tax | 2020 Cap | 2020 MCAP |
| 28010 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All: Ag. Personal | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Totals for Property Class: Com. Personal By School District

11/17/2020

INTERLOCAL AGREEMENT TOTALS FOR STC

Page: 3/3

08:10 AM

The Special Population for this Report is 'Ad Valorem+Special Acts'

DB: Gt20

Population: All Records

<<<< S.E.V., Taxable and Capped Values >>>>

| School District | Count | 2019 SEV | Fin SEV | 2020 SEV | 2019 Tax | Fin Tax | 2020 Tax | BOR Tax | 2020 Cap | 2020 MCAP |
|--------------------|-------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 05060 | 56 | 1,664,100 | 1,636,300 | 1,771,400 | 1,664,100 | 1,636,300 | 1,758,600 | 1,771,400 | 1,769,066 | 1,781,866 |
| 10015 | 1 | 88,000 | 88,000 | 74,400 | 88,000 | 88,000 | 74,400 | 74,400 | 74,400 | 74,400 |
| 28010 | 4687 | 120,808,283 | 120,465,183 | 127,090,800 | 120,219,389 | 120,464,283 | 127,551,600 | 127,090,800 | 127,554,470 | 127,093,670 |
| 28035 | 18 | 219,400 | 219,400 | 188,200 | 219,400 | 219,400 | 188,200 | 188,200 | 188,357 | 188,357 |
| 28090 | 116 | 1,813,100 | 1,908,600 | 2,043,600 | 1,789,740 | 1,885,240 | 2,043,600 | 2,043,600 | 2,049,275 | 2,049,275 |
| 40020 | 36 | 450,600 | 450,600 | 547,100 | 450,600 | 450,600 | 547,100 | 547,100 | 547,100 | 547,100 |
| All: Com. Personal | 4914 | 125,043,483 | 124,768,083 | 131,715,500 | 124,431,229 | 124,743,823 | 132,163,500 | 131,715,500 | 132,182,668 | 131,734,668 |

Totals for Property Class: Ind. Personal By School District

| School District | Count | 2019 SEV | Fin SEV | 2020 SEV | 2019 Tax | Fin Tax | 2020 Tax | BOR Tax | 2020 Cap | 2020 MCAP |
|--------------------|-------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| 05060 | 8 | 888,300 | 888,300 | 800,700 | 888,300 | 888,300 | 800,700 | 800,700 | 800,700 | 800,700 |
| 28010 | 144 | 37,597,900 | 37,205,100 | 34,454,900 | 37,597,900 | 37,205,100 | 33,515,300 | 34,454,900 | 33,515,300 | 34,454,900 |
| 28090 | 2 | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 |
| 40020 | 2 | 77,000 | 77,000 | 64,500 | 77,000 | 77,000 | 533,100 | 64,500 | 533,100 | 64,500 |
| All: Ind. Personal | 156 | 38,623,200 | 38,230,400 | 35,380,100 | 38,623,200 | 38,230,400 | 34,909,100 | 35,380,100 | 34,909,100 | 35,380,100 |

Totals for Property Class: Res. Personal By School District

| School District | Count | 2019 SEV | Fin SEV | 2020 SEV | 2019 Tax | Fin Tax | 2020 Tax | BOR Tax | 2020 Cap | 2020 MCAP |
|--------------------|-------|----------|---------|----------|----------|---------|----------|---------|----------|-----------|
| 28010 | 3 | 26,000 | 26,000 | 21,000 | 26,000 | 26,000 | 21,000 | 21,000 | 21,000 | 21,000 |
| All: Res. Personal | 3 | 26,000 | 26,000 | 21,000 | 26,000 | 26,000 | 21,000 | 21,000 | 21,000 | 21,000 |

Totals for Property Class: Util. Personal By School District

| School District | Count | 2019 SEV | Fin SEV | 2020 SEV | 2019 Tax | Fin Tax | 2020 Tax | BOR Tax | 2020 Cap | 2020 MCAP |
|---------------------|-------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 05060 | 30 | 7,719,400 | 7,634,890 | 8,039,000 | 7,719,400 | 7,634,890 | 8,039,000 | 8,039,000 | 8,174,340 | 8,174,340 |
| 10015 | 3 | 40,500 | 40,500 | 42,500 | 40,500 | 40,500 | 42,500 | 42,500 | 42,500 | 42,500 |
| 28010 | 108 | 78,337,148 | 78,239,348 | 87,502,500 | 78,337,148 | 78,239,348 | 87,641,600 | 87,502,500 | 87,755,912 | 87,668,112 |
| 28035 | 23 | 3,976,600 | 3,976,600 | 4,340,800 | 3,976,600 | 3,976,600 | 4,340,800 | 4,340,800 | 4,343,450 | 4,343,450 |
| 28090 | 71 | 13,020,600 | 13,020,600 | 13,428,550 | 13,020,500 | 13,020,500 | 13,571,589 | 13,428,539 | 13,671,096 | 13,528,046 |
| 40020 | 11 | 1,070,800 | 1,070,800 | 1,219,100 | 1,070,800 | 1,070,800 | 1,219,100 | 1,219,100 | 1,230,636 | 1,230,636 |
| 83060 | 1 | 10,600 | 10,600 | 11,000 | 10,600 | 10,600 | 11,000 | 11,000 | 11,000 | 11,000 |
| All: Util. Personal | 247 | 104,175,648 | 103,993,338 | 114,583,450 | 104,175,548 | 103,993,238 | 114,865,589 | 114,583,439 | 115,228,934 | 114,998,084 |

Totals for Property Class: Exempt By School District

| School District | Count | 2019 SEV | Fin SEV | 2020 SEV | 2019 Tax | Fin Tax | 2020 Tax | BOR Tax | 2020 Cap | 2020 MCAP |
|-----------------|-------|----------|---------|----------|----------|---------|----------|---------|----------|-----------|
| 05060 | 109 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 28010 | 1128 | 0 | 0 | 0 | 0 | 0 | 458,500 | 0 | 345,887 | 0 |
| 28035 | 17 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 28090 | 121 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 40020 | 73 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 83060 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All: Exempt | 1449 | 0 | 0 | 0 | 0 | 0 | 458,500 | 0 | 345,887 | 0 |

| Totals | Count | 2019 SEV | Fin SEV | 2020 SEV | 2019 Tax | Fin Tax | 2020 Tax | BOR Tax | 2020 Cap | 2020 MCAP |
|-----------------|--------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Real | 50,808 | 6,685,139,037 | 6,674,960,720 | 7,197,134,555 | 5,171,733,144 | 5,164,360,300 | 5,477,855,227 | 5,446,193,648 | 5,402,351,628 | 5,374,424,742 |
| Personal | 5,321 | 267,868,331 | 267,017,821 | 281,700,050 | 267,255,977 | 266,993,461 | 281,959,189 | 281,700,039 | 282,341,702 | 282,133,852 |
| Real & Personal | 56,129 | 6,953,007,368 | 6,941,978,541 | 7,478,834,605 | 5,438,989,121 | 5,431,353,761 | 5,759,814,416 | 5,727,893,687 | 5,684,693,330 | 5,656,558,594 |
| Exempt | 1,449 | 0 | 0 | 0 | 0 | 0 | 458,500 | 0 | 345,887 | 0 |

County: 28- GRAND TRAVERSE

Total number of parcels, by classification,
including special act rolls, within each local unit

| Governmental Unit | ----- Real ----- | | | | | | | ----- Personal ----- | | | | | | | Grand Total |
|------------------------|------------------|------|-----|-------|-----|-----|-------|----------------------|------|-----|-----|------|-------|--------|----------------|
| | Ag | Comm | Ind | Res | T-C | Dev | Total | Ag | Comm | Ind | Res | Util | Total | Exempt | |
| ACME TWP (01) | 82 | 213 | 12 | 3023 | 0 | 0 | 3330 | 1 | 137 | 7 | 0 | 8 | 153 | 67 | 3550 |
| BLAIR TWP (02) | 49 | 419 | 16 | 3968 | 0 | 0 | 4452 | 0 | 355 | 7 | 0 | 34 | 396 | 42 | 4890 |
| EAST BAY CHTR TWP (03) | 51 | 191 | 43 | 7380 | 0 | 0 | 7665 | 0 | 474 | 22 | 0 | 34 | 530 | 155 | 8350 |
| FIFE LAKE TWP (04) | 33 | 44 | 4 | 1187 | 0 | 0 | 1268 | 0 | 38 | 3 | 0 | 8 | 49 | 74 | 1391 |
| GARFIELD CHTR TWP (05) | 1 | 1040 | 81 | 5657 | 0 | 0 | 6779 | 0 | 1466 | 54 | 0 | 5 | 1525 | 190 | 8494 |
| GRANT TWP (06) | 153 | 9 | 18 | 862 | 0 | 0 | 1042 | 0 | 18 | 0 | 0 | 32 | 50 | 23 | 1115 |
| GREEN LAKE TWP (07) | 6 | 160 | 14 | 3671 | 0 | 0 | 3851 | 0 | 180 | 9 | 0 | 9 | 198 | 94 | 4143 |
| LONG LAKE TWP (08) | 49 | 110 | 3 | 4799 | 0 | 0 | 4961 | 0 | 189 | 3 | 1 | 6 | 199 | 45 | 5205 |
| MAYFIELD TWP (09) | 156 | 28 | 4 | 880 | 0 | 0 | 1068 | 0 | 44 | 0 | 0 | 24 | 68 | 14 | 1150 |
| PARADISE TWP (10) | 84 | 90 | 7 | 2329 | 0 | 0 | 2510 | 0 | 65 | 1 | 0 | 20 | 86 | 89 | 2685 |
| PENINSULA TWP (11) | 231 | 77 | 3 | 3880 | 0 | 0 | 4191 | 0 | 118 | 0 | 2 | 2 | 122 | 129 | 4442 |
| UNION TWP (12) | 21 | 4 | 4 | 401 | 0 | 0 | 430 | 0 | 10 | 0 | 0 | 31 | 41 | 43 | 514 |
| WHITEWATER TWP (13) | 91 | 42 | 8 | 1817 | 0 | 0 | 1958 | 0 | 52 | 6 | 0 | 30 | 88 | 93 | 2139 |
| TRAVERSE CITY (51) | 0 | 1128 | 43 | 6132 | 0 | 0 | 7303 | 0 | 1768 | 44 | 0 | 4 | 1816 | 391 | 9510 |
| Totals | 1007 | 3555 | 260 | 45986 | 0 | 0 | 50808 | 1 | 4914 | 156 | 3 | 247 | 5321 | 1449 | 57578 |

List of any unique, complex or high value properties within the County

Page: 1/1
DB: Gt20

County: 28- GRAND TRAVERSE Unit: GARFIELD CHTR TWP (05)

[illegible]

JAMES D. BAKER, MMAO (4)

400 Boardman Ave, ♦ Traverse City, MI 49684 ♦ (231) 922-4773 ♦ jbaker@gtcountymi.gov

MICHIGAN MASTER ASSESSING OFFICER

- ♦ **Certified Michigan Master Assessing Officer (MMAO)**, Certificate number R-5325, with additional state certification as Michigan Personal Property Examiner (PPE), offering a 35-year assessing career distinguished by commended performance, and proven accuracy and uniformity.
- ♦ **Extensive background in Assessment Administration**, including experience in staff development, legal proceedings, conflict resolution, policy development, and legal compliance.
- ♦ **Demonstrated success in management and supervision**, developing teambuilding, writing personnel manuals, job descriptions, and management reports.

CORE SKILLS

| | | | |
|--------------------------------|----------------------------------|-----------------------------|---------------------------------|
| <i>Real Property Appraisal</i> | <i>Mass Appraisal Techniques</i> | <i>Tax Tribunal Defense</i> | <i>Certify Assessment Rolls</i> |
| <i>Personal Property</i> | <i>County Equalization</i> | <i>Assessing Software</i> | <i>Warrant Tax Rolls</i> |

PROFESSIONAL EXPERIENCE

GRAND TRAVERSE COUNTY — Traverse City, MI

A major municipality with a SEV of approximately \$7.35 Billion, and over 57,000 parcels.

Director of Equalization, January 2013 to Present

Leads a Department of Equalization that includes GIS, Addressing, and a Local Unit assessing contract, providing strategic direction. Served as the Grand Traverse Deputy Director from September 2012 until the appointment to the Director of Equalization position.

