

**WHITEWATER TOWNSHIP BOARD**  
**AGENDA FOR REGULAR MEETING – DECEMBER 14, 2021**  
**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 12/31/2021.

Topic: Board Meeting

Time: Dec 14, 2021 09:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/82412307674?pwd=OFpXS0sxR3J2OWNxcXYzcWovTzhpUT09>

Meeting ID: 824 1230 7674, Passcode: 727543

One tap mobile

+13126266799,,82412307674#,,,,\*727543# US (Chicago)

Dial by your location

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Meeting ID: 824 1230 7674, Passcode: 727543

Find your local number: <https://us06web.zoom.us/j/82412307674?pwd=OFpXS0sxR3J2OWNxcXYzcWovTzhpUT09>

Contact Information for Board Members:

Supervisor Ron Popp – 231-267-5141 x23 [supervisor@whitewatertownship.org](mailto:supervisor@whitewatertownship.org)

Clerk Cheryl Goss – 231-267-5141 x24 [clerk@whitewatertownship.org](mailto:clerk@whitewatertownship.org)

Treasurer Ardella Benak – 231-267-5141 x22 [treasurer@whitewatertownship.org](mailto:treasurer@whitewatertownship.org)

Trustee (Vacant)

Trustee Heidi Vollmuth - 231-633-9468 [heidivyourtrustee@gmail.com](mailto:heidivyourtrustee@gmail.com)

*Whitewater Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities upon reasonable advance notice. Contact the township clerk at 231-267-5141 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 – 2021-2025 Draft Recreation Plan

G. Reports/Presentations/Announcements/Comments

1. County Commissioner Report
2. Fire Department Report
3. Planning Commission Report
4. Parks & Recreation Advisory Committee Report
5. 186networks Request for ARPA Funds

H. Consent Calendar

Receive and File

1. Supervisor's Report for November 2021
2. Clerk/Parks & Recreation Administrator's Report for November/December 2021
3. Zoning Administrator's Report for November 2021
4. Mobile Medical Response November 2021 Activity Reports
5. Fire Department November 2021 Monthly Report
6. Historical Society Report for November 2021 (*not available*)
7. Approved 10/06/2021 Planning Commission Minutes
8. Approved 10/11/2021 Parks & Recreation Advisory Committee Minutes
9. Approved 11/05/2021 Planning Commission Minutes
10. Trustee Vollmuth November 2021 Report

Correspondence

1. Grand Traverse County Sheriff Department Statistics for November 2021
2. E-mail 12/01/2021 Bret Bowerman re: Multi-Family Campground Mega-Development
3. E-mail 12.01.2021 Lisa Bowerman re: Sunlight Resort Site Review
4. Schulte – Opposed Multi-Family/Campground
5. Couturier – Flags
6. Networks Northwest November Newsletter
7. Wade Logging

Minutes

1. Recommend approval of 11/09/2021 regular meeting minutes and 12/02/2021 special meeting minutes

Bills for Approval

1. Approval of Alden State Bank vouchers # 47268 through 47358

Budget Amendments (none)

Revenue & Expenditure Report (none)

I. Unfinished Business

1. Temporary Delay in Acceptance of MMFLA/MRTMA Applications

J. New Business

1. Fire Department Invoices for AFG Grant Accessories
2. Approval of New Fire Department Member – Cole Kushner
3. Township Audio system – New Components/Training (*moved from 11/9*)



4. Withdrawal Planning Commission Recommendations (*moved from 11/9*)
5. Approve Cook Road Bus Stop Sign (*moved from 11/9*)
6. Proposed Continuation of Zoom in 2022 (*moved from 11/9*)
7. Appointments – ZBA and Marihuana Subcommittee
8. Stakeholders Discussion
9. Open Arborist Bids/Discuss
10. Proposal for Professional Planning Services
11. 186networks Request for ARPA Funds
12. Computer Training – Board and Commission Members
13. ARPA Federal Procurement Conflict of Interest Policy
14. Review/Approve Central Dispatch Policy
15. Thank You Elk Skegemog Lake Association
16. Moratorium re: Special Land Use Permits
17. Resolution #21-18 Adoption of 2021-2025 Draft Recreation Plan

K. Tabled Items (none)

L. Board Comments/Discussion

M. Announcements

1. Township board regular meeting 01/11/2022 @ 9:00 a.m.

N. Public Comment

O. Adjournment

###

To: Township Board Members

From: Cheryl A. Goss, Township Clerk

Date: 12/08/2021

Re: **Consent Calendar for 12/14/2021 Township Board Meeting**

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Receive and File

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Budget Amendments (none)

Revenue & Expenditure Report (none)

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

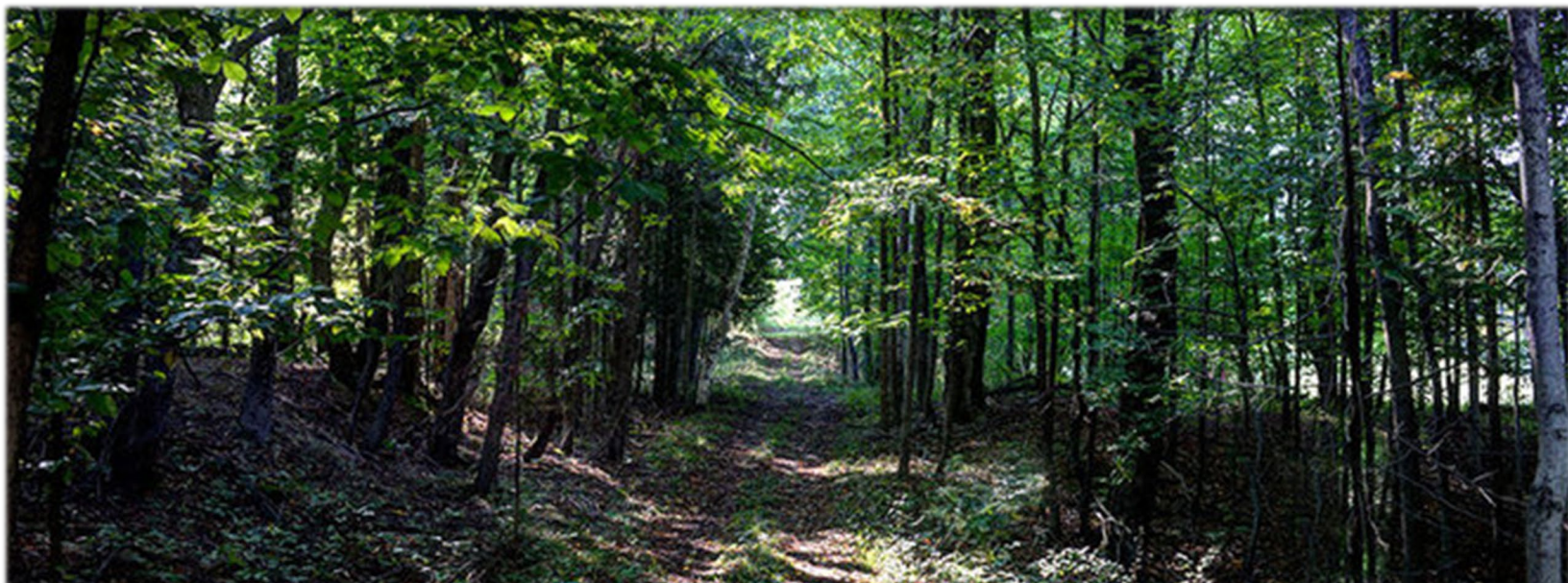
Roll call vote required.



# **Whitewater Township Recreation Plan**

**2021-2025**

**Adopted October \_\_\_\_, 2021 by the Whitewater Township Board**



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## **INTRODUCTION**

The Whitewater Township Recreation Plan has been created to protect and preserve for all future generations the unspoiled rural characteristics of the Township and to meet the community need for recreational facilities including parks, playing fields and trails, as well as undeveloped areas maintained in a natural state.

The Grand Traverse region has become increasingly attractive as a destination for tourists, retirees and new residents. Whitewater Township recognizes that it lies in an area of present and future growth and an area that is uniquely endowed with an abundance of natural resources.

## **PLAN ADOPTION**

This Recreation Plan, adopted by the Whitewater Township Board on \_\_\_\_\_, is intended to serve as a planning guide for Whitewater Township Parks and Recreational Facilities through December 31, 2025. Implementation of this plan will play an important role in enhancing the quality of life for present and future residents as well as visitors to the Township.

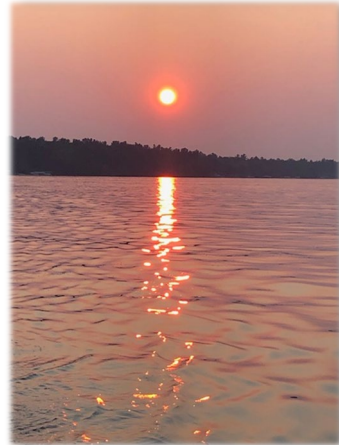
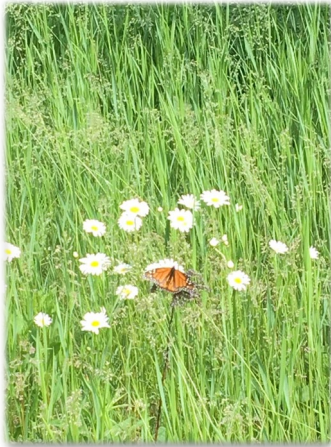
## **WHITEWATER TOWNSHIP PARKS AND RECREATION GOALS**

- To protect and preserve Whitewater Township parks and recreational areas for all future generations of residents, the cleanliness and purity of its water, land and air; and to maintain, as much as possible, the unspoiled rural characteristics of township parks, including their forests, wetlands, water bodies, panoramic views, ridge lines, wildlife habitat and other landscape features. To protect historically, archaeologically and ecologically sensitive and valuable areas.
- To protect the township's natural resources through cooperation with various environmental organizations that are active in the area.
- To meet the community need for recreational facilities including parks, playing fields and trails, as well as undeveloped areas maintained in a natural state.
- Provide safe broad community-based recreation opportunities that improve the overall quality of life for all residents of Whitewater Township.
- Continue to improve and upgrade Whitewater Township recreational facilities so as to offer community parks that residents can be proud of.
- Provide recreational opportunities for people with disabilities. The Township will continue to provide spaces for all residents to enjoy the natural environment through the provision of open and easily accessed areas. Plan for a variety of recreational needs and preferences, and develop recreational opportunity for all residents, including complying with physical needs-based recreational standards.
- Provide park and recreation facilities to help improve the health and fitness of Whitewater Township residents.
- All Whitewater Township owned property and parks will be consistently and continuously maintained to ensure enjoyable user experiences for all, with improvements and updates being regularly assessed. Support and maintain existing Township recreation lands and facilities and explore future opportunities for waterfront access and utilization in the Township, as funding becomes available.
- Develop systems to meet future recreational needs of the Township.
- To continually improve the quality of and the opportunities for recreation in Whitewater Township by reassessing community recreation needs, trends and characteristics.



## COMMUNITY DESCRIPTION

Whitewater Township is located in northeastern Grand Traverse County in the State of Michigan. The township totals 31,594 acres of which 49% is recreational land, and water comprises nearly 11% of the total. The land is primarily rural with agricultural, forest, residential and recreational areas. Commercial and industrial areas currently comprise a small portion of the Township along highway M-72.



Whitewater Township is bordered on the west by Acme and East Bay Townships (Grand Traverse County), on the south by Union Township (Grand Traverse County), on the east by Clearwater and Kalkaska Townships (Kalkaska County), and on the north by Elk Rapids Township (Antrim County). Refer to the *Grand Traverse County - Michigan Location* map and the *Whitewater Township - County Location* map (see Appendixes A and B).

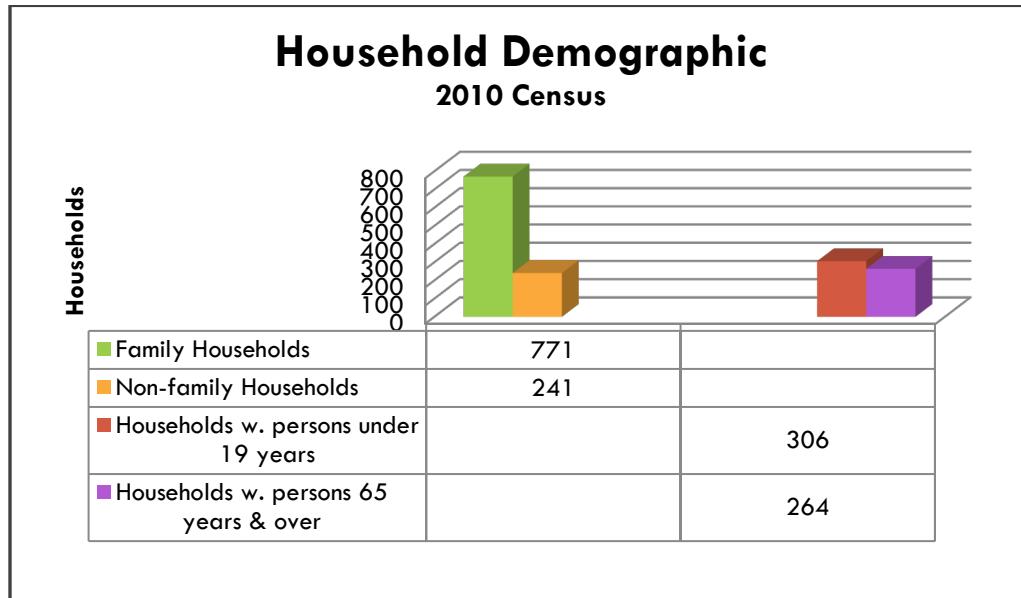
Mill Creek Elementary of the Elk Rapids School District is located in the township.

Further historical data is found on the *Early History* page (see Appendix C).

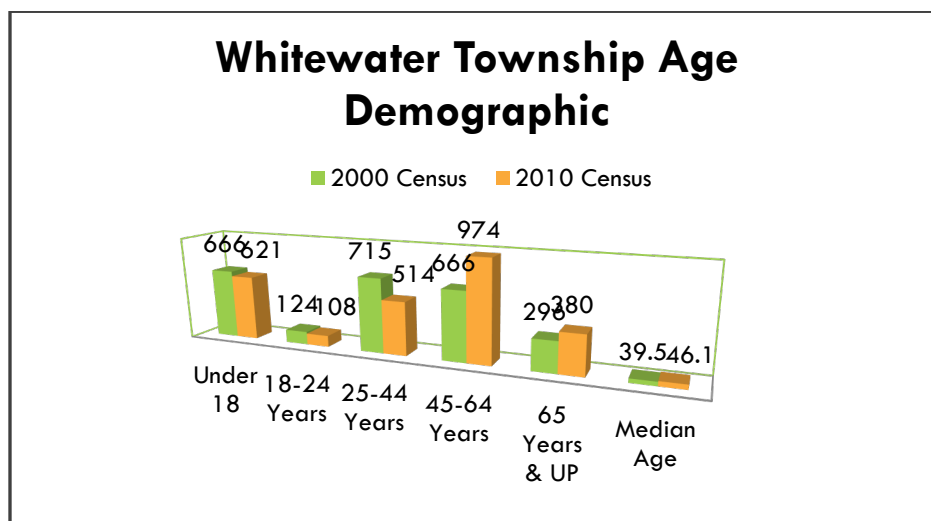


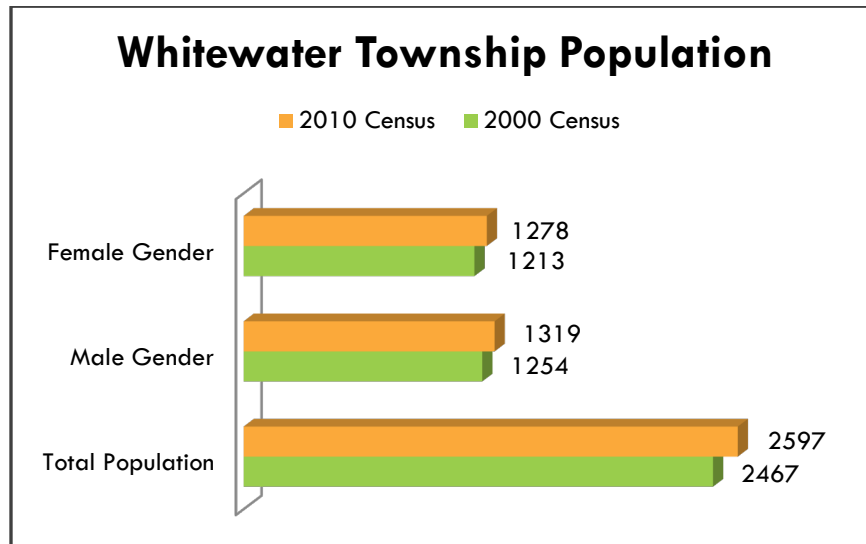
## POPULATION SUMMARY

We will incorporate the 2020 Census data as it becomes available later in 2021. The 2010 census shows that Whitewater Township has a population of 2,597 persons with 1,367 housing units and that 278 are housing units held for seasonal, recreational or occasional use.



Whitewater Township has seen a 5.3% population growth from 2000 to 2010. The areas of greatest growth are the population from 45 to 65 years and older. As recreational needs for the entire population are formulated, attention should be given to assure that the needs of these population groups are met.





With the population growth in the Township, a sizable vacation population that resides in the Township, and increases in tourism in the Grand Traverse region, Whitewater Township recognizes the need to provide recreational programs and facilities to meet these needs.

## PHYSICAL CHARACTERISTICS

### Natural Resources

The biggest attraction to the Grand Traverse region is the natural resources of the area including Grand Traverse Bay, many inland lakes, rivers, streams and forested areas and extensive state forest land (13-14,000 acres)

As shown on the *Whitewater Township Forests-Lakes-Rivers* map (see Appendix D), the Township has several inland lakes including Elk and Skegemog Lakes, which are the largest. Others include Island Lake, Truax Lake, the five Sand Lakes, Twin Lakes, Bullhead Lake, Roots Lake, Dollar Lake and Strombolis Lake. The North Branch of the Boardman River flows through the southeast portion of the Township. Major creeks flowing through the Township include Williamsburg Creek, Battle Creek, Tobeco Creek, Mabel Creek and Bissel Creek.

The Grand Traverse Bay Watershed and the subwatersheds of Tobeco Creek, Elk River Chain of Lakes, Boardman River, and Yuba Creek encompass the township, as well as 1,236 acres of wetlands, a factor in maintaining the water quality of the area. Refer to the *Whitewater Township Watershed Map* (see Appendix E).

The types of recreation that draw people to this region to enjoy these resources include boating, canoeing, kayaking, swimming, hiking, camping, biking, snowmobiling, cross country and downhill skiing, wildlife viewing, disc golfing, athletic fields, and hunting and fishing.

## **Fish and Wildlife Resources**

Fishing has always been popular in the area and the lakes offer both warm and cold-water species. Many types of trout including brown, brook, rainbow and lake trout, along with Atlantic salmon, are found in the Elk, Skegemog and Torch chain of lakes and connecting streams. Many types of panfish are present in area lakes along with walleye, bass, pike and muskellunge.

Wildlife of many types are found in this area including whitetail deer, black bear, porcupines, bobcats, fox, coyotes, skunks, rabbits, opossum, weasel, mink, muskrat, beaver, otter, badgers, woodchuck, woodcock, grouse, wild turkeys and squirrels. Ducks, geese, swans, loons and other waterfowl abound in the area lakes, and many types of songbirds and birds of prey including Bald Eagles and Osprey are seen in the area.

## **Climate**

Lake Michigan and Grand Traverse Bay have a moderating effect on the weather with cooler summers and warmer winters near the Bay. Increased snow, or lake effect, is also prevalent in the township because of close proximity to Lake Michigan.

The difference in weather conditions from season to season contributes to the enjoyment of diverse recreational activities in all four seasons.

## **Transportation Systems**

The Township is divided by the east/west state highway M-72 through the center of the township. This is the only road that completely crosses from east to west. In a similar fashion, the only north/south road that traverses the entire township is Williamsburg Road south of M-72 and Elk Lake Road north of M-72.

Snowmobile trails and sections of the Shore to Shore and VASA Trails go through a portion of Whitewater Township. A goal of Northern Michigan Mountain Biking Association is to extend the trail by connecting the VASA Trail to the Kalkaska area.

Boat traffic can travel from Baggs Landing on Lake Skegemog or from Whitewater Township Park on Elk Lake to Elk Rapids or through the Torch River into Torch Lake as far north as Eastport, a distance of over twenty miles. This water tributary offers inlet into the Northwest Michigan Chain O Lakes system. There is also access, through designated locations within township parks, to the Chain of Lakes Water Trail hosted by Paddle Antrim.

Cherry Capital Airport is only 15 minutes away and provides jet service to the Grand Traverse region.

## **Impact Summary**

As the Township plans recreational opportunities that will meet the needs of the community, the Township recognizes that protecting and preserving the rural character of our parks and their natural resources is an integral part of the recreational planning process.

## **COMMUNITY ADMINISTRATIVE STRUCTURE**

### **Current Funding Sources**

The parks and recreation function in Whitewater Township is divided financially into a Park Fund budget and a Recreation Fund budget.

The Park Fund budget is for operations, maintenance and capital improvements at Whitewater Township Park. Revenues for this fund come exclusively from user fees and items sold. Transfers can be made from the Township General Fund, if necessary. Grant funding has been another source of revenue from time to time.

The Recreation Fund budget is for operations, maintenance and capital improvements for all other parks and recreation facilities in the Township. Revenues for this fund come primarily from the General Fund. There is minimal revenue from fees. Grant funding has been another source of revenue from time to time.

### **Annual and Projected Budgets for Operations, Maintenance and Capital Improvements**

Copies of the Park Fund and Recreation Fund adopted budgets for the 2021/2022 fiscal year (April 1 to March 31), are included. (See *Appendixes F & G*)

### **Staff Description and Organizational Chart**

The Whitewater Township Board is responsible for parks and recreation planning and program implementation. The five member elected Township Board consists of the supervisor, clerk, treasurer and two trustees. The Township Board meets in regular monthly sessions and schedules special meetings as necessary.

In 2012, Ordinance No. 48 was adopted by the Whitewater Township Board. In Section II, Purpose, it states “An Ordinance to create a Parks and Recreation Advisory Committee for the Township of Whitewater, Grand Traverse County, Michigan, for the purpose of preparing, reviewing and updating a Recreation Plan for the Township Parks and

Recreation areas as a guide for recreational development within the Township for consideration by the Township Board. Further, the Parks and Recreation Advisory Committee shall recommend recreation programs, acquisitions and improvements to the Township Board as well as other duties that the Township Board may assign.”

In 2003, the Township Board assigned additional duties of parks and recreation administration (i.e., manager) to the township clerk. A delineation of duties was established by the Township Board in 2012. In May 2015, a Parks and Recreation Administrator job description was approved by the township board. A full-time administrator could be a future goal of the Township.

Volunteer labor, such as Eagle Scouts or community members, are utilized as needed.

## **Relationships with Other Agencies**

Whitewater Township recognizes and works with other agencies that are involved in recreation and water quality. These agencies include: The Grand Traverse Band of Ottawa and Chippewa Indians, Acme Township, Milton and Clearwater Townships, Grand Traverse Regional Land Conservancy, TART Trails, Michigan DNR, Michigan Department of Environment, Great Lakes and Energy (EGLE), Conservation Resource Alliance, Elk-Skegemog Lakes Association, Paddle Antrim, Rotary Good Works, and Elk Rapids Youth Baseball

## **Parks and Recreation Policies and Procedures**

The following information regarding policies and procedures that govern parks and recreation programs and facilities can be found in the Clerk’s office and on the Township website ([www.whitewatertownship.org](http://www.whitewatertownship.org)):

- Whitewater Township Park Fee Schedule and Related Policies
- “Hi” Pray Park Fee Schedule and Related Policies
- General Park Rules for Whitewater Township Park
- Whitewater Township Park Policies and Procedures Manual

## **DESCRIPTION OF THE PLANNING AND PUBLIC INPUT PROCESS**

### **Plan Development Process, Key Persons Involved in the Process and Public Involvement Process**

The first recreational plan for Whitewater Township was prepared and adopted March 1, 2003 by the Township Board. With information compiled by supervisor Sandra Beckwith and several residents, the development process began.

The Parks & Recreation Advisory Committee (PRAC) was established in 2012. They began to meet monthly to review and update the previous plan. The process continued until culminating in the adoption of a 2016-2020 recreation plan on February 23, 2016.

The current members of PRAC, Melissa Melton (chair), Brandon Hubbell, Dennis Leach, Tom Cosgrove, Linda Slopsema, and Fran Butler, began to meet mid-year 2020 to evaluate changes and updates needed in the plan. In the fall of 2020 PRAC created a park improvement survey to gather public input on potential projects for the next 5-year plan (See appendix I. for full report with results of survey).

On September 13, 2021, The PRAC approved a resolution #21-02 recommending adoption of recreation plan 2021-2025 to the board. The final draft plan was posted on the Township's website for a month for public input. There was a notice in the Record Eagle of the public meeting to be held \_\_\_\_\_ to discuss the draft plan. The Township Board, has an agenda item later during that \_\_\_\_\_ meeting to vote on passing a resolution to adopt the Parks and Recreation Plan.

# RECREATION INVENTORY

## Description/Inventory of Recreation Opportunities in Whitewater Township

The *Whitewater Township Recreational Properties* map (see Appendix J) shows the location of recreation properties/facilities in the Township.

### 1. Whitewater Township Park

Location: Whitewater Township Park (WTP) is located on Park Road east of Elk Lake Road in section 15 of T28N, R9W. This is in the north central portion of the township on the west shore of Elk Lake near the south end of the lake.

Size: 117 acres.

Physical Features: Whitewater Township Park is a rolling parcel on the banks of Elk Lake that has a mixed vegetation cover with red pine plantation plantings, re-growth mixed forest, open area with scrub vegetation and turf areas. It is the only public campground and boat launch on Elk Lake in Grand Traverse County.



#### Facilities:

- 55 campsites with electricity
- Restroom facility in campground with showers (handicap accessible)
- Potable water/sanitary station



- Play area in campground
- Two lane asphalt boat ramp with parking area (handicap accessible)
- Picnic pavilion with grills
- Picnic area
- Swimming/small beach area
- Portable toilets to serve beach/picnic/boat launch area (handicap accessible)
- Sand volleyball court
- Nature trails for hiking and cross-country skiing



Activities: Camping, boating, fishing, playgrounds, picnicking, pavilion rental for group events, swimming, volleyball, hiking, cross country skiing, nature observation, trailhead to access Chain of Lakes Water Trail ([www.paddleantrim.com/chain-of-lakes-water-trail/](http://www.paddleantrim.com/chain-of-lakes-water-trail/)). (See Appendix K. for Whitewater Township Park Trail Map.)

### **Action Program:**

1. Boat launch expansion project including the addition of 2 launch ramps and a second dock, addition of boat trailer parking to accommodate heavy boat launch use, addition of a boat wash station to remove invasive species, and redirection of the flow of traffic. This project is an approved DNR granted project that is currently in progress. Expected completion spring 2022.
2. Ranger station/service building/storage improvements would provide for more efficient administrative operations and more secure storage of equipment out of inclement weather.
3. Replacement of the deteriorating vault toilets in beach/picnic/boat launch area would make use of the area more enjoyable.
4. A courtesy dock at the waterfront away from the main boat launch will reduce congestion.
5. The entrance road to the park is in poor condition and needs upgrading.
6. The swimming access has deteriorated from water level and erosion. It is needed to be repaired, upgraded or a new location created.

7. The playground area near the pavilion was deemed unsafe and had to be removed. A new playground needs to be developed and installed.
8. The aged pavilion near this beach area is also needing to be upgraded.

These aforementioned Action Program items will meet the goal of continuing to improve and upgrade Whitewater Township recreational facilities so as to offer community parks that residents can be proud of. This action program will also meet the goal of consistently and continually maintaining park property to ensure enjoyable user experiences for all.

## **2. “Hi” Pray Park**

Location: “Hi” Pray Park is located on the west side of Elk Lake Road just north of Old M-72.

Size: 12 acres.

Physical Features: “Hi” Pray Park is primarily a flat parcel with turf areas and a wooded area that is predominately pine.



## Facilities:

- One lighted ball field that is used for adult or youth baseball or softball with dugouts and bleachers
- One smaller ball field that is used for softball or youth baseball with dugouts and bleachers
- Building with restrooms and small picnic pavilion area with grills
- Playground with climber, overhead ladder, swings, spinner, two slides, and sandbox
- Benches around playground area, near tennis and basketball courts
- Gravel parking lot of approximately 75 spaces
- Tennis Court with Pickle Ball striping, tennis court backboard
- Basketball Court
- Batting cage with storage building



Activities: Softball, baseball, tennis, pickle ball, basketball, picnicking, dog walking

Special Notes: The majority of the property (8½ acres) was deeded to Whitewater Township from the Elk Rapids Public Schools in 1992 to be used for recreational purposes.

**Action Program:** “Hi” Pray Park is an underdeveloped recreational area of much potential that is centrally located in the Township as well as being part of the Williamsburg village zoned district. Development of a more diversified recreational facility would not only provide for community needs, but would help make Williamsburg a more viable village. The “Hi” Pray Park recreational plan (See *Appendix H*) was formulated as a guide for recreational development at the park.

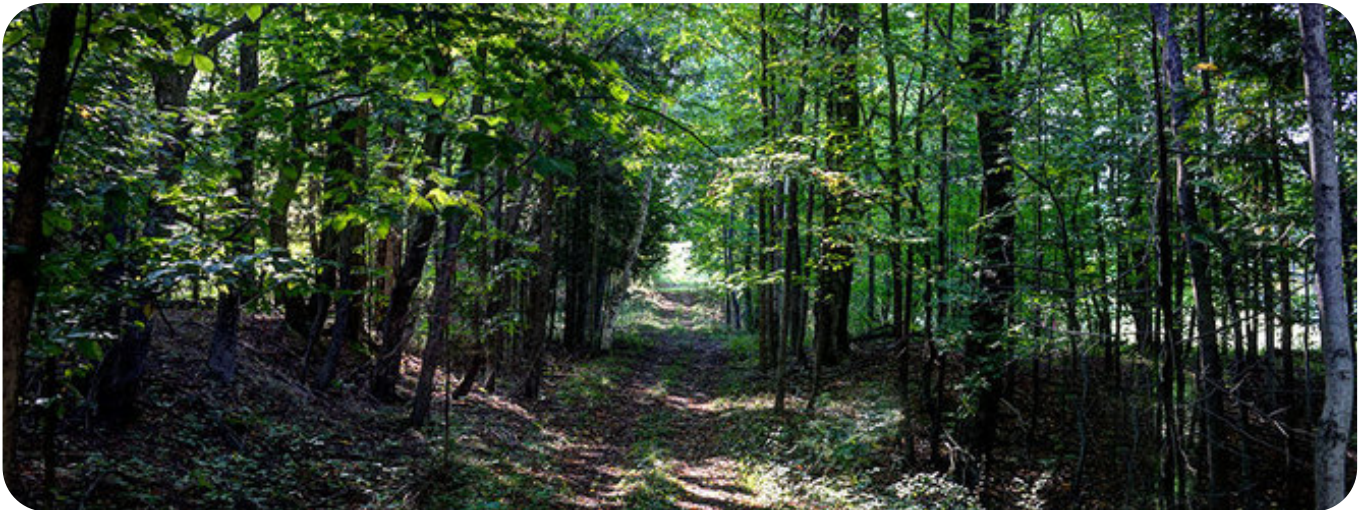


1. Dugouts are unsafe and need to be replaced.
2. Bleachers are made of wood and have splintered and warped. These need to be upgraded to aluminum type for a safe, no-maintenance bleacher system.
3. Parking lot is in need of upgrading and improved landscaping.
4. Develop a walking trail system around the perimeter.
5. Other upgrades such as a community vegetable garden, veteran’s memorial, flower garden, etc.

This action program meets the goals of meeting the community need for recreational facilities including parks, playing fields and trails, as well as undeveloped areas maintained in a natural state. Also, providing safe broad community-based recreation opportunities that improve the overall quality of life for all residents of Whitewater Township.



### 3. Lossie Road Nature Trail



Location: Lossie Road Nature Trail begins at Cook Road where a stone marker has been placed honoring Edra “Mickey” Galligan. The trail is a short distance south of the southwest corner of Elk Lake and continues east and slightly south to Skegemog Point Road.

Size: Approximately 3 miles in length.

Physical Features: Lossie Road Nature Trail is a narrow linear park bordering a mixture of wooded and open areas.

Facilities:

- Marked Trail
- Parking area off Cook Road

Activities: Hiking, mountain biking, nature viewing, cross country skiing, hunting. (See Appendix L for the Lossie Road Nature Trail Map)



**Action Program:** Addition of parking areas and improvements to the trail surface are needed to allow for easier use.

1. Trail map, kiosk, and trail signage improvements.
2. Provide a solution for transitioning over wet area location on the west end to allow walkers easy access.
3. Addition of parking areas.
4. Improvement to trail surface and expanding width.

This Action Program meets the goals of the community need for recreational facilities including parks and trails, as well as undeveloped areas maintained in a natural state, and will continue to improve and upgrade Whitewater Township recreational facilities so as to offer community parks that residents can be proud of.

#### **4. Petobego Natural Area**

**Location:** The property is located in the northwest corner of T28N, R9W, sections 8 and 17, in Whitewater Township. Access is on Angell Road west of Elk Lake Road. The property is adjacent to existing state-owned lands contained in the Petobego State Game Area and portions are within the State Game Area boundary.

**Size:** 250 acres.

**Physical Features:** There are several ecological communities critical to the preservation of the natural, scenic and recreational resources of Tobeco Creek watershed within the area. Tobeco Creek flows through the property northward into the Petobego State Game Area which includes the Petobego Marsh and the Petobego Pond. There is approximately 7,500 feet of Tobeco Creek frontage, riparian wetlands, and uplands on both banks of Tobeco Creek. There is a wide diversity of wetland types which include emergent marsh, cedar swamp, and northern shrub thicket which host a variety of important wetland dependent plant and animal species. Forested wetland areas provide necessary thermal cover for white-tailed deer. The adjacent upland slopes and grasslands provide habitat for nesting waterfowl, neo-tropical passerine birds, upland game and non-game species.

Facilities: Parking Area

Activities: Small game hunting, deer hunting, migratory bird hunting, fishing, canoeing, kayaking, wildlife observation, cross-country skiing, snowshoeing.

*(See Appendixes M and N for Petobego Natural Area Aerial View and the Identification Map from the Management Plan)*

Special Notes: Whitewater Township acquired this property with money secured in a grant from the Michigan Department of Natural Resources and money raised through the coordinated efforts of the Grand Traverse Regional Land Conservancy and Whitewater Township. The Township, together with the Conservancy, will carry out a management program for the property.

**Action Program:** The property will be developed in accordance with the provisions set forth in the Petobego Natural Area Management Plan and as funding becomes available.

1. The parking area surface improvement and boundary markers need to be added.
2. Landscaping to remove brush/shrubs at roadside to have better visibility from the road.
3. Creating a natural walking path.

This Action Program meets the goals of the community need for recreational facilities including parks and trails, as well as undeveloped areas maintained in a natural state and protection of the township's natural resources.

## **5. Petobego State Game Area**

A portion of the state-owned land that makes up the Petobego State Game Area is in Whitewater Township and is adjacent to the north boundary of the Petobego Natural Area. Tobeco Creek flows northward from the Natural Area into the State Game Area that includes the Petobego Marsh and the Petobego Pond (both of which are of state-wide significance as defined by the Michigan Natural Features Inventory), eventually emptying into Grand Traverse Bay.

## **Battle Creek Natural Area**

The Battle Creek Natural Area is located at the south end of Elk Lake and includes 255 acres with approximately 2300 feet of lake frontage. The property lies 3.5 miles northeast of Williamsburg on the west side of Skegemog Point Road about one mile north of M-72. The Lossie Road Nature Trail crosses the south end of the property providing two points of public access in addition to the main entrance located on Skegemog Point Road. The creek contributes approximately six billion gallons of clean water to Elk Lake and is especially important to water quality because of the size and quality of the wetland complex surrounding it. The wetlands are a valuable asset in the Elk Lake watershed and contributed to the naming of Battle Creek as a DNR-designated trout stream. Exceptional habitat and wildlife viewing opportunities are found throughout the Natural Area. Raptors, neo-tropical migrating songbirds, and a variety of waterfowl make use of the habitat provided by the creek and the large pond at the south end of Elk Lake. These winter yards provide critical thermal protection, food and cover for white-tailed deer during winters.

Size: 255.12 acres

**Physical Features:** The Battle Creek Natural Area includes a variety of diverse habitats and vast ecological systems. Battle Creek is a designated trout stream and one of the largest tributaries of Elk Lake. There is a footbridge spanning the creek along Lossie Road Nature Trail to provide safe crossing of the creek. Battle Creek widens into a large pond prior to flowing into Elk Lake and provides rich habitat and breeding grounds for a wide variety of wildlife including fish, waterfowl, amphibians, and reptiles. Huebner Pond and Dam is located in the southeast portion of the property on a tributary of Battle Creek and provides scenic viewing. Other features include wetlands, a red pine plantation, upland forest and approximately one-half mile of frontage on Elk Lake. This is one of the longest undeveloped shorelines remaining on Elk Lake. The shoreline is low, forested and offers expansive views. (See Appendix O for *Battle Creek Natural Area Boundary Map*)





Facilities: Parking Area

Activities: Hunting, hiking, cross-country skiing, snowshoeing, nature viewing, designated resting stop for the Chain of Lakes Water Trail ([www.paddleantrim.com/chain-of-lakes-water-trail/](http://www.paddleantrim.com/chain-of-lakes-water-trail/)).

**Action Program:** The property will be developed in accordance with the provisions set forth in the Battle Creek Natural Area Management Plan and as funding becomes available. Specifically provide land and water access to the trails, adding a viewing deck, and providing appropriate signage. *Note: A severe straight-line storm in August 2015 caused devastation in the way of downed trees and loss of previous trail system. Most of the trails were cleaned up, but some of the original trail could not be located so an alternate trail was created.*

This Action Program meets the goals of protection of the township's natural resources and community need for recreational facilities including parks and trails, as well as undeveloped areas maintained in a natural state. Also, meeting the goal to support and maintain existing Township recreation lands and facilities and explore future opportunities for waterfront access and utilization in the Township.

