

WHITEWATER TOWNSHIP BOARD
AGENDA FOR REGULAR MEETING – JUNE 14, 2022
9:00 a.m. at the Whitewater Township Hall and via Zoom
5777 Vinton Road, Williamsburg, MI 49690
Phone 231-267-5141/Fax 231-267-9020

Zoom access has been implemented by the Township Board for the public through 12/31/2022.

Join Zoom Meeting

<https://us06web.zoom.us/j/83897658198?pwd=TXVhSExMbXRNaWRwWHk4VG8xcnI3UT09>

Meeting ID: 838 9765 8198 Passcode: 162916

One tap mobile: +13126266799,,83897658198#,,, *162916# US (Chicago)

Dial by your location: +1 312 626 6799 US (Chicago)

Meeting ID: 838 9765 8198 Passcode: 162916

Find your local number: <https://us06web.zoom.us/j/83897658198?pwd=TXVhSExMbXRNaWRwWHk4VG8xcnI3UT09>

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 x24 at least 5 days in advance of the meeting.

- 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.
- 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. Paul Olson – Municipal Underwriters of West Michigan

- H. Consent Calendar

Receive and File

- 1. Supervisor's Report for June 2022
- 2. Clerk/Parks & Recreation Administrator's Report for May/June 2022
- 3. Treasurer's Report April 2022
- 4. Treasurer's Report May 2022
- 5. Trustee Vollmuth's June 2022 Report
- 6. Trustee Glenn's June 2022 Report

7. Zoning Administrator's Report for June 2022 (*not available*)
8. Mobile Medical Response May 2022 Activity Reports
9. Fire Department May 2022 Monthly Report
10. Historical Society Report for March, April, May 2022
11. Approved 03/14/2022 Parks & Recreation Advisory Committee Minutes
12. Approved 04/11/2022 Parks & Recreation Advisory Committee Minutes
13. Approved 05/04/2022 Planning Commission Special Meeting Minutes
14. Approved 05/04/2022 Planning Commission Regular Meeting Minutes

Correspondence

1. Grand Traverse County Sheriff Department Statistics for May 2022
2. Rohraff – Brine Moore Road
3. Beam – Conflict of Interest
4. Vollmuth – Conflict of Interest
5. Keaton – Conflict of Interest
6. C2AE – Progress Report #4
7. Keaton – Planner – Moratorium
8. Article 05/26/2022 OnlyInYourState.com - Elk Lake One of the Clearest Lakes in Michigan
9. E-mail 06/04/2022 Heidi Vollmuth to Cheryl Goss re: Clerk's 6/14 Agenda Items
10. Record-Eagle Article 06/06/2022 – Winery Zoning Restrictions are Unconstitutional

Minutes

1. Recommend approval of 05/10/2022 regular meeting minutes

Bills for Approval

1. Approval of Alden State Bank voucher #s 47771 through 47886

Budget Amendments (none)

Revenue & Expenditure Report (none)

I. Unfinished Business

1. Review Bids/Award Contract – BCNA/LRNT Hazardous Tree Removal and Mitigation Project
2. Proposed Electronic Meeting Accommodation Policy

J. New Business

1. Michigan Participating Plan – Insurance
2. Tobin & Co. – Audit Engagement Letter
3. Review/Modify/Approve ARPA Survey
4. Hi Pray Park – Proposed Closure of Playground Due to Safety Concerns
5. Park Ranger Wages
6. Township Board Recording Secretary
7. Addendum No. 1 to Lawn-N-Order Contract
8. Proposed Delay Accepting Marihuana Applications
9. Hi Pray Park Electronic Door Locks
10. Proposed Consultant/Planner Interview
11. Review/Modify/Approve Township Road Map
12. Capital Expenditure – Computer Equipment
13. Website Update Meeting Cancellation
14. Park and Recreation Succession Plan – Job Description, Advertise, Request to PRAC
15. Review/Discuss 03/11/2022 Planning Commission Report

K. Tabled Items (none)

L. Board Comments/Discussion

M. Announcements

1. Next regular meeting 07/12/2022 @ 9:00 a.m.

N. Public Comment

O. Adjournment

To: Township Board Members

From: Cheryl A. Goss, Township Clerk

Date: 06/08/2022

Re: **Consent Calendar for 06/14/2022 Township Board Meeting**

Receive and File

1. Supervisor's Report for June 2022
2. Clerk/Parks & Recreation Administrator's Report for May/June 2022
3. Treasurer's Report April 2022
4. Treasurer's Report May 2022
5. Trustee Vollmuth's June 2022 Report
6. Trustee Glenn's June 2022 Report
7. Zoning Administrator's Report for June 2022 (*not available*)
8. Mobile Medical Response May 2022 Activity Reports
9. Fire Department May 2022 Monthly Report
10. Historical Society Report for March, April, May 2022
11. Approved 03/14/2022 Parks & Recreation Advisory Committee Minutes
12. Approved 04/11/2022 Parks & Recreation Advisory Committee Minutes
13. Approved 05/04/2022 Planning Commission Special Meeting Minutes
14. Approved 05/04/2022 Planning Commission Regular Meeting Minutes

Correspondence

1. Grand Traverse County Sheriff Department Statistics for May 2022
2. Rohraff – Brine Moore Road
3. Beam – Conflict of Interest
4. Vollmuth – Conflict of Interest
5. Keaton – Conflict of Interest
6. C2AE – Progress Report #4
7. Keaton – Planner – Moratorium
8. Article 05/26/2022 OnlyInYourState.com - Elk Lake One of the Clearest Lakes in Michigan
9. E-mail 06/04/2022 Heidi Vollmuth to Cheryl Goss re: Clerk's 6/14 Agenda Items
10. Record-Eagle Article 06/06/2022 – Winery Zoning Restrictions are Unconstitutional

Minutes

1. Recommend approval of 05/10/2022 regular meeting minutes

Bills for Approval

1. Approval of Alden State Bank voucher #s 47771 through 47886

Budget Amendments (none)

Revenue & Expenditure Report (none)

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

Roll call vote required.

Whitewater Township Supervisor's Report

May 2022

1) Investigate citizen observations:

- A. Byrd – May 6, 2022 concerns about a blocked culvert under old M-72 was reported to the Supervisor's office and forwarded a written request that day to the Grand Traverse County Road Commission (GTCRC) for action. On May 17, 2022 Superintendent Jay Saksewski reported Williamsburg Creek was flowing "well." On Sunday May 22, 2022 Byrd's called again because the creek is now flooding the surrounding lands to a reported depth of 4 feet and water is at the foundation of their home. Grand Traverse 911 was called to dispatch GTCRC's on-call personnel however, the Williamsburg Fire Department was dispatched instead. Monday May 23, 2022 the GTCRC had a repair crew out to take care of the beaver dam blocking the culvert.

Failure of GTCRC to properly address a reported culvert concerns resulting in property damage is an on-going well document concern in many townships, not just Whitewater. The Grand Traverse County Road Commission Board, Manger Brad Kluczynski and Superintendent Jay Saksewski must be held responsible for their actions or lack thereof. These same members should apologize and personally compensate responding agencies for costs incurred to this manmade issue. GTCRC's wasting of valuable Emergency Services resources should not be tolerated.

Thank you to the 911 Central Dispatch, Williamsburg Fire Department, and County Commissioner Darryl Nelson for giving up your Sunday to help community members in need. You are appreciated!

- B. Chamberlin – Office visit to explain the importance of gravel road grading and brining. Bottom line, get the job done sooner than later!
- C. Complaints continue to be received about site condo development in the Township and the stark differences between the master plan and the supporting zoning ordinance. Rural character and how it is or is not defined is part of the issue as is designing of like uses near one another.
- D. A repeat from last month is about road conditions. The Grand Traverse County Road Commission (GTCRC) is responsible for the roads throughout the County. Call or email them at 231.922.4848 or email <mailto:gterc@gterc.org> Pictures and an accurate location description are important. I encourage you to share all of your comments with entire **Road Commission Board of Commissioners** their email address can be found [here](#). Please include Road Commission **Manager Brad Kluczynski** and the rest of the **Administration Staff** in your comments [here](#).

2) Office duties:

A. Meetings:

- 1) Attended an in person planning and zoning seminar hosted by MSU in regards to zoning ordinance amendments for wind and solar installations. Seems like the carbon neutral by 2050 statements that are being tossed about need to start with zoning ordinance amendments.
- 2) No time was devoted to developing ethics standards this month and has been removed from the Supervisor's calendar due to prioritization
- 3) No time was devoted to research easement questions on the Lossie Road Nature Trail.
- 4) Computer software practice and training continues to slow with only one session held in May. Congratulations to the Planning Commission Chairwoman Kim Mangus for her hard work becoming a near master with adobe products! Thanks for the extra effort!
- 5) Met with about 30 other township and county officials at the monthly MTA meeting. The meeting was hosted by the Grand Traverse County Road Commission to share their accomplishments and goals for the 2022 construction season. With few exceptions their work will focus towards the traffic hubs of the County and away from the rural areas.
- 6) Attended a workshop presented by the Governor's office which presented the plethora of funding opportunities out there for local units to take advantage of. Met Sarah Lucas newly appointed Deputy Director to the Office of Rural Development. Main takeaway from this workshop is you need someone working fulltime to pull down any real dollars from these programs and a little townships like Whitewater has a very small chance at an award.
- 7) Attended the monthly Supervisor's meeting. 3rd party contractors from planning and zoning to maintenance type issues were the focus of conversation. Marvin Radkte, Supervisor of Green Lake Township operates such a service and has recently begun working in Clearwater Township. Sub-contracting these types of services makes fiscal sense for small local units of government like Whitewater.

Green Lake and Long Lake Supervisors continue to share horror stories about building in 2022 and construction management.

8) Webinar highlights for May include:

Fahey Schultz Webinar – Top five Marihuana issues you want to avoid in 2022. Number one issue is competitive reviews, how they are designed, implemented, and acted upon. Our Marihuana Sub-Committee is working on this very issue now. Townships without a nuisance ordinance in place had better get one. Most ordinances need to be updated to accommodate changes in the regulation of marihuana over the past

year. New MRTMA application rules and industrial hemp will soon be regulated by Michigan Department of Agriculture and Rural Development (MDARD).

3. Other Items of Interest:

- 1) The Township currently has openings on the Board of Review and Park and Recreation Advisory Committee. If you have any desire to serve the community in this way, please contact the Supervisor's Office at 231.267.5141 ext. 23 for more information.
- 2) Sent land division information out to the assessor, Zoning Administrator and planning Commission Chair. All who wished to comment have done so. Work on a draft ordinance amendment will get underway soon.
- 3) Our Electronic Meeting Accommodation Policy should be in its final form in the June packet. It has been a very long process.
- 4) The Board has not received copies of the Hi Pray Park playground safety inspections reports from the Clerk's Office. Playground closures due to on-going safety concerns is elsewhere in the June agenda.
- 5) No time was allotted to verify the legal description of the N- Industrial Zoning District.
- 6) No FOIA requests were handled by the Supervisor's Office this month.

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 May/June 2022

To: Whitewater Township Board and Community

From: Cheryl A. Goss, Township Clerk

Date: 06/08/2022

This report details activity in the Clerk's office since my last report dated 05/06/2022.

Meetings Attended (in addition to Township Board meetings):

1. 05/09/2022 Parks & Recreation Advisory Committee
2. 05/18/2022 FSBP Webinar re: Adult Use Marijuana
3. 05/19/2022 Grand Traverse County Municipal Clerks' Association
4. 05/19/2022 Marijuana Subcommittee Meeting
5. 05/31/2022 2022 Election Cycle Preparation
6. 06/08/2022 Mobile Medical Response

Elections: Plans are well under way for the 08/02/2022 primary election. As of this date, the Grand Traverse County Clerk's Office is awaiting state approval of all ballots in the county before printing can begin. The recent removal of several GOP candidates and the appeal process associated with those decisions has delayed printing.

Recodification of General/Zoning Ordinances: No update.

Whitewater Township Park:

Elk Lake and Whitewater Township Park received some great publicity recently through a website known as Only In Your State. Follow this link for the article:

<https://www.onlyinyourstate.com/michigan/clearest-beautiful-lake-mi/>

Revised estimates regarding the Boat Launch/Entryway Improvement Project will be available for the July meeting.

Work has proceeded on the playground expansion project. All components have been reinstalled and grass is being reestablished in disturbed areas. I would encourage everyone to take a trip to the park and see how it looks, and then compare it to the attached picture of the park's playground equipment in 2016. The cobbled-in 2x4, the big rock, and a couple other things would not have passed inspection, let alone provide a place for more than 2 or 3 kids to play, and certainly not for kids older than 8 or 10. Kudos to everyone who has worked hard to provide a much larger, safer playground for camping kids!

Regarding the pit toilet building renovation, I have applied for 2% funds to assist with this project. We will know in July whether that application is successful.

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

Trustee Glenn handled the opening/scanning duties for the seven bids received for the tree removal and mitigation project at BCNA/LRNT. It is quite a range of prices. Hopefully, the board will choose a contractor on 6/14 so the cleanup can take place and these parks reopened as soon as possible.

06/08/2022

The sealed engineer's drawing and commercial plan review document have not been received as of this writing for the Hi Pray Park dugouts, but we expect them soon. Meanwhile, a check was issued to the contractor for the cost of materials in order to forestall expiration of the material prices.

Unfortunately, the township was not one of the winners of grant funds from American Trails.org. Thank you again to Melissa Melton for her huge effort on this application with a short window to apply. This grant opportunity will be greatly expanded in the future, and I anticipate that we will reapply.

A hearty thank-you is also in order to Shoreline Power Services! They completed the repair of the stadium lights at Hi Pray Park recently, saving the township \$3,767! Their community investment will be recognized more formally in the July newsletter.

Also to be thanked in the July newsletter is North West Arbor 809 of the Gleaner Life Insurance Company for their recent \$800 donation for beach sand at the playground area at Hi Pray Park! And thank you also to Melissa Melton for coordinating this donation! The township is very fortunate to have so many great community partners!

Other News: Summer arrives this month!

###



Whitewater Township
Bank Accounts
April 30, 2022
Prior to Balancing with Clerk

	Balance
General Fund Checking - ASB	
General Fund-ASB - 101	715,910.00
Road Fund-ASB- 203	22,942.70
Road Repair/Rep-ASB - 204	416,655.63
Fire Fund-ASB- 206	313,101.57
Park Fund-ASB - 208	416,811.28
Recreation Fund-ASB - 209	56,753.04
Ambulance Fund-ASB- 210	564,989.64
Public Imprvmt Fund-ASB - 401	134,669.13
Fire Cap Imprvmt Fund-ASB- 406	176,948.58
Payroll Clearing-Gen Fund-750	10,371.59
	2,829,153.16
 Total General Fund Checking	 2,829,153.16
 General Fund MM - ASB	 153,574.83
 General Fund Savings - FCB	 11,035.48
 Property Tax Fund - FCB	
Property Tax Fund FCB - 703	18,774.80
 Federal Funds (ARPA) - FCB	
Federal Fund FCB 285	147,707.15

Whitewater Township
Cash Balance Report
April 30, 2022
Prior to Balancing with the Clerk

101 General Fund

101-000-001	General Fund-ASB - 101	\$	715,910.00
101-000-003	General MM - 101		102,370.38
101-000-005	Tower Removal FCB Savings		11,035.48

	Total 101		829,315.86
--	------------------	--	-------------------

203 Road Fund

203-000-001	Road Fund-ASB- 203		22,942.70
203-000-003	Road Fund MM - 203		20.31

	Total 203		22,963.01
--	------------------	--	------------------

204 Road Repair/Replacement Fund

204-000-001	Road Repair/Rep-ASB - 204		416,655.63
-------------	---------------------------	--	------------

	Total 204		416,655.63
--	------------------	--	-------------------

206 Fire Fund

206-000-001	Fire Fund-ASB- 206		313,101.57
206-000-003	Fire MM - 206		25,592.07

	Total 206		338,693.64
--	------------------	--	-------------------

208 Park Fund

208-000-001	Park Fund-ASB - 208		416,811.28
208-000-003	Park MM - 208		18,426.34

	Total 208		435,237.62
--	------------------	--	-------------------

209 Recreation Fund

209-000-001	Recreation Fund-ASB - 209		56,753.04
-------------	---------------------------	--	-----------

	Total 209		56,753.04
--	------------------	--	------------------

210 Ambulance Fund

210-000-001	Ambulance Fund-ASB- 210		564,989.64
-------------	-------------------------	--	------------

	Total 210		564,989.64
--	------------------	--	-------------------

211 Ambulance Replacement Fund

	Total 211		0.00
--	------------------	--	-------------

401 Public Improvement Fund

401-000-001	Public Imprvmt Fund-ASB - 401		134,669.13
-------------	-------------------------------	--	------------

	Total 401		134,669.13
--	------------------	--	-------------------

406 Fire Capital Improvement Fund

406-000-001	Fire Cap Imprvmt Fund-ASB- 406		176,948.58
406-000-003	Fire Cap Imp MM - 406		7,165.73

	Total 406		184,114.31
--	------------------	--	-------------------

Whitewater Township
Cash Balance Report
April 30, 2022
Prior to Balancing with the Clerk

Federal Fund (ARPA) - FCB

285-000-001	Federal Fund FCB 285	147,707.15
-------------	----------------------	------------

Total 285	147,707.15
------------------	-------------------

703 Property Tax Fund

703-000-001	Property Tax Fund FCB - 703	18,774.80
-------------	-----------------------------	-----------

Total 703	18,774.80
------------------	------------------

750 Payroll Clearing Fund

750-000-001	Payroll Clearing-Gen Fund-750	10,371.59
-------------	-------------------------------	-----------

Total 750	10,371.59
------------------	------------------

Grand Total	\$ 3,160,245.42
--------------------	------------------------

Whitewater Township
Bank Accounts
May 31, 2022
Prior to Balancing with Clerk

	Balance
General Fund Checking - ASB	
General Fund-ASB - 101	687,197.84
Road Fund-ASB- 203	32,993.61
Road Repair/Rep-ASB - 204	416,710.85
Fire Fund-ASB- 206	288,610.96
Park Fund-ASB - 208	405,342.09
Recreation Fund-ASB - 209	45,152.78
Ambulance Fund-ASB- 210	417,713.19
Public Imprvmt Fund-ASB - 401	133,386.81
Fire Cap Imprvmt Fund-ASB- 406	150,414.51
Payroll Clearing-Gen Fund-750	8,817.98
	<hr/>
Total General Fund Checking	2,586,340.62
 General Fund MM - ASB	 153,593.76
 General Fund Savings - FCB	 11,035.48
 Property Tax Fund - FCB	
Property Tax Fund FCB - 703	18,774.81
 Federal Funds (ARPA) - FCB	
Federal Fund FCB 285	147,710.91

Whitewater Township
Cash Balance Report
May 31, 2022
Prior to Balancing with the Clerk

101 General Fund

101-000-001	General Fund-ASB - 101	\$	687,197.84
101-000-003	General MM - 101		102,383.01
101-000-005	Tower Removal FCB Savings		11,035.48

	Total 101		800,616.33
--	------------------	--	-------------------

203 Road Fund

203-000-001	Road Fund-ASB- 203		32,993.61
203-000-003	Road Fund MM - 203		20.31

	Total 203		33,013.92
--	------------------	--	------------------

204 Road Repair/Replacement Fund

204-000-001	Road Repair/Rep-ASB - 204		416,710.85
-------------	---------------------------	--	------------

	Total 204		416,710.85
--	------------------	--	-------------------

206 Fire Fund

206-000-001	Fire Fund-ASB- 206		288,610.96
206-000-003	Fire MM - 206		25,595.22

	Total 206		314,206.18
--	------------------	--	-------------------

208 Park Fund

208-000-001	Park Fund-ASB - 208		405,342.09
208-000-003	Park MM - 208		18,428.61

	Total 208		423,770.70
--	------------------	--	-------------------

209 Recreation Fund

209-000-001	Recreation Fund-ASB - 209		45,152.78
-------------	---------------------------	--	-----------

	Total 209		45,152.78
--	------------------	--	------------------

210 Ambulance Fund

210-000-001	Ambulance Fund-ASB- 210		417,713.19
-------------	-------------------------	--	------------

	Total 210		417,713.19
--	------------------	--	-------------------

211 Ambulance Replacement Fund

	Total 211		0.00
--	------------------	--	-------------

401 Public Improvement Fund

401-000-001	Public Imprvmt Fund-ASB - 401		133,386.81
-------------	-------------------------------	--	------------

	Total 401		133,386.81
--	------------------	--	-------------------

406 Fire Capital Improvement Fund

406-000-001	Fire Cap Imprvmt Fund-ASB- 406		150,414.51
406-000-003	Fire Cap Imp MM - 406		7,166.61

	Total 406		157,581.12
--	------------------	--	-------------------

Whitewater Township
Cash Balance Report
May 31, 2022
Prior to Balancing with the Clerk

Federal Fund (ARPA) - FCB

285-000-001	Federal Fund FCB 285	147,710.91
-------------	----------------------	------------

Total 285	147,710.91
------------------	-------------------

703 Property Tax Fund

703-000-001	Property Tax Fund FCB - 703	18,774.81
-------------	-----------------------------	-----------

Total 703	18,774.81
------------------	------------------

750 Payroll Clearing Fund

750-000-001	Payroll Clearing-Gen Fund-750	8,817.98
-------------	-------------------------------	----------

Total 750	8,817.98
------------------	-----------------

Grand Total	\$ 2,917,455.58
--------------------	------------------------



Ron Popp <supervisorwhitewater@gmail.com>

Trustee Report

1 message

Heidi Vollmuth <heidivourtrustee@gmail.com>
To: Ron Popp <supervisorwhitewater@gmail.com>

Thu, Jun 2, 2022 at 5:27 PM

Happy Summer Everyone!

This past month has been challenging and enlightening as I worked with a group of private citizens to write a survey on what to do with our ARPA funds. A copy is enclosed in this months packet. To the team Thank you all for your efforts, hard work in completing this project and task before the holiday weekend. The committee has requested to remain anonymous.

My investigation work as to why there are failures in the Planning Commission & the Marijuana subcommittee is almost complete. It is apparent that the issues of why there is failure in both committees points at miscommunication, lack of follow up from an administrative level and zero checks and balances from board level. My solutions are forthcoming and hopefully put us back on track for completing the tuff tasks at hand in our future for our wants and needs of are small rural community.

I continue to heal from shattering my foot in April. Thank you for all your jokes and concerns. Please remember to check before you burn. Smokey the Bear continues to warn us all. Only you can help prevent forrest fires. Remind your guests the Bears are alive and well and on the move.

Have a safe Fourth of July

HeidiVyourtrustee

Whitewater Township Trustee report – Don Glenn

May 2022

Citizen Observations

- Conversation regarding lakefront adjacent properties “septic system health” concerns & Milton Townships current feasibility study on infrastructure which includes a waste treatment plant. Also discussed the importance of multiple boat wash stations at WWT Park and the placement.
- Multiple concerns regarding the density of residential developments being currently discussed and future developments that are in line with the current Master Plan for the township.

Educational opportunities

1. Attended the **May MTA chapter meeting** with presentations from the road commission and more specifically, the change in brining contracts for 2022.
2. **Webinars:**
 - a. **Dust Palliatives for Unpaved Roads - Case Studies and Lessons Learned** / Dust palliatives are agents or mixtures that are applied to unpaved roads to reduce airborne dust. The amount of dust, and therefore the type of palliative - or road stabilizer, depends on the climate, amount of precipitation, and surface disturbance.
 - b. Participated in the **Fahey Schultz Presents Five Things to Know About Adult-Use Marihuana Establishments in 2022** webinar.
3. **Continuing education:** reading thru “The Township Guide to Planning & Zoning” MTA publication.

“Other” items of interest

- a. None

MOBILE MEDICAL RESPONSE MAY 2022 ACTIVITY REPORTS

Whitewater RT May 2022

Response Time Minutes	Call Count	Cumulative Call Count	Percentage	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%	0.00%
00:05:00 - 00:05:59	3	3	18.75%	18.75%
00:06:00 - 00:06:59	2	5	12.50%	31.25%
00:07:00 - 00:07:59	2	7	12.50%	43.75%
00:08:00 - 00:08:59	1	8	6.25%	50.00%
00:09:00 - 00:09:59	1	9	6.25%	56.25%
00:10:00 - 00:10:59	1	10	6.25%	62.50%
00:11:00 - 00:11:59	2	12	12.50%	75.00%
00:12:00 - 00:12:59	2	14	12.50%	87.50%
00:13:00 - 00:13:59	1	15	6.25%	93.75%
00:15:00 - 00:15:59	1	16	6.25%	100.00%

A-3 Transports By Month (Billable Calls)

Dispatch Zone	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Total
Antrim-City of Elk Rapids	0	2	0	1	1	0	0	1	5
Antrim-Elk Rapids	0	0	1	0	0	0	0	0	1
Antrim-Milton	0	1	0	0	1	1	0	0	3
GT-Acme	1	9	31	26	26	22	26	33	174
GT-East Bay	0	0	1	1	1	1	0	1	5
GT-Whitewater	17	23	16	14	17	18	12	16	133
Kalkaska-Clearwater	1	0	0	0	0	1	0	0	2
Kalkaska-Excelsior	0	1	0	0	0	0	0	0	1
Total	19	36	49	42	46	43	38	51	324

Whitewater Twp Responses May 2022

Nature of Call	WW	Total
17-Falls	4	4
1-Abdominal Pain/Problems	3	3
21-Hemorrhage/Lacerations	1	1
25-Psychiatric/ Abnormal Behavior/Suici	1	1
26-Sick Person (Specific Diagnosis)	4	4
29-Traffic/Transportation/Accidents	1	1
2-Allergies (Reactions)/Envenomations (1	1
32-Unknown Problem (Man Down)	1	1
6-Breathing Problems	1	1
7-Burns (Scalds) /Explosion	1	1
Total	18	18

Call Disposition	WW	Total
Transport	12	12
Refusal	4	4
Cancelled	2	2
Total	18	18

Response Priority	WW	Total
P-1 Emergency ALS	3	3
P-2 Emergency BLS	12	12
P-3 Non-Emergent	3	3
Total	18	18

Run#	Date	Priority	Nature of Call	Dispatch Zone	Unit	Disposition	Dispatch Time	Scene Time	Response Time
55,324	05/01/2022	P-3	26-Sick Person (Specific Diagno	Whitewater	10 GTA3	Transport	4:58:29	5:13:44	15.25
56,701	05/04/2022	P-2	21-Hemorrhage/Lacerations	Whitewater	10 GTA3	Transport	16:35:58	16:44:38	8.67
56,995	05/05/2022	P-1	6-Breathing Problems	Whitewater	10 GTA3	Transport	10:50:00	11:00:04	10.07
57,132	05/05/2022	P-2	29-Traffic/Transportation/Accider	Whitewater	10 GTA3	Refusal	15:35:10	15:44:40	9.50
57,683	05/06/2022	P-2	17-Falls	Whitewater	10 GTA3	Canceled	17:42:21		
58,635	05/09/2022	P-2	1-Abdominal Pain/Problems	Whitewater	10 GTA3	Transport	11:04:19	11:15:28	11.15
60,344	05/12/2022	P-3	26-Sick Person (Specific Diagno	Whitewater	10 GTA3	Transport	2:49:48	3:01:58	12.17
60,630	05/12/2022	P-2	1-Abdominal Pain/Problems	Whitewater	10 GTA3	Transport	7:02:08	7:09:01	6.88
61,292	05/13/2022	P-2	17-Falls	Whitewater	10 GTA3	Transport	13:19:28	13:26:50	7.37
61,549	05/13/2022	P-2	25-Psychiatric/ Abnormal Behavi	Whitewater	10 GTA3	Disregard	23:10:38		
62,151	05/15/2022	P-2	2-Allergies (Reactions)/Envenorr	Whitewater	10 GTA3	Transport	1:21:18	1:27:39	6.35
62,548	05/16/2022	P-3	1-Abdominal Pain/Problems	Whitewater	10 GTA3	Transport	6:01:45	6:08:56	7.18
62,643	05/16/2022	P-2	7-Burns (Scalds) /Explosion	Whitewater	10 GTA3	Refusal	11:22:40	11:36:14	13.57
65,583	05/22/2022	P-1	17-Falls	Whitewater	10 GTA3	Transport	14:30:31	14:42:30	11.98
66,823	05/25/2022	P-2	26-Sick Person (Specific Diagno	Whitewater	10 GTA3	Refusal	11:59:24	12:11:41	12.28
67,826	05/27/2022	P-1	32-Unknown Problem (Man Dow	Whitewater	10 GTA3	Transport	11:37:24	11:43:05	5.68
67,888	05/27/2022	P-2	26-Sick Person (Specific Diagno	Whitewater	10 GTA3	Transport	13:34:49	13:40:17	5.47
68,583	06/06/2022	P-2	17-Falls	Whitewater	10 GTA3	Refusal	22:47:07	22:52:08	5.02

GT-A3 Activity (May 2022)

Call Disposition	Acme	WW	Elk Rapids	East Bay	GT-Travers	Total	Response Priority	Acme	WW	Elk	East Bay	GT-Trave	Total
Transport	22	12	1	1	1	37	P-1 Emergency ALS	14	3	1	1	1	20
Refusal	11	4	0	0	0	15	P-2 Emergency BLS	20	12	1	0	0	33
Cancelled	7	2	1	0	0	10	P-3 Non-Emergent	6	3	0	0	0	9
Total	40	18	2	1	1	62	Total	40	18	2	1	1	62

Nature of Call	Acme	WW	Elk Rapids	East Bay	GT-Traverse City	Total
10-Chest Pain (Non-Traumatic)	2	0	0	0	1	3
12-Convulsions/Seizures	1	0	0	0	0	1
13-Diabetic Problems	1	0	0	0	0	1
16-Eye Problems/Injuries	1	0	0	0	0	1
17-Falls	12	4	0	0	0	16
19-Heart Problems / A.I.C.D.	1	0	0	0	0	1
1-Abdominal Pain/Problems	0	3	0	0	0	3
21-Hemorrhage/Lacerations	1	1	0	0	0	2
23-Overdose / Poisoning (Ingestion)	1	0	0	0	0	1
25-Psychiatric/ Abnormal Behavior/Suici	0	1	0	0	0	1
26-Sick Person (Specific Diagnosis)	6	4	1	0	0	11
29-Traffic/Transportation/Accidents	5	1	0	0	0	6
2-Allergies (Reactions)/Envenomations (0	1	0	0	0	1
31-Unconscious/Fainting (Near)	2	0	0	0	0	2
32-Unknown Problem (Man Down)	3	1	1	0	0	5
6-Breathing Problems	4	1	0	1	0	6
7-Burns (Scalds) /Explosion	0	1	0	0	0	1
Total	40	18	2	1	1	62

Run#	Date	Priority	Nature of Call	Dispatch Zone	Unit	Disposition	Dispatch Time	Scene Time	Response Time
55,324	05/01/2022	P-3	26-Sick Person (Specific Diagno	Whitewater	10 GTA3	Transport	4:58:29	5:13:44	00:15:15
55,440	05/01/2022	P-2	26-Sick Person (Specific Diagno	Elk Rapids	10 GTA3	Canceled	13:54:32		
55,560	05/01/2022	P-1	19-Heart Problems / A.I.C.D.	Acme	10 GTA3	Transport	20:05:27	20:12:57	00:07:30
55,651	05/02/2022	P-3	17-Falls	Acme	10 GTA3	Transport	5:41:31	5:54:48	00:13:17
55,814	05/02/2022	P-1	6-Breathing Problems	Acme	10 GTA3	Transport	13:10:34	13:15:53	00:05:19
56,054	05/03/2022	P-1	6-Breathing Problems	Acme	10 GTA3	Transport	5:51:52	6:02:52	00:11:00
56,073	05/03/2022	P-3	17-Falls	Acme	10 GTA3	Transport	7:36:39	7:46:15	00:09:36
56,701	05/04/2022	P-2	21-Hemorrhage/Lacerations	Whitewater	10 GTA3	Transport	16:35:58	16:44:38	00:08:40
56,964	05/05/2022	P-2	26-Sick Person (Specific Diagno	Acme	10 GTA3	Transport	9:32:50	9:39:05	00:06:15
56,995	05/05/2022	P-1	6-Breathing Problems	Whitewater	10 GTA3	Transport	10:50:00	11:00:04	00:10:04
57,132	05/05/2022	P-2	29-Traffic/Transportation/Accider	Whitewater	10 GTA3	Refusal	15:35:10	15:44:40	00:09:30
57,163	05/05/2022	P-2	29-Traffic/Transportation/Accider	Acme	10 GTA3	Refusal	16:35:30	16:39:32	00:04:02
57,166	05/05/2022	P-2	29-Traffic/Transportation/Accider	Acme	10 GTA3	Refusal	16:48:04	16:58:36	00:10:32
57,168	05/05/2022	P-2	29-Traffic/Transportation/Accider	Acme	10 GTA3	Refusal	16:48:24	16:58:44	00:10:20
57,178	05/05/2022	P-2	29-Traffic/Transportation/Accider	Acme	10 GTA3	Refusal	17:05:02	17:11:35	00:06:33
57,179	05/05/2022	P-2	29-Traffic/Transportation/Accider	Acme	10 GTA3	Refusal	17:05:49	17:11:51	00:06:02
57,683	05/06/2022	P-2	17-Falls	Whitewater	10 GTA3	Canceled	17:42:21		
57,878	05/07/2022	P-2	17-Falls	Acme	10 GTA3	Refusal	9:27:32	9:29:43	00:02:11
57,948	05/07/2022	P-1	6-Breathing Problems	East Bay	10 GTA3	Transport	12:46:34	12:55:08	00:08:34
58,294	05/08/2022	P-2	31-Unconscious/Fainting (Near)	Acme	10 GTA3	Refusal	12:39:37	12:42:53	00:03:16
58,635	05/09/2022	P-2	1-Abdominal Pain/Problems	Whitewater	10 GTA3	Transport	11:04:19	11:15:28	00:11:09
59,004	05/10/2022	P-2	17-Falls	Acme	10 GTA3	Canceled	8:03:01	8:08:00	00:04:59
59,345	05/10/2022	P-1	32-Unknown Problem (Man Dow	Elk Rapids	10 GTA3	Transport	22:26:42	22:42:13	00:15:31
60,197	05/11/2022	P-1	32-Unknown Problem (Man Dow	Acme	10 GTA3	Refusal	17:47:49	17:52:31	00:04:42
60,344	05/12/2022	P-3	26-Sick Person (Specific Diagno	Whitewater	10 GTA3	Transport	2:49:48	3:01:58	00:12:10
60,630	05/12/2022	P-2	1-Abdominal Pain/Problems	Whitewater	10 GTA3	Transport	7:02:08	7:09:01	00:06:53
60,942	05/12/2022	P-1	17-Falls	Acme	10 GTA3	Transport	18:00:36	18:14:44	00:14:08
61,080	05/13/2022	P-3	17-Falls	Acme	10 GTA3	Canceled	1:32:41		
61,087	05/13/2022	P-3	26-Sick Person (Specific Diagno	Acme	10 GTA3	Transport	2:08:03	2:17:49	00:09:46
61,292	05/13/2022	P-2	17-Falls	Whitewater	10 GTA3	Transport	13:19:28	13:26:50	00:07:22
61,398	05/13/2022	P-2	17-Falls	Acme	10 GTA3	Transport	16:31:43	16:38:55	00:07:12
61,549	05/13/2022	P-2	25-Psychiatric/ Abnormal Behavi	Whitewater	10 GTA3	Canceled	23:10:38		
61,604	05/14/2022	P-3	17-Falls	Acme	10 GTA3	Canceled	2:13:14		
61,858	05/14/2022	P-1	16-Eye Problems/Injuries	Acme	10 GTA3	Refusal	11:51:16	11:57:02	00:05:46
62,151	05/15/2022	P-2	2-Allergies (Reactions)/Envenorr	Whitewater	10 GTA3	Transport	1:21:18	1:27:39	00:06:21
62,271	05/15/2022	P-1	32-Unknown Problem (Man Dow	Acme	10 GTA3	Refusal	11:14:36	11:19:43	00:05:07
62,548	05/16/2022	P-3	1-Abdominal Pain/Problems	Whitewater	10 GTA3	Transport	6:01:45	6:08:56	00:07:11
62,643	05/16/2022	P-2	7-Burns (Scalds) /Explosion	Whitewater	10 GTA3	Refusal	11:22:40	11:36:14	00:13:34

Run#	Date	Priority	Nature of Call	Dispatch Zone	Unit	Disposition	Dispatch Time	Scene Time	Response Time
62,750	05/16/2022	P-2	26-Sick Person (Specific Diagno	Acme	10 GTA3	Transport	15:22:07	15:25:34	00:03:27
64,287	05/19/2022	P-2	21-Hemorrhage/Lacerations	Acme	10 GTA3	Transport	15:49:27	15:55:21	00:05:54
64,986	05/20/2022	P-3	17-Falls	Acme	10 GTA3	Canceled	22:29:59		
65,151	05/21/2022	P-1	10-Chest Pain (Non-Traumatic)	Acme	10 GTA3	Transport	8:06:10	8:14:31	00:08:21
65,583	05/22/2022	P-1	17-Falls	Whitewater	10 GTA3	Transport	14:30:31	14:42:30	00:11:59
65,647	05/22/2022	P-2	26-Sick Person (Specific Diagno	Acme	10 GTA3	Canceled	17:46:30		
65,803	05/23/2022	P-1	32-Unknown Problem (Man Dow	Acme	10 GTA3	Canceled	7:54:06		
66,536	05/24/2022	P-2	26-Sick Person (Specific Diagno	Acme	10 GTA3	Transport	20:12:29	20:25:55	00:13:26
66,823	05/25/2022	P-2	26-Sick Person (Specific Diagno	Whitewater	10 GTA3	Refusal	11:59:24	12:11:41	00:12:17
67,826	05/27/2022	P-1	32-Unknown Problem (Man Dow	Whitewater	10 GTA3	Transport	11:37:24	11:43:05	00:05:41
67,888	05/27/2022	P-2	26-Sick Person (Specific Diagno	Whitewater	10 GTA3	Transport	13:34:49	13:40:17	00:05:28
68,202	05/28/2022	P-2	17-Falls	Acme	10 GTA3	Canceled	7:00:07	7:09:44	00:09:37
68,223	05/28/2022	P-1	13-Diabetic Problems	Acme	10 GTA3	Refusal	8:19:57	8:22:30	00:02:33
68,251	05/28/2022	P-2	17-Falls	Acme	10 GTA3	Transport	10:15:06	10:20:31	00:05:25
68,300	05/28/2022	P-2	17-Falls	Acme	10 GTA3	Transport	11:57:40	12:09:26	00:11:46
68,583	06/06/2022	P-2	17-Falls	Whitewater	10 GTA3	Refusal	22:47:07	22:52:08	00:05:01
68,821	05/29/2022	P-1	10-Chest Pain (Non-Traumatic)	Acme	10 GTA3	Transport	13:22:06	13:27:38	00:05:32
68,915	05/29/2022	P-1	12-Convulsions/Seizures	Acme	10 GTA3	Transport	17:22:10	17:25:43	00:03:33
69,052	05/29/2022	P-1	6-Breathing Problems	Acme	10 GTA3	Transport	23:39:56	23:48:06	00:08:10
69,065	05/30/2022	P-1	6-Breathing Problems	Acme	10 GTA3	Transport	0:06:59	0:16:59	00:10:00
69,188	05/30/2022	P-2	23-Overdose / Poisoning (Ingest	Acme	10 GTA3	Transport	10:24:53	10:35:00	00:10:07
69,522	05/31/2022	P-2	26-Sick Person (Specific Diagno	Acme	10 GTA3	Transport	5:07:45	5:19:58	00:12:13
69,742	05/31/2022	P-2	31-Unconscious/Fainting (Near)	Acme	10 GTA3	Transport	13:34:01	13:40:08	00:06:07
69,788	05/31/2022	P-1	10-Chest Pain (Non-Traumatic)	GT-Transpose C	10 GTA3	Transport	14:47:29	14:52:57	00:05:28



WHITEWATER TOWNSHIP FIRE DEPARTMENT

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

May 2022 Monthly Report Fire Chief Brandon Flynn

Alarms: The fire department responded to 13 emergency calls in May.

- 4 – Wildfires, two mutual aid given one mutual aid received.
- 4 – Illegal burn complaints
- EMS assist, extrication from the VASA trail
- Mutual aid structure fire to Kalkaska Twp.
- Flooding check-out
- Vehicle accident
- Commercial fire alarm

Training: 3 training sessions were held in May.

- Monthly vehicle & SCBA maintenance
- PFAS/Foam training
- Target Solutions, Hazard Communication

Meetings/Other:

- Regional Training Center, May 3 & 5
- MCA, May 10

General:

The Ford Expedition has been sold on Govdeals.com auction website and has been picked-up by its new owner. All of the equipment and decals have been removed. Attached is a report detailing the Chief's vehicle replacement project.

All 4 of the fire departments Hurst Jaws of Life extrication tools received preventative maintenance on May 11 by Apollo Fire Equipment.

Both new snowmobiles were delivered on May 12, 2022. The sale of our existing snowmobiles as well as preparing the new snowmobiles for service will take place this fall.



Committed to proudly serving the community with professionalism and integrity.

Fire Department personnel attended the WESA Spaghetti Dinner fundraiser on Saturday, May 14. The event was considered a success even after changing the date from September to May.

Probationary Firefighter Cole Kushner attended a radio operator class on May 25. This class is required by Michigan Public Safety Communications System (MPSCS) and is provided free of charge by Grand Traverse County Central 911. All Whitewater Township Fire Department employees have had this training and Chief Flynn & Assistant Chief Carpenters are certified trainers for the program.

Ten of the 12 old SCBA airpacks along with 20 SCBA air bottles have been donated to North Central Michigan College in Petoskey for use in their fire academy. The program director was very excited to receive this donation and I have no doubt they have found a good home.

Fire department personnel participated in the Memorial Day Parade on May 30.



Whitewater Township Fire Department

NEW CHIEFS VEHICLE REPORT

Project started	2/16/21	
PO Issued	3/11/21	
Vehicle order #1	3/16/21	
Vehicle order #2	August, 2021	
Vehicle Delivered	2/7/22	
Vehicle placed in service	4/7/22	
Sale of 2009 Ford Expedition	5/12/22	
Project completed	5/16/2022	

February 2021 Approved Budget	Cost	Total
2021 Ford F150 4X4	37,636	
Upfit	6,000	
MIDEAL Membership	180	
Decals	750	
Estimate		44,566
Not to exceed amount		50,000

Actual Expenses	Cost	Total
2021 Ford F150 4X4	39,307	
Upfit	6,755	
MIDEAL Membership	180	
Bed Slide	2,060	
Decals	1,543	
		49,845
Sale of 2009 Expedition	7,100	
Sale of misc. equipment from 2009 Expedition	519	
		7,619
Net Cost		42,238



2 – 2022 Polaris Titan 800 XC



Historical Society Report for March, April and May 2022

To: Whitewater Township Board Members

From: Luann Snider, Historical Society Director

Date: June 2, 2022

Meetings: Because of not having a quorum there were no meetings in March, April or May.

Public Inquiries: There have been a few residents wanting to find out information regarding their property. I referred them to the Register of Deeds office to find out the last name of the different owners that had owned their property, then I would be able to give them more information.

Scan/Catalog Documents: Hours were spent typing out papers, meeting with people that might be interested in joining the Historical Society, and also sorting out photos and papers that the Society has.

New Documents/Items Received: Carol Hockin brought in a small tote that was given to her for the Society, the tote was filled with old photos, papers and some other items. The person that these items belonged to was Lute Hoyt, he lived in Williamsburg in the early 1900's. The Society is very excited about getting this new information.

Williamsburg School Reunion: No new information regarding the School Reunion.

Other News: No other news at this time.

**Whitewater Township
Parks and Recreation Advisory Committee
Minutes for Regular Meeting
March 14, 2022**

Call to order 7:00 p.m.

Roll Call: Butler, Hubbell, Melton

Absent: Cosgrove, Slopsema

Set / Approve Agenda: Set

Declaration of Conflict of Interest: None

Public Comment: None

Approval of minutes:

Motion by Hubbell, second by Butler to approve January 24, 2022, meeting minutes. All in favor. Motion carried.

Reports/Presentations/Announcements/Comments/Correspondence: Steve Largent of Grand Traverse Regional Conservation District (GTRCD). Presentation on projects throughout GT County.

Can work for the township at \$40 per man hour. Discussion of what help they may be able to provide. Tree removal on the trails, boardwalks or something on Lossie Trail along with the foot bridge. Will work a plan to go through the park areas in April or May including the Whitewater Township Park (WTP) beach area. Can help with grant sources.

Unfinished Business:

1. Status updates:

Dug outs: On hold until the budget approvals

Trails status: On hold until the budget approvals.

Park: Final plans and project manual has been received to begin the bid process for the boat launch and parking lot projects.

New Business:

1. Budget for FY 2022/2023: Discussion of park plans and the budget. Popp and Vollmuth are not being supportive of moving forward on any of the park projects that have been in the works and approved previously.

The current plan in the 2022/2023 budget is that the trail monies have been pulled and put on hold this year because the monies have been diverted to the storm cleanup.

Melton will get the site plan for the WTP playground area to the Clerk on Wednesday for submission to the Board for the budget public hearing meeting.

Melton will get the site plan for the dug outs to the Clerk on Wednesday for submission to the Board for the budget public hearing meeting.

2. Projects for 2022: Dug out replacements, Hi Pray upper field lights and other improvements, trail maintenance/upgrades, Township Park playground area

3. Proposal to change meeting dates. Possibly move to the second Tuesday of the month, 7 p.m. so it would work for a possible new committee member, Amber Voice.

Next regular meeting: April 11, 2022

Public Comment: None

Adjournment: 9:00 p.m.

Respectfully submitted,
Lois MacLean, Recording Secretary

**Whitewater Township
Parks and Recreation Advisory Committee
Minutes for Regular Meeting
April 11, 2022**

Call to order 7:00 p.m.

Roll Call: Butler, Cosgrove, Melton, Slopsema

Absent: Hubbell

Set / Approve Agenda: Set

Declaration of Conflict of Interest: None

Public Comment: Vickie Emerson lives on Park Road. Hikes the park trails regularly, has seen the park progress over the years. The park is a diamond in the rough. Concerned about the dusty roads, the brine material last year just didn't last. Consider a different company or material for brining this year. Since most traffic on Park Road is going to the park, maybe the Park can be a good neighbor and help pay for extra brining of Park Road. Slow the traffic down in some way, at least starting at the park property. Does not believe the road can handle the additional boat launch traffic. The park staff does a great job. Is there a procedure for opening and closing? The picnic tables are being left down flat, getting green and black mold and moss growing on them.

The beach area, erosion control fabric is showing. Need the beach area fixed up.

Pit toilets. Fix them.

Split rail fences around the park are falling apart.

The overlook deck is getting nasty.

The stairway that goes to the overlook deck is covered with leaves. (Vickie is willing to go blow the leaves out but would only do it if she had specific permission.)

The road trail off to the left, she would be willing to help with the road with her tractor.

The trail system has so many broken limbs. There is so much dead debris it is not appealing. Chip up the dead and use them on the trail. Vickie will have chips to donate.

A friend is offering to write grants for free. She can work with work groups and get donations and help and . . . This lady's husband runs the Platte River Campground. He would be willing to help, advise, give ideas.

Melton notes that the trail maintenance is something that does fall by wayside.

Approval of minutes:

Postpone to May meeting.

Reports/Presentations/Announcements/Comments/Correspondence: Melton attended a trail system webinar regarding funding for trails. Grants are available to be applied for trails – maintenance, stewardship training and research. On-line grant application due by the end of the week.

There is no budget for the trails this year. Discussion of funding and projects. We seem to be in a "use it or lose it" position now. Park funds and Rec funds are separate. Slopsema would like an answer to the question of what are the actual regulations that keep the Park fund only for Park use and not able to be used throughout the rest of the funds.