Key Responsibilities:

- ♦ Directs the study for value in the determination of county assessment levels
- ♦ Directs the GIS staff in maintaining and promotion of GIS capabilities
- ♦ Manages and directs the operations of an assessing contract with East Bay Charter Township
- ♦ Provides guidance and knowledge with Michigan Tax Tribunal appeals
- ♦ Maintain good working knowledge of Michigan Tax Law
- ♦ Provides direction for the Emergency Management damage assessment

CITY OF KENTWOOD — Kentwood, MI

A major municipality in Kent County with a SEV of approximately \$1.8 Billion, and over 18,000 parcels.

Deputy Assessor, August 2006 to September 2012

Appraises real and personal property with an emphasis on commercial and industrial classes. Establish and maintain assessments for properties under Public Act 198 of 1974. When called upon supervises appraisers in the maintenance of real and personal property assessments.

Key Responsibilities:

- ♦ Study property values in all classes with a primary focus on Commercial and Industrial
- ♦ Determine personal property assessments
- ♦ Conduct field inspections maintaining good working relations with the public
- ♦ Submit valuation statements for Small Claims and full Tax Tribunal appeals
- ♦ Maintain good working knowledge of Michigan Tax Law
- ♦ Act for the City Assessor in his/her absence

DAY TOWNSHIP — McBride, MI

A civil township within Montcalm County, with a SEV of \$47 million and almost 900 parcels.

Supervisor, 1988 to January 2013 - **Assessor**, 1985 to January 2013

Serve as primary contact for township regarding all township issues. Serve as chairman of Day Township Board. Upon becoming the Supervisor-Assessor in 1988 supervised a complete revisit of all properties resulting in updated tax maps and fully functioning CAMA system receiving the highest county score in a Mini 14 Point Review for 2009.

Key Responsibilities:

- ◆ Annually submit a budget for the township general operating fund, road fund, and fire fund
- ◆ Co-develop policies and procedures for the township fire department, maintenance of township roads, and township cemetery burials and grounds maintenance
- ◆ Perform all real and personal property assessing functions certifying the assessment roll
- ◆ Defend assessments upon appeal to the Tax Tribunal
- ◆ Warrant the tax roll

IONIA COUNTY — Ionia, MI

A county within Michigan with a SEV in excess of \$1.9 Billion, and over 31,000 parcels.

Appraiser, 1997 to 2006

Employed to assist the County Equalization Director with all studies and reports required.

Key Responsibilities:

- ◆ Study property values and assessment levels in all classes
- ◆ Develop land studies and Economic Condition Factors
- ◆ Maintain good working relations with local assessors

TOWNVIEW FARMS INC. — McBride, MI

Farmer, 1981 to 1997

- ◆ Applied herbicides, fungicides, insecticides, and fumigants having a chemical applicator license with a soil fumigation rider
- ◆ Heavy equipment operator performing general repair and maintenance of equipment

UNITED STATES AIR FORCE — Holloman Air Force Base, NM

Sergeant, 1977 to 1981

- ◆ Tested guidance systems under Test Command requiring a top secret clearance
- ◆ Honorably discharged with good conduct and expert marksman ribbons

EDUCATION & CERTIFICATIONS

HIGH SCHOOL GRADUATE

- ◆ Honor Student, member of the National Honor Society, lettering in track and band

COMMUNITY COLLEGE OF THE AIR FORCE

- ◆ 1.5 years of applied credit from basic and technical schools in electronics and management

INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS

- ◆ Course 101: Fundamentals of Real Property Appraisal
- ◆ Course 102: Income Approach to Valuation
- ◆ Course 112: Income Approach to Valuation II

MICHIGAN ASSESSORS ASSOCIATION

- ◆ Narrative Appraisal Writing
- ◆ Personal Property
- ◆ Statistics in Assessing
- ◆ Depreciation Determination
- ◆ Michigan Tax Tribunal Procedures
- ◆ Tax Law and Exemptions
- ◆ Abatement and Authorities
- ◆ Appraisal Standards and Ethics
- ◆ Principles of Public Administration
- ◆ Planning and Administering Finance
- ◆ Communications
- ◆ Conflict Resolution
- ◆ Damage Assessment
- ◆ Appraising Mobile Home Parks & Manufactured Homes

Certifications:

- ◆ MMAO (4) (Michigan Master Assessing Officer) Certificate R-5325
- ◆ PPE (Personal Property Examiner)

PROFESSIONAL AFFILIATIONS

Affiliations:

- ◆ International Association of Assessing Officers (IAAO)
- ◆ Michigan Assessors Association (MAA)
- ◆ Michigan Association of Equalization Directors (MAED)

State Tax Commission Supervising Preparation of the Assessment Roll

Michigan Compiled Law (MCL) 211.10d(9) states, “An assessor who certifies an assessment roll in which he or she did not have direct supervision is guilty of a misdemeanor.” Assessors will be required to certify on an annual basis that they met the following guidelines when signing an assessment roll:

1. The assessor must sign the pre-Board of Review assessment roll certificate for the current assessment year by the first Monday in March or by the date specified by charter for delivery of the assessment roll to the Board of Review.
2. The assessor or the assessor’s assistant(s) must timely deliver the certified assessment roll (original hard copy) to the local Board of Review for its required March meetings.
3. The assessor or the assessor’s assistant(s) must timely deliver an original hard copy of the assessment roll to the County equalization department. This assessment roll is to have attached a post-Board of Review certificate which must be signed by the Board of Review.
4. The assessor or the assessor’s assistant(s) must timely provide a copy of the assessor’s database to the County equalization department.
5. The assessor must complete, sign (where applicable), and timely submit State Tax Commission Forms L-4021 and L-4022. These forms are to be submitted to the County equalization department and Form L-4022 is also to be submitted to the State Tax Commission.
6. The assessor must file all required State Tax Commission and equalization forms in a timely manner (in accordance with the State Tax Commission calendar and applicable statutes and administrative rules).
7. The assessor or the assessor’s assistant(s) must perform the following specific duties annually (if an assistant, the assessor must have direct supervision in all of the following tasks):
 - a. Appraise and assess taxable property (including new construction and including ensuring the taxable value uncapping of property following transfers of ownership).
 - b. Prepare and maintain the assessment roll, property classifications, property descriptions, special act rolls and other assessment records and have an established procedure to update records on a regular basis.
 - c. Attend Board of Review meetings if requested by the Township.
 - d. Attend meetings with the public at the Township or City municipal office facility.
 - e. Assist legal counsel in the prosecution or defense of cases arising out of assessment administration activities.

- f. Appear before the Michigan Tax Tribunal (both Entire Tribunal and Residential Property and Small Claims Division) to defend property tax appeals.
 - g. Appear before the Township or City governing body when requested.
 - h. Conduct personal property canvasses.
 - i. Ensure the accuracy of land divisions and splits and combinations of parcels.
 - j. Respond to general inquiries for assessment records and inquiries for assessment records made under the Freedom of Information Act. Assessment records identified in MCL 211.10a must be made accessible and available for inspection and copying by the public regardless of the location of the records (e.g., local unit public offices, office/home of the Township supervisor, office/home of the assessor, other). The assessor must identify when records are available for inspection and copying as required by MCL 211.10a.
 - k. Provide reports to the Township or City governing body when requested.
 - l. Ensure that the mass appraisal methods and procedures employed are in compliance with requirements of the *Uniform Standards of Professional Appraisal Practice* and the State Tax Commission's *Assessor's Manual*.
8. Pursuant to MCL 211.10e, the assessor or the assessor's assistant(s) must use only a current version of the State Tax Commission *Assessor's Manual* or other STC approved manual.
9. Pursuant to MCL 211.10e, the assessor or the assessor's assistant(s) must use and maintain the following assessment records:
- a. Appraisal record card system
 - b. Personal property record system
 - c. Tax (cadastral) maps
 - d. Land value studies and maps
 - e. Economic condition factor determinations
 - f. Current year assessment roll
 - g. Photos of dwellings and outbuildings affixed to appraisal record cards and/or stored electronically using assessing software
 - h. Homeowner's principal residence and qualified agricultural property exemption documents
 - i. Record of site visits to individual parcels
 - j. Historical assessment data
10. The assessor or the assessor's assistant(s) must ensure that the assessment roll contains the following information:
- a. Name and address of property owner
 - b. Legal description or approved parcel identification number
 - c. School district code
 - d. Property classification
 - e. Assessed valuation
 - f. Capped valuation
 - g. Taxable valuation
 - h. Board of Review valuation column

- i. Michigan Tax Tribunal and/or State Tax Commission valuation column
 - j. Homeowner's principal residence or qualified agricultural property exemption percentage
 - k. Date of last transfer of ownership
 - l. Leasehold improvements identifier, if applicable
 - m. The value of non-considered improvements (under MCL 211.27), if applicable
11. The assessor or the assessor's assistant(s) must ensure that the true cash value on the appraisal record cards matches the true cash value indicated by the assessor's value on the assessment roll.

COST AND COMPENSATION LIMITS, NOT TO EXCEED, FOR DESIGNATED ASSESSOR

All assessing maintenance will be based on a per parcel basis with the following fee schedule. Parcels include all active ad-valorem, special acts, and exempt.

| | |
|-----------------------|--------------------|
| Agricultural Real - | \$27.00 per parcel |
| Commercial Real - | \$30.00 per parcel |
| Industrial Real - | \$30.00 per parcel |
| Residential Real - | \$27.00 per parcel |
| Other Real - | \$27.00 per parcel |
| Personal Property - | \$25.00 per parcel |
| Special Act Parcels - | \$33.00 per parcel |

The above stated fees shall include an annual on-site review of at least 20% of the total ad-valorem real property count.

All re-appraisals will be based on a per parcel basis with the following fee schedule. Parcels include all active ad-valorem, special acts, and exempt.

| | |
|---------------------|---------------------|
| Agricultural Real - | \$75.00 per parcel |
| Commercial Real - | \$125.00 per parcel |
| Industrial Real - | \$125.00 per parcel |
| Residential Real - | \$75.00 per parcel |
| Other Real - | \$75.00 per parcel |

Hourly fee schedule of personnel are as follows

| | |
|-----------------|-------------------|
| MMAO Assessor - | \$150.00 per hour |
| MAAO Assessor - | \$80.00 per hour |
| MCAO Assessor - | \$60.00 per hour |
| Support Staff - | \$45.00 per hour |

Office hours if required by the Assessing District will be billed at \$50.00 per hour.

The above stated fees are all subject to an annual rate of inflation equivalent to the Consumer Price Index as published by the State Tax Commission.

Resolution #21-01

**Whitewater Township Board
2021/2022 Regular Meeting Dates**

Whitewater Township
Grand Traverse County, Michigan

Be It Resolved that the Whitewater Township Board will meet in regular session for the 2021/2022 fiscal year on the following dates at 7:00 p.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, MI 49690:

Tuesday, April 13
Tuesday, May 11
Tuesday, June 8
Tuesday, July 13
Tuesday, August 10
Tuesday, September 14
Tuesday, October 12
Tuesday, November 9
Tuesday, December 14
Tuesday, January 11
Tuesday, February 8
Tuesday, March 8

A motion to adopt the foregoing resolution was made by _____ and seconded by _____.

Upon voice vote, the following voted:

Yes:

No:

Absent:

RESOLUTION DECLARED ADOPTED.

Certificate

I, Cheryl A. Goss, Clerk of Whitewater Township, Grand Traverse County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the Whitewater Township Board of said municipality at a regular meeting held on February 9, 2021, relative to the adoption of Resolution #21-01.

Cheryl A. Goss, Clerk

Memo

To: Whitewater Township Board
From: Ron Popp, Supervisor
CC:
Date: 1-28-2021
Re: Board of Review Poverty Exemptions

Board Members,

Local units of government are required to review and update their policy on granting property tax poverty exemptions annually. The adopted resolution then provides the Board of Review Members with a set of instruction to follow when considering applications of this nature. On January 8, 2021 the State Tax Commission provided a summary of required changes called for by Public Act 253 of 2020 along with newly created, statutorily required application forms.

The first of two major changes in the poverty exemption process is the ability to “carry over” exemptions for certain applicants for three (3) years, without subsequent applications to the Board of Review. The local unit is required to create and implement an auditing process to verify ongoing eligibility of the applicants. If the auditing process determines exemption eligibility has been lost, the applicant is liable for repayment of taxes with interest. It is unclear if the local unit will be the collection agent (because they allowed the carry over) or some other method will be used. Additionally, the local unit must adopt a resolution by February 15, 2021 authorizing the provision. Whitewater Township does not currently have the administrative capacity to create, implement, audit and enforce this change. For the reasons stated above, and as allowed by Public Act 253 of 2020, the proposed Whitewater Township Poverty Guideline Resolution does not support the “carry over” provision.