## **6. Sand Lakes Quiet Area**

Sand Lakes Quiet Area is a large natural area owned by the State of Michigan featuring five small lakes accessible by trail only. Several miles of nature trails traverse through the roughly 2,000 acre parcel. The area is used extensively for hiking, cross-country skiing, fishing, camping and nature viewing. With the interior of the Quiet Area closed to motor vehicles, a parking lot is located at the entrance for visitors. Vault toilets are available for park users.

## **8. Pere Marquette State Forest**

Approximately 13-14,000 acres of forested land, lakes, rivers and streams, including the North Branch of the Boardman River, are available for hiking, fishing, hunting, nature viewing, and canoeing, kayaking, cross-country skiing and snowmobiling.

## **9. Shore to Shore Trail**

This trail, used for horseback riding and hiking, runs from Lake Michigan to Lake Huron and passes through the southern end of the Township. It is a primitive trail with no facilities or accommodations.

## **10. VASA Trail**

A portion of the VASA hiking, biking and skiing trail and the mountain biking annex passes through a small portion of the Township.

## **11. Baggs Landing Boat Ramp**

A State of Michigan owned facility with concrete launching ramp and parking lot on Skegemog Lake. Vault toilets are located near the facility.

## **12. Samels Centennial Farm**

The Samels Centennial Farm is a 64 acre parcel located on Skegemog Point Road and bordering Skegemog Lake on the east. On the National Register of Historic Places, the site has yielded artifacts of many Indian cultures, some dating back to 9,000 BC. The family has entered into a trust agreement with the Archaeology Conservancy to preserve the entire farm, including the archaeological sites. A local group, the Samels Family Heritage Society,

has a memorandum of agreement in place with the Archaeology Conservancy which provides for a lease of the surface of the property, farm buildings and equipment.

### **13. Mill Creek Elementary School**

A playground is available at the school. An outdoor facility, the Mill Creek Environmental Center, is used mainly for educational purposes. The school has a gym and the circular hallway is available for walking by township residents.

### **14. North Country National Scenic Trail**

This trail crosses seven northern states beginning in New York and ending in North Dakota. It passes through a small section of the township. It is primitive with no accommodations.

### **15. Chain of Lakes Water Trail**

The Chain of Lakes Water Trail in Northwest Michigan is a 99+ mile inland water trail made up of 12 lakes and interconnected rivers which flow into the East Grand Traverse Bay of Lake Michigan. This trail is hosted by Paddle Antrim, a non-profit organization working to protect water resources by connecting people through paddle sports. The trail is recognized as a state-designated water trail. The Michigan State Water Trail program is administered by the Department of Natural Resources.

## **Description/Inventory of Recreation Opportunities Outside Whitewater Township**

In close proximity to Whitewater Township are several sensitive land areas:

- Yuba Creek Natural Area
- Maple Bay Park in Acme Township
- Skegemog Lake Wildlife Area
- The Seven Bridges in Clearwater Township
- Guernsey Lake State Forest Campground to the east in Kalkaska Township
- Muncie Lakes Pathway to the south in Union Township.
- Several nearby golf courses

## **BARRIER-FREE COMPLIANCE**

Whitewater Township's recreation facilities have been reviewed for barrier-free accessibility, and will be a criterion used when completing township projects. The Whitewater Township Board will continue to look for ways to improve accessibility as barriers are identified and all accessibility improvements will conform to the required standards.

## **ACTION PROGRAM**

We have evaluated and placed the Action Program information under the "Recreation Inventory" sections for each of the individual facilities.

## CAPITAL IMPROVEMENTS SCHEDULE

Based on public input and the management plans, the following improvement schedule was generated in order of priority as of January 2021, including estimated cost. Some work is in process or has been completed.

1. Hi Pray Park – Improve ballfields, dugouts (\$18,000)
2. Whitewater Township Park - Boat launch/entryway improvements (\$400,000)
3. Lossie Road Nature Trail – Trail improvements/boardwalk over wet area (\$20,000)
4. Lossie Road Nature Trail – Upgrade walking bridge at Battle Creek (\$10,000)
5. Battle Creek – Making the existing trail a loop (instead of a dead-end) (\$20,000)
6. Battle Creek – Linking the trail to Lossie Trail (\$150,000)
7. Battle Creek - Re-establishing the trail to the lake (\$50,000)
8. Petobego – Improvements such as road access, parking area surface, signage (\$20,000)
9. Lossie Road Nature Trail – Create parking areas at Skegemog Point Road entrance (\$37,000)
10. Petobego – Establish walking trail (\$20,000)
11. Hi Pray Park – Upgrade playground equipment (\$30,000)
12. Hi Pray Park – Install walking trail (\$90,000)
13. Whitewater – Install courtesy dock at boat launch (\$20,000)
14. Whitewater Township Park – Install kayak/canoe/stand-up paddleboat launch (\$75,000)
15. Whitewater Township Park – Replace ranger station (\$36,000 = 480 sf x \$75)
16. Hi Pray Park – Improve southwest access driveway, parking, tree removal and brush cleanup (\$20,000-\$70,000)
17. Whitewater Township Park – Upgrade pit toilets at boat launch (\$30,000)
18. Hi Pray Park – New bleachers (\$8,000)
19. Whitewater Township Park – Improve/pave Whitewater portion of Park Road (\$45,000/ \$600,000)
20. Hi Pray Park – Pave parking lot at Elk Lake Road entrance (\$250,000)
21. Develop disc golf course (\$12,000)

### Long Term Planning Goals:

Campground expansions

Develop plan for feasibility of a marina at Whitewater Township Park

Athletic complex – swimming, skating, etc.

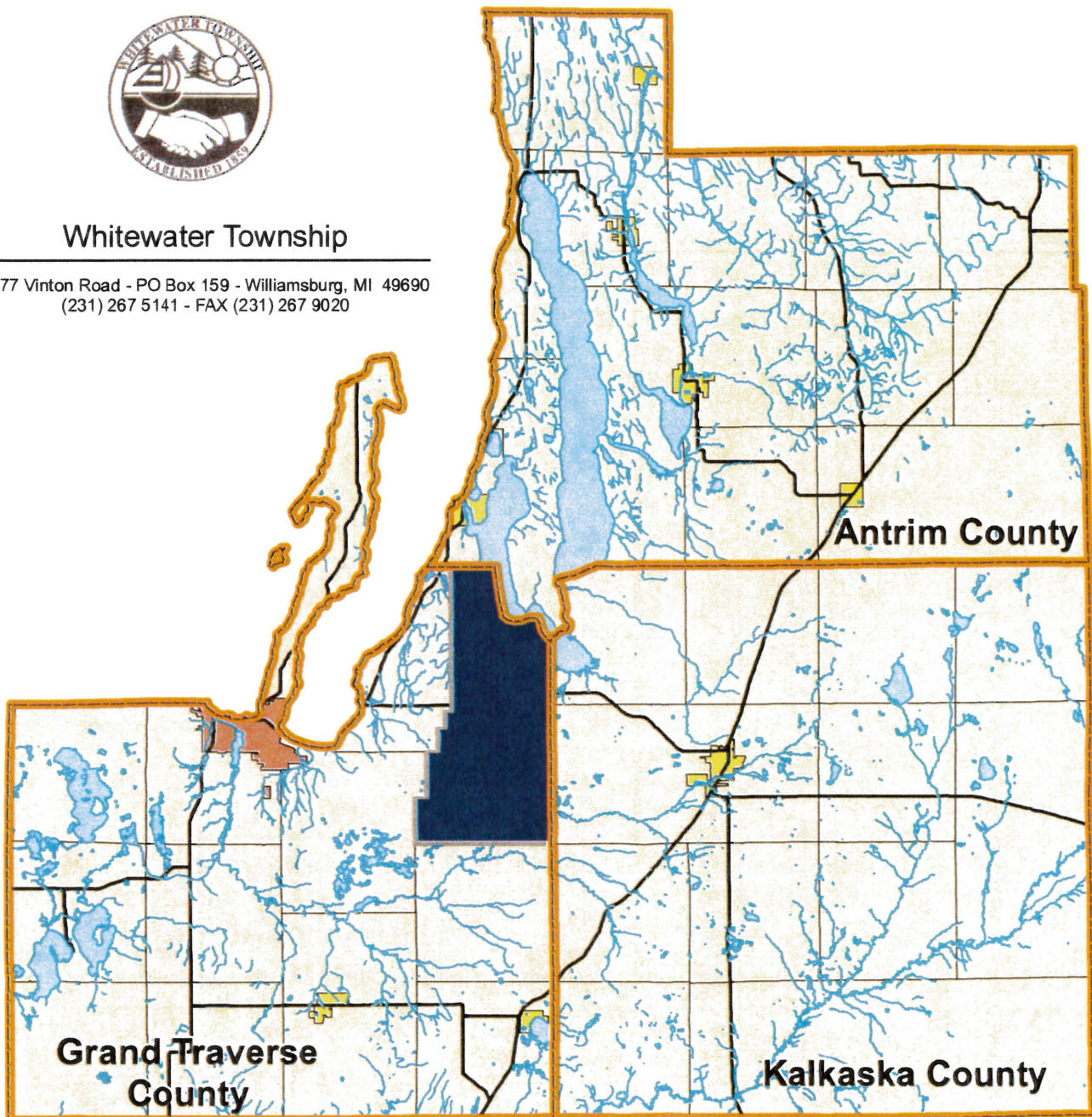
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## Whitewater Township

5777 Vinton Road - PO Box 159 - Williamsburg, MI 49690  
(231) 267 5141 - FAX (231) 267 9020



## Location of Whitewater Township in Relation to Surrounding Areas

2

Source: Grand Traverse County  
Equalization Department &  
Michigan Center  
for Geographic Information  
Map Created: June 2010

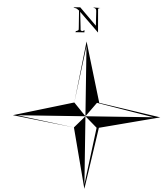


 Whitewater Township

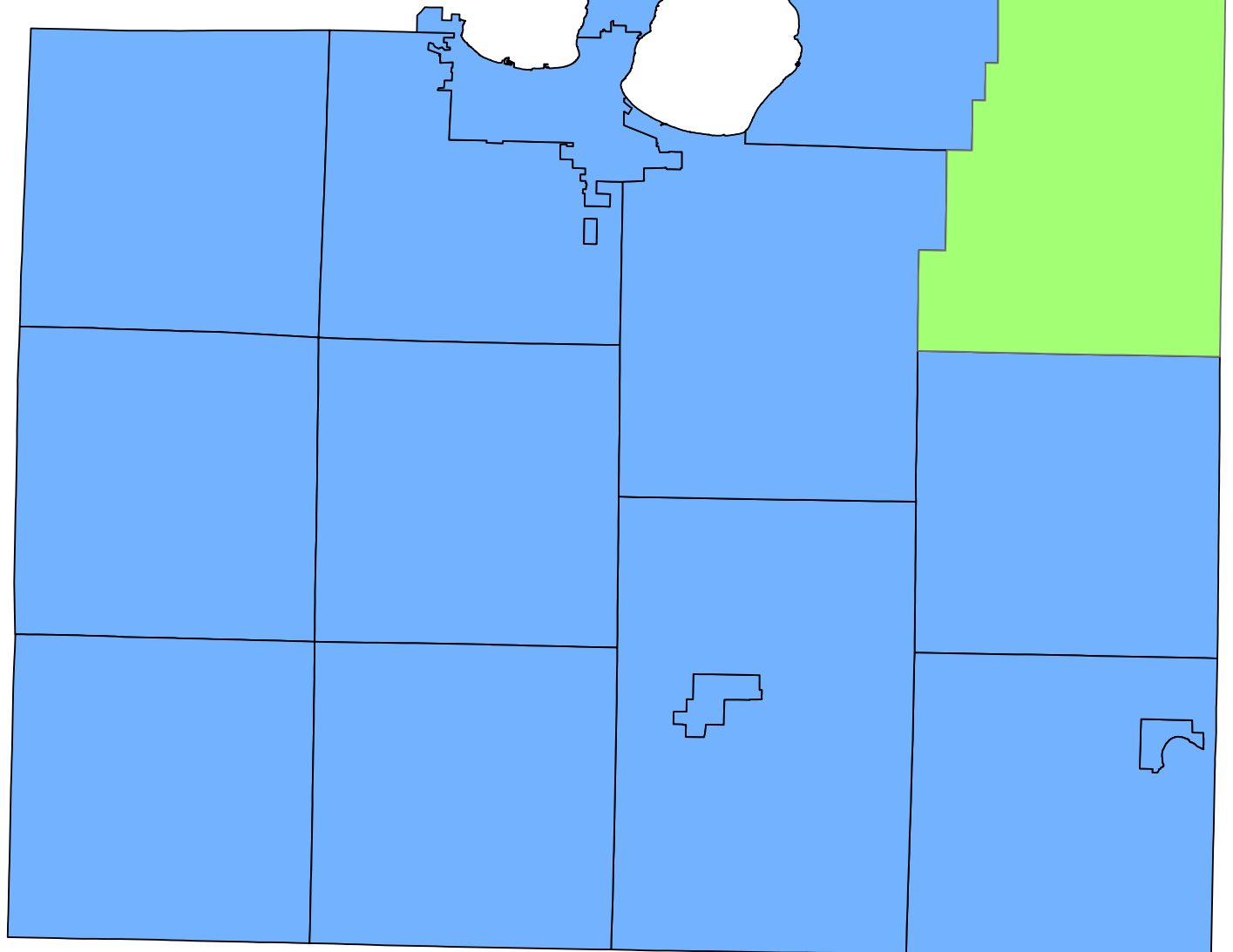
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 Miles

# Whitewater Township Grand Traverse County, MI

APPENDIX B



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This map is based on digital databases prepared by Grand Traverse County. Grand Traverse County does not warrant, expressly or impliedly, or accept any responsibility for any errors, omissions, or that the information contained in the map or the digital databases is currently or positionally accurate.

GTC Equalization/GIS  
1/13/2021



## EARLY HISTORY

Archaeologists theorize that five or six different cultures of people occupied the area of the township around Skegemog Point beginning approximately 10,500 BC. Prior to the settlement of the area by white settlers, the Mascoutin (or "People of the Open Prairie"), a branch of the Algonquian race, lived in the area until the 1630's, followed by the Chippewa and Ottawa Indian tribes. The majority of the Native Americans were moved north to a reservation after 1857.

Some early white visitors to the area came to trap and trade with the Indians, perhaps as early as 1810-1820. Father Baraga mapped the area between 1830-1840. After the 1850 Government Survey, the area received its first permanent white settlers. Amon Langworthy, George Brown and William H. Fife (who later became the Township's first supervisor) came in 1854, Joseph Sours in 1855, H. S. Beach in 1856, and J. M. Merrill in 1858. At "Hi" Pray Park, a stone memorializes the Williamsburg pioneers of 1856. These pioneers are William and Martha Langworthy, Edward and Millie Cox, Michael and Lizzie Gay, and C. Truman and Laura Scofield.

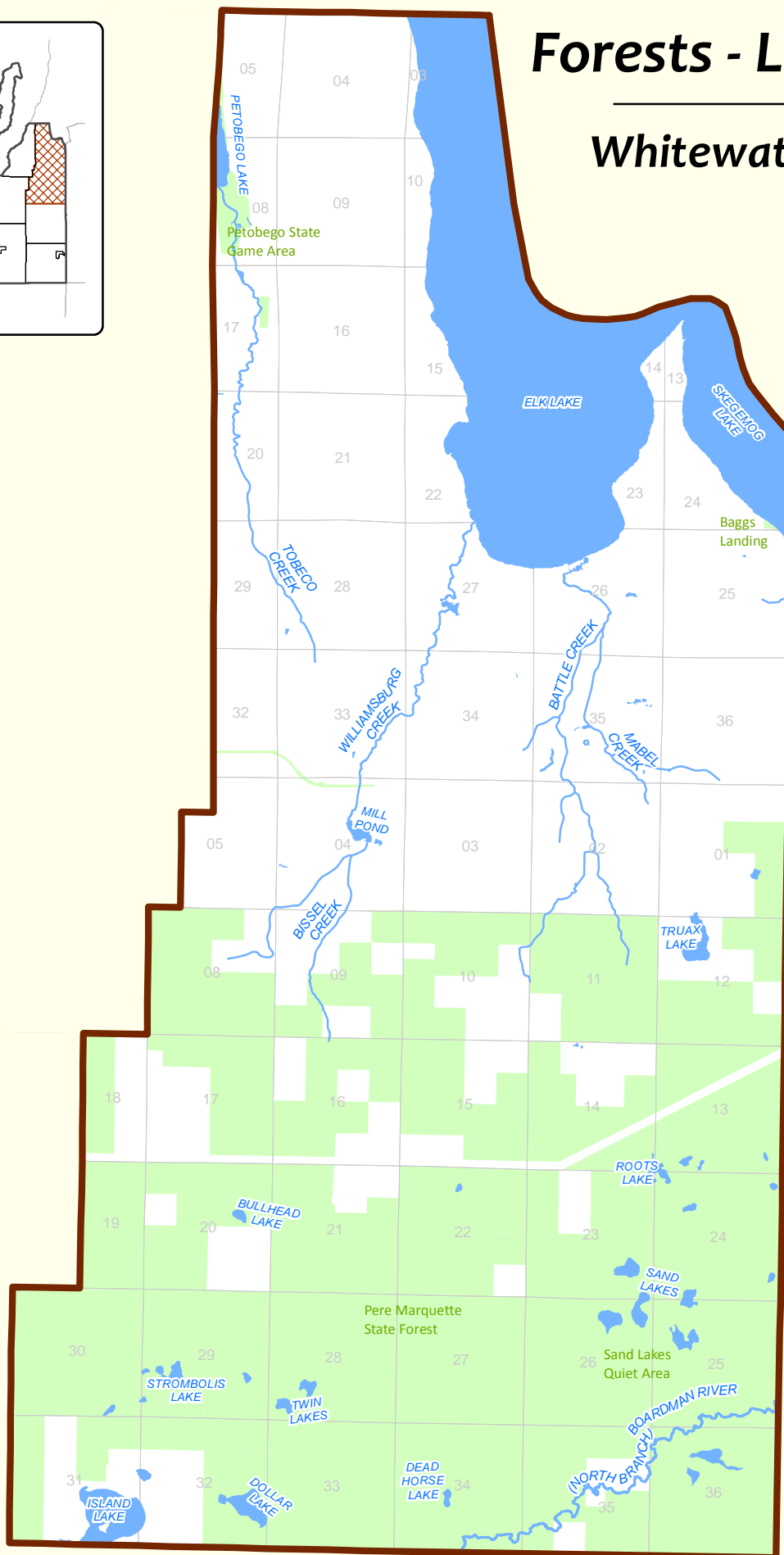
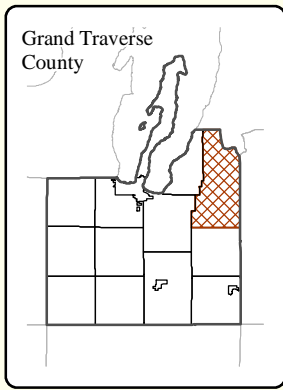
Prior to the construction of roads and railroads in the area, supplies came by boat from Elk Rapids on Elk and Skegemog Lakes and were transported cross-country to the Williamsburg area. Construction of the Grand Rapids and Indiana Railroad began in the area in 1867 and reached Lake Michigan in 1872.

The area of Williamsburg was originally part of a large county called Michilimackinac. In 1859, Whitewater Township became the third township in the county, after Peninsula and Traverse, and covered an area from Elk Lake to past Grand Traverse Bay. The town of Williamsburg was the largest settlement in the township and was established prior to the township being organized. The Whitewater Township Hall was built in 1889 on land donated by David Vinton, Jr.

The early commercial activity of the area was lumbering and the operation of grist and saw mills. As the forests were cleared, agriculture uses increased. The abundant water resources of the area allowed for the beginning of many resort operations. In 1903, the population of Williamsburg was about 150 people. The early town contained a store, hotel, blacksmith shop, sawmill, gristmill, grange hall, township hall, schoolhouse and a Methodist-Episcopal Church. In the early 1900's the township had seven schools with a total of eight rooms.

# Forests - Lakes - Rivers

## Whitewater Township



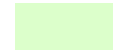
Rivers



Lakes



State of Michigan



Section Lines



Township Boundary



12/14/2015 GTC-GIS / RH

1 inch = 6,500 feet

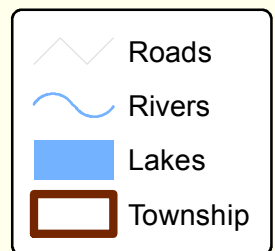
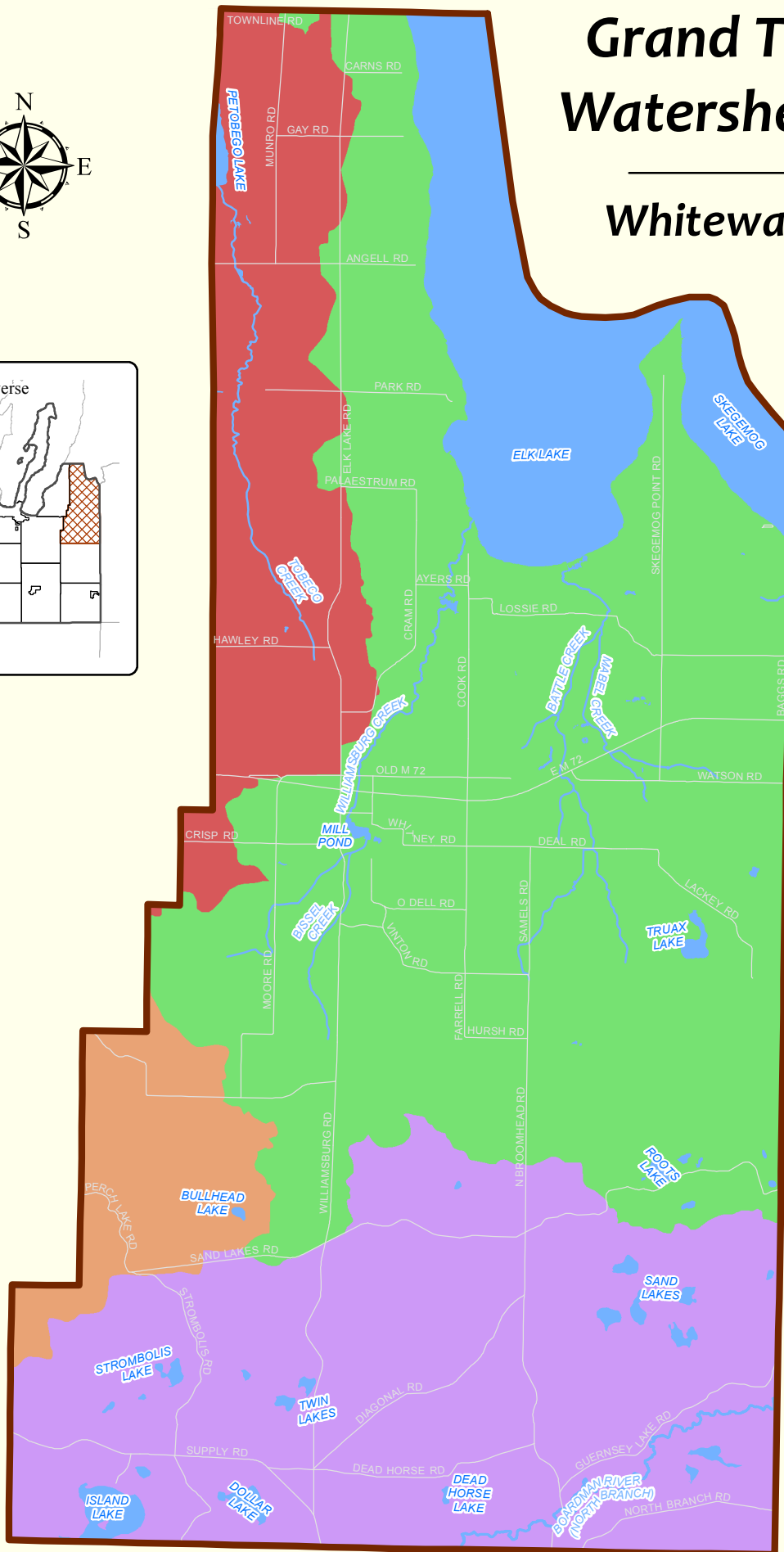
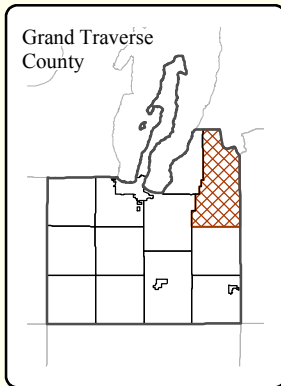


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# Grand Traverse Bay Watershed Subbasins

## Whitewater Township



1 inch = 6,500 feet

### Watershed Subbasin

- Acme Creek to East GT Bay
- Boardman River to West GT Bay
- Flows to Mouth of Elk River
- Tobeco & Yuba Creeks to East GT Bay

02/10/2016 GTC-GIS / RH

This map is based on digital databases prepared by Grand Traverse County. Grand Traverse County does not warrant, expressly or impliedly, or accept any responsibility for any errors, omissions, or that the information contained in the map or the digital databases is currently or positionally accurate.

0 1 2 4 Miles

Whitewater Township

	Prior Year Actual	Current Yr Amended Budget	Current Year Actual	Next Year Adopted Budget	Budget Percent Change
Fund: 208 - PARK FUND					
Revenues					
590 Grants-Private Sources	18,069	0	20,100	0	0.00
626 Fees Charged	136,404	120,000	163,787	140,000	16.67
627 Pavilion Rental	400	500	425	400	-20.00
628 Boat Ramp Fees	12,375	12,000	15,665	13,000	8.33
631 Shirts Hats	0	0	0	0	0.00
632 Reservation Fees	10,400	9,000	13,416	11,000	22.22
644 Ice Sales	4,974	4,800	6,250	5,000	4.17
645 Pop Sales	0	0	0	0	0.00
646 Wood Sales	9,445	8,000	15,910	18,000	125.00
648 Shower Fees	2,228	2,000	2,183	4,500	125.00
665 Interest Earned	449	300	481	300	0.00
671 Other Revenues	977	700	1,065	900	28.57
673 Sale of Fixed Assets	0	0	20	0	0.00
687 Refunds	0	0	0	0	0.00
688 Sales Tax Discount	0	0	0	0	0.00
694 Cash Over & Short	9	0	37	0	0.00
699 Transfers From Other Funds	0	50,000	0	0	-100.00
Total Revenues	195,730	207,300	239,338	193,100	-6.85

**FINAL BUDGET**

2021/2022 Final Budget

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3/30/2021

4:43 pm

Whitewater Township

	Prior Year Actual	Current Yr Amended Budget	Current Year Actual	Next Year Adopted Budget	Budget Percent Change
Fund: 208 - PARK FUND					
Expenditures					
Dept: 756 Township Park					
702 Salaries	6,000	6,180	6,180	6,365	2.99
703 Wages	55,593	61,000	60,262	70,000	14.75
715 Social Security (Employer)	3,819	4,105	4,120	4,800	16.93
716 Medicare (Employer)	893	970	964	1,200	23.71
727 Office Supplies & Expense	923	700	958	1,000	42.86
728 Postage	1	0	14	20	0.00
729 Licenses & Fees	520	600	516	600	0.00
739 Fuel & Oil	94	200	13	100	-50.00
740 Operating Expense & Supplies	8,855	7,000	7,638	9,000	28.57
741 Ice	2,698	3,000	3,593	3,800	26.67
742 Pop	0	0	0	0	0.00
743 Wood	5,655	5,500	5,622	12,000	118.18
744 Shirts & Hats	0	0	0	0	0.00
747 Uniforms	986	300	53	300	0.00
748 Sales Tax	780	900	1,239	1,300	44.44
749 Credit Card Processing Fees	3,392	4,000	4,589	5,000	25.00
803 Medical Professional Services	768	1,000	790	1,000	0.00
804 Professional Services	4,059	1,000	0	0	-100.00
809 Lawn Maintenance Services	5,125	6,000	4,025	5,000	-16.67
811 Waste Removal Services	2,145	2,400	2,149	2,200	-8.33
812 Septic Services	4,610	5,000	4,133	4,500	-10.00
823 State Unemployment	0	0	0	127	0.00
851 Internet/Website	3,047	2,500	4,251	2,000	-20.00
852 Promotional Expenses	500	500	437	500	0.00
854 Late Fees	0	0	0	0	0.00
860 Mileage Reimbursement	125	250	195	200	-20.00
901 Publishing	0	0	111	0	0.00
902 Printing	367	500	0	500	0.00
922 Electricity	7,599	8,000	8,726	8,800	10.00
924 Telephone	461	1,000	431	500	-50.00
925 Cellular Phone	564	600	566	600	0.00
929 Propane	1,116	1,300	793	1,200	-7.69
930 Facility Repairs/Maintenance	57,208	44,400	23,557	40,900	-7.88
934 Fire Damage	0	0	0	0	0.00
940 Equipment Rental	433	500	0	500	0.00
956 Miscellaneous Expense	107	0	0	0	0.00
964 Refunds	0	0	0	0	0.00
965 Theft	0	0	0	0	0.00
970 Capital Expenditure	2,800	200,000	20,074	200,000	0.00
Total Township Park	181,242	369,405	165,997	384,012	3.95
Dept: 862 Soc Sec/Medicare (Employer)					
715 Social Security (Employer)	0	0	0	0	0.00
716 Medicare (Employer)	0	0	0	0	0.00
Total Soc Sec/Medicare (Employer)	0	0	0	0	0.00
Dept: 865 Insurance					
820 Liability Insurance	3,301	4,000	3,301	3,400	-15.00
821 Workers Compensation	927	1,500	918	1,000	-33.33
Total Insurance	4,228	5,500	4,219	4,400	-20.00
Dept: 890 Contingency					
890 Contingency	0	0	0	10,000	0.00
Total Contingency	0	0	0	10,000	0.00
Dept: 907 Debt Service/Park					
991 Debt Service Principal	0	0	0	0	0.00
997 Debt Service Interest	0	0	0	0	0.00

**FINAL BUDGET**  
2021/2022 Final Budget

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Whitewater Township

	Prior Year Actual	Current Yr Amended Budget	Current Year Actual	Next Year Adopted Budget	Budget Percent Change
Fund: 208 - PARK FUND					
Expenditures					
Total Debt Service/Park	0	0	0	0	0.00
Total Expenditures	185,471	374,905	170,216	398,412	6.27

Whitewater Township

	Prior Year Actual	Current Yr Amended Budget	Current Year Actual	Next Year Adopted Budget	Budget Percent Change
Fund: 209 - RECREATION FUND					
Revenues					
402 Property Taxes	0	0	0	0	0.00
445 Penalties & Interest	0	0	0	0	0.00
590 Grants-Private Sources	0	0	600	0	0.00
627 Pavilion Rental	225	225	150	225	0.00
629 Ballfield Rental Fees	0	0	0	0	0.00
645 Pop Sales	0	0	0	0	0.00
665 Interest Earned	111	50	111	100	100.00
671 Other Revenues	0	0	0	0	0.00
673 Sale of Fixed Assets	0	0	0	0	0.00
687 Refunds	0	0	0	0	0.00
699 Transfers From Other Funds	30,000	20,000	20,000	20,000	0.00
Total Revenues	30,336	20,275	20,861	20,325	0.25



**FINAL BUDGET**

2021/2022 Final Budget

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3/30/2021

4:43 pm

Whitewater Township

	Prior Year Actual	Current Yr Amended Budget	Current Year Actual	Next Year Adopted Budget	Budget Percent Change
Fund: 209 - RECREATION FUND					
Expenditures					
Dept: 757 Recreation					
702 Salaries	800	824	824	850	3.16
703 Wages	4,221	7,000	5,698	6,000	-14.29
715 Social Security (Employer)	311	485	381	425	-12.37
716 Medicare (Employer)	73	115	89	100	-13.04
727 Office Supplies & Expense	0	0	61	70	0.00
728 Postage	0	0	0	0	0.00
729 Licenses & Fees	142	200	138	200	0.00
740 Operating Expense & Supplies	341	600	330	600	0.00
742 Pop	0	0	0	0	0.00
804 Professional Services	0	0	0	0	0.00
809 Lawn Maintenance Services	4,850	6,000	4,155	6,000	0.00
811 Waste Removal Services	0	0	0	0	0.00
812 Septic Services	0	0	0	0	0.00
823 State Unemployment	0	0	0	0	0.00
854 Late Fees	0	0	0	0	0.00
860 Mileage Reimbursement	26	100	5	50	-50.00
880 Education & Training	0	250	0	250	0.00
901 Publishing	0	0	0	0	0.00
922 Electricity	831	1,500	1,004	1,000	-33.33
930 Facility Repairs/Maintenance	8,893	24,000	5,104	26,030	8.46
956 Miscellaneous Expense	0	0	0	0	0.00
964 Refunds	0	0	0	0	0.00
970 Capital Expenditure	3,815	38,200	1,245	58,455	53.02
Total Recreation	24,303	79,274	19,034	100,030	26.18
Dept: 862 Soc Sec/Medicare (Employer)					
715 Social Security (Employer)	0	0	0	0	0.00
716 Medicare (Employer)	0	0	0	0	0.00
Total Soc Sec/Medicare (Employer)	0	0	0	0	0.00
Dept: 890 Contingency					
890 Contingency	0	0	0	0	0.00
Total Contingency	0	0	0	0	0.00
Total Expenditures	24,303	79,274	19,034	100,030	26.18



**PARKS  
&  
RECREATION  
SURVEY  
2020**

## **Parks & Recreation Survey 2020**

In the fall of 2020, the Whitewater Township Parks & Recreation Advisory Committee created a park improvements survey in order to gather input from residents and taxpayers regarding their level of interest in a wide-ranging list of potential improvements at township parks. In an effort to reach everyone who lives in or owns property in the township, various methods of distribution were utilized. A copy of the survey was mailed to 1,557 properties with the December tax bills and newsletter. The newsletter invited those with internet access to fill out the survey on the township website or to complete and return the paper copy enclosed with the newsletter. An e-mail “blast” was sent to 800+ residents/taxpayers notifying them of the opportunity to participate in the survey. A handful of survey copies were available at the township hall.

After allowing approximately six weeks for responses, 213 surveys were tabulated. The survey results are represented in graph form and document the level of interest that the community assigned to the proposed park improvements. Respondents were also able to add comments to the survey. All survey comments have been compiled into a document for publication with the survey results.

In addition to the goal of finding out from the community the types of park improvements they would like to see, conducting the survey assists in meeting the Public Input Process criteria for state-approved Recreation Plans as required by the Michigan Department of Natural Resources. Any township that wishes to apply for grant funds through the State of Michigan must have a current 5-Year Recreation Plan on file with the state.

The Whitewater Township Parks & Recreation Advisory Committee and the Whitewater Township Board will also utilize the survey results to plan and budget for future park improvements.

### **Acknowledgements**

The Parks & Recreation Survey 2020 was developed, tabulated, and published through the efforts of Parks & Recreation Advisory Committee members Melissa Melton, Brandon Hubbell, Dennis Leach, Fran Butler, Tom Cosgrove, and Linda Slopsema, as well as Parks & Recreation Administrator Cheryl Goss.

###

# Parks & Recreation Survey 2020

## We want to hear from you!

The Whitewater Township Parks & Recreation Advisory Committee is in the process of updating the township's 5-year Recreation Plan. In order to plan for future improvements, the committee would like to know what improvements the public is interested in. Using the following list of ideas, please indicate your level of interest for each. The survey can be taken online at <https://www.whitewatertownship.org/parks--recreation-survey.html> or by filling out this form and returning it to the outside drop box at the township hall or mailing it to Whitewater Township, P.O. Box 159, Williamsburg, MI 49690. **Please submit your response by December 13, 2020.**

Check the box indicating your level of interest.