The tree cleanup monies are coming out of the Rec fund monies.

The only way the PRAC is going to be able to get money allocated is to get grant money to help cover the tree removal, thereby alleviating some of those funds.

We did get the DNR approval on the plan!!

Unfinished Business:

1. Hi Pray Park dug-outs: Aerial view of the plan for the dugouts. Lynn Bartosik is going to try to get the numbers

together for the Board meeting on Tuesday. F & V have been contacted about creating the engineered drawing. The increases are going to make it difficult to get the full project done. Eliminate the concrete and/or the fencing if need be. The kids start practice in mid May, games start in June.

2. Park Playground dimensional site plan provided including the minimums - everything exceeds the minimums. Slide is just a holding spot for now since we don't know what size it will be.

3. Park pit toilets, letter in the packet regarding the pit toilets. Will include a ramp style entry to the toilets.

New Business:

1. Projects for 2022, maybe we can work on the BCNA and Lossie Trail signs, maybe have the two trails on one sign using the same sign for the two trails. Keep the kiosks updated with current information. Trail markers on BCNA and one on each end of Lossie. Grand Traverse Regional Land Conservancy (GTRLC) needs an official request for assistance from the township to the conservancy to get help from GTRLC. (October 2021 meeting minutes)

Melton is going to connect with Steve Largent and Brandon Hubbell for the walk through and evaluation of the Lossie trail wet area on May 2.

The autumn olives are taking over some of the meadow areas.

2. Proposal to change meeting dates. Possibly the second Tuesday of the month at 7 p.m. Amber Voice has put in her application for the PRAC.

Next regular meeting: May 9, 2022

Public Comment: None 8:45 p.m.

Adjournment: 8:50 p.m.

Respectfully submitted,
Lois MacLean, Recording Secretary

WHITEWATER TOWNSHIP PLANNING COMMISSION
MINUTES FOR SPECIAL MEETING
w/ public participation via Zoom
May 4, 2022

Call to Order at 6:06 p.m.

Roll Call: In person: Darrow, Jacobson, Keaton, Mangus, Wroubel

Absent: None

Unfilled seats: One commission member and the Township Board Representative

Also in attendance: Zoning Administrator Hall via Zoom, Recording Secretary MacLean and 8 participating via zoom.

Set / Adjust Agenda:

Declaration of Conflict of Interest: None.

Public Comment:

Vicky Beam, 6847 Baggs Road, regarding opposition to the process not site condos in general but opposed to the Baggs Road project; Master Plan and zoning.

Linda Slopsema: regarding setbacks, campgrounds, density of building projects, zoning maps, marihuana and variances.

Via Zoom: Connie Hymore, Baggs Road, regarding development, not against development, against the development as presented; Master Plan.

Special Meeting Business:

1. Article 12 Setbacks – Commission discussion on number of campsites per acre. Consensus 10 campsites (RV, tent) per acre or three cabins per acre. Can evaluate individually if someone wants something more.

Multi-family standards.

Discussion of current rules; resolve discrepancies regarding animals.

MOTION by Jacobson, second by Keaton to move amendment of Article 12 to the June meeting for Public Hearing.

Roll call: Keaton-yes; Darrow-yes Mangus-yes; Jacobson-yes; Wroubel-yes. All in favor. Motion carried

2. Marihuana Zoning Ordinance – Medical (postpone)
3. Article 5, Zoning Districts, Rules of Interpretation. (postpone)

Public Comment:

Linda Slopsema: recommend using a diagram.

Randy Melnik: zoning specifics

Connie Hymore: thank you for Zoom

Heidi Vollmuth: be good neighbors

Commission Discussion/Comments:

Adjournment: 7:05 p.m.

Respectfully Submitted

Lois MacLean,

Recording Secretary

WHITEWATER TOWNSHIP PLANNING COMMISSION
MINUTES FOR REGULAR MEETING
w/ public participation via Zoom
May 4, 2022

Call to Order at 7:10 p.m.

Roll Call: In person: Darrow, Jacobson, Keaton, Mangus, Wroubel

Absent:

Unfilled seat: One commission member and the Township Board Representative

Also in attendance: Zoning Administrator Hall via Zoom, Recording Secretary MacLean and eight participants via Zoom

Set / Adjust Agenda: Move New Business before Unfinished Business

Declaration of Conflict of Interest:

Public Comment:

Vicky Beam, Baggs Road, regarding the approved preliminary site condo; concerns: zoning,
via Zoom: Connie Hymore Baggs Road, regarding the Master Plan, planning enabling act, neighboring townships,
zoning, law.

Public Hearing:

1. Open Public Hearing on Amendment 82, Article 25, Site Plan Review (SPR) and Special Use Permit (SUP).
at 7:22 p.m.

Public Hearing notice posted in the Record Eagle on April 17, 2022.

Has been reviewed by the attorney and will be more clear.

Public Comment in favor: None

Public Comment opposed: None

Public Comment neutral: Randy Melnik: some areas need more attention or review – legal may have already addressed:
fees proposed, notice of public hearing, amendments to SUP, SUP transfer, SUP expiration.

Comment regarding the Zoning Ordinance having the DRAFT designation. Mangus notes the Board had that put on.

Close Public Hearing at 7:35 p.m.

2. Open Public Hearing on Special Use Permit/Site Plan Review Application at 7:36 p.m.

Parcel # 28-13-005-008-20, E M-72, Williamsburg, Michigan, 49690, zoned Commercial, 3.32 acres.

Required notice of public hearing was posted in the Traverse City Record Eagle on April 17, 2022. Required notices were
sent out to all property owners within 300' on April 17, 2022.

Staff report, Zoning Administrator presentation:

((Education: A preliminary SPR can be waived. Tonight is a perfect example of the SPR and SUP with the two reviews
on the agenda tonight))

We are here today for the final SPR and an SUP. Staff report included in the packet.

Staff recommends that the requested special use be approved.

Owner: Kirk Johnson DVM, 8925 2 Mile Rd., Ada, Michigan,

Agent, represents Classic Equine: John Kerridge Architect, 8140 Bel Cherrie Dr, Traverse City, Michigan

Requesting a special use as an equine veterinary clinic as listed in Article VIII, Section 8.11.L as a use permitted by
special use permit.

Application is for Classic Equine to include office space, exam area, evaluation area, efficiency studio staff units above, to
have 2-3 operational employees and parking with full drive parameter access.

All setbacks have been met.

Will go through the county and state for all necessary permits. Not a high volume veterinary clinic, no surgeries.

Everything is in compliance with the zoning ordinance.

Questions answered regarding the parameter drive, pasture, efficiency studios.

Correspondence: None received

Public comment in favor: Member of the audience in favor

Public comment opposed: None

Public comment, neutral: None

Close public hearing at 7:50 p.m.

Approval of Minutes:

MOTION by Jacobson, second by Wroubel to approve March 2, 2022, meeting minutes, as amended. (Note, draft minutes posted on the website and the recording secretary's draft had the correct meeting minutes date)

Roll call: Jacobson-yes; Keaton-yes; Mangus-yes; Wroubel-yes; Darrow-yes. All in favor. Motion carried.

MOTION by Keaton, second by Jacobson to approve March 11, 2022, meeting minutes.

Roll call: Keaton-yes; Mangus-yes; Wroubel-yes; Darrow-yes; Jacobson-yes. All in favor. Motion carried.

Correspondence: (Included in packet)

Reports:

Zoning Administrator Report, Hall: Continue to get calls on short term rentals (STR) and STRs in conjunction with site condominium development. Site Condos are very different than Planned Unit Developments (PUD). The Baggs Road developer will be addressing the requirements.

There is not a perfect Master Plan or a perfect zoning ordinance. Confident that Whitewater Township will move forward using the site condominium development information. Note: MSU extension, Networks Northwest has a lot of information regarding site condominiums, PUD's etc. We all need to do everything as written in the ordinance.

Chair's Report, Mangus: Have been requested to find out who of the commissioners has what, what resources do you have: hard copy of the Master Plan, Zoning Ordinance, PC Bylaws, employee handbook, Michigan Guide to Planning and Zoning. Mangus will put in a request for hard copies for each as needed.

Township Board Rep., None assigned.

ZBA Representative, Wroubel: No cases in March or April.

Committee Reports: None.

Additional Items: None.

New Business addressed before Unfinished Business (see below)

Unfinished Business:

1. Amendment 82, Article 25, Site Plan Review and Special Use Permit amendment discussion.
The draft of the review from the attorney has been presented this evening.
Move forward, send to the board and let them move with the minor adjustments presented by the attorney OR read through it and bring it back next month for final approval.
Consensus to bring it back next month after review.
2. Article 25, Special Use Permit amendment discussion. Included in above.
3. Classic Equine Special Use Permit discussion.
Efficiency studio unit helps the owner with property safety. Will this open the door to other business? It is something that is allowed in the Commercial District as a mixed use. It is a permitted use, a lawful use.
No need to delay.
Zoning Administrator findings of fact stated in the ZA staff report are specifically regarding the site plan, not the special use.
 - 1.) Property is located in the C1-Commercial zoning district of Whitewater Township.
 - 2.) Veterinary clinics, veterinary hospitals and related kennel facilities are listed as special uses in the C1-Commercial zoning district.
 - 3.) Article XXV, Section 25.18 of the Whitewater Township Zoning Ordinance does not allow the Zoning Administrator review for a "special" use.
 - 4.) There is no "minimum" lot size listed for a lot/parcel located in the Commercial zoning district.
 - 5.) The maximum lot width to depth ratio of 4:1 is not exceeded.
 - 6.) The proposed use is in accordance to the general health, safety and welfare of the community.

Planning Commission Findings of Fact:

- 1.) Whereas Classic Equine meets all requirements of the Whitewater Township zoning ordinance.
- 2.) Whereas, not in conflict with the health safety and welfare.
- 3.) Whereas this facility is supported by the Master Plan in that it supports the compact nature of the commercial district.

4.) Whereas this facility is in keeping with the rural character.

No additional provisions.

MOTION by Keaton, second by Jacobson to approve Classic Equine Special Use Permit as proposed based on the stated findings of fact.

Roll call: Darrow-yes; Jacobson-yes; Keaton-yes; Mangus-yes; Wroubel-yes. All in favor. Motion carried.

4. Master Plan Review – looking to get some additional professional assistance with the Master Plan. Need to get surveys out to the people for public input, community outreach. We need someone who will walk us through the process not someone who will write it and hand it over.
We will need internet access / infrastructure addressed in the MP.
5. Article 12, Setbacks – review and complete to set public hearing. Addressed in the special meeting.
6. Article 5, Zoning Districts – rules and interpretation and draft maps. (postponed)
7. Marihuana proposed zoning ordinance amendments – medical (postponed)

New Business:

1. Site Plan Review – horse barn on Lossie Road. There is no home there yet so it has to be addressed as a SPR. There are no efficiency studios – that was a typo.
Hall: Staff report included in the packet.
They will have people in the area to run the horse stable/barn.
MOTION by Keaton, second by Jacobson to approve as proposed.
Roll call: Wroubel-yes; Keaton-yes; Darrow-yes Mangus-yes; Jacobson-yes. All in favor. Motion carried.
When the PC approves the site plan, the land use permit is granted.
2. Article 1 Preamble – title, authority, goals and purpose (new). Cleanup, send to the attorney for future public hearing.
MOTION by Jacobson, second by Darrow to forward to the attorney for review.
Roll call: Wroubel-yes; Mangus-yes; Keaton-yes; Darrow-yes; Jacobson-yes. All in favor. Motion carried.

Next Regular Meeting is scheduled for June 1, 2022.

Next meeting agenda: MP review, marihuana zoning ordinances, continuePublic Hearing Amendment 82, Article 25, SPR & SUP discussion and decision.

Public Comment:

Peltonen: MTA training commission training and website availability of the zoom link.

Commission Discussion/Comments: Consensus to change meeting time to 6 p.m. for the June meeting.

Continuing Education: Introduction to Site condo by Bob Hall (postponed – lost internet connection)

Adjournment: 9:05 p.m.

Respectfully Submitted
Lois MacLean,
Recording Secretary

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

May 2022

Location	Citations	Traffic Crashes			Arrests		Traffic Crash Totals
		Fatal	PIA	PDA	OWI	Criminal	
01 Acme	13	0	1	13	1	3	14
02 Blair	32	0	3	23	3	15	26
03 East Bay	30	0	3	17	1	14	20
04 Fife Lake	1	0	0	6	1	1	6
05 Garfield	84	0	12	60	7	39	72
06 Grant	0	0	1	0	0	0	1
07 Green Lake	9	0	3	8	2	5	11
08 Long Lake	5	0	3	6	1	0	9
09 Mayfield	4	0	1	9	0	1	10
10 Peninsula	7	0	1	2	0	0	3
11 Paradise	3	0	0	6	0	3	6
12 Union	1	0	0	2	0	0	2
13 Whitewater	2	0	1	5	0	1	6
29 Fife Lake Vlg	0	0	0	0	0	0	0
30 Kingsley Vlg	4	0	0	0	0	3	0
66 Traverse City	3	0	0	2	0	20	2
84 Out of County	0	0	0	0	0	12	0
Totals	198	0	29	159	16	117	188

Ticket stats are based on what District Court has entered as of 6/01/22.

Arrest stats are as of 6/01/22.



Ron Popp <supervisorwhitewater@gmail.com>

Brine Moore

1 message

shells27272 [REDACTED]

Mon, May 9, 2022 at 2:17 PM

To: supervisor@whitewatertownship.org

Hello Mr. Popp,

We are hopeful that Moore Road will be brined soon as the dust is awful and making it hard to even breathe!
Please bring this to the Boards attention at tomorrow's meeting, the health and safety of your residence is imperative.

Thank you,
The Rohraffs

Sent via the Samsung Galaxy S9+, an AT&T 5G Evolution capable smartphone



Ron Popp <supervisorwhitewater@gmail.com>

Conflict of interest and Randy Milnick (sp)

1 message

Vicki Beam [REDACTED]

Wed, May 11, 2022 at 11:17 AM

To: Ron Popp <supervisorwhitewater@gmail.com>, Ardella M Benak <treasurer@whitewatertownship.org>, "Cheryl A. Goss" <clerk@whitewatertownship.org>, Heidi Vollmuth <heidivourtrustee@gmail.com>, Don Glenn <dglenn419@gmail.com>

I would like clarification on why there is a conflict of interest for Randy to be a consultant for Whitewater Township?

Thank you in advance.

--



Ron Popp <supervisorwhitewater@gmail.com>

Conflict of interest

1 message

Heidi Vollmuth <heidivourtrustee@gmail.com>
To: Ron Popp <supervisorwhitewater@gmail.com>

Wed, May 11, 2022 at 3:30 PM

Team,

I see no conflict of interest regarding Randy Malnick applying to assist or aid the township in any way he sees we could use his advice or services.

The gentleman is "Retired" key word.

Where one decides to live and work are completely their own wants and needs. As I look thru some of our choices of vendors and bids I see that we use folks that live in Williamsburg example the dugout contractor lives in Williamsburg is that a conflict?

This is the first person that has even looked at what's broken and bought solutions that the PC members we excited about...go team!!!

I'm reaching out to Randy hope we haven't blown this chance too.

Thoughts ?

B4 I forward

H



Ron Popp <supervisorwhitewater@gmail.com>

Moving forward

1 message

Al Keaton <kakeaton@charter.net>

Mon, May 30, 2022 at 8:40 PM

To: Ron Popp <supervisorwhitewater@gmail.com>, heidivyourtrustee@gmail.com, trustee02@whitewatertownship.org

Cc: Linda Slopsema <lindaslopsema@gmail.com>, ginonet5000@yahoo.com

Honorable Supervisor Ron Popp,

For Cheryl Goss and Ardella Benak to say Mr. Randy Mielnik with 44 years' experience as a planner isn't qualified to help the planning commission with its task defies logic, and is absurd. Here's the facts; Randy has 44 years' experience in planning, has achieved national awards and recognition in this field, lives in the TWP, and is willing to work with and assist the PC with his vast experience and years of knowledge. The planning commission has already expressed overwhelmingly their desire to have Randy's assistance in our efforts to help get the ball rolling completing our tasks.

Cheryl Goss and Ardella Benak saw no "conflict of interest" when Mr. Hubble who was voting in favor of and approving for his brothers pot business then; to turn around and say Randy has a conflict because he lives in the TWP, ridiculous. Using their logic; Ron, Cheryl, Ardella, Lois, Don, and all commissioners must resign because they live in the TWP, they can't work for the TWP (nonsensical).

As a resident and registered voter I am requesting this issue be put to a vote by the board ASAP. Don Glen was elected by the voters in hopes of breaking up the gridlock in Whitewater TWP but, if he isn't allowed to vote, we're back to where we began. The board voted and approve that other guy so obviously, a vote is required.

Cheryl said it was illegal for non-property owners to serve on commissions and boards and actually blocked an individual from serving based on that statement; which we all know isn't true. That was a violation of his Constitutional Rights and a violation of Oath of Office. **Michigan Law: What are the qualifications to run for township office?** To qualify for either township supervisor, treasurer, clerk or trustee, a person must be a township elector. An elector is defined as someone 18 years of age, who is a U.S. citizen and has lived at least 30 days in the township for which they will serve but, **property ownership is not required.**

Thank you,

Al



Ron Popp <supervisorwhitewater@gmail.com>

Whitewater Township Infrastructure and Building Needs - Progress Report #4

1 message

Cronk, Erik <erik.cronk@c2ae.com>

Tue, May 10, 2022 at 8:19 AM

To: "clerk@whitewatertownship.org" <clerk@whitewatertownship.org>, "supervisor@whitewatertownship.org" <supervisor@whitewatertownship.org>, "treasurer@whitewatertownship.org" <treasurer@whitewatertownship.org>, "firechief@whitewatertownship.org" <firechief@whitewatertownship.org>, "manguspc@yahoo.com" <manguspc@yahoo.com>

Cc: "Makarewicz, Kevin" <kevin.makarewicz@c2ae.com>, "Jensen, Dennis" <dennis.jensen@c2ae.com>, "Marks, Roger" <roger.marks@c2ae.com>, "Axel, Alyssa" <alyssa.axel@c2ae.com>

All,

Please see attached for Progress Report #4 for your records. We are getting close to the finish line. I am hoping to be able to schedule the final presentation in June 2022. Let me know if you have any questions.

Thank you.

Erik Cronk, PLA, LEED AP

Project Manager

C2AE

architecture | engineering

123 W Main St #200, Gaylord, MI 49735

O: (989) 732-8131

C: (616) 304-0652

Infrastructure that enables, Architecture that empowers.

www.c2ae.com | Facebook | LinkedIn



210417_220510__ProgressReport_4.pdf

437K

Client:	Whitewater Township	Date:	May 10, 2022
Project No.:	210417	Project Manager:	Erik Cronk, PLA, LEED AP
Project Name:	Infrastructure and Building Needs Survey	Lead Designer:	Kevin Makarewicz, PE Dennis Jensen, AIA
Project Phase:	Planning	Project Start Date:	11/02/2021
Client Approved Revised Completion Date:		Project Completion Date:	TBD
Client Project No.:		Period Covered:	April 1, 2022 – April 30, 2022
Client Advisor:	Mike Jantz		

THE WORK ACCOMPLISHED IN THE DEFINED PERIOD CONSISTED OF:

- Completed Township Hall/Fire Station building floor plan and hypothetical site plan.
- Continued work on proposed water distribution system layout, elevated storage tank requirements, water main sizing and service locations.
- Started work on developing cost opinion for water distribution system and Township building.
- Continued development of final report document.

THE ANTICIPATED WORK ELEMENTS IN THE NEXT PERIOD:

- Complete water system distribution layout, elevated storage tank sizing, and service locations
- Develop cost opinions for proposed water system and proposed Township building
- Continue work on final report

SCOPE CHANGES MADE DURING DEFINED PERIOD: None current

BUDGET STATUS (% COMPLETE): The budget is approximately 75% used, which is in-line with the status of the work.

SCHEDULE STATUS:

Task	Milestone Date	Status
Visioning - Stakeholder meeting	01/20/2022	Complete
Programming – Graphics and Presentation	02/2022	Complete
Water Supply Feasibility Analysis	04/2022	In Progress
Township Physical Facility Needs	04/2022	Complete
Final Presentation	TBD	

INPUT NEEDED FROM CLIENT: None current

CLIENT INPUT, DECISIONS AND DIRECTIVES: N/A

REALIZED OR ANTICIPATED CONCERNS: Project is behind original schedule, but progress has been continuing slowly. Building facility needs assessment is nearly complete. Remaining work is primarily focused on completing water system layout and costs. Dates for water supply feasibility analysis and facility needs assessment have been pushed back to May 2022. Final presentation date needs to be determined.

VALUE ADDED: N/A

Cc: Cheryl Goss, Ron Popp, Township Board
Erik Cronk, Kevin Makarewicz, Dennis Jensen



Ron Popp <supervisorwhitewater@gmail.com>

Master Plan

1 message

Al Keaton <kakeaton@charter.net>

Thu, Jun 2, 2022 at 9:24 AM

To: Ron Popp <supervisorwhitewater@gmail.com>, manguspc@yahoo.com, heidivyourtrustee@gmail.com, trustee02@whitewatertownship.org

Cc: ginonet5000@yahoo.com

Honorable Supervisor Mr. Ron Popp,

We the residents of Whitewater TWP owe Planning Commission Chairperson Kim Magus a great debt of gratitude. Once on the planning commission I was able to see how hard she works keeping things on track, moving forward considering the circumstances, and doing so with very high degree of professionalism.

It's my opinion if the TWP Board wants to see a high quality, updated, Master Plan as soon as possible then the Board needs to hire Mr. Randy Mielnik, AICP. He's a highly qualified planner who has shown a willingness to work with, assist and advise where needed.

If given what's needed, I see no reason that a six month window of completion is achievable. Considering that, initiating a six month moratorium on matters involving the "master plan" is a reasonable request since the consequences of operating under an outdated plan are permanent.

Thank you Sir,

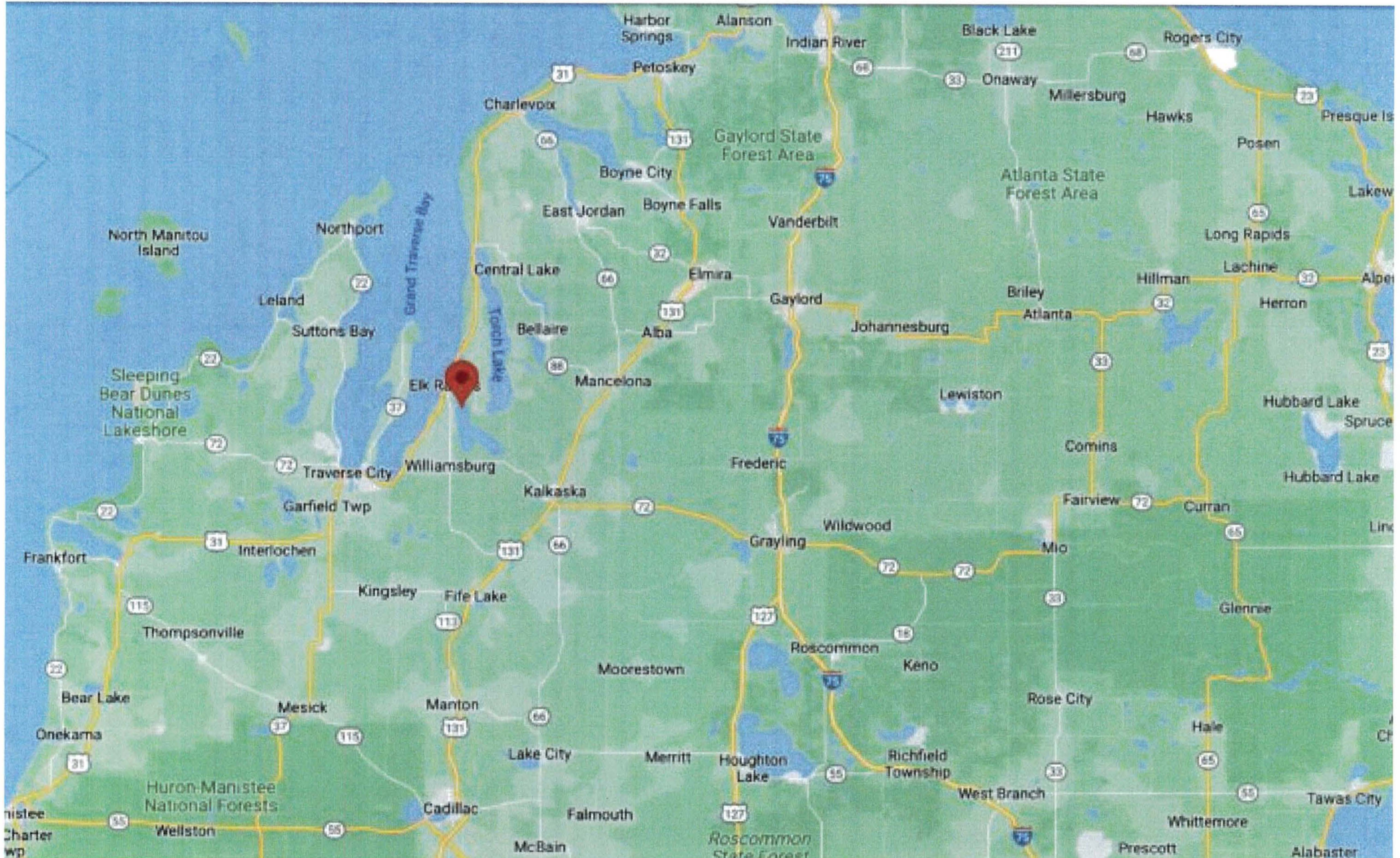
Al Keaton

Posted in [Michigan](#) | [Nature](#) May 26, 2022 by [Sophie Boudreau](#)

One Of The Clearest Lakes In Michigan, Elk Lake, Is Almost Too Beautiful To Be Real

Are you ready to explore one of Michigan's most beautiful and underrated treasures? While we're known as the Great Lakes State (with good reason), there are plenty of inland bodies of water worth exploring throughout the area. As you plan for your next outdoor adventure, keep one of the clearest lakes in Michigan on your must-visit list. This sparkling clear spot will easily capture your heart.

Elk Lake is located within Grand Traverse and Antrim Counties, bordering communities like Rapid City, Elk Rapids, and Kewadin. It's just a stone's throw from the marvels of Torch Lake and Lake Michigan.



Google Maps

While the lake itself is smaller than Michigan's iconic Great Lakes, its size shouldn't stop you from visiting. After all, Elk Lake boasts some of the most crystal clear waters in the entire state – truly enchanting.



Flickr/Berndt Rostad

Despite its relatively small size (the lake extends for approximately nine miles and measures 1.5 miles wide), Elk Lake is also unique in its depth of 192 feet, rendering it Michigan's second-deepest inland locale.





Flickr/Berndt Rostad

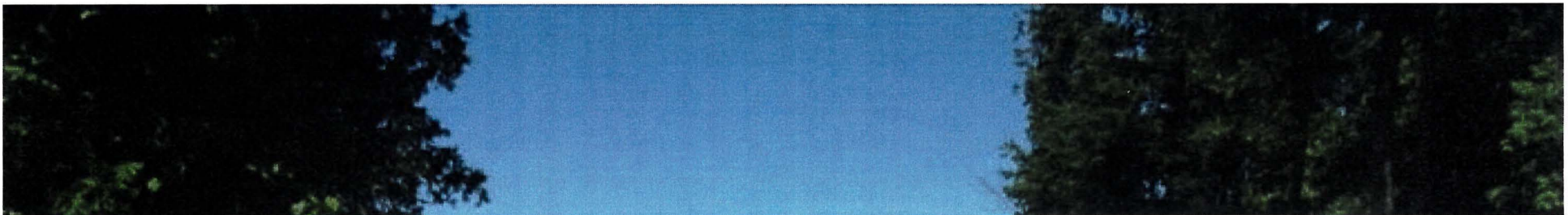
Whether you're appreciating the water from a campground or venturing out for an afternoon of boating, you'll immediately notice its impossibly blue hue. In fact, you might just wonder if you've landed in the Caribbean.





Flickr/Berndt Rostad

For those who love fishing and exploring the great outdoors by boat, Elk Lake is a true paradise. For a launch fee of \$12, you can take to the lovely water via a public launch site off East Elk Lake Drive in Rapid City.





Elk Lake DNR/Michigan Water Trails

Searching for a more laid-back experience that doesn't require a water vessel? Make your way to Whitewater Township Park and Campground, where you can camp just off the shore of the lake and unwind with family.





Google Reviews/Diane Crossman

For an elevated adventure, rent a private cottage at Wandawood Resort in Elk Rapids, which provides beach space along Elk Lake. No matter where you choose to make memories, you'll be easily enamored.





Facebook/Wandawood Resort

As you plan your next in-state adventures, be sure to consider Elk Lake and its crystal clear waves. Whether you're tossing in a line or relaxing along the shore, it's almost impossible not to love this inland treasure.





Flickr/Berndt Rostad

Have you spent time along the shores of Elk Lake during previous outings here in the Great Lakes State? What are some of your favorite memories? Or, if you'd like to recommend another one of the clearest lakes in Michigan, let us know by completing our [official nomination form](#). Happy adventuring, fellow Michiganders!

Seeking even more fun along the shore? Read about this [delightful beach resort in Michigan](#).

Address: Elk Lake, Michigan, USA

Cheryl A. Goss

From: Heidi Vollmuth <heidivourtrustee@gmail.com>
Sent: Saturday, June 4, 2022 9:27 AM
To: Cheryl A. Goss
Subject: Re: Clerk's 6/14 Agenda Items

Cheryl,

If all of us have to submit our board packet items with supporting documents to the supervisor when requested, why do you not submit your supporting documents also?

Where does it say the Clerk gets extra time? So, how do we correct this? Your documents should be ready to go with your business items,

if one needs more time, it should be stated so where the items are submitted. The team needs to ALL be on the same page same rules.

When I did this you decided to no put my items on the agenda for this reason. Should we eliminate your items because you missed the deadline?

Why should you get extra days?

This week I was reminded by residents that our packet should be completed and out five business days before the board meeting.

Business days do not include the weekend. We should not continue

the practice of not giving everyone including board members time to research any concerns.



This was sent to residents spring of 2021 let's remember we work for them. Hey, maybe you missed this In the Newsletter so here's a reminder as to what the team promised the voters.

Thanks in Advance

Heidi your trustee

On Thu, Jun 2, 2022 at 2:35 PM Cheryl A. Goss <clerk@whitewatertownship.org> wrote:

Unfinished Business

1. Boat Launch/Entryway Improvement Project - Final Plans and Project Manual

New Business

1. Tobin & Co. – Audit Engagement Letter
2. Park Ranger Wages
3. Hi Pray Park Electronic Door Locks

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.

Judge: Zoning restrictions for Old Mission Peninsula wineries are illegal

by Nicole Long | Monday, June 6th 2022



Judge: Zoning restrictions for Old Mission Peninsula wineries are illegal. (UpnorthLive)



GRAND TRAVERSE COUNTY, Mich., (WPBN/WGTU) – A U.S. district court judge has ruled a number of zoning restrictions for Old Mission Peninsula wineries illegal and unconstitutional.

For decades Peninsula Township has required wineries to close at 9:30

TRENDING



Judge: Zoning restrictions for Old Mission Peninsula wineries are illegal



Parents charged with murdering 8-year-old in St. Joseph were 'sick of having CPS' called



Man who suggested removing dog's vocal cords no longer with district attorney's office



For decades Peninsula Township has required wineries to close at 9:30 p.m. they also could not host any weddings.

Another township ordinance required that 85% of bought and sold produce had to be grown on old mission peninsula.

The court ruled against all those township requirements.

"We've been restricted in so many ways small farms shouldn't be so we're excited now to be able to move forward and do a little bit more at each of our individual businesses as we think we should be able to," said Chris Baldyga, co-owner of Two Lads Winery.

According to Peninsula Township supervisor Rob Manigold, the board of trustees met for three hours this morning.

During their meeting they talked about possibly appealing the court's ruling.



district attorney's office



Gas price increases impacting landscapers



TC West Middle School, Creekside School, both in 'secure mode' due to concern with ISD

STAY CONNECTED



Like Us



Follow Us



NEWSLETTER SIGN UP >

DRAFT MINUTES

**Whitewater Township Board
Minutes of Regular Meeting held May 10, 2022**

Call to Order/Pledge of Allegiance

Supervisor Popp called the meeting to order at 9:02 a.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan, followed by the Pledge of Allegiance.

Popp welcomed new trustee Don Glenn.

Roll Call of Board Members

Board Members present in person: Popp, Goss, Benak, Glenn, Vollmuth

Board Members absent: None

Others present in person: 8

Others present via Zoom: 6 at start, with a maximum of 12 during the meeting

Set/Adjust Meeting Agenda

Goss requested to add final approval of the Hazardous Tree Removal bid packet.

Added as Unfinished Business #6.

Declaration of Conflict of Interest

None

Public Comment

Public comment began at 9:05 a.m.

Via Zoom:

Connie Hymore welcomed Glenn, commented on the Baggs Road project, master plan, zoning ordinance, listen to people.

Vern Gutknecht welcomed Glenn.

Vicki Beam welcomed Glenn, commented on PC and board work together, pause development.

In person:

Bob Campbell, 8886 Skegemog Point Rd, president of Elk Skegemog Lake Association (ESLA), commented regarding boat wash station at boat launch, invasive species, signage.

Linda Slopsema spoke regarding boat launch project, boat wash station, invasive species, documentation, project progress, launch capacity.

Denise Peltonen welcomed Glenn, spoke regarding marihuana, marihuana ordinances, legal costs.

Public comment ended at 9:25 a.m.

Public Hearing

None

Reports/Presentations/Announcements/Comments**County Commissioner Report**

Darryl Nelson gave the following report:

- Brad Jewett, County Commission Vice Chair, here as a guest to speak.
- Brine vote, more expensive but reportedly stays better.
- GTCRC report will get to you soon.
- ARPA timeline including public input.
- Northern Lakes Community Mental Health will be replaced with another mental health plan within a year. Will transition with help within the community.

Brad Jewett: County did approve \$265,000 Emergency Operation Center (EOC) upgrade including training. Continuing to address the senior center.

Fire Department Report

Brandon Flynn gave the following report:

- Busy month with wild fires.
- Fire Chief vehicle sale and ordering the brush truck.
- Working on two grants for the air truck project and equipment for the brush truck.
- Fence repair materials should be here in July.
- Fundraiser this coming Saturday with the auxiliary.

Planning Commission Report

The township board representative to the planning commission position is currently vacant.

Kim Mangus, via Zoom, reported the special use permit amendment to Article 25 is on hold; Article 12 and Article 1 amendments ready to be sent to attorney; approved Classic Equine and a riding stable; adjusted time to 6:00 p.m. for the June meeting.

Parks & Recreation Advisory Committee Report

Cheryl Goss gave the following report:

- Updates provided to committee on dugouts, playground, and tree removal projects.
- E-mail from Steve Largent regarding wet area and bridge on Lossie Trail with options. Committee will continue to pursue laying groundwork for this project, despite lack of funding.
- Committee disappointed that a new member has not been appointed, despite application from Amber Voice.
- Committee discussed details of upcoming Hi Pray Park cleanup project.
- Request from Slopsema to replace tennis nets; she will provide vendor links.
- Committee discussed electronic locks for Hi Pray Park.

Consent Calendar

Receive and File

DRAFT MINUTES

1. Supervisor's Report for May 2022
2. Clerk/Parks & Recreation Administrator's Report for April/May 2022
3. Treasurer's Report 03/31/2022
4. Trustee's Report (*not available*)
5. Zoning Administrator's Report (*not available*)
6. Mobile Medical Response April 2022 Activity Reports
7. Fire Department April 2022 Report
8. Historical Society Report (*not available*)
9. Approved 03/02/2022 Planning Commission Minutes
10. Approved 03/11/2022 Planning Commission Minutes
11. Approved 03/21/2022 Marihuana Subcommittee Minutes

Correspondence

1. Grand Traverse County Sheriff Department Statistics for April 2022
2. DNR – Oil Leases
3. King – Oppose Baggs Road Project
4. Mangus – Address Comments

Minutes

1. Recommend approval of 04/12/2022 regular meeting minutes

Bills for Approval

1. Approval of Alden State Bank vouchers # 47682 through 47770

Budget Amendments (none)

Revenue & Expenditure Report (none)

Motion by Goss to approve Consent Calendar items as presented; second by Benak.

Discussion followed.

Goss will send the playground inspection reports to all board members.

Popp will put on next month to review the PC ordinance.

Copies of the Guide to Planning and Zoning will be ordered for the board. The zoning amendment process will be brought back for reevaluation after receiving the book.

Regarding document formats, will request specific program/formats from vendors when receiving paid for services and items.

Minor changes to the 4/12 minutes were provided by the recording secretary: Removal of two blank lines, a space in the middle of a word, change motion passed to motion carried, and change footer date to the standard eight-digit format.

Goss modified the motion to add including revisions as stated to the 04/12/2022 minutes.

DRAFT MINUTES

Benak seconded the revised motion.

Roll call vote: Vollmuth-yes; Benak-yes; Popp-yes; Glenn-yes; Goss-yes. Motion carried.

Unfinished Business

ARPA REPORTING

Reporting was completed and sent in before the April 30 deadline.

Benak suggested a 2-person team to come up with a survey to be sent with the July tax bills and volunteered to be on the team.

Lengthy discussion followed.

Board consensus that Benak, Karin Boyd, Vicki Beam, and Denise Peltonen will write a short survey to go in the tax statements.

COUNTY ROAD IMPROVEMENT AGREEMENT (BRINING)

Motion by Goss to continue to include the township-owned portion of Park Road on the County Road Improvement Agreement and the cost of same to be paid out of the Road Fund; second by Benak.

Discussion followed.

Roll call vote: Goss-yes; Vollmuth-no; Glenn-no; Popp-no; Benak-yes. Motion failed.

Motion by Popp to continue to include the township-owned portion of Park Road on the County Road Improvement Agreement and the cost of the same to be paid out of the Park Fund; second by Glenn.

Roll call vote: Benak-no; Glenn-yes; Goss-no; Vollmuth-yes; Popp-yes. Motion carried.

Motion by Popp to amend Whitewater Township gravel road 2022 document, specifically seasonal road section, correction of spelling of Samels Road and to amend its length from 1 mile to 0.5 mile; Vinton Road from south end to seasonal to be moved to the non-seasonal portion of the list; remove boat launch; second by Glenn.

Brief discussion followed.

Roll call vote: Popp-yes; Goss-yes; Vollmuth-yes; Benak-yes; Glenn-yes. Motion carried.

At 12:03 p.m., there was a point of order at three hours.

Motion by Popp to continue with today's meeting; second by Goss.

Discussion followed.

DRAFT MINUTES

Goss rescinded her second of the motion.

Glenn seconded the motion.

Roll call: Glenn-yes; Popp-yes; Benak-yes; Goss-yes; Vollmuth-yes. Motion carried.

ELECTRONIC MEETING ACCOMMODATION POLICY (EQUAL ACCESS POLICY)

Motion by Glenn to forward this proposed Electronic Meeting Accommodation Policy to legal for review; second by Vollmuth.

Lengthy discussion followed.

Popp will bring a revised policy to next month's meeting, before it is sent to the attorney.

Glenn rescinded his motion to forward the proposed Electronic Meeting Accommodation Policy to legal for review.

Vollmuth rescinded her second.

BOAT LAUNCH/ENTRYWAY IMPROVEMENT PROJECT – FINAL PLANS AND PROJECT MANUAL

Motion by Popp to authorize the clerk to work with Fleis & VandenBrink to finalize the project manual and thereafter to seek formal sealed bids for the boat launch/entryway improvement project; second by Benak.

Rick Stout from Fleis & VandenBrink is present via Zoom.

Lengthy discussion followed.

Roll call vote: Benak-yes; Vollmuth-no; Popp-no; Glenn-no; Goss-yes. Motion failed.

Motion by Popp that we call on F&V for an updated engineer's estimated cost of construction and an estimated cost for the ranger station and shed removal or replacement, whatever that plan is going to be, and then we bring this back in front of the board.

Discussion followed.

Popp amended his motion to include updated engineer's estimated cost of construction with relocation of boat wash station to inbound traffic and estimated cost for ranger station and shed removal and replacement.

Further discussion ensued.

Benak suggested a special meeting to discuss this agenda item.

DRAFT MINUTES

Motion re-read as follows: ***Motion by Popp that we call on Fleis & VandenBrink for an updated estimated cost of construction and updated estimate of cost of construction of relocation of boat wash station to inbound traffic and an estimated cost for ranger station and shed removal and replacement.***

Second by Glenn.

Motion re-read a second time.

Popp suggested removing the word relocation and make it addition of boat wash station inbound.

Discussion followed.

Motion re-read and revised again: ***Motion by Popp that we call on Fleis & VandenBrink for an updated estimated cost of construction and addition of boat wash station in inbound traffic and estimated cost for ranger station and shed removal and replacement.***

Glenn seconded the revised motion.

Roll call vote: Popp-yes; Benak-yes; Vollmuth-yes; Goss-yes; Glenn-yes. Motion carried.

At about 1:43 p.m., the meeting recessed.

At about 1:50 p.m., the meeting reconvened.

HI PRAY PARK DUGOUTS – CAPITAL EXPENDITURE

Motion by Benak to approve the expenditure of \$18,262 from the Recreation Fund to install two 7' x 24' dugouts at Hi Pray Park; second by Goss.

Goss noted correction of the amount to \$18,672.

Discussion followed.

Roll call vote: Vollmuth-no; Goss-yes; Glenn-no; Benak-yes; Popp-yes. Motion carried.

Motion by Goss to approve Independent Contractor Agreement between Whitewater Township and Lynn Bartosik d/b/a Peterson Built Services; second by Popp.

Discussion followed.

Roll call vote: Goss-yes; Glenn-yes; Benak-yes; Popp-yes; Vollmuth-yes. Motion carried.

TREE REMOVAL AGREEMENT (added)

Motion by Goss to approve the Hazardous Tree Removal and Mitigation Project bid packet; second by Glenn.

DRAFT MINUTES

Discussion followed.

Goss repeated the motion: *Motion to approve the Hazardous Tree Removal and Mitigation Project bid packet with a change from June 1 to June 6 for receipt of bids.*

Roll call vote: Glenn-yes; Popp-yes; Goss-yes; Vollmuth-yes; Benak-yes. Motion carried.

New Business**RESOLUTION #22-14 AMBULANCE MILLAGE RENEWAL LANGUAGE**

Motion by Benak to adopt Resolution #22-14; second by Goss.

Roll call vote: Benak-yes; Vollmuth-yes; Popp-yes; Glenn-yes; Goss-yes. Motion carried.

Goss will get the millage language to the county by the 4:00 p.m. deadline today.

CERTIFIED ZONING SERVICES AGREEMENT

Motion by Benak to approve the updated service agreement between Whitewater Township and Certified Zoning Services with monthly fee to be \$1,507.75 and additional hours, if needed, invoiced at a rate of \$29.22 per hour, as written; second by Glenn.

Discussion followed.

Popp will revise the agreement to add a termination clause and change paragraph 7b to show supervisor or clerk to approve additional time over 4 hours.

Motion will be modified to say “with changes as amended.”

Roll call vote: Popp-yes; Benak-yes; Vollmuth-yes; Goss-yes; Glenn-yes. Motion carried.

FIRE DEPARTMENT PURCHASE OF HOSE REELS

Motion by Goss to allow Chief Flynn to purchase two hose reels and accessories as listed to complete the DNR grant project in the amount of \$6,740.00; second by Vollmuth.

Roll call vote: Vollmuth-yes; Goss-yes; Glenn-yes; Benak-yes; Popp-yes. Motion carried.

FIRE DEPARTMENT SCBA DISPOSITION

Motion by Goss to allow Chief Flynn to donate 10 existing Scott SCBA air packs and 20 SCBA air bottles to North Central Michigan College Regional Firefighter Training Center; second by Vollmuth.

Roll call vote: Goss-yes; Glenn-yes; Benak-yes; Popp-yes; Vollmuth-yes. Motion carried.

PLANNING COMMISSION APPOINTMENT – CHARLES DAVIS

Mr. Davis has left the building. Popp will add to the next agenda if Mr. Davis is still available.

DRAFT MINUTES**PARK RANGER WAGES**

Motion by Goss to approve 2022 wages for Dan Belanger, Margaret (Peggy) Quast, Dean Crawford, Mary Crawford, Spencer Lance, and Nakai Halpin, as recommended by the clerk; second by Benak.

Discussion followed.

Roll call vote: Glenn-yes; Popp-no; Goss-yes; Vollmuth-no; Benak-yes. Motion carried.

PUBLIC ACCESS ZOOM RECORDINGS AND AGENDAS

Motion by Popp to authorize up to \$1,200.00 as a one-time fee for Brick House Interactive to design and set up a YouTube channel and Google Drive for public video and agenda viewing; second by Vollmuth.

Discussion followed.

Popp will upload the files to the YouTube channel and the Google Drive.

This expenditure will be allocated to 804 under Township Board or Contingency.

Roll call vote: Benak-yes; Vollmuth-yes; Popp-yes; Glenn-yes; Goss-yes. Motion carried.

Motion by Vollmuth to authorize up to \$200.00 annually to Brick House Interactive as hosting fees for the YouTube channel and Google Drive expanding public access to township information; second by Glenn.

Roll call vote: Popp-yes; Benak-yes; Vollmuth-yes; Goss-yes; Glenn-yes. Motion carried.

Goss will issue a purchase order to Brick House Interactive.

PAR PLAN GRANT – THROWABLE LIFE RINGS

Motion by Glenn to approve Resolution #22-15 in support of Whitewater Township's application to the Michigan Township Participating Plan Risk Reduction Grant Program to supply and install two (2) throwable life rings at Whitewater Township Camping Park; second by Vollmuth.

Discussion followed.

Roll call vote: Vollmuth-yes; Goss-no; Benak-yes; Popp-yes; Glenn-yes. Motion carried.

Tabled Items

None

Board Comments/Discussion

Professional planner, trying to gather information from Randy Mielnik for possible input and assistance. A conflict of interest issue was raised as Mr. Mielnik lives in Whitewater Township.

DRAFT MINUTES

Glenn will interview with Beckett & Raeder with the planning commission chair and possibly the zoning administrator.

It was noted that the PC is doing an update of the master plan, not a complete rewrite.

Vollmuth volunteered to write an ad for a planner for the Record Eagle and the ER News.

Announcements

1. Open tree removal bids 06/07/2022 at 9:00 a.m. (informal)
2. Next regular meeting 06/14/2022 at 9:00 a.m.

Public Comment

Public comment began at 3:05 p.m.

Via Zoom:

Vern Gutknecht commented on length of meeting, park standing on its own, boat launch, transparency, dugouts.

Connie Hymore spoke on benefits of a full board, big difference between shall and may, Article 25 amendment.

Popp responded to Hymore comments.

Vicki Beam inquired about the PC investigation, training needed, Hall availability via internet, campgrounds, help keep Whitewater rural.

Karin Boyd (inaudible)

Kim Mangus spoke on letter to board, clarified the PC did not eliminate training, PC will review comments from public and attorney at the June meeting, PC needs a board representative.

Connie Hymore commented on being scolded by Mangus.

Public comment ended at 3:35 p.m.

Adjournment

Motion by Benak to adjourn; second by Vollmuth. Roll call vote: Glenn-yes; Popp-yes; Benak-yes; Goss-yes; Vollmuth-yes. Meeting adjourned at 3:26 p.m.