The second change mandated by Public Act 253 of 2020 removes the authority previously granted to the Board of Review to vary from the instructions (resolution) set forth in the guidelines. The Board of Review was allowed to deviate from the adopted guidelines for substantial and compelling reasons to address extraordinary factors. In short, the Board of Review must adhere to the guidelines no matter the circumstance.

Other “new for 2021” requirements can be found in the summary page and are included in the proposed Whitewater Township Poverty Guideline Resolution below.

Similar to previous years, the Board of Review will evaluate the poverty exemption application packet and resolution at its March Organizational Meeting and offer recommendation to the Board of Trustees for future consideration and implementation.

An appropriate motion could be: Motion to adopt Resolution #21-XX Whitewater Township Poverty Guideline Resolution as amended.

Now the Summary of Changes, State Tax Commission Policy, Application form 5737, Request Form 5738, Poverty Exemption Affidavit Form 4998, and Proposed Resolution 21-XX:

Respectfully,

A handwritten signature in dark ink, appearing to read "Ron Popp", with a stylized flourish above the name.

Ron Popp
Supervisor, Whitewater Township

Summary of Changes to MCL 211.7u Poverty Exemption in Public Act 253 of 2020

Public Act 253 of 2020 was signed into law on December 23, 2020. The Act made several changes to the poverty exemption statute (MCL 211.7u) that will impact how local units, assessors, and boards of review handle the exemption starting with the 2021 tax year:

- Removes the word “supervisor” from statute, making it clear that only the Board of Review can grant/deny poverty exemption
- Clarifies that the federal income levels used are those adopted in the *prior* tax year (2020 federal levels are used for 2021 exemptions)
- Requires the local unit to make the policy, guidelines and application form available on their website
- Removes the ability for Boards of Review to deviate from the adopted policy/guidelines for “substantial and compelling reasons”
- Local units can adopt a resolution that allows an exemption granted in 2019 or 2020 to carry forward to 2021, 2022 and 2023 for those persons who receive a fixed income solely from public assistance that is not subject to significant annual increases (Federal Supplemental Security Income, Social Security disability or retirement benefits). Local units can also adopt a resolution for any new exemptions in 2021, 2022 or 2023 to remain exempt for up to 3 years for persons who receive a fixed income (MCL 211.7u(6))
- Local units can carry a poverty exemption forward that was granted in 2019 or 2020 for the 2021 tax year, without an application or protest to the Board of Review. **Local units must adopt a resolution by February 15, 2021 to carry the exemption forward** (MCL 211.7u(8))
- If a person meets all eligibility requirements in statute, the Board of Review must grant a full exemption equal to a 100% reduction in taxable value OR a partial exemption equal to a 25% or 50% reduction in taxable value OR any other percentage reduction in taxable value approved by the STC

A person receiving the extended exemption in MCL 211.7u(6) for up to 3 years due to receiving a fixed income is required to file an affidavit rescinding the exemption within 45 days of no longer being eligible for the exemption.

Local units that adopt a resolution to extend the poverty exemption for up to 3 years for those persons who receive a fixed income solely from public assistance **or** local units that carry the 2019/2020 granted poverty exemptions forward to 2021 must implement an audit program and if found ineligible, the person is subject to repayment of the taxes plus interest.

Local units may need to revise their guidelines, policies, etc to implement the changes in statute. This includes revised guidelines that remove any other calculation of the taxable value for approved poverty exemptions, i.e. formulas that take into consideration the homestead tax credit to calculate the property tax liability and revised TV based on that calculated tax liability. The guidelines may only provide for a full exemption equal to a 100% reduction in taxable value (TV of 0) or a partial exemption equal to a 25% reduction or 50% reduction in taxable value, or any other percentage reduction approved by the State Tax Commission.

PA 253 requires the State Tax Commission to issue a bulletin on how to develop and implement the audit program for the extended poverty exemption provisions in MCL 211.7u(6) and (8). The State Tax Commission will also be working to create the statutorily required poverty application form and other necessary forms and guidance.

**STATE TAX COMMISSION POLICY REGARDING REQUESTS FOR PERCENTAGE
REDUCTIONS IN TAXABLE VALUE FOR POVERTY EXEMPTIONS UNDER MCL 211.7u**

Public Act 253 of 2020 amended MCL 211.7u related to poverty exemptions. PA 253 of 2020 lists the specific percentage reductions in taxable value that may be used by the board of review in granting a poverty exemption. MCL 211.7u(5) states that if a person claiming the poverty exemption meets all eligibility requirements, the board of review shall grant the poverty exemption, in whole or in part, as follows:

1. A full exemption equal to a 100% reduction in taxable value for the year in which the exemption is granted; or
2. A partial exemption equal to a 50% reduction in taxable value for the year in which the exemption is granted; or
3. A partial exemption equal to a 25% reduction in taxable value for the year in which the exemption is granted.

No other method of calculating taxable value may be utilized, except for those percentage reductions specifically authorized in statute, or any other percentage reduction approved by the State Tax Commission. The Commission shall use the following process for the filing, review, and approval of local assessing unit requests to utilize a percentage reduction in taxable value when approving poverty exemptions under MCL 211.7u:

1. A local assessing unit that wants to use any other percentage reduction(s) in taxable value other than the reductions specifically authorized in statute must obtain permission for use of such percentage reduction(s) by filing Form 5738, *Request For Approval of Percentage Reduction in Taxable Value For Poverty Exemptions Under MCL 211.7u* with the State Tax Commission.
2. The local assessing unit must indicate on the Form the specific percentage reduction(s) in taxable value requested and an explanation of how the requested percentage reduction(s) will be calculated and applied when granting a poverty exemption. Based on case law, calculations that utilize any of the following are **not** permitted:
 - a. A limitation on the maximum value of the principal residence eligible to receive an exemption.
 - b. A requirement that the principal residence must be owned for a certain number of years before a claim for exemption can be made.
 - c. A limitation on the number of years an exemption can be claimed and received.
3. If a person meets all eligibility requirements in statute for receiving a full or partial exemption, the calculation for the percentage reduction in taxable value cannot result in a person receiving no relief, i.e., the calculation cannot result in a taxable value greater than or equal to the taxable value *prior* to application for the poverty exemption in that tax year.
4. Form 5738 must be completed in its entirety and signed by the local assessing unit clerk and assessing officer.

5. The completed Form and any attachments must be submitted to the State Tax Commission at: State Tax Commission, PO Box 30471, Lansing, MI 48909 or by email to State-Tax-Commission@michigan.gov.
6. Requests will be reviewed by State Tax Commission staff. If insufficient documentation was provided by the local assessing unit, the local assessing unit will be notified in writing and will be permitted to submit adequate documentation to the State Tax Commission within 30 days of the written notice. If adequate documentation is not submitted within the deadline, staff will recommend that the State Tax Commission deny the request.
7. Upon receipt of a completed request, staff will review the proposed percentage reductions(s) in taxable value and explanation of how the reduction(s) will be calculated and applied when granting a poverty exemption. Staff recommendations to approve or deny a local unit request will be forwarded to the State Tax Commission for review and decision.
8. If approved, the local assessing unit will receive written notification within 14 days of the State Tax Commission meeting approving the request.
9. A local assessing unit that wishes to modify any percentage reduction(s) previously approved by the Commission must do so by submitting a new Form 5738 with the requested percentages.

Application for MCL 211.7u Poverty Exemption

This form is issued under the authority of the General Property Tax Act, Public Act 206 of 1893, MCL 211.7u.

MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893, provides a property tax exemption for the principal residence of persons who, by reason of poverty, are unable to contribute toward the public charges. This application is to be used to apply for the exemption and must be filed with the Board of Review where the property is located. This application may be submitted to the city or township the property is located in each year on or after January 1.

To be considered complete, this application must: 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

| | | | | | |
|---|------------------|-----------------|---|---|----------------------|
| PART 1: PERSONAL INFORMATION — Petitioner must list all required personal information. | | | | | |
| Petitioner's Name | | | | Daytime Phone Number | |
| Age of Petitioner | Marital Status | | Age of Spouse | Number of Legal Dependents | |
| Property Address of Principal Residence | | | City | State | ZIP Code |
| <input type="checkbox"/> Check if applied for Homestead Property Tax Credit | | | Amount of Homestead Property Tax Credit | | |
| PART 2: REAL ESTATE INFORMATION | | | | | |
| List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the Board of Review meeting. | | | | | |
| Property Parcel Code Number | | | Name of Mortgage Company | | |
| Unpaid Balance Owed on Principal Residence | | Monthly Payment | | Length of Time at this Residence | |
| Property Description | | | | | |
| PART 3: ADDITIONAL PROPERTY INFORMATION | | | | | |
| List information related to any other property owned by you or any member residing in the household. | | | | | |
| <input type="checkbox"/> Check if you own, or are buying, other property. If checked, complete the information below. | | | | Amount of Income Earned from other Property | |
| 1 | Property Address | | City | State | ZIP Code |
| | Name of Owner(s) | | Assessed Value | Date of Last Taxes Paid | Amount of Taxes Paid |
| 2 | Property Address | | City | State | ZIP Code |
| | Name of Owner(s) | | Assessed Value | Date of Last Taxes Paid | Amount of Taxes Paid |

PART 4: EMPLOYMENT INFORMATION — List your current employment information.

| | | | |
|---------------------|---------------------------|-------|----------|
| Name of Employer | | | |
| Address of Employer | City | State | ZIP Code |
| Contact Person | Employer Telephone Number | | |

PART 5: INCOME SOURCES

List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRAs (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income, for all persons residing at the property.

| Source of Income | Monthly or Annual Income (indicate which) |
|------------------|--|
| | |
| | |
| | |

PART 6: CHECKING, SAVINGS AND INVESTMENT INFORMATION

List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments, for all persons residing at the property.

| Name of Financial Institution or Investments | Amount on Deposit | Current Interest Rate | Name on Account | Value of Investment |
|---|----------------------|--------------------------|-----------------|------------------------|
| | | | | |
| | | | | |
| | | | | |

PART 7: LIFE INSURANCE — List all policies held by all household members.

| Name of Insured | Amount of Policy | Monthly Payments | Policy Paid in Full | Name of Beneficiary | Relationship to Insured |
|-----------------|---------------------|---------------------|------------------------|---------------------|----------------------------|
| | | | | | |
| | | | | | |
| | | | | | |

PART 8: MOTOR VEHICLE INFORMATION

All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.

| Make | Year | Monthly Payment | Balance Owed |
|------|------|-----------------|--------------|
| | | | |
| | | | |

PART 9: HOUSEHOLD OCCUPANTS — List all persons living in the household.

| First and Last Name | Age | Relationship to Applicant | Place of Employment | \$ Contribution to Family Income |
|---------------------|-----|---------------------------|---------------------|----------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

PART 10: PERSONAL DEBT — List all personal debt for all household members.

| Creditor | Purpose of Debt | Date of Debt | Original Balance | Monthly Payment | Balance Owed |
|----------|-----------------|--------------|------------------|-----------------|--------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

PART 11: MONTHLY EXPENSE INFORMATION

The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.

| | | | |
|-------------------------|-------------------------|---------------------------------|------------------|
| Heating | Electric | Water | Phone |
| Cable | Food | Clothing | Health Insurance |
| Garbage | Daycare | Car Expense (gas, repair, etc.) | |
| Other (type and amount) | Other (type and amount) | Other (type and amount) | |
| Other (type and amount) | Other (type and amount) | Other (type and amount) | |

NOTICE: Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year must be submitted with this application. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year.

PART 11: POLICY AND GUIDELINES ACKNOWLEDGMENT

The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under MCL 211.7u. In order to be eligible for the exemption, the applicant must meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit so long as the alternative guidelines do not provide income eligibility requirements less than the federal guidelines. The policy and guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets. The combined assets of all persons must not exceed the limits set forth in the guidelines adopted by the local assessing unit.

☐ The applicant has reviewed the applicable policy and guidelines adopted by the city or township, including the specific income and asset levels of the claimant and total household income and assets.

PART 12: CERTIFICATION

I hereby certify to the best of my knowledge that the information provided in this form is complete, accurate and I am eligible for the exemption from property taxes pursuant to Michigan Compiled Law, Section 211.7u.

| | | |
|--------------|-----------|------|
| Printed Name | Signature | Date |
|--------------|-----------|------|

This application shall be filed after January 1, but before the day prior to the last day of the local unit's December Board of Review.