**Very    Somewhat    Not**

### Ideas for Park Improvements

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Battle Creek Natural Area – Re-establishing the trail to the lake                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Battle Creek Natural Area – Linking the trail to Lossie Trail                              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Battle Creek Natural Area – Making the existing trail a loop (instead of a dead end)       |
| <br>                     |                          |                          |  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hi Pray Park – New bleachers   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hi Pray Park – Improve west access drive off Old M-72 and parking area at lower ball field |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hi Pray Park – Install walking path  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hi Pray Park – Pave parking lot at Elk Lake Road entrance                                  |
| <br>                     |                          |                          |  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lossie Road Nature Trail – Trail improvements/boardwalk over wet area                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lossie Road Nature Trail – Create parking area at Skegemog Point Road entrance             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lossie Road Nature Trail – Upgrade walking bridge over Battle Creek                        |
| <br>                     |                          |                          |  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Petobego Natural Area – Establish walking trail  |
| <br>                     |                          |                          |  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Whitewater Township Park – Upgrade pit toilets at boat launch/pavilion area                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Whitewater Township Park – Improve/pave Whitewater Township portion of Park Road           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Whitewater Township Park – Install courtesy dock at boat launch                            |
| <br>                     |                          |                          |  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Develop disc golf course   |

**If you have other ideas for park improvements, please list them below.**

Comment \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Thank you for participating in the survey!**

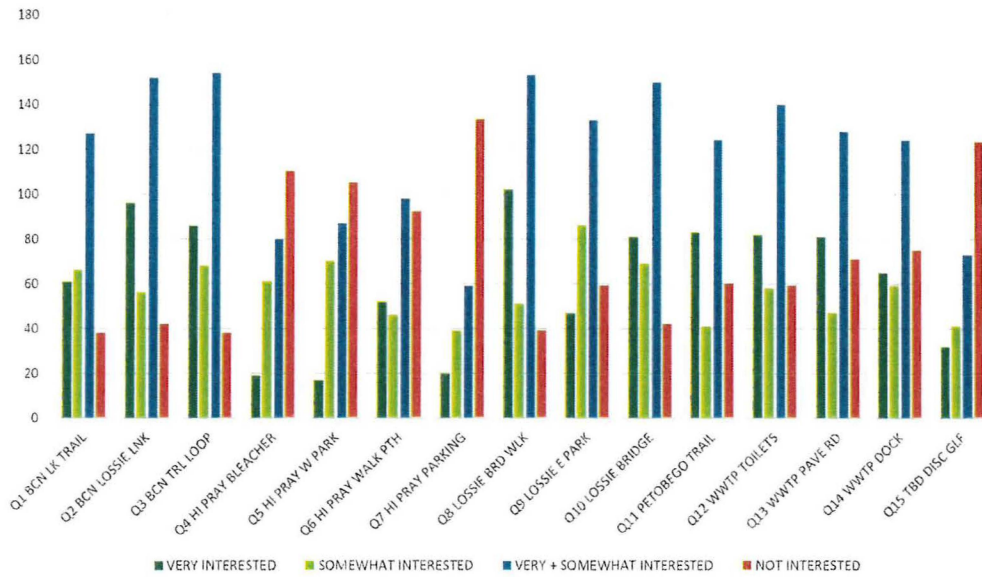


**2020 PARKS RECREATION SURVEY  
WHITEWATER TOWNSHIP**

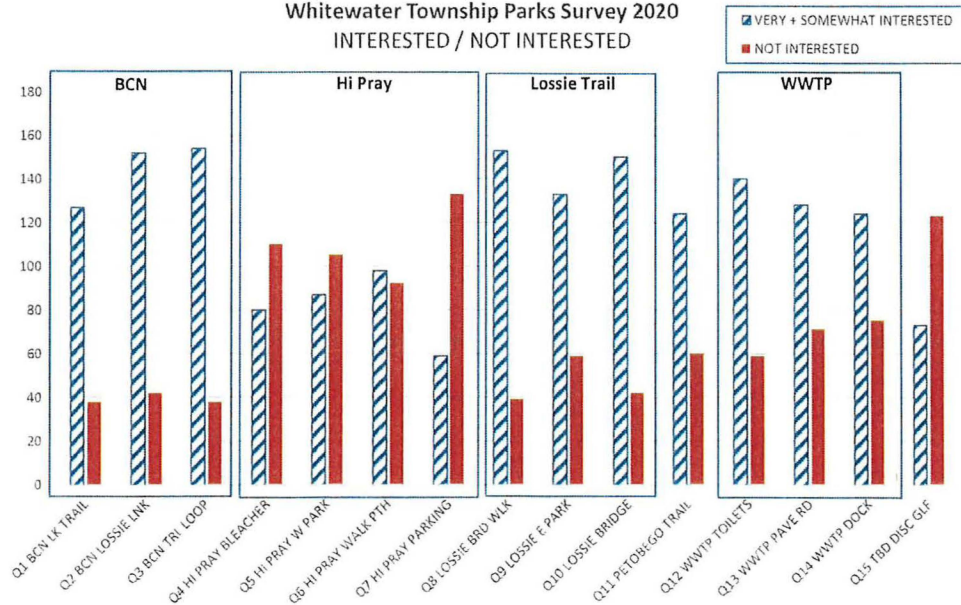
REV. 1/21/2020

	Q1 BCN LK TRAIL	Q2 BCN LOSSIE LNK	Q3 BCN TRL LOOP	Q4 HI PRAY BLEACHER	Q5 HI PRAY W PARK	Q6 HI PRAY WALK PTH	Q7 HI PRAY PARKING	Q8 LOSSIE BRD WLK	Q9 LOSSIE E PARK	Q10 LOSSIE BRIDGE	Q11 PETOBEGO TRAIL	Q12 WWTP TOILETS	Q13 WWTP PAVE RD	Q14 WWTP DOCK	Q15 TBD DISC GLF
VERY INTERESTED	61	96	86	19	17	52	20	102	47	81	83	82	81	65	32
SOMEWHAT INTERESTED	66	56	68	61	70	46	39	51	86	69	41	58	47	59	41
VERY + SOMEWHAT INTERESTED	127	152	154	80	87	98	59	153	133	150	124	140	128	124	73
NOT INTERESTED	38	42	38	110	105	92	133	39	59	42	60	59	71	75	123

**OVERALL RESULTS**



**Whitewater Township Parks Survey 2020  
INTERESTED / NOT INTERESTED**



## PARKS & RECREATION SURVEY 2020 - COMMENTS

(Comment # corresponds to Survey #)

If you have other ideas for park improvements, please list them below.

1. playground equipment at WWTP
3. One entrance to Hi Pray Park off of elk lake road would be more beneficial then the random parking everywhere that is currently going on. Much safer for the kids
6. I would like to see the beach area at the Park moved to the otherside of the boat launch. It would be more user friendly to the campers and to the residents of Whitewater. An upgrade is definately needed in that area. You should look at West Bay's Grelickville beach and picnic area. It's fantastic and it would be a great thing for the residents of this township!
11. Have some professional topographical maps of the parks, with trails, made and available for viewing and downloading. Include some history of the area and specifically those parks. Your historical association surely has information that could be added.
16. Pickle ball courts. Curling shed. Curling club
24. Would be nice to have a fish cleaning station at whitewater park. DNR is stocking Elk Lake with trout which will draw anglers.
32. It's very odd that Battle Creek trail leads to someone's yard. Beginning in a secluded, wooded area is beautiful but very anti-climatic to dead end at a driveway. Why doesn't the trail stick to the woods like it did in years past? I know the storm took out many trees but the trail could certainly stay in the forest growth. Both that and Lossie trail are treasures and we appreciate their existence.
33. It's very odd that Battle Creek trail leads to someone's yard. Beginning in a secluded, wooded area is beautiful but very anti-climatic to dead end at a driveway. Why doesn't the trail stick to the woods like it did in years past? I know the storm took out many trees but the trail could certainly stay in the forest growth. Both that and Lossie trail are treasures and we appreciate their existence. (2nd response from same IP address as comment #32)
34. Putting paddings on the dock to protect boats from damage esp when the water is rough. Nature trails at park are having issues with the invasive autumn olive overgrowth
36. I do not know where the other natural areas and trails are located. I am an avid walker in all weather and would love additional places to walk. Very interested in all improvements.
41. As far as creating a parking area at Skegemog Pt Rd & Lossie Trail, I don't know where the township expects to put that. Whitewater township had an opportunity to purchase the 1 acre on the southwest comer of Skegemog Pt Rd and Lossie Trail and didn't and now it is privately owned. As it is, the township has cut off any land owners' access to the back of their property via Lossie Trail, which in my opinion is unlawful. I think the township should consider the parking lot to be put down Lossie Trail at, what the locals call, the turnaround. At the bottom of the hill where it makes a 90 and goes down to the creek. Hunters and walkers have been parking there for years until Whitewater Township decided there shouldn't be any motor vehicle traffic down that trail anymore. If parking was allowed at the turnaround and the conservatory property was linked to Lossie Trail, the turnaround would be very close to where the conservatory trial would come out on Lossie Trail. Also, if the parking lot was down there, I think more people would use the trail. From there they could go all the way to Cook Rd., the Conservatory property and the Lake, if the trail was improved. Making the existing trail at Battle Creek Natural area, a loop instead of a dead end, is very important to me. When people



- get to the dead end, they find it easier to trespass on private land to get up to the road and back to their place of origin, rather than turning around and going back the way they came. It would severely cut down on the people trespassing on our land.
44. Maybe a small covered area next to the tennis courts for shade?
  47. It would be wonderful to have a paved walking trail here in our area. Exercise is always encouraged and having a paved trail to walk on would be Great
  49. Especially interested in 'Lossie Road Nature Trail – Trail improvements/boardwalk over wet area' On the side closest to Cook Rd, the path is almost unusable in areas due to water/swamp and exacerbated by the tractors and off-road vehicles that chew up the ground which then floods.
  55. I am nearly 80 years and can't hike anymore. Therefore, I didn't respond to your questions because I don't know the current condition of the trails. I fully support your efforts to improve our Township and I wish you all the success you have worked to achieve. Thank you for supporting our Township.
  63. I think the improvements to the Battle Creek trail and the Lossie Trail would make them more appealing and would get more people using these community gems. Hi Pray park, being centrally located, is kind of a place to showcase what the township has to offer so I think improvements there are very good. I think paving the parking area is not necessary. I like the nice amenities with the more rustic feel. Thank you and good luck!!
  64. We think that boat wash station(s) are important at the Township Park boat launch area. And that they be required before boats are able to launch.
  67. We'd love to see the old Williamsburg - Elk Rapids train line turn into a walking path. Parking area for Lossie Trail designated more clearly on Cook Road. Love the disc golf idea!
  69. Extremely interested in a trail at Petobego, disc golf at Whitewater Park. Curious if the township has any control over the former railroad - seems ideal for Rail Trail project.
  89. This was a good chance to review the parks and recreation areas in Whitewater Township. I love Battle Creek Natural area. It is one of my favorite places to walk. I think I remember a route to Elk Lake that was marked by an Eagle scout. I did not know that Lossie Rd Trail had access on Cook Rd. Until this survey I did not know Petobego Natural Area existed! I would love to see all these Natural Areas enhanced. Thank you Katherine Lawrence 9019 Skegemog Pt. Rd.
  90. Elk Lake, along Gay Road/Innis Lane/Orchard Lane had significant Swimmer's Itch issues this during Summer 2020.
  92. Thank you for your efforts!
  94. None at this time, thank you.
  97. The disc golf course will just bring in those dang Millennials. - Signed a Xennial
  99. Install more campsites at Whitewater township park to the northwest of the current location
  100. Emphatic 'NO!' to disc golf!
  104. There are many other things in the township which our tax dollars could be utilized for the benefit of ALL twp residents. Let's take care of these needs first!
  110. Obtain a wooded area about 1 mile by 1 mile or more to set aside for recreational hiking, biking, and horseback riding with dedicated trails for each. Also include separate mountain biking trails if terrain is hilly. All the better if the area includes a stream or pond to further diversify wildlife.
  112. Lossie Road Nature Trail is not suited to any motorized vehicles due to the high water table, soils and topography. Water-filled ruts, 8 to 10" deep have been left by motorized vehicles, making the trail very difficult and hazardous for walkers. Pistol shooting witnessed near the Skegemog Point Rd entrance to Lossie Road Nature Trail is very dangerous and illegal.

- Resident near entrance yelled at hikers to not use the trail because her visitors were shooting there ( a young couple with a year-old child, no less) and the shooters were on private property, which may be true. However, shooting near a public trail and endangerment of the public is illegal. Other walkers we met were frightened at hearing the shooting and turned around to leave the trail as fast as possible. A sign posting "No Firearm Shooting Permitted" at Lossie Road Nature Trail is needed to protect the public.
116. Funding is a concern. I am on a fixed income and cannot afford a property tax increase. Fund raisers and donations make sense. COVID restrictions? Rules enforcement? Liabilities? How do you keep campers from hogging the courtesy dock? Extra costs for cleaning flush toilets? The narrow dirt road slows down traffic Altho it is messy after a rain.
  117. The Pavilion at the Whitewater Township park could use an update. The trails are great! We walk them all the time. Like the new signs.
  122. Add an extension to the current dock. On windy days it is very difficult to safely load your boat because the dock is so short and you have to push your boat out beyond the dock to get the trailer in deep enough to load.
  126. Whitewater Township Park - Improve/pave Whitewater Township portion of Park Road Very interested
  129. Funds should be available from the state for certain improvements at the Whitewater Twp Park. Glenn and Renee Savage
  132. More childrens play equipment, bigger better playgrounds at Hi Pray Park
  133. More playground equip. (climbers, slide, merry go round, etc) @ Hi Pray Park
  138. Pave "ALL" of Park Road!
  139. Improving the beach area and playground at Whitewater Township Park.
  141. Play area/jungle gym for younger kids at Hi Pray Par.
  143. Does not pertain to the parks, properly pave angel road, have traveled it for 25 years and all you do is patch it!
  144. Improve/pave WWT portion of Whitney Rd! At least improve! Thank you.
  146. I have walked all of these areas numerous times. Battle Creek and Lossie Road are real gems that could use some work. I would like to volunteer to help although I am not physically strong. I would love to see a trail or viewing platform at Petobego! Whitewater trails are pretty well maintained, though trail markers are confusing.
  147. Improve walk at Petobego south end of bay
  148. I love the natural areas being preserved and cared for!
  161. I think we do a great job!
  162. Pushing 80 – don't hike anymore.
  163. Please don't create urban areas out of wildlife areas. If we have money to spend, pave our roads.
  164. Stiff penalty for abuse.
  171. Park improvements are fine when road improvements begin to become a priority in this township! Don't forget everyday use by township citizens. Parks are not used by all residents.
  174. With the number of boats using the Township Park, I think the upgrade to the pit toilets should be of high priority as well as paving road
  177. After the storm of 2015, \$40,000 was spent to clear this trail. It was re-routed along property lines instead of the original trail in the woods. Total waste of taxpayer money. Leave this section of trail as is.
  181. I cannot comment on the others. I don't know them.
  182. Trail needs to be cleaned up. Treat wood on lookout deck.
  183. Where would this be located? (referring to disc golf course) Improve dock with bumper padding at the park. Clean and water seal the overlook deck to maintain it.

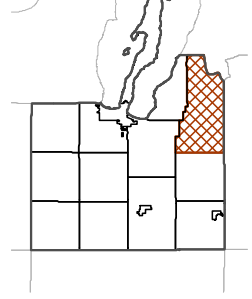
184. Disc golf would be great!
186. Improve but not pave Whitewater Township portion of Park Road (seasonal rd, not make it a raceway to the lake). Develop disc golf course where? Automatic doors and locks at Hipray Park/Spring-loaded shutoff valves @ Hipray/Exhaust fans in bathrooms at Hipray/Repair all wooden fences @ Hipray/Remove all berms and brush @ Hipray.
189. Love the ideas of improving the trails!
191. Need to talk to owners around trail. (Lossie Road Nature Trail)
193. Do what you see best to do! (Hi Pray Park)
196. We've been camping at WW Twp Park for 30 years. Finally bought property on Skegemog Point. The township needs to invest in additional camping at the park. It's very hard to get sites every year. Missed opportunity on your part. Also the camping fees at WWTP are much lower than area campgrounds. You have direct access to the lake! I use to refer to site 15 as my "million \$ view for \$30 per night." Love this campground. But even happier to have my own slice of heaven on Elk Lake!
202. Make a paved walk/bike trail along Skegemog Point Road from 72 to north end.
203. (marina) Go after federal funding and DNR grant for a marina. There is no were to more a boat on elk lake. No were available. No were at the S. end of the lake. It is very apparent from the day use, that this is very much needed. It also brings in lots of money to our area. T.Y. Mike
209. Would like trails to remain rustic, prefer not to be over run with tourists like sleeping bear parks.
212. Never been there (Petobego Natural Area). Battle Creek Trail bridge NEEDS improvement at Lossie Road. Too many downed trees as well.

###

# Whitewater Township

## Parks & Recreation

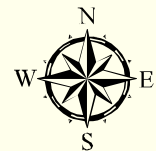
Grand Traverse County



- Boat Access
- Camping
- Drinking Water
- Education Center
- Fishing
- Hiking/Skiing
- Hunting
- Parking
- Picnic Area
- Playground
- Restrooms
- River Access
- Sports Facilities
- Swimming
- Wildlife Viewing

- Major Road
- Minor Road
- Access Road
- Rivers
- Battle Creek Trail
- Lossie Road Nature Trail
- North Country Trail
- Shore to Shore
- Snowmobile
- Vasa Ski Trail
- Vasa Bike Trail
- Township Boundary
- Battle Creek Natural Area
- Hi Pray Park
- Mill Creek School
- Petobego Natural Area
- Samels Centennial Farm
- Whitewater Township Park
- Lakes
- State of Michigan

2/13/2019 GTC-GIS / MS



1 inch = 6,500 feet

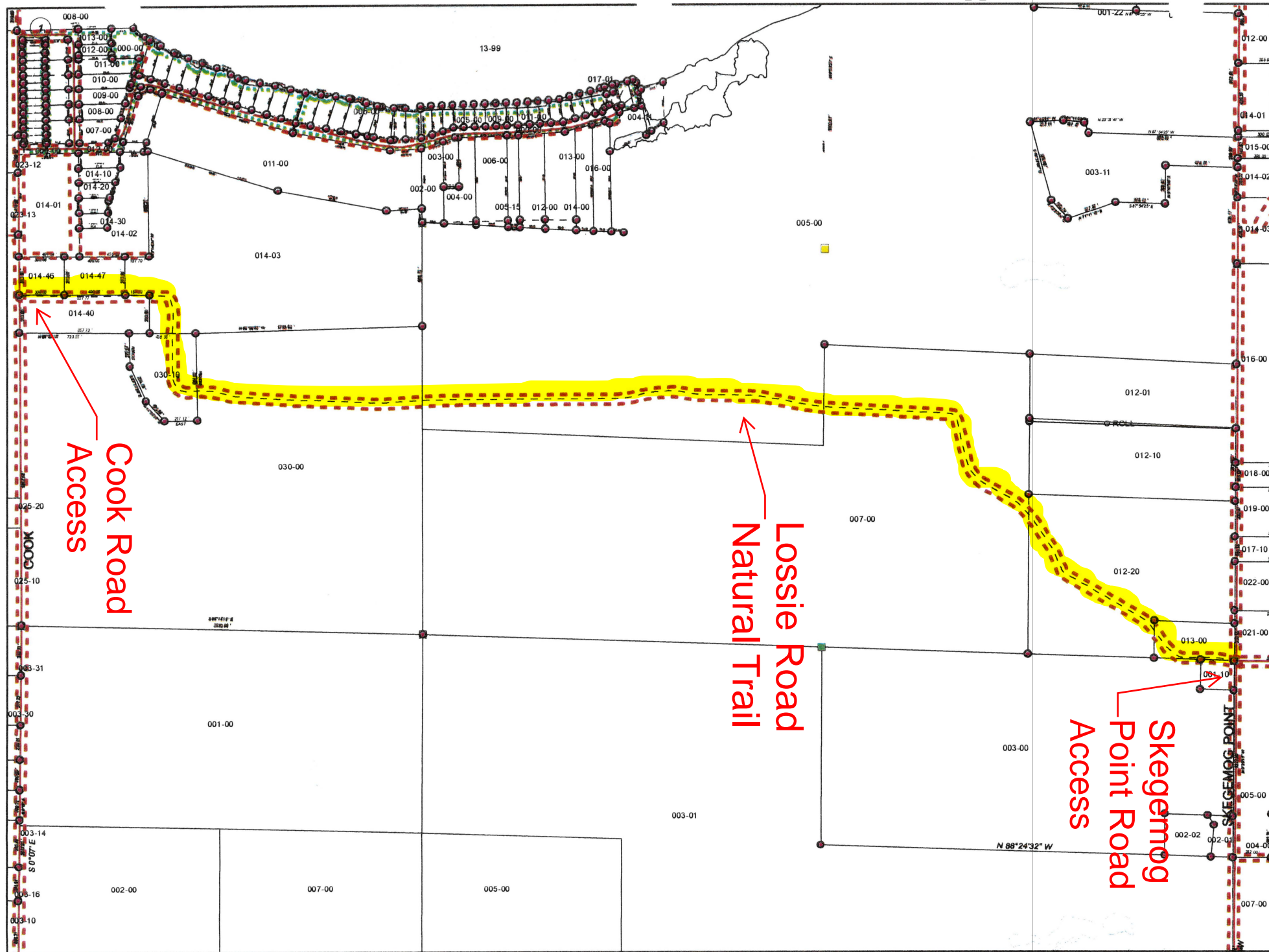
This map is based on digital databases prepared by Grand Traverse County. Grand Traverse County does not warrant, expressly or impliedly, or accept any responsibility for any errors, omissions, or that the information contained in the map or the digital databases is currently or positionally accurate.

0 1 2 4 Miles

# WHITEWATER TOWNSHIP PARK TRAILS

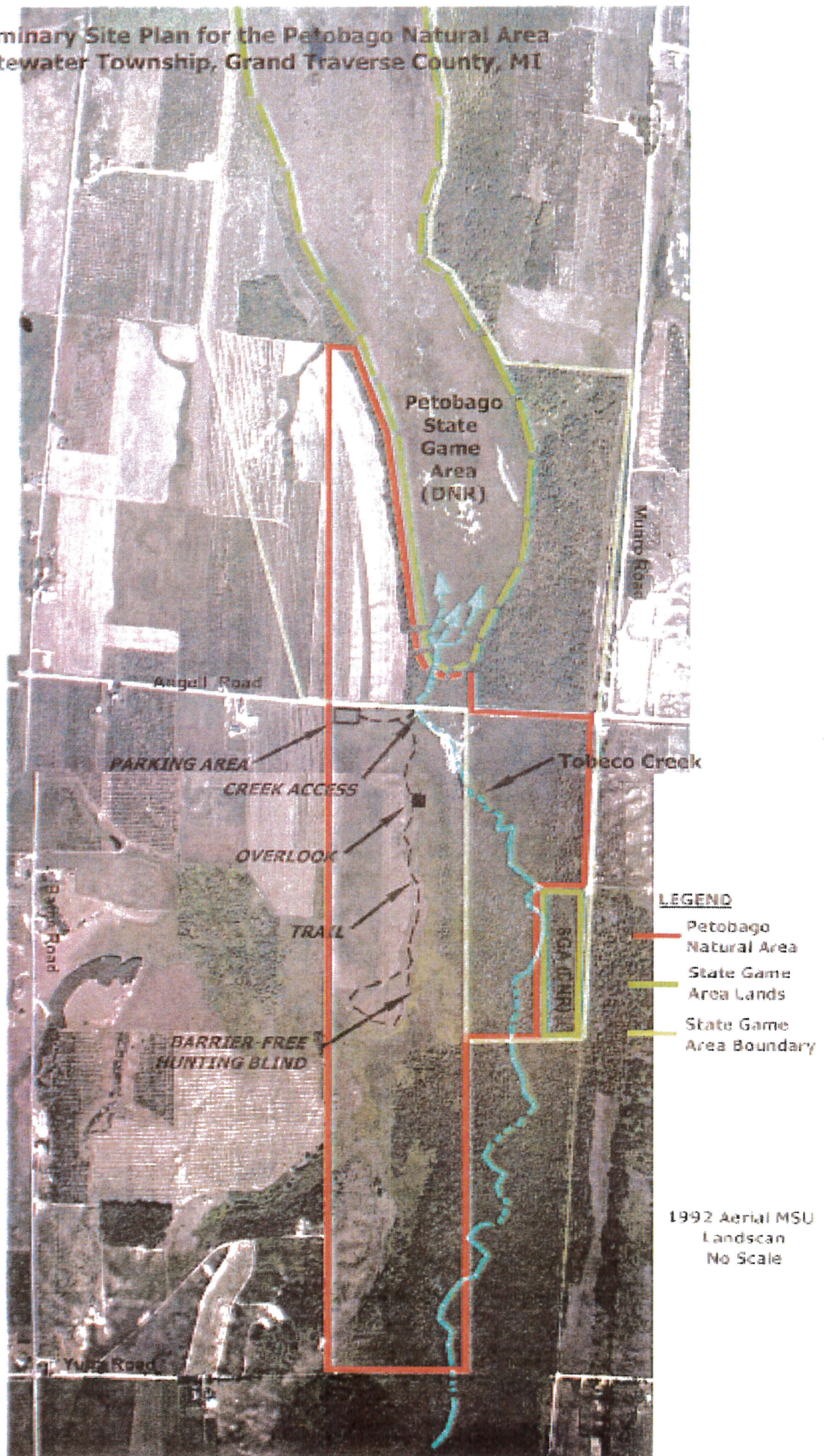




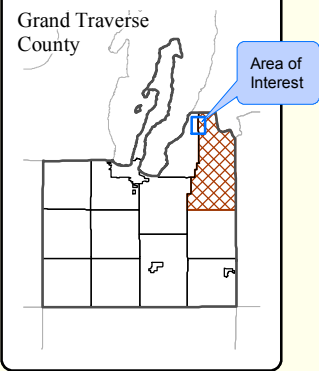




Preliminary Site Plan for the Petobago Natural Area  
Whitewater Township, Grand Traverse County, MI







# Petobego Natural Area

## Whitewater Township Sections 8 & 17

MUNRO RD

ELK LAKE RD



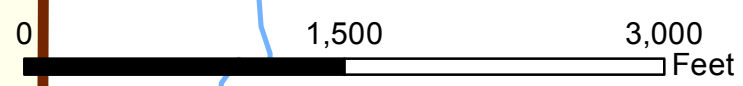
1 inch = 900 feet

ANGELL RD

PARK RD

- Barrier-Free Hunting Blinds
- Parking
- Primitive Boat Launch
- Roads
- Rivers
- Proposed Trail
- Township Boundary
- Petobego Natural Area
- Steep Slopes
- Uplands
- Hayfield
- Lakes
- State of Michigan

12/16/2015 GTC-GIS / RH

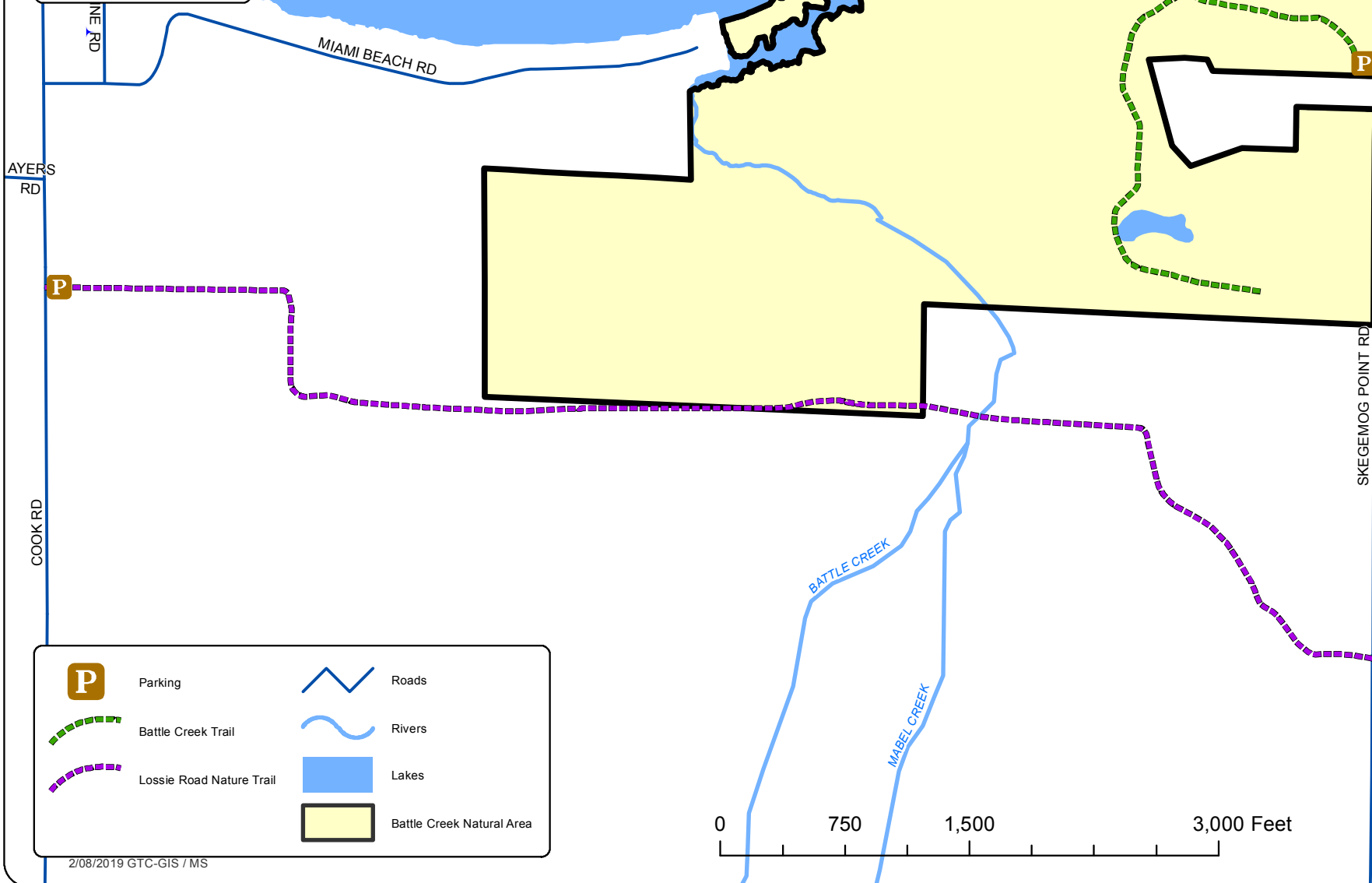
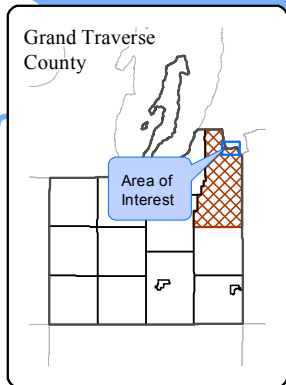


This map is based on digital databases prepared by Grand Traverse County. Grand Traverse County does not warrant, expressly or impliedly, or accept any responsibility for any errors, omissions, or that the information contained in the map or the digital databases is currently or positionally accurate.

# Battle Creek Natural Area

## Whitewater Township

ELK LAKE



P

Parking



Battle Creek Trail



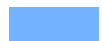
Lossie Road Nature Trail



Roads



Rivers

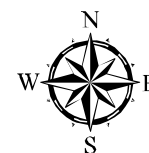


Lakes



Battle Creek Natural Area

0 750 1,500 3,000 Feet





**Building Communities that Work!**

## Whitewater Township Parks Accessibility Reviews

An accessibility evaluation of parks and recreation facilities operated by Whitewater Township was conducted by Disability Network Northern Michigan in January 2016. The accessibility scale used for the evaluation of parks follows the Michigan Department of Natural Resources 2014 Guidelines for the Development of Community Park, Recreation, Open Space, and Greenway Plans and is in compliance with the American's with Disabilities Act. Note: given that this evaluation was conducted in winter, interior restrooms were locked and could not be evaluated.

The 1-5 scale is as follows

- 1= none of the park's facilities/areas meet accessibility Guidelines
- 2= some of the park's facilities/areas meet accessibility Guidelines
- 3= most of the park's facilities/areas meet accessibility Guidelines
- 4= the entire park meets accessibility Guidelines
- 5= the entire park was developed/renovated using universal design principles

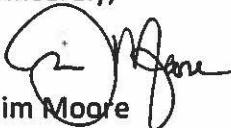
Six recreational properties were assessed.

Park Name	Purpose/Use	Score	Accessibility Evaluation
Whitewater Township Park	Camping Boat Launch	3	<b>Campground:</b> Accessible shower/ restrooms in camping area with accessible parking; accessible drinking fountain; lacks accessible firepits, grill, picnic tables, and accessible playground equipment <b>Boat Launch</b> – has accessible parking

			and access to restroom; Lacking: handrail on small elevated ramp to restrooms, lacks access route to picnic pavilion area, accessible picnic tables and play equipment
Petobego Natural area	Hiking, hunting, undeveloped wildlife habitat	1	No accessible route or designated accessible parking
"Hi" Pray Park	Baseball, tennis, basketball...	2	Paved accessible parking and access route to building/picnic pavilion, accessible restroom; unpaved route to basketball and tennis courts ; lacks accessible picnic tables; playground; restroom signage in wrong location
Battle Creek Natural Area	Hiking, hunting, undeveloped wildlife area	1	No accessible parking or trail.
Lossie Road nature Trail	Hiking, biking	1	No accessible parking, trail not accessible

Please let me know if you have any questions or if we can be of further assistance.

Sincerely,

  
 Jim Moore  
 Executive Director

**PUBLIC OUTDOOR RECREATION GRANT  
POST-COMPLETION SELF-CERTIFICATION REPORT**

*This information required under authority of Part 19, PA 451 of 1994, as amended;  
the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964); and Part 715, of PA 451 of 1994, as amended.*

**GRANT TYPE:** ☒ MICHIGAN NATURAL RESOURCES TRUST FUND ☐ CLEAN MICHIGAN INITIATIVE  
(Please select one) ☐ LAND AND WATER CONSERVATION FUND ☐ RECREATION PASSPORT ☐ BOND FUND

**GRANTEE:** WHITEWATER TOWNSHIP

**PROJECT NUMBER:** TF03-206

**PROJECT TYPE:** ACQUISITION

**PROJECT TITLE:** Battle Creek Natural Area

**PROJECT SCOPE:** Acquire 500 acres, 2300' Elk Lake shoreline, 2 miles Battle Creek

**TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)**

Name of Agency (Grantee)	Contact Person	Title
Whitewater Township	Cheryl Goss	Township Clerk
Address	Telephone	
5777 Vinton Rd, P.O. Box 159	231-267-5141 x24	
City, State, ZIP	Email	
Williamsburg, MI 49690	clerk@whitewatertownship.org	

**SITE DEVELOPMENT**

Any change(s) in the facility type, site layout, or recreation activities provided?  
If yes, please describe change(s). ☐ Yes ☒ No

255 acres was actually acquired, along with 2300' of Elk Lake shoreline and some Battle Creek frontage.

Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.) ☐ Yes ☒ No

Are any of the facilities obsolete? If yes, please explain. ☐ Yes ☒ No

**SITE QUALITY**

Is there a park entry sign which identifies the property or facility as a public recreation area?  
If yes, please provide a photograph of the sign. If no, please explain. ☒ Yes ☐ No

Picture of sign attached.

Are the facilities and the site being properly maintained? If no, please explain. ☒ Yes ☐ No

An 08/10/2021 windstorm caused extensive tree/trail damage in the park. The park is currently closed. Efforts are under way to clean up the damage.

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. ☐ Yes ☒ No

## POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain.

☐ Yes ☒ No

There are no buildings on this property. There are trails and a pond with a small dam.

Trail maintenance is done mainly by volunteers.

### GENERAL

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants)

☒ Yes ☐ No ☐ N/A

Is any segment of the general public restricted from using the site or facilities?  
(i.e. resident only, league only, boaters only, etc.) If yes, please explain.

☐ Yes ☒ No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure.

☐ Yes ☒ No

What are the hours and seasons for availability of the site?

24/7/365

### COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)

## POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D

### CERTIFICATION

*I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.*

**Cheryl Goss**

Please print

Grantee Authorized Signature

Date

**Ardella Benak**

Please print

Witness Signature

Date

Send completed report to:

POST COMPLETION GRANT INSPECTION REPORTS  
GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925



# BATTLE CREEK NATURAL AREA

WHITEWATER  
TOWNSHIP







Erected in honor of the  
**Hildreth and Sanford  
families**  
and their enduring love  
of Elk Lake

**Battle Creek  
Nature Trail  
Eagle Scout Project  
By  
Alex A. Asoritis  
Troop 28  
August 2013**



**PUBLIC OUTDOOR RECREATION GRANT**  
**POST-COMPLETION SELF-CERTIFICATION REPORT**

*This information required under authority of Part 19, PA 451 of 1994, as amended;  
the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964); and Part 715, of PA 451 of 1994, as amended.*

**GRANT TYPE:** ☒ MICHIGAN NATURAL RESOURCES TRUST FUND ☐ CLEAN MICHIGAN INITIATIVE  
(Please select one) ☐ LAND AND WATER CONSERVATION FUND ☐ RECREATION PASSPORT ☐ BOND FUND

**GRANTEE:** WHITEWATER TOWNSHIP

**PROJECT NUMBER:** TF00-319

**PROJECT TYPE:** ACQUISITION

**PROJECT TITLE:** Petobego Natural Area Acquisition

**PROJECT SCOPE:** Acquire 240 acres and 1 mile frontage on Tobeco Creek

**TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)**

Name of Agency (Grantee)	Contact Person	Title
Whitewater Township	Cheryl Goss	Township Clerk
Address	Telephone	
5777 Vinton Rd, P.O. Box 159	231-267-5141 x24	
City, State, ZIP	Email	
Williamsburg, MI 49690	clerk@whitewatertownship.org	

**SITE DEVELOPMENT**

Any change(s) in the facility type, site layout, or recreation activities provided?  
If yes, please describe change(s).

☐ Yes ☒ No

Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.)

☐ Yes ☒ No

Are any of the facilities obsolete? If yes, please explain.

☐ Yes ☒ No

**SITE QUALITY**

Is there a park entry sign which identifies the property or facility as a public recreation area?  
If yes, please provide a photograph of the sign. If no, please explain.

☐ Yes ☒ No

Are the facilities and the site being properly maintained? If no, please explain.

☒ Yes ☐ No

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism.

☐ Yes ☒ No

## POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain.

☒ Yes ☐ No

There are no buildings at this site. Grass parking lot is mowed monthly in summer.

### GENERAL

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants)

☒ Yes ☐ No ☐ N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain.

☐ Yes ☒ No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure.

☐ Yes ☒ No

What are the hours and seasons for availability of the site?

24/7/365

### COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)



## POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D

### CERTIFICATION

*I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.*

**Cheryl Goss**

Please print

\_\_\_\_\_  
*Grantee Authorized Signature*

\_\_\_\_\_  
Date

**Ardella Benak**

Please print

\_\_\_\_\_  
*Witness Signature*

\_\_\_\_\_  
Date

Send completed report to:

**POST COMPLETION GRANT INSPECTION REPORTS  
GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925**







**PUBLIC OUTDOOR RECREATION GRANT  
POST-COMPLETION SELF-CERTIFICATION REPORT**

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the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964); and Part 715, of PA 451 of 1994, as amended.*

**GRANT TYPE:** ☐ MICHIGAN NATURAL RESOURCES TRUST FUND ☐ CLEAN MICHIGAN INITIATIVE  
(Please select one) ☒ LAND AND WATER CONSERVATION FUND ☐ RECREATION PASSPORT ☐ BOND FUND

**GRANTEE:** WHITEWATER TOWNSHIP

**PROJECT NUMBER:** 26-00211

**PROJECT TYPE:** DEVELOPMENT

**PROJECT TITLE:** WHITEWATER TOWNSHIP PARK

**PROJECT SCOPE:** Modern camping, picnic, boating facilities

**TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)**

Name of Agency (Grantee)	Contact Person	Title
Whitewater Township	Cheryl Goss	Township Clerk
Address	Telephone	
5777 Vinton Rd, P.O. Box 159	231-267-5141 x24	
City, State, ZIP	Email	
Williamsburg, MI 49690	clerk@whitewatertownship.org	

**SITE DEVELOPMENT**

Any change(s) in the facility type, site layout, or recreation activities provided?  
If yes, please describe change(s). ☐ Yes ☒ No

Facility remains a 55-site campground with 2-lane boat launch, plus beach, picnic area, and nature trails.

Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.) ☒ Yes ☐ No

Many years ago, a cell tower was erected on a small portion of the site.