Lois MacLean
Recording Secretary

Bills for Approval
June 14, 2022

ALDEN STATE BANK
ACCTS PAYABLE 5/9
ACCTS PAYABLE 5/11
ELECTION PAYROLL 5/12
ACCTS PAYABLE 5/16
PAYROLL 5/20
ACCTS PAYABLE 5/24
PAYROLL 5/20
ACCTS PAYABLE 6/2

47771 - 47886
47771
47772 - 47803
47804 - 47812
47813
47814 - 47843
47844 - 47864
47865 - 47885
47886

Grand Total \$26,554.00
Grand Total \$59,973.02
Gross Payroll \$2,341.50
Grand Total \$4,600.00
Gross Payroll \$17,634.19
Grand Total \$176,034.76
Gross Payroll \$12,854.81
Grand Total \$1,460.55

ALDEN STATE BANK - MONEY MARKET

FIRST COMMUNITY BANK - FEDERAL FUND

Check Register Report

Bills for Approval 06/14/2022

Date: 06/08/2022

Time: 10:36 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								
47771	05/09/22	Printed			CLASSIC PO	CLASSIC POWER EQUIPMENT	2022 Polaris 800 Titan XC 155 Snowmobiles (2)	26,554.00
47772	05/11/22	Printed			AD ASSESS	AD ASSESSING INC	MAY 2022	2,300.00
47773	05/11/22	Printed			AFLAC	AFLAC	APRIL 2022	191.04
47774	05/11/22	Printed			BRANDON F	BRANDON FLYNN	MAY 2022	40.00
47775	05/11/22	Printed			C2AE	C2AE ARCHITECTURE-	WATER SYSTEM FEASIBILITY STUDY	1,300.00
47776	05/11/22	Printed			CHARTER	CHARTER COMMUNICATIONS	04/30-05/29/2022	359.95
47777	05/11/22	Printed			CHERRYLANI	CHERRYLAND ELECTRIC COOP	M72 & COOK RD	62.88
47778	05/11/22	Printed			C GOSS	CHERYL GOSS	05/03-05/05/2022	39.78
47779	05/11/22	Printed			CONSUMERS	CONSUMERS ENERGY	03/23-04/21/2022	142.61
47780	05/11/22	Printed			DON WAY	DON WAY	200 BUNDLES PO5399	3,000.00
47781	05/11/22	Printed			DTE ENERGY	DTE ENERGY	03/23-04/20/2022	209.36
47782	05/11/22	Printed			EFTPS	EFTPS	PAYROLL 04/22/2022	4,163.76
47783	05/11/22	Printed			FAHEY	FAHEY SCHULTZ BURZYCH RHODES	ZO ART 25/CONDO OPINION	3,741.00
47784	05/11/22	Printed			FAST SIGNS	FAST SIGNS TRAVERSE CITY	2- 2022 RATE SIGNS	86.33
47785	05/11/22	Printed			GFL ENVIR	GFL ENVIRONMENTAL	MAY 2022	337.52
47786	05/11/22	Printed			GILL-ROY	GILL-ROY'S HARDWARE 6737	35 NUTS & BOLTS	102.05
47787	05/11/22	Printed			GMOSER	GMOSER'S SEPTIC SERVICE,INC	PUMP 1ST TANK (3000 GALS)	740.00
47788	05/11/22	Printed			GOURDIE	GOURDIE-FRASER & ASSOCIATES	OPERATION/MAINT OF SEPTIC SYSTEM	170.00
47789	05/11/22	Printed			KSS ENTER	KSS ENTERPRISES	MISC SUPPLIES	437.12
47790	05/11/22	Printed			LARRY WIL	LARRY G. WILSON, PC	ACCTG SERVICES	475.00
47791	05/11/22	Printed			LAWN-N	LAWN-N-ORDER	CUT & CLEAR TREES WWT PARK PLUS MOWING 5/09/22	2,635.00
47792	05/11/22	Printed			CULLIGAN	MCCARDEL CULLIGAN WATER COND	COOLER RENTAL 05/01-05/31/2022 2 BOTTLES WATER AND DELIVERY	29.50
47793	05/11/22	Printed			MILTON T	MILTON TOWNSHIP	ANNUAL SUPPORT 5/5-PARK	1,000.00
47794	05/11/22	Printed			MUM	MUNICIPAL UNDERWRITERS OF	2022-2023 MICH TWP PAR PLAN	33,717.00
47795	05/11/22	Printed			NETLINK	NETLINK BUSINESS SOLUTIONS	SCANNER ISSUES & TREASURER LAPTOP/DESKTOP COMMUN.	1,402.22
47796	05/11/22	Printed			PADDLE A	PADDLE ANTRIM	2X3 VINYL MAP-CHAIN OF LAKES	45.00
47797	05/11/22	Printed			PARSHALL	PARSHALL TREE SERVICE LLC	STORM DAMAGE CLEANUP STUMP GRINDING	250.00
47798	05/11/22	Printed			POSTMASTER	POSTMASTER	BOX #9 -12 MONTH RENTAL	92.00
47799	05/11/22	Printed			QUAD FINAN	QUADIENT FINANCE USA, INC	POSTAGE FOR METER	1,000.00
47800	05/11/22	Printed			TC RECORD	TC RECORD-EAGLE, INC.	LEGAL NTC OF PUB ACCURACY TEST	322.15
47801	05/11/22	Printed			VERIZON	VERIZON WIRELESS	03/24-04/23/2022	40.01
47802	05/11/22	Printed			VISA	VISA	PARK/FIRE/TREAS/TWP BRD/ TWP HALL/SUPERV.	1,458.14
47803	05/11/22	Printed			WELLS F	WELLS FARGO FINANCIAL	04/29-05/28/2022 COLOR COPIER LEASE	83.60
47813	05/16/22	Printed			JAHR CONTR	JAHR CONTRACTORS, LLC	WTP Playground and Sidewalk	4,600.00
47844	05/24/22	Printed			ACE	ACE HARDWARE	TRIM LINE/SPOOL	19.99
47845	05/24/22	Printed			APOLLO	APOLLO FIRE APPARATUS	HURST EXTRICATION TOOL MAINTENANCE	902.94
47846	05/24/22	Printed			ARDELLA	ARDELLA BENAK	04/12-05/19/2022	284.31
47847	05/24/22	Printed			BOUND	BOUND TREE MEDICAL LLC	MISC SUPPLIES	201.15
47848	05/24/22	Printed			CONSUMERS	CONSUMERS ENERGY	04/08-05/09/2022	1,466.51
47849	05/24/22	Printed			EFTPS	EFTPS	5/12/22 ELECTION & 5/20/22 REG PAYROLL	4,668.31
47850	05/24/22	Printed			FUELMAN	FUELMAN	APRIL 2022	433.49
47851	05/24/22	Printed			GILL-ROY	GILL-ROY'S HARDWARE 6737	HOOK/EYE BOLTS FOR DUMP LID REPAIR	16.47
47852	05/24/22	Printed			JAHR CONTR	JAHR CONTRACTORS, LLC	Gravel/Grade Entrance To Add'l Parking;Grade Park Road	5,820.00
47853	05/24/22	Printed			LAWN-N	LAWN-N-ORDER	05/16-05/24/2022	2,080.00
47854	05/24/22	Printed			MICHIGAN T	MICHIGAN TOWNSHIPS ASSOCIATION	ASSORTED BOOKS	150.00
47855	05/24/22	Printed			MOBILE MED	MOBILE MEDICAL RESPONSE	1/2 ANNUAL SUBSIDY	147,500.00

Check Register Report

Bills for Approval 06/14/2022

Date: 06/08/2022

Time: 10:36 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								
47856	05/24/22	Printed			MUNSON MEI	MUNSON MEDICAL CENTER	MUNSON ER ACCESS KEY	15.00
47857	05/24/22	Printed			NORTHSHOR	NORTHSHORE DOCK LLC	DOCK INSTALLATION	300.00
47858	05/24/22	Printed			PETERSON B	PETERSON BUILT SERVICES	MATERIALS FOR HPP DUGOUTS	9,542.00
47859	05/24/22	Printed			PRECIS	PRECISION LANDSCAPES	20 YARDS OF WASHED BEACH SAND FOR HPP PLAYGROUND	800.00
47860	05/24/22	Printed			REFUND - C	REFUND - CAMPING	BOOKING NO 29863437	350.00
47861	05/24/22	Printed			SCI NET	SCI NETWORKS	05/14-06/13/2022	178.00
47862	05/24/22	Printed			STAPLES	STAPLES CREDIT PLAN	CLERK/TWP BRD/TWP HALL/ NEWSLETTER/PARK	369.65
47863	05/24/22	Printed			PAYR/SALES	STATE OF MICHIGAN - TREASURY	4/08/22 & 4/22/22 PAYROLLS	711.94
47864	05/24/22	Printed			TC GOLF C	TC GOLF CARTS	STARTING ISSUE	225.00
47886	06/02/22	Printed			ROBERT HA	ROBERT A. HALL-CZS	May 2022 + 5/19 Marh Subc Mtg	1,460.55

Total Checks: 56

Checks Total (excluding void checks):

268,622.33

Total Payments: 56

Bank Total (excluding void checks):

268,622.33

Total Payments: 56

Grand Total (excluding void checks):

268,622.33

INVOICE APPROVAL LIST BY FUND REPORT

Bills for Approval 06/14/2022

Date: 06/08/2022

Time: 10:40 am

Page: 1

Whitewater Township

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
Fund: 101 GENERAL FUND							
Dept: 000							
101-000-015	Prepaid Postage						
	QUADIENT FINANCE USA, LLC	WILLIAMSBU0000011465695	POSTAGE FOR METER	47799	04/23/2022	05/11/2022	1,000.00
							1,000.00
						Total Dept. 000:	1,000.00
Dept: 101 Township Board							
101-101-703	Wages						
	ROBERT A. HALL-CZS	MAY 2022	May 2022 + 5/19 Marh Subc Mtg	47886	06/02/2022	06/02/2022	80.00
	STAPLES CREDIT PLAN		CLERK/TWP BRD/TWP HALL/	47862	05/09/2022	05/24/2022	34.61
							114.61
101-101-727	Office Supplies & Exp						
	MICHIGAN TOWNSHIPS ASS	112041	ASSORTED BOOKS	47854	03/28/2022	05/24/2022	150.00
	STAPLES CREDIT PLAN		CLERK/TWP BRD/TWP HALL/	47862	05/09/2022	05/24/2022	16.59
	VISA		PARK/FIRE/TREAS/TWP BRD/	47802	04/27/2022	05/11/2022	14.99
							181.58
101-101-802	Audit & Accounting S						
	LARRY G. WILSON, PC		ACCTG SERVICES	47790	04/30/2022	05/11/2022	475.00
							475.00
101-101-852	Promotional Expense						
	MILTON TOWNSHIP	1005	ANNUAL SUPPORT 5/5-PARK	47793	05/01/2022	05/11/2022	1,000.00
							1,000.00
101-101-940	Equipment Rental						
	WELLS FARGO FINANCIAL	5020016589	04/29-05/28/2022 COLOR COPI	47803	05/03/2022	05/11/2022	83.60
							83.60
						Total Dept. Township Board:	1,854.79
Dept: 171 Supervisor							
101-171-727	Office Supplies & Exp						
	VISA		PARK/FIRE/TREAS/TWP BRD/	47802	04/27/2022	05/11/2022	21.19
							21.19
						Total Dept. Supervisor:	21.19
Dept: 195 Elections							
101-195-860	Mileage Reimburseme						
	CHERYL GOSS		05/03-05/05/2022	47778	05/09/2022	05/11/2022	14.04
							14.04
101-195-901	Publishing						
	TC RECORD-EAGLE, INC.	04222055	LEGAL NTC OF PUB ACCURAC	47800	04/30/2022	05/11/2022	88.60
							88.60
						Total Dept. Elections:	102.64
Dept: 209 Assessor							
101-209-807	Assessing Services						
	AD ASSESSING INC		MAY 2022	47772	05/01/2022	05/11/2022	2,300.00
							2,300.00
						Total Dept. Assessor:	2,300.00
Dept: 210 Attorney							
101-210-801	Legal Services						

INVOICE APPROVAL LIST BY FUND REPORT

Bills for Approval 06/14/2022

Date: 06/08/2022

Time: 10:40 am

Page: 3

Whitewater Township

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
101-265-924	Telephone						
	CHARTER COMMUNICATION	0018737043022	04/30-05/29/2022	47776	04/30/2022	05/11/2022	49.99
	SCI NETWORKS	2453751	05/14-06/13/2022	47861	05/14/2022	05/24/2022	148.33
							198.32
101-265-930	Facility Repairs/Maint						
	VISA		PARK/FIRE/TREAS/TWP BRD/	47802	04/27/2022	05/11/2022	179.17
							179.17
101-265-931	Office Equipment Rep						
	NETLINK BUSINESS SOLUTI	144390	04/29-07/29/22 Copier Maint	47795	04/28/2022	05/11/2022	1,192.22
	NETLINK BUSINESS SOLUTI	144380	SCANNER ISSUES & TREASUR	47795	04/27/2022	05/11/2022	210.00
							1,402.22
							Total Dept. Township Hall & Grounds: 2,784.45
Dept: 276 Cemetery							
101-276-809	Lawn Maintenance Sr						
	LAWN-N-ORDER		CUT & CLEAR TREES WWT PA	47791	05/10/2022	05/11/2022	525.00
	LAWN-N-ORDER		05/16-05/24/2022	47853	05/24/2022	05/24/2022	180.00
							705.00
101-276-922	Electricity						
	CONSUMERS ENERGY	203143164352	04/08-05/09/2022	47848	05/09/2022	05/24/2022	29.24
							29.24
101-276-930	Facility Repairs/Maint						
	PARSHALL TREE SERVICE L	18158	STORM DAMAGE CLEANUP	47797	04/29/2022	05/11/2022	250.00
							250.00
							Total Dept. Cemetery: 984.24
Dept: 400 Planning Commission							
101-400-901	Publishing						
	TC RECORD-EAGLE, INC.	04222055	PUB HRG RE: ZOA #82 &	47800	04/30/2022	05/11/2022	233.55
							233.55
							Total Dept. Planning Commission: 233.55
Dept: 405 Zoning Administrator/F							
101-405-702	Salaries						
	ROBERT A. HALL-CZS	MAY 2022	May 2022 + 5/19 Marib Subc Mtg	47886	06/02/2022	06/02/2022	1,343.05
							1,343.05
101-405-860	Mileage Reimburseme						
	ROBERT A. HALL-CZS	MAY 2022	May 2022 + 5/19 Marib Subc Mtg	47886	06/02/2022	06/02/2022	37.50
							37.50
							Dept. Zoning Administrator/Planning: 1,380.55
Dept: 865 Insurance							
101-865-820	Liability Insurance						
	MUNICIPAL UNDERWRITERS	4219	2022-2023 MICH TWP PAR PLA	47794	04/21/2022	05/11/2022	10,593.00
							10,593.00
							Total Dept. Insurance: 10,593.00
							tal Fund GENERAL FUND: 26,250.05

Fund: 203 ROAD FUND

Dept: 446 Road Right of Way

203-446-921 Street Lights

INVOICE APPROVAL LIST BY FUND REPORT

Bills for Approval 06/14/2022

Date: 06/08/2022

Time: 10:40 am

Page: 4

Whitewater Township

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
	CHERRYLAND ELECTRIC CO		M72 & MOORE RD	47777	04/27/2022	05/11/2022	23.86
	CHERRYLAND ELECTRIC CO		M72 & SKEGEMOG PT RD	47777	04/27/2022	05/11/2022	23.86
	CHERRYLAND ELECTRIC CO		M72 & COOK RD	47777	04/27/2022	05/11/2022	15.16
	CONSUMERS ENERGY	203855087804	04/01-04/30/2022	47779	04/30/2022	05/11/2022	67.27
	CONSUMERS ENERGY	206524511523	04/01-04/30/2022	47779	04/30/2022	05/11/2022	12.58
							142.73
Total Dept. Road Right of Way:							142.73
Total Fund ROAD FUND:							142.73
Fund: 206 FIRE FUND							
Dept: 336 Fire Dept							
206-336-713	Other Benefits						
	AFLAC	239959	APRIL 2022	47773	04/27/2022	05/11/2022	191.04
							191.04
206-336-727	Office Supplies & Exp						
	POSTMASTER		BOX #9 -12 MONTH RENTAL	47798	05/10/2022	05/11/2022	92.00
							92.00
206-336-739	Fuel & Oil						
	FUELMAN	62093253995401	APRIL 2022	47850	05/02/2022	05/24/2022	433.49
							433.49
206-336-740	Operating Expense &						
	BOUND TREE MEDICAL LLC	84521204	MISC SUPPLIES	47847	05/12/2022	05/24/2022	201.15
	MUNSON MEDICAL CENTER		MUNSON ER ACCESS KEY	47856	05/17/2022	05/24/2022	15.00
							216.15
206-336-804	Professional Services						
	VERIZON WIRELESS	9904916811	03/24-04/23/2022	47801	04/23/2022	05/11/2022	40.01
							40.01
206-336-809	Lawn Maintenance St						
	LAWN-N-ORDER		05/16-05/24/2022	47853	05/24/2022	05/24/2022	40.00
							40.00
206-336-811	Waste Removal Servi						
	GFL ENVIRONMENTAL	0055214368	MAY 2022	47785	04/30/2022	05/11/2022	10.12
							10.12
206-336-851	Internet/Website						
	CHARTER COMMUNICATION	0010619050122	05/01-05/31/2022	47776	05/01/2022	05/11/2022	89.99
							89.99
206-336-880	Education & Training						
	VISA		PARK/FIRE/TREAS/TWP BRD/	47802	04/27/2022	05/11/2022	150.00
							150.00
206-336-920	Natural Gas						
	DTE ENERGY		03/23-04/20/2022	47781	04/22/2022	05/11/2022	104.68
							104.68
206-336-922	Electricity						
	CONSUMERS ENERGY	203143164351	04/08-05/09/2022	47848	05/09/2022	05/24/2022	276.99
							276.99
206-336-924	Telephone						
	CHARTER COMMUNICATION	0010619050122	05/01-05/31/2022	47776	05/01/2022	05/11/2022	99.98
							99.98
206-336-925	Cellular Phone						
	BRANDON FLYNN		MAY 2022	47774	05/01/2022	05/11/2022	40.00

Bills for Approval 06/14/2022

Time: 10:40 am

Page: 5

Whitewater Township

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
							40.00
206-336-932	Equipment Repair & Maintenance						
	APOLLO FIRE APPARATUS	60779	HURST EXTRICATION TOOL	47845	05/12/2022	05/24/2022	902.94
							902.94
						Total Dept. Fire Dept:	2,687.39
Dept: 865 Insurance							
206-865-820	Liability Insurance						
	MUNICIPAL UNDERWRITERS	4219	2022-2023 MICH TWP PAR PLA	47794	04/21/2022	05/11/2022	19,394.00
							19,394.00
						Total Dept. Insurance:	19,394.00
						Total Fund FIRE FUND:	22,081.39
Fund: 208 PARK FUND							
Dept: 000							
208-000-626	Fees Charged						
	REFUND - CAMPING		BOOKING NO 29863437	47860	04/25/2022	05/24/2022	350.00
							350.00
						Total Dept. 000:	350.00
Dept: 756 Township Park							
208-756-727	Office Supplies & Exp						
	FAST SIGNS TRAVERSE CIT	435-35912	2- 2022 RATE SIGNS	47784	04/28/2022	05/11/2022	86.33
	STAPLES CREDIT PLAN		CLERK/TWP BRD/TWP HALL/	47862	05/09/2022	05/24/2022	246.29
							332.62
208-756-740	Operating Expense &						
	ACE HARDWARE	126099	TRIM LINE/SPOOL	47844	05/23/2022	05/24/2022	19.99
	KSS ENTERPRISES	1383356	MISC SUPPLIES	47789	05/09/2022	05/11/2022	437.12
	NORTHSHORE DOCK LLC	17849	DOCK INSTALLATION	47857	05/01/2022	05/24/2022	300.00
	PADDLE ANTRIM		2X3 VINYL MAP-CHAIN OF LAK	47796	04/26/2022	05/11/2022	45.00
							802.11
208-756-743	Wood						
	DON WAY		200 BUNDLES	47780	04/30/2022	05/11/2022	1,000.00
	DON WAY		200 BUNDLES	47780	04/30/2022	05/11/2022	1,000.00
	DON WAY		200 BUNDLES	47780	04/30/2022	05/11/2022	1,000.00
							3,000.00
208-756-809	Lawn Maintenance Services						
	LAWN-N-ORDER		CUT & CLEAR TREES WWT PA	47791	05/10/2022	05/11/2022	325.00
	LAWN-N-ORDER		05/16-05/24/2022	47853	05/24/2022	05/24/2022	845.00
							1,170.00
208-756-811	Waste Removal Services						
	GFL ENVIRONMENTAL	0055216085	MAY 2022	47785	04/30/2022	05/11/2022	297.02
							297.02
208-756-812	Septic Services						
	GMOSER'S SEPTIC SERVICE	402660	PUMP 1ST TANK (3000 GALS)	47787	05/03/2022	05/11/2022	740.00
	GOULDIE-FRASER & ASSOC	46	OPERATION/MAINT OF	47788	04/30/2022	05/11/2022	170.00
							910.00
208-756-922	Electricity						
	CONSUMERS ENERGY	201541319318	04/11-05/10/2022	47848	05/10/2022	05/24/2022	82.90
	CONSUMERS ENERGY	201541319319	04/11-05/10/2022	47848	05/10/2022	05/24/2022	197.50
							280.40
208-756-924	Telephone						

Bills for Approval 06/14/2022

Time: 10:40 am

Page: 6

Whitewater Township

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
	SCI NETWORKS	2453751	05/14-06/13/2022	47861	05/14/2022	05/24/2022	29.67
							29.67
208-756-925	Cellular Phone VISA		PARK/FIRE/TREAS/TWP BRD/	47802	04/27/2022	05/11/2022	14.00
							14.00
208-756-930	Facility Repairs/Maint						
	GILL-ROY'S HARDWARE 673	2204-784368	4 TRTD 4X4X8	47786	04/29/2022	05/11/2022	85.16
	GILL-ROY'S HARDWARE 673	2205-823643	1000 FT CAUTION TAPE	47786	05/06/2022	05/11/2022	11.99
	GILL-ROY'S HARDWARE 673	2205-837303	35 NUTS & BOLTS	47786	05/07/2022	05/11/2022	4.90
	GILL-ROY'S HARDWARE 673	2205-930433	HOOKEYE BOLTS FOR	47851	05/21/2022	05/24/2022	16.47
	JAHN CONTRACTORS, LLC		WTP Playground and Sidewalk	47813	05/16/2022	05/16/2022	4,600.00
	JAHN CONTRACTORS, LLC		Balance Due On WTP Playgroun	47852	05/24/2022	05/24/2022	4,070.00
	JAHN CONTRACTORS, LLC		Gravel/Grade Entrance To Add'l	47852	05/15/2022	05/24/2022	1,750.00
	LAWN-N-ORDER		CUT & CLEAR TREES WWT PA	47791	05/10/2022	05/11/2022	1,300.00
	TC GOLF CARTS	1309	STARTING ISSUE	47864	04/29/2022	05/24/2022	225.00
							12,063.52
							Total Dept. Township Park:
							18,899.34
Dept: 865 Insurance							
208-865-820	Liability Insurance						
	MUNICIPAL UNDERWRITERS	4219	2022-2023 MICH TWP PAR PLA	47794	04/21/2022	05/11/2022	3,730.00
							3,730.00
							Total Dept. Insurance:
							3,730.00
							Total Fund PARK FUND:
							22,979.34
Fund: 209 RECREATION FUND							
Dept: 757 Recreation							
209-757-809	Lawn Maintenance Svc						
	LAWN-N-ORDER		CUT & CLEAR TREES WWT PA	47791	05/10/2022	05/11/2022	485.00
	LAWN-N-ORDER		05/16-05/24/2022	47853	05/24/2022	05/24/2022	920.00
							1,405.00
209-757-922	Electricity						
	CONSUMERS ENERGY	203499110689	03/23-04/21/2022	47779	04/21/2022	05/11/2022	62.76
	CONSUMERS ENERGY	207146669354	04/08-05/09/2022	47848	05/09/2022	05/24/2022	29.24
							92.00
209-757-930	Facility Repairs/Maint						
	PRECISION LANDSCAPES	333	20 YARDS OF WASHED BEACH	47859	05/23/2022	05/24/2022	800.00
							800.00
209-757-970	Capital Expenditure						
	PETERSON BUILT SERVICES		MATERIALS FOR HPP DUGOUT	47858	05/10/2022	05/24/2022	9,542.00
							9,542.00
							Total Dept. Recreation:
							11,839.00
							Fund RECREATION FUND:
							11,839.00
Fund: 210 AMBULANCE FUND							
Dept: 651 Ambulance							
210-651-806	Contractual Services						
	MOBILE MEDICAL RESPONSE	0002187-IN	1/2 ANNUAL SUBSIDY	47855	05/24/2022	05/24/2022	147,500.00
							147,500.00
210-651-809	Lawn Maintenance Svc						
	LAWN-N-ORDER		05/16-05/24/2022	47853	05/24/2022	05/24/2022	40.00
							40.00

Bills for Approval 06/14/2022

Time: 10:40 am

Page: 7

Whitewater Township

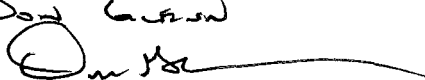
Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
210-651-811	Waste Removal Servi GFL ENVIRONMENTAL	0055214368	MAY 2022	47785	04/30/2022	05/11/2022	10.13
							<u>10.13</u>
210-651-920	Natural Gas DTE ENERGY		03/23-04/20/2022	47781	04/22/2022	05/11/2022	104.68
							<u>104.68</u>
210-651-922	Electricity CONSUMERS ENERGY	203143164351	04/08-05/09/2022	47848	05/09/2022	05/24/2022	277.00
							<u>277.00</u>
						Total Dept. Ambulance:	<u>147,931.81</u>
						Fund AMBULANCE FUND:	<u>147,931.81</u>
Fund: 401 PUBLIC IMPROVEMEN							
Dept: 000							
401-000-804	Professional Services C2AE ARCHITECTURE-	73006	WATER SYSTEM FEASIBILITY	47775	04/26/2022	05/11/2022	1,300.00
							<u>1,300.00</u>
						Total Dept. 000:	<u>1,300.00</u>
						IC IMPROVEMENT FUND:	<u>1,300.00</u>
Fund: 406 FIRE CAPITAL IMPROV							
Dept: 000							
406-000-970	Capital Expenditure CLASSIC POWER EQUIPMEI	92503, 92504	2022 Polaris 800 Titan XC 155	47771	05/09/2022	05/09/2022	26,554.00
							<u>26,554.00</u>
						Total Dept. 000:	<u>26,554.00</u>
						AL IMPROVEMENT FUND:	<u>26,554.00</u>
Fund: 750 PAYROLL CLEARING F							
Dept: 000							
750-000-258	Accrued Payroll Taxes						
EFTPS		270253021178460	PAYROLL 5/06/2022	47782	05/10/2022	05/11/2022	2,188.17
EFTPS		270251701349795	PAYROLL 04/22/2022	47782	04/27/2022	05/11/2022	1,975.59
EFTPS		270254452911658	5/12/22 ELECTION & 5/20/22 RI	47849	05/24/2022	05/24/2022	4,668.31
STATE OF MICHIGAN - TREA		SMIBUS008750349	4/08/22 & 4/22/22 PAYROLLS	47863	05/18/2022	05/24/2022	711.94
							<u>9,544.01</u>
						Total Dept. 000:	<u>9,544.01</u>
						YROLL CLEARING FUND:	<u>9,544.01</u>
						Grand Total:	<u>268,622.33</u>

<u>Rec'd</u>	<u>NAME</u>	<u>BID AMOUNT</u>
JUNE 2, 2022	TREEWORKS, INC P.O. BOX 274 COUPERSVILLE, MI 49404	\$63,000- ALT PRICE \$42,000- "FF CHIPS CAN BE BLOWN ON SITE."
JUNE 4, 2022	JOSHUA NOBEL 8650 52 nd STREET ADA, MI 49301	\$89,000-
JUNE 6, 2022	OLDS TREE SERVICE LLC 99 29 W. COUNTY LINE RD. BULLOCKY, MI	\$153,000-
JUNE 6, 2022	TEAM FLUMER'S P.O. BOX 6150 TOWNSEND CITY, MI 49696	\$194,590- * SEE PROPOSAL FOR ADD'L DISCLOSURES
JUNE 6, 2022	PRECISION LANDSCAPES 5387 BROWN BEAR LAKE WILLIAMS BURG, MI 49690	\$50,000-
JUNE 6, 2022	MILLER CONTRACTING, LLC 6991 W. JENNINGS RD. LAKE CITY, MI 49657	\$110,000-
JUNE 6, 2022	G.T. CONSERVATION DISTRICT 1450 CASS RD. TOWNSEND CITY, MI 49685	\$34,600-

JUNE 7, 2022

TIME STARTED: 9:12 AM
TIME ENDED: 9:30 AM

OPEN BIDS
HAZARDOUS TREE REMOVAL:
MILITARY BIDS

Don Gifford


WHITEWATER TOWNSHIP
INVITATION TO BID
HAZARDOUS TREE REMOVAL AND MITIGATION PROJECT

Whitewater Township, Williamsburg, Michigan, will receive sealed bids until June 6, 2022, at the Township Supervisor's office, 5777 Vinton Road, P.O. Box 159, Williamsburg, Michigan 49690, to remove hazardous trees from the Lossie Road Nature Trail and the Battle Creek Natural Area.

Bid packets and specifications are available at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan, 49690, and on the township website, www.whitewatertownship.org. Bids must be submitted in sealed envelopes and plainly marked "SEALED BID."

The Whitewater Township Board reserves the right to reject any or all bids.

Ron Popp
Township Supervisor

Hazardous Tree Removal and Mitigation Agreement

This Agreement is entered into this 1st day of June, 2022, between Whitewater Township, whose address is 5777 Vinton Road, P.O. Box 159, Williamsburg, Michigan 49690, ("Township"), together with Parshall Tree Service, LLC, an independent contractor, whose address is 202 S. Union Street #215, Traverse City, Michigan 49685, and Treeworks, Inc., an independent contractor, whose address is PO Box 274 Coopersville, MI 49404

1. Site Location

- a. Hazardous tree removal and mitigation work will be performed in Whitewater Township on the Lossie Road Nature Trail and in the Battle Creek Natural Area (see tree inventory and map).

2. Scope of Services

- a. The contracted company hired by Whitewater Township will perform hazardous tree removal and mitigation entirely in accordance with the parameters, maps, lists, plan set, and best management practices contained within this Hazardous Tree Removal and Mitigation Agreement, hereafter known as the AGREEMENT, as provided by Parshall Tree Service, LLC, who is managing the project. Completion of work will be finalized by Letter of Completion provided by Parshall Tree Service, LLC.
- b. The Request for Proposal (RFP) contains the entire Agreement provided by Parshall Tree Service, LLC. The painted, marked and tagged trees on site and on the map provided in the RFP will need to be processed as outlined by the Hazardous Tree Removal and Mitigation Agreement before the Letter of Completion can be approved and payment is released.
- c. All work will be completed in a manner so as to reduce any potential spread of oak wilt. All work will be completed to reduce impact on any sensitive wetlands. These areas will be labeled by Parshall Tree Service, LLC, on site.
- d. The Township, in cooperation with Parshall Tree Service, LLC, may modify the Scope of Services, and as agreed to by the Contracted Company. Any modification will be contained in a Change Order reflecting the change and any cost changes associated with the Change Order. Change Orders shall be signed by all parties.

3. Deadline for Completion of Service Agreement

- a. The entire scope of services detailed in the AGREEMENT must be completed by September 30, 2022.
- b. The contracted company will have until 5:00 p.m., October 30, 2022, to submit an invoice for completed services to Whitewater Township.

- c. Parshall Tree Service, LLC, shall deliver the required executed Letter of Completion to Whitewater Township by 5:00 p.m., October 15, 2022.

4. Contractor Requirements

- a. The contracted company will submit proof of general liability insurance in the amount of \$1,000,000 each occurrence, automobile liability insurance in the amount of \$500,000, and workers' compensation insurance in the amount of \$100,000 each accident and each employee with a policy limit of \$500,000 in their sealed bid. Whitewater Township shall be named Additional Insured on all proof of insurance documents.

5. Bid Process

- a. All bids and required documents must be submitted to Ron Popp, Whitewater Township Supervisor, no later than June 6, 2022.
- b. Sealed Bids
 - i. All bids submitted shall be sealed and labeled "SEALED BID."
 - ii. All bids will be opened on June 7, 2022, at 9:00 a.m. in the supervisor's office and placed in the board packet of the Whitewater Township Board's regular June meeting. The Whitewater Township Board reserves the right to reject any or all bids for any reason.
 - iii. The winner of the bid will be selected and notified no later than June 16, 2022.

6. Payment and Fee Process

- a. Whitewater Township will be responsible to pay the awarded contractor directly for the fees agreed upon for the services provided.
- b. Fifty percent (50%) of the accepted bid price will be paid upon execution of the Agreement. The balance will be paid within 10 business days of delivery of the Letter of Completion.

7. Indemnification

- a. The awarded contracted company will indemnify and hold Parshall Tree Service, LLC, and Whitewater Township harmless from responsibility for the health, safety, conduct and actions of the awarded contracted company, its employees, agents or subcontractors arising from or related to this Hazardous Tree Removal and Mitigation Agreement, including, but not limited to, environmental damages, regulatory violations, including fines or fees arising therefrom, workers' compensation claims, property damage claims, general liability claims, and automobile liability claims. The awarded contracted company agrees to indemnify Parshall Tree Service, LLC, and Whitewater Township for all costs and actual attorney fees associated with the above indemnification. The awarded contracted company further acknowledges that certain trees may be located in close proximity to buildings, structures, or personal property.

The awarded contracted company shall be liable for any such property damaged during the elimination of hazardous trees.

8. Certification

- a. Certification that the candidate is not an "Iran Linked Business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012, is required to be submitted with the bid.

9. Amount Submitted

- a. Teeworks, Inc. agrees to perform the above-mentioned services within the specifications and time frame outlined in the Hazardous Tree Removal and Mitigation Agreement and included tree inventory and map for the total fee of \$ 63,000.00.

* Alt. Price \$42,000.00 if chips can be blown on site.

10. Contact Information

Ron Popp, Township Supervisor
Whitewater Township
5777 Vinton Road, P.O. Box 159
Williamsburg, MI 49690
Phone (231) 267-5141
Fax (231) 267-9020
supervisor@whitewatertownship.org

Matt Haro, ISA Certified Arborist
Parshall Tree Service, LLC
202 S. Union St., #215
Traverse City, MI 49685
M: 231-631-0735 O: 877-250-2060
m.haro@parshalltreecare.com

WHITEWATER TOWNSHIP

By: Ron Popp
Its: Supervisor

By: Cheryl Goss
Its: Clerk

(Contracted Company)

By:
Its:

PARSHALL TREE SERVICE, LLC

By:
Its:



PROPOSAL

parshalltreecare.com | 877-250-2060 | info@parshalltreecare.com

202 S. Union St #215, Traverse City, MI 49685

Job Name

Whitewater Township 20220218

Monday, March 14, 2022

Whitewater Township
P.O Box 159
Williamsburg, MI 49690

Urban Forest Arborist: Matthew Haro
Phone: 231- 631 -0735
Email: m.haro@parshalltreecare.com
Worksite: Skegemog Point Rd
Williamsburg, MI 49690

Please Check the Box next to any Section(s) you would like performed.

☐ (1) Tree Removal

#	Item	Description	Qty	Cost
1	Trees		0	

BATTLE CREEK TRAIL (USE 7575 SKEGEMOG POINT FOR GPS):

- #1 Pine 41" (three trees) located left of the entrance of the trailhead to Battle Creek.
- #2 Pine (White) 26" located left of the trail behind the row of Red Pines.
- #3 Pine (Red) 7.5" located across the trail.
- #4 Pine (Red) 16" (two trees) both located behind #3 & bowing over the trail.
- #5 Pine (Red) 31" (three trees) located right of the trail seeing the red barn in the distance.
- #6 Maple (Sugar) 39" located left of the trail by the opening insight of the bench.
- #7 Poplar 29" (trees uprooted) located left of the trail as you pass the bench.
- #8 Maple 18.5" located right of the trail just down the way from #7.
- #9 Maple (1) triple leader located left of the trail and across from #8.
- #10 Maple 14" (uprooted by the leader of #9) located left of the trail.
- #11 Pine (White) 25" (dead spar) located left of the trail in the opening.
- #12 Pine (White) 25" (dead spar) located left of the trail just uphill from #11.
- #13 Trees approximately (10) trees were uprooted and lying across the trail.
- #14 Tree 14" (dead & hung up) located right of the trail.
- #15 Poplar 6" located laying across the trail.
- #16 Cedar (1) large cluster laying across the trail.
- #17 Cedar several clusters laying across the trail.
- #18 Pine (White) 26" (dead spar) located right of the trail in the clearing.
- #19 Pine (White) 25" (dead spar) is also located right of the trail in the clearing.

PARSHALL | TREE CARE EXPERTS

REVOLUTIONIZING URBAN FOREST MANAGEMENT



PROPOSAL

parshalltreecare.com | 877-250-2060 | info@parshalltreecare.com

202 S. Union St #215, Traverse City, MI 49685

- #20 Pine (White) 23" (tree snapped) located left of #16.
- #21 Pine (White) 32" (two trees) lying across the trail just passed #20.
- #22 Pine (White) 27" (two trees) both lying across the trail.
- #23 Pine (White) 26" (dead) located left of the trail just passed #22.
- #24 Pine (White) 13" lying across the trail.
- #25 Pine (White) (8) more trees (small to medium size) lying across the trail.
- #26 Trees 41" (four dead spurs) located left and right of the trail.
- #27 Trees (1) Birch & (1) broken limb of a Poplar located on the trail.
- #28 Pine (White) 31" double leader located across the trail by the water and the bench.

**LOSSEE TRAIL (TRAILHEADS ON SKEGEMOG & COOK RD) INVENTORY
STARTS ON SKEGEMOG AND GOES TO COOK RD.)**

- #29 Poplar 46" (three trees uprooted and hung up) located at the beginning of the trail on the right.
- #30 Maple (1) multi-leader located left of the trail right of the local shooting range.
- #31 Poplar 8" (spar) located right of the trail.
- #32 Pine (White) 30" located left of the trail. Down limb.
- #33 Pine (White) 22" located left of the trail. Limb down to remove.
- #34 Trees (3) Poplar & (1) Maple (the marked leader only) located left and right of the trail.
- #35 Oak (Red) 38" (dead) double leader located right of the trail down the slope slightly.
- #36 Oak (Red) 35" (dead) triple leader located right of the driveway right of the trail.
- #37 Poplar 11.5" located left of the trail across from #36 bowing over the trail.
- #38 Poplar 15" (spar) located left of the trail.
- #39 Trees (8) located left of the trail tangled up in uprooted.
- #40 Poplar 10" located left of the trail hung in an adjacent tree.
- #41 Trees 19" (one poplar and one maple) located left of the trail.
- #42 Poplar 33" (three trees; two uprooted & one dead) located left and right of the trail.
- #43 Poplar 27" (two trees) both located right of the trail at the bend.
- #44 Cherry 10" (snapped) located left of the trail.
- #45 Trees 39" (one Oak, two Poplar; all uprooted and hung up) located right of the trail.
- #46 Spruce 5" leaning and located left of the trail
- #47 Trees 23" (one dead Birch cluster & one Spruce) located right of the trail.
- #48 Birch 9" located the left of the trail.
- #49 Alder 1.5" located left of the trail going over the trail

PARSHALL | TREE CARE EXPERTS

REVOLUTIONIZING URBAN FOREST MANAGEMENT



PROPOSAL

parshalltreecare.com | 877-250-2060 | info@parshalltreecare.com

202 S. Union St #215, Traverse City, MI 49685

- #50 Poplar 16.5" (two trees) located right of the trail with a broken top
- #51 Poplar 14" (uprooted) located right of the trail. Clear back 15 feet only.
- #52 Cedar 27" (two dead trees) located left of the trail across the creek. Did not paint green flags
- #53 Oak (Red) 12" located left of the trail growing over the trail
- #54 Spruce 4" (dead) located right of the trail
- #55 Poplar 8" (broken top) located right of the trail
- #56 Poplar 12.5" (dead) located left of the trail
- #57 Poplar 9" located right of the trail uprooted and lying over the trail.
- #58 Spruce 6" (two trees) both located left of the trail
- #59 Poplar 25" (two trees; one is leaning on the other) located right of the trail. Remove the larger one back 15 feet
- #60 Poplar 6.5" (broken top) located right of the trail
- #61 Poplar 16" (dead) located right of the trail.
- #62 Poplar 15" located right of the trail uprooted slightly.
- #63 Spruce 3" (dead) located right of the trail.
- #64 Spruce 8.5" (broken top) located left of the trail across from #63.
- #65 Spruce 9" located left of the trail operated with a broken top
- #66 Spruce 3" (two trees) located the left of the trail.
- #67 Trees 41" (two Poplar & one Birch) located right of the trail.
- #68 All Trees 38" (one White Pine & one Poplar) located in the middle of the trail.
- #69 Trees 34" (one Cedar, two Red Oak) located right of the trail and across the trail.
- #70 Brush located left and right of the trail.
- #71 Oak (Red) 17" (double leader) located right of the trail.
- #72 Poplar 8" (uprooted and leaning on a White Pine) located right of the trail back with the Spruce.
- #73 Trees 46" (two Poplar & two Red Oak; both double leaders) located right of the trail.
- #74 Pine (Red) 15" located right of the trail hung up in an adjacent tree.
- #75 Pine (White) 31" (dead) located left of the trail.
- #76 Trees 10" (two trees) located right of the trail.
- #77 Spruce 11" (broken and across the trail) located left of the trail.
- #78 Trees 43" (six trees) located left and right of the trail.
- #79 Spruce 4" located left of the trail.
- #80 Trees 29" (two Cedar & two Oak) located left and right of the trail.
- #81 Spruce 17" (three trees) all located left of the trail.
- #82 Tree 2.5" (pistol grip) located right of the trail
- #83 Birch 10" (dead) located right of the trail.
- #84 Trees (7) all uprooted and across the trail
- #85 Spruce 8" located across the trail.
- #86 Poplar 21" located across the trail.
- #87 Trees (1) Poplar & (1) Red Oak located right of the trail.
- #88 Ash 6" (dead) located left of the trail & laying across the trail.

PARSHALL | TREE CARE EXPERTS

REVOLUTIONIZING URBAN FOREST MANAGEMENT



PROPOSAL

parshalltreecare.com | 877-250-2060 | info@parshalltreecare.com

202 S. Union St #215, Traverse City, MI 49685

- #89 Hemlock 17" located right of the trail.
- #90 Poplar 12" located right of the trail.
- #91 Poplar 10" located left of the trail
- #92 Poplar 12" located right of the trail.
- #93 Poplar 8" leaning and located right of the trail.
- #94 Cherry 8.5" located left of the trail
- #95 Trees (3) Cedar & (1) Poplar all uprooted and located right of the trail.
- #96 Basswood 15.5" located rid of the trail and across the trail.
- #97 Spruce 6" located left on the trail.
- #98 Trees (4) Spruce located left of the trail and across the trail.
- #99 Trees (5) Spruce located left of the trail uprooted and across the trail.
- #100 Spruce 12" uprooted and located left of the trail.
- #101 Trees (11) trees {3) Cedar, (1) Ash, (2) Poplar & (5) Spruce} located left and right of the trail uprooted and across the trail.
- #102 Trees (1) Poplar & (1) Ash located left of the trail.
- #103 Trees (1) Cedar & (1) dead Maple located left and right of the trail.
- #104 Spruce 4" located right of the trail lane across the trail.
- #105 Trees (1) Poplar & (1) Ash are located across the trail.
- #106 Spruce 7" located left of the trail.
- #107 Trees (8) trees located left and right of the trail and in the trail.
- #108 Trees (3) small Cedar located left and right of the trail
- #109 Trees (3) small Ash & (1) Spruce located right of the trail
- #110 Tree 4" (dead) located left of the trail as you're walking up to Cook Road.
- #111 Tree 11" (dead) located right of the trail walking to Cook Road.
- #112 Poplar 10" spar located left of the trail of the Cook Road trailhead
- #113 Debris down tree and debris located left of the trail as you come out at the Cook Road trailhead.
- #114 Ash 13" (dead) located left of the trail just behind the trailhead sign.

- *Cleanup is approximately 15 feet from the trail on each side. Most times you will see a green stake to ID boundaries.*
- *All numbered items have orange spray paint (you may see flags but ensure there is orange paint as well; otherwise disregard).*
- *Cut down and remove to a low stump.*
- *Chip and remove all brush.*
- *Remove wood 14" or less.*
- *Wood 14" or greater cut into 8-foot sections and outline the trail.*

2 Trees

0

PARSHALL | TREE CARE EXPERTS

REVOLUTIONIZING URBAN FOREST MANAGEMENT





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/20/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Van Wyk Risk Solutions 150 Ottawa Ave NW Suite 1000 Grand Rapids, MI 49503	CONTACT NAME: Jenna La Fond	PHONE (A/C, No, Ext): 616.942.5070	FAX (A/C, No): 616.942.8199
	E-MAIL ADDRESS: JennaL@vanwykcorp.com		
INSURED Treeworks, Inc. PO Box 274 Coopersville, MI 49404	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: SECURA Insurance Companies		22543
	INSURER B: Insurance Company of the West		27847
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES

CERTIFICATE NUMBER: 22/23

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			CP3277796	01/01/2022	01/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 OTHER: \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			A3277796	01/01/2022	01/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ OTHER: \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			CU3277797	01/01/2022	01/01/2023	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 OTHER: \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	5059075 01	01/01/2022	01/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

FOR INFORMATIONAL PURPOSES

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.



REFERENCE AND EXPERIENCE OVERVIEW

Treeworks, Inc. began providing tree services to the residential property owners of Kent and Ottawa County in the 1990's, and was incorporated in 2001. Today, Treeworks Inc. continues to serve the arboricultural needs of residential, commercial, and municipal clients throughout the region with our dedicated staff, completing all projects by merging our experience with the ANSI Z133 Standards of Safety & ANSI A300 Standards of Arboriculture.

Treeworks, Inc. is a ***Tree Care Industry Association (TCIA) Accredited Company***, and ***Michigan Department of Transportation (MDOT) Prequalified Contractor*** in the trades of *N-2 Clearing, H Landscaping, & I Sodding / Seeding*. Treeworks, Inc. is also licensed by the State of Michigan Department of Agriculture and Rural Development for Pesticide Application. Treeworks, Inc. staff also hold the following credentials:

- 4 ISA Certified Arborists
- 2 ISA Utility Arborists
- 2 TCIA Certified Tree Care Safety Professionals
- 1 Tree Risk Assessment Qualified Arborist
- Certified Pesticide Applicators
- Many TCIA Tree Care Academy course completions for all staff.