Decision of the March Board of Review may be appealed by petition to the Michigan Tax Tribunal by July 31 of the current year. A July or December Board of Review decision may be appealed to the Michigan Tax Tribunal by petition within 35 days of decision. A copy of the Board of Review decision must be included with the petition.

Michigan Tax Tribunal
PO Box 30232
Lansing MI 48909

Phone: 517-335-9760
E-mail: taxtrib@michigan.gov

Request For Approval of Percentage Reduction in Taxable Value For Poverty Exemptions Under MCL 211.7u

This form is issued under the authority of Public Act 253 of 2020.

This form is to be completed by any local assessing unit requesting to utilize a percentage reduction in taxable value for exemptions granted under MCL 211.7u other than the taxable value reductions permitted by MCL 211.7u(5)(a) and (b)(i). MCL 211.7u(5)(b)(ii) provides that the board of review may grant the poverty exemption, in whole or in part, for any other percentage reduction in taxable value for the tax year in which the exemption is granted, applied in a form and manner prescribed by the State Tax Commission. The local assessing unit is required to complete this form in its entirety and submit to the State Tax Commission for review and approval prior to applying any other percentage reduction in taxable value other than what is permitted in statute.

All parts below must be completed.

| PART 1: LOCAL ASSESSING UNIT INFORMATION | | | |
|---|----------------------------------|--------|----------|
| City or Township (check the appropriate box and enter name) <input type="checkbox"/> City <input type="checkbox"/> Township | | County | |
| City or Township Mailing Address | City | State | ZIP Code |
| PART 2: PERCENTAGE REDUCTION(S) IN TAXABLE VALUE REQUESTED | | | |
| List all requested percentage reductions below: | | | |
| | | | |
| PART 3: EXPLANATION OF HOW PERCENTAGE REDUCTION WILL BE CALCULATED AND APPLIED | | | |
| Provide an explanation of how the percentage reduction(s) in taxable value will be calculated and applied by the local assessing unit. Attach additional pages if necessary: | | | |
| | | | |
| PART 4: CERTIFICATION | | | |
| We certify to the best of our knowledge, that the information contained in this form is complete and accurate and that we are authorized to represent the city or township named in this form. We understand that a request for a percentage reduction in taxable value other than what is prescribed in statute must be submitted to and approved by the State Tax Commission prior to use of any other percentage reduction in taxable value by the local assessing unit in granting exemptions under MCL 211.7u. | | | |
| City or Township Clerk Name (print) | City or Township Clerk Signature | | |
| Assessing Officer Name (print) | Assessing Officer Signature | | |

Mail completed form and any attachments to: State Tax Commission, PO Box 30471, Lansing MI 48909;
or e-mail to **State-Tax-Commission@michigan.gov**

Poverty Exemption Affidavit

This form is issued under authority of Public Act 206 of 1893; MCL 211.7u.

INSTRUCTIONS: When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor or the board of review of the local unit where the property is located. MCL 211.7u provides for a whole or partial property tax exemption on the principal residence of an owner of the property by reason of poverty and the inability to contribute toward the public charges. MCL 211.7u(2)(b) requires proof of eligibility for the exemption be provided to the board of review by supplying copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit returns, or by filing an affidavit for all persons residing in the residence who were not required to file federal or state income tax returns for the current or preceding tax year.

I, _____, swear and affirm by my signature below that I reside in the principal residence that is the subject of this Application for Poverty Exemption and that for the current tax year and the preceding tax year, I was not required to file a federal or state income tax return.

Address of Principal Residence: _____

Signature of Person Making Affidavit

Date

RESOLUTION
POVERTY EXEMPTION GUIDELINES

WHEREAS, the adoption of guidelines for poverty exemptions is within the purview of the township board; and

WHEREAS, the principal residence of persons who, in the judgment of the ~~Supervisor and~~ Board of Review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption, in whole or in part from taxation under Public Act 390, 1994 (MCL 211,7u) and

WHEREAS, pursuant to PA 390, 1994, Whitewater Township, Grand Traverse County adopts the following guidelines for the ~~Supervisor and~~ Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels or the claimant and all persons residing in the household, ~~including any property tax credit returns, filed in the current or immediately preceding year.~~

To be eligible, a person shall do all the following on an annual basis:

- 1) Own and occupy as your principal residence, the property for which the exemption is requested.
- 2) File a claim with the supervisor/assessor or board of review, on a form ~~5737 provided by the local assessing unit~~, accompanied by federal and state income tax returns for all persons residing in the principal residence with all W-2's, 1099's, preceding twelve (12) months of bank statements, ~~including any property tax credit returns (MI-1040CR), filed in the immediately preceding year or in the current year~~, or a signed State Tax Commission Form 4988, Poverty Exemption Affidavit.
- 3) File a claim reporting the combined assets of all persons do not exceed the current guidelines. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc. An estimate of value (Blue Book) must be supplied for all titled or registered vehicles.
- 4) Produce a valid driver's license or other form of identification if requested by the ~~supervisor or~~ board of review.
- 5) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if required by the ~~supervisor or~~ board of review.

- 6) Meet the federal poverty guidelines updated annually in the federal register by the United States Department of Health and Human Services, or alternative guidelines adopted by the governing body of the local assessing unit provided the alternative guidelines do not provide income eligibility requirements less than the federal guidelines.
- 7) The application for an exemption under this section shall be filed after January 1 but before the day prior to the last day of the December Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to Michigan Tax Tribunal.

NOTE: Applications may be reviewed by the Board of Review without applicant being present. However, the Board of Review may request that any or all applicants be physically present to respond to any questions they may have. This means that you could be called to appear on short notice. You may have to answer questions regarding your financial affairs, health, the status of people living in your home, etc. before the Board of Review, at a meeting which is open to and may be attended by the public. Teleconferencing for the purpose of asking questions of the applicant is allowable if the applicant is not able to attend.

8) Additional eligibility requirements as determined by the Whitewater Township Board:

- a. The Board of Review shall follow the policy and guidelines established herein when granting or denying an exemption.
- b. As an alternate guideline and authorized above in paragraph 6, the Board of Review shall recognize the published 2020 Poverty Guidelines for the 48 contiguous states and the district of Columbia PLUS 125% when determining eligibility for principal resident poverty tax exemption applications in Whitewater Township.
- c. The Board of Review may not deviate from the guidelines. ~~if it determines there are substantial and compelling reasons which are to be communicated, in writing, to the applicant. Compelling reasons include, but are not limited to, excessive medical expenses or excessive expenses necessary for the care of elderly or handicapped persons, etc.~~
- d. Applicants may be subject to investigation of their entire financial and property records by the Township. This would be done to verify information given or statements made to the Board of Review or assessor in regards to the poverty tax claim.
- e. All applicants will be evaluated based on data and statements given to the Board by the applicant. The Board can also use information gathered from any source.

f. Asset Eligibility: The value of property in excess of what is considered part of the original homestead shall be considered an asset. Assets include, but are not limited to: real estate other than the principal residence, motor vehicle, recreational vehicles and equipment, certificates of deposits, savings accounts, checking accounts, cash, stocks, bonds, life insurance, coin collections, boats, jewelry, retirement funds, etc. Assets, (except the original homestead, essential household goods and the first \$150,200 of the market value of a motor vehicle), shall not exceed \$4,~~162,080~~ for an individual applicant and/or \$6,~~242,420~~ per household if more than one financial contributor. An estimate of value (Blue Book) must be supplied for all titled or registered vehicles.

g. The Board of Review will consider all assets of the owner, co-owner(s) and all qualifying financial members of the household. Any attempt to hide and/or shift assets to another person, business or corporation shall be grounds for denial.

Handicapped or infirmed applicants may call the Assessing Office to make necessary arrangements for assistance.

If the applicants fails to supply the required documents and/or fails to complete the application in its entirety, or if the information supplied is found to be fraudulent, the application shall be denied.

NOW, **THEREFORE, BE IT HEREBY RESOLVED** that the Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption, ~~unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these are communicated in writing to the claimant.~~

A motion to adopt the foregoing resolution was made by _____ and seconded by _____.

Upon roll call vote, the following voted:

Yes:

No:

Absent:

Resolution declared _____ (adopted/not adopted).

Certificate

I, Cheryl A. Goss, Clerk of Whitewater Township, Grand Traverse County, Michigan,
do hereby certify that the foregoing is a true and complete copy of certain proceedings
taken by the Whitewater

Township Board of said municipality at a regular meeting held on _____ (date),
relative to the _____ (adoption/non-adoption) of Resolution #219-XX.

Cheryl A. Goss



FEDERAL REGISTER

Vol. 85

Friday,

No. 12

January 17, 2020

Pages 2867–3228

OFFICE OF THE FEDERAL REGISTER

TOTAL ESTIMATED ANNUALIZED BURDEN—HOURS—Continued

| Form name | Number of respondents | Number of responses per respondent | Total responses | Average burden per response (in hours) | Total burden hours |
|--|-----------------------|------------------------------------|-----------------|--|--------------------|
| Program Implementation Semi-Structured Interview | 28 | 1 | 28 | 1.00 | 28 |
| Total | 17,256 | | 51,712 | | 9,842 |

Maria G. Button,

Director, Executive Secretariat.

[FR Doc. 2020-00736 Filed 1-16-20; 8:45 am]

BILLING CODE 4165-15-P

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Office of the Secretary

Annual Update of the HHS Poverty Guidelines

AGENCY: Department of Health and Human Services.

ACTION: Notice.

SUMMARY: This notice provides an update of the Department of Health and Human Services (HHS) poverty guidelines to account for last calendar year's increase in prices as measured by the Consumer Price Index.

DATES: *Applicable Date:* January 14, 2020 unless an office administering a program using the guidelines specifies a different effective date for that particular program.

ADDRESSES: Office of the Assistant Secretary for Planning and Evaluation, Room 404E, Humphrey Building, Department of Health and Human Services, Washington, DC 20201.

FOR FURTHER INFORMATION CONTACT: For information about how the guidelines are used or how income is defined in a particular program, contact the Federal, state, or local office that is responsible for that program. For information about poverty figures for immigration forms, the Hill-Burton Uncompensated Services Program, and the number of people in poverty, use the specific telephone numbers and addresses given below.

For general questions about the poverty guidelines themselves, contact Kendall Swenson, Office of the Assistant Secretary for Planning and Evaluation, Room 422F.5, Humphrey Building, Department of Health and Human Services, Washington, DC 20201—telephone: (202) 795-7309—or visit <http://aspe.hhs.gov/poverty/>.

For information about the percentage multiple of the poverty guidelines to be used on immigration forms such as

USCIS Form I-864, Affidavit of Support, contact U.S. Citizenship and Immigration Services at 1-800-375-5283. You also may visit <https://www.uscis.gov/i-864>.

For information about the Hill-Burton Uncompensated Services Program (free or reduced-fee health care services at certain hospitals and other facilities for persons meeting eligibility criteria involving the poverty guidelines), contact the Health Resources and Services Administration Information Center at 1-800-638-0742. You also may visit <https://www.hrsa.gov/get-health-care/affordable/hill-burton/index.html>.

For information about the number of people in poverty, visit the Poverty section of the Census Bureau's website at <https://www.census.gov/topics/income-poverty/poverty.html> or contact the Census Bureau's Customer Service Center at 1-800-923-8282 (toll-free) or visit <https://ask.census.gov> for further information.

SUPPLEMENTARY INFORMATION:

Background

Section 673(2) of the Omnibus Budget Reconciliation Act (OBRA) of 1981 (42 U.S.C. 9902(2)) requires the Secretary of the Department of Health and Human Services to update the poverty guidelines at least annually, adjusting them on the basis of the Consumer Price Index for All Urban Consumers (CPI-U). The poverty guidelines are used as an eligibility criterion by Medicaid and a number of other Federal programs. The *poverty guidelines* issued here are a simplified version of the *poverty thresholds* that the Census Bureau uses to prepare its estimates of the number of individuals and families in poverty.

As required by law, this update is accomplished by increasing the latest published Census Bureau poverty thresholds by the relevant percentage change in the Consumer Price Index for All Urban Consumers (CPI-U). The guidelines in this 2020 notice reflect the 1.8 percent price increase between calendar years 2018 and 2019. After this inflation adjustment, the guidelines are rounded and adjusted to standardize the differences between family sizes. In rare

circumstances, the rounding and standardizing adjustments in the formula result in small decreases in the poverty guidelines for some household sizes even when the inflation factor is not negative. In cases where the year-to-year change in inflation is not negative and the rounding and standardizing adjustments in the formula result in reductions to the guidelines from the previous year for some household sizes, the guidelines for the affected household sizes are fixed at the prior year's guidelines. As in prior years, these 2020 guidelines are roughly equal to the poverty thresholds for calendar year 2019 which the Census Bureau expects to publish in final form in September 2020.