Are any of the facilities obsolete? If yes, please explain. ☐ Yes ☒ No

**SITE QUALITY**

Is there a park entry sign which identifies the property or facility as a public recreation area?  
If yes, please provide a photograph of the sign. If no, please explain. ☒ Yes ☐ No

Picture of sign attached.

Are the facilities and the site being properly maintained? If no, please explain. ☒ Yes ☐ No

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. ☐ Yes ☒ No



## POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain.

☒ Yes ☐ No

Daily checklists attached.

### GENERAL

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants)

☒ Yes ☐ No ☐ N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain.

☐ Yes ☒ No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure.

☒ Yes ☐ No

2021 fee schedule attached.

What are the hours and seasons for availability of the site?

Campground open early May to end of September. Boat launch/trails open year-round.

### COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)

In 2019, a Waterways grant was awarded for expansion of the boat launch to 4 lanes, additional boat trailer parking, entry road improvements, and a boat wash station. Partly due to COVID, the project has not been completed.

## POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D

### CERTIFICATION

*I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.*

**Cheryl Goss**

Please print

Grantee Authorized Signature

Date

**Ardella Benak**

Please print

Witness Signature

Date

Send completed report to: **POST COMPLETION GRANT INSPECTION REPORTS  
GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925**







# WHITEWATER TOWNSHIP PARK DAILY CHECKLIST

DATE \_\_\_\_\_

	7:00 AM	Mid Morning or Mid Day	2:00 PM	6:00 PM	8:00 PM	Closing
<b>BATHHOUSE</b>						
<b>Disinfect &amp; Clean</b>						
Toilets	x	x	x	x	x	x
Sinks/Counters	x	x	x	x	x	x
Toilet paper	x	x	x	x	x	x
<i>Replace if one roll is empty</i>						
Empty trash	x	x	x	x	x	x
Sweep	x	x	x	x	x	x
Mop	x		x			x
Mop if needed		x		x	x	
Shake mats-sweep underneath	x	x	x	x	x	x
Wipe down windowsills & walls	x		x	x		x
<b>SHOWERS</b>						
Disinfect		x				x
Clean as needed	x	x	x	x	x	x
Remove mats-sweep underneath	x	x	x	x	x	x
Spray Down	x		x	x	x	x
Spray Down as needed & remove		x			x	
Collect shower money		x		x		
<b>MECHANICAL ROOM</b>						
Record water temperature		x				
<b>OUTSIDE BATHHOUSE</b>						
Sweep	x	x	x	x	x	x
Empty trash	x	x	x	x	x	x
Empty cigarette pails	x	x	x	x	x	x
<b>MISCELLANEOUS</b>						
Hose down golf cart as needed						
<b>WEEKLY</b>						
Check water in golf cart battery	Saturday					
PUSH in shower drains	Sunday			x		
<b>MONTHLY</b>						
GFCI Testing	15th					
Air Freshener/Can Change	30th					
<b>See next page for additional</b>						

Initial column after completing.  
X indicates "To Be Done".  
Put in envelope for Clerk at end of day.

# WHITEWATER TOWNSHIP PARK DAILY CHECKLIST

DATE \_\_\_\_\_

	7:00 AM	Mid Morning or Mid Day	2:00 PM	6:00 PM	8:00 PM	Closing
<b>PIT TOILETS</b>						
Sweep Cobwebs		x	x		x	
Sweep floors in/out		x	x		x	
Fill toilet paper rolls	x	x	x	x	x	x
<i>if less than 1/2 roll replace with new</i>						
<i>and put partial roll on top of new roll</i>						
Fill pop machine/collect money			x			
<b>PAVILION</b>						
Sweep/blow as needed		x			x	
Organize Tables as needed		x	x		x	
Check Trash	x	x	x	x	x	x
Pick-up Litter	x	x	x	x	x	x
Clean out grills as needed		x		x		
Put up RESERVED Sign					x	
<b>BOAT LAUNCH</b>						
Pick up trash	x	x	x	x	x	x
Check for boat launch passes	x					
<i>and any other time the ranger</i>						
<i>station was left unattended</i>						
<b>GENERAL CAMPGROUND</b>						
Pick up Trash	x	x	x	x	x	x
Look for trees/limbs down	x	x	x	x	x	x
Fire Pits as needed		x				
Be Positive	x	x	x	x	x	x
Be Polite	x	x	x	x	x	x
<b>RANGER STATION</b>						
Check self-registration	x	x	x	x	x	x
Sweep inside/out as needed		x	x	x	x	x
Dust		x	x	x	x	x
Wash Windows <i>min once a week</i>						
Pick up Litter	x	x	x	x	x	x
<b>COMMON AREA-Daily</b>	<b>Variable as time allows, at least once each day</b>					
Use golf cart-check trails						
<b>ADDITIONAL MAINTENANCE IS DONE IN THESE AREAS AS NEEDED:</b>						
<b>SEPTIC SYSTEM, BEACH AREA, MOWING OF PARK TRAILS, ROAD GRADING/</b>						
<b>BRINING, AND REMOVAL OF DOWN TREES.</b>						

Initial column after completing.  
 X indicates "To Be Done".  
 Put in envelope for Clerk at end of day.





**To:** Whitewater Township Board  
**From:** Cheryl A. Goss, Parks & Recreation Administrator  
**Date:** 01/05/2021  
**Re:** Whitewater Township Park 2021 Dates and Rates

---

**2021 DATES**

The following recommendations are made with respect to the opening, closing, and free camping weekend dates for 2021:

- Park to open on Friday, May 7
- Free camping weekend to take place May 7 through May 9 – two nights of free camping in exchange for picking up debris on sites
- Park to close on Sunday, October 2

**An appropriate motion would be: Motion to designate the 2021 opening, closing, and free camping weekend dates as recommended by the Clerk.**

**2021 CAMPING RATES**

The following camping rates are recommended for 2021:

- Off-peak season rate - \$27 per night (May 9 through June 16)
- Peak season rate - \$32 per night (June 17 through September 5)
- Additional adult sleeping units - \$15 per night
- Seasonal sites - \$29 per night

**2021 MISCELLANEOUS RATES:**

The following miscellaneous rates are recommended for 2021:

- Reservation fee \$8 per reservation, nonrefundable
- Ice \$2 per bag
- Wood \$7 per bundle
- Boat launch \$5 daily, \$5-10 camper, \$20 annual resident, \$40 annual non-resident
- Pavilion \$100 per day
- Dump station \$10 (non-campers)
- Garbage \$1 per bag
- Storage \$5 per night (per storage policy)
- Cancel/change booking - \$10 per booking

**An appropriate motion would be: Motion to approve 2021 Camping and Miscellaneous Rates as recommended by the Clerk.**

###



**PUBLIC OUTDOOR RECREATION GRANT  
POST-COMPLETION SELF-CERTIFICATION REPORT**

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GRANT TYPE: ☐ MICHIGAN NATURAL RESOURCES TRUST FUND ☒ CLEAN MICHIGAN INITIATIVE  
(Please select one) ☐ LAND AND WATER CONSERVATION FUND ☐ RECREATION PASSPORT ☐ BOND FUND

GRANTEE: WHITEWATER TOWNSHIP

PROJECT NUMBER: CM99-368

PROJECT TYPE: IMPROVEMENT

PROJECT TITLE: Whitewater Park Restroom and Electrical Upgrade

PROJECT SCOPE: Renovate restroom building, add electric to 20 sites.

**TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)**

Name of Agency (Grantee)	Contact Person	Title
Whitewater Township	Cheryl Goss	Township Clerk
Address	Telephone	
5777 Vinton Rd, P.O. Box 159	231-267-5141 x24	
City, State, ZIP	Email	
Williamsburg, MI 49690	clerk@whitewatertownship.org	

**SITE DEVELOPMENT**

Any change(s) in the facility type, site layout, or recreation activities provided?  
If yes, please describe change(s).

☐ Yes ☒ No

Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.)

☒ Yes ☐ No

Many years ago, a cell tower was erected on a small portion of the site.

Are any of the facilities obsolete? If yes, please explain.

☐ Yes ☒ No

**SITE QUALITY**

Is there a park entry sign which identifies the property or facility as a public recreation area?  
If yes, please provide a photograph of the sign. If no, please explain.

☒ Yes ☐ No

Picture of sign attached.

Are the facilities and the site being properly maintained? If no, please explain.

☒ Yes ☐ No

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism.

☐ Yes ☒ No

## POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain.

☒ Yes ☐ No

Daily checklists attached.

### GENERAL

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants)

☒ Yes ☐ No ☐ N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain.

☐ Yes ☒ No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure.

☒ Yes ☐ No

2021 fee schedule attached.

What are the hours and seasons for availability of the site?

Campground open early May to end of September.

### COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)

The restroom building has had further renovation in the last couple years, i.e., ceramic tile on all restroom and shower walls.

## POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D

### CERTIFICATION

*I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.*

**Cheryl Goss**

Please print

Grantee Authorized Signature

Date

**Ardella Benak**

Please print

Witness Signature

Date

Send completed report to:

POST COMPLETION GRANT INSPECTION REPORTS  
GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925







# WHITEWATER TOWNSHIP PARK DAILY CHECKLIST

DATE \_\_\_\_\_

	7:00 AM	Mid Morning or Mid Day	2:00 PM	6:00 PM	8:00 PM	Closing
<b>BATHHOUSE</b>						
<b>Disinfect &amp; Clean</b>						
Toilets	x	x	x	x	x	x
Sinks/Counters	x	x	x	x	x	x
Toilet paper	x	x	x	x	x	x
<i>Replace if one roll is empty</i>						
Empty trash	x	x	x	x	x	x
Sweep	x	x	x	x	x	x
Mop	x		x			x
Mop if needed		x		x	x	
Shake mats-sweep underneath	x	x	x	x	x	x
Wipe down windowsills & walls	x		x	x		x
<b>SHOWERS</b>						
Disinfect		x				x
Clean as needed	x	x	x	x	x	x
Remove mats-sweep underneath	x	x	x	x	x	x
Spray Down	x		x	x	x	x
Spray Down as needed & remove		x			x	
Collect shower money		x		x		
<b>MECHANICAL ROOM</b>						
Record water temperature		x				
<b>OUTSIDE BATHHOUSE</b>						
Sweep	x	x	x	x	x	x
Empty trash	x	x	x	x	x	x
Empty cigarette pails	x	x	x	x	x	x
<b>MISCELLANEOUS</b>						
Hose down golf cart as needed						
<b>WEEKLY</b>						
Check water in golf cart battery	Saturday					
PUSH in shower drains	Sunday			x		
<b>MONTHLY</b>						
GFCI Testing	15th					
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	7:00 AM					
<b>PIT TOILETS</b>						
Sweep Cobwebs		x	x		x	
Sweep floors in/out		x	x		x	
Fill toilet paper rolls	x	x	x	x	x	x
<i>if less than 1/2 roll replace with new and put partial roll on top of new roll</i>						
Fill pop machine/collect money			x			
<b>PAVILION</b>						
Sweep/blow as needed		x			x	
Organize Tables as needed		x	x		x	
Check Trash	x	x	x	x	x	x
Pick-up Litter	x	x	x	x	x	x
Clean out grills as needed		x		x		
Put up RESERVED Sign					x	
<b>BOAT LAUNCH</b>						
Pick up trash	x	x	x	x	x	x
Check for boat launch passes	x					
<i>and any other time the ranger station was left unattended</i>						
<b>GENERAL CAMPGROUND</b>						
Pick up Trash	x	x	x	x	x	x
Look for trees/limbs down	x	x	x	x	x	x
Fire Pits as needed		x				
Be Positive	x	x	x	x	x	x
Be Polite	x	x	x	x	x	x
<b>RANGER STATION</b>						
Check self-registration	x	x	x	x	x	x
Sweep inside/out as needed		x	x	x	x	x
Dust		x	x	x	x	x
Wash Windows <i>min once a week</i>						
Pick up Litter	x	x	x	x	x	x
<b>COMMON AREA-Daily</b>						
Use golf cart-check trails	Variable as time allows, at least once each day					
<b>ADDITIONAL MAINTENANCE IS DONE IN THESE AREAS AS NEEDED:</b>						
<b>SEPTIC SYSTEM, BEACH AREA, MOWING OF PARK TRAILS, ROAD GRADING/</b>						
<b>BRINING, AND REMOVAL OF DOWN TREES.</b>						

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**To:** Whitewater Township Board  
**From:** Cheryl A. Goss, Parks & Recreation Administrator  
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- Garbage \$1 per bag
- Storage \$5 per night (per storage policy)
- Cancel/change booking - \$10 per booking

**An appropriate motion would be: Motion to approve 2021 Camping and Miscellaneous Rates as recommended by the Clerk.**

###

2055  
Whitewater Twp.

# AFFIDAVIT OF PUBLICATION

**LEGAL NOTICE  
WHITEWATER TOWNSHIP  
NOTICE OF PUBLIC HEARING  
2021-2025 DRAFT RECREATION PLAN**

Notice is hereby given that the Whitewater Township Board will hold a public hearing on the 2021-2025 Draft Recreation Plan at a regular meeting of the Township Board to be held on December 14, 2021, at 9:00 a.m., at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan 49690.

A copy of the 2021-2025 Draft Recreation Plan is available for public inspection at the Whitewater Township Hall, on the home page of the township website, [www.whitewatertownship.org](http://www.whitewatertownship.org), or will be e-mailed on request.

Comments may be made in writing or in person. Written comments may be submitted through the Public Comment - 2021-2025 Draft Recreation Plan link on the township website, by e-mail to [parksrecsurvey@gmail.com](mailto:parksrecsurvey@gmail.com), or by mail to Whitewater Township, P.O. Box 159, Williamsburg, Michigan 49690.

Whitewater Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting upon 5 days' notice to the township clerk at 231-267-5141 ext. 24.

Cheryl A. Goss  
Whitewater Township Clerk  
(231) 267-5141 ext 24  
[clerk@whitewatertownship.org](mailto:clerk@whitewatertownship.org)

November 28, 2021-1T

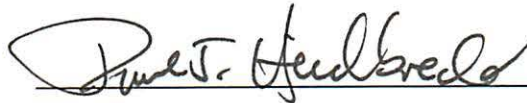
577691

STATE OF MICHIGAN  
County of Grand Traverse


Paul Heidbreder being duly sworn deposes and says the annexed printed copy of notice was taken from the Traverse City RECORD EAGLE, a newspaper printed and circulated in said State and County, and that said notice was published in said newspaper on the following dates:

11/28/2021

that he or she is the agent of the printers of said newspaper, and knows well the facts stated herein



Subscribed and sworn to before  
this 29th of November, 2021.



Denise A. Lingerfelt  
Notary Public, State of MI  
County of Grand Traverse  
09/28/2023  
Acting in County of Grand Traverse



7280 Rapid City Rd P.O.Box 100

Rapid City, MI 49676

231.331.4622

Whitewater Township  
5777 Vinton Road  
Williamsburg, Michigan 49690

November 30, 2021

We are expanding our fiber network from our present connection at Skegemog Pt Rd and Watson Rd to southern Whitewater Township and are requesting your assistance to make fiber optic internet a reality for underserved areas of your Township.

186networks has been providing internet in the area for 25 years, since November 1996. First we started with dialup internet under the name of Chain O' Lakes Internet. Then around the year 2000, we were the first to offer wireless services to those in the area. Then in 2013, we were the first again, and began to offer Fiber to the home service. About 4 years ago, we moved all our fiber service speeds that have a direct fiber backbone to 1gbps at the low cost of \$69.95/mo and changed our dba name to 186networks. We believe we are the first and only provider in Northern Michigan to offer these gig speeds to the average home user for under \$70/mo.

Currently we have Fiber Optic services in Kalkaska, Antrim, Leelanau, and Grand Traverse County's. In the last 2 years we have added Fiber Optic connections starting at 1000mbps / 1gbps speeds to residences in your township. Customers on Skegemog Point Rd, Fairview Ave, M-72, Lossie, Baggs, Lakeside Trail have been enjoying our Fiber to the home services for some time now.

As stated above, 186networks has already completed several area of Whitewater Township with help from area residents. We asked residents to pay a \$400 backbone fee to help bring the most inexpensive gigabit fiber optic internet service in the state. The \$400 fee has not come close to covering the installation of the fiber along the road with some residents not wanting to pay the \$400 fee (which is their prerogative).

## **Fiber Opportunities**

We are proposing a build out within Whitewater Township for the following areas and with your help it will allow us to start on this project early next year.

**Phase 1)** Our goal is to get to Island Lake area. If we are awarded extra funds from the Township, we will be adding a Fiber Backbone all the way to the Island Lake Residences.

We are in the process of starting the Fiber to the Home Island Lake Project, with a licensed wireless Microwave backhaul with speeds up to 200mbps download and upload. By adding a fiber backbone (with your help) to the residences of Island Lake, we will be offering 1gbps (1000mbps) service speeds to these residences without adding to their monthly costs. See Attached map of the backbone. Which will be connecting into our backbone that is already installed on Skegemog Point Rd.

**Phase 2)** Once the backbone is installed, we will be adding off spurts to the following roads. Watson, Linderleaf Lane, Deal Rd, Lackey, Samuels Rd, Odell, Vinton Rd, Farrell Rd, Hursh Rd, Supply Rd and other close by roads as indicated on the maps.

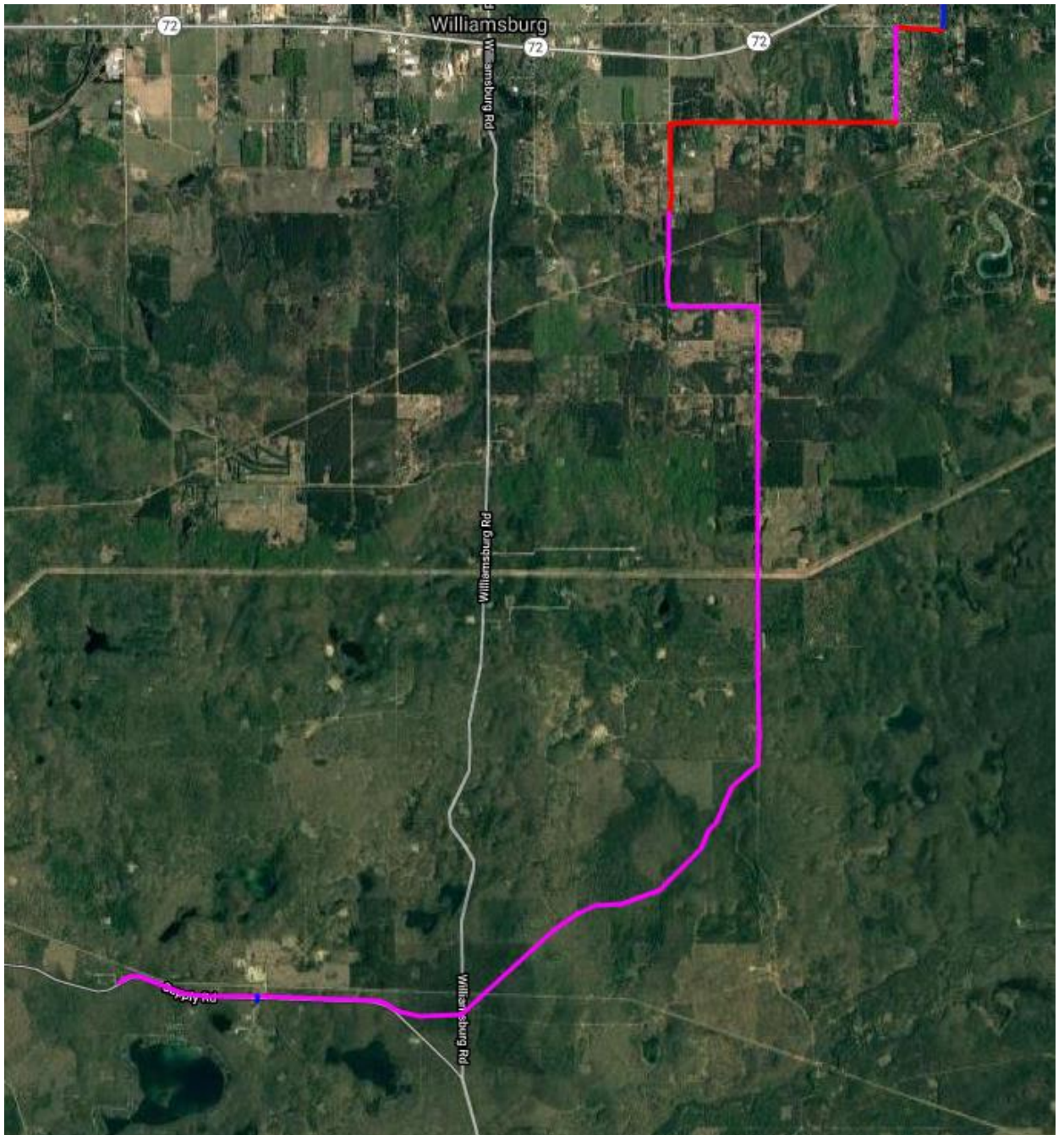
It is estimated that we will be able to service over 335 additional homes with Gigabit Fiber Optic Internet in Whitewater Township .

**We are looking for an investment from Whitewater Township of up to \$250,000 as we are try to eliminate any along the road backbone fees for the home owners.**

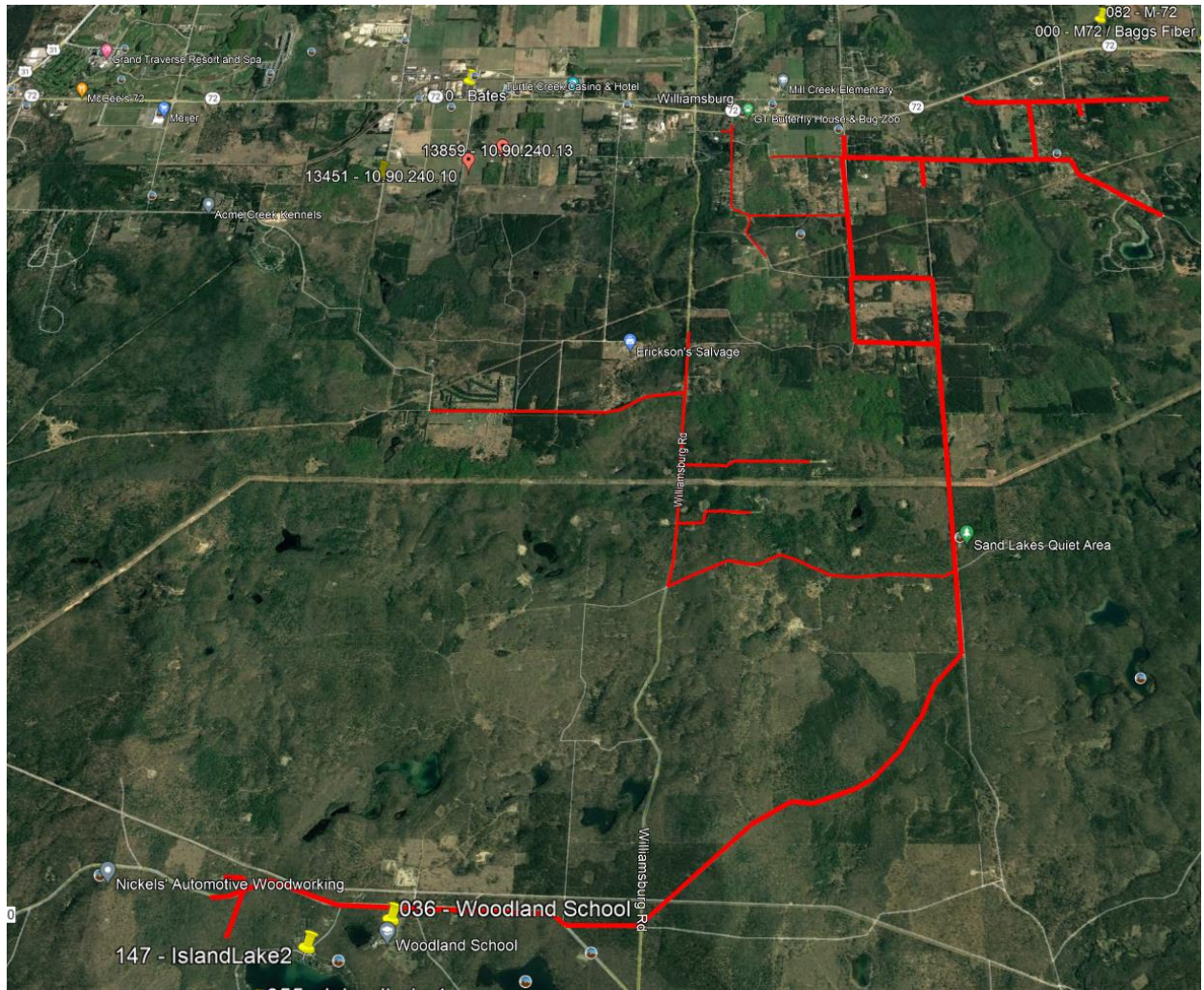
Maps show where we want to bring fiber but are only an estimate of where we want to go and are subject to change.



Phase 1



## Phase 2) Additional Roads





# Whitewater Township Supervisor's Report

## November 2021

### 1) Investigate citizen observations:

- A. Citizen observations – Cook Road - upturned trees and tree damage remain in the Right of Way and adjoining front yards. Forwarded pictures to the Grand Traverse County Road Commission who has established a work order for non-emergent tree work.
- B. Issues involving bypass traffic, around the Elk Lake Road and M-72 stoplight continue. Since including this topic in my monthly Supervisor's report, the issue has expanded greatly, with area residents providing a much larger picture of what is happening. The mile long backups created by the stoplight at M-72 and Williamsburg/Elk Lake Road is the reason Church Street, Crisp Road, and Old M-72 see the "bypass" traffic. Often the light cycles for a single vehicle on Williamsburg or Elk Road adding to the lineup. I do realize, this is the reason the light was installed providing a break in M-72 traffic so cross traffic can flow. However, having big rigs and speeding traffic on Old M-72, Church Street, and Crisp Road, where a portion of the road is single lane, makes no sense. The Grand Traverse County Road Commission and MDOT have been made aware of resident complaints. According to Grand Traverse County Road Commission residential complaints are no reason to halt thru truck traffic on the surface streets. I believe new management at the Road Commission is needed. Work will continue to address these conditions before 2022 tourist traffic hits again.

### 2) Office duties:

#### A. Meetings:

- 1) Attended a mediation session in Traverse City with Clerk Goss in regards to a lawsuit from Northpointe Farms. No additional information can be shared at this time pending a judge's ruling in the matters.
- 2) Met with Zoning Administrator Bob Hall regarding consulting needs at the Planning Commission level. This topic is discussed elsewhere in the 12.14.2021 agenda.
- 3) Office visit with Fire Chief Brandon Flynn to talk thru new training mandates and the hardships it causes for paid on call fire departments within the State, including the Williamsburg Department.
- 4) No time was devoted to developing ethics standards this month.
- 5) Easement verification on the Lossie Road Nature Trail is an on-going issue. Review of Township Records should be completed by year end.
- 6) Attended the monthly Supervisor's meeting. Concern about various volunteer emergency services (medical and fire) continue to grow in smaller townships. More stringent training requirements have been implemented by the State making volunteering for this type of work more difficult. As often stated, emergency services is an on-going discussion and an ever-changing discipline.

7) I did not attend The Road Commission meeting this month as a conflict in my schedule redirected my attention.

8) Webinar highlights for October Include:

A) **New Official Webinar** – Hosted by the Township's legal firm. The webinar began just after lunch and interfered with the Township Board Meeting which ran long. Here is a summary of topics discussed:

- a. Practical steps & guidance to enacting a new constitutional sign ordinance
- b. Wind and solar ordinances
- c. Property tax issues & recent mi tax tribunal decisions
- d. You said what? – navigating employee speech rights
- e. Conflicts of interest, ethics, & difficult board members

B) **Recycling, Composting and Circular Economy Solutions For your Community Webinar:** – This webinar was presented EGLE and is part of the Catalyst Community Series. Information from the webinar provided helpful ideas for a project just getting started in the Township. For example, the storms of 2021 left local residents with a lot of wood debris to get rid and the Township had no place set aside or plan in place to help. Composting could be part of a solution and if operated properly, the rich soil by-products created could be returned to the community. Circular economy explained!

### 3. Other Items of Interest:

- 1) Shared ambulance agreements between Acme Township, Mobile Medical Response and Whitewater Township have been completed. Thank you to everyone who worked to keep this valuable public service operational.
- 2) Was involved with one FOIA request during the month.
- 3) No time was allotted to verify the legal description of the N- Industrial Zoning District.
- 4) No time was directed to the MuniCode manuscript review. Currently a couple of sections are not useable as they exist. Work will resume as time allows.
- 5) Fielded a few questions regarding the 2021 request for an arborist. Similar to the 2015 storm cleanup, identifying any diseased trees needing removal and making sure they are disposed of properly is a Board concern. It has been recommended we treat all oak trees removed as if they were diseased to ensure proper disposal.

Respectfully Submitted,



Ron Popp  
Whitewater Township Supervisor.

## **Clerk/Parks & Recreation Administrator's Report for November/December 2021**

To: Whitewater Township Board and Community

From: Cheryl A. Goss, Township Clerk

Date: 12/08/2021

This report details activity in the Clerk's office since my last report dated 11/02/2021.

### **Meetings Attended (in addition to Township Board meetings):**

1. 11/03/2021 Mobile Medical Response Advisory Board
2. 11/05/2021 Webinar – What the Board Needs to Know About Tax Collection
3. 11/18/2021 Grand Traverse County Municipal Clerks Association
4. 11/22/2021 Mediation – Northpoint Farms v Whitewater Township
5. 12/01/2021 Stewart Beach Club (township official providing access to building)
6. 12/08/2021 Mobile Medical Response Advisory Board

**Elections:** Recent information from Grand Traverse County Clerk Bonnie Scheele indicates that if the township board does not appoint someone to fill the vacant trustee position within the 45-day period post acceptance of resignation, an election held to fill the vacancy would occur in May 2022. The Republican and Democrat parties each submit a nominee. Additionally, candidates without party affiliation can run by filing a qualifying petition with 9 to 30 signatures and an Affidavit of Identity by the 15th day after the County Clerk calls the special election. The petition and affidavit forms are available in my office. There is no fee to file a qualifying petition.

**Recodification of General/Zoning Ordinances:** Nothing new.

**Whitewater Township Park:** Revenue figures for the 2021 camping/boating season indicate that the park had total revenue of \$243,250, a \$3,865 increase over 2020. The switch to pre-bundled wood kept park ranger wages almost the same as 2020 despite the \$2/hour wage increase in 2021 as the need for a third ranger on the afternoon/evening shift was eliminated. At the park, we are always looking for ways to “work smarter, not harder.” When that goal reduces expenses, it is beneficial to the park. The campground playground expansion project is underway. This project will greatly improve the playground area in the park, both in terms of appearance and functionality. These goals are achieved with removal of scraggly trees and those which are in the way, as well as recontour of the dirt to provide additional level area for proper placement of the existing equipment, as well as the addition of new features, i.e., perhaps a slide or two, one or two picnic tables and/or benches, as these latter items can be fit into the budget. Once final dimensions are drawn, the Parks & Recreation Advisory Committee will be asked to come up with a new layout for this area which adheres to all of the use zone and other requirements for safe playgrounds. Regarding the boat ramp project, I am hopeful we can get this put out for bid soon; I am awaiting documents from Fleis & VandenBrink. In the meantime, I have sought a quote on the cost of security cameras at the boat launch.

**Hi Pray Park/Battle Creek Natural Area/Lossie Road Nature Trail/Petobego Natural Area:** A quote for electronic locks on the restroom doors at Hi Pray Park has been sought. It would be helpful if rangers did not need to unlock/re-lock this building on a daily basis. The question of

## **Clerk/Parks & Recreation Administrator's Report for November/December 2021**

Page 2

12/08/2021

whether we can get internet service to this location is being investigated. Regarding the storm damage at BCNA/LRNT, no bids were received in the clerk's office in response to the arborist/forester advertisement. This will probably need to be readvertised in the spring. Judging from the vehicles in the parking lot at Petobego during deer season, hunters were taking advantage of the opportunity to hunt this property.

### **November FOIA Requests:**

1. Attorney Matthew Vermetten (emails from 08/30/2021 through 09/27/2021 to/from Whitewater Township Clerk's Office (Cheryl Goss), emails to/from Whitewater Township Supervisor's Office (Ron Popp) regarding marijuana). Status is completed.
2. Partner Engineering and Science, Inc. (fire department and planning/zoning records re: 9040 M-72 East, Williamsburg). Status is good faith deposit requested.
3. Chris Hubbell (applications for medical marihuana and recreational marihuana). Status is completed.

**Request for Road Repairs on Skegemog Point Road:** No new communications have been received by the clerk's office on this topic.

**Township Hall Painting/Flooring:** Nothing new.

### **Mobile Medical Response Advisory Board:**

This board met last on 12/8. Reports were provided. Steve Myers advised that on 11/23, one day after the current contract went into effect, the Acme/Whitewater rig went on two calls in Garfield Township. Myers said he advised Central Dispatch that the Acme/Whitewater rig is not to be dispatched to Garfield Township. Myers also reported that Central Dispatch can see MMR ambulances now, and also that MMR is now fully staffed in the city. To his knowledge, things are going well with MMR staff moving between Acme and Whitewater townships.

**Other News:** Winter has officially arrived in Northern Michigan.

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## Whitewater Township Zoning – Staff Report

### NOVEMBER 2021

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*It is the intent of the staff report to be brief – a simple highlight of activities from the past and those that may be anticipated in the future. It is my past practice that this report flow to the Planning Commission, to the Township Board, and finally to the Zoning Board of Appeals.*

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#### **Zoning Office**

The end of the building season has meant that more site inspections are being performed as the 'Codes' office in Grand Traverse County is apparently getting requests for final inspections on Whitewater Township building projects.

The ZA continued a preliminary site plan 'conversation' with the developers regarding the proposed housing complex and possible RV park on Thursday, December 2<sup>nd</sup>, 2021. The PC Chair was able to join via phone. The purpose and intent of the conversation was to simply allow the developer to explain the overall nature and character of their proposal, and for Whitewater Township to share the process required should they decide to move forward with any final site plan review / public hearing. On Friday, December 3<sup>rd</sup>, 2021, the ZA received a call from the engineering firm representing the developer and was informed that the project was being put on 'hold' for the time being. As of this report, the development is no longer a relevant item for the ZA.

**However** – this potential project opened several eyes in Whitewater Township regarding the impact that 'any' development will have on the community. The ZA (in preparation for this development to move forward) even engaged in some more critical study and review of our zoning ordinance, particularly Article XXV related to Site Plan Review and Special Use(s).

**Please see my memo labeled as URGENT for further explanation.**

The ZA continues to receive calls inquiring about possible land uses, development opportunities along the M-72 corridor, more frequently about the areas zoned Commercial. As the Planning Commission (and the public) is exposed to more ideas through the planning process, perhaps more discussion can be held that will guide the future of Whitewater Township.

#### **Land Use Permit Activity**

Land Use Permit activity has been on pace compared to this same time period last year.

#### **Planning Commission**

The Planning Commission continues to move forward on topics of concern in Whitewater Township. Planner Grobbel has provided 'draft' master plan sections on Demographics and Complete Streets (Transportation) for their review. The ZA will work with the PC Chair to compile a year-end annual report for presentation as soon as possible.

#### **Zoning Board of Appeals**

The Zoning Board of Appeals is scheduled to conduct their annual meeting for election of officers in January of 2022.

Respectfully submitted,

A handwritten signature in blue ink that reads "Robert (Bob) Hall".