Jason R. Porter, President

(616) 837-1100

office@treeworksmi.com

www.treeworksmi.com





NOTABLE PROJECTS

Residential

Rushmore storm damage restoration and removal	Ada, MI	\$28,000
Berghuis Construction selective removals and land management	West MI	\$32,000
Melissa L. Clearing, pruning, river restoration, retaining wall construction, & landscaping	Hesperia, MI	\$35,000
Crawford Creek selective tree removal/pruning	Grand Rapids, MI	\$48,000

Commercial

48th Ave Right of way clearing	Allendale, MI	\$20,000
Barstow Park Tree removals	Midland, MI	\$22,000
M-119 Bike Path tree clearing	Harbor Springs, MI	\$27,000
Seaman Road tree removal	Manistee, MI	\$37,000
Tilson Rd Right of way clearing	Upper Peninsula, MI	\$40,000
Benton Harbor street extension tree removals	Benton Harbor, MI	\$41,000
Tallman Creek Sewer right of way clearing	Grand Rapids, MI	\$45,000
Huron-Clinton City parks vegetation management	Detroit, MI	\$50,000
City of Marshall Tree removal	Marshall, MI	\$67,000
Mio Snag Topping	Mio, MI	\$69,000
Cottonwood Dr. / 10th Ave Right of way clearing	Jenison, MI	\$135,000
McBride Drain obstruction tree removal	Macomb, MI	\$300,000
City of Grand Rapids Tree removal	Grand Rapids, MI	\$425,000
MDOT Roadside mowing	Allegan Co, MI	\$800,000
City of Kalamazoo danger tree pruning	Kalamazoo, MI	\$1,200,000
MDOT SW Region Right of way tree work	Southwest Michigan	\$1,500,000



NOTABLE PROJECTS, CONTINUED

Airports

Manistee Airport, obstruction tree removal	Manistee, MI	\$10,000
Sparta Municipal Airport, tree removal and topping	Sparta, MI	\$22,000
St. Clair County Airport, tree removal	Port Huron, MI	\$24,000
Antrim County Airport, obstruction tree removal	Bellaire, MI	\$45,000
Oscoda County Airport, clearing	Mio, MI	\$77,000
Oakland County Airport, obstruction tree removal	Pontiac, MI	\$90,000
Wexford County Airport, obstruction tree removal	Cadillac, MI	\$158,000
Kalamazoo/Battle Creek, obstruction tree removal	Kalamazoo, MI	\$165,000
Owosso Community Airport, obstruction tree removal	Owosso, MI	\$250,000

Utility right of way

Grand Haven Board of Power and Light	Grand Haven, MI	\$80,000
Midwest Energy & Communications	MI and OH	\$550,000
Consumers Energy	MI	\$650,000
Great Lakes Energy	West MI	\$1,100,000



REFERENCES

ADAMS OUTDOOR ADVERTISING

Kylie Robinson (269) 342-9831

krobinson@adamsoutdoor.com

Vegetation management for clear view of billboards. 2010-present. \$300,000

MICHIGAN DEPARTMENT OF TRANSPORTATION, GRAND REGION

Ken Hildebrand (231) 250-6396

HildebrandK@michigan.gov

Highway right of way mowing. 2016-present. \$800,000+

MICHIGAN DEPARTMENT OF TRANSPORTATION, SOUTHWEST REGION

Mike Streeter (269) 217-7785

streeterm@michigan.gov

Ben Hodges (517) 202-0289

hodgesb@michigan.gov

Trace Plummer (269) 921-6177

plummert@michigan.gov

Right of way pruning and removal. 2021-present. \$1,500,000

CITY OF GRAND RAPIDS, FORESTRY

Nate VanEnk (616) 558-2914

nvanenk@grand-rapids.mi.us

Vernon Hayden (989) 287-4830

vhayden@grand-rapids.mi.us

City large diameter danger tree removal. 2017-2018. \$400,000

CITY OF KALAMAZOO, FORESTRY

Anthony Ladd (269) 910-1622

ladda@kalamazoocity.org

Neighborhood street tree pruning and removals. 2017-present. \$1,500,000



REFERENCES, CONTINUED

GRAND HAVEN BOARD OF LIGHT & POWER

Robert Shelley (616) 607-1263

rshelly@ghbpl.org

Randy Cory (616) 638-1590

RCory@ghbpl.org

Distribution line clearing and trimming. 2018. \$80,000

GREAT LAKES ENERGY

Rob Nielsen (231) 206-7398

rnielsen@glenergy.com

Distribution line clearing and trimming, 2019-present. \$1,100,000

CONSUMERS ENERGY

Nathan Rodriguez (616) 265-0433

NATHAN.RODRIGUEZ@ccmsenergy.com

Samuel Chansler (269) 207-8797

samuel.chansler@cmsenergy.com

New construction R.O.W. Clearing, 2019-present. \$650,000

MEAD & HUNT ENGINEERING

Tom Ward (517) 204-1060

tom.ward@meadhunt.com

Owosso Community Airport obstruction tree removal and clearing, 2021-2022. \$250,000





Introducing the Sennebogen 718 to Michigan

- 47 ft reach
- 360° rotation
- Up to 12K lb lift capacity
- Up to 24" cutting capacity
- Rotating sawblade
- Video: www.treeworksmi.com



SERVICES WE OFFER

- Clearing
- Tree Removal
- Pruning
- Landscaping
- Property Management
- Wood Resources

MARKETS WE SERVE

- Residential
- Commercial
- Municipal



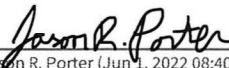
CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT
Michigan Public Act No. 517 of 2012

The undersigned, the owner, or authorized officer of the below-named company (the "Company"), pursuant to the compliance certification requirement provided in the Lincoln Consolidated Schools Request For Proposal (the "RFP"), hereby certifies, represents, and warrants that the Company (which includes its officers, directors and employees) is not an "Iran Linked Business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event the Company is awarded a contract by the Whitmore Lake Public Schools as a result of the aforementioned RFP, the Company is not and will not become an "Iran Linked Business" at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the Whitmore Lake Public School's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

 Treeworks, Inc.
Name of Company

 Jason R. Porter, President
Name and Title of Authorized Representative

 
Jason R. Porter (Jun 1, 2022 08:40 EDT)
Signature

 6/1/2022
Date





Certification of Compliance Public Act 517 of 2012

Final Audit Report

2022-06-01

Created:	2022-05-31
By:	Becky Porter (becky.porter@treeworksmi.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAALtPRRUsT89Hpl-vtdam3iRULDQdbCJL8

"Certification of Compliance Public Act 517 of 2012" History

-  Document created by Becky Porter (becky.porter@treeworksmi.com)
2022-05-31 - 6:01:06 PM GMT
-  Document emailed to Jason R. Porter (jason.porter@treeworksmi.com) for signature
2022-05-31 - 6:01:25 PM GMT
-  Email viewed by Jason R. Porter (jason.porter@treeworksmi.com)
2022-05-31 - 6:04:43 PM GMT
-  Document e-signed by Jason R. Porter (jason.porter@treeworksmi.com)
Signature Date: 2022-06-01 - 12:40:18 PM GMT - Time Source: server
-  Agreement completed.
2022-06-01 - 12:40:18 PM GMT

Hazardous Tree Removal and Mitigation Agreement

This Agreement is entered into this 4th day of June, 2022, between Whitewater Township, whose address is 5777 Vinton Road, P.O. Box 159, Williamsburg, Michigan 49690, ("Township"), together with Parshall Tree Service, LLC, an independent contractor, whose address is 202 S. Union Street #215, Traverse City, Michigan 49685, and Joshua Nabel, an independent contractor, whose address is 8650 52nd St Ada MI 48301.

1. Site Location

- a. Hazardous tree removal and mitigation work will be performed in Whitewater Township on the Lossie Road Nature Trail and in the Battle Creek Natural Area (see tree inventory and map).

2. Scope of Services

- a. The contracted company hired by Whitewater Township will perform hazardous tree removal and mitigation entirely in accordance with the parameters, maps, lists, plan set, and best management practices contained within this Hazardous Tree Removal and Mitigation Agreement, hereafter known as the AGREEMENT, as provided by Parshall Tree Service, LLC, who is managing the project. Completion of work will be finalized by Letter of Completion provided by Parshall Tree Service, LLC.
- b. The Request for Proposal (RFP) contains the entire Agreement provided by Parshall Tree Service, LLC. The painted, marked and tagged trees on site and on the map provided in the RFP will need to be processed as outlined by the Hazardous Tree Removal and Mitigation Agreement before the Letter of Completion can be approved and payment is released.
- c. All work will be completed in a manner so as to reduce any potential spread of oak wilt. All work will be completed to reduce impact on any sensitive wetlands. These areas will be labeled by Parshall Tree Service, LLC, on site.
- d. The Township, in cooperation with Parshall Tree Service, LLC, may modify the Scope of Services, and as agreed to by the Contracted Company. Any modification will be contained in a Change Order reflecting the change and any cost changes associated with the Change Order. Change Orders shall be signed by all parties.

3. Deadline for Completion of Service Agreement

- a. The entire scope of services detailed in the AGREEMENT must be completed by September 30, 2022.
- b. The contracted company will have until 5:00 p.m., October 30, 2022, to submit an invoice for completed services to Whitewater Township.

- c. Parshall Tree Service, LLC, shall deliver the required executed Letter of Completion to Whitewater Township by 5:00 p.m., October 15, 2022.

4. Contractor Requirements

- a. The contracted company will submit proof of general liability insurance in the amount of \$1,000,000 each occurrence, automobile liability insurance in the amount of \$500,000, and workers' compensation insurance in the amount of \$100,000 each accident and each employee with a policy limit of \$500,000 in their sealed bid. Whitewater Township shall be named Additional Insured on all proof of insurance documents.

5. Bid Process

- a. All bids and required documents must be submitted to Ron Popp, Whitewater Township Supervisor, no later than June 6, 2022.
- b. Sealed Bids
 - i. All bids submitted shall be sealed and labeled "SEALED BID."
 - ii. All bids will be opened on June 7, 2022, at 9:00 a.m. in the supervisor's office and placed in the board packet of the Whitewater Township Board's regular June meeting. The Whitewater Township Board reserves the right to reject any or all bids for any reason.
 - iii. The winner of the bid will be selected and notified no later than June 16, 2022.

6. Payment and Fee Process

- a. Whitewater Township will be responsible to pay the awarded contractor directly for the fees agreed upon for the services provided.
- b. Fifty percent (50%) of the accepted bid price will be paid upon execution of the Agreement. The balance will be paid within 10 business days of delivery of the Letter of Completion.

7. Indemnification

- a. The awarded contracted company will indemnify and hold Parshall Tree Service, LLC, and Whitewater Township harmless from responsibility for the health, safety, conduct and actions of the awarded contracted company, its employees, agents or subcontractors arising from or related to this Hazardous Tree Removal and Mitigation Agreement, including, but not limited to, environmental damages, regulatory violations, including fines or fees arising therefrom, workers' compensation claims, property damage claims, general liability claims, and automobile liability claims. The awarded contracted company agrees to indemnify Parshall Tree Service, LLC, and Whitewater Township for all costs and actual attorney fees associated with the above indemnification. The awarded contracted company further acknowledges that certain trees may be located in close proximity to buildings, structures, or personal property.

The awarded contracted company shall be liable for any such property damaged during the elimination of hazardous trees.

8. Certification

- a. Certification that the candidate is not an "Iran Linked Business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012, is required to be submitted with the bid.

9. Amount Submitted

- a. Nobel Outdoor Services LLC agrees to perform the above-mentioned services within the specifications and time frame outlined in the Hazardous Tree Removal and Mitigation Agreement and included tree inventory and map for the total fee of \$9000.

10. Contact Information

Ron Popp, Township Supervisor
Whitewater Township
5777 Vinton Road, P.O. Box 159
Williamsburg, MI 49690
Phone (231) 267-5141
Fax (231) 267-9020
supervisor@whitewatertownship.org

Matt Haro, ISA Certified Arborist
Parshall Tree Service, LLC
202 S. Union St., #215
Traverse City, MI 49685
M: 231-631-0735 O: 877-250-2060
m.haro@parshalltreecare.com

WHITEWATER TOWNSHIP

By: Ron Popp
Its: Supervisor

By: Cheryl Goss
Its: Clerk

Nobel Outdoor Services LLC
(Contracted Company)

Joshua Mabel Owner
By: _____
Its: _____

PARSHALL TREE SERVICE, LLC

By: _____
Its: _____

WHITEWATER TOWNSHIP
INVITATION TO BID
HAZARDOUS TREE REMOVAL AND MITIGATION PROJECT

Whitewater Township, Williamsburg, Michigan, will receive sealed bids until June 6, 2022, at the Township Supervisor's office, 5777 Vinton Road, P.O. Box 159, Williamsburg, Michigan 49690, to remove hazardous trees from the Lossie Road Nature Trail and the Battle Creek Natural Area.

Bid packets and specifications are available at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan, 49690, and on the township website, www.whitewatertownship.org. Bids must be submitted in sealed envelopes and plainly marked "SEALED BID."

The Whitewater Township Board reserves the right to reject any or all bids.

Ron Popp
Township Supervisor

Iran Business Relationship Affidavit

Effective April 1, 2013 all bids, proposals and/or qualification statements received in the State of Michigan must comply with the "Iran Economic Sanctions Act". The Following certification is to be signed and included at time of submittal:

Pursuant to the Michigan Iran Economic Sanctions Act, 2012 P.A. 517, by submitting a bid, proposal or response, respondent certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an "Iran linked business," as that term is defined in the Act.

Joshua Nobel
Signature

Owner
Title

Nobel Outdoor Services LLC
Company

6-4-22
Date

CERTIFICATE OF INSURANCE

☐ FARM BUREAU MUTUAL INSURANCE COMPANY OF MICHIGAN
☒ FARM BUREAU GENERAL INSURANCE COMPANY OF MICHIGAN

Lansing, Michigan 48909
 Email to: CommercialAllOther@fbinsmi.com
 Fax to: 877-822-2875

Name and Address of Certificate Holder:

GRAND RIVER CONSTRUCTION
5025 40TH AVE
HUDSONVILLE MI 49426

☐ **AMENDED**

Named Insured and Address:

JOSH NOBEL DBA
NOBEL OUTDOOR SERVICES
8650 52ND ST
ADA MI 49301

Issue Date: **05/16/2022**

This is to certify that the following policy(ies) of insurance has (have) been or will be issued by the Company to the Named Insured. This certificate is not a guarantee that the policy(ies) will remain in effect until its (their) stated expiration date. In the event of cancellation of any of the insurance policies before the expiration date, the Company will endeavor to mail notice of such cancellation to the Certificate Holder designated above at the Certificate Holder's last known address, but failure to mail such notice shall impose no obligation or liability of any kind upon the Company. This certificate is issued as a matter of information only and confers no rights upon the Certificate Holder. This certificate does not amend, extend, or alter the coverage afforded by the policy(ies) of insurance indicated below. The information conveyed in this Certificate of Insurance is only valid for the indicated policy periods. Certificates of Insurance for subsequent policy periods must be requested by the Certificate Holder.

Type of Insurance	Policy Number	Policy Period	Limits of Liability
Business Auto Liability <input type="checkbox"/> Any Auto (Symbol 1) <input type="checkbox"/> Owned Autos (Symbol 2) <input type="checkbox"/> Specifically Described Autos (Symbol 7) <input type="checkbox"/> Hired Auto (Symbol 8) <input type="checkbox"/> Non-Owned Auto (Symbol 9)		Eff. Exp.	Combined Single Limit Each Accident \$
Worker's Disability Compensation	WCC-2867893	Eff. 10/15/2021 Exp. 10/15/2022	Coverage A - Statutory Coverage B - Bodily Injury by Accident \$ 100,000 Each Accident (Employer's Liab.) Bodily Injury by Disease \$ 100,000 Each Employee Bodily Injury by Disease \$ 500,000 Policy Limit
Comprehensive General Liability or Commercial Package <input checked="" type="checkbox"/> Including <input type="checkbox"/> Excluding Products-Completed Operations <input checked="" type="checkbox"/> Personal Injury and Advertising Injury Liability Coverage is included <input type="checkbox"/> Hired Auto <input type="checkbox"/> Non-Owned Auto <input type="checkbox"/> CERTIFICATE HOLDER is an Additional Insured <input type="checkbox"/> Excluding:	CPP-2977359	Eff. 12/27/2021 Exp. 12/27/2022	Each Occurrence \$ 1,000,000 Products Aggregate \$ 2,000,000 General Aggregate \$ 2,000,000 Medical Payments Limit \$ 5,000
Owners and Contractors Protective Liability		Eff. Exp.	Each Occurrence \$ General Aggregate \$
Umbrella Liability		Eff. Exp.	Limit \$
Farmowners Liability Including Products Business Pursuits <input type="checkbox"/> Excluded <input type="checkbox"/> Included		Eff. Exp.	Limit \$ Type: Describe:
Other		Eff. Exp.	

X

Jon Man

Authorized Signature

4721

Agent Number

(616) 532-2237

Agent Phone Number



PROPOSAL

parshalltreecare.com | 877-250-2060 | info@parshalltreecare.com

202 S. Union St #215, Traverse City, MI 49685

- #89 Hemlock 17" located right of the trail.
- #90 Poplar 12" located right of the trail.
- #91 Poplar 10" located left of the trail
- #92 Poplar 12" located right of the trail.
- #93 Poplar 8" leaning and located right of the trail.
- #94 Cherry 8.5" located left of the trail
- #95 Trees (3) Cedar & (1) Poplar all uprooted and located right of the trail.
- #96 Basswood 15.5" located rid of the trail and across the trail.
- #97 Spruce 6" located left on the trail.
- #98 Trees (4) Spruce located left of the trail and across the trail.
- #99 Trees (5) Spruce located left of the trail uprooted and across the trail.
- #100 Spruce 12" uprooted and located left of the trail.
- #101 Trees (11) trees {3) Cedar, (1) Ash, (2) Poplar & (5) Spruce} located left and right of the trail uprooted and across the trail.
- #102 Trees (1) Poplar & (1) Ash located left of the trail.
- #103 Trees (1) Cedar & (1) dead Maple located left and right of the trail.
- #104 Spruce 4" located right of the trail lane across the trail.
- #105 Trees (1) Poplar & (1) Ash are located across the trail.
- #106 Spruce 7" located left of the trail.
- #107 Trees (8) trees located left and right of the trail and in the trail.
- #108 Trees (3) small Cedar located left and right of the trail
- #109 Trees (3) small Ash & (1) Spruce located right of the trail
- #110 Tree 4" (dead) located left of the trail as you're walking up to Cook Road.
- #111 Tree 11" (dead) located right of the trail walking to Cook Road.
- #112 Poplar 10" spar located left of the trail of the Cook Road trailhead
- #113 Debris down tree and debris located left of the trail as you come out at the Cook Road trailhead.
- #114 Ash 13" (dead) located left of the trail just behind the trailhead sign.

- Cleanup is approximately 15 feet from the trail on each side. Most times you will see a green stake to ID boundaries.
- All numbered items have orange spray paint (you may see flags but ensure there is orange paint as well; otherwise disregard).
- Cut down and remove to a low stump.
- Chip and remove all brush.
- Remove wood 14" or less.
- Wood 14" or greater cut into 8-foot sections and outline the trail.



PROPOSAL

parshalltreecare.com | 877-250-2060 | info@parshalltreecare.com

202 S. Union St #215, Traverse City, MI 49685

Job Name

Whitewater Township 20220218

Whitewater Township
P.O Box 159
Williamsburg, MI 49690

Monday, March 14, 2022

Urban Forest Arborist: Matthew Haro

Phone: 231- 631 -0735

Email: m.haro@parshalltreecare.com

Worksite: Skegemog Point Rd
Williamsburg, MI 49690

Please Check the Box next to any Section(s) you would like performed.

☐ (1) Tree Removal

#	Item	Description	Qty	Cost
1	Trees		0	

BATTLE CREEK TRAIL (USE 7575 SKEGEMOG POINT FOR GPS):

- #1 Pine 41" (three trees) located left of the entrance of the trailhead to Battle Creek.
- #2 Pine (White) 26" located left of the trail behind the row of Red Pines.
- #3 Pine (Red) 7.5" located across the trail.
- #4 Pine (Red) 16" (two trees) both located behind #3 & bowing over the trail.
- #5 Pine (Red) 31" (three trees) located right of the trail seeing the red barn in the distance.
- #6 Maple (Sugar) 39" located left of the trail by the opening insight of the bench.
- #7 Poplar 29" (trees uprooted) located left of the trail as you pass the bench.
- #8 Maple 18.5" located right of the trail just down the way from #7.
- #9 Maple (1) triple leader located left of the trail and across from #8.
- #10 Maple 14" (uprooted by the leader of #9) located left of the trail.
- #11 Pine (White) 25" (dead spar) located left of the trail in the opening.
- #12 Pine (White) 25" (dead spar) located left of the trail just uphill from #11.
- #13 Trees approximately (10) trees were uprooted and lying across the trail.
- #14 Tree 14" (dead & hung up) located right of the trail.
- #15 Poplar 6" located laying across the trail.
- #16 Cedar (1) large cluster laying across the trail.
- #17 Cedar several clusters laying across the trail.
- #18 Pine (White) 26" (dead spar) located right of the trail in the clearing.
- #19 Pine (White) 25" (dead spar) is also located right of the trail in the clearing.

PARSHALL | TREE CARE EXPERTS

REVOLUTIONIZING URBAN FOREST MANAGEMENT



PROPOSAL

parshalltreecare.com | 877-250-2060 | info@parshalltreecare.com

202 S. Union St #215, Traverse City, MI 49685

- #20 Pine (White) 23" (tree snapped) located left of #16.
- #21 Pine (White) 32" (two trees) lying across the trail just passed #20.
- #22 Pine (White) 27" (two trees) both lying across the trail.
- #23 Pine (White) 26" (dead) located left of the trail just passed #22.
- #24 Pine (White) 13" lying across the trail.
- #25 Pine (White) (8) more trees (small to medium size) lying across the trail.
- #26 Trees 41" (four dead spurs) located left and right of the trail.
- #27 Trees (1) Birch & (1) broken limb of a Poplar located on the trail.
- #28 Pine (White) 31" double leader located across the trail by the water and the bench.

**LOSSEE TRAIL (TRAILHEADS ON SKEGEMOG & COOK RD) INVENTORY
STARTS ON SKEGEMOG AND GOES TO COOK RD.)**

- #29 Poplar 46" (three trees uprooted and hung up) located at the beginning of the trail on the right.
- #30 Maple (1) multi-leader located left of the trail right of the local shooting range.
- #31 Poplar 8" (spar) located right of the trail.
- #32 Pine (White) 30" located left of the trail. Down limb.
- #33 Pine (White) 22" located left of the trail. Limb down to remove.
- #34 Trees (3) Poplar & (1) Maple (the marked leader only) located left and right of the trail.
- #35 Oak (Red) 38" (dead) double leader located right of the trail down the slope slightly.
- #36 Oak (Red) 35" (dead) triple leader located right of the driveway right of the trail.
- #37 Poplar 11.5" located left of the trail across from #36 bowing over the trail.
- #38 Poplar 15" (spar) located left of the trail.
- #39 Trees (8) located left of the trail tangled up in uprooted.
- #40 Poplar 10" located left of the trail hung in an adjacent tree.
- #41 Trees 19" (one poplar and one maple) located left of the trail.
- #42 Poplar 33" (three trees; two uprooted & one dead) located left and right of the trail.
- #43 Poplar 27" (two trees) both located right of the trail at the bend.
- #44 Cherry 10" (snapped) located left of the trail.
- #45 Trees 39" (one Oak, two Poplar; all uprooted and hung up) located right of the trail.
- #46 Spruce 5" leaning and located left of the trail
- #47 Trees 23" (one dead Birch cluster & one Spruce) located right of the trail.
- #48 Birch 9" located the left of the trail.
- #49 Alder 1.5" located left of the trail going over the trail

PARSHALL | TREE CARE EXPERTS

REVOLUTIONIZING URBAN FOREST MANAGEMENT



PROPOSAL

parshalltreecare.com | 877-250-2060 | info@parshalltreecare.com

202 S. Union St #215, Traverse City, MI 49685

- #50 Poplar 16.5" (two trees) located right of the trail with a broken top
- #51 Poplar 14" (uprooted) located right of the trail. Clear back 15 feet only.
- #52 Cedar 27" (two dead trees) located left of the trail across the creek. Did not paint green flags
- #53 Oak (Red) 12" located left of the trail growing over the trail
- #54 Spruce 4" (dead) located right of the trail
- #55 Poplar 8" (broken top) located right of the trail
- #56 Poplar 12.5" (dead) located left of the trail
- #57 Poplar 9" located right of the trail uprooted and lying over the trail.
- #58 Spruce 6" (two trees) both located left of the trail
- #59 Poplar 25" (two trees; one is leaning on the other) located right of the trail. Remove the larger one back 15 feet
- #60 Poplar 6.5" (broken top) located right of the trail
- #61 Poplar 16" (dead) located right of the trail.
- #62 Poplar 15" located right of the trail uprooted slightly.
- #63 Spruce 3" (dead) located right of the trail.
- #64 Spruce 8.5" (broken top) located left of the trail across from #63.
- #65 Spruce 9" located left of the trail operated with a broken top
- #66 Spruce 3" (two trees) located the left of the trail.
- #67 Trees 41" (two Poplar & one Birch) located right of the trail.
- #68 All Trees 38" (one White Pine & one Poplar) located in the middle of the trail.
- #69 Trees 34" (one Cedar, two Red Oak) located right of the trail and across the trail.
- #70 Brush located left and right of the trail.
- #71 Oak (Red) 17" (double leader) located right of the trail.
- #72 Poplar 8" (uprooted and leaning on a White Pine) located right of the trail back with the Spruce.
- #73 Trees 46" (two Poplar & two Red Oak; both double leaders) located right of the trail.
- #74 Pine (Red) 15" located right of the trail hung up in an adjacent tree.
- #75 Pine (White) 31" (dead) located left of the trail.
- #76 Trees 10" (two trees) located right of the trail.
- #77 Spruce 11" (broken and across the trail) located left of the trail.
- #78 Trees 43" (six trees) located left and right of the trail.
- #79 Spruce 4" located left of the trail.
- #80 Trees 29" (two Cedar & two Oak) located left and right of the trail.
- #81 Spruce 17" (three trees) all located left of the trail.
- #82 Tree 2.5" (pistol grip) located right of the trail
- #83 Birch 10" (dead) located right of the trail.
- #84 Trees (7) all uprooted and across the trail
- #85 Spruce 8" located across the trail.
- #86 Poplar 21" located across the trail.
- #87 Trees (1) Poplar & (1) Red Oak located right of the trail.
- #88 Ash 6" (dead) located left of the trail & laying across the trail.

PARSHALL | TREE CARE EXPERTS

REVOLUTIONIZING URBAN FOREST MANAGEMENT

Hazardous Tree Removal and Mitigation Agreement

This Agreement is entered into this _____ day of June, 2022, between Whitewater Township, whose address is 5777 Vinton Road, P.O. Box 159, Williamsburg, Michigan 49690, ("Township"), together with Parshall Tree Service, LLC, an independent contractor, whose address is 202 S. Union Street #215, Traverse City, Michigan 49685, and Olds Tree Service LLC, an independent contractor, whose address is 9929 W. County Line Rd Buckley Mi.

1. Site Location

- a. Hazardous tree removal and mitigation work will be performed in Whitewater Township on the Lossie Road Nature Trail and in the Battle Creek Natural Area (see tree inventory and map).

2. Scope of Services

- a. The contracted company hired by Whitewater Township will perform hazardous tree removal and mitigation entirely in accordance with the parameters, maps, lists, plan set, and best management practices contained within this Hazardous Tree Removal and Mitigation Agreement, hereafter known as the AGREEMENT, as provided by Parshall Tree Service, LLC, who is managing the project. Completion of work will be finalized by Letter of Completion provided by Parshall Tree Service, LLC.
- b. The Request for Proposal (RFP) contains the entire Agreement provided by Parshall Tree Service, LLC. The painted, marked and tagged trees on site and on the map provided in the RFP will need to be processed as outlined by the Hazardous Tree Removal and Mitigation Agreement before the Letter of Completion can be approved and payment is released.
- c. All work will be completed in a manner so as to reduce any potential spread of oak wilt. All work will be completed to reduce impact on any sensitive wetlands. These areas will be labeled by Parshall Tree Service, LLC, on site.
- d. The Township, in cooperation with Parshall Tree Service, LLC, may modify the Scope of Services, and as agreed to by the Contracted Company. Any modification will be contained in a Change Order reflecting the change and any cost changes associated with the Change Order. Change Orders shall be signed by all parties.

3. Deadline for Completion of Service Agreement

- a. The entire scope of services detailed in the AGREEMENT must be completed by September 30, 2022.
- b. The contracted company will have until 5:00 p.m., October 30, 2022, to submit an invoice for completed services to Whitewater Township.

- c. Parshall Tree Service, LLC, shall deliver the required executed Letter of Completion to Whitewater Township by 5:00 p.m., October 15, 2022.

4. Contractor Requirements

- a. The contracted company will submit proof of general liability insurance in the amount of \$1,000,000 each occurrence, automobile liability insurance in the amount of \$500,000, and workers' compensation insurance in the amount of \$100,000 each accident and each employee with a policy limit of \$500,000 in their sealed bid. Whitewater Township shall be named Additional Insured on all proof of insurance documents.

5. Bid Process

- a. All bids and required documents must be submitted to Ron Popp, Whitewater Township Supervisor, no later than June 6, 2022.
- b. Sealed Bids
 - i. All bids submitted shall be sealed and labeled "SEALED BID."
 - ii. All bids will be opened on June 7, 2022, at 9:00 a.m. in the supervisor's office and placed in the board packet of the Whitewater Township Board's regular June meeting. The Whitewater Township Board reserves the right to reject any or all bids for any reason.
 - iii. The winner of the bid will be selected and notified no later than June 16, 2022.

6. Payment and Fee Process

- a. Whitewater Township will be responsible to pay the awarded contractor directly for the fees agreed upon for the services provided.
- b. Fifty percent (50%) of the accepted bid price will be paid upon execution of the Agreement. The balance will be paid within 10 business days of delivery of the Letter of Completion.

7. Indemnification

- a. The awarded contracted company will indemnify and hold Parshall Tree Service, LLC, and Whitewater Township harmless from responsibility for the health, safety, conduct and actions of the awarded contracted company, its employees, agents or subcontractors arising from or related to this Hazardous Tree Removal and Mitigation Agreement, including, but not limited to, environmental damages, regulatory violations, including fines or fees arising therefrom, workers' compensation claims, property damage claims, general liability claims, and automobile liability claims. The awarded contracted company agrees to indemnify Parshall Tree Service, LLC, and Whitewater Township for all costs and actual attorney fees associated with the above indemnification. The awarded contracted company further acknowledges that certain trees may be located in close proximity to buildings, structures, or personal property.

The awarded contracted company shall be liable for any such property damaged during the elimination of hazardous trees.

8. Certification

- a. Certification that the candidate is not an "Iran Linked Business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012, is required to be submitted with the bid.

9. Amount Submitted

- a. Olds Tree Service LLC agrees to perform the above-mentioned services within the specifications and time frame outlined in the Hazardous Tree Removal and Mitigation Agreement and included tree inventory and map for the total fee of 153,000.00.

10. Contact Information

Ron Popp, Township Supervisor
Whitewater Township
5777 Vinton Road, P.O. Box 159
Williamsburg, MI 49690
Phone (231) 267-5141
Fax (231) 267-9020
supervisor@whitewatertownship.org

Matt Haro, ISA Certified Arborist
Parshall Tree Service, LLC
202 S. Union St., #215
Traverse City, MI 49685
M: 231-631-0735 O: 877-250-2060
m.haro@parshalltreecare.com

WHITEWATER TOWNSHIP

By: Ron Popp
Its: Supervisor

By: Cheryl Goss
Its: Clerk

(Contracted Company)

By:
Its:

PARSHALL TREE SERVICE, LLC

By:
Its:

CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 517 OF 2012

I certify that neither Olds Tree Service LLC (Company), nor any of its successors, parent companies, subsidiaries, or companies under common control, are an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this Request for Qualifications, Company will not become an "Iran Linked Business" during the course of performing the work under the Contract.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

Olds Tree Service LLC
(Name of Company)

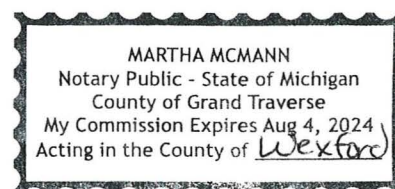
By: [Signature]

Date: 06/16/22

Title: Owner

Subscribed to and sworn before me,
a Notary Public, on this 16 day of June, 2022

[Signature]
Martha McMann, Notary Public
Grand Traverse County, State of Michigan
Acting in Wexford County, Michigan
My Commission Expires: 8/4/24





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/06/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Front Street Insurance Agency 808 W Front St Traverse City MI 49684		CONTACT NAME: Tatyana Lutsyk PHONE (A/C No, Ext): 2319229463 FAX (A/C, No): E-MAIL ADDRESS: tatyana@frontstreetinsurance.com	
INSURED Olds Tree Service LLC Justin Olds 9929 W County Line Rd Buckley MI 49620		INSURER(S) AFFORDING COVERAGE INSURER A: Michigan Miller NAIC # 14508 INSURER B: Liberty Mutual Insurance INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 20220606135148847

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	N N	C0538038	04/01/2022	04/01/2023	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000					
	MED EXP (Any one person) \$ 5,000					
	PERSONAL & ADV INJURY \$ 1,000,000					
GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY	N N	C0538038	04/01/2022	04/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	BODILY INJURY (Per person) \$					
	BODILY INJURY (Per accident) \$					
	PROPERTY DAMAGE (Per accident) \$					
	UMBRELLA LIAB EXCESS LIAB					EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	DED RETENTION \$					\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A N	WC5-39S-740112-011	05/03/2022	05/03/2023	PER STATUTE OTH-ER
	E.L. EACH ACCIDENT \$ 100,000					
	E.L. DISEASE - EA EMPLOYEE \$ 100,000					
	E.L. DISEASE - POLICY LIMIT \$ 500,000					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Whitewater Township
5777 Vinton Road, P.O. Box 159
Williamsburg MI 49690

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

PROPOSAL



P.O. Box 6150 Traverse City, MI 49696-6150
1.800.3ELMERS • 231.943.3443 • 231.943.8975 Fax
www.TeamElmers.com
EOE/AA

Proposal submitted to:

Whitewater Township
5777 Vinton Road
Williamsburg, Michigan 49690
Re: Hazardous - Tree Removal.

6-6-22
supervisor@whitwatertownship.org
1-231-267-5141
Proposal # 2022-5262

We hereby submit specifications and estimates for:

LOSSIE TRAIL & BATTLE CREEK NATURAL AREA - HAZARDOUS TREE REMOVAL AND MITIGATION PROJECT.

1.) Mobilization and general conditions.	\$ 5,380.00
2.) Tree removal per the parameters, details & list provided by Whitewater Township & Parshall Tree Service.	\$ 151,410.00
3.) Restoration & seeding of disturbed areas of the trail.	\$ 37,800.00
Total:	\$ 194,590.00

Bid Qualification: Due to current work load Elmer's is unable meet the project completion date of September 30, 2022. We offer an alternate schedule for project completion: Winter 2022 or Spring 2023. If this alternative schedule is not acceptable to the Township, then this proposal becomes null & void and should be disregarded.

Excludes: Silt fence, soil erosion permit & EGLE permit.

Disclosure: Eric Sanborn is a member of the Whitewater Township Board of Review.

Many of the paint marks are faded & hard to see. It would be helpful to have the trees re-marked by Parshall prior to work beginning.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance. The General Conditions attached hereto or appearing on the back side of this Proposal are hereby incorporated by reference.



Authorized Signature

Name: Eric Sanborn

Digitally signed by Eric Sanborn
DN: cn=Eric Sanborn, o=TEAM Elmer's
Crane and Drilling, ou=Dirt Division,
email=eric@teamelmers.com
Reason: I am the author of this document
Date: 2022.06.06 11:50:45 -0500

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Method of Payment

- ☐ Check/cash upon invoicing
☐ Charge by VISA/MC upon completion of work

Account # _____ Exp Date _____

Tax ID # _____

Elmer's reserves the right to request a credit report with this proposal.

Authorized Signature _____

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____ (Sign and return copy upon acceptance)

By:

Its:

Date of Acceptance _____

A finance charge of 1.5% per month, which is an annual percentage rate of 18% per year, or a minimum charge of \$.50 per month, shall be applied to all accounts over 30 days past due.

When reviewing estimates and selecting a contractor:

- Always get multiple bids for a project. The lowest bid is not necessarily the best choice. Try to get an understanding of why one bid is significantly lower or higher than others; the reasons might change your decision.
- Get recent references from the contractors you are considering.
- Make sure the contractor has the appropriate business and builder licenses, as well as insurance.
- All project specifications and payment terms should be written in the contract.
- The best contractors provide a written warranty or guarantee.

Fully Bonded & Insured • Daily quality control checks for all products

Iran Business Relationship Affidavit

Effective April 1, 2013 all bids, proposals, and/or qualification statements received in the State of Michigan must comply with the "Iran Economic Sanctions Act". The following certification is to be signed and included at time of submittal.

CERTIFICATION

Pursuant to the Michigan Iran Economic Sanctions Act, 2012 P.A. 517, by submitting a bid, proposal or response, Respondent certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an "Iran linked business," as that term is defined in the Act.



Signature

Project Manager

Title

Elmer's Crane and Dozer, Inc.

Company

6-6-22

Date

**UNANIMOUS WRITTEN CONSENT
OF THE BOARD OF DIRECTORS**

ELMER'S CRANE AND DOZER, INC.

THE UNDERSIGNED, representing all of the members of the Board of Directors of Elmer's Crane and Dozer, Inc., a Michigan corporation (the "Corporation"), do hereby, pursuant to the authority of MCLA Section 450.1525, consent in writing to the following actions to be taken by the Corporation effective May 26, 2022 intending that such actions shall be valid corporate actions as though authorized at a meeting of the Board of Directors duly called and held for such purposes:

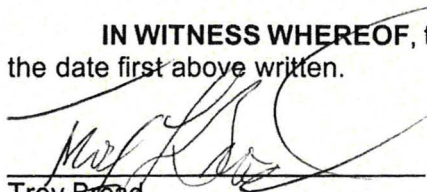
RESOLVED, that the following persons each are hereby authorized until otherwise ordered to enter into and to execute and to deliver in the name and on behalf of this Corporation, any contract, agreement, conveyance, or any other instruments which may be deemed to be necessary and proper for the business of the Corporation without further act or resolution of the Board:

1. Troy Broad
2. Todd Broad
3. Tonya Wildfong
4. T. Eric Ritchie

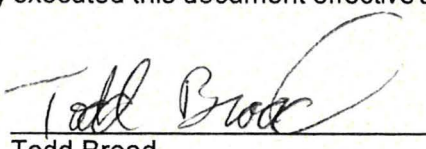
FURTHER RESOLVED, that the following persons each are hereby authorized until otherwise ordered to enter into and to execute and to deliver in the name and on behalf of this Corporation, any proposal, contract or other document which binds the Corporation to provide materials and services of a kind provided by the Corporation in its ordinary course of business:

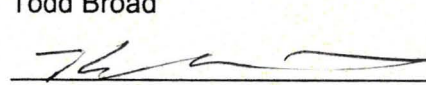
Max Bott	Brian Peace	Jason Horton
Steve Folkersma	Steve Endres	Dan Beckelic
Jeff Saxton	Peter Rosa	Jeff Marceau
Nick Broad	Brittany Watson	Jordan Mercer
Tyler Broad	Rodney Broad	Kent Megill
Eric Sanborn	Ryan Wurtz	Al Papcun
Alan MacDonald	Michael Flaughner	Jim Carey
Justin Kelenske	Dan LaFleche	CB Lowe
Ryan Groleau	Jeff Allen	Gary Holcombe
James Martin	Dustin Bush	Paul Wilcoxon
Cody Boynton		

IN WITNESS WHEREOF, the undersigned have duly executed this document effective as of the date first above written.


Troy Broad


Tonya Wildfong


Todd Broad


T. Eric Ritchie

WHITEWATER TOWNSHIP
INVITATION TO BID
HAZARDOUS TREE REMOVAL AND MITIGATION PROJECT

Whitewater Township, Williamsburg, Michigan, will receive sealed bids until June 6, 2022, at the Township Supervisor's office, 5777 Vinton Road, P.O. Box 159, Williamsburg, Michigan 49690, to remove hazardous trees from the Lossie Road Nature Trail and the Battle Creek Natural Area.

Bid packets and specifications are available at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan, 49690, and on the township website, www.whitewatertownship.org. Bids must be submitted in sealed envelopes and plainly marked "SEALED BID."

The Whitewater Township Board reserves the right to reject any or all bids.

Ron Popp
Township Supervisor

Hazardous Tree Removal and Mitigation Agreement

This Agreement is entered into this 60 day of June, 2022, between Whitewater Township, whose address is 5777 Vinton Road, P.O. Box 159, Williamsburg, Michigan 49690, ("Township"), together with Parshall Tree Service, LLC, an independent contractor, whose address is 202 S. Union Street #215, Traverse City, Michigan 49685, and Precision Landscapes, an independent contractor, whose address is 5387 Brown Bear Ln Wmsbg MI 49690

1. Site Location

- a. Hazardous tree removal and mitigation work will be performed in Whitewater Township on the Lossie Road Nature Trail and in the Battle Creek Natural Area (see tree inventory and map).

2. Scope of Services

- a. The contracted company hired by Whitewater Township will perform hazardous tree removal and mitigation entirely in accordance with the parameters, maps, lists, plan set, and best management practices contained within this Hazardous Tree Removal and Mitigation Agreement, hereafter known as the AGREEMENT, as provided by Parshall Tree Service, LLC, who is managing the project. Completion of work will be finalized by Letter of Completion provided by Parshall Tree Service, LLC.
- b. The Request for Proposal (RFP) contains the entire Agreement provided by Parshall Tree Service, LLC. The painted, marked and tagged trees on site and on the map provided in the RFP will need to be processed as outlined by the Hazardous Tree Removal and Mitigation Agreement before the Letter of Completion can be approved and payment is released.
- c. All work will be completed in a manner so as to reduce any potential spread of oak wilt. All work will be completed to reduce impact on any sensitive wetlands. These areas will be labeled by Parshall Tree Service, LLC, on site.
- d. The Township, in cooperation with Parshall Tree Service, LLC, may modify the Scope of Services, and as agreed to by the Contracted Company. Any modification will be contained in a Change Order reflecting the change and any cost changes associated with the Change Order. Change Orders shall be signed by all parties.

3. Deadline for Completion of Service Agreement

- a. The entire scope of services detailed in the AGREEMENT must be completed by September 30, 2022.
- b. The contracted company will have until 5:00 p.m., October 30, 2022, to submit an invoice for completed services to Whitewater Township.

- c. Parshall Tree Service, LLC, shall deliver the required executed Letter of Completion to Whitewater Township by 5:00 p.m., October 15, 2022.

4. Contractor Requirements

- a. The contracted company will submit proof of general liability insurance in the amount of \$1,000,000 each occurrence, automobile liability insurance in the amount of \$500,000, and workers' compensation insurance in the amount of \$100,000 each accident and each employee with a policy limit of \$500,000 in their sealed bid. Whitewater Township shall be named Additional Insured on all proof of insurance documents.

5. Bid Process

- a. All bids and required documents must be submitted to Ron Popp, Whitewater Township Supervisor, no later than June 6, 2022.
- b. Sealed Bids
 - i. All bids submitted shall be sealed and labeled "SEALED BID."
 - ii. All bids will be opened on June 7, 2022, at 9:00 a.m. in the supervisor's office and placed in the board packet of the Whitewater Township Board's regular June meeting. The Whitewater Township Board reserves the right to reject any or all bids for any reason.
 - iii. The winner of the bid will be selected and notified no later than June 16, 2022.

6. Payment and Fee Process

- a. Whitewater Township will be responsible to pay the awarded contractor directly for the fees agreed upon for the services provided.
- b. Fifty percent (50%) of the accepted bid price will be paid upon execution of the Agreement. The balance will be paid within 10 business days of delivery of the Letter of Completion.

7. Indemnification

- a. The awarded contracted company will indemnify and hold Parshall Tree Service, LLC, and Whitewater Township harmless from responsibility for the health, safety, conduct and actions of the awarded contracted company, its employees, agents or subcontractors arising from or related to this Hazardous Tree Removal and Mitigation Agreement, including, but not limited to, environmental damages, regulatory violations, including fines or fees arising therefrom, workers' compensation claims, property damage claims, general liability claims, and automobile liability claims. The awarded contracted company agrees to indemnify Parshall Tree Service, LLC, and Whitewater Township for all costs and actual attorney fees associated with the above indemnification. The awarded contracted company further acknowledges that certain trees may be located in close proximity to buildings, structures, or personal property.

The awarded contracted company shall be liable for any such property damaged during the elimination of hazardous trees.

8. Certification

- a. Certification that the candidate is not an "Iran Linked Business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012, is required to be submitted with the bid.

9. Amount Submitted

- a. Precision Landscapes agrees to perform the above-mentioned services within the specifications and time frame outlined in the Hazardous Tree Removal and Mitigation Agreement and included tree inventory and map for the total fee of \$50,000.00.

10. Contact Information

Ron Popp, Township Supervisor
Whitewater Township
5777 Vinton Road, P.O. Box 159
Williamsburg, MI 49690
Phone (231) 267-5141
Fax (231) 267-9020
supervisor@whitewatertownship.org

Matt Haro, ISA Certified Arborist
Parshall Tree Service, LLC
202 S. Union St., #215
Traverse City, MI 49685
M: 231-631-0735 O: 877-250-2060
m.haro@parshalltreecare.com

WHITEWATER TOWNSHIP

Precision Landscapes
(Contracted Company)

By: Ron Popp
Its: Supervisor

By: Josh Tress
Its: owner/operator

By: Cheryl Goss
Its: Clerk

PARSHALL TREE SERVICE, LLC

By:
Its:



PROPOSAL

parshalltreecare.com | 877-250-2060 | info@parshalltreecare.com

202 S. Union St #215, Traverse City, MI 49685

Job Name

Whitewater Township 20220218

Whitewater Township
P.O Box 159
Williamsburg, MI 49690

Monday, March 14, 2022

Urban Forest Arborist: Matthew Haro

Phone: 231- 631 -0735

Email: m.haro@parshalltreecare.com

Worksite: Skegemog Point Rd
Williamsburg, MI 49690

Please Check the Box next to any Section(s) you would like performed.

☐ (1) Tree Removal

#	Item	Description	Qty	Cost
1	Trees	Tree Removal	0	\$0.00

BATTLE CREEK TRAIL (USE 7575 SKEGEMOG POINT FOR GPS):

- #1 Pine 41" (three trees) located left of the entrance of the trailhead to Battle Creek.
- #2 Pine (White) 26" located left of the trail behind the row of Red Pines.
- #3 Pine (Red) 7.5" located across the trail.
- #4 Pine (Red) 16" (two trees) both located behind #3 & bowing over the trail.
- #5 Pine (Red) 31" (three trees) located right of the trail seeing the red barn in the distance.
- #6 Maple (Sugar) 39" located left of the trail by the opening insight of the bench.
- #7 Poplar 29" (trees uprooted) located left of the trail as you pass the bench.
- #8 Maple 18.5" located right of the trail just down the way from #7.
- #9 Maple (1) triple leader located left of the trail and across from #8.
- #10 Maple 14" (uprooted by the leader of #9) located left of the trail.
- #11 Pine (White) 25" (dead spar) located left of the trail in the opening.
- #12 Pine (White) 25" (dead spar) located left of the trail just uphill from #11.
- #13 Trees approximately (10) trees were uprooted and lying across the trail.
- #14 Tree 14" (dead & hung up) located right of the trail.
- #15 Poplar 6" located laying across the trail.
- #16 Cedar (1) large cluster laying across the trail.
- #17 Cedar several clusters laying across the trail.
- #18 Pine (White) 26" (dead spar) located right of the trail in the clearing.
- #19 Pine (White) 25" (dead spar) is also located right of the trail in the clearing.

PARSHALL | TREE CARE EXPERTS

REVOLUTIONIZING URBAN FOREST MANAGEMENT



PROPOSAL

parshalltreecare.com | 877-250-2060 | info@parshalltreecare.com

202 S. Union St #215, Traverse City, MI 49685

- #20 Pine (White) 23" (tree snapped) located left of #16.
- #21 Pine (White) 32" (two trees) lying across the trail just passed #20.
- #22 Pine (White) 27" (two trees) both lying across the trail.
- #23 Pine (White) 26" (dead) located left of the trail just passed #22.
- #24 Pine (White) 13" lying across the trail.
- #25 Pine (White) (8) more trees (small to medium size) lying across the trail.
- #26 Trees 41" (four dead spurs) located left and right of the trail.
- #27 Trees (1) Birch & (1) broken limb of a Poplar located on the trail.
- #28 Pine (White) 31" double leader located across the trail by the water and the bench.