The poverty guidelines continue to be derived from the Census Bureau's current official poverty thresholds; they are not derived from the Census Bureau's Supplemental Poverty Measure (SPM).

The following guideline figures represent annual income.

2020 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA

| Persons in family/household | Poverty guideline |
|-----------------------------|-------------------|
| 1 | \$12,760 |
| 2 | 17,240 |
| 3 | 21,720 |
| 4 | 26,200 |
| 5 | 30,680 |
| 6 | 35,160 |
| 7 | 39,640 |
| 8 | 44,120 |

For families/households with more than 8 persons, add \$4,480 for each additional person.

2020 POVERTY GUIDELINES FOR ALASKA

| Persons in family/household | Poverty guideline |
|-----------------------------|-------------------|
| 1 | \$15,950 |
| 2 | 21,550 |
| 3 | 27,150 |
| 4 | 32,750 |
| 5 | 38,350 |

2020 POVERTY GUIDELINES FOR
ALASKA—Continued

| Persons in family/household | Poverty guideline |
|-----------------------------|-------------------|
| 6 | 43,950 |
| 7 | 49,550 |
| 8 | 55,150 |

For families/households with more than 8 persons, add \$5,600 for each additional person.

2020 POVERTY GUIDELINES FOR
HAWAII

| Persons in family/household | Poverty guideline |
|-----------------------------|-------------------|
| 1 | \$14,680 |
| 2 | 19,830 |
| 3 | 24,980 |
| 4 | 30,130 |
| 5 | 35,280 |
| 6 | 40,430 |
| 7 | 45,580 |
| 8 | 50,730 |

For families/households with more than 8 persons, add \$5,150 for each additional person.

Separate poverty guideline figures for Alaska and Hawaii reflect Office of Economic Opportunity administrative practice beginning in the 1966–1970 period. (Note that the Census Bureau poverty thresholds—the version of the poverty measure used for statistical purposes—have never had separate figures for Alaska and Hawaii.) The poverty guidelines are not defined for Puerto Rico or other outlying jurisdictions. In cases in which a Federal program using the poverty guidelines serves any of those jurisdictions, the Federal office that administers the program is generally responsible for deciding whether to use the contiguous-states-and-DC guidelines for those jurisdictions or to follow some other procedure.

Due to confusing legislative language dating back to 1972, the poverty guidelines sometimes have been mistakenly referred to as the “OMB” (Office of Management and Budget) poverty guidelines or poverty line. In fact, OMB has never issued the guidelines; the guidelines are issued each year by the Department of Health and Human Services. The poverty guidelines may be formally referenced as “the poverty guidelines updated

periodically in the **Federal Register** by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2).”

Some Federal programs use a percentage multiple of the guidelines (for example, 125 percent or 185 percent of the guidelines), as noted in relevant authorizing legislation or program regulations. Non-Federal organizations that use the poverty guidelines under their own authority in non-federally-funded activities also may choose to use a percentage multiple of the guidelines.

The poverty guidelines do not make a distinction between farm and non-farm families, or between aged and non-aged units. (Only the Census Bureau poverty thresholds have separate figures for aged and non-aged one-person and two-person units.)

This notice does not provide definitions of such terms as “income” or “family” as there is considerable variation of these terms among programs that use the poverty guidelines. The legislation or regulations governing each program define these terms and determine how the program applies the poverty guidelines. In cases where legislation or regulations do not establish these definitions, the entity that administers or funds the program is responsible to define such terms as “income” and “family.” Therefore questions such as net or gross income, counted or excluded income, or household size should be directed to the entity that administers or funds the program.

Dated: January 14, 2020.

Alex M. Azar II,

Secretary, Department of Health and Human Services.

[FR Doc. 2020–00858 Filed 1–15–20; 4:15 pm]

BILLING CODE 4150–05–P

**DEPARTMENT OF HEALTH AND
HUMAN SERVICES**

[Document Identifier: OS–0990–0001]

**Agency Information Collection
Request; 30-Day Public Comment
Request**

AGENCY: Office of the Secretary, HHS.

ACTION: Notice.

SUMMARY: In compliance with the requirement of the Paperwork Reduction Act of 1995, the Office of the

Secretary (OS), Department of Health and Human Services, is publishing the following summary of a proposed collection for public comment.

DATES: Comments on the ICR must be received on or before February 18, 2020.

ADDRESSES: Submit your comments to OIRA_submission@omb.eop.gov or via facsimile to (202) 395–5806.

FOR FURTHER INFORMATION CONTACT: Sherrette Funn, Sherrette.Funn@hhs.gov or (202) 795–7714. When submitting comments or requesting information, please include the document identifier 0990–0001–30D and project title for reference.

SUPPLEMENTARY INFORMATION: Interested persons are invited to send comments regarding this burden estimate or any other aspect of this collection of information, including any of the following subjects: (1) The necessity and utility of the proposed information collection for the proper performance of the agency’s functions; (2) the accuracy of the estimated burden; (3) ways to enhance the quality, utility, and clarity of the information to be collected; and (4) the use of automated collection techniques or other forms of information technology to minimize the information collection burden.

Information Collection Request Title: Application for waiver of the two- year foreign residence requirement of the Exchange Visitor Program.

OMB No.: 0990–0001.

Abstract: The HHS program deals with both research and clinical care waivers. Applicant institutions apply to this Department to request a waiver on behalf of research scientists or foreign medical graduates to work as clinicians in HHS designated health shortage areas doing primary care in medical facilities. The instructions request a copy of Form G–28 from applicant institutions represented by legal counsel outside of the applying institution. United States Department of Justice Form G–28 ascertains that legal counsel represents both the applicant organization and the exchange visitor.

Need and Proposed Use of the Information: Required as part of the application process to collect basic information such as name, address, family status, sponsor and current visa information.

Likely Respondents: Research scientists and research facilities.

Memo

To: Whitewater Township Board
From: Ron Popp
CC:
Date: 1-26-2021
Re: Park & Recreation Advisory Committee Appointment - Alternate

Board Members,

A couple of years ago, I had the pleasure of meeting Mr. Pat Pierce to discuss serving on the Park and Recreation Advisory Committee (PRAC) as an alternate member. His regard, dedication and enthusiasm to improve recreational opportunities was very clear. More recently, his contributions to various watershed and water quality type meetings strengthens that observation. Late fall of 2020 Mr. Pierce updated his application for appointment that is a part of this packet.

In light of the above and other valuable attributes, I am recommending Pat Pierce, 9500 Larsen Road, Williamsburg Michigan 49690 to a Partial year term Alternate Post on the Whitewater Township Parks & Recreation Advisory Committee. If approved, this appointment will fill the vacancy of Linda Slopsema.

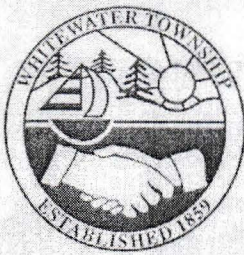
An appropriate motion might be:

A motion to confirm the recommendation of the Supervisor appointing Mr. Pat Pierce to a partial 3-year Alternate Post on the Whitewater Township Parks and Recreation Advisory Committee. The term will end on December 31, 2021.

(Voice Vote)

Ron Popp

Supervisor
Whitewater Township



WHITEWATER TOWNSHIP

5777 Vinton Road • P.O. Box 159 • Williamsburg, MI 49690 (231)
267-5141 • FAX (231) 267-9020

APPLICATION FOR APPOINTMENT

RECEIVED
11-30-20
C

Date of Application: 11/23/2020

Name: Pierce Pat D

Address: 9500 Larsen Rd City: Williamsburg Zip: 49690

Telephone: (Home) _____ (Cell) 231 492 8042

E-Mail Address: elk lake 1 @ charter . net

What Committees and/or Boards are you interested in?

(Select as many as you like)

Board of Review: _____ Park & Recreation Advisory Committee: ✓

Planning Commission: _____ Zoning Board of Appeals: _____

Are you a Whitewater Township Resident? Yes ✓ No _____

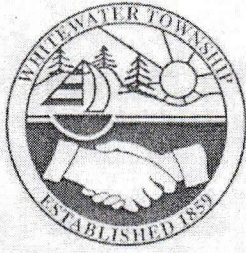
Are you a Land Owner in Whitewater Township? Yes ✓ No _____

Are you a Qualified Elector of the Township? Yes ✓ No _____

As defined by the 1963 Michigan Constitution, as amended by the 26th Amendment of the U.S. Constitution

Please describe your interest in the selected committee/board and how you feel your expertise and contribution would benefit the group:

I have a special interest in wildlife and nature that I believe would nicely apply to a P+R Advisory Committee. I think everything that can be done to create new recreational properties and improve old ones will echo the benefits in the future. I live on Elk Lake and am particularly interested in the Battle Creek Natural Area.



WHITEWATER TOWNSHIP

5777 Vinton Road • P.O. Box 159 • Williamsburg, MI 49690 (231)
267-5141 • FAX (231) 267-9020

Please provide any other information you wish to share.

Complete, sign, and return this application to:

Whitewater Township Supervisor
P.O. Box 159, 5777 Vinton Road,
Williamsburg MI 49690,
Fax 231-267-9020

Email: supervisor@whitewatertownship.org

Darius Deice
Applicant Signature

11/23/2020
Date

Memo

To: Whitewater Township Board
From: Ron Popp, Supervisor
CC:
Date: 1-28-2021
Re: Modify Request to Initiate Skegemog Point Road

Board Members,

Late summer of 2020 the Township took the first steps towards repairing the driving surface of Skegemog Point Road by authorizing \$1,000.00 to the Grand Traverse County Road Commission (GTCRC) for an Opinion of Probable Cost for the work. Later that year, the Opinion of Probable Cost was reviewed by the Township Board and local residents alike. Consensus of the residents who commented, focused on an effort to minimize the proposed construction below the minimum standards of the GTCRC's Asset Management Plan in order to preserve the feel of the road and protect the tunnel of trees the neighborhood is noted for.

Below is a request from County Highway Engineer Wayne Schoonover for the Whitewater Township Board to confirm the new parameters thusly amending the Request to Initiate Form previously submitted. In support of the new parameters, Mr. Dave Hauser, who lives on Skegemog Point Road and is a neighborhood champion for the repairs, concurs with Mr. Schoonover's account as stated below. If the Board agrees, Mr. Schoonover's team will generate an updated Opinion of Probable Cost as part of the original \$1,000.00 fee.

An appropriate motion may look like: Motion to approve the modified Request to Initiate description of work as noted below.

Respectfully,



Ron Popp
Supervisor, Whitewater Township

From: Wayne Schoonover <wschoonover@gtcrc.org>
Sent: Friday, January 8, 2021 11:06 AM
To: Ron Popp, Whitewater Twp Supv
Cc: Rob Sullivan; Joe Slonecki
Subject: Skegemog Point Rd estimate revisit

Good morning Ron,

I just wanted to verify what I'm asking my staff to revise with regards to the Skegemog Point Rd estimate.

From my notes of the December 15th Special meeting, we will revise the estimate to reflect:

- Station 0+00 (M-72) northerly to Station 109+00 (Section Corner at north end of field, 200' south of Shadow Lane - Pvt), approx.. 2.06 miles: HMA wedging, shoulder trenching to provide 4" of aggregate base for 3' paved shoulders and HMA curb where necessary, and chip seal. This will include necessary downspouts and riprap, areas of fullwidth HMA removal and replaced HMA where the roadway is completely distressed, limited slope flattening and necessary drainage/culvert extension. This section will be eligible for GTCRC cost sharing of 60%.
- Station 109+00 northerly to Station 154+20 (Fairview Ave – Pvt), approx.. 0.86 miles: trench the existing aggregate shoulders at their current width to 4" depth and replace with new aggregate, crush and shape the existing HMA roadway to the current road and shoulder with, and repave with 3.5" of HMA. Minor windrows of existing aggregate/organic materials will be created at the beginning of the trenching operation to be used after final asphalt is placed to restore/back up the HMA and eliminate edge drop. No ditching or tree removals will occur with the exception of necessary tree trimming from edge-to-edge so as to remove potential equipment damage to GTCRC snow removal equipment and other vehicles, and notified specific trees. These will be mutually identified between the GTCRC and Whitewater Twp prior to construction. **This section would not be cost participated by the GTCRC.**
- Station 154+20 (Fairview Ave – Pvt) to Sta 158+11 (391'): HMA overlay of 2" cap. This lake access could be crushed and shaped for approx.. \$20,000 if so chosen by the Twp. Please indicate desire on this section. GTCRC participation of 25% would be eligible on either option.