Robert (Bob) Hall



# MOBILE MEDICAL RESPONSE - NOVEMBER 2021

## Whitewater November RT

Response Time Minutes	Call Count	Cumulative Call Count	Percentage	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%	0.00%
00:02:00 - 00:02:59	2	2	7.69%	7.69%
00:03:00 - 00:03:59	1	3	3.85%	11.54%
00:04:00 - 00:04:59	3	6	11.54%	23.08%
00:05:00 - 00:05:59	3	9	11.54%	34.62%
00:06:00 - 00:06:59	2	11	7.69%	42.31%
00:07:00 - 00:07:59	1	12	3.85%	46.15%
00:08:00 - 00:08:59	2	14	7.69%	53.85%
00:09:00 - 00:09:59	2	16	7.69%	61.54%
00:10:00 - 00:10:59	3	19	11.54%	73.08%
00:11:00 - 00:11:59	1	20	3.85%	76.92%
00:12:00 - 00:12:59	1	21	3.85%	80.77%
00:13:00 - 00:13:59	2	23	7.69%	88.46%
00:17:00 - 00:17:59	1	24	3.85%	92.31%
00:20:00 - 00:20:59	1	25	3.85%	96.15%
00:23:00 - 00:23:59	1	26	3.85%	100.00%
Totals: Rows: 16	26	26		

# Whitewater Twp Responses

Call Disposition	WW	Total
Transport	15	15
Refusal	11	11
Cancelled	5	5
Total	31	31

Response Priority	WW	Total
P-1 Emergency ALS	8	8
P-2 Emergency BLS	21	21
P-3 Non-Emergent	2	2
Total	31	31

Nature of Call	WW	Total
10-Chest Pain (Non-Traumatic)	1	1
13-Diabetic Problems	2	2
17-Falls	7	7
21-Hemorrhage/Lacerations	1	1
23-Overdose / Poisoning (Ingestion)	2	2
26-Sick Person (Specific Diagnosis)	6	6
28-Stroke (CVA)	1	1
29-Traffic/Transportation/Accidents	4	4
31-Unconscious/Fainting (Near)	2	2
5-Back Pain (Non-traumatic or Non Recent Trauma)	1	1
6-Breathing Problems	1	1
9-Cardiac or Respiratory Arrest/Death	3	3
Total	31	31

Run#	Date	Priority	Nature of Call	Dispatch Zone	Unit	Disposition	Dispatch Time	Scene Time	Transporting	RT
142,342	11/04/2021	P-1	10-Chest Pain (Non-Traumatic)	Whitewater	10 GTA3	Transport	0:09:55	0:20:02	0:33:13	10.12
142,430	11/04/2021	P-2	29-Traffic/Transportation/Accider	Whitewater	10 GTA3	Refusal	8:05:31	8:12:14		6.72
143,163	11/05/2021	P-3	29-Traffic/Transportation/Accider	Whitewater	10 GTA3	Refusal	20:06:15	20:08:55		2.67
143,297	11/06/2021	P-2	17-Falls	Whitewater	10 GTA3	Transport	7:01:10	7:03:56	13:15:04	2.77
143,376	11/06/2021	P-2	26-Sick Person (Specific Diagno	Whitewater	10 GTA3	Transport	11:38:30	11:44:40	12:00:50	6.17
143,378	11/06/2021	P-2	26-Sick Person (Specific Diagno	Whitewater	10 GTA2	Disregard	11:51:51			
144,724	11/09/2021	P-2	23-Overdose / Poisoning (Ingest	Whitewater	10 GTA3	Transport	8:55:57	9:00:25	9:15:20	4.47
145,533	11/10/2021	P-2	17-Falls	Whitewater	10 GTA3	Refusal	19:08:33	19:15:47		7.23
145,710	11/11/2021	P-2	26-Sick Person (Specific Diagno	Whitewater	10 GTA3	Transport	3:50:02	3:55:09	4:02:00	5.12
145,897	11/11/2021	P-2	5-Back Pain (Non-traumatic or N	Whitewater	10 GTA3	Transport	8:59:30	9:11:08	9:27:44	11.63
146,045	11/11/2021	P-2	17-Falls	Whitewater	10 GTA3	Refusal	14:05:46	14:09:48		4.03
147,734	11/15/2021	P-1	6-Breathing Problems	Whitewater	10 GTA3	Transport	2:44:33	2:55:28	3:05:02	10.92
147,904	11/15/2021	P-3	26-Sick Person (Specific Diagno	Whitewater	10 GTA3	Transport	12:43:39	12:52:25	12:52:47	8.77
148,412	11/16/2021	P-2	21-Hemorrhage/Lacerations	Whitewater	10 GTA3	Transport	13:52:31	14:00:45	14:25:33	8.23
149,304	11/17/2021	P-2	26-Sick Person (Specific Diagno	Whitewater	10 GTA3	Transport	19:36:30	19:45:43	19:54:56	9.22
149,461	11/18/2021	P-2	17-Falls	Whitewater	10 GTA3	Refusal	8:07:07	8:10:34		3.45
150,817	11/20/2021	P-2	31-Unconscious/Fainting (Near)	Whitewater	10 GTA3	Refusal	21:38:34	21:48:46		10.20
151,552	11/22/2021	P-2	28-Stroke (CVA)	Whitewater	10 GTA3	Refusal	15:19:58	15:33:26		13.47
152,244	11/23/2021	P-2	17-Falls	Whitewater	10 GTA2	Transport	13:50:36	14:14:17	14:45:56	23.68
152,385	11/23/2021	P-2	26-Sick Person (Specific Diagno	Whitewater	10 GTA3	Canceled	18:44:57			
152,480	11/23/2021	P-2	17-Falls	Whitewater	10 GTA3	Refusal	23:46:22	23:50:54		4.53
152,882	11/24/2021	P-2	17-Falls	Whitewater	10 GTA3	Refusal	18:26:37	18:31:56		5.32
153,766	11/26/2021	P-2	31-Unconscious/Fainting (Near)	Whitewater	10 GTA3	Refusal	19:03:06	19:15:34		12.47
154,114	11/27/2021	P-2	29-Traffic/Transportation/Accider	Whitewater	10 GTA3	Transport	17:16:30	17:21:50	18:33:30	5.33
154,121	11/27/2021	P-2	29-Traffic/Transportation/Accider	Whitewater	10 55A1	Transport	17:33:14	17:46:20	18:03:00	13.10
154,151	11/27/2021	P-1	9-Cardiac or Respiratory Arrest/I	Whitewater	10 GTA3	Transport	19:00:25	19:20:30	20:24:33	20.08
154,395	11/28/2021	P-1	13-Diabetic Problems	Whitewater	NONE	Canceled	11:22:54			
154,397	11/28/2021	P-1	13-Diabetic Problems	Whitewater	10 55A1	Transport	11:26:41	11:43:59	12:05:29	17.30
154,581	11/28/2021	P-1	23-Overdose / Poisoning (Ingest	Whitewater	10 GTA3	Canceled	20:41:30	20:58:03		16.55
154,979	11/29/2021	P-1	9-Cardiac or Respiratory Arrest/I	Whitewater	10 GTA3	Disregard	16:35:05	16:41:42		6.62
155,447	11/30/2021	P-1	9-Cardiac or Respiratory Arrest/I	Whitewater	10 GTA3	Refusal	15:58:00	16:07:54		9.90

# GT-ALPHA 3

Call Disposition	Acme	WW	Elk Rapids	Milton Twp	GT-Garfield	Kalkaska-Excelsior	Kalkaska-Kalkaska	Total
Transport	8	12	1	0	1	1	0	23
Refusal	1	11	1	1	0	0	0	14
Cancelled	8	3	0	0	1	0	1	13
Total	17	26	2	1	2	1	1	50

Nature of Call	Acme	WW	Elk Rapids	Milton	GT-Garfield	Kalkaska-Excelsi	Kalkaska-Kalkas	Total
10-Chest Pain (Non-Traumatic)	0	1	0	0	0	0	0	1
17-Falls	5	6	0	1	0	0	0	12
21-Hemorrhage/Lacerations	0	1	0	0	1	0	0	2
23-Overdose / Poisoning (Ingestion)	1	2	0	0	0	0	0	3
26-Sick Person (Specific Diagnosis)	3	5	2	0	0	0	0	10
28-Stroke (CVA)	0	1	0	0	0	1	0	2
29-Traffic/Transportation/Accidents	1	3	0	0	0	0	1	5
31-Unconscious/Fainting (Near)	1	2	0	0	0	0	0	3
32-Unknown Problem (Man Down)	1	0	0	0	1	0	0	2
5-Back Pain (Non-traumatic or Non Recent Trauma)	0	1	0	0	0	0	0	1
6-Breathing Problems	3	1	0	0	0	0	0	4
8-Carbon Monoxide/Inhalation/HazMat	1	0	0	0	0	0	0	1
9-Cardiac or Respiratory Arrest/Death	1	3	0	0	0	0	0	4
Total	17	26	2	1	2	1	1	50



Response Priority	Acme	WW	Elk Rapids	Milton	GT-Garfield	Kalkaska-Exc	Kalkaska-Kal	Total
P-1 Emergency ALS	5	6	0	0	1	0	0	12
P-2 Emergency BLS	11	18	2	1	1	1	1	35
P-3 Non-Emergent	1	2	0	0	0	0	0	3
Total	17	26	2	1	2	1	1	50

Run#	Date	Priority	Nature of Call	Dispatch Zone	Unit	Disposition	Dispatch Time	Scene Time	Transporting	RT
141,786	11/02/2021	P-2	26-Sick Person (Specific Diagno	Elk Rapids	10 GTA3	Transport	19:47:15	20:01:41	20:05:34	14.43
142,342	11/04/2021	P-1	10-Chest Pain (Non-Traumatic)	Whitewater	10 GTA3	Transport	0:09:55	0:20:02	0:33:13	10.12
142,430	11/04/2021	P-2	29-Traffic/Transportation/Accider	Whitewater	10 GTA3	Refusal	8:05:31	8:12:14		6.72
142,489	11/04/2021	P-2	31-Unconscious/Fainting (Near)	Acme	10 GTA3	Transport	10:24:24	10:31:46	10:46:58	7.37
143,163	11/05/2021	P-3	29-Traffic/Transportation/Accider	Whitewater	10 GTA3	Refusal	20:06:15	20:08:55		2.67
143,297	11/06/2021	P-2	17-Falls	Whitewater	10 GTA3	Transport	7:01:10	7:03:56	13:15:04	2.77
143,376	11/06/2021	P-2	26-Sick Person (Specific Diagno	Whitewater	10 GTA3	Transport	11:38:30	11:44:40	12:00:50	6.17
144,724	11/09/2021	P-2	23-Overdose / Poisoning (Ingest	Whitewater	10 GTA3	Transport	8:55:57	9:00:25	9:15:20	4.47
145,533	11/10/2021	P-2	17-Falls	Whitewater	10 GTA3	Refusal	19:08:33	19:15:47		7.23
145,710	11/11/2021	P-2	26-Sick Person (Specific Diagno	Whitewater	10 GTA3	Transport	3:50:02	3:55:09	4:02:00	5.12
145,897	11/11/2021	P-2	5-Back Pain (Non-traumatic or N	Whitewater	10 GTA3	Transport	8:59:30	9:11:08	9:27:44	11.63
146,045	11/11/2021	P-2	17-Falls	Whitewater	10 GTA3	Refusal	14:05:46	14:09:48		4.03
147,734	11/15/2021	P-1	6-Breathing Problems	Whitewater	10 GTA3	Transport	2:44:33	2:55:28	3:05:02	10.92
147,904	11/15/2021	P-3	26-Sick Person (Specific Diagno	Whitewater	10 GTA3	Transport	12:43:39	12:52:25	12:52:47	8.77
148,412	11/16/2021	P-2	21-Hemorrhage/Lacerations	Whitewater	10 GTA3	Transport	13:52:31	14:00:45	14:25:33	8.23
148,732	11/17/2021	P-2	29-Traffic/Transportation/Accider	Kalkaska-Ka	10 GTA3	Disregard	3:19:15	3:25:48		6.55
149,304	11/17/2021	P-2	26-Sick Person (Specific Diagno	Whitewater	10 GTA3	Transport	19:36:30	19:45:43	19:54:56	9.22
149,461	11/18/2021	P-2	17-Falls	Whitewater	10 GTA3	Refusal	8:07:07	8:10:34		3.45
149,790	11/18/2021	P-2	29-Traffic/Transportation/Accider	Acme	10 GTA3	Transport	21:46:00	21:53:00	22:13:00	7.00
150,027	11/19/2021	P-2	28-Stroke (CVA)	Kalkaska-Ex	10 GTA3	Transport	7:54:52	7:56:10	8:16:52	1.30
150,199	11/19/2021	P-2	17-Falls	Milton	10 GTA3	Refusal	14:26:58	14:49:33		22.58
150,739	11/20/2021	P-2	26-Sick Person (Specific Diagno	Acme	10 GTA3	Canceled	17:36:21			
150,817	11/20/2021	P-2	31-Unconscious/Fainting (Near)	Whitewater	10 GTA3	Refusal	21:38:34	21:48:46		10.20
151,552	11/22/2021	P-2	28-Stroke (CVA)	Whitewater	10 GTA3	Refusal	15:19:58	15:33:26		13.47
151,574	11/22/2021	P-2	23-Overdose / Poisoning (Ingest	Acme	10 GTA3	Transport	16:11:33	16:16:56	16:28:58	5.38
151,761	11/23/2021	P-2	17-Falls	Acme	10 GTA3	Canceled	2:59:35			
152,146	11/23/2021	P-2	17-Falls	Acme	10 GTA3	Disregard	10:54:37	10:59:05		4.47
152,218	11/23/2021	P-1	6-Breathing Problems	Acme	10 GTA3	Transport	13:08:58	13:12:47	13:20:00	3.82
152,251	11/23/2021	P-2	21-Hemorrhage/Lacerations	GT-Garfield	10 GTA3	Transport	13:58:58	14:16:13	14:16:33	17.25
152,291	11/23/2021	P-1	32-Unknown Problem (Man Dow	GT-Garfield	10 GTA3	Canceled	15:17:10			
152,307	11/23/2021	P-1	32-Unknown Problem (Man Dow	Acme	10 GTA3	Disregard	15:52:53	16:00:39		7.77



Run#	Date	Priority	Nature of Call	Dispatch Zone	Unit	Disposition	Dispatch Time	Scene Time	Transporting	RT
152,385	11/23/2021	P-2	26-Sick Person (Specific Diagno	Whitewater	10 GTA3	Canceled	18:44:57			
152,440	11/23/2021	P-2	17-Falls	Acme	10 GTA3	Canceled	21:10:12			
152,480	11/23/2021	P-2	17-Falls	Whitewater	10 GTA3	Refusal	23:46:22	23:50:54		4.53
152,540	11/24/2021	P-2	17-Falls	Acme	10 GTA3	Transport	6:20:17	6:27:03	6:36:35	6.77
152,707	11/24/2021	P-1	6-Breathing Problems	Acme	10 GTA3	Transport	12:54:42	12:57:01	13:15:01	2.32
152,882	11/24/2021	P-2	17-Falls	Whitewater	10 GTA3	Refusal	18:26:37	18:31:56		5.32
153,615	11/26/2021	P-2	8-Carbon Monoxide/Inhalation/H	Acme	10 GTA3	Canceled	12:29:16			
153,766	11/26/2021	P-2	31-Unconscious/Fainting (Near)	Whitewater	10 GTA3	Refusal	19:03:06	19:15:34		12.47
153,828	11/26/2021	P-2	17-Falls	Acme	10 GTA3	Canceled	22:22:56			
154,062	11/27/2021	P-1	6-Breathing Problems	Acme	10 GTA3	Canceled	15:09:43			
154,114	11/27/2021	P-2	29-Traffic/Transportation/Accider	Whitewater	10 GTA3	Transport	17:16:30	17:21:50	18:33:30	5.33
154,151	11/27/2021	P-1	9-Cardiac or Respiratory Arrest/I	Whitewater	10 GTA3	Transport	19:00:25	19:20:30	20:24:33	20.08
154,382	11/28/2021	P-3	26-Sick Person (Specific Diagno	Acme	10 GTA3	Transport	11:07:05	11:19:39	11:36:06	12.57
154,581	11/28/2021	P-1	23-Overdose / Poisoning (Ingest	Whitewater	10 GTA3	Canceled	20:41:30	20:58:03		16.55
154,687	11/29/2021	P-2	26-Sick Person (Specific Diagno	Elk Rapids	10 GTA3	Refusal	5:21:04	5:41:43		20.65
154,809	11/29/2021	P-2	26-Sick Person (Specific Diagno	Acme	10 GTA3	Refusal	10:42:00	10:48:58		6.97
154,881	11/29/2021	P-1	9-Cardiac or Respiratory Arrest/I	Acme	10 GTA3	Transport	13:00:54	13:05:13	14:22:29	4.32
154,979	11/29/2021	P-1	9-Cardiac or Respiratory Arrest/I	Whitewater	10 GTA3	Disregard	16:35:05	16:41:42		6.62
155,447	11/30/2021	P-1	9-Cardiac or Respiratory Arrest/I	Whitewater	10 GTA3	Refusal	15:58:00	16:07:54		9.90



# WHITEWATER TOWNSHIP FIRE DEPARTMENT

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

## November 2021 Monthly Report Fire Chief Brandon Flynn

**Alarms:** The fire department responded to 9 emergency calls in November.

- 6 – EMS Assist's
- 2 – Vehicle Collisions
- 1 – CO detector activation

**Training:** 3 training sessions were held in November.

- Vehicle & SCBA maintenance
- Target Solutions, Electrical Safety
- CPR/BLS renewal

### Meetings/Other:

- 911 BOD, Nov. 1
- County Fire Chiefs Meeting, Nov. 3
- State Fire Marshal Zoom meeting, Nov. 3
- RTC, Nov. 4
- LPT, Cancelled
- LEPC, Nov. 18

### General:

Fire crews provided standby service for the 2021 Iceman Cometh race on Saturday, November 6. Over 5000 riders passed through Whitewater Township in a six-hour period. Whitewater Fire Department crews had 4 patient contacts during this time.

West Shore Fire performed annual maintenance and flow testing on the fire departments 12 SCBA air packs this month. 7 air packs needed repair.

Firefighters conducted an open burn at Hi Pray Park to dispose of a debris pile from the August 2021 storm. The pile did not completely burn and was extinguished due to the smoke disturbing a few of the neighbors. Plans are in the works to have the remaining pile hauled away.



Committed to proudly serving the community with professionalism and integrity.

Chief Flynn conducted a BLS/CPR renewal class for 7 of the firefighters on November 15. This renewal is required every two years.

Engine 3 and Air 3 both went to Grayling for annual maintenance and DOT certification. Air 3 had to have a complete brake job and Engine 3 barely passed the NFPA pump test.

All of the firefighters completed their annual physicals and OSHA Questionnaires in October & November.

Two grants were submitted in November. The fall cycle 2% grant requesting an SCBA air compressor for Air 3 and the Michigan Township Participating Plan grant requesting video recording equipment for 4 fire apparatus. The fire department is still waiting to hear on the DNR grant submission requesting two new wildland hose reels with hose.

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WHITEWATER TOWNSHIP PLANNING COMMISSION  
MINUTES FOR REGULAR MEETING  
In-person and via ZOOM  
October 6, 2021

Call to Order at 7:07 p.m.

Roll Call: In person: Mangus, Jacobson, Wroubel, via Zoom: Dean,

Unfilled seats: Two commissioners, Board Representative and PC Representative to the ZBA unassigned

Also in attendance: Zoning Administrator Hall and Recording Secretary MacLean

Set / Adjust Agenda: Add New Business: Discussion of meeting dates and move unfinished business #1 Mr. Grobbel before Reports

Declaration of Conflict of Interest: None.

Public Comment:

Linda Slopsema, 9693 Miami Beach Rd, a lot of good information came from the field trips. Other communities use overlay districts and the industrial districts.

Denise Peltonen, address, Kalkaska and Cadillac had industrial areas in disrepair, renovated and helped. Notes there are known power issues in other states.

Public Hearing: None

Approval of Minutes:

MOTION by Jacobson, second by Wroubel to approve September 8, 2021, meeting minutes.

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

Correspondence: Notes from the people who attended the field trips will be part of next month's correspondence.

Reports:

*Zoning Administrator Report, Hall:* Be prepared for a preliminary site plan review next month.

Risk management presentation.

Magazines provided for pertinent information. Non-conforming use is something that should be addressed in the zoning.

Michigan Planner magazine regarding relationship of Master Plan to zoning. Will get everyone a copy.

December 8, Home Occupation virtual/on-line training. Contact the Clerk.

Can do sub plans within the master plan. Receiving a lot of calls of interest on the M72 corridor.

*Chair's Report, Mangus:* Township Board Rep report. Failure to communicate with the board is a long term problem with the PC.

*Township Board Rep.,* Not assigned

*ZBA Representative,:* Not assigned

*Committee Reports:* None.

*Additional Items:* None.

Unfinished Business:

1. Master Plan Review, Mr. Grobbel:

Grobbel addressing the Master Plan review.

Time frame is approximately 12 months or less. Five main items to bring current into state conformity.

Would like an editable digital copy of the current Master Plan.

In this next month update the demographics with the most current census data, probably 15 – 20 pages; will supply draft copy of the review; inventory of all of your roads and streets.

Within a couple months we will get an electronic survey instrument for feedback.

Facilitated input sessions planned for January or February and one in the summer.

The Master Plan (MP) is going to get longer.

You cannot do zoning (law) if it is not in the MP.

Marijuana needs to be included in the MP. Need to address the topic of marijuana as it moves forward for the next 20 years.

We will be talking about vision and values then we will tackle the details.

The last section is going to be zoning updates.

Is it appropriate to work on zoning issues that are not in the MP? Yes. We don't stop business.

2. Marihuana Zoning Ordinance Amendments

Status report: The board has agreed to start taking applications as of October 15. There may be some discussion regarding taking applications at the Board meeting. The Zoning Administrator will take applications and it is currently set for the Board to make the decision.

The Township Board just reduced the number of licenses to be permitted at the last board meeting.

Reports on field trips:

Kalkaska has a group that approves the applications, not just one person they recommend that it not be elected officials.

The other entities do not recommend accepting applications before the zoning is in place.

Highlights:

The three communities were very different. One was very pro (Vassar) and one very con (Middleton) that were down state. Vassar was all in, it was all about the money. Blight issue able to be addressed.

There are millions of dollars involved just to get started. These entities could buy up our whole industrial district. Big corporations work with them. Professionals addressing issues immediately. Crime was not a big issue. If we are not careful we will have a problem in our township.

If they can make the operations work within a village I don't know why we can't make it work in our Ag and our Industrial. Things can get big very quickly. Kalkaska has an interview before they can even get an application. There are good operators and bad operators. Building sizes. Got a lot of good input from the communities. We can make it work.

Mangus: looking at the ordinance we are working with, what are things you think need to be addressed?

Jacobson: building size, how we let the businesses into our community (pre interview). Vassar asks for funding annual to cover enforcement. Old buildings are getting a facelift and the community is looking better and makes property values go up.

Wroubel was impressed with Vassar's ordinance, would like to compare side by side. We don't have a police force. That (police force) is not in the PC's purview. "No transfers of licenses" is a general ordinance item.

Dean: Complete reliance on the state ordinance – if it is regulated at the state level they just let that be it.

Recommendation what you want to hold people to account on, spell it out clearly. Renewal / Annual license fee \$5000 each year – per the general ordinance not as part of the SUP. A different group does some evaluations throughout the year so there are not issues when the state does their evaluations. Law enforcement inspects facilities annually.

Get copies of the applications – that is the Board's work.

Mangus: Noticed that these other communities have their businesses in Industrial – expand industrial zone?

Bring this more to the Industrial area.

Video training, step by step process. Did anyone get to watch the video? The first half is more pertinent to the PC and the last 20 minutes is specific to zoning. Try to get through it before the next meeting. They strongly encourage the use of a map to specify what can be done where. Can see that helping to streamline the process. At the general ordinance level they need to have a process for appeal.

Can be a multi-year process and a check list of what exactly needs to be done in what order.

Zoning ordinance is subject to a referendum.

Direction and intent regarding Marihuana ZO amendments: do we want to do nose to tail review? Possible subcommittee? Go through line by line based on the new found information?

The board does not need to follow the MP when they pass an ordinance. We will be doing both at the same time, MP review and marihuana zoning. Whatever comes from all of the other areas the Master Plan, the board, the vote, etc., we need to make sure we are putting out the best ordinance we can. We need to move medical through as soon as possible as there is no contention there.

We need to get people on the PC.

New Business:

1. Article 5, zoning districts, shifting to a map based system, as discussed with Mr. Grobbel. Will be addressed in the Master Plan review. Take the map, look at one district at a time, review and adopt each district or all of the



districts at one time.

Per Bob: Repeal Article 5 and then adopt the map Bob has been using and then look at each district. Overlay districts.

Get a fresh copy of the maps.

Mickey Dean is not available on Wednesdays for the next couple months

**MOTION** by Jacobson, second by Wroubel to move the meetings to the first Friday of the month through January.

Roll call: Wroubel-yes; Jacobson-yes; Dean-yes; Mangus-yes.

Continuing Education: video presentation, “MRA Municipal Marijuana Education 2021”, available on YouTube, [MRA Municipal Marijuana Education 2021 - YouTube](#).

Commission Discussion/Comments:

Summary to the board: Met with Mr. Grobbel moving forward with the master plan and the check list; reviewed the observations of the field trips; video training highlights; step by step of the draft zoning ordinance applying what was learned from the other communities; education information from ZA, Wroubel attended risk management training; Article 5 zoning districts; changed meeting dates to the first Friday of the month through January.

Next Regular Meeting is scheduled for Friday, November 5, 2021.

Public Comment:

Denise Peltonen, permit applications compared to other communities (that is the Board’s purview), specific step by step. Heidi Vollmuth, private citizen, 8388 Winnie Lane, we have county and state police departments, concerned about the cost of police and availability and location.

Adjournment: 9:25 p.m.

Respectfully Submitted  
Lois MacLean,  
Recording Secretary

**Whitewater Township  
Parks and Recreation Advisory Committee  
In-Person and VIA ZOOM  
Minutes for Regular Meeting  
October 11, 2021**

**Call to order 7:00 p.m.**

**Roll Call:** Butler, Hubbell, Melton, Slopsema

Absent: Cosgrove

**Set / Approve Agenda:** Set

**Declaration of Conflict of Interest:** None

**Public Comment:** None

**Approval of minutes:**

**Motion** by Butler, second by Melton to approve September 13, 2021, meeting minutes.

All in favor. Motion carried.

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

Steve Lagerquist from the Grand Traverse Regional Land Conservancy (GTRLC)

Have walked the trails throughout the township. Public input indicates that the people are interested in the natural trail system.

Trail projects in the rec plan are in the capital improvement list including:

Lossie trail improvements, wet area;

Lossie trail walking bridge;

Battle Creek Natural Area (BCNA) loop instead of the dead end;

Link between Lossie and BCNA;

Reestablish trail to the lake on BCNA.

NOTES from Lagerquist presentation:

Volunteers can help with the trail in the woods. Maybe we can recruit residents and neighbors.

Trails through the woods do not require as much maintenance except for fallen trees.

GTRLC is likely to be able to help in 2023. Get an official request for assistance from the township to GTRLC.

Get the Pre-Op with EGLE for \$150.

Make it an educational trail with educational markers.

Steve mentioned the Trust Fund Grants for Trail Systems.

**Unfinished Business:**

1. Rec Plan: Trail damage, maintenance and storm damage should be reflected in the plan.

Under the action plan of the BCNA, note to address the damage as funds become available. The 2015 storm damage was noted and the 2021 storm damage should be noted.

The draft Rec Plan is on the Board agenda for tomorrow (10/12/2021). The board will put it out for public comment and set the date for the public hearing for December, giving time to address anything that may be brought up during the public comment period. The board can look to make changes and adopt the plan in December.

Discussion of making it a 2022 – 2026 Rec Plan since we are at the end of 2021. Clerk would need to find out if that would impact the water ways grant for the boat launch.

2. Hi Pray dug outs: Beacon Athletic dugouts quote from 8/12/2021, \$27,000, 8x8x30 for parts but no installation.

Brandon notes that the precast concrete dugouts he had checked into is \$25,000 or \$28,000 with storage.  
Fleis & VandenBrink (F&V) needs a simple sketch from Perfect Fence.  
Check with Lynn Bartosik for a wood built system. Clerk with contact Bartosik, using the F&V drawing.  
Concrete base was quoted by A1 Concrete.  
Need to decide exactly what and put it out for bid.

Boat launch: Bids have not been put out yet. It will be next year.  
WTP playground equipment move is getting done this fall.  
Driveway at Petobego is getting fixed.

**New Business:**

1. None.

Need to know the history status of the Lossie Trail from the Board. Popp and Vollmuth have the assignment.

**Next regular meeting:** November 8, 2021.

**Public Comment:** None

**Adjournment:** 9:24 p.m.

Respectfully submitted,  
Lois MacLean  
Recording Secretary

WHITEWATER TOWNSHIP PLANNING COMMISSION  
MINUTES FOR REGULAR MEETING  
In-person and via ZOOM  
November 5, 2021

Call to Order at 7:02 p.m.

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

Unfilled seats: One commissioner, Board Representative and PC Representative to the ZBA unassigned

Also in attendance: Zoning Administrator Hall and Recording Secretary MacLean

Set / Adjust Agenda:

Declaration of Conflict of Interest: None.

Public Comment: Al Keaton, 5296 Scofield trail, environmental concerns with the preliminary site plan review.

Randy Steelman, 7315 Crisp Road, regarding the plan review: Crisp road is not set up for additional vehicles.

Tom Yax, 5377 Scofield, 300 apartments and 300 campground sites would drastically impact the area with more people with different priorities.

Linda Slopsema, 9693 Miami Beach Rd., draft marihuana ordinance concerns from the tours.

Denise Peltonen, Elk Lake Rd., marihuana ordinance setback concerns.

Public Hearing: None

Approval of Minutes:

MOTION by Jacobson, second by Dean to approve October 6, 2021, meeting minutes.

Roll call: Dean-yes; Jacobson-yes; Mangus-yes; Wroubel-yes; Darrow-Not Applicable. All in favor. Motion carried.

Correspondence: None.

Reports:

*Zoning Administrator Report, Hall:* Planning and Zoning News magazines. M72 corridor interest. Public hearings will be held for the special uses for the, at this point, preliminary site plan review. Very busy in the zoning department. You are receiving a lot of important input from the public on the marihuana zoning.

*Chair's Report, Mangus:* Report to the board based on the approved minutes. May want to have a PC member attend board meetings to give the PC report. The Board packet has already gone out for the October / November reports.

*Township Board Rep.,* Not assigned

*ZBA Representative,:* Not assigned, via ZA Hall. GT Plastics expansion ultimately requires fire suppression so an extension on the building needed to be added. The ZBA heard the case and approved to allow the variance to the setback.

*Committee Reports:* None.

*Additional Items:* None.

Unfinished Business:

1. Master Plan Review, Mr. Grobbel: via ZA Hall: relay message: Mr. Grobbel has been driving the township and getting the demographics. Will have a report next month.
2. Proposed Marihuana Zoning Ordinance Amendment #79 (recreational grow and process): We did receive feedback opposing it in the Commercial District. Discussed zoning districts: Commercial, Ag, Industrial. Consensus to not allow in the Commercial District at this time, yes in Industrial and Ag. Part of the cycle is to "burp" the grow buildings so there is going to be odor. Wroubel notes that the rule is / should be zero odor at the lot line. Odor is subjective. Dean notes that Vassar is all in. It is not a financial windfall for the township. Property tax values of those specific properties will increase and we will get the small percentage added to the township coffers. It will bring jobs. Mangus: Is everyone okay with holding #80 until we are ready with #79? Consensus – yes. Run through of the proposed amendment (s) and possible changes. ((added for clarification 12/03/2021: Agreed to hold Recreational until Medical is complete.))



Stop at Section 6 of Medical Marijuana to pick up at the December meeting.

3. Zoning Ordinance, Article 5, Zoning Districts. The Supervisor indicates that he is working with the zoning amendments, survey descriptions and current map with the GT County GIS to come up with a map. Mangus notes that the PC can adopt the current zoning map, the map that the ZA currently uses, because so much of the township does not show up in the Article 5 text. We could throw out Article 5 and adopt the current map that is being used but it would be better to review each district before putting it through the re-adoption process. State statute says that we must use a map. There are a couple parcels that need to be looked at more thoroughly along with the density along the creeks. Will bring back next month.
4. PC appointments and recommendations, ZBA representative and Planning Commission Secretary. Mike is good with being the PC Secretary. Carl Wroubel has volunteered to be the PC Rep to the ZBA. **MOTION** by Dean, second by Jacobson to recommend to the Board Wroubel as the PC at the ZBA. Roll call: Darrow-yes; Jacobson-yes; Mangus-yes; Wroubel-yes; Dean-yes. Motion carried.

#### New Business:

1. Preliminary Site Plan Review – Multi-family/Campground M72/Moore Rd./Crisp Rd. Goal to have a public hearing in January. Grand Traverse County has a lack of housing. Creating townhouses and campground. Presentation of water and sewer. Underground chambers. In the process of requesting a permit from EGLE. Traffic study has already been done. MDOT has given input of the deceleration lane on M72 and it already has a left turn lane. Crisp Road would be emergency access only. Chief Flynn will need to look further into the emergency access using the 2018 Fire Code. The multi-family section ~~will~~ might require fire suppression / fire hydrants (needing water from the Tribe or their own water tank). Main entrances would be M72 and Moore Road. This is a huge increase in the number of residences. The density is stunning. Left turns onto M72 is very difficult and you will probably have to come up with more on the traffic. Zoning Administrator summary, look at the proposal based on the zoning districts. Questions and notes have been taken and will be addressed. Uses are listed as special uses. Two developments and two public hearings multifamily development and campground park. It will not just be regular traffic, there will be campers and RVs and the like. Thirty two acres of dense housing. It is not being received well from people that have contacted Mangus. Artificially creating a density by utilizing off site septic. The Township plan is actually based on four homes per acre based on well and septic needs and uses. Need to see sidewalks, bike paths, possible RV trail, our subdivision control ordinance has a specific road ordinance. ((added for clarification 12/3/2021: this proposal does not follow the subdivision control ordinance)) Concern with RV park is the density and lack of amenities: club house, main office, picnic tables, etc., it comes across more as a trailer park since there are no recreational amenities. Campground is designed to be transient. Will want a surety from the developer that it is for recreation not a high density trailer park. Requirement for open space for trees per parking spot. Commercial requires vegetation buffers. Is this consistent with our Master Plan? The density is likely going to be biggest issue. Need to see more recreation in the RV. Maintain the character of our township. Sidewalks and walking paths. Landscaping will likely need to be addressed. What is a park model unit? A small house, modular home. Gives the appearance of a trailer park. ZA: Exparte communications, Kim gets more calls than anyone about applications. Commissioners are unable to talk about this unless it is in a public setting. People can be directed to speak with the ZA. Due process must be followed. You must disclose the content of the conversations. Taking comment from the public is different than back and forth conversation.

Place the preliminary site plan review on the December meeting.

((added for clarification, 12/3/2021, Kim shared her opinion that conversing with the public is part of the PC job.))

2. Marihuana, board level sub-committee appointment. Order of operations, application process, etc., needs to be addressed. Jacobson volunteers to be on the subcommittee with others willing to fill in if Mike is not available.

Next Regular Meeting is scheduled for Friday, December 3, 2021.

Draft Marihuana Zoning Ordinance #79 and #80.

Article 5, zoning map.

Preliminary site plan review.

Public Comment: Denise Peltonen, regarding standards of the draft marihuana ordinance.

Linda Slopsema, note from Keith and Jaqueline Schulte, 7660 Crisp Road, regarding the preliminary site plan review: opposed to the campground proposed.

Commission Discussion/Comments: Notes from last month are basically the minutes.

Odor ordinances say zero odor is allowed.

Continuing Education: Planning and Zoning News presented for commissioner education.

Adjournment: 9:45 p.m.

Respectfully Submitted

Lois MacLean,

Recording Secretary

Sat 12/4/2021 5:37 PM

Heidi Vollmuth <heidivourtrustee@gmail.com>

Fwd: Please add this to the agenda

Trustee report for December

From Heidi V your trustee:

After the miscommunications in our last meeting I decided that we needed a clear clarification as to what the boards next step in replacing our empty board seat.

Later that afternoon I contacted the GTC Clerk and asked for the process of replacing out trustee seat. The MTA book is one clarification and I wanted the public to understand the election law rules.

Below is what I received on Friday afternoon. Someone has to fill the seat so the township can continue its important issues and business. Then in November 2022 everyone will have a chance to run for the empty seat. The appointed person will also have to run to remain in the seat to finish the term.

I believe the information below will clear the air and help us as a team move forward.

Hope this clears up any miss understandings.

Heidi Vollmuth

Whitewater Trustee

## **TOWNSHIP OFFICER VACANCY**

### **TOWNSHIP BOARD APPOINTS SUCCESSOR**

1. The township board must appoint a successor within 45 days of when the office is vacated. MCL 168.370(4)
2. The successor shall hold this position until the next November General Election (which will be November 8, 2022 for this vacancy). The race on the ballot will be for a partial term ending November 20, 2024. MCL 168.370a

### **TOWNSHIP BOARD FAILS TO APPOINT A SUCCESSOR WITHIN 45 DAYS**

1. If the Township Board fails to appoint a successor within the 45 days, the County Clerk must be notified and the County Clerk shall call a special election within 5 calendar days to fill the vacancy, which will be held on the next regular election date. MCL 168.370(4)
2. Not later than 4:00 p.m. on the fifteenth calendar day after the County Clerk calls the special election, the township party committee for each political party in the township shall submit a nominee to fill the vacancy. MCL 168.370(4)

\*Note: The township party committee consisted of members from the county political party committee that were from that township (not to exceed 5 members). MCL 168.343a This MCL was repealed in 2012 but MCL 168.370(4) above was not updated. This may now fall on the county political parties to choose a nominee.

3. The next regular election date will be May 3, 2022 (as long as this is not less than 60 days from when the political parties submit their nominees) MCL 168.370(4)
4. The Township is responsible for all costs related to a special election.



**MICHIGAN ELECTION LAW (EXCERPT)**  
**Act 116 of 1954**

**168.370 Elective or appointive township office; appointment to fill vacancy; temporary appointment; effect of resignation; special election; vacancy in office of township constable.**

Sec. 370. (1) Except as provided in section 370a or subsection (2), if a vacancy occurs in an elective or appointive township office, the vacancy shall be filled by appointment by the township board, and the person appointed shall hold the office for the remainder of the unexpired term.

(2) If 1 or more vacancies occur in an elective township office that cause the number of members serving on the township board to be less than the minimum number of board members that is required to constitute a quorum for the transaction of business by the board, the board of county election commissioners shall make temporary appointment of the number of members required to constitute a quorum for the transaction of business by the township board. An official appointed under this subsection shall hold the office only until the official's successor is elected or appointed and qualified. An official who is temporarily appointed under this subsection shall not vote on the appointment of himself or herself to an elective or appointive township office.

(3) If a township official submits a written resignation from an elective township office, for circumstances other than a resignation related to a recall election, that specifies a date and time when the resignation is effective, the township board, within 30 days before that effective date and time, may appoint a person to fill the vacancy at the effective date and time of the resignation. The resigning official shall not vote on the appointment.

(4) Except as provided in subsection (5), if the township board does not make an appointment under subsection (3), or if a vacancy occurs in an elective township office and the vacancy is not filled by the township board or the board of county election commissioners within 45 days after the beginning of the vacancy, the county clerk of the county in which the township is located shall call a special election within 5 calendar days to fill the vacancy. Not later than 4 p.m. on the fifteenth calendar day after the county clerk calls a special election under this section, the township party committee for each political party in the township shall submit a nominee to fill the vacancy. The special election shall be held on the next regular election date that is not less than 60 days after the deadline for submitting nominees under this section or 70 days after the deadline for submitting nominees under this section if the next regular election date is the even year August primary or the general November election. Notice of the special election shall be given in the same manner required by section 653a. A special election called under this section does not affect the rights of a qualified elector to register for any other election. A person elected to fill a vacancy shall serve for the remainder of the unexpired term.

(5) Subsection (4) does not apply to the office of township constable. If a vacancy occurs in the office of township constable, the township board shall determine if and when the vacancy shall be filled by appointment. If the township board does not fill the vacancy by appointment, the office of township constable shall remain vacant until the next general or special election in which township offices are filled.

**History:** 1954, Act 116, Eff. June 1, 1955;—Am. 1968, Act 36, Imd. Eff. May 21, 1968;—Am. 1980, Act 193, Imd. Eff. July 8, 1980;—Am. 1983, Act 226, Imd. Eff. Nov. 28, 1983;—Am. 1990, Act 83, Imd. Eff. May 25, 1990;—Am. 2003, Act 302, Eff. Jan. 1, 2005;—Am. 2005, Act 71, Imd. Eff. July 14, 2005;—Am. 2014, Act 94, Imd. Eff. Apr. 3, 2014.