LOSSEE TRAIL (TRAILHEADS ON SKEGEMOG & COOK RD) INVENTORY STARTS ON SKEGEMOG AND GOES TO COOK RD.)

- #29 Poplar 46" (three trees uprooted and hung up) located at the beginning of the trail on the right.
- #30 Maple (1) multi-leader located left of the trail right of the local shooting range.
- #31 Poplar 8" (spar) located right of the trail.
- #32 Pine (White) 30" located left of the trail. Down limb.
- #33 Pine (White) 22" located left of the trail. Limb down to remove.
- #34 Trees (3) Poplar & (1) Maple (the marked leader only) located left and right of the trail.
- #35 Oak (Red) 38" (dead) double leader located right of the trail down the slope slightly.
- #36 Oak (Red) 35" (dead) triple leader located right of the driveway right of the trail.
- #37 Poplar 11.5" located left of the trail across from #36 bowing over the trail.
- #38 Poplar 15" (spar) located left of the trail.
- #39 Trees (8) located left of the trail tangled up in uprooted.
- #40 Poplar 10" located left of the trail hung in an adjacent tree.
- #41 Trees 19" (one poplar and one maple) located left of the trail.
- #42 Poplar 33" (three trees; two uprooted & one dead) located left and right of the trail.
- #43 Poplar 27" (two trees) both located right of the trail at the bend.
- #44 Cherry 10" (snapped) located left of the trail.
- #45 Trees 39" (one Oak, two Poplar; all uprooted and hung up) located right of the trail.
- #46 Spruce 5" leaning and located left of the trail
- #47 Trees 23" (one dead Birch cluster & one Spruce) located right of the trail.
- #48 Birch 9" located the left of the trail.
- #49 Alder 1.5" located left of the trail going over the trail

PARSHALL | TREE CARE EXPERTS

REVOLUTIONIZING URBAN FOREST MANAGEMENT



PROPOSAL

parshalltreecare.com | 877-250-2060 | info@parshalltreecare.com

202 S. Union St #215, Traverse City, MI 49685

- #50 Poplar 16.5" (two trees) located right of the trail with a broken top
- #51 Poplar 14" (uprooted) located right of the trail. Clear back 15 feet only.
- #52 Cedar 27" (two dead trees) located left of the trail across the creek. Did not paint green flags
- #53 Oak (Red) 12" located left of the trail growing over the trail
- #54 Spruce 4" (dead) located right of the trail
- #55 Poplar 8" (broken top) located right of the trail
- #56 Poplar 12.5" (dead) located left of the trail
- #57 Poplar 9" located right of the trail uprooted and lying over the trail.
- #58 Spruce 6" (two trees) both located left of the trail
- #59 Poplar 25" (two trees; one is leaning on the other) located right of the trail. Remove the larger one back 15 feet
- #60 Poplar 6.5" (broken top) located right of the trail
- #61 Poplar 16" (dead) located right of the trail.
- #62 Poplar 15" located right of the trail uprooted slightly.
- #63 Spruce 3" (dead) located right of the trail.
- #64 Spruce 8.5" (broken top) located left of the trail across from #63.
- #65 Spruce 9" located left of the trail operated with a broken top
- #66 Spruce 3" (two trees) located the left of the trail.
- #67 Trees 41" (two Poplar & one Birch) located right of the trail.
- #68 All Trees 38" (one White Pine & one Poplar) located in the middle of the trail.
- #69 Trees 34" (one Cedar, two Red Oak) located right of the trail and across the trail.
- #70 Brush located left and right of the trail.
- #71 Oak (Red) 17" (double leader) located right of the trail.
- #72 Poplar 8" (uprooted and leaning on a White Pine) located right of the trail back with the Spruce.
- #73 Trees 46" (two Poplar & two Red Oak; both double leaders) located right of the trail.
- #74 Pine (Red) 15" located right of the trial hung up in an adjacent tree.
- #75 Pine (White) 31" (dead) located left of the trail.
- #76 Trees 10" (two trees) located right of the trail.
- #77 Spruce 11" (broken and across the trail) located left of the trail.
- #78 Trees 43" (six trees) located left and right of the trail.
- #79 Spruce 4" located left of the trail.
- #80 Trees 29" (two Cedar & two Oak) located left and right of the trail.
- #81 Spruce 17" (three trees) all located left of the trail.
- #82 Tree 2.5" (pistol grip) located right of the trail
- #83 Birch 10" (dead) located right of the trail.
- #84 Trees (7) all uprooted and across the trail
- #85 Spruce 8" located across the trail.
- #86 Poplar 21" located across the trail.
- #87 Trees (1) Poplar & (1) Red Oak located right of the trail.
- #88 Ash 6" (dead) located left of the trail & laying across the trail.

PARSHALL | TREE CARE EXPERTS

REVOLUTIONIZING URBAN FOREST MANAGEMENT



PROPOSAL

parshalltreecare.com | 877-250-2060 | info@parshalltreecare.com

202 S. Union St #215, Traverse City, MI 49685

- #89 Hemlock 17" located right of the trail.
- #90 Poplar 12" located right of the trail.
- #91 Poplar 10" located left of the trail
- #92 Poplar 12" located right of the trail.
- #93 Poplar 8" leaning and located right of the trail.
- #94 Cherry 8.5" located left of the trail
- #95 Trees (3) Cedar & (1) Poplar all uprooted and located right of the trail.
- #96 Basswood 15.5" located rid of the trail and across the trail.
- #97 Spruce 6" located left on the trail.
- #98 Trees (4) Spruce located left of the trail and across the trail.
- #99 Trees (5) Spruce located left of the trail uprooted and across the trail.
- #100 Spruce 12" uprooted and located left of the trail.
- #101 Trees (11) trees {3) Cedar, (1) Ash, (2) Poplar & (5) Spruce} located left and right of the trail uprooted and across the trail.
- #102 Trees (1) Poplar & (1) Ash located left of the trail.
- #103 Trees (1) Cedar & (1) dead Maple located left and right of the trail.
- #104 Spruce 4" located right of the trail lane across the trail.
- #105 Trees (1) Poplar & (1) Ash are located across the trail.
- #106 Spruce 7" located left of the trail.
- #107 Trees (8) trees located left and right of the trail and in the trail.
- #108 Trees (3) small Cedar located left and right of the trail
- #109 Trees (3) small Ash & (1) Spruce located right of the trail
- #110 Tree 4" (dead) located left of the trail as you're walking up to Cook Road.
- #111 Tree 11" (dead) located right of the trail walking to Cook Road.
- #112 Poplar 10" spar located left of the trail of the Cook Road trailhead
- #113 Debris down tree and debris located left of the trail as you come out at the Cook Road trailhead.
- #114 Ash 13" (dead) located left of the trail just behind the trailhead sign.

- Cleanup is approximately 15 feet from the trail on each side. Most times you will see a green stake to ID boundaries.
- All numbered items have orange spray paint (you may see flags but ensure there is orange paint as well; otherwise disregard).
- Cut down and remove to a low stump.
- Chip and remove all ~~bush~~ *oak brush only*, mulch all others in place
- Remove wood 14" or less.
- Wood 14" or greater cut into 8-foot sections and outline the trail.

2 Trees

Tree Removal

0

\$8,600.00



**VENDOR CERTIFICATION
THAT IT IS NOT AN
"IRAN LINKED BUSINESS"**

Pursuant to Michigan law, (*the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.*), before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must first certify that it is not an "IRAN LINKED BUSINESS, as defined by law.

Vendor	precision landscapes
Legal Name	josh tress
Street Address	5387 brown bear ln
City	Williamsburg
State, Zip	mi 49690
Corporate I.D. Number / State	379047747
Taxpayer I.D. #	379047747

The undersigned, with: 1) full knowledge of all of Vendors business activities, 2) full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq. and 3) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an "IRAN LINKED BUSINESS" as required by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to the County

Signature of Vendor's
Authorized Agent:

josh tress

Printed Name of Vendor's
Authorized Agent:

josh tress

Witness Signature:

nichole bacon

Printed Name of Witness:

nichole bacon



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/06/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Fitzmaurice-Garvin Insurance Agency 13818 S West Bay Shore Dr Traverse City MI 49684	CONTACT NAME: Kitty Avey PHONE (A/C, No, Ext): 231-947-9532 E-MAIL ADDRESS: kitty@fg-ins.com FAX (A/C, No): 231-947-1521
INSURED Josh Tress Precision Landscaping 5387 Brown Bear Trail Williamsburg MI 49690	INSURER(S) AFFORDING COVERAGE INSURER A: Michigan Insurance Company NAIC # 10857 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER: 20220606145636324

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	N N	CPJ8986309	03/24/2022	03/24/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ Fire Legal Liability \$
A	AUTOMOBILE LIABILITY ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED <input type="checkbox"/> NON-OWNED <input type="checkbox"/> AUTOS ONLY <input type="checkbox"/> AUTOS ONLY	N N	CCJ8986309	11/01/2021	11/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Whitewater Township

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Kitty Avey

© 1988-2015 ACORD CORPORATION. All rights reserved.

The awarded contracted company shall be liable for any such property damaged during the elimination of hazardous trees.

8. Certification

- a. Certification that the candidate is not an "Iran Linked Business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012, is required to be submitted with the bid.

9. Amount Submitted

- a. MILLER CONTRACTING LLC agrees to perform the above-mentioned services within the specifications and time frame outlined in the Hazardous Tree Removal and Mitigation Agreement and included tree inventory and map for the total fee of \$110,000.00.

10. Contact Information

Ron Popp, Township Supervisor
Whitewater Township
5777 Vinton Road, P.O. Box 159
Williamsburg, MI 49690
Phone (231) 267-5141
Fax (231) 267-9020
supervisor@whitewatertownship.org

Matt Haro, ISA Certified Arborist
Parshall Tree Service, LLC
202 S. Union St., #215
Traverse City, MI 49685
M: 231-631-0735 O: 877-250-2060
m.haro@parshalltreecare.com

WHITEWATER TOWNSHIP

By: Ron Popp
Its: Supervisor

By: Cheryl Goss
Its: Clerk

(Contracted Company)

By:
Its:

PARSHALL TREE SERVICE, LLC

By:
Its:

Hazardous Tree Removal and Mitigation Agreement

This Agreement is entered into this _____ day of June, 2022, between Whitewater Township, whose address is 5777 Vinton Road, P.O. Box 159, Williamsburg, Michigan 49690, ("Township"), together with Parshall Tree Service, LLC, an independent contractor, whose address is 202 S. Union Street #215, Traverse City, Michigan 49685, and _____, an independent contractor, whose address is _____.

1. Site Location

- a. Hazardous tree removal and mitigation work will be performed in Whitewater Township on the Lossie Road Nature Trail and in the Battle Creek Natural Area (see tree inventory and map).

2. Scope of Services

- a. The contracted company hired by Whitewater Township will perform hazardous tree removal and mitigation entirely in accordance with the parameters, maps, lists, plan set, and best management practices contained within this Hazardous Tree Removal and Mitigation Agreement, hereafter known as the AGREEMENT, as provided by Parshall Tree Service, LLC, who is managing the project. Completion of work will be finalized by Letter of Completion provided by Parshall Tree Service, LLC.
- b. The Request for Proposal (RFP) contains the entire Agreement provided by Parshall Tree Service, LLC. The painted, marked and tagged trees on site and on the map provided in the RFP will need to be processed as outlined by the Hazardous Tree Removal and Mitigation Agreement before the Letter of Completion can be approved and payment is released.
- c. All work will be completed in a manner so as to reduce any potential spread of oak wilt. All work will be completed to reduce impact on any sensitive wetlands. These areas will be labeled by Parshall Tree Service, LLC, on site.
- d. The Township, in cooperation with Parshall Tree Service, LLC, may modify the Scope of Services, and as agreed to by the Contracted Company. Any modification will be contained in a Change Order reflecting the change and any cost changes associated with the Change Order. Change Orders shall be signed by all parties.

3. Deadline for Completion of Service Agreement

- a. The entire scope of services detailed in the AGREEMENT must be completed by September 30, 2022.
- b. The contracted company will have until 5:00 p.m., October 30, 2022, to submit an invoice for completed services to Whitewater Township.

- c. Parshall Tree Service, LLC, shall deliver the required executed Letter of Completion to Whitewater Township by 5:00 p.m., October 15, 2022.

4. Contractor Requirements

- a. The contracted company will submit proof of general liability insurance in the amount of \$1,000,000 each occurrence, automobile liability insurance in the amount of \$500,000, and workers' compensation insurance in the amount of \$100,000 each accident and each employee with a policy limit of \$500,000 in their sealed bid. Whitewater Township shall be named Additional Insured on all proof of insurance documents.

5. Bid Process

- a. All bids and required documents must be submitted to Ron Popp, Whitewater Township Supervisor, no later than June 6, 2022.
- b. Sealed Bids
 - i. All bids submitted shall be sealed and labeled "SEALED BID."
 - ii. All bids will be opened on June 7, 2022, at 9:00 a.m. in the supervisor's office and placed in the board packet of the Whitewater Township Board's regular June meeting. The Whitewater Township Board reserves the right to reject any or all bids for any reason.
 - iii. The winner of the bid will be selected and notified no later than June 16, 2022.

6. Payment and Fee Process

- a. Whitewater Township will be responsible to pay the awarded contractor directly for the fees agreed upon for the services provided.
- b. Fifty percent (50%) of the accepted bid price will be paid upon execution of the Agreement. The balance will be paid within 10 business days of delivery of the Letter of Completion.

7. Indemnification

- a. The awarded contracted company will indemnify and hold Parshall Tree Service, LLC, and Whitewater Township harmless from responsibility for the health, safety, conduct and actions of the awarded contracted company, its employees, agents or subcontractors arising from or related to this Hazardous Tree Removal and Mitigation Agreement, including, but not limited to, environmental damages, regulatory violations, including fines or fees arising therefrom, workers' compensation claims, property damage claims, general liability claims, and automobile liability claims. The awarded contracted company agrees to indemnify Parshall Tree Service, LLC, and Whitewater Township for all costs and actual attorney fees associated with the above indemnification. The awarded contracted company further acknowledges that certain trees may be located in close proximity to buildings, structures, or personal property.

Section 9: Non-Iran Business Certification

8.1 Pursuant to Michigan law (Iran Economic Sanctions Act, Michigan PA 517 of 2012), before accepting any bid or proposal or entering any contract for goods and services with any prospective vendor, the County must obtain certification from the vendor that it is not an "Iran-Linked Business."

8.1 By signing below, I certify and agree on behalf of the company submitting this form and myself the following: (1) that I am duly authorized to legally bind the company submitting this proposal; (2) that the company submitting this proposal is not an "Iran-Linked Business," as that term is defined in Section 26 of the Iran Economic Sanctions Act, Michigan PA 517 of 2012; and (3) that I and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the county in this regard.

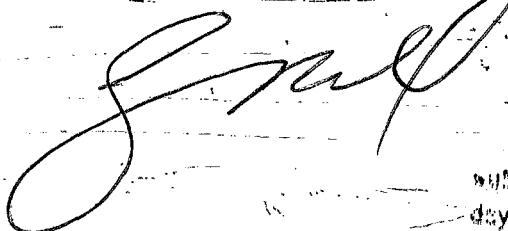
Company Name

MILLER CONTRACTING LLC

Authorized Representative

CASEY MILLER - OWNER
(printed name and title)

Signature

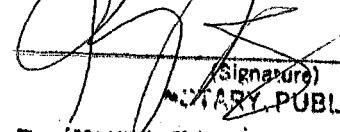


Date

06/06/2022

KAYCEE KREGAR
Notary Public, State of Michigan
County of Missaukee
My Commission Expires Oct. 22, 2022
Acting in the County of Missaukee

Subscribed and sworn before me, on the 6
day of June, 2022, a Notary Public
in and for Missaukee County,
Michigan.


(Signature)
NOTARY PUBLIC
My Commission Expires 10/22/2022



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/6/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Campbell Group 4808 Broadmoor Ave SE Kentwood MI 49512	CONTACT NAME: Certificate Department	
	PHONE (A/C, No, Ext): 800-748-0351 FAX (A/C, No): 800-847-3129	
	E-MAIL ADDRESS: certs@thecampbellgrp.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Selective Insurance Company of South Carolina	19259
INSURED Miller Contracting LLC 6991 W Jennings Rd Lake City MI 49651	INSURER B: Selective Way Insurance Company	26301
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 111958240 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	S 2461159	1/4/2022	1/4/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	S 2461159	1/4/2022	1/4/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			S 2461159	1/4/2022	1/4/2023	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	Y	WC 9088982	1/4/2022	1/4/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
WHEN REQUIRED IN WRITTEN CONTRACT OR AGREEMENT:
General Liability: Any person or organization is additional insured on a primary/non-contributory basis and a waiver of subrogation shall apply in their favor
Automobile Liability: Any person or organization is additional insured on a primary/non-contributory basis and a waiver of subrogation shall apply in their favor
Workers Compensation: A waiver of subrogation shall apply for employers' liability (workers compensation).

CERTIFICATE HOLDER Whitewater Township Hall 5777 Vinton Rd Williamsburg MI 49690	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Tim Kellman</i>
--	--

© 1988-2015 ACORD CORPORATION. All rights reserved.



Miller Contracting
FOR ALL YOUR EXCAVATING NEEDS!

Casey Miller
Owner & Operator
231-839-0440
caseymiller33@yahoo.com

Excavation - Loaders - Dozers - Dump Truck - Land Clearing
Stump Removal - Sand - Gravel - Top Soil - Septic Systems



**GRAND TRAVERSE CONSERVATION DISTRICT
Proposal**

**LOSSIE ROAD NATURE TRAIL & BATTLE CREEK NATURAL AREA
HAZARD TREE REMOVAL**

Hazard Tree Cutting: \$34,600 (This is a not to exceed amount)

Notes/Exceptions: Trail cut open and cleared to 12-foot wide. Marked leaning hazard trees will be knocked to the ground. Chipping not included. Brush removal and/or limited chipping negotiable around trailheads or other areas of concern. All cut logs will be cleared from the 12' trail surface but left on-site.

Contact:

Steve Largent, Conservation Team Coordinator
Grand Traverse Conservation District
1450 Cass Road
Traverse City, MI 49685

(231) 883-9960
slargent@gtcd.org

Prepared By: _____

Steve Largent

6/6/22

Date



Grand Traverse
Conservation District
Boardman River Nature Center

231-941-0960
www.natureiscalling.org
1450 Cass Rd., Traverse City, MI 49685

Memo

To: Whitewater Township
From: Ron Popp, Supervisor
CC: None
Date: 5-18-2022
Re: Proposed Electronic Meeting Accommodation Policy (Equal Access Policy)

Board Members,

The Proposed Electronic Meeting Accommodation Policy has been updated using comments from the May 10, 2022 Township Board meeting and is presented below in both redline format (that gets very confusing as the document was also reformatted to mesh into the Township's Policy and Procedure Manual) and a clean copy, which provides a better reading experience.

A couple of points from 5.10.2022 that should be revisited are highlighted in the redline copy for easy locating. We may also want to look at removing some of the "editorial and statutory notes along with the amendment paragraph that may allow us to make the Accommodation Request Form a one-page (front and back) form.

Also included for review is a modified "Appendix A" page to the Township's Administrative Policy and Procedure Manual. This revision is based on the copy available to the Supervisor's Office which is dated June of 2011. A FOIA request was placed with the Clerk's Office on March 22, 2022 for updated documents but those have not been supplied as of this date. We may find a new version of Appendix A that looks different than what is proposed here.

Input as to where within the Administrative Policy and Procedure manual a policy like this should be located would be appreciated. My original suggestion was to locate it in section 1.0 Introduction placing a high value on the anti-discrimination elements of the policy. It could also fit into section 2.4 Board Meeting Administration as it pertains solely to remote participation of board members in a public meeting. The Table of Contents file available to the Supervisor's Office is dated February of 2010. Similar to above, when updated documents are provided by the Clerk's Office, we may find a new version of the table of contents looks different than what is proposed here.

I recommend this proposed policy be returned to legal to verify it creates a sound defensible OMA position for the Township, while complying with ADA.

For the above reasons the motion is: Motion to forward proposed Electronic Meeting Accommodation Policy to legal for review.

Thank you for your work.

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

WHITEWATER TOWNSHIP

ADMINISTRATIVE

POLICIES AND PROCEDURES

MANUAL

WHITEWATER TOWNSHIP
ADMINISTRATIVE POLICIES AND PROCEDURES
TABLE OF CONTENTS

1.0 Introduction

- 1.1 Purpose
- 1.2 Electronic Meeting Accommodation Policy
- 1.3 Adoption

2.0 Township Board Administration

- 2.1 Township Board Powers
- 2.2 Authority Delegated from the Board
- 2.3 Authority to Interpret the Provisions of this Manual
- 2.4 Board Meeting Administration
 - 2.4(a) Meeting Schedule
 - 2.4(b) Quorum
 - 2.4(c) Posting Meetings
 - 2.4(d) Meeting Agenda
 - 2.4(e) Public Participation
 - 2.4(f) Public Hearings
 - 2.4(g) Special Presentations at Meetings
 - 2.4(h) Board Correspondence
 - 2.4(i) Conduct of Meetings
 - 2.4(j) Record of Meetings
 - 2.4(k) Length of Meetings
 - 2.4(l) Study/Work Sessions
 - 2.4(m) Parliamentary Authority
 - 2.4(n) Electronic Meeting Accommodations Policy
- 2.5 Board Consultants
- 2.6 Contractual Services
- 2.7 Litigation
- 2.8 Direction and Control of Day-to-Day Administration

3.0 Personnel Administration

- 3.1 Personnel Director
 - 3.1(a) Designation of Personnel Director
 - 3.1(b) Personnel Director's Duties
- 3.2 Personnel Administrator
 - 3.2(a) Designation of Personnel Administrator
 - 3.2(b) Personnel Administrator's Duties
- 3.3 Employee Recordkeeping
 - 3.3(a) Personnel Records

- 3.3(b) Confidentiality of Personnel Files
- 3.3(c) Freedom of Information Act Requests for Personnel Files
- 3.3(d) Social Security Privacy Act
- 3.4 Classification and Compensation
- 3.5 Employee Safety
- 3.6 Employee Selection
- 3.7 Employee Supervision
- 3.8 Employee Evaluation
- 3.9 Employee Discipline
 - 3.9(a) Warnings
 - 3.9(b) Suspension
 - 3.9(c) Discharge
- 3.10 Appointments
- 3.11 Elected Officials
- 3.12 Employee Recognition
- 3.13 Ethical Standards

4.0 Financial Administration

- 4.1 Accounts Payable
 - 4.1(a) Requests for Payment
 - 4.1(b) Warrant Reports
 - 4.1(c) Petty Cash
 - 4.1(d) Cash Issued to Departments
- 4.2 Payroll
 - 4.2(a) Salaries/Wages
 - 4.2(b) Time Sheets
 - 4.2(c) Deductions and Withholdings
 - 4.2(d) Pay Advances
 - 4.2(e) Payroll Problems
 - 4.2(f) Lost Time Pay
- 4.3 Cash Receipts
 - 4.3(a) Authorization to Receive Cash
 - 4.3(b) Fiduciary Bonds
 - 4.3(c) Receipts
 - 4.3(d) Deposits
 - 4.3(e) Bank Reconciliations
- 4.4 Accounts Receivable
 - 4.4(a) Invoice Preparation
 - 4.4(b) Posting and Distribution
 - 4.4(c) Method of Accounting
- 4.5 Financial Reporting
 - 4.5(a) Periodic Revenue and Expenditure Report
 - 4.5(b) Cash Balances Report
 - 4.5(c) Investment Performance Report
 - 4.5(d) Financial Reports Review

- 4.6 Inventory of Fixed Assets
 - 4.6(a) Responsibility
 - 4.6(b) Updating
 - 4.6(c) Inventory Responsibility
 - 4.6(d) Disposal of Fixed Assets
- 4.7 Budgeting
 - 4.7(a) Designation of Budget Officer
 - 4.7(b) Designation of Chief Administrative Officer
 - 4.7(c) Designation of Fiscal Officer
 - 4.7(d) Timetable
- 4.8 Expenditure Control
 - 4.8(a) Purchase Orders
 - 4.8(b) Written Quotations and Sealed Bids
 - 4.8(c) Expenditure Authorization
 - 4.8(d) Processing of Claims
 - 4.8(e) Board Audit
- 4.9 Expense Reimbursements
 - 4.9(a) Request Form
 - 4.9(b) Travel Expenses
 - 4.9(c) Meals/Lodging/Related Personal Expenses
- 4.10 Credit Cards
- 4.11 Automated Clearing House (ACH) Arrangements & Electronic Transfers
- 4.12 Investments and Depository Designation
- 4.13 Audits

5.0 Property Management

- 5.1 Hours of Business
- 5.2 Security
 - 5.2(a) Keys
 - 5.2(b) Buildings
 - 5.2(c) Valuables
- 5.3 Use of Township Equipment, Labor or Premises
 - 5.3(a) Lost or Damaged Equipment
 - 5.3(b) Personal Use of Township Property
 - 5.3(c) Phone Calls
 - 5.3(d) Copier
 - 5.3(e) Bulletin Boards
 - 5.3(f) Activity Calendar
- 5.4 Public Use of Township Facilities
 - 5.4(a) Township Hall
 - 5.4(b) Township Fire Hall
 - 5.4(c) Parks and Recreation Facilities
- 5.5 Township Cemeteries
- 5.6 Roads
- 5.7 Signs, Cars, Equipment and Other Materials on Township Property

6.0 Public Information

- 6.1 Public Contact
 - 6.1(a) Courtesy
 - 6.1(b) Complaints and Problems
- 6.2 Public Information Officer
- 6.3 Public Notices
 - 6.3(a) Meeting Notices
 - 6.3(b) Public Notices
- 6.4 Freedom of Information Act requests
- 6.5 Incoming Mail
- 6.6 Outgoing Mail
- 6.7 Confidential Information

7.0 Capital Improvement/Public Works

- 7.1 Capital Improvement Plan
 - 7.1(a) Responsibility
 - 7.1(b) Scope
 - 7.1(c) Content
 - 7.1(d) Public Hearing
- 7.2 Management of Capital Improvement/Public Works Projects
 - 7.2(a) Responsibility
 - 7.2(b) Needs Assessment
 - 7.2(c) Preliminary Study
 - 7.2(d) Financing
 - 7.2(e) Requests for Proposals
 - 7.2(f) Project Manager
 - 7.2(g) Closing Out a Project

Appendix A

Whitewater Township Personnel Policies Manual
Ordinance Number 22, Pension Plan Ordinance

Appendix B

General Appropriations Act
Resolution Authorizing Investment of Township Funds
and Approving Township Investment Policy

Appendix C

Whitewater Township Planning and Zoning Fees
Whitewater Township Fees
Land Use Permit Form Procedure

Appendix D

Whitewater Township Park Fee Schedule and Related Policies
“Hi” Pray Park Fee Schedule and Related Policies
Ball Field Lease

General Park Rules for Whitewater Township Park
Rules for Petobego Natural Area
“Hi” Pray Park Rules
Rules for Battle Creek Natural Area

Appendix E

Salary/Wage Schedule
Graded Wage Scale
Resolution for Fire and Ambulance Personnel Wages

Appendix F

Planning/Zoning Administrator Job Description
Resolution for Parks and Recreation Administration
Parks and Recreation Delineation of Duties
Parks and Recreation Ranger Job Description
Volunteer Host Camper Agreement
Ambulance Coordinator Job Description
Ambulance Privacy Officer
Fire Department Administrative Coordinator Job Description
(with reference to Assistant Administrative Coordinator)
Planning/Zoning Intern Volunteer Service Description
w/Hold Harmless Agreement

Appendix G

Authorization to Release Information (Emergency Services)
Record of Fixed Assets
Fixed Asset Capitalization Policy

Appendix H

By-Laws of Whitewater Township Planning Commission
Whitewater Township Zoning Board of Appeals Rules of Procedure
Historical Society

Appendix I

Resolution Establishing Policy for Freedom of Information Act Requests
Resolution Setting Freedom of Information Act Schedule of Fees
Freedom of Information Request Form
Freedom of Information Response Form

Appendix J

Ordinance No. 7- Emergency Vehicle Services
Rules and Regulations for Emergency Vehicle Services
Intergovernmental Agreement Creating Grand Traverse Fire Department – Rural Division
Billing and Accounts Receivable Management Agreement
Advanced Life Support Ambulance Intercept Agreement

Mutual Aid Letter of Agreement
Emergency Management Resolution

Appendix K

Ordinance No. 9- Fiscal Year Ordinance
Ordinance No. 12- Cemetery Ordinance
Ordinance No. 35-Wheeled Item Ordinance

Appendix L

Michigan Township Record Retention General Schedule #10
Michigan Township Record Retention General Schedule #1 Non-Records
Michigan Township Record Retention General Schedule #18 Local Fire & Ambulance Departments
Michigan Township Record Retention General Schedule #23 Election Records
Michigan Township Record Retention General Schedule #25 Township Clerks
Michigan Township Record Retention General Schedule #26 Local Government Human Resources
Michigan Township Record Retention General Schedule #29 Township Treasurers
Michigan Township Record Retention General Schedule #30 Local Government Information Technology
Michigan Township Record Retention General Schedule #31 Local Government Financial Records

WHITEWATER TOWNSHIP

1.2 ELECTRONIC MEETING ACCOMMODATIONS POLICY

Whitewater Township extends its policy of nondiscrimination by providing equal access to public goods and services to all of its residents, board, commission, and committee members alike. As such, Whitewater Township will not discriminate on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, handicap, or any other reason prohibited by applicable laws. In support of the American with Disabilities Act and this policy, Whitewater Township recognizes the importance of remote participation in a public meeting ensuring equal rights to all. Any board, commission, or committee member seeking reasonable auxiliary aids including remote meeting participation under ADA guidelines shall follow this policy ~~Rules and procedures~~ adopted by the Township Board of Whitewater Township to protect public health, safety, and welfare by establishing electronic meeting accommodation procedures in compliance with the Michigan Open Meetings Act and the Americans with Disabilities Act.

Formatted: Centered, Indent: Left: 0", First line: 0"

Formatted: Font: Not Italic

~~THE TOWNSHIP BOARD OF WHITEWATER TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN DECLARES:~~

~~1.2(a)Section 1.~~ **Title.** These rules and procedures may be cited as the Whitewater Township Electronic Meetings Accommodations Policy.

~~1.2 (b)Section 2.~~ **Purpose.** It is the policy of Whitewater Township to establish these reasonable rules and procedures in compliance with Sections 3 and 3a of the Michigan Open Meetings Act. ("OMA"), the Americans with Disabilities Act ("ADA"), and Attorney General Opinion 7318, to provide reasonable accommodations for remote electronic meetings participation for members of the Township public bodies, ~~citizens of the Township~~, and the general public.

1.2 (c)Section 3: Electronic Meetings Authorization.

~~A. 1.~~ Authorization to hold remote electronic meetings. ~~Sections 3 and 3a of the OMA and the Michigan Attorney General Opinion 7318 provides~~ the ADA preempts the OMA and that a meeting may be held electronically to the extent necessary to:

- ~~1.~~ a. Accommodate public body member absent due to military duty; and
- ~~2.~~ b. Accommodate any public body member or member of the public with an ADA Title II qualifying disability that prevents or inhibits their in-person attendance at the meeting.

~~3. 2.~~ Physical Presence. At a meeting that accommodates persons pursuant to Section 3(A)(ADA), all members of the public may attend the public body remotely, as established in these rules and procedures. Only those public body members eligible for accommodation under Section 3(A)(ADA) may participate remotely. Any other member of the public body must be physically present at the meeting.

~~4. 3.~~ Notice of Needed Accommodation. To receive an accommodation, an eligible person must submit a Notice of Needed Accommodation (Military Duty) or Accommodation Request (Disability) to the Township Clerk. Copies of the Notice of Needed Accommodation (Military Duty) or Accommodation Request (Disability) will be available through the Township's Website Clerk's office. A Notice of Needed Accommodation for a public body member absent due to military duty or an Accommodation Request (Disability) should be submitted not less than twenty-four~~forty-eight~~ (24) hours in advance of the first meeting the person is requesting accommodation to attend.

Formatted: Indent: Left: 0.33"

Formatted: Indent: Left: 0.33", No bullets or numbering

Formatted: Indent: Left: 0.59", No bullets or numbering

Formatted: Indent: Left: 0.33", No bullets or numbering

~~Whether a~~ A person's medical condition will be analyzed on a case-by-case basis in a fact-dependent inquiry as required by ~~is an~~ ADA Title II ~~to determine a "qualifying disability" exists~~ that entitles them to ~~full meet~~ remote ~~by participation in a public body is a fact dependent inquiry and will be analyzed on a case by case basis.~~ Information submitted to substantiate a request for accommodation under ~~Section 3(A)(2)ADA~~ will be safeguarded by the Township as confidential medical information to the extent provided by law and placed in the requestor's employee file. The Township Clerk will determine whether an individual's ~~attending physician report authenticates is entitled to an~~ accommodation under ~~Section 3(A)(2)ADA is necessary.~~ If an ~~Section 3(A)(2)ADA~~ accommodation request is denied by the Township Clerk, the requestor may appeal the initial determination to the Township Supervisor. If a conflict of interest prevents the Township Supervisor from hearing an appeal, the appeal will

be heard by a Township Trustee mutually agreed upon by the Township Clerk and Township Supervisor.

Once granted, an ~~ADA~~~~Section 3(A)~~ accommodation will remain in effect until it is withdrawn by the accommodated person or until the Township can no longer accommodate the member's electronic participation under the ~~ADA~~~~OMA~~. It is an accommodated person's sole responsibility to inform the Township if they cease to have a qualifying disability or no longer have military duty obligations that authorize their electronic participation. In 5.10.2022 discussion Cheryl wanted a time frame established. This was not addressed as it makes the Township Clerk responsible to track and revoke meeting privileges which is beyond her stated interaction scope.

Formatted: Highlight

~~5.~~ 4.Attendance at Meetings Held Electronically In-Part. Members of a Township public body participating electronically in a meeting held pursuant to these rules and procedures are to be considered present and in attendance at the meeting for all purposes.

Formatted: Indent: Left: 0.33", No bullets or numbering

~~6.~~ 5.Participation Requirement. A meeting of a public body held electronically in part must be conducted in a manner that permits two-way communication so that members of the public and the public body can hear and be heard by other members of the public and the public body, whether they are present in person or electronically. Comments by members of the public may be limited to a public comment period during the meeting. The public body may use technology to facilitate typed public comments that may be read to or shared with members of the public body and other participants.

Formatted: Indent: Left: 0.33", No bullets or numbering

1.2 ~~(d)~~Section 4. Notice Requirements.

Formatted: Indent: Left: 0.33"

~~A.~~ 1.Notice Requirements. Notices of any meeting to be held in part electronically shall be posted on the Township's website at least 18 hours before the meeting. The public notice on the website must be included on either the homepage or on a separate webpage dedicated to public notices for non-regularly scheduled or electronic meetings that is accessible through a prominent and conspicuous link on the website's homepage that clearly describes its purpose for public notification of non-regularly scheduled or electronic public meetings. The public notice shall contain the following information:

Formatted: Indent: Left: 0.33", No bullets or numbering

~~1.~~ 2. Why the public body is meeting electronically;

Formatted: Indent: Left: 0.58", No bullets or numbering

~~2.~~ 3. Which member(s) of the public body will be participating in the meeting electronically;

Formatted: Indent: Left: 0.58", No bullets or numbering

~~3.~~ 4. How members of the public may participate in the meeting electronically, including a telephone number, internet address, or both;

Formatted: Indent: Left: 0.58", No bullets or numbering

~~4.~~ 5. How members of the public may contact members of the public body to provide input or ask questions on any business that will come before the public body at the meeting; and

Formatted: Indent: Left: 0.58", No bullets or numbering

~~5.~~ 6. How persons with disabilities may participate in the meeting.

Formatted: Indent: Left: 0.58", No bullets or numbering

~~Notice must also be provided on a portion of the Township's website. The notice must be included on either the homepage or on a separate webpage dedicated to public notices for non-regularly scheduled or electronic public meetings that is accessible through a prominent and conspicuous link on the website's homepage.~~

~~6. 7. Agendas.~~ If an agenda exists for a meeting held pursuant to these rules and procedures, the Township shall make the agenda available to the general public through the Township's website at least two (2) hours before the meeting begins.

Formatted: Indent: Left: 0.33", No bullets or numbering

1.2 (e) Section 5. Electronic Meeting Procedures and Rules. Consistent with the authority to establish reasonable rules under the OMA and the Township's obligation to provide accommodation at meetings authorized by the ADA/OMA, such meetings shall be conducted in accordance with the following rules and procedures:

▲ **1. Use of Electronic Service.** Public body members and the public may participate in electronic meetings through a Township provided software or interface using electronic conferencing and telephone.

Formatted: Indent: Left: 0.33", No bullets or numbering

▲ **2. Muting.** During the meeting, each participant shall be permitted to mute or unmute themselves to the extent it does not create any distractions or disruptions of the meeting. To the extent necessary, a meeting host may mute or unmute participants to facilitate effective two-way communication.

Formatted: Indent: Left: 0.33", No bullets or numbering

▲ **3. Public Comment.** Members of the public shall speak only when called upon. The public body will designate an opportunity for each member of the public to be heard. Members of the public not speaking should remain muted unless and until called upon to provide comment or shall not otherwise cause disruptions. Public comments shall be limited to five (5)~~three (3)~~ minutes.

Formatted: Indent: Left: 0.33", No bullets or numbering

▲ **4. Public Announcement.** For any member of the public body attending remotely, the member must make a public announcement at the outset of the meeting, to be included in the meeting minutes, that the member is in fact attending the meeting remotely. If the member is attending remotely for any other purpose other than for military duty, they shall identify their location by stating the city, township or village, county and state from which they are attending.

Formatted: Indent: Left: 0.33", No bullets or numbering

▲ **5. Contacting Remote Public Body Members.** ~~Members of the public shall be advised of the proposed electronic participation of a public body member in the notice required in Section 4 of these rules and procedures. The public may contact those remote public body members prior to the meeting to provide input on any business that will come before the public body by emailing or calling them directly. Contact information for each public body member shall be contained within the remote meeting electron invitation. Township Clerk. The Clerk shall then transmit the input to the remote public body member in advance of the meeting for which the member will participate remotely.~~

Formatted: Indent: Left: 0.33", No bullets or numbering

▲ **6. Roll Call.** During a meeting held in-part with electronic accommodation, any accommodated members of the public body participating remotely will vote by roll call to avoid any questions about how a remote member of the public body votes.

Formatted: Indent: Left: 0.33", No bullets or numbering

▲ **7. Right to Record.** The right of a person to participate in an electronic meeting includes the right to tape-record, videotape, broadcast live on radio, and telecast live on television the proceedings of the meeting. The exercise of this right does not depend on the prior approval of the public body. However, the chairperson of the public body may designate a location and/or how such rights can be exercised as not to impede meeting function. individuals shall at a minimum provide written or oral notice to the public body prior to the start of an electronic meeting of their intent to tape record, videotape, broadcast, or telecast the meeting.

Formatted: Indent: Left: 0.33", No bullets or numbering

~~B. Registration. The public body may only require a person participating in an electronic meeting to register or otherwise provide their name or other information to provide an accommodation under~~

~~these rules or as necessary to permit the person to participate in the public comment period of the meeting.~~

▲ 8. Breach of Peace. A person must be permitted to address the public body during an electronic meeting under these rules, provided that no specific rules by order of the public body are not needed to address specific circumstances or technical issues that arise during the meeting. A person must not be excluded from an electronic meeting otherwise open to the public except for a breach of the peace committed during the meeting.

Formatted: Indent: Left: 0.33", No bullets or numbering

▲ 9. Closed Session. Members of the general public participating in an electronic meeting may be excluded from participation in an electronic closed session of the public body if the closed session is convened and held in compliance with the requirements of the OMA applicable to a closed session. A member of the public body may only participate remotely in an electronic closed session under an accommodation granted under this Policy.

Formatted: Indent: Left: 0.33", No bullets or numbering

▲ 10. Discussion, Deliberation, and Voting. A public body's electronic meeting in-part will effectuate as fully as possible the purposes of the OMA, which include promoting government accountability and fostering openness in government to enhance responsible decision-making. Except as it relates to closed sessions, the full discussions and deliberations of the public body, not just the voting, must still be done with public access.

Formatted: Indent: Left: 0.33", No bullets or numbering

▲ 11. Additional Rules. The chair ~~person or host~~ of an electronic meeting has the authority to ensure that the meeting is conducted in an orderly manner. This includes the ability to institute additional rules and procedures reasonably necessary to further the requirements of the OMA.

Formatted: Indent: Left: 0.33", No bullets or numbering

1.2 (f) Section 6. Review of Electronic Meetings Accommodations Policy. The Township Board shall review these rules and procedures if any substantive changes are made to the current provisions of the OMA or the ADA.

1.2 (g) Section 7. Validity and Severability. If any part of these rules or procedures are declared by any court of competent jurisdiction to be invalid, that declaration does not affect the validity of the remainder of the rules or procedures.

1.2 (h) Section 8. Repealer. Former electronic and telephonic meeting procedures adopted by the Township are hereby repealed. While in effect, these rules and procedures supersede all policies (or parts of policies) of the Township that conflict with these Rules.

1.2 (i) Section 9. Effective Date. These rules and procedures are effective immediately.

Adopted by the Township Board of Whitewater Township on [INSERT ADOPTION DATE]

APPENDIX A

Whitewater Township Personnel Policies Manual

Ordinance 22 Whitewater Township Pension Plan Ordinance

Personnel Related Forms

Accommodation Request (Disability)

Public Meeting Subject to Michigan Open Meetings Act

Notice of Needed Accommodation (Public Body Member Open Meetings Act)

Formatted: Centered

**WHITEWATER TOWNSHIP
ACCOMMODATION REQUEST (DISABILITY)
PUBLIC MEETING SUBJECT TO MICHIGAN OPEN MEETINGS ACT**

Whitewater ("Township") is a public entity subject to the Michigan Open Meetings Act ("OMA") and is also subject to Title II of the Americans with Disabilities Act ("ADA"), with an obligation to provide reasonable accommodations to qualified individuals with a disability. ~~42 USC 12102(1)(A).~~ The ADA [42 USC 12102 1~4] duty to accommodate extends to how the Township holds meetings subject to the OMA. OAG, 2022, No. 7318 (February 4, 2022).

This form must be completed in accordance with the Township's Electronic Meeting Accommodation Policy ("Policy") to show a person is a qualified individual with a disability entitled to a reasonable accommodation while attending Township public meetings.

Approval Process for Accommodation Request

An Accommodation Request (Disability) should be submitted ~~twenty-four~~forty-eight (24~~8~~) hours in advance of the first meeting the person is requesting accommodation to attend.

Whether a person's medical condition is an ADA Title II qualifying disability that entitles them to meet remotely is a fact-dependent inquiry and will be analyzed on a case-by-case basis. **Information submitted to substantiate a request for accommodation under Section 3(A)(2) the ADA of the Policy will be safeguarded by the Township Clerk as confidential medical information to the extent provided by law and files in the requestor's employee file.** The Township Clerk will determine whether an individual's attending physicians report authenticates ~~is entitled to an~~ accommodation under Section 3(A)(2) ADA is necessary. If an ~~Section 3(A)(2) ADA~~ accommodation request is denied, by the Township Clerk, the requestor may appeal the initial determination to the Township Supervisor. If an ~~apparent~~ conflict of interest prevents the Township ~~Supervisor~~Manager from hearing an appeal, the appeal will be heard by a Township Trustee mutually agreed upon by the Township Clerk and Township Supervisor.

Once granted an accommodation will remain in effect until it is withdrawn by the accommodated person or until the Township can no longer accommodate the member's electronic participation under the Open Meetings Act. It is an accommodated person's sole responsibility to inform the Township if they cease to have a qualifying disability that enable their electronic participation

Note: Applicants for accommodation are not entitled to their accommodation of choice, but an accommodation that will allow them to fully participate in the electronic meeting. 5.10.2022 discussion Cheryl suggested a person attending remotely would not be eligible to run a meeting. This was not addressed as it appears to reduce the participation level of an American with Disabilities. This clause should be a Board Decision.

Complete Accommodation Request (Disability) Form shall be submitted to:

Cheryl Goss
Township Clerk
Whitewater Township

Formatted: Normal, Left, Indent: Left: 0", First line: 0", Right: 0", Space Before: 0 pt, Line spacing: single, Allow hanging punctuation

Formatted: Right: 1.42"

Formatted: Highlight

PO Box 159
Williamsburg, MI 49690

Formatted: Normal, Centered, Indent: Left: 0", Space After: 8 pt, Line spacing: Multiple 1.08 li, Allow hanging punctuation

Health Care Provider Role

Township decision makers need your professional judgement concerning this applicant for remote meeting participation accommodation. ~~your answers to the following questions should include an assessment of applicant for accommodation's health risks from attending an in-person meeting open to the public at the Township.~~ Please consider the applicant's ~~for accommodation's~~ unique medical profile, when certifying eligibility for remote meeting participation under Title II of the Americans with Disabilities Act ("ADA"). ~~the latest information on vaccine efficacy, and other safety practices available to the applicant for accommodation. Impacts must go beyond the typical stress or nervousness that most people are expected to feel in readjusting to an in-person experience.~~

Applicant for Accommodation Information:

Name:		Email Address:	
Address:			
City:	State:	Zip:	Telephone No.:
Is the Applicant a Member of a Township public body?			
<input type="checkbox"/> Yes			
<input type="checkbox"/> No			

Certifying Professional

I certify the above named person has for the purpose of remote participation in a public meeting a qualifying disability under the ADA.

Certifying Professional's Printed Name: _____

Credentials/Specialization: _____

License Type: _____ License #: _____ State: _____ Exp. Date: _____

Required Information

1. ~~Date of patient's last appointment.~~

2. ~~List major life functions impacted by the patient's medical condition/disability (e.g., the ability to sit or stand, see, feel, taste, smell, or have a well-functioning immune system).~~

3. ~~How often does the patient receive treatment?~~

~~Estimated end date and circumstances you believe need to change for the patient to attend in-person meetings with members of the general public.~~

4. _____

5. ~~Describe why the patient's disability/medical condition would be negatively impacted if they attend in-person meetings with members of the general public. In what ways would disability/medical condition be~~

Formatted: Right: 0.04"

Formatted: Indent: Left: 0.08", No bullets or numbering

Formatted: Indent: Left: 0.08", No bullets or numbering

Formatted: Indent: Left: 0.08", No bullets or numbering

Formatted: Indent: Left: 0.08", No bullets or numbering

Formatted: Indent: Left: 0.08", No bullets or numbering

exacerbated?

~~6: How would remotely attending meetings with members of the general public benefit and mitigate the negative impacts experienced by the patient's disability in ways that go beyond the typical benefits any individual receives from attending meetings remotely?~~

Formatted: Indent: Left: 0.08", No bullets or numbering

~~7. Why do you believe that remote participation is essential for the patient to effectively participate in local government?~~

Formatted: Indent: Left: 0.08", No bullets or numbering

~~8. What other ways has the patient mitigated COVID-19 threats in their life?~~

Formatted: Indent: Left: 0.08", No bullets or numbering

~~9. Is the patient able to wear a facemask while indoors?~~

Formatted: Indent: Left: 0.08", No bullets or numbering

~~10. If the Patient has been fully vaccinated for COVID-19 and/or is able to wear a facemask while indoors, why do you believe that remote participation in public meetings is essential for the patient to effectively participate in local government?~~

Formatted: Indent: Left: 0.08", No bullets or numbering

~~11. Are there any other accommodations the Township could provide to allow the patient to attend a public meeting safely and effectively in person?~~

Formatted: Indent: Left: 0.08", No bullets or numbering

Please print this documentation, sign, and date below. ~~An original hard copy shall be provided Send directly~~ to the Township Clerk by mail or ~~in person~~ email using information on page one.