Thank you,

Wayne A. Schoonover, PE

Wayne A. Schoonover, PE
Manager of Engineering/County Highway Engineer
Grand Traverse County Road Commission
1881 LaFranier Road
Traverse City MI 49696
231-922-4848, ext 216
231-929-1836 FAX
www.gtcrc.org
Find us on Facebook

Memo

To: Whitewater Township Board of Trustees
From: Ron Popp, Supervisor
CC: None
Date: 1.26.2021
Re: GT County Sheriff Department – Community Police Officer Program (CPO)

Board Members,

Thinking towards the future and growth of Williamsburg, a community service we may want to look at more closely is a Community Police Officer. The following information collage is the work of Chris Clark, Captain of Field Services Division for the Grand Traverse County Sheriff Department and provides a great introduction to the Community Police Officer Program offered by the Department.

If services like this are of interest, what are the Board's thoughts about timelines, implementation, hours of service and funding?

Respectfully submitted,



Ron Popp

Supervisor, Whitewater Township

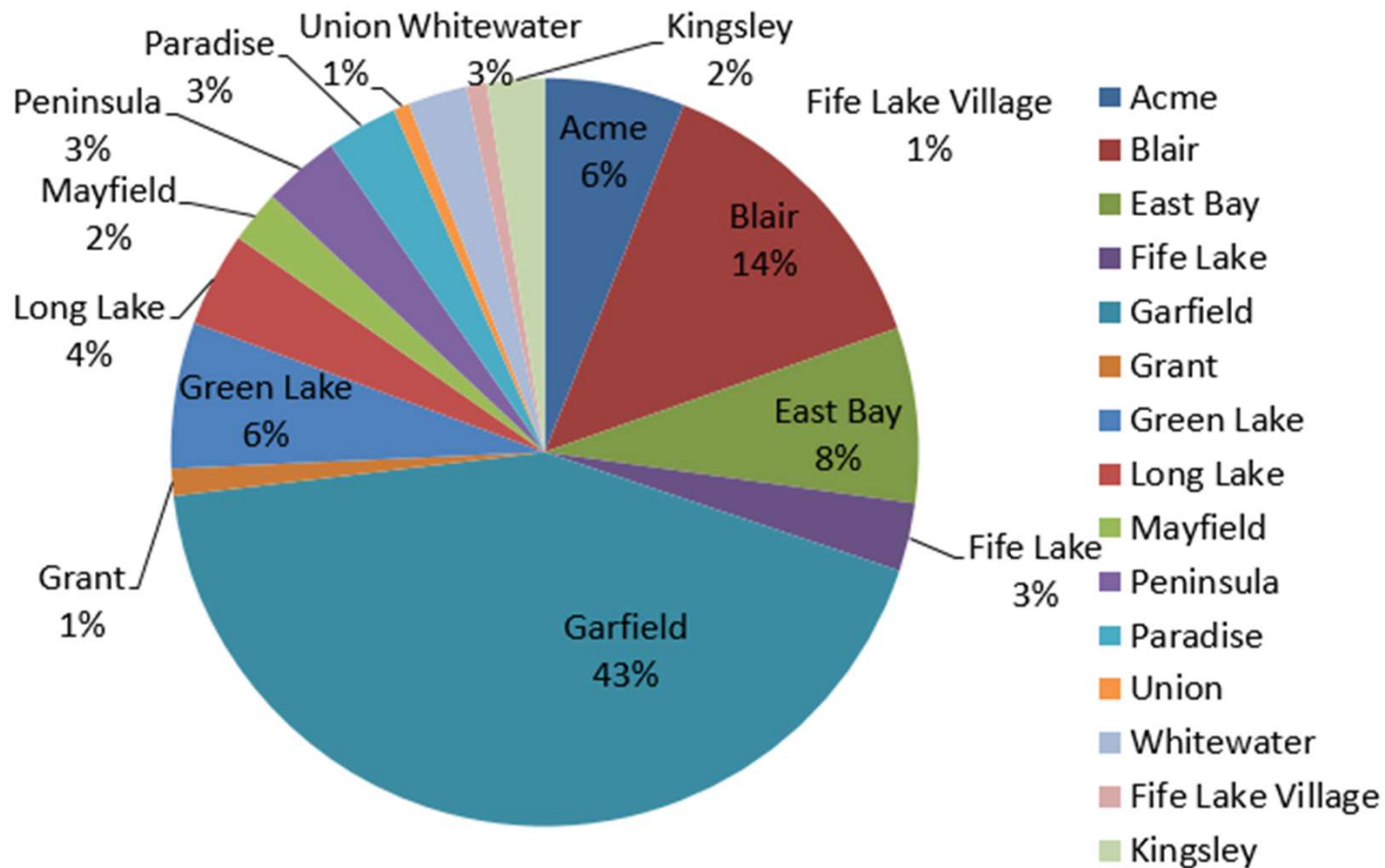


Mission Statement Of The Grand Traverse Sheriff's Office

The Grand Traverse County Sheriff's Office will provide the highest quality of public service and safety in order to preserve, protect, and defend the rights of the citizens and visitors of Grand Traverse County.

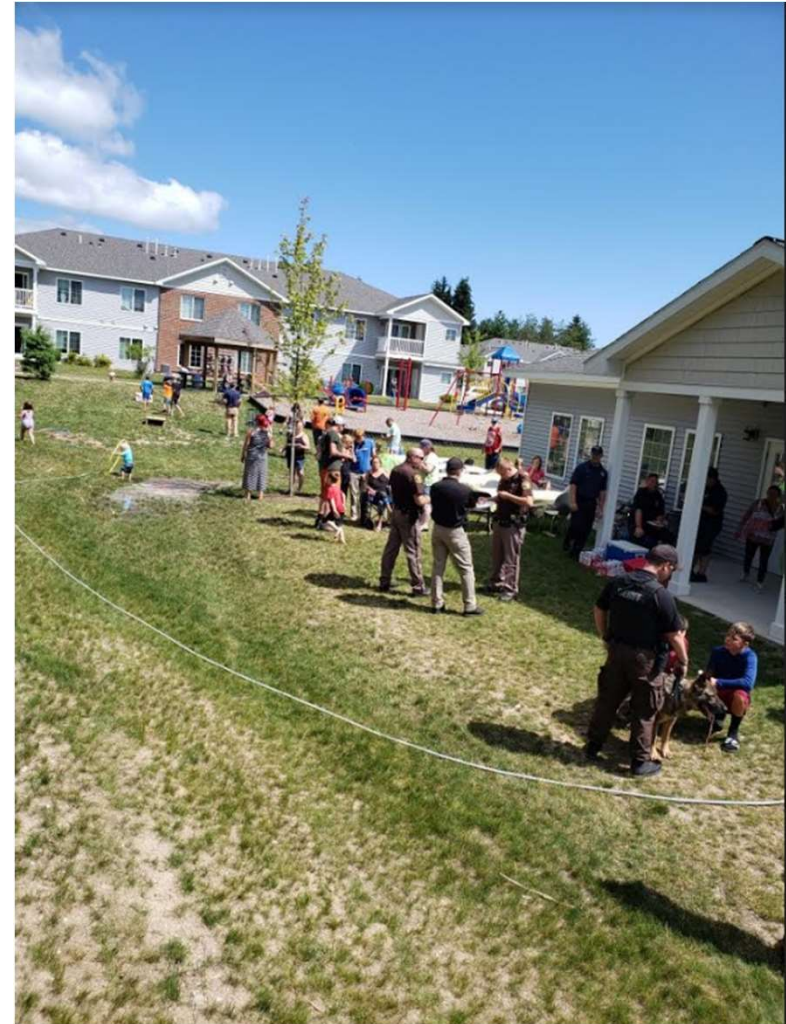
Call Volume Based on Township

2019



Community Police Program

- **13 Township Funded CPO Deputies**
- Acme
- Blair
- East Bay-2
- Fife Lake
- Garfield-4 Deputies and 1 Lieutenant
- Green Lake
- Kingsley/Mayfield/
- Paradise
- Peninsula