**Compiler's note:** Enacting section 4 of Act 71 of 2005 provides:

"Enacting section 4. If any portion of this amendatory act or the application of this amendatory act to any person or circumstances is found invalid by a court, the invalidity shall not affect the remaining portions or applications of this amendatory act that can be given effect without the invalid portion or application, if the remaining portions are not determined by the court to be inoperable, and to this end this amendatory act is declared to be severable."

**Popular name:** Election Code

**MICHIGAN ELECTION LAW (EXCERPT)**  
**Act 116 of 1954**

**168.370a Filling vacancy in township office; term of appointee; term of elected successor.**

Sec. 370a. Notwithstanding the provisions of section 370, if a vacancy occurs in an elective or appointive township office, which vacancy is filled by appointment by the township board or the board of county election commissioners and the vacancy occurs more than 7 days before the nominating petition filing deadline as provided in section 349 for the general November election that is not the general November election at which a successor in office would be elected if no vacancy, then the person appointed shall hold office only until a successor is elected at the next general November election in the manner provided by law and qualifies for office. The successor shall hold the office for the remainder of the unexpired term.

**History:** Add. 1968, Act 156, Imd. Eff. June 17, 1968;—Am. 1990, Act 7, Imd. Eff. Feb. 12, 1990;—Am. 1990, Act 83, Imd. Eff. May 25, 1990;—Am. 2014, Act 94, Imd. Eff. Apr. 3, 2014.

**Popular name:** Election Code

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

November 2021

Location	Citations	Traffic Crashes			Arrests		Traffic Crash Totals
		Fatal	PIA	PDA	OWI	Criminal	
01 Acme	12	0	3	19	0	3	22
02 Blair	17	0	3	26	4	8	29
03 East Bay	60	0	2	45	4	10	47
04 Fife Lake	5	0	0	8	0	0	8
05 Garfield	109	0	11	67	3	21	78
06 Grant	1	0	1	5	0	0	6
07 Green Lake	8	0	1	14	1	1	15
08 Long Lake	3	0	2	21	0	2	23
09 Mayfield	5	0	2	6	0	2	8
10 Peninsula	1	0	0	10	0	0	10
11 Paradise	10	1	2	15	0	2	18
12 Union	1	0	0	4	0	0	4
13 Whitewater	4	0	2	14	0	0	16
29 Fife Lake Vlg	1	0	0	1	0	0	1
30 Kingsley Vlg	5	0	0	2	0	2	2
66 Traverse City	1	0	0	1	1	12	1
84 Out of County	0	0	0	0	0	1	0
<b>Totals</b>	243	1	29	258	13	64	288

Ticket stats are based on what District Court has entered as of 12/01/21.

Arrest stats are as of 12/01/21.

## Cheryl A. Goss

---

**From:** Bret Bowerman <bretbowerman@mac.com>  
**Sent:** Wednesday, December 1, 2021 11:41 AM  
**To:** zoning@whitewatertownship.org  
**Cc:** pc4@whitewatertownship.org; pc1@whitewatertownship.org; pc5@whitewatertownship.org; pc2@whitewatertownship.org; supervisor@whitewatertownship.org; clerk@whitewatertownship.org; treasurer@whitewatertownship.org; heidivyourtrustee@gmail.com  
**Subject:** Addressing the Multi-Family/Campground Mega-Development: Sunlight Resorts

Greetings to the Whitewater Township Zoning Administrator, Planning Commission, and Township Board,

As a lifelong resident of Whitewater Township (on Crisp Road), I am extremely concerned about the far-ranging implications of the Sunlight Resorts/Ascione mega-development proposal for Whitewater Township.

The issues in this proposed development are so great in scope they elude easy distillation.

It's difficult to know where to even begin addressing the issues inherent in this development. The largest factor likely being that a development of this size would be akin to adding an entire village to the township. This project would, at a conservative calculation, add 1,590 people to the township (306 RV slots with 2 people/plot and (+) 326 townhomes with 3 people/door). In all likelihood this number would be much higher (2,222 total by calculating 3 people/campsite and 4 people/door). The township is not equipped for this staggering increase in occupants nor is it in the best interest for the longterm planning of our community. I don't use the term residents because half of the site will be transient, and it is not known whether most of the townhome units will actually be inhabited by year-round residents, and could very well lean heavily on short term rentals. For scale, the Grand Traverse Resort "features 585 rooms, suites, and condominiums including 239 Hotel rooms, 186 Tower rooms, plus 160 privately owned condominiums" and it is located on 900 acres (<https://www.grandtraverseresort.com/pdf/GTRSFACSHSEET2017.pdf>). Advocating putting a greater volume of units and people on a parcel less than one-tenth the size of the Grand Traverse Resort grounds is ludicrous.

The access points are woefully ill-equipped to handle the volume of people or the size of vehicles. This portion of M-72 is already overtaxed with motorists. Failing to create any road improvements to the Moore/M-72 intersection, Moore Road, and Crisp Road is highly irresponsible and dangerous. That any esteemed organization could come to the conclusion in which, "No improvements to Moore and Crisp Roads are anticipated to be required." is shocking, and clearly not the sign of a well-designed, thorough study. As a 34 year resident of Crisp Road, this summation of traffic impact/road assessment is completely out of touch with reality. This development will add a strain to all adjacent roads, and Moore/Crisp roads are not equipped for that. They barely pass muster for a small amount of traffic as of this writing. The addition of a micro-village in this area will degrade the roads further and cause immense and ongoing issues with traffic flow, safety, navigation and usability.

Any resident of Northwestern Lower Michigan knows that housing is a major issue; however, that doesn't simply mean we abandon smart community planning in favor of a single landowner/developer looking to exploit a market shortcoming. A giant multi-family development with no greenspace or sidewalks is not an asset to this community. And a transient "campground" for vacationers does nothing to solve the housing issues faced in this area. It's merely a way to capitalize on a tourist market with absolutely no care given to how it will affect every landowner and voter who actually live in the community.

Considering the developer's (Sunlight Resorts) other businesses in Florida, and registered address in Georgia, it's pretty clear that this entity would not be concerned about the impact on the community - they have no ties here. This is clearly evidenced by the site plan, which packs units as tightly as possible with no acknowledgment to quality of life or safety. The developer has a similar development called "Champions Run" in Ocala, FL that is targeted towards the equestrian community. Is it not plausible that the entire premise of this development could be solely to support the non-resident equestrian crowd that



overwhelms our area every year? This would be devastating to those that call Whitewater home and not beneficial to county residents searching for housing.

You can see the trailer park models at Champions Run adjacent to RVs here:

<https://www.sunlight-resorts.com/resorts/champions-run/gallery/>

They're proposing a mobile home/trailer park with RVs sprinkled in. This is not the way forward for Whitewater Township. This in no way alleviates the lack of housing. It is not in line with the character of this community nor its longterm appeal and/or growth. This will also adversely affect property values, which is in direct violation of the No. 8 stated Purpose of the Whitewater Township Zoning Ordinance - **Article II, Section 2.1, Itemization Number 8.**

This development violates the fundamental Purposes (**Article II - Interpretation, Section 2.1 - Purposes**) of the Whitewater Township Zoning Ordinance whereby the "The fundamental purpose of this Ordinance is to promote the health, safety, and general welfare of the inhabitants of the Township".

Half of the development being exclusively for transient non-residents is not upholding the "general welfare of the inhabitants of the Township". This is only a nuisance and a strain on the entire township which is already incredibly stressed by the tourist influx. Adding thousands of people to this piece of land will not "promote the health" or "safety" of residents.

It's a landowners right to do what they desire with their land up to the degree interpretable by law; however, it is not the right of a property owner to cause harm in the way of degrading "health, safety and general welfare" of residents - and this development would.

Where do the rights of an individual eclipse those of the entire community? The township is bound by its zoning and planning ordinances, but what happens when a proposed development goes so far beyond the scope of precedence for which the the ordinances were adopted?

This entire area of Michigan is experiencing growth that is outpacing communities abilities to plan effectively. This mixed-use proposal is not demonstrating enough benefit to the people of Whitewater Township for the level of disruption it will cause. It is screamingly out-of-place, and will be a permanent detriment to the Township and its residents.

Thank you for your time, consideration, and dedication to our community,

Bret Bowerman  
[bretbowerman@mac.com](mailto:bretbowerman@mac.com)

## Cheryl A. Goss

---

**From:** lisa bowerman <lisa.bowerman4@gmail.com>  
**Sent:** Wednesday, December 1, 2021 5:35 PM  
**To:** supervisor@whitewatertownship.org  
**Subject:** Sunlight Resort site review

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

To: The Whitewater Township Board

The Township residents' voices, concerns and questions over the Sunlight Resort proposed project, need to have Open Public comment and discussion .

There are so many issues it is hard to know where to begin.

This is a huge project, the Township residents need to voice their concerns and questions, and get answers.

#1 Issue of water and sewage ?

#2 Traffic study ?

Those of us that live in this township are well aware of the traffic on M-72.

Those of us that live on Moore Rd. and Crisp Rd. certainly know of the traffic problems.

The GoslingZubak Report states that no improvements need to be made to

Moore Rd and Crisp Rd. ???!!! What ?! How do they come up with that formula ?

Can we see the traffic study ?

Can we get a formal impact study ?

Does this benefit our Township ?

What about our property value ?

There is so much more.

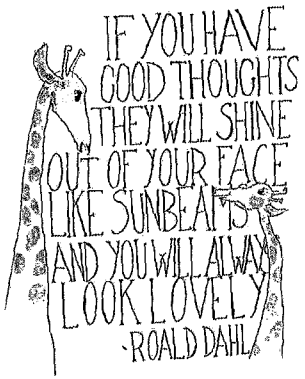
The past few weeks I have talked with many neighbors along Crisp Rd. and Moore Rd.

Several have done some very great homework and shared it with me. My best input comes from living, working and volunteering in this Township and living on Crisp Rd. for 36 years. Knowing my neighbors and trying to keep them informed with correct information. I found out about the Planning Commission meeting for the Site Review the day after the meeting, from a neighbor .

I don't believe there is a development of this kind anywhere in the area.

I have not gotten one positive response about this development . The people of the township really are asking many questions that need to be addressed.

Thank you for reading this,  
Lisa Bowerman



**From:** supervisor@whitewatertownship.org  
**Sent:** Monday, November 8, 2021 12:23 PM  
**To:** 'Jaclyn Schulte'; Kim Mangus; Zoning Administrator  
**Cc:** supervisor@whitewatertownship.org  
**Subject:** RE: Opposition for Multi-family/campground M72, Moore Rd

Hello Jaclyn,

Thank you for your outreach. The planning Commission did review preliminary information on a 300 plus unit multi-family that is combined with a 300 plus site commercial campground at their 11.05.2021 meeting. Again, I believe the review was preliminary.

I will forward your comments to the Planning Commission Chairwoman Kim Mangus for her to share as correspondence at their next meeting in December. I will also include it in the Board's packet for December.

Please stay in touch as this proposal develops.

Thank you,

Ron Popp  
Whitewater Township Supervisor  
5777 Vinton Road, P.O. Box 159  
Williamsburg, Michigan 49690  
231.267.5141 X 23  
[supervisor@whitewatertownship.org](mailto:supervisor@whitewatertownship.org)

---

**From:** Jaclyn Schulte <schulte.jaclyn@gmail.com>  
**Sent:** Friday, November 5, 2021 4:56 PM  
**To:** lindaslopsema@gmail.com; clerk@whitewatertownship.org; supervisor@whitewatertownship.org; treasurer@whitewatertownship.org; trustee02@whitewatertownship.org; heidivyourtrustee@gmail.com; zoning@whitewatertownship.org; assessordawn@gmail.com  
**Subject:** Opposition for Multi-family/campground M72, Moore Rd

Dear Whitewater township,

It has come to our attention this afternoon that the topic of allowing the building of multi-family housing and 300 unit campground will be addressed tonight at the Whitewater town hall meeting. My family is unable to attend with this notice, however, we need our voice to be heard.

I am writing this letter in vehement opposition for the allowance of this Multi-family housing/300 unit campground directly across the street from our family home. We are severely concerned over this proposed usage of the land on our neighborhood street for many reasons. We are concerned for the volume of proposed sites and the amount of buildings due to the amount of traffic flow in and around our neighborhood, which could invite unwanted traffic and or higher crime in our area. Especially with a large volume campground we are concerned with the inflow and outflow of campers and trailers switching daily. This property is also a very open space and highly visible from our road. We are very concerned for the amount of potential noise



and potential misuse of resources such as late night parties, smoke from campfires and misplaced garbage. We are concerned for overcrowding in this local area and the strain it would have on the immediate community. Our experience is that the local stores already struggle in the summer months to keep shelves stocked. Our immediate community would not have the resources to support this proposition.

This has come to our attention that this is from an out of town investment company with no understanding or interest of the peaceful neighborhood that surrounds this property. We ask for every individual present to consider whether they would indeed prefer to have their established family home suddenly overlooking 300 campsites with individuals from out of town. We moved to this location based on the open space and country feel that our neighborhood currently provides. We ask that for the sake of our local community that a proposed project of this size and the negative implications that it brings with it be swiftly denied.

Thank you for hearing our concerns,  
Keith and Jaclyn Schulte

**From:** couturierm@worknplayshop.com  
**Sent:** Tuesday, November 2, 2021 7:36 AM  
**To:** supervisor@whitewatertownship.org  
**Subject:** FLAGS

Good morning Ron,

My concern is the flag flying at the home on cram road, olson rental home at bottom of hill on cram off elk lake road. ( fuck biden flag ) .....Im about as conservative you can get and I would never welcome this behavior. I am embarrassed by our residents behavior regardless of political following. I hope that bus drivers say something to get parents to raise some concern. Maybe other residents will speak out.

Im all for showing your true colors, but there is a more effective and decent way of doing so.

If I see them outside I may say something. I will do it tactfully if the situation arises.

Mike

Michael J. Couturier  
9821 Us 31  
Ellsworth, MI 49729  
231.599.2822  
[www.worknplayshop.com](http://www.worknplayshop.com)  
John Deere  
Stihl  
Honda Power  
Ariens

**From:** Networks Northwest <[danboss.networksnorthwest.org@delivery4.emailcontact.com](mailto:danboss.networksnorthwest.org@delivery4.emailcontact.com)> on behalf of Networks Northwest <[danboss@networksnorthwest.org](mailto:danboss@networksnorthwest.org)>  
**Sent:** Tuesday, November 30, 2021 9:55 AM  
**To:** [supervisor@whitewatertownship.org](mailto:supervisor@whitewatertownship.org)  
**Subject:** Networks Northwest eNews



**Networks Northwest**  
Talent / Business / Community

**Networks Northwest**

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

[danboss@networksnorthwest.org](mailto:danboss@networksnorthwest.org)  
[www.networksnorthwest.org](http://www.networksnorthwest.org)

November 2021

**Business and Economic Development**

**SBDC Business Training Opportunities**

Upcoming webinars offered by the Michigan Small Business Development Center (SBDC) include *Navigating the New Venture Lending Landscape* on December 7.

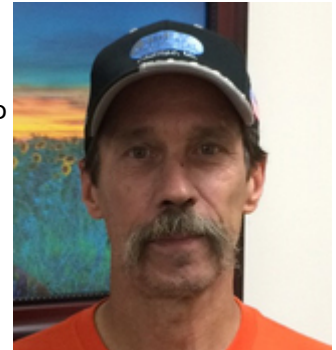


[SBDC Webinar Information & Registration](#)

**Results!**

"I appreciate everything that was done by all the (Northwest Michigan Works!) staff to get me into my new job quickly."

Fred Stiles, Jr.  
Northwest Michigan Works! Customer



**PTAC Webinars for Businesses**

Topics for upcoming training webinars offered by the Northwest Michigan PTAC include *Market Research: Finding Government Opportunities* on December 14, and



**Did you know?**

During October of 2021 customers made 1,395 visits to Northwest Michigan Works! American Job Centers.



[Northwest Michigan Works!](#)

*Coffee & Contracting with the U.S. Army Corps of Engineers on December 15.*

[PTAC Webinar Information & Registration](#)

### **MEDC South Korea and Japan Trade Mission February 21-25**

Participating businesses will meet with prospective customers and business partners, which is critical to establishing business relationships in the region. The registration deadline is December 15.



[Trade Mission Information & Registration](#)

### **Community Development**

#### **Manistee County-Wide Park & Recreation Plan Update Nearing Completion**

The final two meetings in the plan update process will take place December 8 at the Stronach Township Hall and December 21 at the Manistee County Building. The updated plan is expected to be adopted at the December 21 meeting and will be ready to submit to the DNR.



[Park & Recreation Plan Update Information](#)

### **About Networks Northwest**

### **Michigan WORKS! and Talent Development**



#### **Registration for MiCareerQuest Northwest 2022 Opens December 1**

Exhibitors, schools, and volunteers can register for the May 12 event in Traverse City which will once again expose local students to a wide variety of career opportunities.

[MICQNW Registration](#)

#### **Jobs for Michigan's Graduates Debuts at NMC**

Northwestern Michigan College has become the first college in Michigan and the fifth in the nation to offer students the Jobs for Michigan's Graduates program (JMG), a partnership with Northwest Michigan Works!



[JMG at NMC Story](#)

#### **Veterans Employment Services at Northwest Michigan Works!**

These regularly scheduled orientations give veterans the opportunity to learn about job and training opportunities, get information about veterans' organizations and other service providers, or just network with other veterans. Check the Northwest Michigan Works! Workshop calendar for locations and opportunities to connect online.



[Veterans Orientations](#)

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



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

## Career Connection Events in Northwest Michigan

Job seekers will be able to network and learn about local job opportunities at upcoming Career Connection events. Check the Northwest Michigan Works! workshop calendar for locations and opportunities to connect online.




[Career Connection](#)

**Networks Northwest** | PO Box 506 | Traverse City, MI 49685



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Grow your business with  EMAILCONTACT



# Memo

**To:** Whitewater Township Board  
**From:** Ron Popp, Supervisor  
**CC:** None  
**Date:** 12-01-2021  
**Re:** BCNA Cleanup

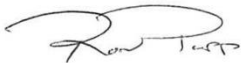
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## Community Members -

Recently a Skegemog Point Road resident stop by the office to share the positive experience he and some of his neighbors had with a timber company helping them cleanup storm damaged trees on their property. In sharp contrast to 2015, this company paid the property owners for the timber resources that were removed.

I have met with representatives of Wade Logging, and they are interested in helping the Township cleanup hazardous trees within the Battle Creek Natural area and Lossie Road Nature Trail. If the Township is eligible for a timber sale similar to what was explained, maybe we can get the parks back open sooner than later! Currently the Board is in the process of selecting an arborist to get the cleanup underway.

Respectfully submitted,



Ron Popp

Supervisor, Whitewater Township

# WADE LOGGING

**Buying Standing Timber**

*Also Selling Firewood*

**PAYING TOP PRICES! PLEASE CALL JIM 231-463-0363**

**HARDWOODS • SOFTWOODS • RED PINES**



**GARDEN TILLER FOR RENT**  
(Husgvanna CRT900) \$30 a day

**PLEASE  
CALL PAULA  
231-492-3959**



**WOOD SPLITTER FOR RENT**  
\$30 a day

[www.wadelogging.com](http://www.wadelogging.com)

**Whitewater Township Board  
Minutes of Regular Meeting held November 9, 2021**

**Call to Order/Pledge of Allegiance**

Supervisor Popp called the meeting to order at 9:00 a.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan, followed by the Pledge of Allegiance.

**Roll Call of Board Members**

Board Members present in person: Benak, Goss, Popp

Board Members present via Zoom: Popp, Vollmuth (Northern Clay County, AL)

Board Members absent: Hubbell

Others present in person: Fire Chief Brandon Flynn, County Commissioner Darryl Nelson, MMR Representative Steve Myers, Zoom Facilitator Lois MacLean, and 9 others

Others present via Zoom: 9

**Set/Adjust Meeting Agenda**

Benak requested to add picking two names for the marihuana subcommittee.

Added as Unfinished Business #2.

Popp requested addition of Resolution #21-17.

Added as New Business #10.

**Declaration of Conflict of Interest**

None

**Public Comment (9:09)**

Public comment began at 9:07 a.m.

Norm Bell spoke on the topics of marihuana applications and high-density housing.

There was board consensus to change number 2 under Public Comment rules (name and address not required).

Linda Slopsema spoke on the topics of retail marihuana pressure, power shortages, marihuana permits prior to zoning and vote, master plan, attorney's legal perspective, stop all development.

Denise Peltonen spoke to master plan, understaffed planning commission, development pressures.

Rod Rebant spoke to the meeting, major concerns township should be dealing with, focus on marihuana, growth, feels unrepresented.

Carol Williams spoke to support for Roland Oosterhouse easement.

Public comment ended at 9:21 a.m.

*Whitewater Township Board - Minutes of 11/09/2021*

**Public Hearing (23:19)**

None

**Reports/Presentations/Announcements/Comments (23:21)****County Commissioner Report**

Darryl Nelson gave the following report:

- Cherry Capital Airport Authority is now official, 3rd busiest airport in state by number of passengers all year. They have planned another section of gates, with room for others in the future.
- County has signed contract with PSC for the ARPA funds. There are a lot of restrictions and a process to go through in getting it done right. They will start with a public input phase. They would like to work in concert with the townships, maybe some joint projects.
- There are five senior centers in the county. 95% of senior services are not in any of those five locations. Nelson explained the BOC's thoughts on the Front Street building.

Brief discussion followed.

**Fire Department Report (35:00)**

Brandon Flynn gave the following report:

- October was a busy month. He had a class the last two weeks of October.
- Several meetings were cancelled at the county level.
- They did public education at Mill Creek Elementary.
- Flynn met on 11/3 with the state fire marshal. Public Act 291, training rules for fire departments, now requires continuing education credits for firefighters. He is waiting to hear some of the details and hopes we do not lose anybody over this. It is extra work and more demanding on the crew.
- The Iceman Cometh race took place on 11/6. They had a handful of patient interactions, bringing people off the trail to EMS; 5,000 racers participated.

Brief discussion followed.

**Planning Commission Report (41:27)**

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

PC Chairperson Mangus submitted the following e-mail report to Popp on 11/08/2021.

Update 10/06/2021

- Grobbel moving forward with master plan and checklist of missing/insufficient items.
- Reviewed observations of marihuana field trips to other communities.
- Discussed YouTube training on pitfalls/recommendations of marihuana ordinances.
- Will review proposed marihuana ZO amendments applying knowledge from other communities and input from August public hearing.
- Educational information from zoning administrator.
- Wroubel attended risk management training.
- Discussed moving to map for Article 5 districts.

- Changed meeting dates to first Friday through January, to be reevaluated at annual review.

Update 11/05/2021:

- Grobbel is working on demographics and becoming familiar with township.
- PC will begin immediate review and amendment of Article 5 to create a map, per state law.
- Recommend Wroubel as PC representative to ZBA.
- Wroubel summarized risk management training.
- Proposed large residential/RV park development on M72, Moore and Crisp Roads was introduced by a representative; will return in December for additional preliminary review.
- Jacobson agreed to serve on marihuana committee, with Mangus or another member as alternate.

### **Parks & Recreation Advisory Committee Report (46:23)**

No report; Goss was unable to attend the 11/8 meeting.

### **Roland Oosterhouse - Prescriptive Easements Vest Automatically (46:50)**

Roland Oosterhouse detailed the situation with property he owns adjacent to Lossie Road Nature Trail, the no motorized vehicle sign, his belief that adjacent property owners can use the road with motorized vehicles, a letter signed by Popp sent to the attorney stating people who have property adjacent to Lossie Trail could use motorized vehicles on it, agreed by the board, and a Supreme Court case in Upper Michigan saying if property has been used as an easement for more than 15 years, it continues as an easement. He is requesting something in writing from the board stating property owners have a right to use vehicles on the trail if necessary and to help with trail maintenance, also the right to bring in necessary equipment to build and improve, with future adjacent property owners having the same opportunities. He also stated concerns about loss of value of his property, loss of value from inability to take care of trees he has been nurturing for 15 years, plus taxes based on a higher value than it actually is if the road cannot be used with vehicles. He also suggested a public parking area at a turnaround, with appropriate signage.

Board comments and discussion followed.

Regarding a time frame for addressing Mr. Oosterhouse's issues, Popp said they are almost there, maybe another day of research.

### **Patrick Ertel, DNR, Natural Rivers Program (1:04:48)**

Patrick Ertel is present via Zoom and presented a Power Point overview of the Natural Rivers Program. Approximately three miles of the north branch of the Boardman River in Whitewater Township falls into the Natural Rivers administration, much of which is state land. Whitewater Township has the authority delegated from the DNR to administer the Natural Rivers Program on their behalf for the protection of the river. He noted that home setbacks and the vegetative buffer in the Whitewater Township Zoning Ordinance are the two key components of where the township's ordinance protects the Boardman River. The DNR retains authority on public utility projects. Ertel described two recent projects in Whitewater Township, rehabilitation of a sand trap upstream from Broomhead Road to prevent stream bank erosion, as well as replacement of



the Broomhead Road crossing over the north branch of the Boardman with a larger timber bridge.

Ertel said the reports for 2019, 2020, and 2021 can be combined. If something goes to the ZBA, they would ask for the documentation.

Goss noted the report will be completed and returned to Ertel.

Popp asked Ertel to reach out to the zoning administrator and planning commission chairperson regarding information that might need to be included in the master plan, and also recommended identification of the private parcels to be reported on.

Ertel agreed to assist if needed.

### **Consent Calendar (1:26:26)**

#### **Receive and File**

1. Supervisor's Report for October 2021
2. Clerk/Parks & Recreation Administrator's Report for October/November 2021
3. Zoning Administrator November 2021 Staff Report
4. Mobile Medical Response October 2021 Activity Reports
5. Fire Department October 2021 Monthly Report
6. Historical Society Report for October 2021
7. Approved 09/13/2021 Parks & Recreation Advisory Committee Minutes
8. Approved 09/23/2021 Zoning Board of Appeals Minutes

#### **Correspondence**

1. Grand Traverse County Sheriff Department Statistics for October 2021
2. Foster Swift – Census and Redistricting
3. ARPA Funds Announcement Letter
4. CapCon News Source – Significant Periods with No Power
5. GT Conservation District – October eNewsletter
6. Marian Saur – 55 mph Speed Limit Sign Vinton Road
7. Letter to Michigan Independent Citizens Redistricting Commission (MICRC)
8. EGLE Press Release – Hyperlocal Recycling Education
9. Township Insight – Bills Provide Local Marihuana Authority

#### **Minutes**

1. Recommend approval of 10/12/2021 regular meeting minutes and 10/19/2021 special meeting minutes

#### **Bills for Approval**

1. Approval of Alden State Bank vouchers # 47072 through 47267

#### **Budget Amendments (none)**

#### **Revenue & Expenditure Report (none)**

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

Board comments and discussion followed.

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

**Unfinished Business (1:29:30)**

**MOBILE MEDICAL RESPONSE - REVIEW/APPROVE SHARED AMBULANCE AGREEMENTS**

*Motion by Goss to approve Ambulance Service Agreement between Mobile Medical Response, Acme Township, and Whitewater Township as written, and to authorize the supervisor and clerk to sign the agreement; second by Benak.*

Board comments followed, with a few minor changes noted.

*Goss will amend the motion to say “as amended” instead of “as written.” Benak seconded the change.*

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

*Motion by Goss to approve the Motor Vehicle Lease Agreement between Mobile Medical Response and Whitewater Township and to authorize the supervisor and clerk to sign the agreement; second by Benak.*

Board comments followed, with a few minor changes noted.

Setting of a value for the 2010 ambulance will be brought back to the board.

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

*Motion by Goss to approve Real Estate Lease Agreement between Mobile Medical Response and Whitewater Township and to authorize the supervisor and clerk to sign the agreement; second by Vollmuth.*

Board comments followed, with a few minor changes noted.

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

**PICKING NAMES FOR MARIHUANA SUBCOMMITTEE (added) (2:03:05)**

Benak provided a list of nine volunteers.

Board comments and discussion followed regarding composition of the committee, limited scope of committee.

MacLean’s name will be removed from the list.

Two names will be chosen in case the first person has changed their mind.

*Whitewater Township Board - Minutes of 11/09/2021*

Further discussion followed with respect to composition of committee and who will vote.

First name chosen, David Mellor; second name chosen, Wally Weir.

Goss will notify Mellor and Weir, as well as those whose names were not drawn.

**New Business (2:23:53)**

**ACCEPTANCE OF TRUSTEE PAUL HUBBELL RESIGNATION**

***Motion by Goss to accept Paul Hubbell's resignation letter dated 10/18/2021; second by Vollmuth.***

Brief board comments followed.

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

A letter thanking Hubbell for his service will be prepared by Popp and Benak.

A plaque will be purchased. Flynn and Popp will work together on it.

**REVIEW/APPROVE PUBLIC RELEASE OF TOWNSHIP ATTORNEY'S SYNOPSIS  
RE: ACCEPTING/APPROVING MARIHUANA APPLICATIONS PRIOR TO  
COMPLETION OF ZONING ORDINANCE AND VOTE (2:29:20)**

***Motion by Popp to accept and release to the public Attorney Patterson's public version of the above two opinions; second by Vollmuth.***

Board comments and discussion followed.

***Roll call vote: Vollmuth, yes; Benak, no; Popp, yes; Goss, no. Motion failed.***

Goss noted the board should discuss the opinions at a different meeting.

**PROCESS FOR SELECTING REPLACEMENT BOARD MEMBER (2:37:32)**

***Motion by Benak to advertise in the Traverse City Record-Eagle and Elk Rapids News requesting all interested Whitewater Township registered voters who wish to be considered for appointment to the open trustee post on the Whitewater Township Board of Trustees send a letter of intent and/or resume to Clerk, P.O. Box 159, Williamsburg, MI 49690 by 12/01/2021; second by Goss.***

Board comments and discussion followed.

A special meeting will be held on 12/02/2021 at 9:00 a.m. to review applicants' letters and resumes.

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

**PLANNING COMMISSION RECOMMENDATION FOR APPOINTMENT – RODNEY CHALLENGER (2:48:28)**

Mr. Challenger is not present.

There was consensus to bring this agenda item back in December.

**RESOLUTION #21-16 LOCAL GOVERNMENT APPROVAL CLASS C LICENSE (2:49:05)**

*Motion by Benak to adopt Resolution #21-16 recommending approval of a Class C license for Myrtle & Maude's Farm Market, 10937 Elk Lake Road, Williamsburg, MI; second by Goss.*

Sue Hubbell, co-owner of Myrtle & Maude's, spoke to the recent opening of their farm market and their request for board approval for Class C. Their plan is to promote agricultural, local hard ciders, wines, and possibly beers, something their customers have asked for. They are promoting local and Michigan made products. It is not a neighborhood subdivision. They are farmers in this rural community trying to promote agricultural tourism, something people are looking for.

There was clarification that a Class C license allows on-premises consumption.

Board comments and discussion took place.

*Roll call vote: Benak, yes; Goss, yes; Vollmuth, no; Popp, no. Motion failed.*

Popp recommended the applicant go to the zoning administrator to find out how to get it done under a commercial entity.

**(3:13:15)**

After discussion, there was consensus to move New Business items 6, 7, and 8 to December and to continue beyond the 3-hour mark to handle the appointment of Denny Corrado and Resolution #21-17.

**TOWNSHIP AUDIO SYSTEM - NEW COMPONENTS/TRAINING**

Moved to December.

**APPROVE COOK ROAD BUS STOP SIGN**

Moved to December.

**PROPOSED CONTINUATION OF ZOOM IN 2022**

Moved to December.

**APPOINTMENT OF DENNY CORRADO, REGAL SECURITY CONSULTANTS, TO MARIHUANA COMMITTEE (3:15:14)**

Mr. Corrado is not present.

Popp reported he knows Corrado from the sheriff department days, they do not have any business together here, nor has he been asked for consulting services in the marihuana industry.

***Motion by Benak to appoint Denny Corrado from Regal Security Consultants to the Industry Consultant position on the newly created Marihuana Committee and to approve the Retainer Agreement; second by Popp.***

Brief comments and discussion followed.

There was consensus to bring this matter back at the 12/2 special meeting.

Goss will contact Corrado to explain the need for a contract specific to serving on the committee, costs and expenses he would bill for, and a deliverable paragraph describing attendance at committee meetings and providing input on topics as requested by committee members.

***Benak withdrew her motion. Popp withdrew his second.***

**RESOLUTION #21-17 MICHIGAN TOWNSHIP PARTICIPATING PLAN GRANT APPLICATION (added) (3:26:58)**

***Motion by Goss to adopt Resolution #21-17 approving Chief Flynn's application for a Michigan Township Participating Plan grant for emergency service vehicle cameras; second by Vollmuth.***

Board and Chief Flynn comments and discussion followed.

An exact dollar amount will be inserted in the application.

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

**Tabled Items (3:32:00)**

None

**Board Comments/Discussion (3:32:02)**

None

**Announcements (3:32:06)**

1. Next meeting 12/02/2021 at 9:00 a.m.
2. Next regular meeting 12/14/2021 at 9:00 a.m.

**Public Comment (3:32:25)**

Public comment began at 12:30 p.m.

Brian Kelley, Acme Township, spoke on marihuana, engineer of record, marihuana consultants, resident conflicts with use.

Denise Peltonen spoke on growth of township, publicity, climate change, migration to water, population density increase, wish to prevent road widening.

Chris Hubbell spoke on going in front of the planning commission, kicking it down the road, conflicts of planning commission chair, infringement on property rights and ability to sell property, going to court.



Public comment ended at 12:39 p.m.

**Adjournment (3:41:13)**

***Motion by Benak to adjourn; second by Popp. Roll call vote: Benak, yes; Vollmuth, yes; Popp, yes; Goss, yes. Meeting adjourned at 12:39 p.m.***

Cheryl A. Goss  
Whitewater Township Clerk

***DRAFT MINUTES*****Whitewater Township Board  
Minutes of Special Meeting held December 2, 2021****Call to Order**

Supervisor Popp called the meeting to order at 9:01 a.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan.

**Roll Call of Board Members**

Board members present in person: Clerk Goss

Board members present via Zoom: Treasurer Benak (Williamsburg, MI), Popp (Williamsburg, MI), Trustee Vollmuth (Marshall County, AL)

Board members absent: None (trustee vacancy)

Others present in person: 4

Others present via Zoom: 4

**Set/Adjust Meeting Agenda**

No adjustments.

**Declaration of Conflict of Interest**

None

**Public Comment (4:30)**

Public comment began at 9:02 a.m.

Denise Peltonen spoke to closure of the Northpoint Farms court case.

Vaughn Harshfield spoke to fulfilling the position for the township.

Linda Slopsema spoke to concerns with using Regal Security Consultants.

Rod Rebant spoke to a fifth person on the board and process of looking at marihuana applications.

Brian Kelley, Acme Township, spoke to board process of reviewing applicants and Acme marihuana process.

Public comment ended at 9:10 a.m.

**Agenda Items as Listed in Special Meeting Notice (12:13)****REVIEW LETTERS/RESUMES FOR TOWNSHIP TRUSTEE POSITION**

Board members expressed their interview preferences as follows:

- Goss: Wally Weir.
- Benak: None; let the voters decide
- Vollmuth: All applicants except the one non-resident.
- Popp: All applicants except non-residents.

***DRAFT MINUTES***

Interviews will be conducted on 12/9 beginning at 9:00 a.m.

Meeting format was briefly discussed.

Popp will set up interview times with the applicants.

**APPOINT INDUSTRY CONSULTANT TO MARIHUANA COMMITTEE (52:19)**

Goss reported that Corrado is to supply a proposed contract yet this week and this item can be moved to the 12/14 agenda.

**Board Comments/Discussion (53:35)**

Goss will supply her 12/14 agenda items today.

**Public Comment (54:13)**

Public comment began at 9:52 a.m.

Rod Rebant commented on the interview process.

Brian Kelley commented on the interview process.

Public comment ended at 9:55 a.m.