Certifying Professional's Signature

Date

NOTICE OF NEEDED ACCOMMODATION
(PUBLIC BODY MEMBER OPEN MEETINGS ACT)

Dear Township Clerk Cheryl Goss,

I am a member of Whitewater Township's _____;
Print Name of Public Body

a public body subject to Michigan's Open Meetings Act (OMA). Due to my military duty, I request the Township accommodate me by allowing my electronic participation in public meetings of the public body I serve as a member. I attest that I have the requisite equipment to allow for my electronic participation in public meetings and will abide by all OMA procedures established by the Township. I intend this notice of needed accommodation for military duty to be in effect and allow my electronic participation in such public meetings until I withdraw it or until the Township can no longer accommodate my electronic participation under the OMA. I acknowledge it is my sole responsibility to withdraw this notice if I cease to have military duty obligations that enable my electronic participation under the OMA.

Name (Print)

Signature

Date

Formatted: Heading 1, Indent: Left: 1.63", First line: 0.3", Right: 1.36", Space Before: 3 pt, Line spacing: Multiple 1.66 li

Formatted: Heading 2, Indent: Left: 0.33", Space Before: 7.95 pt

Formatted: Indent: Left: 0.33", Space Before: 0 pt, Tab stops: 6.46", Left

Formatted: Body Text, Left, Indent: Left: 0.33", Right: 0", Space Before: 0 pt, Line spacing: single, Tab stops: 6.46", Left

Formatted: Indent: Left: 0.33", Tab stops: 6.46", Left

Formatted: Indent: Left: 0", Space Before: 0.2 pt, Line spacing: single

Formatted: Space Before: 0.2 pt

Formatted: Indent: Left: 0", Space Before: 0.3 pt

Formatted: Space Before: 0.3 pt

Formatted: Indent: Left: 0", Space Before: 0.3 pt

Americans with Disability Act of 1990 (ADA) [42 USC 12120]: Definition of Disability in effect April 26, 2022

§12102. Definition of disability as used in this chapter:

(1) Disability

The term "disability" means, with respect to an individual-

- (A) a physical or mental impairment that substantially limits one or more major life activities of such individual;
- (B) a record of such an impairment; or
- (C) being regarded as having such an impairment (as described in paragraph (3)).

(2) Major life activities

- (A) In general, for purposes of paragraph (1), major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.
- (B) Major bodily functions, for purposes of paragraph (1), a major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

(3) Regarded as having such an impairment

For purposes of paragraph (1)(C):

- (A) An individual meets the requirement of "being regarded as having such an impairment" if the individual establishes that he or she has been subjected to an action prohibited under this chapter because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity.
- (B) Paragraph (1)(C) shall not apply to impairments that are transitory and minor. A transitory impairment is an impairment with an actual or expected duration of 6 months or less.

(4) Rules of construction regarding the definition of disability

The definition of "disability" in paragraph (1) shall be construed in accordance with the following:

- (A) The definition of disability in this chapter shall be construed in favor of broad coverage of individuals under this chapter, to the maximum extent permitted by the terms of this chapter.
- (B) The term "substantially limits" shall be interpreted consistently with the findings and purposes of the ADA Amendments Act of 2008.
- (C) An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability.
- (D) An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.
- (E)(i) The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures such as-
 - (I) medication, medical supplies, equipment, or appliances, low-vision devices (which do not include ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aids and cochlear implants or other implantable hearing devices, mobility devices, or oxygen therapy equipment and supplies;

(II) use of assistive technology;

(III) reasonable accommodations or auxiliary aids or services; or

(IV) learned behavioral or adaptive neurological modifications.

(ii) The ameliorative effects of the mitigating measures of ordinary eyeglasses or contact lenses shall be considered in determining whether an impairment substantially limits a major life activity.

(iii) As used in this subparagraph-

(I) the term "ordinary eyeglasses or contact lenses" means lenses that are intended to fully correct visual acuity or eliminate refractive error; and

(II) the term "low-vision devices" means devices that magnify, enhance, or otherwise augment a visual image. (Pub. L. 101-336, §3, July 26, 1990, 104 Stat. 329; Pub. L. 110-325, §4(a), Sept. 25, 2008, 122 Stat. 3555.)

EDITORIAL NOTES

REFERENCES IN TEXT

This chapter, referred to in text, was in the original "this Act", meaning Pub. L. 101-336, July 26, 1990, 104 Stat. 327, which is classified principally to this chapter. For complete classification of this Act to the Code, see Short Title note set out under section 12101 of this title and Tables.

The ADA Amendments Act of 2008, referred to in par. (4)(B), is Pub. L. 110-325, Sept. 25, 2008, 122 Stat. 3553. Section 2 of the Act, relating to the findings and purposes of the Act, is set out as a note under section 12101 of this title. For complete classification of this Act to the Code, see Short Title of 2008 Amendment note under section 12101 of this title and Tables.

AMENDMENTS

2008-Pub. L. 110-325 amended section generally. Prior to amendment, section consisted of pars. (1) to (3) defining for purposes of this chapter "auxiliary aids and services", "disability", and "State".

STATUTORY NOTES AND RELATED SUBSIDIARIES

EFFECTIVE DATE OF 2008 AMENDMENT

Amendment by Pub. L. 110-325 effective Jan. 1, 2009, see section 8 of Pub. L. 110-325, set out as a note under section 705 of Title 29, Labor.

Certifying Professional

I certify the above named person has for the purpose of remote participation in a public meeting a qualifying disability under the ADA.

Credentials/Specialization: _____

License #: _____ State: _____ Exp. Date: _____

Formatted: Left

Formatted: Font: 12 pt

Certifying Professional's Printed Name ▲

Certifying Professional's Signature

Date ▲

Please print this documentation, sign, and date below. An original hard copy shall be provided directly to the Township Clerk by mail or in person ~~email using information on page one.~~

Formatted: Subscript

Formatted: Indent: Left: 0.31"

Formatted: Font: 11 pt

Formatted: No Spacing, Indent: Left: 0", Space Before: 0 pt, Allow hanging punctuation, Border: Bottom: (No border)

Formatted: Font: 11 pt, Subscript

Formatted: No Spacing, Indent: Left: 0.31", Space Before: 0 pt, Allow hanging punctuation

Formatted: Font: 12 pt

NOTICE OF NEEDED ACCOMMODATION
(PUBLIC BODY MEMBER OPEN MEETINGS ACT)

Dear Township Clerk Cheryl Goss,

I am a member of Whitewater Township's

Name of Public Body

a public body subject to Michigan's Open Meetings Act (OMA). Due to my military duty, I request the Township accommodate me by allowing my electronic participation in public meetings of the public body I serve as a member. I attest that I have the requisite equipment to allow for my electronic participation in public meetings and will abide by all OMA procedures established by the Township. I intend this notice of needed accommodation for military duty to be in effect and allow my electronic participation in such public meetings until I withdraw it or until the Township can no longer accommodate my electronic participation under the OMA. I acknowledge it is my sole responsibility to withdraw this notice if I cease to have military duty obligations that enable my electronic participation under the OMA.

Name (Print):

Signature:

Date:

Formatted: Font: 12 pt

Formatted: Centered

Formatted: Font: 12 pt

Formatted: Centered, Indent: Left: 0"

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted: No Spacing, Indent: Left: 0.38", Space Before: 0 pt, Allow hanging punctuation

Formatted: Font: 11 pt, Subscript

Formatted: Font: 12 pt

1.2 ELECTRONIC MEETING ACCOMMODATIONS POLICY

Whitewater Township extends its policy of nondiscrimination by providing equal access to public goods and services to all of its residents, board, commission, and committee members alike. As such, Whitewater Township will not discriminate on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, handicap, or any other reason prohibited by applicable laws. In support of the American with Disabilities Act and this policy, Whitewater Township recognizes the importance of remote participation in a public meeting ensuring equal rights to all. Any board, commission, or committee member seeking reasonable auxiliary aids including remote meeting participation under ADA guidelines shall follow this policy adopted by the Township Board of Whitewater Township to protect public health, safety, and welfare by establishing electronic meeting accommodation procedures in compliance with the Michigan Open Meetings Act and the Americans with Disabilities Act.

1.2 (a) Title. These rules and procedures may be cited as the Whitewater Township Electronic Meetings Accommodations Policy.

1.2 (b) Purpose. It is the policy of Whitewater Township to establish these reasonable rules and procedures in compliance with Sections 3 and 3a of the Michigan Open Meetings Act. (“OMA”), the Americans with Disabilities Act (“ADA”), and Attorney General Opinion 7318, to provide reasonable accommodations for remote electronic meeting participation for members of the Township public bodies, and the general public.

1.2 (c) Electronic Meetings Authorization.

1. Authorization to hold remote electronic meetings. The Michigan Attorney General Opinion 7318 provides the ADA preempts the OMA and that a meeting may be held electronically to the extent necessary to:
 - a. Accommodate public body member absent due to military duty; and
 - b. Accommodate any public body member or member of the public with an ADA Title II qualifying disability that prevents or inhibits their in-person attendance at the meeting.
2. Physical Presence. At a meeting that accommodates persons pursuant to ADA, all members of the public may attend the public body remotely, as established in these rules and procedures. Only those public body members eligible for accommodation under ADA may participate remotely. Any other member of the public body must be physically present at the meeting.
3. Notice of Needed Accommodation. To receive an accommodation, an eligible person must submit a Notice of Needed Accommodation (Military Duty) or Accommodation Request (Disability) to the Township Clerk. Copies of the Notice of Needed Accommodation (Military Duty) or Accommodation Request (Disability) will be available through the Township’s Website. A Notice of Needed Accommodation for a public body member absent due to military duty or an Accommodation Request (Disability) should be submitted not less than twenty-four (24) hours in advance of the first meeting the person is requesting accommodation to attend.

A person’s medical condition will be analyzed on a case-by-case basis in a fact-dependent

inquiry as required by ADA Title II to determine a “qualifying disability” exists that entitles them to full remote participation in a public body **Information submitted to substantiate a request for accommodation under ADA will be safeguarded by the Township as confidential medical information to the extent provided by law and placed in the requestor’s employee file.** The Township Clerk will determine whether an individual’s attending physician report authenticates accommodation under ADA is necessary. If an ADA accommodation request is denied by the Township Clerk, the requestor may appeal the initial determination to the Township Supervisor. If a conflict of interest prevents the Township Supervisor from hearing an appeal, the appeal will be heard by a Township Trustee mutually agreed upon by the Township Clerk and Township Supervisor.

Once granted, an ADA accommodation will remain in effect until it is withdrawn by the accommodated person or until the Township can no longer accommodate the member’s electronic participation under the ADA. It is an accommodated person’s sole responsibility to inform the Township if they cease to have a qualifying disability or no longer have military duty obligations that authorize their electronic participation.

4. Attendance at Meetings Held Electronically In-Part. Members of a Township public body participating electronically in a meeting held pursuant to these rules and procedures are to be considered present and in attendance at the meeting for all purposes.
5. Participation Requirement. A meeting of a public body held electronically in part must be conducted in a manner that permits two-way communication so that members of the public and the public body can hear and be heard by other members of the public and the public body, whether they are present in person or electronically. Comments by members of the public may be limited to a public comment period during the meeting. The public body may use technology to facilitate typed public comments that may be read to or shared with members of the public body and other participants.

1.2 (d) Notice Requirements.

1. Notice Requirements. Notices of any meeting to be held in part electronically shall be posted on the Township’s website at least 18 hours before the meeting. The public notice on the website must be included on either the homepage or on a separate webpage dedicated to public notices for non- regularly scheduled or electronic meetings that is accessible through a prominent and conspicuous link on the website’s homepage that clearly describes its purpose for public notification of non- regularly scheduled or electronic public meetings. The public notice shall contain the following information:
 2. Why the public body is meeting electronically;
 3. Which member(s) of the public body will be participating in the meeting electronically;
 4. How members of the public may participate in the meeting electronically, including a telephone number, internet address, or both;
 5. How members of the public may contact members of the public body to provide input or ask questions on any business that will come before the public body at the meeting; and

6. How persons with disabilities may participate in the meeting.
7. If an agenda exists for a meeting held pursuant to these rules and procedures, the Township shall make the agenda available to the general public through the Township's website at least two (2) hours before the meeting begins.

1.2 (e) Electronic Meeting Procedures and Rules. Consistent with the authority to establish reasonable rules under the OMA and the Township's obligation to provide accommodation at meetings authorized by the ADA, such meetings shall be conducted in accordance with the following rules and procedures:

1. Use of Electronic Service. Public body members and the public may participate in electronic meetings through a Township provided software or interface using electronic conferencing and telephone.
2. Muting. During the meeting, each participant shall be permitted to mute or unmute themselves to the extent it does not create any distractions or disruptions of the meeting. To the extent necessary, a meeting host may mute or unmute participants to facilitate effective two-way communication.
3. Public Comment. Members of the public shall speak only when called upon. The public body will designate an opportunity for each member of the public to be heard. Members of the public not speaking should remain muted unless and until called upon to provide comment or shall not otherwise cause disruptions. Public comments shall be limited to five (5) minutes.
4. Public Announcement. For any member of the public body attending remotely, the member must make a public announcement at the outset of the meeting, to be included in the meeting minutes, that the member is in fact attending the meeting remotely. If the member is attending remotely for any other purpose other than for military duty, they shall identify their location by stating the city, township or village, county and state from which they are attending.
5. Contacting Remote Public Body Members. The public may contact public body members prior to the meeting to provide input on any business that will come before the public body by emailing or calling them directly. Contact information for each public body member shall be contained within the remote meeting electron invitation.
6. Roll Call. During a meeting held in-part with electronic accommodation, any accommodated members of the public body participating remotely will vote by roll call to avoid any questions about how a remote member of the public body votes.
7. Right to Record. The right of a person to participate in an electronic meeting includes the right to tape-record, videotape, broadcast live on radio, and telecast live on television the proceedings of the meeting. The exercise of this right does not depend on the prior approval of the public body. However, the chairperson of the public body may designate a location and/or how such rights can be exercised as not to impede meeting function.
8. Breach of Peace. A person must be permitted to address the public body during an electronic

meeting under these rules, provided that no specific rules by order of the public body are not needed to address specific circumstances or technical issues that arise during the meeting. A person must not be excluded from an electronic meeting otherwise open to the public except for a breach of the peace committed during the meeting.

9. Closed Session. Members of the general public participating in an electronic meeting may be excluded from participation in an electronic closed session of the public body if the closed session is convened and held in compliance with the requirements of the OMA applicable to a closed session. A member of the public body may only participate remotely in an electronic closed session under an accommodation granted under this Policy.
10. Discussion, Deliberation, and Voting. A public body's electronic meeting in-part will effectuate as fully as possible the purposes of the OMA, which include promoting government accountability and fostering openness in government to enhance responsible decision-making. Except as it relates to closed sessions, the full discussions and deliberations of the public body, not just the voting, must still be done with public access.
11. Additional Rules. The chairperson of an electronic meeting has the authority to ensure that the meeting is conducted in an orderly manner. This includes the ability to institute additional rules and procedures reasonably necessary to further the requirements of the OMA.

1.2 (f) Review of Electronic Meetings Accommodations Policy. The Township Board shall review these rules and procedures if any substantive changes are made to the current provisions of the OMA or the ADA.

1.2 (g) Validity and Severability. If any part of these rules or procedures are declared by any court of competent jurisdiction to be invalid, that declaration does not affect the validity of the remainder of the rules or procedures.

1.2 (h) Repealer. Former electronic and telephonic meeting procedures adopted by the Township are hereby repealed. While in effect, these rules and procedures supersede all policies (or parts of policies) of the Township that conflict with these Rules.

1.2 (i) Effective Date. These rules and procedures are effective immediately.

Adopted by the Township Board of Whitewater Township on [INSERT ADOPTION DATE]

APPENDIX A

Whitewater Township Personnel Policies Manual

Ordinance 22 Whitewater Township Pension Plan Ordinance

Personnel Related Forms

Accommodation Request (Disability)

Public Meeting Subject to Michigan Open Meetings Act

Notice of Needed Accommodation (Public Body Member Open Meetings Act)

**WHITEWATER TOWNSHIP
ACCOMMODATION REQUEST (DISABILITY)
PUBLIC MEETING SUBJECT TO MICHIGAN OPEN MEETINGS ACT**

Whitewater (“Township”) is a public entity subject to the Michigan Open Meetings Act (“OMA”) and is also subject to Title II of the Americans with Disabilities Act (“ADA”), with an obligation to provide reasonable accommodations to qualified individuals with a disability. The ADA [42 USC 12102 1~4] duty to accommodate extends to how the Township holds meetings subject to the OMA. *OAG*, 2022, No. 7318 (February 4, 2022).

This form must be completed in accordance with the Township’s Electronic Meeting Accommodation Policy (“Policy”) to show a person is a qualified individual with a disability entitled to a reasonable accommodation while attending Township public meetings.

Approval Process for Accommodation Request

An Accommodation Request (Disability) should be submitted twenty-four (24) hours in advance of the first meeting the person is requesting accommodation to attend.

Whether a person’s medical condition is an ADA Title II qualifying disability that entitles them to meet remotely is a fact-dependent inquiry and will be analyzed on a case-by-case basis. **Information submitted to substantiate a request for accommodation under the ADA of the Policy will be safeguarded by the Township Clerk as confidential medical information to the extent provided by law and filed in the requestor’s employee file.** The Township Clerk will determine whether an individual’s attending physicians report authenticates accommodation under ADA is necessary. If an ADA accommodation request is denied, by the Township Clerk, the requestor may appeal the initial determination to the Township Supervisor. If a conflict of interest prevents the Township Supervisor from hearing an appeal, the appeal will be heard by a Township Trustee mutually agreed upon by the Township Clerk and Township Supervisor.

Once granted an accommodation will remain in effect until it is withdrawn by the accommodated person or until the Township can no longer accommodate the member’s electronic participation under the Open Meetings Act. It is an accommodated person’s sole responsibility to inform the Township if they cease to have a qualifying disability that enable their electronic participation

Note: Applicants for accommodation are not entitled to their accommodation of choice, but an accommodation that will allow them to fully participate in the electronic meeting.

Complete Accommodation Request (Disability) Form shall be submitted to:

Township Clerk
Whitewater Township
PO Box 159
Williamsburg, MI 49690

Health Care Provider Role

Township decision makers need your professional judgement concerning this applicant for remote meeting participation accommodation. Please consider the applicant's unique medical profile, when certifying eligibility for remote meeting participation under Title II of the Americans with Disabilities Act ("ADA").

Applicant for Accommodation Information:

Name:		Email Address:	
Address:			
City:	State:	Zip:	Telephone No.:

Americans with Disability Act of 1990 (ADA) [42 USC 12120]: Definition of Disability in effect April 26, 2022

12102. Definition of disability as used in this chapter:

(1) Disability

The term "disability" means, with respect to an individual-

- (A) a physical or mental impairment that substantially limits one or more major life activities of such individual;
- (B) a record of such an impairment; or
- (C) being regarded as having such an impairment (as described in paragraph (3)).

(2) Major life activities

- (A) In general, for purposes of paragraph (1), major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.
- (B) Major bodily functions, for purposes of paragraph (1), a major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

(3) Regarded as having such an impairment

For purposes of paragraph (1)(C):

- (A) An individual meets the requirement of "being regarded as having such an impairment" if the individual establishes that he or she has been subjected to an action prohibited under this chapter because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity.
- (B) Paragraph (1)(C) shall not apply to impairments that are transitory and minor. A transitory impairment is an impairment with an actual or expected duration of 6 months or less.

(4) Rules of construction regarding the definition of disability

The definition of "disability" in paragraph (1) shall be construed in accordance with the following:

- (A) The definition of disability in this chapter shall be construed in favor of broad coverage of individuals under this chapter, to the maximum extent permitted by the terms of this chapter.
- (B) The term "substantially limits" shall be interpreted consistently with the findings and purposes of the ADA Amendments Act of 2008.
- (C) An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability.
- (D) An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.
- (E)(i) The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures such as-
 - (I) medication, medical supplies, equipment, or appliances, low-vision devices (which do not include ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aids and cochlear implants or other implantable hearing devices, mobility devices, or oxygen therapy equipment and supplies;
 - (II) use of assistive technology;
 - (III) reasonable accommodations or auxiliary aids or services; or
 - (IV) learned behavioral or adaptive neurological modifications.
- (ii) The ameliorative effects of the mitigating measures of ordinary eyeglasses or contact lenses shall be considered in determining whether an impairment substantially limits a major life activity.
- (iii) As used in this subparagraph-
 - (I) the term "ordinary eyeglasses or contact lenses" means lenses that are intended to fully correct visual acuity or eliminate refractive error; and
 - (II) the term "low-vision devices" means devices that magnify, enhance, or otherwise augment a visual image. (Pub. L. 101–336, §3, July 26, 1990, 104 Stat. 329; Pub. L. 110–325, §4(a), Sept. 25, 2008, 122 Stat. 3555.)

EDITORIAL NOTES REFERENCES IN TEXT

This chapter, referred to in text, was in the original "this Act", meaning Pub. L. 101–336, July 26, 1990, 104 Stat. 327, which is classified principally to this chapter. For complete classification of this Act to the Code, see Short Title note set out under section 12101 of this title and Tables.

The ADA Amendments Act of 2008, referred to in par. (4)(B), is Pub. L. 110–325, Sept. 25, 2008, 122 Stat. 3553. Section 2 of the Act, relating to the findings and purposes of the Act, is set out as a note under section 12101 of this title. For complete classification of this Act to the Code, see Short Title of 2008 Amendment note under section 12101 of this title and Tables.

AMENDMENTS

2008-Pub. L. 110–325 amended section generally. Prior to amendment, section consisted of pars. (1) to (3) defining for purposes of this chapter "auxiliary aids and services", "disability", and "State".

STATUTORY NOTES AND RELATED SUBSIDIARIES EFFECTIVE DATE OF 2008 AMENDMENT

Amendment by Pub. L. 110–325 effective Jan. 1, 2009, see section 8 of Pub. L. 110–325, set out as a note under section 705 of Title 29, Labor.

Certifying Professional

I certify the above-named person has for the purpose of remote participation in a public meeting a qualifying disability under the ADA [42 USC 12102].

Credentials/Specialization:_____

License #:_____State:_____Exp. Date:_____

Certifying Professional's Printed Name

Certifying Professional's Signature

Date

Please print this documentation, sign, and date below. An original hard copy shall be provided to the Township Clerk by mail or in person.

NOTICE OF NEEDED ACCOMMODATION
(PUBLIC BODY MEMBER OPEN MEETINGS ACT)

Dear Township Clerk,

I am a member of Whitewater Township's _____,

Name of Public Body

a public body subject to Michigan's Open Meetings Act (OMA). Due to my military duty, I request the Township accommodate me by allowing my electronic participation in public meetings of the public body I serve as a member. I attest that I have the requisite equipment to allow for my electronic participation in public meetings and will abide by all OMA procedures established by the Township. I intend this notice of needed accommodation for military duty to be in effect and allow my electronic participation in such public meetings until I withdraw it or until the Township can no longer accommodate my electronic participation under the OMA. I acknowledge it is my sole responsibility to withdraw this notice if I cease to have military duty obligations that enable my electronic participation under the OMA.

Name (Print)

Signature

Date

APPENDIX A

Whitewater Township Personnel Policies Manual

Ordinance 22 Whitewater Township Pension Plan Ordinance

Personnel Related Forms

Accommodation Request (Disability)

Public Meeting Subject to Michigan Open Meetings Act

Notice of Needed Accommodation (Public Body Member Open Meetings Act)

Memo

To: Whitewater Township Board
From: Ron Popp, Supervisor
CC: None
Date: 5-27-2022
Re: Insurance Renewal -


All,

It is that time of year again to renew our vows with an insurance company for the Township. Normally I would recommend the Board research different vendors for service like this every few years. However, Mr. Paul Olson who represents Municipal Underwriters of West Michigan and offers the Michigan Township Participating Plan has been a great servicing agent for this product over the years and at a reasonable rate. Additionally, as you can see by the email dates, this information was received well in advance of our May 10, 2022 meeting but not provided to the Board Members for review until after the gathering. This 11-day delay in information transferal set up an “automatic” renewal of the policy without any public Board review, something that Mr. Olson has always been present for in the past years.

More importantly, the question is; does one Township Board Member have the authority to make a financial decision of this magnitude without Board consultation? If not, are any premium payments made to keep this policy current valid? These questions can be answered at a later date if the Board sees the need. For now, I make the following motion:

Motion to renew the insurance policy offered by Municipal Underwriters of West Michigan thru the Michigan Township Participating Plan at an annual rate of \$33,717 as quoted April 29, 2022.

Respectfully submitted,



Ron Popp

Supervisor, Whitewater Township

Municipal Underwriters of West MI
4171 Wolverine Drive
Williamsburg, MI 49690
Toll Free 888-883-6391
Local 231-421-5008
Fax 231-421-3509

April 29, 2022

Cheryl Goss, Clerk
Whitewater Township
PO Box 159
Williamsburg, MI 49690

Dear Cheryl:

Enclosed you will find a Summary of Coverage's and an Invoice **for Whitewater Township's** insurance renewal through the **Michigan Township Par Plan**. The renewal date is **06/01/2022**.

Presently, the structure of the Par Plan is better than ever, consisting of US Specialty Insurance Company. US Specialty Insurance Company's operating strategy is based on prudent capital management, and specializes in insuring specialty market business like the Michigan Township Participating Plan's program.

The Michigan Township Par Plan Grant Program is also available to all members, to date, **\$2,000,000** has been provided back to our members for the grant program.

The quoted premium is **\$33,717.00**. This is an increase in cost of **13%** over last year's ending premium of **\$29,657.00**. Blanket Property values have been increased by 5% as well. The increase is driven by a number of factors market conditions, social inflation, substantially increasing reinsurance costs and increased loss costs. I have enclosed your current loss runs for your review.

If you have any questions regarding your insurance coverage's, please do not hesitate to contact me at **888-883-6391**. Your continued confidence of the Michigan Township Participating Plan is appreciated. It's been a privilege to have served **Whitewater Township's** insurance needs for the past **37 years**. **Your business is appreciated and important. Please stay safe!**

Sincerely,



Paul W. Olson
Regional Risk Manager
MUWM

Municipal Underwriters of West MI Inc.

4171 Wolverine Drive
Williamsburg, MI 49690
888-883-6391
polson76@charter.net

Invoice

Date	Invoice #
4/21/2022	4219

Bill To
Whitewater Township PO Box 159 Williamsburg, MI 49690

Account #	Policy Number
	HMTP-381444

Effective Date	Expiration Date	Insurance Company	Type of Coverage	Charge
6/1/2022	06/01/2023	Michigan Township Par Plan	Package Plan	33,717.00

YOUR POLICY IS IN FULL FORCE AND PAYABLE ON EFFECTIVE DATE. IF NOT WANTED, PLEASE RETURN IMMEDIATELY.

Fax #
231-421-3509

Total	\$33,717.00
Payments/Credits	\$0.00
Balance Due	\$33,717.00



Municipal Underwriters of West MI, Inc.

PAUL W. OLSON
REGIONAL RISK MANAGER

4171 WOLVERINE DRIVE
WILLIAMSBURG, MI 49690
EMAIL: polson76@charter.net

TOLL FREE 888-883-6391
LOCAL (231) 421-5008
FAX (231) 421-3509

04/29/2022

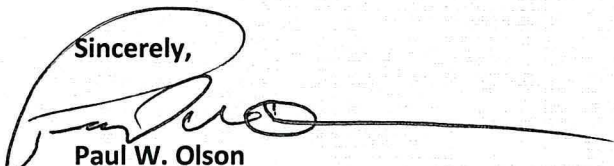
Cheryl Goss, Clerk
Whitewater Township
PO Box 159
Williamsburg, MI 49690

Dear Cheryl:

Enclosed you will find the breakdown of premium for Whitewater Township's 2022-2023 insurance year's.

Fire	\$19,394.00
General (Township)	\$10,593.00
Parks	\$ 3,730.00
 Total	 \$33,717.00

Sincerely,



Paul W. Olson
MUWM

AUTOMOBILE CERTIFICATE OF NO FAULT PROTECTION

Entity Name: **WHITEWATER TOWNSHIP**

NAME AND ADDRESS OF COMPANY

Entity Number: MI11444
Policy Number: HMTP-381444

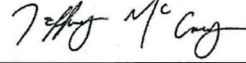
U.S. Specialty Insurance Company
13403 Northwest Freeway
Houston, TX 77040

Effective date: 06/01/2022
Expiration Date: 06/01/2023

An authorized Michigan insurer, certifies that is has issued a policy complying with Act 294, P.A. 1972, as amended for the described motor vehicle.

NAME OF AGENCY

By



Authorized Representative

HCC Public Risk
MUNICIPAL UNDERWRITERS OF WEST MI, INC.
888-883-6391

on this 29 04 2022
Day Month Year

Year	Description	Vehicle Identification Number
------	-------------	-------------------------------

Covers all vehicles owned by the member

Number of Vehicles: 8

Warning: Keep this certificate in your vehicle at all times. If you fail to produce it upon a police officer's request, you will be responsible for a civil infraction.

PENALTY FOR OPERATION WITHOUT INSURANCE

Michigan Law (MCLA 500.3101) requires that the owner or registrant of a Motor Vehicle registered in this state must have insurance or other approved security for the payment of no-fault benefits on the vehicle at all times. An owner or registrant who drives or permits a vehicle to be driven upon a public highway without proper insurance or other security is guilty of a misdemeanor.

An owner or registrant convicted of such misdemeanor shall be fined not less than \$200.00 nor more than \$500.00, or imprisoned for not more than 1 year, or both.

THIS FORM MUST BE PRESENTED AS EVIDENCE OF INSURANCE WITH YOUR APPLICATION FOR LICENSE PLATES, EITHER BY MAIL OR AT ANY SECRETARY OF STATE LICENSE PLATE BRANCH OFFICE. A PERSON WHO ISSUES OR SUPPLIES FALSE INFORMATION TO THE SECRETARY OF STATE OR USES AN INVALID CERTIFICATE OF INSURANCE IS GUILTY OF A MISDEMEANOR PUNISHABLE BY IMPRISONMENT FOR NOT MORE THAN 1 YEAR, OR A FINE OF NOT MORE THAN \$1,000.00, OR BOTH.

HCC Public Risk Claim Service, Inc.

Report Date: 3/26/2022 7:17:48 AM

File No.	Occur Date	Major/Minor Code	DESCRIPTION	LOSS PAYMENT	EXPENSE PAYMENT	RECOVERY	TOTAL INCURRED
WHITEWATER TOWNSHIP-GRAND TRAVERSE - MI11444							
1964	CL 7/2/1989	170-101	Bodily Injury	\$2,250.00	\$0.00	\$0.00	\$2,250.00
7353	CL 5/16/1992	090-105	Pager/Radio/Personal	\$340.00	\$0.00	\$0.00	\$340.00
11232	CL 11/19/1993	171-101	Zoning	\$5,000.00	\$3,502.28	\$0.00	\$8,502.28
12548	CL 12/15/1993	090-200	Misc - Inland Marine	\$601.80	\$0.00	\$0.00	\$601.80
15598	CL 7/16/1995	170-124	Medical Pay	\$50.00	\$0.00	\$0.00	\$50.00
17511	CL 10/22/1996	020-108	Personal Effects of	\$226.00	\$0.00	\$0.00	\$226.00
19997	CL 7/16/1997	090-200	Misc - Inland Marine	\$2,346.50	\$0.00	\$0.00	\$2,346.50
20471	CL 3/11/1998	090-200	Misc - Inland Marine	\$827.07	\$0.00	\$0.00	\$827.07
20493	CL 1/5/1998	090-107	Power Surge	\$1,125.00	\$0.00	\$0.00	\$1,125.00
21087	CL 7/2/1998	090-107	Power Surge	\$3,396.00	\$0.00	\$0.00	\$3,396.00
96781	CL 8/16/2000	170-109	Property Damage	\$212.74	\$0.00	\$0.00	\$212.74
97459	CL 10/6/2000	020-106	Vehicle Damage (Our Bldg)	\$1,684.00	\$0.00	\$0.00	\$1,684.00
98806	CL 2/9/2000	090-105	Pager/Radio/Personal Equip	\$1,031.00	\$0.00	\$0.00	\$1,031.00
101078	CL 6/15/2001	090-200	Misc - Inland Marine	\$2,689.88	\$0.00	\$0.00	\$2,689.88
121020	CL 12/22/2004	171-101	Zoning	\$0.00	\$57,139.29	\$0.00	\$57,139.29
122297	CL 7/13/2005	170-109	Property Damage	\$568.97	\$0.00	\$0.00	\$568.97
123345	CL 9/28/2005	090-200	Misc - Inland Marine	\$365.00	\$0.00	\$0.00	\$365.00
127699	CL 6/29/2006	090-200	Misc - Inland Marine	\$1,426.48	\$0.00	\$0.00	\$1,426.48
131154	CL 7/3/2007	090-105	Pager/Radio/Personal Equip	\$406.00	\$0.00	\$0.00	\$406.00
147715	CL 7/3/2010	090-200	Misc - Inland Marine	\$997.23	\$0.00	\$997.23	\$0.00
150952	CL 12/14/2010	090-106	Vehicle Physical Damage	\$1,356.46	\$0.00	\$0.00	\$1,356.46
156281	CL 9/19/2011	171-200	Misc - E&O	\$0.00	\$7,254.25	\$0.00	\$7,254.25
156760	CL 10/29/2011	170-101	Bodily Injury	\$250,000.00	\$37,420.84	\$0.00	\$287,420.84
159913	CL 5/1/2012	212-101	Collision	\$934.05	\$0.00	\$0.00	\$934.05
166213	CL 8/15/2013	194-109	Property Damage	\$1,068.59	\$0.00	\$0.00	\$1,068.59
177065	CL 8/18/2015	170-124	Medical Pay	\$6,998.16	\$0.00	\$0.00	\$6,998.16
178341	CL 8/2/2015	020-103	Windstorm	\$1,000.00	\$0.00	\$0.00	\$1,000.00

HCC Public Risk Claim Service, Inc.

Report Date: 3/26/2022 7:17:48 AM

File	Occur					LOSS	EXPENSE	TOTAL	
No.	Date	Major/Minor Code			DESCRIPTION	PAYMENT	PAYMENT	RECOVERY	INCURRED
187265	CL	5/1/2018	020-102	Lightning	DAMAGE TO PHONE SYSTEM.	\$1,952.23	\$0.00	\$0.00	\$1,952.23
194009	CL	6/29/2019	212-101	Collision	2002 HME Engine VIN#0036- OV backed into insured parked vehi	\$1,417.91	\$0.00	\$1,417.91	\$0.00
200240	OP	12/20/2020	171-101	Zoning	Lawsuit arising out of the alleged delay in reviewing the PI	\$0.00	\$19,286.55	\$0.00	\$70,000.00
201934	OP	12/17/2021	020-103	Windstorm	High winds caused tree to fall onto fire hall building	\$5,451.00	\$0.00	\$0.00	\$10,000.00
201936	OP	12/17/2021			High winds caused tree to fall onto fire hall fence	\$0.00	\$0.00	\$0.00	\$0.00
Report Totals:						\$295,722.07	\$124,603.21	\$2,415.14	\$473,172.59

**MICHIGAN
TOWNSHIP
PARTICIPATING
PLAN**

**SUMMARY OF COVERAGES
FOR
WHITEWATER TOWNSHIP 2022**

Presented By:
PAUL W. OLSON - RISK MANAGER
Municipal Underwriters of West MI Inc.

SUPPORT/SERVICE COMPANIES

MARKETING AND SERVICE:

PAUL W. OLSON
Municipal Underwriters of West MI. Inc.
4171 Wolverine Drive
Williamsburg, MI 49690
1-888-883-6391 Michigan Watts
231-421-3509 Fax

TECHNICAL ADMINISTRATION:

Michigan Township Participating Plan
1700 Opdyke Court
Auburn Hills, Michigan 48326
(248) 371-3100 - LOCAL
(800) 783-1370 - MICHIGAN WATTS
(248) 371-3069 - FAX

RISK CONTROL ADMINISTRATION

MTPP Risk Control
1700 Opdyke Court
Auburn Hills, Michigan 48326
(248) 371-3100 - LOCAL
(800) 783-1370 - MICHIGAN WATTS
(248) 371-3091 - FAX

CLAIMS ADMINISTRATION

HCC Public Risk Claims
1700 Opdyke Court
Auburn Hills, Michigan 48326
(248) 371-3100 - LOCAL
(800) 783-1370 - MICHIGAN WATTS
(248) 371-3069 - FAX

I. COMPREHENSIVE MUNICIPAL LIABILITY COVERAGE:*

Limit of Liability Per Occurrence	\$ 3,000,000
Limit of Liability Per Aggregate	\$ None
Deductible	\$ 1,000

ADDITIONAL INSURED:

1. **Any** member of the governing body of the Named Insured
2. **Any** member of boards or commissions of the Named Insured
3. **Any** elected or appointed official of the Named Insured
4. **Any** employee of the Named Insured – Including **Contracted Assessor**
5. **Any** volunteer

ADDITIONAL INCLUDED COVERAGES:

1. Public Officials **RESIDENCE AND PLACE OF EMPLOYMENT**
2. Premises Medical Payments - \$10,000 Limit, includes volunteers
3. Host Liquor Law Liability
4. Special Events Liability - Fireworks Liability by Endorsement
5. Governmental Professional Malpractice Liability
6. Incidental Medical Malpractice Liability
7. Cemetery Professional Liability
9. Employee Benefit Liability \$1,000,000/\$3,000,000 Aggregate
10. Extended Bodily Injury and Property Damage Liability
11. Completed Operations
12. Property Legal Liability - \$500,000 Limit
13. Premises and Operations
14. Care, Custody and Control Coverage - \$25,000 per occurrence
15. Explosion, Collapse and Underground (exclusions deleted)
16. Vicarious Liability
17. Fellow Member Liability
18. Governmental Tort Immunity Waiver
19. Non-Owned and Hired auto liability coverage
20. Non-Owned and Owned Watercraft Liability-under 26'in length
21. Personal Injury Protection Includes:
 - A. FALSE ARREST, DETENTION OR IMPRISONMENT
 - B. MALICIOUS PROSECUTION
 - C. WRONGFUL ENTRY OR EVICTION OR OTHER INVASION OF THE RIGHT OF PRIVATE OCCUPANCY
 - D. LIBEL, SLANDER, ORAL OR WRITTEN PUBLICATION
 - E. MENTAL ANGUISH & MENTAL INJURY

**PUBLIC OFFICIALS WRONGFUL ACT LIABILITY
(Errors & Omissions)**

Limit of Liability Per Occurrence:	\$ 3,000,000
Limit of Liability Aggregate:	\$ None
Deductible:	\$ 0

The following are areas of exposure to public officials and employees, which most generally are covered by a legal liability policy:

1. A decision or opinion of the municipal board
2. A decision or opinion of the fire & ambulance department
3. A decision or opinion of the zoning or planning board and zoning board of appeals
4. Restrictive Use Sublimit (\$100,000) Suits for Loss resulting from the Insured controlling or restricting the use of private property, while not taking legal ownership of said property, we will cover such claims or Suits subject to the Sublimit.
5. Decisions or opinions of Building, Electrical, Plumbing Inspectors and Contracted Assessors
6. Alleged negligence or incompetence on the part of any public official or employee including the failure to carry out duties.
7. Accusations regarding mismanagement of municipal owned assets
8. Inadequate supervision of voter registration & elections
9. Improper hiring or firing of employees
10. Failure to check auditing & accounting practices
11. Violation of Civil Rights: Civil Rights are defined as "means the deprivation of any rights, privileges, or immunities secured by the Constitution and laws, including discrimination based upon religion, race, color, national origin, age, gender (including sexual harassment, unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct or communication of a sexual nature), height, weight, disability, or marital status"
12. Back Wages- \$25,000 per person
13. Non-Monetary Damage Coverage- \$25,000 Per Suit/\$50,000 Per Policy Limit

Note: Failure of assured to provide or maintain valid insurance policies is not a covered exposure.

II. FLEET LIABILITY COVERAGE:

LIMITS

A. Bodily Injury & Property Damage [CSL]	\$ 3,000,000
B. Personal Injury Protection	Statutory
C. Personal Property Insurance	\$ 3,000,000
D. Uninsured Motorists	\$ 100,000
E. Non-owned & Hired Auto Liability	\$ 3,000,000
F. Mini-Tort Liability	\$ 500
G. Underinsured Motorists	\$ 100,000

III. FLEET PROPERTY COVERAGE:

Property limit \$ 1,325,000.00

A. Comprehensive	\$ 500 ACV Deductible, Actual Cash Value
B. Collision	\$ 500 Deductible, ACV, Broadened

IV. INLAND MARINE COVERAGE:

Providing **ALL RISK, REPLACEMENT COST COVERAGE** for property and equipment while on or off the premises. **NO CO-INSURANCE**

Property limit \$ 134,700.00
Deductible \$ 500

SEE ATTACHED SCHEDULE

AUTO

Application:
T000020013637

WHITEWATER TOWNSHIP

▲ Auto #▼	▲ New Cost▼	▲ Comp. Ded.▼	▲ Coll. Ded.▼	▲ Year▼	▲ Description▼	▲ VIN #▼	▲ Type▼	▲ AUX Running Lights▼	▲ Anti-Theft Device▼	▲ Anti-Lock Brakes▼	▲ Traction Control▼	▲ Five MPH Bumper▼
16	\$ 60,000	\$ 500	\$ 500	2021	Ford F-150 4X4 Chief	6379	5	Yes	0	Yes	Yes	No
15	\$ 10,000	\$ 500	\$ 500	2021	US Cargo Trailer fire	7828	13	No	0	No	No	No
14	\$ 400,000	\$ 500	\$ 500	2020	Freightliner M2 Pumper/Tanker	5631	5	Yes	0	Yes	Yes	No
4	\$ 50,000	\$ 500	\$ 500	2009	FORD EXPEDITION FIRE CHIEF	1819	5	No	0	No	No	No
7	\$ 275,000	\$ 500	\$ 500	2006	Chevy 5500 Air supply	4295	5	No	0	No	No	No
8	\$ 440,000	\$ 500	\$ 500	2002	HME Engine	0036	5	No	0	No	No	No
10	\$ 15,000	\$ 500	\$ 500	1985	Chevy Brush Rig DNR	0101	18	No	0	No	No	No
11	\$ 75,000	\$ 500	\$ 500	1969	AM general Brush rig DNR	2279	5	No	0	No	No	No
Total: \$1,325,000												

Vehicle Type & Description:	Total # of Vehicles:	Total New Cost
1: Passenger Cars - ACV	0	\$0
2: Trucks, Vans - ACV	0	\$0
3: Garbage Trucks - ACV	0	\$0
4: Rescue Units - RC	0	\$0
5: Fire Vehicles - RC	6	\$1,300,000
6: Parade/Antique - RC	0	\$0
7: Dump Trucks - ACV	0	\$0
8: Rescue Units - ACV	0	\$0
9: Fire Vehicles - ACV	0	\$0
10: Parade/Antique - ACV	0	\$0
11: Police Cars - ACV	0	\$0
12: Buses-22 Passengers or more-ACV	0	\$0
13: Trailers - ACV	1	\$10,000
14: Motorcycles - ACV	0	\$0
15: Police motorcycles - ACV	0	\$0
16: Snowmobile - ACV	0	\$0
17: Rescue Units - Agreed Value	0	\$0
18: Fire Vehicles - Agreed Value	1	\$15,000
19: Parade/Antique - Agreed Value	0	\$0
20: Buses-21 Passengers or less	0	\$0
21: Mobile Equipment - ACV	0	\$0
22: Trucks, Vans - RC - NY Only	0	\$0
23: Garbage Trucks - RC - NY Only	0	\$0
27: Dump Trucks - RC - NY Only	0	\$0
28: Golf Carts / Low Speed Vehicles	0	\$0
29: Amphibious Vehicles	0	\$0
Grand totals:	8	\$1,325,000

INLAND MARINE

Application:
T000020013637

WHITEWATER TOWNSHIP 

▲ number ▼	▲ Serial # ▼	▲ Year ▼	▲ Make ▼	▲ Model ▼	▲ Department ▼	▲ Type ▼	▲ AR ▼	▲ Limit ▼	▲ Spec Ded ▼
1		2016	SEA WOLF RESCUE BOAT	WITH TRAILER	Fire	Commercial Articles	RC	\$ 18,700	\$ 0
2	KUBOTA RTV	2010	WITH TRAILER		Fire	Commercial Articles	RC	\$ 36,000	\$ 0
Total:								\$54,700	

Schedule Total:	\$54,700
Miscellaneous Property & Equipment:	\$30,000
Ancillary Equipment:	\$50,000
Contractors Equipment Rented From Others:	\$0
Aircraft Limit:	\$0
Inland Marine Total:	\$134,700

V. PROPERTY [FIRE] COVERAGE:

Total Blanket Building and Contents Limit	\$ 1,752,875.00
Deductible	\$ 500
Per Schedule on File with company	

A. Inflation Guard - 2.5% per quarter

B. Special Municipal Property Endorsement to include:

1. Personal Property off Premises - \$100,000
2. Personal effects of Employees - \$ 1,000 per person
3. Transportation - \$50,000 Limit
4. Flood Coverage- \$100,000
5. Earthquake Coverage- \$1,000,000
6. Loss of Business Income Coverage- \$500,000 per occurrence
7. Extra Expense Coverage - \$500,000 per occurrence
8. Newly Acquired and Constructed Property- \$1,000,000 180 Days
9. Law Ordinance Coverage- Actual Sustained Loss
10. Power Surge Coverage - \$25,000 Limit
11. Glass Coverage- 00 Deductible Glass Breakage
12. Tree Removal - \$500 per tree and \$1,500 annual aggregate on covered losses
13. Accounts Receivable- \$250,000
14. Underground Pipes, Flues or Drains- \$1,000,000
15. 1st Party Sewer and Drain Back up- \$25,000
16. Pollutant Clean up and Removal- \$10,000

VI. VALUABLE PAPERS AND RECORDS COVERAGE*:

Broad Form Coverage for the reconstruction of valuable papers and records \$250,000 year round limit of protection with \$0 deductible.