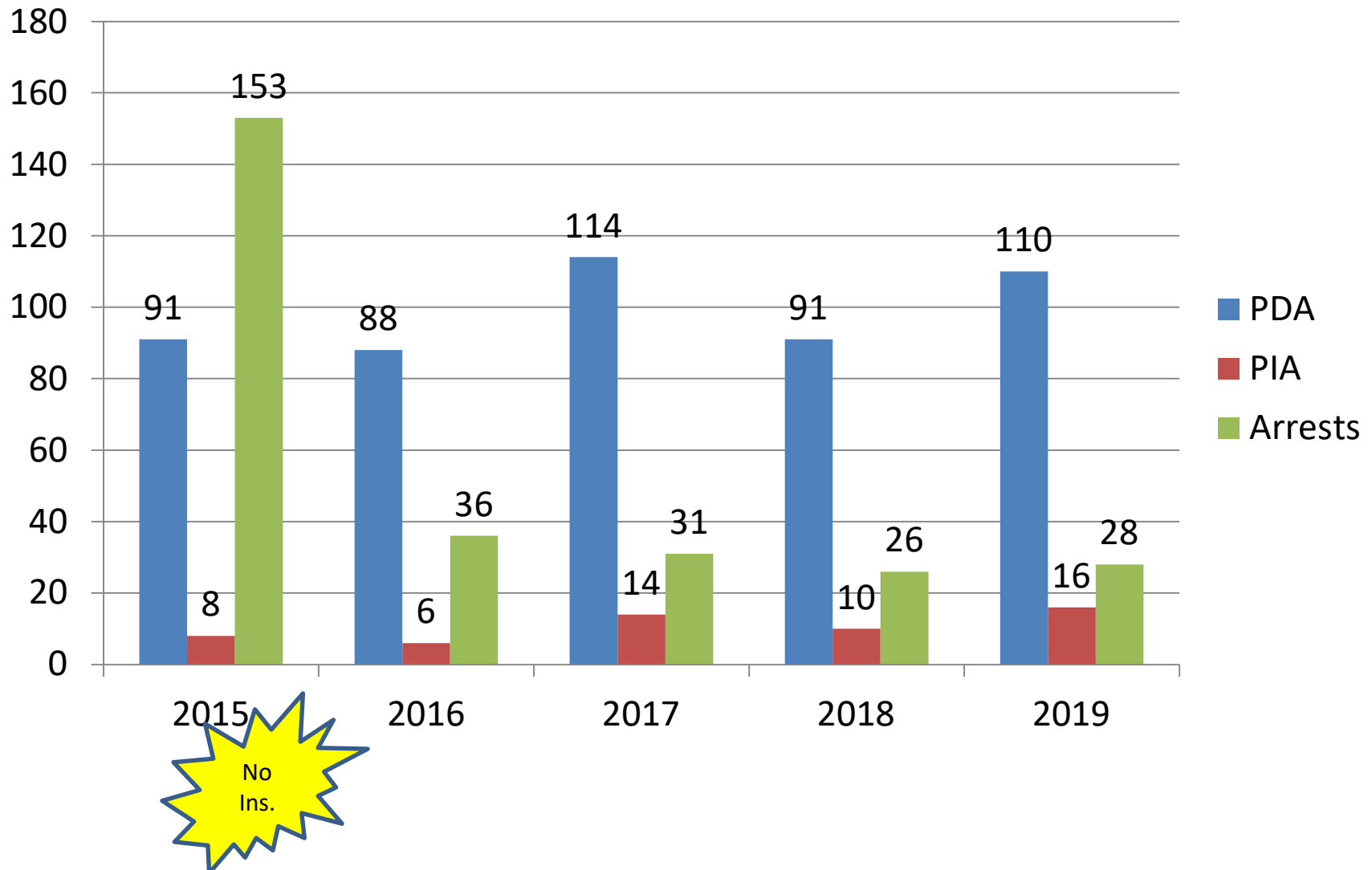


2019 CPO Program Events

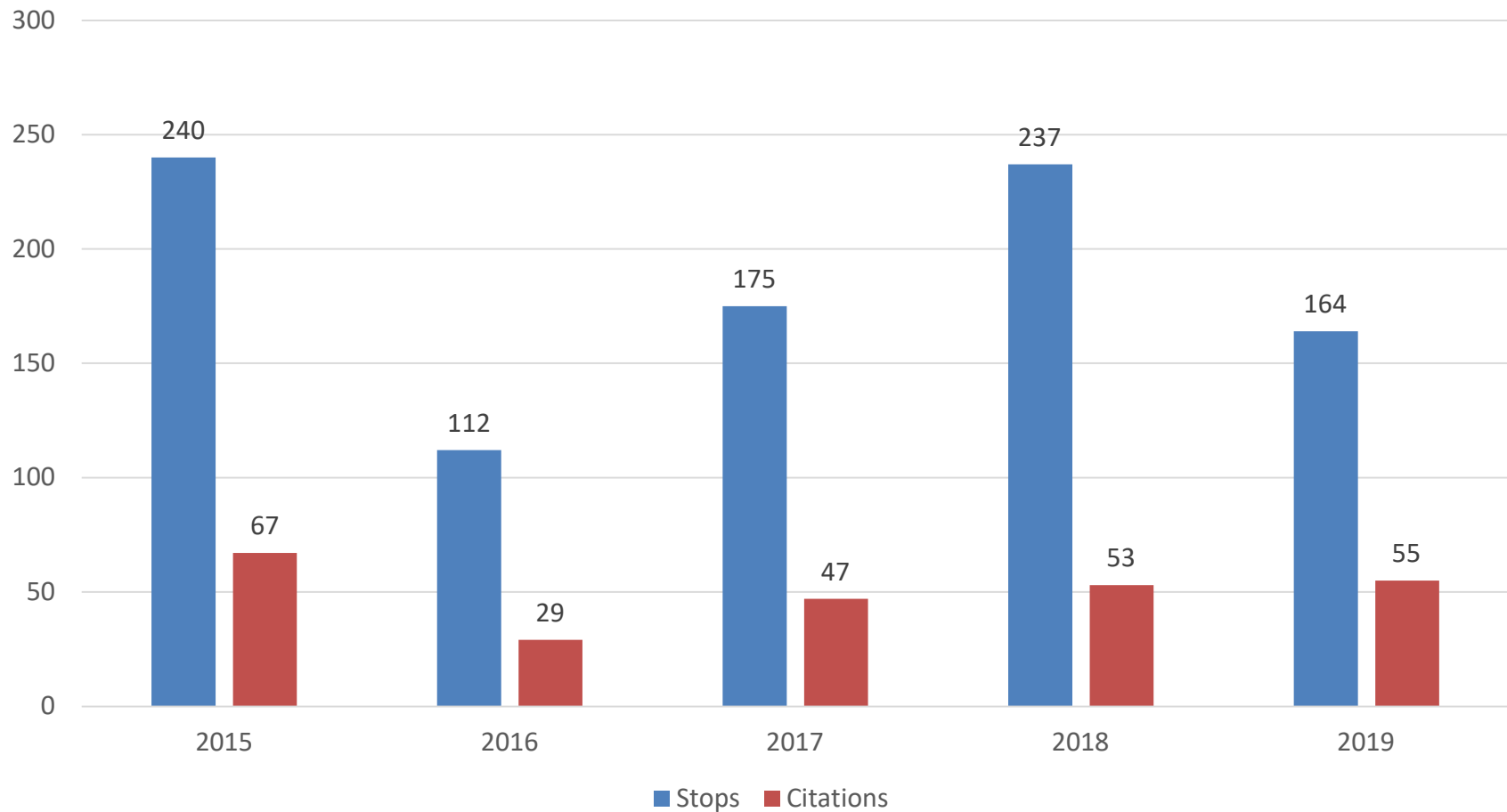
- **43** Community Events
- **16** School Related Events
- **41** Active Shooter Preparedness training sessions to businesses and citizens
- Bike Patrols
- Networking with Supportive Housing Organizations
- Networking with Hotels/Motels
- Partnership with Retail Businesses



Whitewater Township Crashes and Arrests

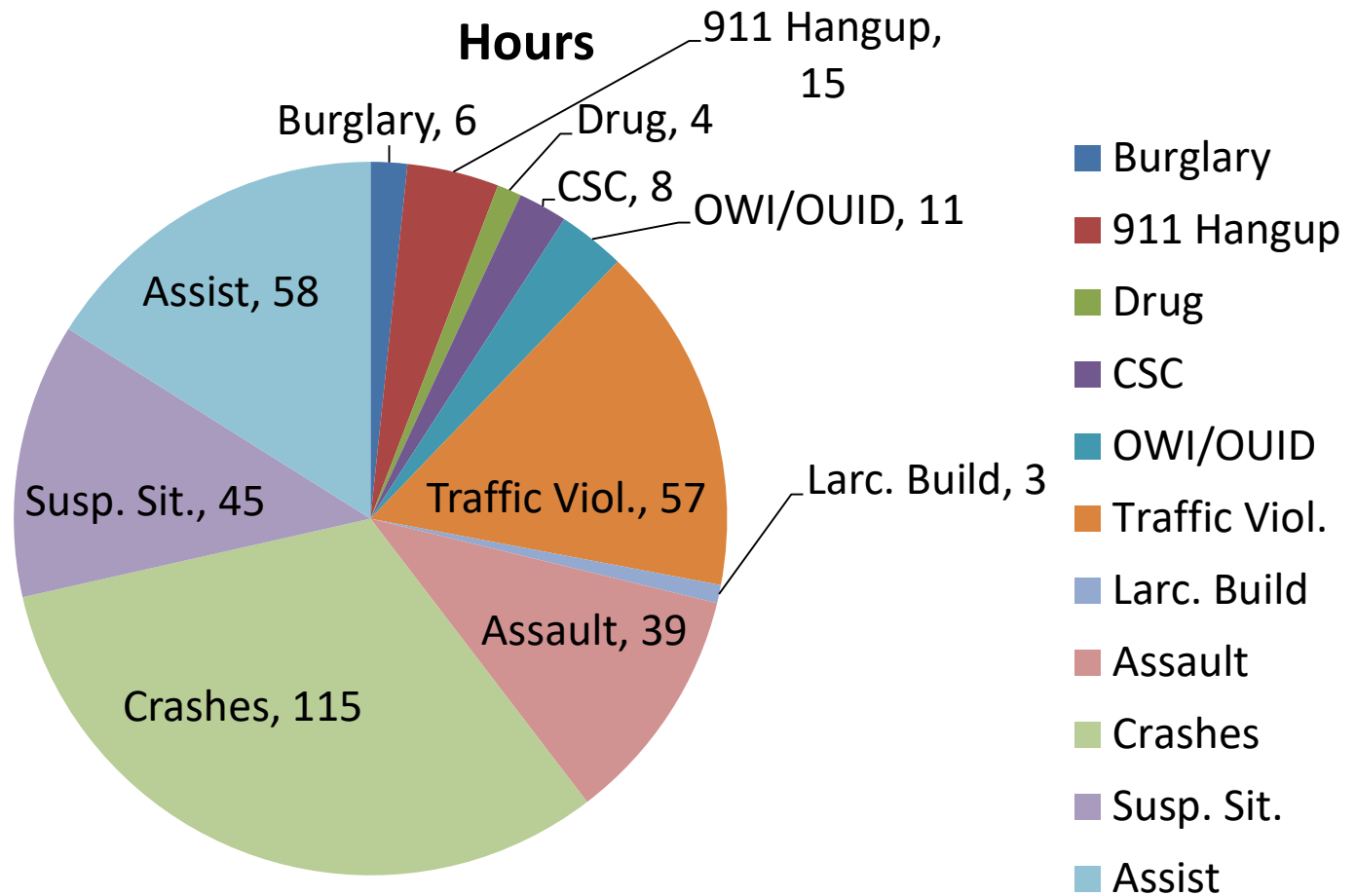


Traffic Enforcement



Whitewater Township Hours 2019

Total GTSO
Time in
Whitewater
825



Potential Community Programs

- Seasonal Home Program
- Workplace Safety Training
- Elder Fraud Awareness training
- DEA Drug Take-back
- Foot Patrols- Natural Area trails
- School Lockdown Drills and School Safety
- Building/Business Security Evaluations
- Rescue Task Force training with Fire Dept.

Cost

- Township-\$84,265.00 annual
(Billed Quarter)
- County-Technology, Vehicle,
Equipment, Supervision and
Training

Questions

Memo

To: Whitewater Township Board
From: Ron Popp, Supervisor
CC: None
Date: 1.28.2021
Re: American Tower Final Request - Update

All –

Last September American Tower forwarded a new lease agreement for the two cell phone towers on Township Property. The proposed lease amount was a significant reduction in the amount of compensation we currently received for leasing the property.

Derick Huston-Brown of American Tower and/or MD7 called confirming the need for new lease agreements as Verizon is selling these assets to companies like American Tower. This process is nearing completion except for a small number of leases and Whitewater Township is one. The sales pitch was one of last ditch, don't miss the boat scare tactic style like so many are. I let Mr. Huston-Brown know the Board had rejected the earlier proposal and requested a complete offer for the Board to review. Three proposals are attached below, two are from American Tower/MD7, generated by two different sales consultants, and one is from Landmark Division. The Landmark Dividend Group proposal is a little different than those we have seen before as it returns the tower and property back to the Township upon completion of the term. If the tower is still an asset after the term great, if it is a liability then the Township would be responsible to remove the structure.

The danger of no action, as it is proposed by the MD7 sales consultants, is that Verizon IS making the move out of tower ownership and potential buyers of these assets will pass on less profitable sites. The sales consultants have NOT indicated Verizon will quit using the towers and break the existing lease if a new owner is not found. Learning more about the cooperative 5G buildout between electrical utility and communication companies will be helpful in guiding future decisions like this.

A proposed motion may look like: Motion accept/decline any new lease options at this time.

Thank you.

A handwritten signature in black ink, appearing to read "Ron Popp". The signature is stylized with a large, looping "R" and a cursive "Popp".

Ron Popp

Supervisor, Whitewater Township

From: Derek H. Brown <derekhb@md7.com>
Sent: Friday, January 8, 2021 5:14 PM
To: supervisor@whitewatertownship.org
Subject: ATC - Site ID: 414727 - Elk Lake Rd-Williamsburg Mi
Attachments: 414727 - ATC Term Sheet.pdf

Good Afternoon,

Thanks for taking time out of your day to speak with me about the cell site located in Williamsburg, MI. Per our discussion, American Tower is currently undertaking a review of its network in order to remain competitive in an ever-evolving industry fueled by rapidly advancing technology. Changes in consumer needs have forced carriers to reevaluate how and where they build their networks, and in turn, how they derive value from their site leases.

After having reviewed the attached term sheet, please contact me so we can discuss how to proceed.

I look forward to speaking with you soon,

Derek Houston-Brown
Lease Consultant



D 858-291-1877
DerekHB@md7.com

This message contains confidential information and is intended only for the individual(s) addressed in the message. If you are not the named addressee, you should not disseminate, distribute, or copy this e-mail. If you are not the intended recipient, you are notified that disclosing, distributing, or copying this e-mail is strictly prohibited.



MD7

January 8, 2021

Ron Popp
Po Box 159
Williamsburg, MI 49690

RE: American Tower Site No. 414727 / Elk Lake Rd-Williamsburg Mi

Dear Valued Landlord,

As the leading independent operator of wireless and broadcast communication sites, American Tower understands the importance of maintaining long term relationships with landlords. We also firmly believe that it is in both of our best interests to grow and develop our partnership.

In connection with this interest and our own desire to maintain a long-term relationship with you, American Tower has engaged MD7 to present you with an offer of as described below:

- A one-time signing bonus of \$7,500
- \$1,450 per month commencing April 1, 2021
- 1% annual escalation will continue September 1, 2021
- Providing 4 terms of 5 years each, final expiration date will be August 31, 2061

OR

- A one-time signing bonus of \$7,500
- \$1,325 per month commencing April 1, 2021
- 2% annual escalation will continue September 1, 2021
- Providing 4 terms of 5 years each, final expiration date will be August 31, 2061

OR

- A one-time signing bonus of \$7,500
- \$1,200 per month commencing April 1, 2021
- 3% annual escalation will continue September 1, 2021
- Providing 4 terms of 5 years each, final expiration date will be August 31, 2061

American Tower values its affiliation with you and hopes to continue a long and mutually profitable relationship in the years to come. After having reviewed these options, please contact me.