**Adjournment (57:49)**

***Motion by Popp to adjourn; second by Benak. Roll call vote: Benak, yes; Goss, yes; Popp, yes; Vollmuth, yes. Meeting adjourned at 9:56 a.m.***

Cheryl A. Goss  
Whitewater Township Clerk

**Bills for Approval**  
**December 14, 2021**

<b>ALDEN STATE BANK</b>	<b>47268 - 47358</b>	
ACCTS PAYABLE 11/9	47268 - 47287	Grand Total \$7,323.18
PAYROLL 11/19	47288 - 47312	Gross Payroll \$9,594.01
ACCTS PAYABLE 11/24	47313 - 47329	Grand Total \$48,189.43
PAYROLL 12/3	47330 - 47342	Gross Payroll \$7,396.01
ACCTS PAYABLE 11/29	47343	Grand Total \$164,472.00
ACCTS PAYABLE 12/7	47344 - 47358	Grand Total \$17,945.70

**ALDEN STATE BANK - MONEY MARKET**

# Check Register Report

Bills for Approval 12/14/2021

Date: 12/08/2021

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Whitewater Township

BANK: ALDEN STATE BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>ALDEN STATE BANK Checks</b>								
47268	11/09/21	Printed			AD ASSESS	AD ASSESSING INC	NOV. 2021	2,125.00
47269	11/09/21	Printed			AFLAC	AFLAC	OCT. 2021	238.80
47270	11/09/21	Printed			BRANDON F	BRANDON FLYNN	NOV. 2021	40.00
47271	11/09/21	Printed			CHARTER	CHARTER COMMUNICATIONS	10/30-11/29/2021	359.95
47272	11/09/21	Printed			CHERRYLANE	CHERRYLAND ELECTRIC COOP	M72 & MOORE RD.	62.16
47273	11/09/21	Printed			CONSUMERS	CONSUMERS ENERGY	10/01-10/31/2021	136.16
47274	11/09/21	Printed			ER NEWS	ELK RAPIDS NEWS LLC	ADVERTISEMENT FOR ARBORIST	45.00
47275	11/09/21	Printed			GMOSER	GMOSER'S SEPTIC SERVICE, INC	RENT FOR PORTABLE TOILET OCT 2021	440.00
47276	11/09/21	Printed			HURST	HURST MECHANICAL	WINTERIZE BATHHOUSE	592.25
47277	11/09/21	Printed			CULLIGAN	MCCARDEL CULLIGAN WATER COND	RENTAL FOR NOV. 2021	9.00
47278	11/09/21	Printed			MICHIGAN T	MICHIGAN TOWNSHIPS ASSOCIATION	AUTHORITIES & RESPONSIBILITIES OF MICHIGAN TOWNSHIPS	57.50
47279	11/09/21	Printed			MUNSON OH	MUNSON OCCUPATIONAL HEALTH	ANNUAL FIRE PHYSICALS (7)	1,402.94
47280	11/09/21	Printed			CAMPGRON	STATE OF MICHIGAN - CAMPGROUND	CAMPGROUND 2022 LICENSE	158.00
47281	11/09/21	Printed			TC RECORD	TC RECORD-EAGLE, INC.	LEGAL NTC. OF ZBA PUB HRG. 10/28/2021 PO5261	204.75
47282	11/09/21	Printed			THE COPY	THE COPY SHOP	TAX ENVELOPES AND P/R-A/P ENVELOPES	523.75
47283	11/09/21	Printed			THIRLBY	THIRLBY AUTOMOTIVE	2- DIESEL EXHAUST FLUIDS	19.39
47284	11/09/21	Printed			VERIZON	VERIZON WIRELESS	09/24-10/23/2021	40.01
47285	11/09/21	Printed			VISA	VISA	FIRE/CLERK/TWP BRD/PARK	736.88
47286	11/09/21	Printed			WELLS F	WELLS FARGO FINANCIAL	10/29-11/28/21 COPIER RENTAL	83.60
47287	11/09/21	Printed			WITMER P	WITMER PUBLIC SAFETY GROUP	THREADED ADAPTER	48.04
47313	11/24/21	Printed			BRANDON F	BRANDON FLYNN	PLAQUES FOR JEREMY JENNETT AND PAUL HUBBELL	63.78
47314	11/24/21	Printed			CONSUMERS	CONSUMERS ENERGY	10/12-11/09/2021	1,202.61
47315	11/24/21	Printed			CSI EMERG	CSI EMERGENCY APPARATUS, LLC	PUMP TEST AND ANNUAL MAINT ON PUMPER TANKER 3	410.00
47317	11/24/21	Printed			FAHEY	FAHEY SCHULTZ BURZYCH RHODES	ZON ORD AMENDMENT 81	23,979.50
47318	11/24/21	Printed			FICK & SON	FICK & SONS DIESEL GARAGE INC.	ANNUAL & PREVENTIVE MAINT & DOT ON ENGINE 3	3,437.62
47319	11/24/21	Printed			FUELMAN	FUELMAN	FUEL FOR OCT. 2021	574.57
47320	11/24/21	Printed			GFL ENVIR	GFL ENVIRONMENTAL	NOV. 2021	37.40
47321	11/24/21	Printed			JAHR CONTR	JAHR CONTRACTORS, LLC	DOWN PMT ON WTP ROAD REPAIR BEHIND BATHHOUSE	10,175.00
47322	11/24/21	Printed			NETLINK	NETLINK BUSINESS SOLUTIONS	TECH SUPPORT-SUPV. LAPTOP & 2 PC LAPTOPS	540.00
47323	11/24/21	Printed			NORTHSHOR	NORTHSHORE DOCK LLC	REMOVE BUOYS AND DOCK	515.00
47324	11/24/21	Printed			ROBERT HA	ROBERT A. HALL-CZS	11/01-11/30/2021	1,361.75
47325	11/24/21	Printed			ROBERT WIL	ROBERT B WILKINSON	Sommers/Thomas /Anderson Winterize Cemetery/ Fan@ Hall	1,115.00
47326	11/24/21	Printed			SCI NET	SCI NETWORKS	11/14-12/13/2021	191.27
47327	11/24/21	Printed			STAPLES	STAPLES CREDIT PLAN	PC/CAP EXP/TWP BRD/CLERK TREAS.	2,294.29
47328	11/24/21	Printed			PAYR/SALES	STATE OF MICHIGAN - TREASURY	PAYROLL 10/08/21 & 10/22/21	827.82
47329	11/24/21	Printed			WEST SHORE	WEST SHORE FIRE, INC	FUNCTION/FLOW TESTING OF 12 SCBA AIRPACKS	1,463.82
47343	11/29/21	Printed			MOBILE MED	MOBILE MEDICAL RESPONSE	21 Days Serv. Beyond Contract 11/01/2021 Thru 11/21/2022	164,472.00
47344	12/07/21	Printed			AD ASSESS	AD ASSESSING INC	DEC. 2021	2,125.00
47345	12/07/21	Printed			AFLAC	AFLAC	NOV. 2021	238.80
47346	12/07/21	Printed			BRANDON F	BRANDON FLYNN	DEC. 2021	40.00
47347	12/07/21	Printed			BRICK HOUS	BRICK HOUSE INTERACTIVE	ANNUAL HOSTING OF TWP WEBSITE 12/2021-12/2022	250.00
47348	12/07/21	Printed			CHERRYLANE	CHERRYLAND ELECTRIC COOP	M72 & MOORE RD	63.60
47349	12/07/21	Printed			CONSUMERS	CONSUMERS ENERGY	10/22-11/21/2021	127.00
47350	12/07/21	Printed			DTE ENERGY	DTE ENERGY	10/21-11/19/2021	95.79



# Check Register Report

Bills for Approval 12/14/2021

Date: 12/08/2021

Time: 2:08 pm

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Whitewater Township

BANK: ALDEN STATE BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>ALDEN STATE BANK Checks</b>								
47351	12/07/21	Printed			EFTPS	EFTPS	PAYROLL 11/05/2021 (REPLACEMENT PAYMENT)	5,563.96
47352	12/07/21	Printed			ER NEWS	ELK RAPIDS NEWS LLC	Ads for Trustee Position And Pub Hrg	130.00
47353	12/07/21	Printed			FAHEY	FAHEY SCHULTZ BURZYCH	Draft Recreation Plan	7,036.00
47354	12/07/21	Printed			JENTEES	JENTEES	MARIHUANA	
47355	12/07/21	Printed			CULLIGAN	MCCARDEL CULLIGAN	36 SCREEN PRINTED T-SHIRTS 11	1,606.56
47356	12/07/21	Printed			TC RECORD	TC RECORD-EAGLE, INC.	EMBROIDERED JOB SHIRTS	
47357	12/07/21	Printed			VERIZON	VERIZON WIRELESS	2 BOTTLED WATER AND DEC COOLER	27.50
47358	12/07/21	Printed			VISA	VISA	RENTAL	
							NTC OF 12/14/21 PUB HRG- 2021-2025	497.00
							DRAFT REC PLAN	
							10/24-11/23/2021	40.01
							ZONING/TWP BRD/FIRE/PARK	104.48
					<b>Total Checks: 52</b>		<b>Checks Total (excluding void checks):</b>	<b>237,930.31</b>
					<b>Total Payments: 52</b>		<b>Bank Total (excluding void checks):</b>	<b>237,930.31</b>
					<b>Total Payments: 52</b>		<b>Grand Total (excluding void checks):</b>	<b>237,930.31</b>

## Bills for Approval 12/14/2021

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
<b>Fund: 101 GENERAL FUND</b>							
<b>Dept: 101 Township Board</b>							
101-101-727	Office Supplies & Exp						
	BRANDON FLYNN		PLAQUES FOR JEREMY JENN	47313	11/23/2021	11/24/2021	31.89
	STAPLES CREDIT PLAN		PC/CAP EXP/TWP BRD/CLERK	47327	11/08/2021	11/24/2021	46.14
	VISA		FIRE/CLERK/TWP BRD/PARK	47285	10/28/2021	11/09/2021	153.99
	VISA		ZONING/TWP BRD/FIRE/PARK	47358	11/28/2021	12/07/2021	14.99
							<b>247.01</b>
101-101-901	Publishing						
	ELK RAPIDS NEWS LLC		ADVERTISEMENT FOR ARBOF	47274	10/29/2021	11/09/2021	45.00
	ELK RAPIDS NEWS LLC		Ads for Trustee Position And	47352	11/30/2021	12/07/2021	130.00
	TC RECORD-EAGLE, INC.	10212055	LEGAL NTC-ARBORIST BIDS	47281	10/31/2021	11/09/2021	89.35
	TC RECORD-EAGLE, INC.	11212055	AD FOR WHITEWATER TOWN:	47356	11/30/2021	12/07/2021	291.00
							<b>555.35</b>
101-101-940	Equipment Rental						
	WELLS FARGO FINANCIAL	5017504496	10/29-11/28/21 COPIER RENTA	47286	11/03/2021	11/09/2021	83.60
							<b>83.60</b>
							<b>Total Dept. Township Board: 885.96</b>
<b>Dept: 209 Assessor</b>							
101-209-807	Assessing Services						
	AD ASSESSING INC		NOV. 2021	47268	11/01/2021	11/09/2021	2,125.00
	AD ASSESSING INC		DEC. 2021	47344	12/01/2021	12/07/2021	2,125.00
							<b>4,250.00</b>
							<b>Total Dept. Assessor: 4,250.00</b>
<b>Dept: 210 Attorney</b>							
101-210-801	Legal Services						
	FAHEY SCHULTZ BURZYCH	61549	INDUSTRIAL FACILITIES TAX	47317	10/04/2021	11/24/2021	872.00
	FAHEY SCHULTZ BURZYCH	61549	HUBBELL CONFLICT OF INTEF	47317	10/04/2021	11/24/2021	75.00
	FAHEY SCHULTZ BURZYCH	61549	ADA COMPLIANCE	47317	10/04/2021	11/24/2021	45.00
	FAHEY SCHULTZ BURZYCH	61549	AUDIT LETTER	47317	10/04/2021	11/24/2021	22.50
	FAHEY SCHULTZ BURZYCH	61549	C2AE AGREEMENT	47317	10/04/2021	11/24/2021	409.50
	FAHEY SCHULTZ BURZYCH	61550	NORTHPOINT V WHITEWATER	47317	10/04/2021	11/24/2021	337.50
	FAHEY SCHULTZ BURZYCH	61550	MARIHUANA	47317	10/04/2021	11/24/2021	1,193.00
	FAHEY SCHULTZ BURZYCH	61550	PC QUORUM	47317	10/04/2021	11/24/2021	57.00
	FAHEY SCHULTZ BURZYCH	61551	PC QUORUM	47317	10/04/2021	11/24/2021	2,466.75
	FAHEY SCHULTZ BURZYCH	61551	HUBBELL CONFLICT OF INTEF	47317	10/04/2021	11/24/2021	4,132.00
	FAHEY SCHULTZ BURZYCH	61551	NORTHPOINT V WHITEWATER	47317	10/04/2021	11/24/2021	3,690.00
	FAHEY SCHULTZ BURZYCH	61551	MARIHUANA	47317	10/04/2021	11/24/2021	2,073.25
	FAHEY SCHULTZ BURZYCH	61551	INDUSTRIAL FACILITIES TAX	47317	10/04/2021	11/24/2021	157.50
	FAHEY SCHULTZ BURZYCH	61551	ETHICS	47317	10/04/2021	11/24/2021	527.00
	FAHEY SCHULTZ BURZYCH	62158	AMBULANCE SERVICE CONF	47317	11/04/2021	11/24/2021	812.00
	FAHEY SCHULTZ BURZYCH	62158	ZON ORD AMENDMENT 81	47317	11/04/2021	11/24/2021	67.50
	FAHEY SCHULTZ BURZYCH	62158	MARIHUANA	47317	11/04/2021	11/24/2021	46.50
	FAHEY SCHULTZ BURZYCH	62159	LIQUOR CONTROL	47317	11/04/2021	11/24/2021	93.00
	FAHEY SCHULTZ BURZYCH	62159	MARIHUANA	47317	11/04/2021	11/24/2021	4,848.00
	FAHEY SCHULTZ BURZYCH	62160	NORTHPOINT V WHITEWATER	47317	11/04/2021	11/24/2021	1,249.00
	FAHEY SCHULTZ BURZYCH	62160	MARIHUANA	47317	11/04/2021	11/24/2021	292.50
	FAHEY SCHULTZ BURZYCH	62161	PC QUORUM	47317	11/04/2021	11/24/2021	225.00
	FAHEY SCHULTZ BURZYCH	62161	ZON ORD AMENDMENT 81	47317	11/04/2021	11/24/2021	288.00
	FAHEY SCHULTZ BURZYCH	62679	FOIA 2021-17	47353	11/30/2021	12/07/2021	1,480.00
	FAHEY SCHULTZ BURZYCH	62679	FOIA COMPLAINT	47353			

# INVOICE APPROVAL LIST BY FUND REPORT

Bills for Approval 12/14/2021

Date: 12/08/2021

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Whitewater Township

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
<b>Dept: 215 Clerk</b>							
101-215-727	Office Supplies & Exp STAPLES CREDIT PLAN		PC/CAP EXP/TWP BRD/CLERK	47327	11/08/2021	11/24/2021	33.17
							<b>33.17</b>
101-215-880	Education & Training VISA		FIRE/CLERK/TWP BRD/PARK	47285	10/28/2021	11/09/2021	290.00
							<b>290.00</b>
						<b>Total Dept. Clerk:</b>	<b>323.17</b>
<b>Dept: 253 Treasurer</b>							
101-253-727	Office Supplies & Exp MICHIGAN TOWNSHIPS ASS STAPLES CREDIT PLAN THE COPY SHOP	86601 21359702	AUTHORITIES & RESPONSIBIL PC/CAP EXP/TWP BRD/CLERK TAX ENVELOPES AND P/R-A/P	47278 47327 47282	10/27/2021 11/08/2021 11/03/2021	11/09/2021 11/24/2021 11/09/2021	57.50 196.46 523.75
							<b>777.71</b>
						<b>Total Dept. Treasurer:</b>	<b>777.71</b>
<b>Dept: 265 Township Hall &amp; Groun</b>							
101-265-740	Operating Expense & MCCARDEL CULLIGAN WATI MCCARDEL CULLIGAN WATI		RENTAL FOR NOV. 2021 2 BOTTLED WATER AND DEC	47277 47355	11/01/2021 12/01/2021	11/09/2021 12/07/2021	9.00 27.50
							<b>36.50</b>
101-265-811	Waste Removal Servi GFL ENVIRONMENTAL	0052225540	NOV. 2021	47320	10/31/2021	11/24/2021	18.70
							<b>18.70</b>
101-265-851	Internet/Website BRICK HOUSE INTERACTIVE CHARTER COMMUNICATION	120621WWT 0018737103021	ANNUAL HOSTING OF TWP 10/30-11/29/2021	47347 47271	12/06/2021 10/30/2021	12/07/2021 11/09/2021	250.00 119.99
							<b>369.99</b>
101-265-922	Electricity CONSUMERS ENERGY	202786907576	10/08-11/08/2021	47314	11/08/2021	11/24/2021	182.72
							<b>182.72</b>
101-265-923	Electric Heat CONSUMERS ENERGY	202786907577	10/08-11/08/2021	47314	11/08/2021	11/24/2021	292.43
							<b>292.43</b>
101-265-924	Telephone CHARTER COMMUNICATION SCI NETWORKS	0018737103021 2243824	10/30-11/29/2021 11/14-12/13/2021	47271 47326	10/30/2021 11/14/2021	11/09/2021 11/24/2021	49.99 159.39
							<b>209.38</b>
101-265-930	Facility Repairs/Maint ROBERT B WILKINSON		Sommers/Thomas /Anderson	47325	11/17/2021	11/24/2021	60.00
							<b>60.00</b>
101-265-931	Office Equipment Rep NETLINK BUSINESS SOLUTI	143398	TECH SUPPORT-SUPV. LAPTC	47322	11/12/2021	11/24/2021	540.00
							<b>540.00</b>
						<b>Total Dept. Township Hall &amp; Grounds:</b>	<b>1,709.72</b>
<b>Dept: 276 Cemetery</b>							
101-276-808	Cemetery Sexton ROBERT B WILKINSON		Sommers/Thomas /Anderson	47325	11/17/2021	11/24/2021	1,025.00
							<b>1,025.00</b>
101-276-922	Electricity CONSUMERS ENERGY	203409886183	10/08-11/08/2021	47314	11/08/2021	11/24/2021	110.64

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
							110.64
101-276-930	Facility Repairs/Maint ROBERT B WILKINSON		Sommers/Thomas /Anderson	47325	11/17/2021	11/24/2021	30.00
							30.00
						Total Dept. Cemetery:	1,165.64
<b>Dept: 400 Planning Commission</b>							
101-400-727	Office Supplies & Exp STAPLES CREDIT PLAN VISA		PC/CAP EXP/TWP BRD/CLERK ZONING/TWP BRD/FIRE/PARK	47327 47358	11/08/2021 11/28/2021	11/24/2021 12/07/2021	 1,138.54 34.99
							1,173.53
101-400-901	Publishing TC RECORD-EAGLE, INC.	11212055	NTC OF ADOPTION-ZOA#81	47356	11/30/2021	12/07/2021	117.40
							117.40
						Total Dept. Planning Commission:	1,290.93
<b>Dept: 405 Zoning Administrator/F</b>							
101-405-804	Professional Services ROBERT A. HALL-CZS	NOV. 2021	11/01-11/30/2021	47324	11/18/2021	11/24/2021	1,343.05
							1,343.05
101-405-860	Mileage Reimburseme ROBERT A. HALL-CZS	NOV. 2021	11/01-11/30/2021	47324	11/18/2021	11/24/2021	18.70
							18.70
						Dept. Zoning Administrator/Planning:	1,361.75
<b>Dept: 410 Zoning Board of Appea</b>							
101-410-901	Publishing TC RECORD-EAGLE, INC.	10212055	LEGAL NTC. OF ZBA PUB HRG	47281	10/31/2021	11/09/2021	115.40
							115.40
						Total Dept. Zoning Board of Appeals:	115.40
<b>Dept: 901 Capital Expenditure</b>							
101-901-970	Capital Expenditure STAPLES CREDIT PLAN		PC/CAP EXP/TWP BRD/CLERK	47327	11/08/2021	11/24/2021	879.98
							879.98
						Total Dept. Capital Expenditure:	879.98
						tal Fund GENERAL FUND:	43,775.76
<b>Fund: 203 ROAD FUND</b>							
<b>Dept: 446 Road Right of Way</b>							
203-446-921	Street Lights						
	CERRYLAND ELECTRIC CC		M72 & COOK RD	47272	10/27/2021	11/09/2021	14.84
	CERRYLAND ELECTRIC CC		M72 & SKEGEMOG PT RD	47272	10/27/2021	11/09/2021	23.66
	CERRYLAND ELECTRIC CC		M72 & MOORE RD.	47272	10/27/2021	11/09/2021	23.66
	CERRYLAND ELECTRIC CC		M72 & COOK RD	47348	11/23/2021	12/07/2021	15.48
	CERRYLAND ELECTRIC CC		M72 & SKEGEMOG PT RD	47348	11/23/2021	12/07/2021	24.06
	CERRYLAND ELECTRIC CC		M72 & MOORE RD	47348	11/23/2021	12/07/2021	24.06
	CONSUMERS ENERGY	206346341842	10/01-10/31/2021	47273	10/31/2021	11/09/2021	15.24
	CONSUMERS ENERGY	201452048862	10/01-10/31/2021	47273	10/31/2021	11/09/2021	46.55
	CONSUMERS ENERGY	206524300679	11/01-11/30/2021	47349	11/30/2021	12/07/2021	15.28
	CONSUMERS ENERGY	207146480511	11/01-11/30/2021	47349	11/30/2021	12/07/2021	46.67
							249.50
						Total Dept. Road Right of Way:	249.50

# INVOICE APPROVAL LIST BY FUND REPORT

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Whitewater Township

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
<b>Total Fund ROAD FUND:</b>							<b>249.50</b>
<b>Fund: 206 FIRE FUND</b>							
<b>Dept: 336 Fire Dept</b>							
206-336-713	Other Benefits						
	AFLAC	892952	OCT. 2021	47269	10/26/2021	11/09/2021	238.80
	AFLAC	351088	NOV. 2021	47345	11/30/2021	12/07/2021	238.80
							<b>477.60</b>
206-336-727	Office Supplies & Exp						
	BRANDON FLYNN		PLAQUES FOR JEREMY JENN	47313	11/23/2021	11/24/2021	31.89
							<b>31.89</b>
206-336-739	Fuel & Oil						
	FUELMAN	61024152995401	FUEL FOR OCT. 2021	47319	11/01/2021	11/24/2021	574.57
							<b>574.57</b>
206-336-740	Operating Expense &						
	VISA		FIRE/CLERK/TWP BRD/PARK	47285	10/28/2021	11/09/2021	255.33
							<b>255.33</b>
206-336-747	Uniforms						
	JENTEES	28774	36 SCREEN PRINTED T-SHIRT	47354	11/24/2021	12/07/2021	1,606.56
							<b>1,606.56</b>
206-336-803	Medical Professional						
	MUNSON OCCUPATIONAL H	00196120-00	ANNUAL FIRE PHYSICALS (7)	47279	10/31/2021	11/09/2021	1,402.94
							<b>1,402.94</b>
206-336-804	Professional Services						
	VERIZON WIRELESS	9891349198	09/24-10/23/2021	47284	10/23/2021	11/09/2021	40.01
	VERIZON WIRELESS	9893563567	10/24-11/23/2021	47357	11/23/2021	12/07/2021	40.01
							<b>80.02</b>
206-336-811	Waste Removal Servi						
	GFL ENVIRONMENTAL	0052224671	NOV. 2021	47320	10/31/2021	11/24/2021	9.35
							<b>9.35</b>
206-336-851	Internet/Website						
	CHARTER COMMUNICATION	0010619110121	11/01-11/30/2021	47271	11/01/2021	11/09/2021	89.99
							<b>89.99</b>
206-336-880	Education & Training						
	VISA		ZONING/TWP BRD/FIRE/PARK	47358	11/28/2021	12/07/2021	40.50
							<b>40.50</b>
206-336-920	Natural Gas						
	DTE ENERGY		10/21-11/19/2021	47350	11/22/2021	12/07/2021	47.90
							<b>47.90</b>
206-336-922	Electricity						
	CONSUMERS ENERGY	203409886182	10/08-11/08/2021	47314	11/08/2021	11/24/2021	238.20
							<b>238.20</b>
206-336-924	Telephone						
	CHARTER COMMUNICATION	0010619110121	11/01-11/30/2021	47271	11/01/2021	11/09/2021	99.98
							<b>99.98</b>
206-336-925	Cellular Phone						
	BRANDON FLYNN		NOV. 2021	47270	11/01/2021	11/09/2021	40.00
	BRANDON FLYNN		DEC. 2021	47346	12/01/2021	12/07/2021	40.00
							<b>80.00</b>
206-336-930	Facility Repairs/Maint						



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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
VISA			FIRE/CLERK/TWP BRD/PARK	47285	10/28/2021	11/09/2021	23.56
							<b>23.56</b>
206-336-932	Equipment Repair & Maint						
	WEST SHORE FIRE, INC	26115	FUNCTION/FLOW TESTING OF	47329	11/11/2021	11/24/2021	1,463.82
							<b>1,463.82</b>
206-336-933	Vehicle Repair & Maint						
	CSI EMERGENCY APPARATUS	66375	PUMP TEST AND ANNUAL MAINT	47315	11/05/2021	11/24/2021	410.00
	FICK & SONS DIESEL GARAGE	15088	ANNUAL PREVENTIVE MAINT .	47318	11/11/2021	11/24/2021	2,918.40
	FICK & SONS DIESEL GARAGE	15138	ANNUAL & PREVENTIVE MAIN	47318	11/15/2021	11/24/2021	519.22
	THIRLBY AUTOMOTIVE	403267	2- DIESEL EXHAUST FLUIDS	47283	11/02/2021	11/09/2021	19.39
	WITMER PUBLIC SAFETY GRP	E2161416.004	TREADED ADAPTER	47287	10/26/2021	11/09/2021	48.04
							<b>3,915.05</b>
					Total Dept. Fire Dept:		<b>10,437.26</b>
					Total Fund FIRE FUND:		<b>10,437.26</b>
<b>Fund: 208 PARK FUND</b>							
<b>Dept: 756 Township Park</b>							
208-756-729	Licenses & Fees						
	STATE OF MICHIGAN - CAMF	10635559	CAMPGROUND 2022 LICENSE	47280	10/01/2021	11/09/2021	158.00
							<b>158.00</b>
208-756-748	Sales Tax						
	STATE OF MICHIGAN - TREA	SMIBUS005169709	SALES TAX FOR OCT. 2021	47328	11/15/2021	11/24/2021	15.28
							<b>15.28</b>
208-756-812	Septic Services						
	GMOSEY'S SEPTIC SERVICE	401881	RENT FOR PORTABLE TOILET	47275	10/31/2021	11/09/2021	440.00
							<b>440.00</b>
208-756-922	Electricity						
	CONSUMERS ENERGY	202341978821	10/12-11/09/2021	47314	11/09/2021	11/24/2021	64.19
	CONSUMERS ENERGY	202341978820	10/12-11/09/2021	47314	11/09/2021	11/24/2021	47.14
							<b>111.33</b>
208-756-924	Telephone						
	SCI NETWORKS	2243824	11/14-12/13/2021	47326	11/14/2021	11/24/2021	31.88
							<b>31.88</b>
208-756-925	Cellular Phone						
	VISA		FIRE/CLERK/TWP BRD/PARK	47285	10/28/2021	11/09/2021	14.00
	VISA		ZONING/TWP BRD/FIRE/PARK	47358	11/28/2021	12/07/2021	14.00
							<b>28.00</b>
208-756-930	Facility Repairs/Maint						
	HURST MECHANICAL	10923051	WINTERIZE BATHHOUSE	47276	11/09/2021	11/09/2021	592.25
	JAHN CONTRACTORS, LLC		DOWN PMT ON WTP	47321	11/23/2021	11/24/2021	9,187.50
	JAHN CONTRACTORS, LLC		DOWN PMT ON WTP ROAD RE	47321	11/23/2021	11/24/2021	987.50
	NORTHSHORE DOCK LLC		REMOVE BUOYS AND DOCK	47323	11/16/2021	11/24/2021	515.00
							<b>11,282.25</b>
					Total Dept. Township Park:		<b>12,066.74</b>
					Total Fund PARK FUND:		<b>12,066.74</b>

**Dept: 757 Recreation**

**209-757-901 Publishing**

TC RECORD-EAGLE, INC.	11212055 NTC OF 12/14/21 PUB HRG-	47356	11/30/2021	12/07/2021	88.60
					<u>88.60</u>

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
209-757-922	Electricity						
	CONSUMERS ENERGY	203231878376	09/22-10/21/2021	47273	10/21/2021	11/09/2021	74.37
	CONSUMERS ENERGY	202786907575	10/08-11/08/2021	47314	11/08/2021	11/24/2021	29.09
	CONSUMERS ENERGY	206346372807	10/22-11/21/2021	47349	11/21/2021	12/07/2021	65.05
							<b>168.51</b>
							<b>Total Dept. Recreation: 257.11</b>
							<b>Fund RECREATION FUND: 257.11</b>
<b>Fund: 210</b>	<b>AMBULANCE FUND</b>						
<b>Dept: 651</b>	<b>Ambulance</b>						
210-651-806	Contractual Services						
	MOBILE MEDICAL RESPON	0001927-CM	11/22/2021 NEW CONTRACT	47343	10/31/2021	11/29/2021	147,500.00
	MOBILE MEDICAL RESPON	0001928-IN	21 Days Serv. Beyond Contract	47343	10/31/2021	11/29/2021	16,972.00
							<b>164,472.00</b>
210-651-811	Waste Removal Servi						
	GFL ENVIRONMENTAL	0052224671	NOV. 2021	47320	10/31/2021	11/24/2021	9.35
							<b>9.35</b>
210-651-920	Natural Gas						
	DTE ENERGY		10/21-11/19/2021	47350	11/22/2021	12/07/2021	47.89
							<b>47.89</b>
210-651-922	Electricity						
	CONSUMERS ENERGY	203409886182	10/08-11/08/2021	47314	11/08/2021	11/24/2021	238.20
							<b>238.20</b>
							<b>Total Dept. Ambulance: 164,767.44</b>
							<b>Fund AMBULANCE FUND: 164,767.44</b>
<b>Fund: 750</b>	<b>PAYROLL CLEARING F</b>						
<b>Dept: 000</b>							
750-000-258	Accrued Payroll Taxes						
	EFTPS	270174102361113	12/03/2021 PAYROLL	47351	12/07/2021	12/07/2021	1,649.76
	EFTPS	270172881683765	PAYROLL 11/19/2021	47351	11/24/2021	12/07/2021	2,070.34
	EFTPS	270172854940690	PAYROLL 11/05/2021	47351	11/24/2021	12/07/2021	1,843.86
	STATE OF MICHIGAN - TREA	SMIBUS005169689	PAYROLL 10/08/21 & 10/22/21	47328	11/15/2021	11/24/2021	812.54
							<b>6,376.50</b>
							<b>Total Dept. 000: 6,376.50</b>
							<b>PAYROLL CLEARING FUND: 6,376.50</b>
							<b>Grand Total: 237,930.31</b>

# Memo

**To:** Whitewater Township Board  
**From:** Ron Popp, Supervisor  
**CC:** Trustee Heidi Vollmuth  
**Date:** 12.03.2021  
**Re:** Marihuana Applications

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Board -

Due to the fact all of the reasons listed in the Clerk's memo dated 10.06.2021 still remain, Trustee Vollmuth requested an extension to the 12.15.2021 deadline for accepting marihuana applications be added on the December 14, 2021 agenda for Board Consideration.

An appropriate motion would be: Motion to delay the acceptance of MMFLA and MRTMA applications until 2/09/2021.

In support of Trustee Vollmuth's request,



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 [REDACTED]**

###



# WHITEWATER TOWNSHIP FIRE DEPARTMENT

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

## MEMO

**To:** Whitewater Township Board

**From:** Fire Chief Brandon Flynn

**Date:** November 17, 2021

**Subject:** Grant Funding Request

---

Chief Flynn is requesting funding of two invoices relating to the regional Assistance to Firefighters Grant awarded for new firefighting SCBA air packs.

The Whitewater Township Fire Department entered into a regional grant application with Traverse City Fire Department, Almira Township Fire Department, Paradise Township Emergency Services, and Long Lake Fire/Rescue as the administrator. The application requested 94 new SCBA air pack units for the FY2020 AFG Funding Cycle.

On September 3, 2021, Long Lake Fire Department was notified that the regional AFG application was awarded in the amount of \$598,181.82 in federal money, with 10% (\$59,818.18) in non-federal money required. After reviewing two manufacturers and three vendors, the regional group chose Scott SCBA which closely matched our specifications and existing equipment and West Shore Fire as the vendor with the best price per unit.

As part of the regional AFG memo of understanding, the Whitewater Township Fire Department will receive 12 SCBA air pack units. Each unit consists of an SCBA air pack, face piece and two SCBA air bottles to replace our existing 12 units. Additional items will need to be purchased that are not included in the grant funding to complete the new equipment transition. Both invoices are attached to this memo detailing the 10% responsibility of Whitewater Township and the additional items needed.

**Motion:**

Motion to approve the Long Lake Township invoice for \$8400.00 and the West Shore Fire quotation of \$2509.00 to complete the AFG regional grant as detailed in the MOU.



Committed to proudly serving the community with professionalism and integrity.



## **Assistance to Firefighters Grant (AFG) Regional Request**

**Between Whitewater Township, Almira Township, Paradise Township, and The City of Traverse City, and Long Lake Township**

### **Regarding Long Lake Township use of Assistance to Firefighters Grant program funds**

**1. PARTIES.** The parties to this Agreement are **Whitewater Township, Almira Township, Paradise Township, and The City of Traverse City (the "Recipient Agencies")** and **Long Lake Township (the "Host Agency")**.

**2. AUTHORITY.** This Agreement is authorized under the provisions of this agreement and no party shall sign unless authorized by their individual authority having Jurisdiction.

**3. PURPOSE.** The purpose of this Agreement is to set forth terms by which **Long Lake Township** shall expend Assistance to Firefighters Grant project funding in providing Air Pack purchases to **Whitewater Township, Almira Township, Paradise Township, and The City of Traverse City**. Under the requested AFG grant, **Long Lake Township** must provide **Whitewater Township, Almira Township, Paradise Township, and The City of Traverse City** consistent with the process described in the approved grant application.

**4. RESPONSIBILITIES:** The roles and responsibilities of each party are understood as follows:

**(1). Long Lake Township**

Provide all record keeping requirements of the grant to include the accounting, documentation, grant reports, and close out of the grant. Furthermore, the Host Agency will purchase the total number of 94 air packs noted in the grant. The air packs will be mutually agreed to by all parties of the AFG Regional Grant Request and noted below.

**(2) Whitewater Township, Almira Township, Paradise Township, and The City of Traverse City**

- An acknowledgement by the agency that this regional application is the only regional application that can be submitted with their agency.
- The Recipient Agencies agree to supply the Host Agency with the grant match within 30 days of the grant award.
- Provide the exact number of air packs that their department requires prior to the grant submission.
- Once accepted the Host Agency and Recipient Agencies must agree to all terms set forth in the AFG Guidelines.
- All agencies that sign this agreement will be responsible for their match of the grant. The amount of the grant match shall be approved after the award of the grant by the Recipient Agencies' respective governing bodies.

**5. POINTS OF CONTACT.**

Brandon Flynn | Fire Chief  
 Whitewater Township Fire Department  
 8380 Old M 72 | PO Box 9  
 Williamsburg, Michigan 49690  
 231.267.5969  
[firechief@whitewatertownship.org](mailto:firechief@whitewatertownship.org)  
**12 Air Packs, 24 Bottles 12 Mask**

Fire Chief Bill Parker  
 Paradise Emergency Services  
 2300 E. M-113  
 Kingsley, MI 49649  
 Ph. 231-276-6341  
 Fax 231-236-7437  
[fire@paradisetwp.org](mailto:fire@paradisetwp.org)  
**19 Air Packs, 35 Bottles, 19 Mask**

Chief Jim Tuller  
 Traverse City Fire Department Station 01  
 500 West Front Street  
 TC, MI 49684  
 (231) 922-4930  
[jtuller@tcfire.org](mailto:jtuller@tcfire.org)  
**34 Air Packs, 50 Bottles, 34 Mask**

Chief Derek Smith  
 Almira Township Fire & EMS Department  
 7272 Ole White Drive  
 Lake Ann, MI 49650  
 231-275-5863  
[chief@almiratownship.org](mailto:chief@almiratownship.org)  
**14 Air Packs, 28 Bottles, 14 Masks**

Chief Andrew Down  
 Long Lake Fire Rescue  
 8870 North Long Lake Road  
 Traverse City, MI 49685  
[chief@longlaketownship.com](mailto:chief@longlaketownship.com)  
**17 Air Packs, 47 Bottles, 17 Mask**


**6. OTHER PROVISIONS.** Nothing in this Agreement is intended to conflict with current laws or regulations of **Michigan or Long Lake Township, Whitewater Township, Almira Township, Paradise Township, and The City of Traverse City** If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.


**7. EFFECTIVE DATE.** The terms of this agreement will become effective **upon award of the grant as contemplated herein. If the grant is not awarded this agreement shall terminate without further action of any party hereto.**


**8. MODIFICATION.** This agreement may be modified upon the mutual written consent all of the parties.


**9. TERMINATION.** The terms of this agreement, as modified with the consent of both parties, will remain in effect until the grant end dates for an approved grant. Any party upon **10** days written notice to the other party may terminate this agreement.

## APPROVED BY:

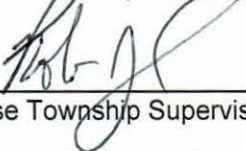
  
Long Lake Township Fire Rescue Chief Andrew Down  
Date 2-12-21

  
Long Lake Township Supervisor/or Clerk  
Date 2-12-21

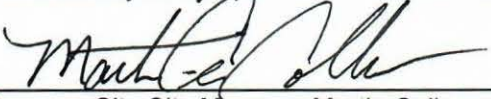
  
Whitewater Township Fire Department Chief Brandon Flynn  
Date 2.12.21

  
Whitewater Township Supervisor/or Clerk  
Date 2-12-2021

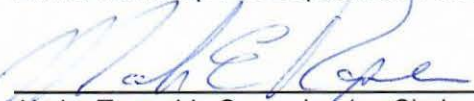
  
Paradise Township Fire Department Fire Chief Bill Parker  
Date 2-12-2021

  
Paradise Township Supervisor/or Clerk  
Date 2-12-2021

  
Traverse City Fire Department Fire Chief Jim Tuller  
Date 02/12/2021

  
Traverse City City Manager Martin Colburn  
Date 2-12-2021

  
Almira Township Fire Department Fire Chief Derek Smith  
Date 2/12/2021

  
Almira Township Supervisor/ or Clerk  
Date 2/12/2021





Long Lake Township

8870 North Long Lake Road  
Traverse City, MI 49685

# Invoice

Date	Invoice #
9/24/2021	2139

Bill To

Whitewater Township Fire Department  
Chief Brandon Flynn  
8380 Old M72  
PO Box 9  
Williamsburg, MI 49690

P.O. No.