*** NOTE: Higher limits available upon request.**

PROPERTY

Application:
T000020013637

WHITEWATER TOWNSHIP

▲ Loc ▼	▲ Bldg ▼	▲ 100ft ▼	▲ Fac Loc ▼	▲ Street Address ▼	▲ City ▼	▲ ST ▼	▲ Zip ▼	▲ County ▼	▲ POK ▼	▲ BC ▼	▲ Bldg Lim ▼	▲ Cont Lim ▼	▲ Mine Sub ▼	▲ Yr Built ▼	▲ FAR ▼	▲ BF ▼	▲ Special Ded ▼	▲ Spr
1	1	No	0	5777 VINTON RD	WILLIAMSBURG	MI	49690		10	1	\$ 465,844	\$ 121,248	\$ 0	1889	R	100	0	1
2	1	No	0	8380 OLD STATE HWY 72	WILLIAMSBURG	MI	49690		15	1	\$ 656,250	\$ 44,670	\$ 0	1975	R	925	0	1
3	1	No	0	ELK LAKE ROAD DUGOUT	WILLIAMSBURG	MI	49690		11	1	\$ 6,382	\$ 0	\$ 0	1993	R	614	0	1
3	2	No	0	ELK LAKE RD DUG	WILLIAMSBURG	MI	49690		11	1	\$ 8,168	\$ 0	\$ 0	1993	R	614	0	1
3	3	No	0	ELK LAKE ROAD MAINT. & RESTROOM BLDG	WILLIAMSBURG	MI	49690		11	2	\$ 89,340	\$ 1,277	\$ 0	1970	R	615	0	1
3	4	No	0	ELK LAKE RD STORAGE	WILLIAMSBURG	MI	49690		11	1	\$ 3,063	\$ 0	\$ 0	1998	R	403	0	1
3	5	No	0	ELK LAKE ROAD STORAGE	WILLIAMSBURG	MI	49690		11	1	\$ 7,350	\$ 0	\$ 0	2021	R	403	0	1
3	6	No	0	ELK LAKE ROAD BATTING CAGE	WILLIAMSBURG	MI	49690	ILLIAMSBURG	11	1	\$ 15,750	\$ 0	\$ 0	2021	R	614	0	1
4	1	No	0	9500 PARK ROAD OFFIC	WILLIAMSBURG	MI	49690		11	1	\$ 15,316	\$ 6,382	\$ 0	1980	R	602	0	1
4	2	No	0	9500 PARK ROAD OUT	WILLIAMSBURG	MI	49690		11	1	\$ 19,145	\$ 0	\$ 0	1990	R	615	0	1
4	3	No	0	9500 PARK ROAD REST.	WILLIAMSBURG	MI	49690		11	2	\$ 223,350	\$ 6,382	\$ 0	2002	R	615	0	1
4	4	No	0	9500 PARK ROAD STORAGE	WILLIAMSBURG	MI	49690		11	1	\$ 4,851	\$ 2,553	\$ 0	1985	R	403	0	1
4	5	No	0	9500 PARK ROAD PAVILION	WILLIAMSBURG	MI	49690		11	1	\$ 38,990	\$ 0	\$ 0	1990	R	614	0	1
5	1	No	0	5184 VINTON ROAD STORAGE	WILLIAMSBURG	MI	49690		11	2	\$ 16,564	\$ 0	\$ 0	1950	R	403	0	1
Totals:								\$1,570,363	\$182,512	\$0								
Grand Total:								\$1,752,875										

VII. CRIME COVERAGE:

- A. Limit of Coverage - \$ 100,000
- B. "Broad Form" Money & Securities
- C. Inside Coverage:
- D. Outside Coverage:
- E. Money Order and Counterfeit Paper Currency
- F. Depositors' Forgery
- G. Locations to Include:
 - 1. All Officials Homes
 - 2. Place of Employment
 - 3. Banking Facility

VIII: PUBLIC OFFICIAL BONDS*

Treasurer	\$25,000
Deputy Treasurer	\$15,000
Clerk	\$10,000
Deputy Clerk	\$10,000
Supervisor	\$ 5,000
BLANKET BOND	\$100,000

NOTE: THE ABOVE BONDS ARE INCLUDED AT NO ADDITIONAL CHARGE

ADDITIONAL POSITIONS AND HIGHER LIMITS AVAILABLE
(Those who collect money or fees should be bonded)

*** NOTE: Higher limits available upon request.**

X. LAW ENFORCEMENT PROFESSIONAL LIABILITY COVERAGE:

Limit of Liability Per Occurrence	\$ 0
Limit of Liability Per Aggregate	\$ 0
Deductible	\$ 0

- A. PERSONAL INJURY
- B. WRONGFUL ACT
- C. HOT PURSUIT ENDORSEMENT

XI. BUSINESS ELECTRONIC EQUIPMENT COVERAGE:

- A. Combined Media and Extra Expense Coverage - \$ 100,000
- B. Computer Coverage- \$100,000 Deductible \$500**
- C. System Breakdown Coverage Endorsement
 - 1. Mechanical Breakdown; Machinery Breakdown
 - 2. Short Circuit; Blow out; other Electrical Disturbance
 - 3. Electrical or Magnetic Injury

XII. BOILER AND MACHINERY:

- A. Repair of Replacement Coverage Included
- B. Direct Damage Coverage as follows: Unfired Pressure Vessels, Motors and Centrifugal Pumps. Internal Combustion Engines, Generators and
- C. Miscellaneous Electrical Apparatus

Deductible of \$ 1,000 Applies Limits \$ 1,752,875.00

XIII. CYBER LIABILITY: Included in Premium.

PREMIUM SUMMARY

I. COMPREHENSIVE MUNICIPAL LIABILITY	INCLUDED
II. FLEET LIABILITY	INCLUDED
III. FLEET (PROPERTY)	INCLUDED
IV. INLAND MARINE	INCLUDED
V. PROPERTY [FIRE]	INCLUDED
VI. VALUABLE PAPERS AND RECORDS	INCLUDED
VII. CRIME	INCLUDED
VIII. BONDS	INCLUDED
IX. WORKERS COMPENSATION	
X. POLICE PROFESSIONAL	
XI. BUSINESS ELECTRONIC EQUIPMENT	INCLUDED
XII. BOILER AND MACHINERY	INCLUDED
XIII. CYBER LIABILITY	INCLUDED

TOTAL PAR-PLAN ANNUAL PREMIUM: **\$ 33,717.00**

NOTE: The **MICHIGAN TOWNSHIP PARTICIPATING PLAN** is formed under the enabling legislation of Public Act #138. It is a 'fixed cost, fully reinsured, **non-assessable program**', controlled by the Board of Directors of the Michigan Township Participating Plan.

MEMO

To: Whitewater Township Board
From: Cheryl A. Goss, Clerk
Date: 06/06/2022
Re: Engagement Letter re: 03/31/2022 FYE Audit

Attached please find Tobin & Co.'s engagement letter for the 03/31/2022 FYE Audit. The gross fee will not exceed \$6,500.00; out-of-pocket costs will not exceed \$200.00. The fee to prepare the Michigan F-65 Annual Local Unit Fiscal Report is \$300.00.

Total costs for the audit and F-65 will not exceed \$7,000.00.

Last year's fee to conduct the audit was \$6,844.00. We budgeted \$7,500 for Audit & Accounting Services in this fiscal year.

An appropriate motion would be: Motion to approve the expenditure of up to \$7000 for the FYE 03/31/2022 audit and F-65 preparation, and to authorize the clerk to sign the engagement letter dated 04/26/2022.

###

Tobin & Co.

April 26, 2022

RECEIVED
5-9-22
E

Supervisor and Township Board
Whitewater Township
P. O. Box 159
Williamsburg, MI 49690-0159

We are pleased to confirm our understanding of the services we are to provide Whitewater Township for the fiscal year ending March 31, 2022.

We will audit the financial statements of the governmental activities, each major fund, the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of Whitewater Township as of and for the year ending March 31, 2022. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Whitewater Township's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Whitewater Township's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited.

Management's Discussion and Analysis.
Budgetary Comparison Schedules.

We have also been engaged to report on supplementary information other than RSI that accompanies Whitewater Township's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, either in a separate written report accompanying our auditor's report on the financial statements or in a report combined with our auditor's report on the financial statements.

Combining and Individual Fund Financial Statements and Schedules
State Audit Division Auditing Procedures Report – Form L 3174.

Certified Public Accountants

Tobin & Co., P.C.
2301 Garfield Rd., N
Suite B
Traverse City, MI 49686-5167

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Audit Procedures for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safe guards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures – Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Whitewater Township's compliance with the provisions of applicable laws, regulations, contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements of Whitewater Township in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have

changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Tobin & Co., P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State of Michigan or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Tobin & Co., P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the State of Michigan or its designee. The State of Michigan or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

We expect to issue our reports no later than August 31, 2022. Lynn Bennett is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, will not exceed \$6,500.00 for the year ended March 31, 2022. Out-of-pocket costs will not exceed \$200.00. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on the anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. At your request, we will prepare the State Form F-65, and our fee for preparing it will be \$300.00.

Reporting

We will issue a written report upon completion of our audit of Whitewater Township's financial statements. Our report will be addressed to management and those charged with governance of Whitewater Township. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to Whitewater Township and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Tobin & Co., P.C.

Tobin & Co., P.C.

RESPONSE:

This letter correctly sets forth the understanding of Whitewater Township.

By: _____

Date: _____

Memo

To: Whitewater Township Board

From: Ron Popp, Supervisor

CC: None

Date: 6.01.2022

Re: ARPA Funding Survey

Board Members -

Thank you to Trustee Heidi Vollmuth, and her survey writing team who wished to remain nameless for taking their time to provide these survey questions regarding ARPA Funding.

Motion to accept the ARPA survey questions as modified by the Whitewater Township Board at its June 14, 2022 Meeting and to provide printed copies to the Treasurer to be included in the summer tax envelopes.

Respectfully submitted,



Ron Popp

Supervisor, Whitewater Township



Ron Popp <supervisorwhitewater@gmail.com>

ARPA team project completed

1 message

Heidi Vollmuth <heidivourtrustee@gmail.com>
To: Ron Popp <supervisorwhitewater@gmail.com>

Wed, Jun 1, 2022 at 5:07 PM

Team

The request from Ardella's survey committee was for myself to step up as the treasurer did not have the time to assist the private citizens in design ing and writing a survey for the ARPA funds. Project Survey has been completed and is ready to go. It now moves to the board for changes and review. This team feels the survey is ready to go and asks for no credit just results.

Asking the Entire Board to Audit and Approve to place in Summer News Letter.

The ARPA Survey team



Ron Popp <supervisorwhitewater@gmail.com>

Re: Final copy cover letter for ARPA

1 message

Heidi Vollmuth <heidivourtrustee@gmail.com>

Wed, Jun 1, 2022 at 4:11 PM

To: Ron Popp <supervisorwhitewater@gmail.com>, "dito115@aol.com" <dito115@aol.com>

On Wed, Jun 1, 2022 at 4:06 PM dito115@aol.com <dito115@aol.com> wrote:

Whitewater Township Has ARPA funds to spend!! Help us as a team put theses funds to use!!!

Happy Summer it's official!

Whitewater Township has been notified as to our ARPA funds allocation. What is ARPA? It stands for the American Rescue Plan Act. The amount of money that each township receives is based on population and not geographical size. A new "standard allowance" rules will now make it easier for us to determine the best use of these funds.

Under the final rule, there remain four broad spending categories under which townships may spend their ARPA dollars. Perhaps the greatest (and surely most appreciated) change is in the "Revenue Loss" category—a new "standard allowance," up to \$10 million, that townships (and all recipients) can elect to take to use the funds for "government services." Previously, most general government services or projects could only be funded if the township could project or demonstrate "revenue loss" as defined in the ARPA and prior interim final rule. Now, under the final rule, recipients that select the new "standard allowance" may use that amount—in many cases their full award—for government services.

The list below shows some of the possibilities for Whitewater Township to use their funding:

- ☐ Government Operations
- ☐ Infrastructure
- ☐ Housing
- ☐ Economic Development
- ☐ Workforce Development
- ☐ Community Aid
- ☐ Public Safety
- ☐ Public Health
- ☐ Tourism
- ☐ Education
- ☐ Energy
- ☐ Other

Please take your time and complete the survey enclosed in this newsletter as to any thoughts, ideas or suggestions you may have in spending the ARPA funds. Together we can make a better tomorrow.

I urge the board to move forward and publish this survey in next months newsletter. The team requested this cover letter to sit front page to introduce the enclosed survey.

Heidi Vollmuth
Whitewater Trustee

ARPA FUNDS SURVEY 2022

Please complete this survey and return promptly with your taxes or drop off at the township hall – all surveys need to be completed and postmarked no later than **September 14, 2022**. This survey can be completed online at www.whitewatertownship.org. If you do not have internet access at your home/business please complete this form and return by mail or in person at the township hall/any dropbox at door.

Whitewater Township received \$294,000 from ARPA, the American Recovery Plan and would like your input to determine where the funds are to be directed for the use of the township residents. There is a verbal agreement to Cherry Capital Connection for \$98,000 toward internet infrastructure, leaving \$196,000 for other projects.

ARPA funds have restrictions on what they can be spent on, so general categories are listed: emergency services, health, infrastructure - broadband, sewer, water, public safety

1) Rank top 3 choices of ARPA fund use that you think would benefit all/most township residents.

- | | |
|---|--|
| <input type="checkbox"/> Access to clean drinking water | <input type="checkbox"/> Mental health services |
| <input type="checkbox"/> Affordable housing | <input type="checkbox"/> Public Safety/Enforcement |
| <input type="checkbox"/> Broadband – expand internet for all | <input type="checkbox"/> Repair or replace fire truck |
| <input type="checkbox"/> Childcare | <input type="checkbox"/> Road infrastructure |
| <input type="checkbox"/> Community facilities | <input type="checkbox"/> Sewer/Stormwater infrastructure |
| <input type="checkbox"/> Food services | <input type="checkbox"/> Transportation resources |
| <input type="checkbox"/> Healthcare access | <input type="checkbox"/> Upgrade town hall building |
| <input type="checkbox"/> Help residents with resources for Covid issues | <input type="checkbox"/> Whitewater Township website-
redesign website for easier access to
educate, inform and notify residents |
| <input type="checkbox"/> Home healthcare services | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Learning loss programs for 18 and under in schools | |

2) Whitewater Township resources you have used in the past 5 years.

Please circle all that apply

- a) Hi-Pray Park: Playground, baseball field, batting cage, pavilion
- b) Hiking Trails: Quiet Sands Area, Lossie Trail, Ptebego, Battle Creek Natural Area
- c) Baggs Road boat launch
- d) Roadside Farmer's markets
- e) Lake Skegemog and Elk Lake for fishing, boating, kayaking, SUP (Stand Up Paddleboard)
- f) State Land: horseback riding trails, VASA trail connection for mountain biking and skiing,
- g) Hunting, ORV trails and snowmobile trails
- h) Whitewater Township Park: boat launch, campsites, picnic area, hiking trail, pavilion rental
- i) Elk Rapids Library/Traverse Area District Library (funded by our taxes)
- j) Elk Rapids/Traverse City Area Public schools (funded by our taxes)
- k) County Health Department
- l) Township cemeteries – Circle Hill Cemetery and Williamsburg Cedar Rapids Cemetery
- m) Grand Traverse County services

How did Covid impact your business, employment, health, household, or access to services you needed? Please write a short response of what you personally needed the most during the Covid time period in 2020 and 2021. Not everything can be handled by our township but it helps with our financial input for Grand Traverse County ARPA funds as well.

Many projects can't be funded by our ARPA funds but we can start communicating to the township board about our community needs. The Master Plan is being updated now, if you haven't been to a board meeting or planning commission meeting please email - clerk@whitewatertownship.org or call the township office at (231)267-5141 and ask to be put on the email list for notification of important events or notices in the township. You can obtain meeting agendas/packets via the website - www.whitewatertownship.org - or contact the township office to receive the agenda/packet prior to meetings. The planning commission and board meetings provide the details of what is being proposed and give residents an opportunity to provide their input - public comment is encouraged at all meetings. There have been many proposed developments and changes to our township - including a proposed campground, apartment complex, site condos, event barns, commercial marijuana, upgrades to the boat launch, baseball field and addition of boat washes. The meetings give you a chance to help direct the future of our township.

Check any of the following if you have any interest or needs:

- ☐ Internet access at your home/business
- ☐ Joining a group to develop an internet access/infrastructure plan.
- ☐ Volunteering for the Parks and Recreation/Planning Commission
- ☐ Serving in a volunteer capacity for grant writing in all areas needed
- ☐ I would like to be notified of upcoming meetings, events or notices in the township.
- ☐ I would like to be notified of upcoming Whitewater Township Master Plan planning sessions to determine future industrial, commercial, and residential growth in the township.

Best way to contact me: Name _____
Email address: _____ Phone: _____ or mailing
address _____

Thank you for helping move our community forward.

Memo

To: Whitewater Township Board
From: Ron Popp, Supervisor
CC: Correspondence
Date: 05.27.2022
Re: Hi Pray Park Playground

Board Members –

Around the middle of 2018, a group of citizens associated with the Parks and Recreations Advisory Committee volunteered their time to begin updating HI Pray Park Playground. Eventually this would include the installation of new playground equipment purchased by the Township. Upon completion of the installation, in May of 2019 a safety inspection was completed by J.C. Walker and Sons Corporation at both the Hi Pray and the Camping Park, which also received similar volunteer labor to install additional playground attractions. Both Playgrounds failed the inspection. See Clerk's Report labeled May/June 2019 attached. Until our 5.10.2022 gathering, I believe both playgrounds were closed to the public until repairs were completed. On 6.18 2019 the Supervisor's Office submitted FOIA request 2019-02 to the Clerk's Office for among other things the recently completed safety inspection reports. I have no record of receiving ever receiving the documents. If I have received them this is my error, and I apologize. See attached request and Clerk's response to 2019-02.

At the May 10, 2022 Whitewater Township Board meeting the Board learned of the proposed addition of more sand to the playground area at Hi Pray Park, which I believed to be still closed to public use because of the safety violations. You will also note from the same May/June 2019 clerk's report the existing sand did not comply with ADA requirements. The Clerk was once again asked to provide all Board members with a copy of the safety inspection which has not been received as of this writing.

Because of on-going safety concerns that appear to still exist, and the addition of what could be non-ADA compliant sand, I offer the following Motion: **MOTION instructing the Park and Recreation Administrator to close the playground area to public use at the Hi-Pray Park due to on-going equipment safety deficiencies and install signage as to that effect.**

Thank you.



Ron Popp, Supervisor, Whitewater Township

Clerk/Parks & Recreation Administrator's Report for May/June 2019

To: Whitewater Township Board Members

From: Cheryl A. Goss, Township Clerk

Date: 06/04/2019

This report details activity in the Clerk's office since my last report dated 05/07/2019.

Meetings Attended (in addition to Township Board meetings):

1. 05/09/2019 Grand Traverse County Municipal Clerks' Association
2. 05/09/2019 Park Ranger Interview
2. 05/13/2019 Parks & Recreation Advisory Committee
3. 06/03/2019 Park Ranger Interview

Elections: No election in Whitewater Township in August.

Recodification of Zoning Ordinance: Scanning of general ordinances continues.

Article 11, Recreational RC-1: The Zoning Administrator expects to finish up the research on this article within the next week or so, after which the findings will be provided to the board.

Miami Beach Sewer System: We are awaiting legal documents from the township attorney's office, which are expected the week of June 3rd.

Whitewater Township Park: Playground inspections were done on May 15 and the reports received May 25. None of the structures at the beach (slide, swing set, tire swing set and slide) meet the CPSC playground safety guidelines. We were advised to close them down immediately and to eliminate them. They have been closed to use. I will talk to the Parks & Recreation Advisory Committee on 6/10 regarding their recommendations for removal.

Inspection of the campground playground equipment revealed that clearance distances from other equipment are not met, the sand does not meet ADA standards, and there is a lack of ADA approved safety surfacing. Again, I will be talking to the PRAC on 6/10 about these issues and how we should proceed to remedy them.

The shower tile project is in progress.

The campground was full on both Free Camping Weekend and Memorial Day Weekend. The park is beautiful right now! I invite everyone to stop by and see for themselves!

Hi Pray Park/Battle Creek Natural Area/Lossie Road Nature Trail/Petobago Natural Area: A playground inspection was also done at Hi Pray Park. Main areas of noncompliance included inadequate clearances, lack of safety surfacing, and the sand does not meet ADA standards. This report will be discussed with the PRAC at their 6/10 meeting.

Cheryl A. Goss

From: Ron Popp <supervisor@whitewatertownship.org>
Sent: Tuesday, June 18, 2019 12:41 PM
To: 'Cheryl A. Goss'
Cc: supervisor@whitewatertownship.org
Subject: FOIA Request Park & Recreation
Attachments: FOIA Request - Playground Installation 6.18.2019.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Extremely Important Information

Cheryl,

Please see attached Request.

Ron Popp
Whitewater Township Supervisor
5777 Vinton Road, P.O. Box 159
Williamsburg, Michigan 49690
231.267.5141 X 23
supervisor@whitewatertownship.org

Township: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

Whitewater Township, Grand Traverse County
5777 Vinton Road, P.O. Box 159
Williamsburg, MI 49690
Phone: (231) 267-5141

Request Form
Note: Requestors are not required to use this form. The township may complete one for recordkeeping if not used.

FOIA Request for Public Records

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: 2019-02 Date Received: 6/18/2019 Check if received via: ☒ Email ☐ Fax ☐ Other Electronic Method
Date delivered to junk/spam folder: _____
(Please Print or Type) Date discovered in junk/spam folder: _____

Name	Ron Popp	Phone	231-267-5141 Ext 23
Firm/Organization	Whitewater Township Supervisor	Fax	231-267-9020
Street	5777 Vinton Road/ P.O. Box 159	Email	Supervisor@whitewatertownship.org
City	Williamsburg	State	MI. Zip 49690

Request for: ☒ Copy ☐ Certified copy ☐ Record inspection ☐ Subscription to record issued on regular basis

Delivery Method: ☐ Will pick up ☐ Will make own copies onsite ☐ Mail to address above ☒ Email to address above
☒ Deliver on digital media provided by the township: _____

Note: The township is not required to provide records in a digital format or on digital media if the township does not already have the technological capability to do so.

Describe the public record(s) as specifically as possible. You may use this form or attach additional sheets:

Please provide all recordings, data, files, notes, instructions, rule books, engineering notes, contacts consulted, ADA research and inspection results used by the Park & Recreation Advisory Committee and the Park & Recreation Administrator in the installation of playground equipment that failed inspection at Whitewater Township Camping Park and HI Pray Park.

Consent to Non-Statutory Extension of Township's Response Time

I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq. I understand that the township must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree and stipulate to extend the township's response time for this request until: _____ (month, day, year).

Requestor's Signature Ron Popp

Date
6-18-2019

(Complete both sides)

Township: Keep original and provide copy, along with Public Summary, to requestor at no charge.

Whitewater Township, Grand Traverse County
5777 Vinton Road, P.O. Box 159
Williamsburg, MI 49690
Phone: (231) 267-5141

Extension Form

Notice to Extend Response Time for FOIA Request
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: 2019-02 Date Received: 6/18/2019
Date of This Notice: 06/25/2019
(Please Print or Type)

Check if received via: ☒ Email ☐ Fax ☐ Other Electronic Method
Date delivered to junk/spam folder: _____
Date discovered in junk/spam folder: _____

Name	<u>Ron Popp</u>	Phone
Firm/Organization		Fax
Street		Email
City	State	Zip

Request for: ☒ Copy ☐ Certified copy ☐ Record inspection ☐ Subscription to record issued on regular basis
Delivery Method: ☐ Will pick up ☐ Will make own copies onsite ☐ Mail to address above ☒ Email to address above
☐ Deliver on digital media provided by the township: _____

Record(s) You Requested: (Listed here or see attached copy of original request) See attachment

We are extending the date to respond to your FOIA request for no more than 10 business days, until 7/10/2019 (month, day, year).
Only one extension may be taken per FOIA request. If you have any questions regarding this extension, contact
Cheryl Goss at clerk@whitewatertownship.org

Estimated Time Frame to Provide Records: 7/10/2019 (days or date)

The time frame estimate is nonbinding upon the township, but the township is providing the estimate in good faith. Providing an estimated time frame does not relieve a public body from any of the other requirements of this act.

Reason for Extension:

☐ 1. The township needs to search for, collect, or appropriately examine or review a voluminous amount of separate and distinct public records pursuant to your request. Specifically, the township must:

☐ 2. The township needs to collect the requested public records from numerous field offices, facilities, or other establishments that are located apart from the township office. Specifically, the township must coordinate documents from the following locations:

☒ 3. Other (describe): Time needed to contact volunteers who did installations; multiple FOIA requests pending.

Signature of FOIA Coordinator:

Cheryl Goss

Date:

6/25/2019

[This page left blank on purpose.]

Records Located on Website

If the township directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from any labor charges to redact (*separate exempt information from non-exempt information*).

If the FOIA coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the township must notify the requestor in its written response that all or a portion of the requested information is available on its website. The written response, to the degree practicable in the specific instance, must include a specific webpage address where the requested information is available. On the detailed cost itemization form, the township must separate the requested public records that are available on its website from those that are not available on the website and must inform the requestor of the additional charge to receive copies of the public records that are available on its website.

If the township has included the website address for a record in its written response to the requestor and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or other form, including digital media, the township must provide the public records in the specified format (if the township has the technological capability) but may use a fringe benefit multiplier greater than the 50%, not to exceed the actual costs of providing the information in the specified format.

Request for Copies/Duplication of Records on Township Website

I hereby stipulate that, even if some or all of the records are located on a township website, I am requesting that the township make copies of those records on the website and deliver them to me in the format I have requested above. I understand that some FOIA fees may apply.

Requestor's Signature

Date

Overtime Labor Costs

Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the detailed cost itemization form.

Consent to Overtime Labor Costs

I hereby agree and stipulate to the township using overtime wages in calculating the following labor costs as itemized in the following categories:

1. ☐ Labor to copy/duplicate 2. ☐ Labor to locate 3a. ☐ Labor to redact 3b. ☐ Contract labor to redact
6b. ☐ Labor to copy/duplicate records already on township's website

Requestor's Signature

Date

Request for Discount: Indigence

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by an individual who is entitled to information under this act and who:

- 1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, **OR**
- 2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.

If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if **ANY** of the following apply:

- (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year,
- (ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

Office Use: ☐ Affidavit Received ☐ Eligible for Discount ☐ Ineligible for Discount

I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request:

Date:

Requestor's Signature:

Request for Discount: Nonprofit Organization

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act, if the request meets **ALL** of the following requirements:

- (i) Is made directly on behalf of the organization or its clients.
- (ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931.
- (iii) Is accompanied by documentation of its designation by the state, if requested by the township.

Office Use: ☐ Documentation of State Designation Received ☐ Eligible for Discount ☐ Ineligible for Discount

I stipulate that I am a designated agent for the nonprofit organization making this FOIA request and that this request is made directly on behalf of the organization or its clients and is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931:

Date:

Requestor's Signature:

Check Register Report

Bills for Approval 05/14/2019

Date: 05/03/2019

Time: 2:02 pm

Page: 2

Whitewater Township

BANK: ALDEN STATE BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
ALDEN STATE BANK Checks							
43972	04/29/2019	Printed		THE COPY	THE COPY SHOP	COPIES/STAPLE/FOLD AND LABELS	1,182.09
43973	04/29/2019	Printed		UNIFI EQ	UNIFI EQUIPMENT FINANCE, INC.	COLOR COPIER LEASE	87.42
43974	05/03/2019	Printed		JC WALKER	JC WALKER AND SONS CORPORATION	Playground Inspections at WTP	750.00
43975	05/03/2019	Printed		LAWN-N	LAWN-N-ORDER	Spring 2019 Cleanups - Twp	700.00
				Total Checks: 56		Checks Total (excluding void checks):	46,070.15
				Total Payments: 56		Bank Total (excluding void checks):	46,070.15



Ron Popp <supervisorwhitewater@gmail.com>

Playground sand

1 message

Heidi Vollmuth <heidivourtrustee@gmail.com>
To: "Cheryl A. Goss" <clerk@whitewatertownship.org>
Bcc: supervisorwhitewater@gmail.com

Sun, May 15, 2022 at 9:30 AM

<https://adventureturf.com/article/pros-cons-sand-for-playground-surfacing/>

<https://www.cpsc.gov/safety-education/safety-guides/playgrounds/public-playground-safety-checklist>

Cheryl,

I really hope that dump truck dumping sand yesterday was properly inspected for playgrounds.

Please notice sand has rules

Thanks

Heidivourtrustee



Ron Popp <supervisorwhitewater@gmail.com>

Hi-Pray Park - Spring Cleanup

1 message

Ardella M Benak <treasurer@whitewatertownship.org>
To: Della Benak <treasurer@whitewatertownship.org>

Mon, May 9, 2022 at 4:36 PM

Attention ALL Whitewater Township Residents

The Park and Recreation Advisory Committee (PRAC) and the Little League organization are looking for volunteers to help with the annual spring cleanup at Hi-Pray Park located at [6075 Elk Lake Road, Williamsburg MI](#) on 5/14/22 from 9 am – 12 pm. Many hands will make this community event go much quicker and it benefits so many of our local area kids. This group is very grateful for any help that you are willing to give and to show our appreciation, the Williamsburg Emergency Services Auxiliary, (WESA) is giving all volunteers a free spaghetti dinner. Spaghetti Dinner is being held at the Williamsburg United Methodist church located at [5750 Williamsburg Rd](#) from 4 – 7pm on 5/14/22.

Come be a part of two great events in one day 😊

Ardella M. Benak - Whitewater Township Treasurer

Lois MacLean - Deputy Treasurer
231-267-5141 ext. 22

You are receiving this communication from Whitewater Township because at some point you requested to have your tax receipt emailed and we automatically added you to our email list. We do not share our listing! There are times that we communicate with the public concerning important/time sensitive issues such as Newsletters, News Blast such as Town Hall meetings, special meetings and community events using our emailing list. We notified our residents so that they may attend the meetings or send letters if they are not able to attend. If you would rather not receive the Newsletter from the Township electronically, please reply back and I will take you off our listing.

901 - 1053



Hipray spring cleanup 2022.pdf
317K



SPRING CLEANUP

HI-PRAY PARK

PLAYGROUND - BASEBALL FIELD

Join us in a cleaning up of 'Hi' Pray Park in Williamsburg off Elk Lake Road. On May 14th, from 9am – 12pm. We will be providing a lunch for our volunteers at the end of event. We need to remove weeds, disperse newly added sand to the playground area. Removing trees/bushes from baseball field fence line, cleaning/sanding benches, and general cleanup. For those who have over-grown perennial plants at home and want to donate some, please bring them by to have planted at the park!



**Playground Sand
spreading**

Weed removal

Brush Cleanup

**Need to thin your
perennials at
home? Bring some
to the park to be
planted!**

**Bring clippers,
rakes, shovels,
gloves, etc.**

HI PRAY PARK

6075 Elk Lake Rd
Williamsburg, MI 49690

May 14th, 2022

9am – 12pm

Lunch after for volunteers!

MEMO

To: Whitewater Township Board

From: Cheryl A. Goss, Clerk

Date: 06/06/2022

Re: Park Ranger Wages

The following park rangers have returned or are new to the park for the 2022 season. Their recommended hourly rates, per the adopted Graded Wage Scale, are as follows:

RETURNING:

Alexandria DeVol \$18.04 (3rd season)

NEW:

Jacob Olds \$17.00 (Graduated this year from Kalkaska High School,
National Honor Society member, varsity basketball, track
and cross country, previously worked at Cherry Street
Market, referred by Spencer Lance)

David "Tripp" Wagner \$17.00 (Junior in the fall at Kalkaska High School, plays high
school soccer and baseball, National Honor Society
member, previously worked selling Christmas trees,
referred by Peggy Quast)

An appropriate motion would be: Motion to approve 2022 wages for Alexandria DeVol, Jacob Olds, and David Wagner, as recommended by the Clerk.

###

Memo

To: Whitewater Township Board
From: Ron Popp, Supervisor
CC: None
Date: 6.03.2022
Re: Township Board Recording Secretary

Board Members -

Trustee Heidi Vollmuth submitted the following, I did not see a motion included in her writing so one is made on her behalf to facilitate Board Discussion on her topic.

Motion to discuss “who will record the minutes and how it will be paid for.”

Respectfully submitted,



Ron Popp

Supervisor, Whitewater Township



Ron Popp <supervisorwhitewater@gmail.com>

Budget issues*how is Lois being paid to take the minutes

1 message

Heidi Vollmuth <heidivourtrustee@gmail.com>
To: Ron Popp <supervisorwhitewater@gmail.com>

Thu, Jun 2, 2022 at 11:53 AM

Team,

The minutes and ordinance book are listed as the township clerk's statutory duties as well as maintaining the general ledger. The tax payers are still awaiting the posting (due in March) of the year end financial summary for 2121. The tax payers also await a quarterly summary that they would like to see posted on the website.

If this team is going to move line items for paying our employees properly, **we must** amend the budget by board action. If the Clerk no longer wants to take the minutes, **that is fine, but we need to approve other arrangements appropriately**. Lois does not work for the Clerk, therefore how are we paying for something that was not budgeted as an expense? One cannot decide this on their own **unless it is budgeted and in their department**. Tax payers could consider this padding someone's pay or **unfair favoritism as the position was not posted**. At this time Lois can not be paid under the Clerk without some budget amendments and a policy?? Paying an employee monies for something that is not approved by the board is inappropriate.

The clerk asked for extra hours for her staff, was it for elections?..In the past few weeks the clerk has moved her job functions to other people in the township, leaving lots of questions that need answers.

We as a team need to fix this now. The clerk has a deputy and it's not Lois. A discussion needs to take place on who will record the minutes and how it will be paid for. Maybe manpower would be cheaper or perhaps we should post the position as per policy? I have attached the clerks budget to see where the team needs to amend or adjust.

Thanks in advance

Heidi V your trustee



Clerks Budget 2022 2023.pdf

87K

MEMO

To: Whitewater Township Board
From: Cheryl A. Goss, Clerk
Date: 06/06/2022
Re: Addendum No. 1 to Lawn-N-Order Contract

This morning, I was contacted by Ben Quast of Lawn-N-Order, the township's mowing contractor, indicating the need to add a 5% fuel surcharge to their invoices due to the extreme fuel prices. Ben's 6/6 e-mail and current Independent Contractor Agreement are attached.

I would recommend that we approve a contract addendum allowing for a 5% fuel surcharge on all lawn mowing and cleanup services. A proposed addendum is attached.

An appropriate motion would be: Motion to add Addendum No. 1 to Lawn-N-Order Independent Contractor Agreement and to authorize the clerk to sign on behalf of Whitewater Township.

###

Cheryl A. Goss

From: Lawn N Order Lawncare <quastben2@gmail.com>
Sent: Monday, June 6, 2022 10:15 AM
To: Cheryl A. Goss
Subject: Lawn Care

Hi Cheryl. As I'm sure you're aware of the fuel prices continue to climb at a rapid pace. This morning in Charlevoix we were at \$5.19/gallon. Not sure what it's at there. With these extreme increase in costs for us to travel to the township we are having to make some changes. I know you will have to talk to the board about this before any final decisions are made. Going forward we will need to add a 5% fuel surcharge to the invoices or we will need to discontinue service as our operating costs with the fuel alone is making it no longer profitable for us to make that long of a trip. Not to mention the increased cost of payroll, maintenance etc. please discuss this with the board and get back to me. We will be down tomorrow to mow since the weather has decided to not cooperate.

INDEPENDENT CONTRACTOR AGREEMENT

Whitewater Township ("Township") intends to contract with **Ben Quast, d/b/a Lawn-N-Order**, an independent contractor (the "IC"), whose address is 12600 US 31 North, Lot 32, Charlevoix, MI 49720, for the performance of certain tasks or services.

The Township and the IC both agree to the following terms:

1. **SERVICES TO BE PERFORMED.** The TOWNSHIP engages IC to perform the following tasks or services:

- Mowing services in 2021, 2022, and 2023, per attached 2021 Specifications for Lawn Maintenance and Cleanups.
- Spring and Fall Cleanup services in 2021, 2022, and 2023, per attached 2021 Specifications for Lawn Maintenance and Cleanups.

2. **PERMITS AND LICENSES.** IC is engaged in an independent business and has complied with all federal, state and local laws regarding business permits and licenses of any kind that may be required to carry out the business, the tasks to be performed under this Agreement, and will provide confirming documentation promptly at the Township's request.

3. **TERMS OF PAYMENT.** IC will invoice Township on a biweekly basis for each service performed. Invoices will be paid no later than thirty (30) days after each is submitted in writing (including via email) to Township Clerk. The following rates are agreed to:

- a. Circle Hill Cemetery mowing: \$160 per mow Year 1, \$170 per mow Year 2, \$180 per mow Year 3.
- b. Circle Hill Cemetery cleanups: \$600 per cleanup Year 1, \$625 per cleanup Year 2, \$650 per cleanup Year 3.
- c. Williamsburg Cedar Rapids Cemetery mowing: \$170 per mow Year 1, \$180 per mow Year 2, \$190 per mow Year 3.
- d. Williamsburg Cedar Rapids Cemetery cleanups: \$500 per cleanup Year 1, \$525 per cleanup Year 2, \$550 per cleanup Year 3.
- e. Township Hall mowing: \$50 per mow Year 1, \$55 per mow Year 2, \$60 per mow Year 3.
- f. Township Hall cleanups: \$260 per cleanup Year 1, \$270 per cleanup Year 2, \$280 per cleanup Year 3.
- g. Hi Pray Park front ballfield mowing: \$150 per mow Year 1, \$160 per mow Year 2, \$170 per mow Year 3.
- h. Hi Pray Park other areas mowing: \$275 per mow Year 1, \$300 per mow Year 2, \$325 per mow Year 3.
- i. Whitewater Township Park common areas and nature trails mowing: \$325 per mow Year 1, \$335 per mow Year 2, \$345 per mow Year 3.
- j. Whitewater Township Park interior campground mowing: \$175 per mow Year 1, Year 2, and Year 3.
- k. Petobego Natural Area parking lot mowing: \$60 per mow Year 1, Year 2, and Year 3.
- l. Lossie Road Nature Trail parking lot mowing: \$35 per mow Year 1, Year 2, Year 3.
- m. Emergency Services Building mowing: \$40 per mow Year 1, Year 2, and Year 3.

4. INSTRUMENTALITIES. IC will supply all equipment, tools, materials and supplies necessary to accomplish the designated tasks, services and/or projects.

5. EXPENSES. IC is responsible for all expenses incurred while performing services under this Agreement. This includes but is not limited to license fees, memberships and dues; automobile and other travel expenses; meals and entertainment; insurance premiums; telephone service cost; and all salary, expenses, and other compensation paid to employees or contract personnel that IC hires to complete the work under this Agreement.

6. GENERAL SUPERVISION. IC retains the sole right to control or direct the way the tasks or services described herein are to be performed, so long as IC does so in a lawful manner that is consistent with industry standards. Subject to the foregoing, Township retains the right to inspect at intervals of its own choosing, to stop work, to prescribe alterations, and generally to approve the work to ensure its conformity with the terms specified in this Agreement.

7. INDEPENDENT CONTRACTOR STATUS. IC agrees to and represents the following:

- IC fully intends to perform services for third parties during the term of this Agreement.
- The services required by this Agreement will be performed by IC, or IC's employees or contract personnel, and Township will not hire, supervise, or pay any assistants to help IC.
- Neither IC nor IC's employees or contract personnel (if any) will receive any training from Township in the professional skills necessary to perform the services required by this Agreement.
- Neither IC nor IC's employees or contract personnel (if any) is required to devote full time to the performance of the services required by this Agreement.
- IC does not receive the majority of its annual compensation from Township.

8. NO PAYROLL TAXES, EMPLOYMENT TAXES, WORKERS' COMPENSATION or UNEMPLOYMENT COMPENSATION. The Township will not withhold or pay payroll or employment taxes of any kind for or on behalf of IC. The payroll or employment taxes that are the subject of this paragraph include but are not limited to FICA, federal personal income tax, state personal income tax, state disability insurance tax, and state unemployment insurance tax. The Township has not and will not obtain workers' compensation insurance on account of IC or IC's employees or contract personnel. The Township will not make state or federal unemployment compensation payments on behalf of IC or IC's employees or contract personnel. IC will not be entitled to these benefits in connection with work performed under this Agreement.

9. LIABILITY INSURANCE. During the term of this Agreement, IC shall maintain comprehensive general liability, auto and professional insurance, as is appropriate to furnish comprehensive coverage for all work to be performed under this Agreement by IC, and providing for minimum amounts of Five Hundred Thousand Dollars (\$500,000) per occurrence and One Million Dollars (\$1,000,000) annual aggregate limits. Such insurance obtained by IC shall name Township as an additional insured by means of an appropriate certificate and/or endorsement in a

form acceptable to Township. IC will supply Township with evidence of such insurance for verification from time to time as Township may request.

10. COMMENCEMENT. This Agreement will become effective when signed by both parties.


11. TERMINATION. This Agreement shall end at the conclusion of the mowing/cleanup season in 2023 and may not be terminated earlier (except for breach of this Agreement) without 30 days' prior written notice from one party to the other. This Agreement may be extended or renewed by written agreement signed by both parties. All provisions of this Agreement shall apply to all services and all periods of time during which IC provides services to the Township.

12. APPLICABLE LAW and WAIVER. This Agreement will be governed by the laws of the State of Michigan. The waiver of a breach or violation of any provision of this Agreement will not operate as or be construed to be a waiver of any subsequent breach.

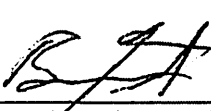
13. NOTICES. All notices or other communications required or permitted to be given by IC or Township under this Agreement shall be in writing and shall be (a) personally delivered; (b) sent by registered or certified mail, postage prepaid, return receipt requested; or (c) sent by an overnight express courier service that provides written confirmation of delivery to Township at P.O. Box 159, Williamsburg, MI 49690 and to IC at the address shown below IC's signature. Notice of any change of address by IC must be promptly given to Township.

AGREED to this 14th day of May, 2021, at Whitewater Township, State of Michigan.

TOWNSHIP:

By: 
Cheryl A. Goss, Clerk

INDEPENDENT CONTRACTOR:

By: 
Ben Quast, Owner

12600 US 31 North, Lot 3
Charlevoix, MI 49720

Approved and authorized by the Whitewater
Township Board on May 11, 2021.

2021-2023 LAWN N ORDER ICA (Final)



WHITEWATER TOWNSHIP

5777 Vinton Road • P.O. Box 159 • Williamsburg, MI 49690
(231) 267-5141 • FAX (231) 267-9020

2021 Specifications for Lawn Maintenance and Cleanups

Circle Hill Cemetery — 5194 Vinton Road, Williamsburg 49690

1. **Mow every two weeks or as needed. Must be done just before Memorial Day.**
Price per mow: Year 1 _____ Year 2 _____ Year 3 _____
2. **Spring and fall cleanups. (see requirements below)**
Price per cleanup: Year 1 _____ Year 2 _____ Year 3 _____

Williamsburg Cedar Rapids Cemetery — Old M-72, just east of Fire Station

1. **Mow every two weeks or as needed. Must be done just before Memorial Day.**
Price per mow: Year 1 _____ Year 2 _____ Year 3 _____
2. **Spring and fall cleanups. (see requirements below)**
Price per cleanup: Year 1 _____ Year 2 _____ Year 3 _____

Township Hall — 5777 Vinton Road, Williamsburg 49690 (Irrigation present but not used)

1. **Mow as needed.**
Price per mow: Year 1 _____ Year 2 _____ Year 3 _____
2. **Spring and fall cleanups. (see requirements below)**
Price per cleanup: Year 1 _____ Year 2 _____ Year 3 _____

Emergency Services Building – 8380 Old M-72, Williamsburg 49690

1. **Mow as needed.**
Price per mow: Year 1 _____ Year 2 _____ Year 3 _____

Hi Pray Park — 6075 Elk Lake Road, Williamsburg 49690

1. **Front ballfield (irrigated) - Mow once a week.**
Price per mow: Year 1 _____ Year 2 _____ Year 3 _____
2. **Mow other areas as needed (small ballfield, tennis and basketball court areas, common areas)**
Price per cleanup: Year 1 _____ Year 2 _____ Year 3 _____

Whitewater Township Park — 9500 Park Road, Williamsburg 49690

1. **Mow common areas and nature trails — once a week at beginning of season; as needed throughout season**
Price per mow: Year 1 _____ Year 2 _____ Year 3 _____
2. **Mow grassy areas in campground interior at Parks & Recreation Administrator request.**
Price per mow: Year 1 _____ Year 2 _____ Year 3 _____

Petobego Natural Area – South side of Angell Road, 1 mile west of Elk Lake Road

1. **Mow parking lot on south side of Angell Road approximately once per month.**
Price per mow: Year 1 _____ Year 2 _____ Year 3 _____

(continued)

Lossie Road Nature Trail – East side of Cook Road, 1.5 miles north of M-72

1. **Mow entrance/small parking area off Cook Road.**

Price per mow: Year 1 _____ Year 2 _____ Year 3 _____

SPRING AND FALL CLEANUP REQUIREMENTS: Spring and fall cleanups of the cemeteries and township hall property should include all of the following:

1. Gathering of all leaves, sticks, pine cones, pine needles, and other natural debris, including along fence lines and around headstones.
2. Trim low-hanging branches which interfere with mowing.
3. Remove all remnants of snowplow damage to mowed areas at township hall.
4. Gather trash and place in trash containers on site. If an item is too large for the container, leave it next to the container.
5. Advise Township Clerk of damage to headstones at cemeteries.

OTHER REQUIREMENTS:

1. As an independent contractor, you must carry liability insurance and workers' compensation for employees and provide proof of current insurance to Township Clerk.
2. Must bid all areas, with separate quotes for each area.
3. **It is the township's intent to award a 3-year contract. Please submit bid prices for year 1, year 2, and year 3. (If the price is the same for all 3 years, please so indicate.)**

DEADLINE FOR BIDS IS MONDAY, MAY 3, 2021.

PROPOSALS SHOULD BE IN AN ENVELOPE WITH YOUR NAME ON IT AND MARKED "2021 LAWN MAINTENANCE BID."

SEND BIDS TO TOWNSHIP CLERK CHERYL GOSS VIA:

1. E-mail to clerk@whitewatertownship.org.
OR
2. Fax to 231-267-9020, Attention Clerk Goss
OR
3. Leave in outside drop box marked Clerk/Notary at south entrance of township hall, 5777 Vinton Road, Williamsburg.

If you have questions, please call Clerk Goss at 231-267-5141, ext 24.

###

ADDENDUM NO. 1
To
INDEPENDENT CONTRACTOR AGREEMENT DATED MAY 14, 2021
BETWEEN WHITEWATER TOWNSHIP AND LAWN-N-ORDER

A 5% fuel surcharge will be added to all lawn mowing and cleanup services invoices.

TOWNSHIP:

INDEPENDENT CONTRACTOR

By: _____

Cheryl A. Goss, Clerk

By: _____

Ben Quast, Owner

Approved and authorized by the Whitewater Township Board on June 14, 2022.

Memo

To: Whitewater Township Board

From: Ron Popp, Supervisor

CC: None

Date: 5.25.2022

Re: Marihuana Applications

Board -

The progress of the Marihuana Sub-Committee is continuing however, there are still many questions left answer. Progress at the May 19, 2022 gathering was hampered by the lack of responses from legal to questions the group had generated the month before. From the outside it appears all of the deficiencies described by the Clerk in her Memo Dated 10.06.2021, remain unresolved as of this writing.

The topics identified in the memo hold the same importance and relevance today as they did in October and deserve discussion. The Clerk's memo is provided below.

In consideration of the above, the following motion is provided.

An appropriate motion would be: Motion to delay the acceptance of MMFLA and MRTMA applications until 8/12/2022.

Respectfully submitted,



Ron Popp

Supervisor, Whitewater Township

MEMO

To: Whitewater Township Board
From: Cheryl A. Goss, Clerk
Date: 10/06/2021
Re: **Temporary Delay in Acceptance of MMFLA/MRTMA Applications**

After meeting with Cash Cook, Village of Kalkaska Downtown Development Authority Director, and touring the area where Village of Kalkaska marihuana facilities are located on 09/24/2021, I believe the board needs to put some additional process and procedure in place before accepting MMFLA or MRTMA applications in Whitewater Township.

For instance, the board could decide, as the Village of Kalkaska has, that potential applicants must submit to an interview ahead of receiving an application. Cash Cook, the Village's Downtown Development Authority Director, noted that they quiz applicants on their community sensitivity and financial wherewithal to see the process through, among other things.

The Village's Licensed Marihuana Facilities Ordinance describes that the Village of Kalkaska Marihuana Officer and his designees perform this function. It offers an opportunity for an informal meeting to take place ahead of receipt of an application, for expectations to be discussed, for clarifying questions to be answered in both directions.

If this type of interview becomes part of the process, the board would need to decide who from the township will be present, what questions will be asked of all applicants, how will the determination be made to provide an application or not to provide an application.