Respectfully,
Derek Houston-Brown

Lease Consultant
derekhb@md7.com
○ (858) 291-1877
An authorized partner of American Tower Corporation

cc: Brandon Ruotolo - Senior Manager, Land Acquisitions - American Tower Corporation

*****PLEASE NOTE: This conditional offer expires and is for discussion purposes only. The parties will not be bound in any respect until and unless a written agreement is signed by all applicable parties.***

From: Roger O'Keefe <rokeefe@md7.com>
Sent: Tuesday, January 26, 2021 11:21 AM
To: supervisor@whitewatertownship.org
Subject: ATC - Site ID: 414726 - Circle Hill Cemetery Mi
Attachments: 414726 - Land Lease Agreement.pdf; Authorized Lease Administrator.JPG; Non-Compete Language.JPG; ROFR.JPG; ATC SAMPLE AMENDMENT RR & LE.pdf; ATC SAMPLE PE (lump sum).pdf



January 25, 2021

Name: Ron Popp

RE: American Tower Site No. 414726

Dear Landlords,

As the leading independent operator of wireless and broadcast communication sites, American Tower understands the importance of maintaining long term relationships with landlords. We also firmly believe that it is in both of our best interests to grow and develop our partnership. Recently, an increasing number of Carriers have demanded a desire for better economics in order to continue to lease from American Tower.

In connection with this interest and our own desire to maintain a long-term relationship with you, American Tower has engaged Md7 to present you with the offers as described below:

Option 1

- Rent to be \$1106.00 monthly commencing on March 1, 2021
- 3.0% annual escalation to continue
- All other terms to remain in full force and effect

Option 2

- Rent to be \$1550.00 monthly commencing on March 1, 2021
- 1.0% annual escalation to commence on 2021-08-01
- 5 Year Rent Guarantee commencing on effective date of new amendment
- Signing Bonus of \$4000.00
- All other terms to remain in full force and effect

Option 3

- A conditional offer of **\$378,480.00** in a lump sum payment in exchange for a perpetual easement interest in your property paid at close in lieu of rental payments.

Respectfully,

Thank you,

Roger O'Keefe
Leasing Consultant

MD7

10590 West Ocean Air Drive
Suite 300
San Diego, CA 92130
M 858.997.1036
rokeefe@md7.com



This message contains confidential information and is intended only for the individual(s) addressed in the message. If you are not the named addressee, you should not disseminate, distribute, or copy this e-mail. If you are not the intended recipient, you are notified that disclosing, distributing, or copying this e-mail is strictly prohibited.

From: Case Roytek <croytek@landmarkdividend.com>
Sent: Thursday, January 7, 2021 1:18 PM
To: supervisor@whitewatertownship.org
Subject: RE: Cell Tower Lease Purchase Proposal | Landmark Dividend
Attachments: Term Sheet - Whitewater Township.pdf

Hi Ron,

Happy New Year! I appreciate your patience as I reviewed the leases and prepared our offer. Please find attached our term sheet to purchase the cell tower leases. This offer is to purchase both leases for 20 years. After 20 years, the leases and the income stream will revert back to the Township. Please let me know if there are any questions in the meantime.

Thanks,
Case

From: supervisor@whitewatertownship.org <supervisor@whitewatertownship.org>
Sent: Thursday, December 17, 2020 1:29 PM
To: Case Roytek <croytek@landmarkdividend.com>
Subject: RE: Cell Tower Lease Purchase Proposal | Landmark Dividend

! - The sender's email address couldn't be verified.

[Mark as Safe](#) | [Report this Email](#) | Powered by Mimecast

Hello Case –

Please find attached leases for the two cell phone towers Whitewater Township has. I would assume the 8380 address also has a “first amendment” however, I could not locate an electronic image.

Good luck!

Ron Popp
Whitewater Township Supervisor
5777 Vinton Road, P.O. Box 159
Williamsburg, Michigan 49690
231.267.5141 X 23
supervisor@whitewatertownship.org

From: Case Roytek <croytek@landmarkdividend.com>
Sent: Tuesday, December 15, 2020 10:46 AM
To: supervisor@whitewatertownship.org
Subject: RE: Cell Tower Lease Purchase Proposal | Landmark Dividend

Hi Ron,

I hope you are well. I wanted to see if you are able to get those leases over to me today.

Thanks,
Case

From: supervisor@whitewatertownship.org <supervisor@whitewatertownship.org>

Sent: Thursday, December 10, 2020 3:52 PM

To: Case Roytek <croytek@landmarkdividend.com>

Subject: RE: Cell Tower Lease Purchase Proposal | Landmark Dividend

! - The sender's email address couldn't be verified.

[Mark as Safe](#) | [Report this Email](#) | Powered by Mimecast

Got it Case, we will work on the lease request soon.

Ron Popp
Whitewater Township Supervisor
5777 Vinton Road, P.O. Box 159
Williamsburg, Michigan 49690
231.267.5141 X 23
supervisor@whitewatertownship.org

From: Case Roytek <croytek@landmarkdividend.com>

Sent: Thursday, December 10, 2020 3:13 PM

To: supervisor@whitewatertownship.org

Subject: Cell Tower Lease Purchase Proposal | Landmark Dividend

Hi Ron,

It was great speaking with you and I appreciate your time. As discussed, I am looking forward to putting together our proposal and to put together various lease buy out options for the board to discuss. Please send me a copy of the lease and any amendments so I can get started.

Thanks,
Case

Case Roytek
Vice President, Acquisitions
404.671.9414 | Direct, Mobile, Fax, Text
11700 Great Oaks Way | Suite 165
Alpharetta, GA 30004
www.landmarkdividend.com



LANDMARK
DIVIDEND

Investing in the Fu
Real Estate and In



Disclaimer: This email does not constitute an agreement to conduct transactions by electronic means and does not create any legally binding contract or enforceable obligations in the absence of a fully executed written agreement. **Confidentiality Note:** If you are not the intended recipient, any disclosure, copying, distribution or use of this e-mail or any attachment is strictly prohibited. If you have received this e-mail in error, please notify us immediately by returning it to the sender and deleting this and any copies from your system. **IRS Circular 230 Disclosure:** To ensure compliance with requirements imposed by the Internal Revenue Service, please be advised that nothing contained herein (including any attachments) is intended to be used, or can be used (i) to avoid penalties imposed under the Internal Revenue Code, or (ii) for promoting, marketing or recommending to another party any transaction or matter addressed herein.



January 07, 2021

Terms of Agreement

Lease Information:

Seller/Site Owner: Ron Popp
Mailing Address: 577 Vinton Rd PO BOX 159
Williamsburg, MI 49690-0159

| Tenant | Current Rent | Escalation Rate | Site Address |
|----------------|--------------------|-----------------|--|
| American Tower | \$1,762.00 Monthly | 3.00 % Annually | 8380 Old M 72, Williamsburg, MI 49690-9701 |
| Verizon | \$1,762.00 Monthly | 3.00 % Annually | 8380 Old M 72, Williamsburg, MI 49690-9701 |

Easement Area and Assignment of Lease: The Easement Area shall be approximately the leased premises described by the existing cellular lease (the "Lease(s)") and a non-exclusive access and utility easement. The Easement Area will be confirmed by a survey performed during due diligence. Landmark will be assigned the Lease(s) for the duration of the easement.

Confidentiality: Site Owner agrees not to disclose any of the terms of this agreement to any unrelated third parties, except for its broker, agent, lawyers, consultants, bookkeepers and tax advisors, without Landmark's prior written consent for the later of one (1) year from the date of this document or the date on which both parties enter into a mutually acceptable easement and purchase and sale agreement.

Exclusivity: Until the expiration of this agreement, Site Owner shall not, directly or indirectly, (a) offer the Lease(s) or the Easement Area for sale or assignment to any other person; (b) negotiate, solicit or entertain any offers to sell or assign any interest in the Lease(s) or the Easement Area to any other person; or (c) modify, amend, supplement, extend, renew, terminate or cancel the Lease(s).

The purchase price shall be the gross purchase price from which will be deducted:

- Prorated rent for the remainder of the month/year of closing
- If applicable, the next two months' of rent payments to account for the time it takes the tenant time to recognize Landmark as the new payee (Site Owner shall be entitled to receive and deposit the next two monthly rent checks after closing, provided however, if one or both rent checks are received by Landmark, Landmark will pay to Site Owner the sum of the rental revenue not received by Site Owner for the 2 months following closing once received by Landmark); and
- Transfer taxes.

Offer Expiration Date: April 07, 2021

* Landmark will complete a title search of the property on which the telecom site is located (the "Property") and perform any and all due diligence on the Property, including a survey of the Easement Area and site inspection at its sole cost and expense. Site Owner will provide Landmark with attorney comments to any of Landmark's transaction documents within five (5) days of the receipt of such documents. If there is a mortgage or lien on the Property, Site Owner agrees to use commercially reasonable efforts to obtain a non-disturbance agreement ("NDA") from the lender or lienholder. In the event the NDA cannot be obtained, Landmark may still close the transaction subject to a twenty percent (20%) reduction in the Purchase Price, provided the Property satisfies Landmark's loan-to-value calculation and Site Owner complies with Landmark's additional due diligence requests.

* Our signatures below acknowledge that these are the business terms upon which this transaction will be completed and authorizes Landmark to proceed with this transaction. Closing is subject to Landmark's receipt and evaluation of the document checklist items, completion of due diligence and final underwriting approval, and a mutually acceptable easement and purchase agreement. Landmark will endeavor to close this transaction within forty-five (45) days of its receipt of Site Owner's signature below or if that is not possible, within five (5) days of the receipt of all due diligence including any necessary NDAs or consents and the expiration or waiver of any right of first refusal (the "ROFR") of any tenant. If Landmark does not close the transaction within ninety (90) days of the date of Site Owner's signature below, this agreement will expire unless extended by mutual written consent.

* For the purposes of this document, "Landmark" and "Site Owner" shall refer to and mean Landmark Dividend LLC and its affiliates and Site Owner and their respective affiliates, successors and/or assigns.

Purchase Price and Term: Initial below

1. _____ Purchase Price: \$440,000.00
Term: 240 Months
Type: Lump Sum

Please sign and date below and return at your earliest convenience

Approved by:

Ron Popp

Daniel R. Parsons
Landmark Authorized Signatory

Date: _____
Phone: _____
Email: _____

Document Checklist

1. I agree to provide my representative with the following information required for closing within 7 days of Site Owner's execution of this agreement:

- ☒ Fully Executed copy of cellular lease, including any addenda, amendments, assignments, site plans, construction drawings, notices or exercise letters, any other available tenant correspondence
- ☐ Copies of the last two months' rent checks or the last annual check if paid annually
- ☐ Proof of Site Owner's existence and authority, as applicable: articles of incorporation, articles of formation, by-laws, operating agreement; partnership agreement; trust agreement; probate documents, death certificate; divorce decree; property management agreement
- ☐ Deed
- ☐ Current tax bill for Property
- ☐ Prior title report or title insurance policy, if available
- ☐ Existing environmental reports (for fee purchase only)

2. Attorney Contact Information

Name: _____
Telephone: _____
Email: _____

3. Representation

Site Owner has not received any verbal or written notice from the Tenant(s) that the site is or will be decommissioned or that the site is or will be subject to a reduction in the rental revenue.

Initial _____

4. Mortgage: ☐ Yes ☐ No

Bank: _____

Mortgage Amount: _____

Lender Contact: _____

Lender Phone: _____

Lender Email: _____

Site Owner Signature

Date: _____

RESOLUTION #21-03

WHITEWATER TOWNSHIP

Allow Board of Review Protests by Mail and Electronic Means

WHEREAS, the Township of Whitewater, County of Grand Traverse, desires to ease the burden on taxpayers, the Assessor and the Board of Review and to ensure that all taxpayers have an equal opportunity to be heard by the Board of Review, the Township of Whitewater hereby resolves, according to provisions of MCL 211.30 (8) of the General Property Tax Act, that the Board of Review shall receive letters of protest regarding assessments from resident taxpayers in writing, fax, or other electronic means from the first Tuesday in March until it adjourns from the public hearings for which it meets to hear such protests.

All notices of assessment change and all advertisements of Board of Review meetings are to include a statement that the resident taxpayers may protest by letter to the Board.

NOW THEREFORE BE IT RESOLVED, that the Whitewater Township Board at its regular meeting held February 9, 2021 is allowing Board of Review appeals to be accepted in writing, fax, or other electronic means.

A motion to adopt the foregoing resolution was made by _____ and seconded by _____.

Upon roll call vote, the following voted:

Yes:

No:

Absent:

Resolution declared _____ (adopted/not adopted).

Certificate

I, Cheryl A. Goss, Clerk of Whitewater Township, Grand Traverse County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the Whitewater Township Board of said municipality at a regular meeting held on _____ (date), relative to the _____ (adoption/non-adoption) of Resolution #21-03.

Cheryl A. Goss