Additionally, an administrative checklist and/or flow chart has not yet been developed detailing an orderly method of processing applications. I believe it would be helpful for the township as well as applicants to have what I hope would be a 1-page document outlining the process to ensure that it proceeds in an orderly and timely fashion through each step.

If the board agrees with these suggestions, I will volunteer to be part of a subcommittee to develop the interview process as well as the administrative checklist. This would necessitate a temporary delay in the acceptance of applications of no more than two months.

An appropriate motion would be: Motion to delay the acceptance of MMFLA and MRTMA applications until 12/15/2021.

###

MEMO

To: Whitewater Township Board
From: Cheryl A. Goss, Clerk
Date: 06/06/2022
Re: Hi Pray Park Electronic Door Locks

Currently, the pavilion restroom doors are locked/unlocked during May to September by park rangers, and occasionally by me. It is important that the doors are locked at night as we have had vandalism in the restrooms before we were making sure to lock them each night.

In the interests of more efficient operation of this facility, a quote was sought from Anavon Technology for electronic door locks. Although the quote was issued in January 2022, it was recently confirmed that this price is still good.

A representative from Anavon Technology is planning to attend the board's 6/14 meeting to answer questions.

The cost of \$3,275 was appropriated in the 2022/2023 Recreation Fund budget.

An appropriate motion would be: Motion to approve the installation of electronic door locks by Anavon Technology Group on the Hi Pray Park Pavilion restroom doors at a cost of \$3,275.

###



Estimate / Sales Agreement

Phone: 877-872-0812 Federal ID: 26-4297486

1133 W. South Airport Road, Suite A
Traverse City, MI 49686

Date	Estimate No.
1/17/2022	21102
Rep	Terms

Name/Address
Whitewater Township 5777 Vinton Road P.O. Box 159 Williamsburg, MI. 49690

Ship To
ACCESS CONTROL "HI" PRAY PARK

Qty	Item	Description	Total
		Scope of Work: Provide, Program, and Install an Access Control Solution based upon Open Hours.	
2	Access Contr...	Electronic Lock with Timed Access - Heavy Duty, BHMA Grade 1 Lock with UL 3 hr. Fire Rated Cylindrical Latch - Includes Proprietary Cable for System Programming	2,550.00T
1	Access Contr...	Labor to Remove Existing Door Hardware, then Install New Electronic Locks and Program with Open/Close Times. Customer will be Trained on Operation.	725.00
Anavon requires a 50% down payment with the order unless other arrangements have been made.			
			Subtotal \$3,275.00
			Sales Tax (0.0%) \$0.00
Acceptance Signature / Please sign and fax to 231-715-3285			Total \$3,275.00

Electronic Lock with Timed Access



Key Features

- Keypad Lock Features
- Heavy Duty, BHMA Grade 1 security door lock with UL 3 hr. fire rated cylindrical latch
- Field reversible full size ADA lever
- Vandal-resistant construction with an all metal keypad. Rugged clutch mechanism insures long life & durability
- **Battery Powered**; 5 AA included, low battery alerts; lock may be hard-wired with 9VDC or 9VAC power supply for remote release / battery backup
- Weatherproof performance
- 150 timed lock/unlock schedules
- "Temporary Keypad Lockout" after 3 unsuccessful code-entry attempts
- 1000 Event audit trail with time/date stamp
- 4 Time-out functions allow a user to enable other users or unlock the lock for some time period without needing to return to the lock
- Key override; includes standard cylinder with a 6-Pin, solid brass, keyway.
- Backset: 2 3/4" included (2 3/8" also available)
- 2-year manufacturer warranty



Ron Popp <supervisorwhitewater@gmail.com>

Planner

1 message

Heidi Vollmuth <heidivourtrustee@gmail.com>

Thu, Jun 2, 2022 at 3:28 PM

To: Ron Popp <supervisorwhitewater@gmail.com>, dito115 <dito115@aol.com>

Team,

I would like to express my concerns for the statements made in last month's meeting about hiring a new planning consultant. It was stated that we cannot consider anyone that lives in the township as there might be a conflict of interest. A person's address is not grounds for hiring or not hiring anyone.

Please show me in our procedure manual where it says that all employees must reside outside of the township. On the contrary, Whitewater has made it a practice to hire local individuals whenever reasonable to do so.

Any consultant that we hire should be hired based on their merits, their interview, their experience, and their ability to communicate effectively with the Planning Commission, Township Board, and residents. If they have a conflict of interest with a project, they should step aside just like anyone else.

No form of discrimination has any place in our township's employee selection process, period. I sincerely hope that when this position is posted, anyone willing to consider working with our PC and residents will feel welcome to apply.

Anyone who questions my statement might want to take a moment to read the report on SUP provided to the PC at last month's meeting (see the 6/1 packet). Assuming that this is a small example of the work that we could expect, I really think some of us on this team owe a private citizen an apology and an interview.

We as a team have not been good stewards in terms of assisting our Planning Commission members with concerning issues at their level. The June 1st meeting was the first time a full agenda was completed in a very long time. My investigation continues but my findings of failure point to resources, tools, and failure of command along with their resources. We need to be better than this, and find better working relationships and results.

This is only a small solution to make progress towards our objectives and goals. To show good faith and consideration I move to make the following motion to include Randy Mielnik an interview with the following individuals, Trustee Heidi Vollmuth, PC Chair Mangus & Supervisor Ron Pop. and have Bob Hall place the want ad in multi papers and a few other services.

Memo

To: Whitewater Township Board
From: Ron Popp, Supervisor
CC: None
Date: 05.27.2022
Re: Township Road Map -

Board Members,

A few meetings ago we discussed the importance of having a road map that described township roads as to their name, driving surface type, and relative PASER rating (condition). Shortly following a request for mapping services was placed with the Grand Traverse County Road Commission (GTCRC). Mr. Larry LaCross, IT manager for GTCRC generated the attached draft map for our review.

There is no motion required to move from this draft version to a final print, just Board consensus. Board Members may want to postpone a final plot to allow for additional time to review the map and develop further questions. If so, the item and discussion can be brought back at our next meeting.

How would the Board like to proceed?

Respectfully submitted,



Ron Popp

Supervisor, Whitewater Township



Ron Popp <supervisorwhitewater@gmail.com>

RE: Maps

1 message

Larry LaCross <llacross@gtcrc.org>
To: Ron Popp <supervisorwhitewater@gmail.com>

Wed, May 25, 2022 at 4:27 PM

Hello Ron,

Can you please take a look at this and let me know what you think. Once you have approved it, I can print it out for you.

Thank you

Larry LaCross, GISP
Information Technology Manager
Grand Traverse County Road Commission
1881 Lafranier Rd
Traverse City, MI 49696
llacross@gtcrc.org
231.922.4849 x236



From: Ron Popp <supervisorwhitewater@gmail.com>
Sent: Wednesday, May 25, 2022 8:43 AM
To: Larry LaCross <llacross@gtcrc.org>
Subject: Re: Maps

No worries - just my normal follow up. Thanks for the response!

Ron Popp

Whitewater Township Supervisor

231.267.5141 Ext. 23

supervisorwhitewater@gmail.com

On Wed, May 25, 2022 at 8:34 AM Larry LaCross <llacross@gtcrc.org> wrote:

Sorry for the delay.

I will be finishing those up today.

Larry LaCross, GISP

Information Technology Manager

Grand Traverse County Road Commission

1881 Lafranier Rd

Traverse City, MI 49696

llacross@gtcrc.org

231.922.4849 x236



From: Ron Popp <supervisorwhitewater@gmail.com>

Sent: Wednesday, May 25, 2022 8:33 AM

To: Larry LaCross <llacross@gtcrc.org>

Subject: Maps

Good Morning Larry - Can you provide a quick status update regarding Whitewater Township's Road Map request?

Ron Popp

Whitewater Township Supervisor

231.267.5141 Ext. 23

supervisorwhitewater@gmail.com



Whitewater Township PASER Map 24X36.pdf
1446K

Whitewater Township PASER

Primary PASER 2021

PASER2021

2

3

4

5

6

7

8

9

10

Local Road PASER 2018

PASER2018

1

2

3

4

5

6

7

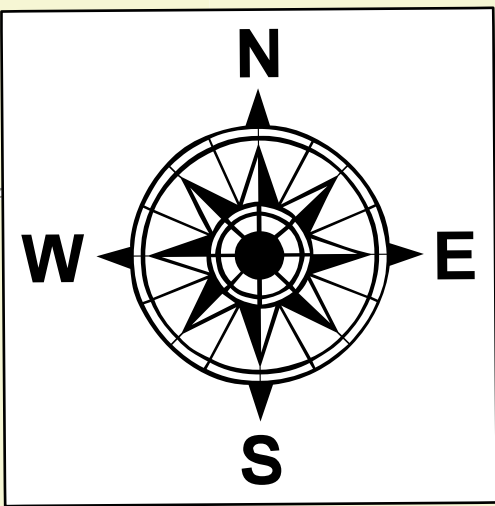
8

9

10

Not Rated

Seasonal Roads



0 0.130.25 0.5 0.75 1 Miles

GIS MAP DISCLAIMER
Maps are for graphical purposes only. They do not represent a legal survey. While every effort has been made to ensure that these data are accurate and reliable within the limits of the current state of the art, GTCRC cannot assume liability for any damages caused by any errors or omissions in the data, nor as a result of the failure of the data to function on a particular system. GTCRC makes no warranty, expressed or implied, nor does the fact of distribution constitute such a warranty. (Very similar to NOAA disclaimer)

Memo

To: Whitewater Township Board
From: Ron Popp, Supervisor
CC: None
Date: 6-1-2022
Re: New Computer Equipment

Board Members –

Since the installation of the current township hall scanner/copier and related network devices (switches/modems) the connection reliability to the device has been awful. The Sharpdesk Scan Tool Application meant to link our computers to the device does not operate at all on some devices and has been a source of continual service outages. In addition, the folks that maintain the copier scanner sent an email indicating the way we use the scanner device, scan to email, may no longer be a supported option due to security issues. For these and other reasons I request capital expenditures in the amount of \$350.00 to purchase a new Epsom WF7820 all in one printer scanner from staples.com using funds in account 101-901-970 Capital Expenditure and an additional \$80.00 for a replacement set of ink cartridges model number T812XL/T812 from account 101-171-727 Supervisor Office Supplies.

Motion #1 Motion authorizing the Clerk to purchase one Epsom WF7820 All in one printer scanner for the Supervisor's Office Not to exceed \$350.00 from account 101.901.970 capital expense

Motion #2 Motion authorizing the Clerk to purchase one replacement ink cartridge set for above printer scanner not to exceed \$100.00 from account 101-171-727.

We will be on boarding an additional planning commission member soon. We have a new Township Trustee, and a current Trustee who could all benefit from access to a computer with software compatible with other Board Members. I propose we purchase Three (3) new laptops and related software for these people to use. It would be nice to order the same make and model of device as the last planning commission member.

Motion #3 Motion authorizing the Clerk purchase Three (3) New laptops, related software and device set up for the planning commission seat vacated by Dean, Trustee Don Glenn, and Trustee Heidi Vollmuth not to exceed \$6,000.00 from account 101.901.970 capital expense.

Respectfully submitted,



Ron Popp
Supervisor, Whitewater Township



Ron Popp <supervisorwhitewater@gmail.com>

Scan to Email Resolved

1 message

Cheryl A. Goss <clerk@whitewatertownship.org>

Wed, Apr 13, 2022 at 1:37 PM

To: "Brandon Flynn, Fire Chief" <firechief@whitewatertownship.org>, Ardella Benak <treasurer@whitewatertownship.org>, "Cheryl A. Goss" <clerk@whitewatertownship.org>, Heidi Vollmuth <trustee01@whitewatertownship.org>, Heidi Vollmuth Gmail <heidivourtrustee@gmail.com>, Ron Popp <supervisor@whitewatertownship.org>, Ron Popp Gmail <supervisorwhitewater@gmail.com>, Township Trustee - Vacant <Trustee02@whitewatertownship.org>

Netlink was here this morning and has resolved all scan to e-mail issues. FYI -

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.



Ron Popp <supervisorwhitewater@gmail.com>

Fwd: Important notification about your copier

1 message

Ron Popp <supervisorwhitewater@gmail.com>

Fri, Apr 22, 2022 at 9:53 AM

To: clerk@whitewatertownship.org, Ardella Benak <treasurer@whitewatertownship.org>, heidivourtrustee@gmail.com, Brandon Flynn <firechief@whitewatertownship.org>
Bcc: Don Glenn <dglenn419@gmail.com>

All -

I do believe scan to email is how many of us use the Township Hall scanner now. This process was selected because it was less troublesome than the sharpdesk scan tool. It sounds as if by May 30, 2022 we will need to have sharpdesk operation again or get familiar with scan to thumb functions of the current machine.

Similar to all other offices in the Township Hall, I have asked for a backup scanner for the Supervisor's Office to be prepared for the next time our shared unit fails. Once received, we may decide not to use the scanner function at all.

Ron Popp
Whitewater Township Supervisor
231.267.5141 Ext. 23
supervisorwhitewater@gmail.com

----- Forwarded message -----

From: **Applied Imaging** <marketing@appliedimaging.com>
Date: Thu, Apr 21, 2022 at 2:20 PM
Subject: Important notification about your copier
To: <supervisor@whitewatertownship.org>

Good Afternoon,

As a valued partner of Applied Imaging, we are notifying you to prepare you for a change that Google and Microsoft will soon be implementing.

Beginning May 30, 2022, Google announced that they will no longer support the use of third-party applications or devices that use only a username and password for authentication. This includes the "Less Secure Apps" functionality. If an application or website doesn't meet certain security standards, Google might block anyone who's trying to sign into your account. The use of less secure apps makes it easy for hackers to get into your account, so blocking sign-ins helps keep your account safe. You can read Google's full announcement [here](#).

Microsoft also announced that effective October 1, 2022, they will permanently disable basic authentication in all tenants. Basic authentication, now an outdated industry standard, allows users to connect to a mailbox using only a username and password. When basic authentication is enabled in your tenant, your data is at risk, which is why Microsoft has made the decision to move to stronger, better, and more secure options. Read more from Microsoft [here](#).

We have included an informational guide to show you what you can expect and how to navigate these changes.

Informational Guide

Applied Imaging is not able to make changes to any e-mail tenant or create scan to e-mail accounts. All changes must be made by your IT professional. Please keep the dates mentioned above in mind and work with your go-to IT teammate to ensure you are set up for scan to e-mail success prior to the changes taking effect.

All the best,

Your Applied Team

P: 800.521.0983

F: 616.828.1892





Ron Popp <supervisorwhitewater@gmail.com>

RE: printer scanner

1 message

Cheryl A. Goss <clerk@whitewatertownship.org>
To: Ron Popp <supervisorwhitewater@gmail.com>

Wed, May 11, 2022 at 11:26 AM

Looking back at how we handled a printer purchase for Della, it was charged to 101-901-970. Cap Exp has to go to the board.

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.

From: Ron Popp <supervisorwhitewater@gmail.com>
Sent: Wednesday, May 4, 2022 8:01 AM
To: Cheryl A. Goss <clerk@whitewatertownship.org>
Subject: Re: printer scanner

Thank you for your technical advice on these products. I will trust my research. Time spent in the office is irrelevant, it is the amount of work that gets accomplished.

Order one of the two devices I have specified or do not order any.

Ron Popp

Whitewater Township Supervisor

231.267.5141 Ext. 23

supervisorwhitewater@gmail.com

On Tue, May 3, 2022 at 5:59 PM Cheryl A. Goss <clerk@whitewatertownship.org> wrote:

Ron –

After looking at the two AIO printer/scanner/copier devices that you attached to your e-mail, they are not “like all the other offices” have and will not be cheaper in the long run than purchasing a standalone scanner due to the ongoing cost of color ink. None of the other offices have color printers.

Here’s a link to the exact scanner model that the zoning administrator and I have. Mine was here when I got here 10 years ago and works great.

https://www.amazon.com/Fujitsu-ScanSnap-Scanner-Certified-Refurbished/dp/B07HDJG9BG/ref=sr_1_8?crid=354UI75QVD38Z&keywords=fujitsu+ix1500&qid=1651609235&srefix=fujitsu+ix1500%2Caps%2C85&sr=8-8

Because you are not in the office full time, the refurbished scanner should suffice, and is slightly less than the price of either AIO printer, which are now both \$299.99.

FYI –

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.

From: Ron Popp <supervisorwhitewater@gmail.com>

Sent: Tuesday, April 19, 2022 11:11 AM

To: clerk@whitewatertownship.org

Subject: printer scanner

Cheryl -

Thank you for getting the Township Hall printer scanner repaired. Because this is a recurring issue I want to have a snap scan tool backup like all the other offices. Due to cost I would like to order one of these two all in one devices pictured below.

Either one that is in stock at staples .com is fine.

Ron Popp

Whitewater Township Supervisor

231.267.5141 Ext. 23

supervisorwhitewater@gmail.com

2 Videos



Quantity
1

Add to cart

Compare

Add to list

Pay in 4 interest-free payments of \$75.00 with **PayPal** | [Learn more](#)

Package options (Delivery only)

Printer Only
\$299.99

Printer + Standard
ink
\$319.98

Printer + High yield
ink
\$339.98



Protect your purchase

☐ 2-Year Accident Protection Plan
[Learn more](#)

\$39.99
(equal to \$1.67/mo)

☐ 4-Year Accident Protection Plan
[Learn more](#)

\$49.99
(equal to \$1.04/mo)

↑
TOP





Ron Popp <supervisorwhitewater@gmail.com>

RE: PC Computer

1 message

Cheryl A. Goss <clerk@whitewatertownship.org>
To: Ron Popp <supervisorwhitewater@gmail.com>

Tue, May 10, 2022 at 4:24 PM

Capital expenditures require board approval.

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.

From: Ron Popp <supervisorwhitewater@gmail.com>
Sent: Wednesday, May 4, 2022 12:22 PM
To: clerk@whitewatertownship.org
Subject: PC Computer

Cheryl -

The Township will need another laptop for the PC post vacated by Dean. Please order one identical to the others or very similar. It helps a great deal when assisting the member with its use.

Ron Popp

Whitewater Township Supervisor

231.267.5141 Ext. 23

supervisorwhitewater@gmail.com

Memo

To: Whitewater Township Board

From: Ron Popp, Supervisor

CC: None

Date: 6-01-2022

Re: Website Postings

Board Members -

Whitewater Township has a lot new followers to the happenings in our local government, great! With that brings suggestions on how to improve what we are doing. One such suggestion is in regards to meeting schedules/postings/cancellations on the website. More specifically changing the status of a regularly scheduled meeting to cancelled when it gets cancelled. Not too many bodies operating within the Township cancels regularly scheduled meeting except for the Zoning Board of Appeals (ZBA). The May 2022 meeting of this body was cancelled due to lack of a business item which is almost a normal occurrence for the group. However, the website calendar noticing the event did not get updated to canceled like is sometimes does. People showed up to a dark hall believing there was a meeting. This should be a simple matter for the Clerk to address as she is the responsible party for placing the notices initially. The following Motion is made:

Motion to have the Clerk's Office regularly update the website calendar for any posted meeting cancellation that occurs providing at least 18 hours of such cancelation to the public.

Respectfully submitted,



Ron Popp

Supervisor, Whitewater Township



Ron Popp <supervisorwhitewater@gmail.com>

Re: Zoning Board of Appeals meeting 5/26/22

1 message

Vicki Beam <vickibeam@gmail.com>

Fri, May 27, 2022 at 12:58 PM

To: "Cheryl A. Goss" <clerk@whitewatertownship.org>

Cc: Ron Popp <supervisorwhitewater@gmail.com>, Ardella M Benak <treasurer@whitewatertownship.org>, Heidi Vollmuth <heidivourtrustee@gmail.com>, Don Glenn <dglenn419@gmail.com>

I am appalled by this response Cheryl! First of all - the meetings have not been on the calendar for the entire year. I have actually emailed you in the past about meetings not being on the calendar.

If a meeting is cancelled - you mention that is "sometimes" posted? Wouldn't it be a great practice to do it consistently - do you not want the residents to be aware of meetings and changes. I looked back over this year's calendar - each month there have been cancelled meetings and it has been posted. Best practices should be to post the meetings, if notified a meeting isn't being held to post that it is cancelled.

To expect the residents, who elected and pay you, to call or email to confirm a meeting is still being held is ludicrous.

On Fri, May 27, 2022 at 11:28 AM Cheryl A. Goss <clerk@whitewatertownship.org> wrote:

All regular meeting dates are set by resolution prior to the start of the fiscal year. They are placed on the calendar for the convenience of the public. Once posted, regular and special meeting dates would never be removed from the calendar. If requested, an indication that a meeting is cancelled is sometimes posted.

As with any type of date/time/hours information advertised on a website, it is usually best to call or e-mail ahead of time to make sure the information is still accurate before making the trip.

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.

From: Vicki Beam <vickibeam@gmail.com>

Sent: Friday, May 27, 2022 11:05 AM

To: Cheryl A. Goss <clerk@whitewatertownship.org>; Ron Popp <supervisorwhitewater@gmail.com>; Ardella M Benak <treasurer@whitewatertownship.org>; Heidi Vollmuth <heidivourtrustee@gmail.com>; Don Glenn <dglenn419@gmail.com>

Subject: Re: Zoning Board of Appeals meeting 5/26/22

I was simply passing on the fact that several residents had shown up for a meeting that was on the calendar - but didn't happen.

Interesting? I'm sure that many residents may not be aware of the process. Isn't the goal to keep residents informed of what is and isn't happening? Wouldn't it be better to take a meeting off the calendar if it isn't going to happen?

When I have a scheduled meeting that is being moved or rescheduled for any reason I make sure it is communicated to all involved. I thought the idea of all of our meetings was to communicate with the residents so that we can be involved?

On Fri, May 27, 2022 at 10:46 AM Cheryl A. Goss <clerk@whitewatertownship.org> wrote:

Interesting. Usually, when a member of the public doesn't see the agenda for a meeting, they call. There were zero calls.

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.

From: Vicki Beam <vickibeam@gmail.com>

Sent: Thursday, May 26, 2022 10:44 PM

To: Ron Popp <supervisorwhitewater@gmail.com>; Ardella M Benak <treasurer@whitewatertownship.org>; Heidi Vollmuth <heidivourtrustee@gmail.com>; Don Glenn <dglenn419@gmail.com>; Cheryl A. Goss <clerk@whitewatertownship.org>

Subject: Zoning Board of Appeals meeting 5/26/22

Good evening - I've heard from several WWT residents that they went to the township hall for the ZBA meeting that was on the calendar on the WWT website - township hall was locked up and dark?

Wondering what happened? Many people arranged their schedules to attend -

Memo

To: Whitewater Township Board
From: Ron Popp, Supervisor
CC: None
Date: 6-2-2022
Re: Deputy Park and Recreation Administrator Job Description/Publication

Board Members –

Operation of the Whitewater Township Camping Park has become a very demanding chore and has moved away from the guidance of the Park and Recreation Advisory Committee (PRAC). The camping park has quite the following and is an important venue according to public testimony provided during our March 21, 2022 Board meeting. During budget talks this year, the Board was informed this could be the last season for two of the Camping Park's most seasoned Rangers as well. Currently, by her choice and Board approval, the Township Clerk, Cheryl Goss, tackles the additional Park and Recreation Administrator duty. However, elected officials and employees change, a fact that could leave the camping park exposed on several fronts. To ensure continuity of on-going operations in the camping park, a plan of succession is recommended. First recommendation would be to establish a Deputy Park and Recreation Administrator Job that bridges the gap between what is currently considered an office job to one that is more hands on with every detail of daily park operation. Second recommendation would be for PRAC to once again establish an advisory role with the Camping Park to facilitate a group of people who are familiar with general operations of the venue. If PRAC deems the task is too much for them, members of the Township Board could serve in a transitional way until a Deputy Park and Recreation Administrator post could be filled.

A proposed job description and newspaper advertisement follow for Board discussion/approval.

Motion One: Motion to place the Deputy Park and Recreation Administrator Job Description as amended on the website.

Motion Two: Motion to place advertisement for Deputy Park and Recreation Administrator Job description in two local newspapers, over two consecutive weekends beginning June 17, 2022.

Motion Three: Authorize Supervisor to create a Whitewater Township account on the Pure Michigan Talent Connect Website and post this job opening to that site.

Motion four: Motion to approve Supervisor Memo Dated 6.2.2022 to the Park and Recreation Advisory Committee asking the group to take an active advisory role in the Whitewater Township Camping Park.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ron Popp". The signature is stylized with a large, looped "R" and a cursive "Popp".

Ron Popp

Supervisor, Whitewater Township

Whitewater Township Job Description

Deputy Parks and Recreation Administrator

Formatted: Indent: First line: 0", Right: 0.01"

General Description

The Whitewater Township ~~P~~arks and ~~R~~ecreation program is operated as a service to the township residents as well as the general public and oversees Lossie Road Nature Trail, Battle Creek Nature Trail, Hi Pray Park, Whitewater Township Camping Park, and Petobego Natural Area. The Deputy Parks and Recreation Administrator serves at the pleasure of and under the general authority of the Whitewater Township Board.

Qualifications

1. Ability to communicate effectively with the Township Board, parks and recreation personnel, and Parks & Recreation Advisory Committee.
2. Ability to communicate ~~ty~~ effectively with vendors and contractors supplying goods and/or services to township parks.
- ~~3.~~ Ability to coordinate the operation and maintenance of township park facilities in a fiscally responsible manner.
- ~~4.~~ Capacity to manage including parks and recreation personnel.
- ~~3.5.~~ Interest in becoming a Firefighter or EMT
- ~~6.~~ Possess a valid driver's license to meet travel requirements of the job.
- ~~4.7.~~ Firefighter and EMS training preferred.

Physical Demands

The physical demands of this position are those customarily associated with a Park Ranger and ~~are often outdoors~~ n office manager.

Work Environment

The employee performing the duties of this job will spend the majority of their working hours between the various park and recreation venues, outdoors with occasional office hours as needed. ~~in an office setting, with occasional visits to the various township parks.~~

Wage

~~Salary~~ Hourly wage shall be set by the Whitewater Township Board.

Hours of Work

The Deputy Parks and Recreation Administrator will work as needed during the months of January through March and fulltime April through October.

Duties and Responsibilities Include, But Are Not Limited To:

1. Be familiar with Whitewater Township's parks and recreation facilities, programs and rules.
2. Respond to inquiries concerning township parks and recreation facilities.
3. Research and make recommendations to the Township Board concerning township park and recreation facilities.
4. Respond to inquiries about and book seasonal sites at Whitewater Township Park.
5. Book pavilion and diamond rentals at Whitewater Township Park and Hi Pray Park.
6. Recommend dates, rates, and fees to the Township Board for Whitewater Township.

Camping Park and Hi Pray Park.

7. Provide annual dates/rates/fees information to the campground online reservation system programmer and assist with testing and launch of system.
8. Monitor and troubleshoot campground online reservation system.
9. Review/approve camping refund requests
10. Participate in the Township Board's interview process of and recommend parks/recreation employees ~~to Township Board.~~

11. Conduct pre-season parks/recreation employee orientation and training.
12. Schedule completion of tasks listed on the opening and closing checklists for Whitewater Township Park and Hi Pray Park.
13. Develop ~~and/or assist with development of~~ parks/recreation employee work schedules.
14. Oversee parks/recreation employee duties and performance and report to the Personnel Director.
15. Recommend modifications to the ~~Implement basic operating procedures per~~ park procedure manual.
16. Monitor (or delegate responsibility to monitor) park cell phone. – On Call Duty Pay
17. Resolve camper/boater/pavilion use issues not able to be resolved by park rangers.
18. Report needed ~~Schedule minor~~ repairs and maintenance at all township parks to the Township Board.
19. Review parks and recreation operations with Park and Recreation Advisory Committee ~~supervisor and/or Township Board.~~
20. Maintain a professional demeanor while representing the parks and the township.
21. Record hours worked on time sheet.
22. Perform other duties as assigned by the Township Board.

I have read the above job description and fully understand the conditions set forth therein. I will perform these duties to the best of my knowledge and ability.

Date: _____ Signature: _____

Seasonal Salary: \$35K-\$45K

Proposed
Newspaper Ad

Whitewater Township

Is seeking a fun, well organized energetic recreational minded individual to serve as a seasonal Deputy Park and Recreation Administrator. Please visit the Township's website for a job description. Email resume's to supervisorwhitewater@gmail.com Subject Line: Deputy Park Administrator

Memo

To: Whitewater Township Park & Recreation Advisory Committee

From: Ron Popp, Supervisor

CC: Whitewater Township Board

Date: 6-2-2022

Re: Establish Advisory Role – Camping Park

Whitewater Township Park & Recreation Advisory Committee Members –

The Whitewater Township Board of Trustees has identified a need to create a succession plan for the operations of the Whitewater Township Camping Park. The Board believes planning of future amenities at the park should be included in this plan. This supports the Board's interest in getting all park and recreation venues under a single advisory body, like the Park & Recreation Advisory Committee. A single multiple member advisory source to the Board is an important step in organizing, planning, prioritizing, and completing future projects. Additionally, moving away from some projects being handled by the Park and Recreation Administrator, while others are handled by PRAC, will provide a better focus for the limited dollars available to support Parks & Recreation as a whole in Whitewater Township.

The board recognizes the task will add to your workload and would like your feedback on the best way to implement the concept. We hope to learn of your recommendations before our August 9, 2022 Board meeting. If it would be helpful, a joint meeting between PRAC and the Township Board could be arranged.

Respectfully submitted,

Whitewater Township Board of Trustees

- Newsletters (<https://www.mitalent.org/newsletters>)
- Career Events (<https://jobs.mitalent.org/CareerEvent.aspx?e=Start>)
- About Us (<https://www.mitalent.org/about-us>)
- Contact Us (</contact-us>)
- ▼

- ▼
- ▼

Sign In

Email Address Or MILogin User ID



Create Account

Which type of account would you like to create?

I am a/an :



(<https://jobs.mitalent.org>)

If you are an employer filing for unemployment please [click here](https://miwam.unemployment.state.mi.us/EmpMiWAM/_/)
(https://miwam.unemployment.state.mi.us/EmpMiWAM/_/)

If you have questions regarding applying for unemployment please
[click here](https://www.michigan.gov/UIA) (<https://www.michigan.gov/UIA>)

For security reasons it is important to remember to close your browser completely when you are done. Hide
 this Message

CREATE AN ACCOUNT



Fields marked by a red asterisk (*) are required.

PRIVACY/TERMS OF USE



EIN



EMPLOYER PROFILE



USER PROFILE

CHECKLIST

Employers Before You Get Started

Required documentation you will need to create an account:

- Federal Employer Identification Number(EIN)
 - Michigan Department of Labor and Economic Opportunity staff will match your EIN information with Michigan Unemployment Insurance Agency records for validation.
 - If your EIN cannot be verified, you will be requested to provide proof of your company's EIN.
 - Acceptable forms of documentation as proof of your company's EIN are:
 1. SS-4 IRS Confirmation Letter (excluding all application documents). If you need a replacement copy of your EIN, contact the IRS at 1-800- 829-4933.
 2. Articles of Organization for the State of Michigan and SS-4
 3. DBA papers and SS-4
 4. Correspondence from the IRS or the Department of Treasury
 5. Sales Tax License
 6. Tax Withholding - W2 Verification (omit/remove financial and sensitive information)
- Contact Information
- Organization Description
- Number of Employees
- Valid Email Address (should include company domain)

Privacy and Terms of Use Statement for Employers

This Privacy and Terms of Use Statement governs the way Pure Michigan Talent Connect collects, holds, and uses data that you may submit. Please be sure to read this entire statement before using or submitting information. Pure Michigan Talent Connect takes reasonable precautions to protect the information of a user. When a user submits sensitive information via the website, the information is protected both on-line and off-line. Please also see the **Terms and Conditions** (<https://www.mitalent.org/terms-and-conditions>) of this site for additional information. Any violations may result in restricted privileges or loss of account access.

Safeguards

Validation: All employers must create an account to use the system and must be validated by LEO's Office of Employment and Training (LEO-E&T) Staff before they can post jobs or search for candidates. Information provided during account creation will be used in the validation process. Note that a valid Federal Employer

For security reasons it is important to remember to close your browser completely when you are done. Hide this Message

Identification Number (FEIN) is required. If LEO-E&T staff are unable to validate your account based on the data submitted, further information may be requested by email. The validation process cannot start until the account has been activated by the employer via email verification, which is sent immediately upon account creation. The initial validation process may take up to three business days. Additional time may be required if further information is required.

User ID and Password: An employer establishes a unique User ID and Password when creating an account. The email address will be the User ID. The User ID and Password are required for all future access to the system. For security purposes, the system will prompt users to change their password every 180 days. Accounts that show no activity within a two year period will be automatically deactivated. It is recommended that the account is registered under an email with the company domain.

Privacy: Employers will specify their application procedure preference to job seekers on their job postings. User contact information provided for account creation and validation purposes will not be released to job seekers. No employer information will be sold for any purpose.

Employer Responsibilities

Employers must agree to follow the below established criteria for use of the system when they create an account. Violations of these policies may result in the loss of access privileges and/or account deactivation.

1. **Equal Employment Opportunity:** Employers must adhere to all federal and state equal employment opportunity rules and regulations.
 - The Civil Rights Act of 1964 prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, and other aspects of employment, on the basis of race, color, religion, sex, or national origin.
 - The Age Discrimination In Employment Act of 1967 prohibits arbitrary age discrimination in employment against individuals 40 years of age or older by: 1) private employers having 20 or more employees and engaging in an industry affecting interstate commerce, or 2) any governmental entity. The Rehabilitation Act of 1973 prohibits employers meeting certain standards from discriminating against qualified disabled applicants.
 - The Civil Rights Act and the Wagner-Peyser Act require that the labor exchange system ensure that discriminatory job orders are not accepted. In addition, the Civil Rights Act of 1964 prohibits the labor exchange system from providing any service to an employer when there are reasonable grounds (i.e. documented evidence) to believe that the employer is engaged in discriminatory practices.
2. **Labor Disputes:** Neither you nor your agents may use the system to recruit replacement workers in a labor dispute, either through job postings or candidate searches. Individuals have been asked to report any violations of this policy.
3. **Fees:** Neither you nor your agents may charge a fee to provide a job seeker with access to a job referral or as a condition of accepting a job. Individuals have been asked to report any violations of this policy.
4. **Monetary Investments:** Neither you nor your agent may require a significant monetary investment by the job seeker in order to obtain employment. Usual and customary licensing fees or certifications are acceptable. Application fees, purchasing kits, work-from-home plans where costs are incurred, etc. are not acceptable. Individuals have been asked to report any violations of this policy.
5. **Jobs Posted:** Jobs posted on this site must be for *immediate job openings* that are currently active in the organization's hiring process. It is recommended that clear language be included in the posting regarding when the position is expected to be filled. Job postings must be deactivated on the system by the

For security reasons it is important to remember to close your browser completely when you are done. Hide this Message

employer in a timely manner once filled. Business opportunities are not considered *immediate job openings*. Individuals have been asked to report any violations of this policy.

6. **Posting of Material:** Employers are prohibited from posting or transmitting any content that is obscene, scandalous, inflammatory, pornographic, profane, unlawful, threatening, libelous, defamatory or otherwise inappropriate. LEO-E&T and the State of Michigan will cooperate fully with any law enforcement authorities or court order requesting or directing us to disclose the identity of anyone posting or transmitting any such information or materials.
7. **Profile Information/Resume Use:** Neither you nor your agents may use profile information or resumes from this site (whether received through a candidate search or from a job seeker responding to your job posting) for any purpose other than to fill an *immediate job opening*. You may not resell account information found on this site, whether in whole or part. Account information is the property of the job seeker and such resale or reposting may violate their privacy rights. Individuals have been asked to report any violations of this policy.
8. **Data Harvesting:** Neither you nor your agents may access (or attempt to access) any of the content of this site by any means other than through the interface that is provided by this site. You and your agents specifically agree not to access (or attempt to access) any of the content of this site through any automated means (including but not limited to the use of scripts, harvesters or web crawlers). You and your agents further agree not to copy or adapt the HTML or other code or software that this site uses to generate pages. Such materials are also covered by this site's copyrights and any other intellectual property rights. Any attempts to download materials through automated means shall be considered to infringe on this site's copyright and may result in denied access this site.
9. **Out-of-State Employers:** Out-of-state employers who are relocating or opening a new business in Michigan, or who have an existing business location in Michigan, may use Pure Michigan Talent Connect if they follow the standard registration process. These employers may search resumes and post jobs once their account has been validated. Out-of-state employers who are recruiting Michigan workers for a job in another state may not use Pure Michigan Talent Connect unless federally mandated or the job is in a contiguous labor market area. Contiguous labor market areas include locations within a 100-mile radius of the Michigan borders in Indiana, Ohio, Wisconsin, and Ontario, Canada.
10. **Third Party Agents:** Third party agents, such as attorneys, posting on behalf of an employer must:
 - Obtain the employer's consent to post job orders on the site prior to registering an account and provide proof of consent upon request;
 - Register the account using all of the employer's information including the employer's FEIN, mailing address, and hiring contact information. The email address used to create the account will receive all correspondence related to the account; and
 - Only post jobs for *immediate job openings*.
11. **Recruiting and Staffing Companies:** Recruiting and staffing companies may register for employer accounts on Pure Michigan Talent Connect. These employer types must exhibit use of the job posting functionality in the system for *immediate job openings* and not solely utilize the system to gather candidate information. These employer types will be closely monitored for system usage and job posting frequency, clarity, accuracy and quality.
12. **Probationary Companies:** Companies may be placed into a probationary status for any reason as determined by LEO-E&T staff. Among other reasons, companies who have violated Pure Michigan Talent Connect policies or frequently post positions that need to be monitored for compliance with terms of use may be placed in this status. Probationary companies will not have the ability to perform candidate searches. In addition, all jobs posted by probationary companies will also be individually approved by LEO-E&T staff.

For security reasons it is important to remember to close your browser completely when you are done. Hide this Message

13. **Fraudulent Activity:** Companies may be placed into probationary status or deactivated for any suspected fraudulent activity including, but not limited to, those listed on the **Pure Michigan Talent Connect Online Job Search Safety** (<https://www.mitalent.org/online-job-search-safety>) page or identified within the terms of use of this site.
14. **Removal:** LEO-E&T reserves the right to remove any job postings from the system if they contain inaccurate or inappropriate information or they violate any of the policies outlined above.

Modifications

LEO-E&T reserves the right to modify or amend this Statement at any time. You are responsible for regularly reviewing this policy and all such changes. Continued use of the Pure Michigan Talent Connect website after any such changes have been posted shall constitute your agreement to such changes. This Statement can be accessed at any time from the My Account page once logged into your account.

Contact

If you have any questions about this Privacy and Terms of Use Statement, please submit them through the Pure Michigan Talent Connect **Contact Us** ([../contact-us](#)) feature found on the top right menu on this website. If you require additional assistance, call us toll free at 1-888-522-0103 Monday through Friday between 8:00 AM - 12:00 PM and 1:00 PM - 5:00 PM EST (closed Saturday and Sunday) or Email **leo-talentconnect@michigan.gov** (<mailto:leo-talentconnect@michigan.gov>). You may write to us at:

Michigan Department of Labor & Economic Opportunity
Employment & Training
State of Michigan
ATTN: Pure Michigan Talent Connect
201 N. Washington Square
Lansing, MI 48913

Consent

By clicking on the box below, you agree with the terms of this Statement. Whenever you submit information, you consent to the collection, use, and disclosure of that information in accordance with this Statement.

* ☐ I agree with the terms of the Privacy and Terms of Use Statement.

NEXT ➤

REPORT

6.3.2022

To: Whitewater Township Board of Trustees

From: Township Supervisor Ron Popp

Re: Report and corrective action plan concluding the investigation of the March 11, 2022 Planning Commission Meeting.

Board Members -

During the March 28, 2022 Special Board Meeting of the Whitewater Township Board of Trustees the Board directed the Township's Personnel Director (Supervisor) to conduct an investigation of the 3.11.2022 Planning Commission meeting according to Personnel Policy Number 10. The meeting in question was subject to significant media coverage and drew serious attention to comments made about race, ethnicity, and diversity when discussing recently released US Census Demographics data. Other media articles covered the public's objection to the operation of the meeting and level of professionalism exhibited by members of the Whitewater Township Planning Commission.

Review of the Personnel Policy first adopted December 16, 1997, and revised February 26, 2013 is a difficult task as I still do not have a complete copy of the manual as laid out in the Table of Contents of the document I do have. This despite multiple requests to the Clerk's Office for this information. Moreover, Policy Number 10 is outdated and may not take into account the specific rights public employees have as it pertains to employment discipline actions.

To comply with the Board's request and remain consistent with Personnel Policy Number 10 individual interviews have been completed with each PC Member, Zoning Administrator and the departing consultant of record, Grobbel Environmental Planning Associates. Hereinafter referred to as the Investigation.

Beginning with race, ethnicity, and diversity comments that garnered much of the media attention we note were related to a broader discussion about census data released by Federal Government. The consultant was questioned about exact demographic verbiage and data requirements of a master plan specifically if it was necessary to include the data within the master plan. Investigation revealed a sense of inexperience when talking about the racial topics and the fact that everything said does not come out right. There was difference between the PC members as to where in the proposed master plan revision the data would be placed, mainstream or appendix which provided added frustration to the group. Ignorance is not an excuse, nor is the isolation that rural areas have when talking about racial issues but, both exist. The intended purpose of the questions and conversation was to move away from ethnic labels contained in the census data towards a warmer more welcoming set of terms like neighbor, or friend and to reaffirm anyone who wants to live here is welcome. It is also an important foot note that

apologies have been made for any improper statements made. **Recommend the Township provide Inclusion and Diversity training for members of the local body.**

Meeting Operations met with great criticism from members of the public and as such were part of the investigation process with each PC member. Many departures from best practices were noted in this category which are addressed in the following.

Hiring a consultant is a relatively new concept for the Township. The investigation highlights the importance of clear rules of engagement and ground rules when dealing with consultants. For example; the consultant should be licensed in the field for he/she is hired to consult on, uses the same software to facilitate document transmittal, clarify review method of documents (redline) to facilitate recognition of changes, and the ability to compromise. From the onset of this agenda item, it is clear, the pc expected to review the material using a different method than what the consultant wanted to use. This struggle added immensely to frustrations that manifested into an out-of-control meeting. Simply put the PC wanted to asked questions about what was written and expected answers. On the other hand, the consultant wanted written requests for changes from each commission member to be addressed at a later date. Many of the questions being asked had to do with handouts provided minutes before the start of the meeting resulting in little or no time for the members to review the material. Consensus of the interviewees is that information to be discussed needs to be in the packet and the packet needs to be sent out earlier to allow sufficient reading time. **Recommend the next consultant is interviewed by member of the Board and Planning Commission before entering into a consulting contract. Consider having the Planning Commission generate a checklist and/or examples of important communication items and/or rules for the next consultant.**

Training and Education is another factor that was looked at. By in large this is a responsibility of the Township Board and requires the most work. During the recruitment of PC members, the Township circulates a Board approved Board and Commissions Explanation Letter that briefly describes the function of the Planning Commission. However, we need an avenue of communication to our commission members so they are aware and understand their roles and responsibilities as members of the Planning Commission. For example, in this particular case many questions revolve around “what is required to in the Master Plan”. If members were given the expectation of reading the Michigan Planning Enabling Act PA 33 of 2008, they would know what elements needed to be in a Master Plan. Similar comment pertains to the Zoning Enabling Act PA 110 of 2006. Training classes like Citizen Planner program may help members identify how census and other data can be used in a master plan. At the time of the investigation one Planning Commission member had completely read both acts. Others had only read a portion of each act. **Recommend a minimum training standard like MSU’s Citizen Planner Course and leadership courses should be considered, by the Township Board. Consider creating or**

expanding New Employee Check List or Orientation Form to include expectations and time of completion tables.

Further, investigation shows when the Township onboards new appointees they are not always provided with a standard set of printed (or electronic) materials that will assist them to understand the process. Materials such as, Personnel Policy, Guide to Planning and Zoning, Bylaws, Zoning Ordinance or the Master Plan are not consistently distributed. Yes, many of these materials are available on the website but, it is the employer's responsibility to provide them. A complete current copy of the above has been requested from the Clerk's Office as early as March 22, 2022. Some documents have been provided however, the bulk of them have not.

Recommend the Township update its policies to use the same process (New Employee Check List or Orientation form) when onboarding employees and appointees. Consider further Board oversight of record storage methods/practices to facilitate a smoother flow of information.

General ordinance 42, Whitewater Township Planning Commission Ordinance adopted November 8, 2008 was consulted in the course of this investigation. Here again, the Board may need to update the 14-year-old ordinance to reflect matters we have learned about over the years. For example; section 104 places the responsibility upon the PC itself to determine what training qualifies as adequate for reappointment to the commission. This duty should be reserved to the Board ensuring any minimum requirements are met. Consideration should be given to the additional time demands a higher level of education will require of appointees and if they accommodate that demand. As part of the ordinance review the PC bylaws were looked at specifically the training requirement which was vague at best. The Board could contemplate reestablishing its oversight of the Planning Commission by approving bylaws as they are updated to cure this. The bylaws document did include elements of a great job description which could be supplied to new appointees as a new hire check list type of job description. **Recommend the Township Board modify General Ordinance 42 to reflect a minimum continuing education standard removing that administrative responsibility from the planning Commission. Use Section 4 of the March 2, 2022 Planning Commission Bylaws as a basis for a type of Planning Commission Job Description for new appointees.**

Another area looked at were facilities and equipment. When members of the body cannot hear or understand one another's verbal conversation confusion can quickly set in. For some time now the board has been aware of volume adjustment issues with the complicated PA system installed in the township hall. Training for that piece of equipment has not been scheduled with Wara Technologies the installer. Some members have loud voices while others have a soft one, some folks sit very close to the table to facilitate use of the standard tabletop micro phone while others sit well away from it. The Township has a lapel microphone to address this kind of mannerisms

around the board table. **Recommend purchase of 4 more lapel microphones and identify members with the need for such devices. Schedule Training with Wara Technology.**

The Planning Commission normally deals with zoning ordinance items of the day that require a very different thinking pattern than a master plan review which only comes around once every five years. Notes made during the investigation indicate a better agenda focus will provide better performance completing amendments and supports the idea “if everything is important, then nothing is important”. Better to focus on one or two topics and finish them. The Board could be underestimating the amount of time required to review, understand and research the various topics undertaken by the Planning Commission too. During the appointment process the interview question asked predicts about 4 hours per month should be available to devote to Planning Commission items. The investigation shows some members devote 10 or more hours per month making that number off by more than 50%. During the confirmation process the question about availability is repeated but largely looks at just the meeting time and forgoes any meeting study/preparation time. Differing skill sets (some use computers others do not) is the largest impact to study time. **Recommend Planning Commission agenda give special consideration to Master Plan items during the five-year review process. Consider a type of subordinate aide similar to a staffer a senator or the governor may have to assist the commissioners when research is needed on a topic.**

Public observations, comments and complaints about meeting operations and individual behavior should be addressed by the above recommendations. **No further recommendations suggested here.**

Summary - The March 28, 2022 request from the Board to perform an investigation of the 3.11.2022 Planning Commission in accordance with Policy Number 10 of the Personnel Policy has been completed. That policy provides for 3 levels of disciplinary actions which are:

1) Warning, 2) Suspension, 3) Discharge.

Nothing in this investigation rises to the level that would warrant one of these actions to be levied against any individual of the Planning Commission pertaining to the March 11, 2022 Whitewater Township Planning Commission meeting. The investigation did reveal a significant systemic problem with the administration of existing and sometimes outdated policy and procedures of the Township.

In conclusion, the above recommendations can be used to develop a corrective action plan implemented at the Board’s pleasure.

Respectfully submitted,

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

Ron Popp, Whitewater Township Supervisor