Terms

Project

Quantity	Description	Rate	Amount
12	12 x 7000 x 10% = \$8400  Air-Pak X3 Pro SCBA (2018 Edition) with CGA Cylinder Connection, 4.5, Standard Harness with Parachute Buckles, Standard Belt with None, E-Z Flo C5 Regulator with Quick Disconnect Hose (Rectus-type fittings), Universal EBSS Accessory Hose, SEMS II Pro, C5 Face piece with Kevlar Head Net Medium, Scott 45 Minute Carbon Cylinder 4500 PSI	700.00	8,400.00
Make all checks payable to Long Lake Township Payment is due upon receipt		<b>Total</b>	<b>\$8,400.00</b>



6620 Lake Michigan Drive  
P.O. Box 188  
Allendale, MI 49401  
(616)895-4347

WHERE SALES & SERVICE COME TOGETHER

West Shore Fire Inc.  
6620 Lake Michigan Dr.  
PO Box 188  
Allendale MI 49401  
Phone: 616-895-4347  
Watts: 800-632-6184  
Fax: 616-895-7158



Office of:  
Eric Johnson  
[ejohnson@westshorefire.com](mailto:ejohnson@westshorefire.com)  
  
Home Office of:  
Joel Sheridan  
[jsheridan@westshorefire.com](mailto:jsheridan@westshorefire.com)  
Cell: 616-710-0090

## QUOTATION

<b>Bill to Address</b>		Whitewater Township C/O Township Clerk Cheryl Goss 5777 Vinton Rd., P.O. Box 159 Williamsburg, MI 49690	<b>PO #</b>  <b>Ship Via</b> Best Way  <b>Date:</b> 10/4/2021  <b>County:</b> Grand traverse
<b>Ship to Address</b>		Whitewater Township Fire Department C/O Fire Chief Brandon Flynn 8380 Old M-72 Williamsburg, MI 49690	
<b>Name</b> <b>Phone #</b> <b>Fax #</b> <b>E-mail</b>			
		<b>QUOTE VALID FOR 45 DAYS</b>	
<b>QUANTITY</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
1	200954-32: SCOTT RIT PAK 3 ASSY 4500psi C5 RECTUS	3,209.00	\$3,209.00
1	804723-01: SCOTT 60 MINUTE CARBON CYLINDER 4500 PSI	1,220.00	\$1,220.00
2	31003990: QD, FEMALE, CHECKED, UEBSS	0.00	\$0.00
2	31003989: QD, MALE, CHECKED, UEBSS	0.00	\$0.00
1	31004311: ADAPTER,AIRLINE UEBSS	0.00	\$0.00
1	31004304: PACK PREFORMED-.078W X .468ID	0.00	\$0.00
12	X8814026305A04: Air-Pak X3 Pro SCBA (2018 Edition) with CGA Cylinder Connection, 4.5, Standard Harness with Parachute Buckles, Standard Belt with None, E-Z Flo C5 Regulator with Quick Disconnect Hose (Rectus-type fittings), Universal EBSS Accessory Hose, SEMS II Pro,	7,000.00	<b>FEMA GRANT \$84000.00</b>
12	FEMA SCBA GRANT DISCOUNT	-160.00	<b>\$1,920.00</b>
<b>15% RESTOCKING FEE ON RETURNS</b>		Subtotal	\$2,509.00
<b>NO RETURNS ON SPECIAL ORDERS</b>		Tax (If Applicable)	
		<b>TOTAL QUOTE</b>	<b>\$2,509.00</b>





# WHITEWATER TOWNSHIP FIRE DEPARTMENT

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

## MEMO

**To:** Whitewater Township Board

**From:** Fire Chief Brandon Flynn

**Date:** December 7, 2021

**Subject:** Approval of new Fire Department Member

---

Please consider approving new applicant Cole Kushner for the position of Probationary Firefighter.

Cole is a recent graduate of Traverse City Central High School and is currently attending NMC. Cole is interested in pursuing a career in firefighting and would very much like to be a member of the Whitewater Township Fire Department.



Committed to proudly serving the community with professionalism and integrity.

# Memo

**To:** Whitewater Township Board

**From:** Ron Popp, Supervisor

**CC:** None

**Date:** 10.28.2021

**Re:** Township Hall Audio System

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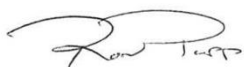
Board Members,

For some time now, we have been hearing from various Board and Commission members as well as the general public about the inability to hear conversations that take place at the board tables. Working with Clerk Goss, several factors have been identified. One such item is the location of the table top microphones we currently use. These devices were in use long before computers came to the board table which, those of us who use a computer at the table tend to push the microphone stand away from us. If we get it too close, the device picks up keyboard or paper shuffling noises affecting the ability to understand the conversation. Another observation, is how we sit at the table. Many times, I find myself leaning backwards away from the microphone making the device ineffective. To address these microphone proximity issues, a lapel microphone has been ordered as a trial. Over the next few weeks, we will see how well this device eliminates the above noted concerns.

We also need to know how to change the gain and volume of our new amplifier. The device was installed a couple years ago uses, Wi-Fi connectivity and a dedicated tablet device to change the various parameters. Knobs and switches are gone. At the very least, all Board Members and the Chairpersons of each Commission should know how to use the technology that taxpayer funds purchased. Currently Clerk Goss, and Deputy Treasurer Maclean use the device so, inhouse training should be a snap and take only a few minutes as a presentation to the respective Boards and Commissions.

A Motion may look like: Motion to schedule amplifier training at the next regular meeting of the Whitewater Township Board of Trustees, Whitewater Township Planning Commission, Whitewater Township Zoning Board of Appeals, Whitewater Township Board of Review, and Whitewater Township Park and Recreation Advisory Committee as a presentation.

Respectfully submitted,



Ron Popp, Supervisor, Whitewater Township

# Memo

**To:** Whitewater Township Board

**From:** Ron Popp

**CC:**

**Date:** 12.01.2021

**Re:** Withdraw - Planning Commission Appointments – Rodney Challender

---

Colleagues,

Mr. Rodney Challendar has withdrawn his request for appointment to the Whitewater Township Planning Commission. Mr. Challendar is currently considering other posts of service within the Township.

Respectfully submitted,



Ron Popp  
Whitewater Township Supervisor

# Memo

**To:** Whitewater Township Board  
**From:** Ron Popp, Supervisor  
**CC:** None  
**Date:** 10.27.2021  
**Re:** Cook Road Bus Stop Sign -

---

Board Members,

Mrs. Rhonda Morrison recently took the time to visit the Township Hall bring to our attention the need for some additional cautionary signs on Cook Road. What Mrs. Morrison shared was the location of a sight impaired bus stop on Cook Road just a few hundred feet north of the intersection of Cook and Briarwood.

Mr. Ron Rohloff, Traffic Supervisor, for the Grand Traverse County Road Commission did not like the idea of additional signage because in his words, drivers become complacent with them. As an alternate Mr. Rohloff suggested the Township investigate sidewalks in that area to clear the road right-of-way of pedestrian traffic. In the meantime, the Road Commission's proposal to install the additional sign follows.

A Motion may look like: Motion to contract with the Grand Traverse County Road Commission for the installation of one S3-1 Bus Stop Ahead sign and post along the shoulder of Cook Road not impeding clear vision of northbound Cook Road traffic at the Briarwood intersection with a maximum cost to the Township of \$350.00

Respectfully submitted,



Ron Popp  
Supervisor, Whitewater Township

**From:** Ron Rohloff <RRohloff@gtcrc.org>  
**Sent:** Monday, October 11, 2021 9:04 AM  
**To:** supervisor@whitewatertownship.org  
**Subject:** RE: Cook Road

I got the actual sign estimate late last week and it is 96.37 each. Not sure why so high since our regular signs are 30 to 50 each. I'd guess it's a specialty sign that isn't used much....  
Anyhow, does that cost( maybe 30 bucks higher) fit the budget? I'd like to order asap as with most things, delivery times are way long.

Sent from my Verizon, Samsung Galaxy smartphone  
Ron Rohloff - GTCRC

----- Original message -----

From: supervisor@whitewatertownship.org  
Date: 10/11/21 8:38 AM (GMT-05:00)  
To: Ron Rohloff <RRohloff@gtcrc.org>  
Cc: supervisor@whitewatertownship.org  
Subject: RE: Cook Road

Thank you Ron #1

This is the exact use for the S3 sign. The speed limit on Cook Road is 55 MPH, just this week I was passed while in the section of road just before Briarwood. If the school bus had been at its designated stop, I am sure the driver of the car would have been in for a surprise. I realize the sign will not make better drivers but, at least we are doing what we can to inform them of hazards ahead.

Ron Popp

Whitewater Township Supervisor

5777 Vinton Road, P.O. Box 159

Williamsburg, Michigan 49690

231.267.5141 X 23

[supervisor@whitewatertownship.org](mailto:supervisor@whitewatertownship.org)



---

**From:** Ron Rohloff <RRohloff@gtcrc.org>  
**Sent:** Wednesday, October 6, 2021 4:14 PM  
**To:** supervisor@whitewatertownship.org  
**Subject:** RE: Cook Road

The estimated price for this install will be approx.. \$270.00. This would be the max cost. This includes one post(50.00) and one sign(60.00) along with 2 workers and one bucket truck for one hour(160.00) for a grand total of \$270.00. Let me know if this gets approved by your board. I would assume this bus stop is from the Elk Lake School system. Would the transportation director for this system approve this stop to begin with? I had sent you the MCL on this issue to review as this is a requirement for a stop of this nature.

---

**From:** [supervisor@whitewatertownship.org](mailto:supervisor@whitewatertownship.org) <[supervisor@whitewatertownship.org](mailto:supervisor@whitewatertownship.org)>  
**Sent:** Wednesday, October 6, 2021 1:14 PM  
**To:** Ron Rohloff <[RRohloff@gtcrc.org](mailto:RRohloff@gtcrc.org)>  
**Cc:** [supervisor@whitewatertownship.org](mailto:supervisor@whitewatertownship.org)  
**Subject:** RE: Cook Road

Ron #1,

I picture this sign located before the Briarwood intersection with Cook Road so folks are aware a school bus could be stopped 2,3,4,5 hundred feet in front of them. Again, I would encourage an on-site visit with me to ensure the sign is appropriately placed.

Thanks,

Ron Popp

Whitewater Township Supervisor

5777 Vinton Road, P.O. Box 159

Williamsburg, Michigan 49690

231.267.5141 X 23

[supervisor@whitewatertownship.org](mailto:supervisor@whitewatertownship.org)

---

**From:** Ron Rohloff <[RRohloff@gtcrc.org](mailto:RRohloff@gtcrc.org)>  
**Sent:** Tuesday, October 5, 2021 4:20 PM  
**To:** [supervisor@whitewatertownship.org](mailto:supervisor@whitewatertownship.org)  
**Subject:** RE: Cook Road

Ron,

I've attached the rules for the S3-1 Bus Stop sign. It's purpose IS for exactly that purpose however, according to the State law MCL257.1855(4) and (5), the Bus is NOT to stop at this location unless there is no other option, such as the parents don't want to move to a safer location due to convenience.

---

**From:** [supervisor@whitewatertownship.org](mailto:supervisor@whitewatertownship.org) <[supervisor@whitewatertownship.org](mailto:supervisor@whitewatertownship.org)>  
**Sent:** Tuesday, October 5, 2021 1:38 PM  
**To:** Ron Rohloff <[RRohloff@gtcrc.org](mailto:RRohloff@gtcrc.org)>  
**Cc:** [supervisor@whitewatertownship.org](mailto:supervisor@whitewatertownship.org)  
**Subject:** RE: Cook Road

I believe there is a miscommunication Ron #1.

The 25 MPH request was for a zone already at 25 MPH on Church Street, not Williamsburg Road. The issue is poor placement of the existing signs and the fact we have no sign posts to mount a speed awareness sign to.

Because there appears to be confusion, I encourage an on-site meeting to properly demonstrate the issues, Brad is welcome to come too.

Hum, speed limit concerns all over the county? Sounds like an issue that isn't being solved.

Respectfully,

Ron Popp

Whitewater Township Supervisor

5777 Vinton Road, P.O. Box 159

Williamsburg, Michigan 49690

231.267.5141 X 23

[supervisor@whitewatertownship.org](mailto:supervisor@whitewatertownship.org)

---

**From:** Ron Rohloff <[RRohloff@gtcrc.org](mailto:RRohloff@gtcrc.org)>

**Sent:** Tuesday, October 5, 2021 12:45 PM

**To:** [supervisor@whitewatertownship.org](mailto:supervisor@whitewatertownship.org)

**Subject:** RE: Cook Road

That sign was only put up there due to the 25mph sign request. Brad is scrutinizing the 25mph validity since Williamsburg Rd is not a corporate village and we do not have a TCO for the 25mph. I am still looking into things but not bringing anything to the table at this point. Speed limits are a state governed process as should it be. Otherwise you would have the entire township at 25mph since somebody always lives on a road and walks down a road and that would be the safest speed, correct? Suggest that once to the township residents that your imposing a 25mph throughout the township if only for a day and see the reaction. The people who want this in front of their home surely wont want to drive 25 everywhere else on their way to the store, work ect., but other people live on the other roads too..... just a thought.

AS for the bus stop signage, I'll look at the feasibility on that sign. It may be possible. Sorry its taking long but I've been bombarded with speed limit issues all over the county.

---

**From:** [supervisor@whitewatertownship.org](mailto:supervisor@whitewatertownship.org) <[supervisor@whitewatertownship.org](mailto:supervisor@whitewatertownship.org)>

**Sent:** Tuesday, October 5, 2021 11:57 AM

**To:** Ron Rohloff <[RRohloff@gtcrc.org](mailto:RRohloff@gtcrc.org)>

**Cc:** [supervisor@whitewatertownship.org](mailto:supervisor@whitewatertownship.org)

**Subject:** FW: Cook Road

Hello Ron #1 –

Looking for a status update on this sign request. I also want to revisit the wording of the proposed sign. I firmly believe the "bus stop" sign is the preferred wording even though it is only effective for ¾ or a year. I hope we can work this out.

On a different issue, the new 55 MHP speed limit sign on Vinton Road is gaining popularity (not) with local families is that section of road. To help you, I have been giving Brad's email address out not yours. I fully expect an uprising from this sign.

Thanks,

Ron Popp

Whitewater Township Supervisor

5777 Vinton Road, P.O. Box 159

Williamsburg, Michigan 49690

231.267.5141 X 23

[supervisor@whitewatertownship.org](mailto:supervisor@whitewatertownship.org)

---

**From:** [supervisor@whitewatertownship.org](mailto:supervisor@whitewatertownship.org) <[supervisor@whitewatertownship.org](mailto:supervisor@whitewatertownship.org)>

**Sent:** Thursday, September 16, 2021 1:16 PM

**To:** 'Ron Rohloff' <[RRohloff@gtcrc.org](mailto:RRohloff@gtcrc.org)>

**Cc:** Ron Popp [supervisor@whitewatertownship.org](mailto:supervisor@whitewatertownship.org) <[supervisor@whitewatertownship.org](mailto:supervisor@whitewatertownship.org)>

**Subject:** RE: Cook Road

Understood Ron #1,

Please get with engineering for their input, and please provide a cost for materials and installation. I will present it to the Board and let them make the decision.

Thanks,

Ron Popp

Whitewater Township Supervisor

5777 Vinton Road, P.O. Box 159

Williamsburg, Michigan 49690

231.267.5141 X 23

[supervisor@whitewatertownship.org](mailto:supervisor@whitewatertownship.org)

---

**From:** Ron Rohloff <[RRohloff@gtcrc.org](mailto:RRohloff@gtcrc.org)>

**Sent:** Wednesday, September 15, 2021 11:04 AM

**To:** [supervisor@whitewatertownship.org](mailto:supervisor@whitewatertownship.org)

**Subject:** RE: Cook Road

I have visited this site, but not sure if a sign installation would prove effective. If we install a sign (and not sure what type – “Limited Sight Distance” perhaps) it will be permanent and as signs go, it would be there year-round even when school isn’t in session. It is proven in the engineering field that people become complacent to signs and they may provide a false sense of security to pedestrians. A sidewalk would be a great idea in a pedestrian area by the way. If the sign were to read “Bus Stop”, it would be there year round and complacency would then play an affect. The Limited Sight Distance sign would be the only possible one to fit this bill. I will check the engineering guidance for its implementation. The Township would be responsible for the costs of course. Please be aware , it may be a can of worms you’d be opening since now doing this, others with any issues close to this would expect the same. Then you get an over-signing condition in time. I’m sure one out of say,...5 homes probably have children, or kids that play by the road, walk on the road, bike on the road, walk dogs on the road, ect.....

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**From:** [supervisor@whitewatertownship.org](mailto:supervisor@whitewatertownship.org) <[supervisor@whitewatertownship.org](mailto:supervisor@whitewatertownship.org)>

**Sent:** Monday, September 13, 2021 7:22 AM

**To:** Ron Rohloff <[RRohloff@gtcrc.org](mailto:RRohloff@gtcrc.org)>

**Subject:** RE: Cook Road

Thanks Ron,

Understood, moving the bus stop can be helpful. In this case, having kids standing or crossing the road in this area would be unhealthy too and a sign informing drivers could help. I do not believe it is local folks but, more visitors or short term rental users who do not understand the limited view area.



I will make the call.

Ron #2

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**From:** Ron Rohloff <[RRohloff@gtcrc.org](mailto:RRohloff@gtcrc.org)>  
**Sent:** Friday, September 10, 2021 9:39 AM  
**To:** [supervisor@whitewatertownship.org](mailto:supervisor@whitewatertownship.org)  
**Subject:** RE: Cook Road

I will take a look right now since I'm by resort. I'd definitely recommend contacting bus garage and have them change stop location if possibly, and it may not be, not sure but worth a try. I had to do that years ago when I snowplowed here and they were very accommodating.....

Sent from my Verizon, Samsung Galaxy smartphone

Ron Rohloff - GTCRC

----- Original message -----

**From:** [supervisor@whitewatertownship.org](mailto:supervisor@whitewatertownship.org)  
**Date:** 9/10/21 8:56 AM (GMT-05:00)  
**To:** Ron Rohloff <[RRohloff@gtcrc.org](mailto:RRohloff@gtcrc.org)>  
**Cc:** [supervisor@whitewatertownship.org](mailto:supervisor@whitewatertownship.org)  
**Subject:** Cook Road

Good morning Ron #1 –

I hope all is well, if you are working today you should take the afternoon off. Looking for a cautionary type sign on Cook Road north bound lane at or near the intersection of Briarwood. Full speed north bound traffic tops the hill to find a bus about 3-400' feet in front of them. Can you look at the road section and make a recommendation? With the increased rental business of residential homes in the area we have a significant population not familiar the surroundings.

Have a great weekend

Ron Popp

Whitewater Township Supervisor

5777 Vinton Road, P.O. Box 159

Williamsburg, Michigan 49690

231.267.5141 X 23

[supervisor@whitewatertownship.org](mailto:supervisor@whitewatertownship.org)

# Memo

**To:** Whitewater Township Board  
**From:** Ron Popp, Supervisor  
**CC:** None  
**Date:** 10-28-2021  
**Re:** Hybrid Meeting Configuration -

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Board Members,

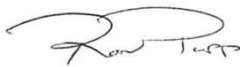
With Open Meeting Act PA 267 of 1976, (OMA) allowances for a Board Member's remote meeting participation coming to end on 12.31.2021, the question of should we continue the remote participation platform in 2022 arises.

I believe the application allows for greater public participation and a higher degree of transparency of the Board's actions. For under \$20.00 per month the service is a great value and worth continuing in 2022.

Because the application is transitioning away from a requirement into a board service, we may want to rethink the moderator/facilitator position. The application is easy to run and can be accommodated by any Board Member wanting to take on the responsibility.

A motion could like: Motion for Whitewater Township to continue the Zoom Application thru 12.31.2022 as a service to the residents of Whitewater Township.

Respectfully submitted,



Ron Popp

Supervisor, Whitewater Township

# Memo

**To:** Whitewater Township Board  
**From:** Ron Popp  
**CC:**  
**Date:** 11.22.2021  
**Re:** Zoning Board of Appeals Appointments – Carl Wroubel

---

Colleagues,

With commentary from the Whitewater Township Planning Commission and in accordance with Public Act 110 of 2006, MCL 125.3601 (1) & (4), I am recommending:

Carl Wroubel, of 9806 Elk Lake Trail, Williamsburg, Michigan 49690 to a vacant post on the Whitewater Township Zoning Board of Appeals running concurrently with his term on the Whitewater Township Planning Commission ending December 31, 2022.

An appropriate motion may look like:

A motion to confirm the recommendation of the Supervisor appointing Carl Wroubel to a vacant partial 3-year term position on the Whitewater Township Zoning Board of Appeals running concurrently with his term on the Whitewater Township Planning Commission ending December 31, 2022.

Respectfully submitted,



Ron Popp  
Whitewater Township Supervisor

**From:** Kim Mangus <manguspc@yahoo.com>  
**Sent:** Saturday, November 6, 2021 12:41 PM  
**To:** Ron Popp  
**Subject:** PC recommendations

Ron,  
The Planning Commission would like to recommend Carl Wrobel to fill the vacant position as the ZBA liaison. Mike Jacobson has volunteered to sit on the MJ application subcommittee and I will act as his alternate. I will have an update statement on PC activities prepared for Oct and Nov. before your Tuesday meeting. Please give me a call if you have any questions.  
Kim



# Memo

**To:** Whitewater Township Board  
**From:** Ron Popp  
**CC:**  
**Date:** 11-29-2021  
**Re:** Planning Commission Reappointments

---

Colleagues,

I am recommending:

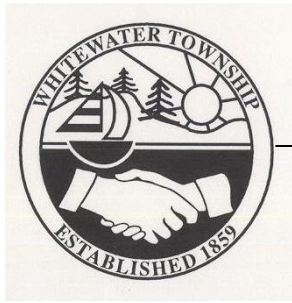
Reappointment of Michael Jacobson, 7031 Skegemog Point Road, Williamsburg, Michigan 49690 to a position on the Whitewater Township Planning Commission. This recommendation is in accordance with Public Act 33 of 2008, MCL 125.3815 Section 15 and Whitewater Township General Ordinance Number 42, Section 102. The term will end on December 31, 2024.

An appropriate motion might be:

A motion to confirm the recommendation of the Supervisor reappointing Michael Jacobson to a 3-year position on the Whitewater Township Planning Commission. The term will end on December 31, 2024.

(Voice Vote)

Ron Popp.



# WHITEWATER TOWNSHIP

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5777 Vinton Road • P.O. Box 159 • Williamsburg, MI 49690 (231)  
267-5141 • FAX (231) 267-9020

November 29, 2021

Mike Jacobson  
7031 Skegemog Point Road  
Williamsburg, Michigan 49690

Re: Whitewater Township Marihuana Sub-Committee

Mr. Jacobson,

Thank you for offering to serve your community in an additional way by participating with the newly created Marihuana Sub-Committee. The Community and Township Board appreciates your interest.

As recommended by the Whitewater Township Planning Commission Chairwoman, Kim Mangus, the following Motion is made: I nominate Mike Jacobson to a post on the Marihuana Sub-Committee running concurrently with his three (3) year term on the Whitewater Township Planning Commission ending December 31, 2024, or until the Whitewater Township Board dissolves the Marihuana Sub-Committee which ever happens first.

Thank you in advance.

A handwritten signature in black ink, appearing to read "Ron Popp".

Ron Popp  
Whitewater Township Supervisor

**From:** Kim Mangus <manguspc@yahoo.com>  
**Sent:** Saturday, November 6, 2021 12:41 PM  
**To:** Ron Popp  
**Subject:** PC recommendations

Ron,  
The Planning Commission would like to recommend Carl Wrobel to fill the vacant position as the ZBA liaison. Mike Jacobson has volunteered to sit on the MJ application subcommittee and I will act as his alternate. I will have an update statement on PC activities prepared for Oct and Nov. before your Tuesday meeting. Please give me a call if you have any questions.  
Kim

# Memo

**To:** Whitewater Township Board  
**From:** Ron Popp  
**CC:**  
**Date:** December 1, 2021  
**Re:** Zoning Board of Appeals - Reappointment

---

Colleagues,

I am recommending:

Kenneth Bowen, 10717 Elk Lake Road, Williamsburg, Michigan 49690 to a position on the Whitewater Township Zoning Board of Appeals, in accordance with Public Act 110 of 2006, MCL 125.3601 (5) the Whitewater Township Zoning Ordinance Article Number Eighteen (18) as amended, and the Whitewater Township Zoning Board of Appeals By-Laws, Section 5 (d) as amended February 25, 2021. The term will end on December 31, 2024.

An appropriate motion might be:

A motion to confirm the recommendation of the Supervisor appointing Kenneth Bowen to a 3 year position on the Whitewater Township Zoning Board of Appeals. The term will end on December 31, 2024.

(Voice Vote)

Ron Popp.

# Memo

**To:** Whitewater Township Board  
**From:** Ron Popp, Supervisor  
**CC:** None  
**Date:** 11-29-2021  
**Re:** Needs Assessment – Stake Holder Discussion

---

Board Members –

As c2ae begins the needs assessment process, Mr. Jantz wanted a list of Stake Holders the Board felt should be on the interview list. The email string dated November 23, 2021 was a response to that request. Additionally, as stated in the email, Board discussion may provide more participants including comment on the need for public input sessions at this early stage.

Mr. Eric Cronk, of c2ae, will be joining the December 14, 2021 meeting via zoom to set up an interview schedule so please bring your calendars.

No motion is made at this time. The business item is to open Board discussion and receive input as to additional interviewees and schedules.

Respectfully submitted,



Ron Popp  
Supervisor, Whitewater Township

**From:** supervisor@whitewatertownship.org  
**Sent:** Tuesday, November 23, 2021 12:47 PM  
**To:** mike Jantz (michael.jantz@c2ae.com); 'Cheryl A. Goss'; Brandon Flynn (firechief@whitewatertownship.org); Kim Mangus (manguspc@yahoo.com)  
**Cc:** Ron Popp supervisor@whitewatertownship.org  
**Subject:** Development contact list.  
**Attachments:** pc\_agenda\_packet\_110521.pdf

Hi Mike –

Here is the plan set the Planning Commission was looking for help with. I believe, the Planning Commission was looking to have an hourly rate for site plan review services, if and when they needed help.

I would like to pick-up where we left off in May, regarding the Quality Based Selection (QBS) process for various vendors to fill the above need and to take advantage of future funding opportunities for civil projects. Creating a “Trusted Advisor” collaboration would be very helpful to Whitewater Township.

The stake holder list for the pending needs assessment could be expanded but, here is a good start.

- 1) Two Board Members, Supervisor Ron Popp 231.267.5141 Ext 23. Email: supervisor@whitewatertownship.org. Clerk Cheryl Goss 231.267.5141 Ext. 24. Email:Clerk@whitewatertownship.org
- 2) Fire Chief, Brandon Flynn Cell 810.217.2718. Fire [Cheif@whitewatertownship.org](mailto:Cheif@whitewatertownship.org)
- 3) Planning Commission Chairwoman, Kim Mangus. Manguspc@yahoo.com

At our December 14, 2021 meeting I will poll the Board for any additional interviewees. Given the limited scope of the needs assessment, public opinion and comment periods are likely to develop later in the process or at a time when a township wide assessment is commissioned.

Happy Thanksgiving,

Ron Popp  
Whitewater Township Supervisor  
5777 Vinton Road, P.O. Box 159  
Williamsburg, Michigan 49690  
231.267.5141 X 23  
[supervisor@whitewatertownship.org](mailto:supervisor@whitewatertownship.org)



**From:** Cheryl A. Goss <clerk@whitewatertownship.org>  
**Sent:** Wednesday, November 24, 2021 11:34 AM  
**To:** supervisor@whitewatertownship.org; 'mike Jantz'; 'Brandon Flynn'; 'Kim Mangus'  
**Cc:** Ardella Benak  
**Subject:** RE: Development contact list.

There was no limitation placed on the number of board members to be interviewed regarding facility needs. Ardella Benak, who has worked in the township hall longer than any other current board member, will be a very important person to be interviewed. Per my conversation with Larry Fox, these interviews are done individually by C2AE's architect.

*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](mailto: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:** supervisor@whitewatertownship.org <supervisor@whitewatertownship.org>  
**Sent:** Tuesday, November 23, 2021 12:47 PM  
**To:** mike Jantz <michael.jantz@c2ae.com>; 'Cheryl A. Goss' <clerk@whitewatertownship.org>; Brandon Flynn <firechief@whitewatertownship.org>; Kim Mangus <manguspc@yahoo.com>  
**Cc:** supervisor@whitewatertownship.org  
**Subject:** Development contact list.

Hi Mike –

Here is the plan set the Planning Commission was looking for help with. I believe, the Planning Commission was looking to have an hourly rate for site plan review services, if and when they needed help.

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- 2) Fire Chief, Brandon Flynn Cell 810.217.2718. Fire [Cheif@whitewatertownship.org](mailto:Cheif@whitewatertownship.org)
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Happy Thanksgiving,

Ron Popp  
Whitewater Township Supervisor  
5777 Vinton Road, P.O. Box 159  
Williamsburg, Michigan 49690  
231.267.5141 X 23  
[supervisor@whitewatertownship.org](mailto:supervisor@whitewatertownship.org)

**WHITEWATER TOWNSHIP**  
**ADVERTISEMENT FOR BIDS**

Whitewater Township is seeking the services of a qualified Arborist, Environmental Specialist, Conservation Scientist, or Forester to coordinate and oversee hazardous tree removal and pruning activities within the Lossie Road Nature Trail and the Battle Creek Natural Area. The complete bid packet can be found on the home page of the township website, [www.whitewatertownship.org](http://www.whitewatertownship.org), or may be obtained by contacting Township Clerk Cheryl Goss, [clerk@whitewatertownship.org](mailto:clerk@whitewatertownship.org), 231-267-5141 x24, or P.O. Box 159, Williamsburg, Michigan 49690. **Bids must be received no later than December 1, 2021.** Whitewater Township reserves the right to reject any or all bids.

## REQUEST FOR BID

Whitewater Township is seeking a qualified Arborist, Environmental Specialist, Conservation Scientist, or Forester (collectively, “Arborist”) to coordinate and oversee hazardous tree removal and pruning activities within the Lossie Road Nature Trail and the Battle Creek Natural Area of the Township. The Lossie Road Nature Trail is a wooded 3-mile narrow linear park featuring an established walking path between Cook Road and Skegemog Point Road. Battle Creek Natural Area is a unique recreational opportunity comprised of 255 acres of diverse wildlife habitat, open meadow, wetland, hiking trails, and one of the longest uninterrupted Elk Lake shorelines.

Due to a windstorm in August 2021, these parks suffered significant tree damage resulting in unsafe trail conditions and total park closures. As such, the Township seeks an Arborist to develop a hazardous tree inventory and subsequent hazardous tree mitigation plan.

The successful candidate will be required to undertake and complete several services in coordination and management of this project.

- 1) Identify the scope of work on either side of the trail centerlines and also near structures on the subject property (the “target area”) to sufficiently protect trails and structures.
- 2) Complete an inventory of hazardous trees within the target area.
- 3) Generate a map and list of all hazardous trees within the target area on the subject property. This document shall identify any tree with disease, particularly oak wilt, or used as habitat by the Northern Long-Eared Bat within the target area.
- 4) Develop a prioritized action plan for removal or pruning of hazardous trees in compliance with rules, regulations, or best practices designed to limit the spread of disease and maintain or improve bird/animal habitat.
- 5) Assist the Township with the development of a bidder’s document for selecting a contractor to execute the removal or pruning of trees.
- 6) Candidate shall disclose any conflicts of interest with the Contractor or the Township.
- 7) Oversee the Contractor during tree removal and mitigation activities.
- 8) Provide a letter of final completion certifying the trails are open to the public and that removal of trees was completed in accordance with best practices.

Any interested candidate should include in its response the following information:

- a) The candidate’s experience and skill related to hazardous tree identification, mitigation, and elimination.
- b) The candidate’s experience, if any, identifying and mitigating disease in forestry, particularly oak wilt.
- c) The candidate’s experience, if any, identifying and maintaining Northern Long-Eared Bat habitat.
- d) At least 3 references that can attest to the candidate’s experience and skill.
- e) The names of individuals who will work with the candidate, if any, to complete the work.

- f) Proof of adequate insurance to complete the work identified for hazardous tree identification and elimination.
- g) Any potential conflicts of interest with the Township.
- h) A proposed cost to complete the services identified.
- i) 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.

Responses may be sent to:

Ron Popp, Supervisor  
Whitewater Township  
5777 Vinton Road  
P.O. Box 159  
Williamsburg, Michigan 49690

Phone: 231-267-5141 Ext. 23  
Email: [supervisor@whitewatertownship.org](mailto:supervisor@whitewatertownship.org)

Interested parties are asked to submit proposals and qualifications no later than December 1, 2021.

**Independent Contractor  
Hazardous Tree Inventory Agreement**

This Contract is entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between Whitewater Township, whose address is 5777 Vinton Road, P.O. Box 159, Williamsburg, Michigan 49690, (“Township”) and \_\_\_\_\_, an independent contractor (“Arborist”), whose address is \_\_\_\_\_.

**I. Scope of Services**

- A. The Arborist shall provide a Hazardous Tree Inventory with detailed map and the expertise to implement and manage a Hazardous Tree Mitigation project as needed, commencing the date this contract is signed, and completed by \_\_\_\_\_, 20\_\_\_\_.
- B. Arborist agrees to perform the services described below on the Lossie Road Nature Trail and Battle Creek Natural Area (collectively the “subject property”).
- C. On or before \_\_\_\_\_ 20\_\_\_\_, Arborist will complete an inventory of all hazardous trees on the subject property within 20 feet on either side of the centerline of trails or 20 feet from a structure (the “target area”) which may pose a danger to persons or property.
  - (1) The Township may modify parameters of the target area in consultation with, and as agreed to by, the Arborist. Any modification will be contained in a Change Order reflecting the change and any cost changes associated with the Change Order.
  - (2) Arborist shall provide a list and detailed map showing the location of all hazardous trees that may negatively impact the target area on the subject property.
  - (3) The document shall identify any tree within the target area used as nesting habitat for the Northern Long-Eared Bat or which has disease, including oak wilt.
- D. In consultation with the Township, Arborist will develop a plan for the removal, pruning, or other elimination of all inventoried hazardous trees.
  - (1) The plan will include disposal solutions for any trees or parts thereof.
  - (2) The plan shall minimize the spread of any disease.
  - (3) The plan shall mitigate the impact on Northern Long-Eared Bat habitat.
  - (4) The plan shall include providing easier access and use of the trail system without significant impact to the surrounding environment.
- E. The Arborist shall assist the Township with the development of a Request for Bids for selecting a contractor to execute the planned removal or pruning of trees created and identified by the Arborist.
  - (1) Arborist will be responsible for drafting the Request for Bids in accordance with Township policies and procedures, which the content of such Request for Bids shall be subject to the satisfaction of the Township.



- (2) In cooperation with the Township, the Request for Bids will be published, and sealed bids in response to the Request for Bids shall be received by the Township directly.
- (3) Arborist shall review the bids with the Township and offer consultation on selecting the contractor to execute the planned hazardous tree removal.
- (4) Under the Arborist's direction, the contractor selected for tree removal services shall be subject to a separate Removal Contract.

F. Arborist will provide administration of the Removal Contract.

- (1) Arborist shall provide oversight of the project, including compliance with the work specified in the Removal Contract. Arborist will have control over, charge of, or responsibility for the means, methods, techniques, sequences or procedures, in connection with the Removal Contract, or any other liability arising out of or in connection with the tree removal, including any environmental impacts or damages. The Arborist's review shall not relieve the contractor of its obligations under the Removal Contract.
- (2) Coordination and obtaining all necessary licenses and permits and approvals, including, but not limited to, environmental permits or inspections.
- (3) Arborist will ensure the contractor is performing the work as set forth in the Removal Contract and in a manner that satisfies the goals of the Township, with applicable best practices regarding certain environmental hazards in the area. Full time representation on-site is not required.
- (5) Arborist will attend, as necessary, any meetings at the request of the Township. Arborist will also keep the Township reasonably informed about the progress and quality of the portions of the work completed and report any deviations from the hazardous tree inventory or any defects and deficiencies observed in the work.
- (6) Arborist shall maintain records related to this Agreement and the Removal Contract and shall be responsible for all administrative coordination. Payment disbursements as required under the Removal Contract shall be the obligation of the Township. Based on the Arborist's observation of the work and evaluation of the contractor's applications for payment, the Arborist will review and certify the amounts due the contractor and will issue Certificates for Payment in such amounts as required by the Removal Contract.
- (7) Arborist shall provide insurance in accordance with this paragraph and ensure that Contractor is properly and fully insured.

G. On or before \_\_\_\_\_ 20\_\_, Arborist shall provide a Letter of Completion when the plan developed by the Arborist has been completed with respect to the subject properties, which shall note on the previous inventory completed all trees removed or substantially pruned at the conclusion of the work.

## **II. Fee**

The Township agrees to pay the Arborist \$\_\_\_\_\_ for the services on the subject property. The total sum agreed to above shall be paid in the following installments:

- (1) 1/2 upon completion of the map and inventory of all hazardous trees on the subject property.
- (2) 1/2 final payment made upon Township's inspection and acceptance of the Letter of Completion.

## **III. Other Provisions:**

- A. The Arborist is an independent contractor and not an employee of the Township.
- B. Arborist recognizes the hazardous nature of tree pruning and removal.
- C. Arborist shall disclose any conflict of interest with the Tree Removal Contractor or the Township, including but not limited to pecuniary interests, business relationships, or familial relationships with either the Tree Removal Contractor or the Township, or both. The Township shall review any disclosed conflict of interest and, in its sole discretion, determine if bids may be received from the conflicted Tree Removal Contractor or any other remedy which the Township determines to be in its best interest.
- D. The Arborist shall indemnify and hold the Township harmless from responsibility for the health, safety, conduct, and actions of the Arborist, its employees, agents, or subcontractors arising from or related to this Agreement or the Removal Contract, including but not limited to environmental damages, regulatory violations, including fines or fees arising therefrom; workmen's compensation insurance, property damage, general liability, and automobile liability. The Arborist agrees to indemnify the Township for all costs and actual attorney's fees associated with the above indemnification. The Arborist further acknowledges that certain trees may be located in close proximity to buildings, structures or personal property. Arborist shall be liable for any such property damaged during the elimination of hazardous trees.
- E. Arborist shall provide proof of the necessary insurance with coverage limits satisfactory to the Township, including commercial liability, general liability, automobile liability, and workmen's compensation insurance. Such insurance shall be in and remain in effect throughout the term of this agreement. Township shall be endorsed as an additional insured under the contract. Arborist shall file a copy of such policy showing the endorsement with the Township before starting any work under this agreement.
- F. Arborist shall abide by all applicable Township policies and procedures.

- G. Any notice to be given hereunder by either party to the other shall be in writing and may be effected by certified mail, return receipt requested to the address first set forth above, or, alternatively, in writing and personally delivered to the party to whom it is intended.
- H. This instrument contains the entire agreement between the two parties relating to the rights herein granted and the obligations herein assumed, and is governed by the laws of the State of Michigan. Any oral representation or modifications of this agreement must be in writing and must be signed by both parties.
- I. This contract may not be assigned or transferred without the consent of the Township.
- J. The provisions of this contract are severable and should any provision of this contract be declared unenforceable, such declaration shall not affect the remainder, which shall be enforced according to its terms.
- K. Nothing contained in this Agreement shall create a cause of action in favor of a third party against either the Arborist or the Township.

Executed and agreed to on the date first written above, by and between,

WHITEWATER TOWNSHIP

ARBORIST

---

By: Ron Popp  
Its: Supervisor

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By:  
Its:

---

By: Cheryl A. Goss  
Its: Clerk

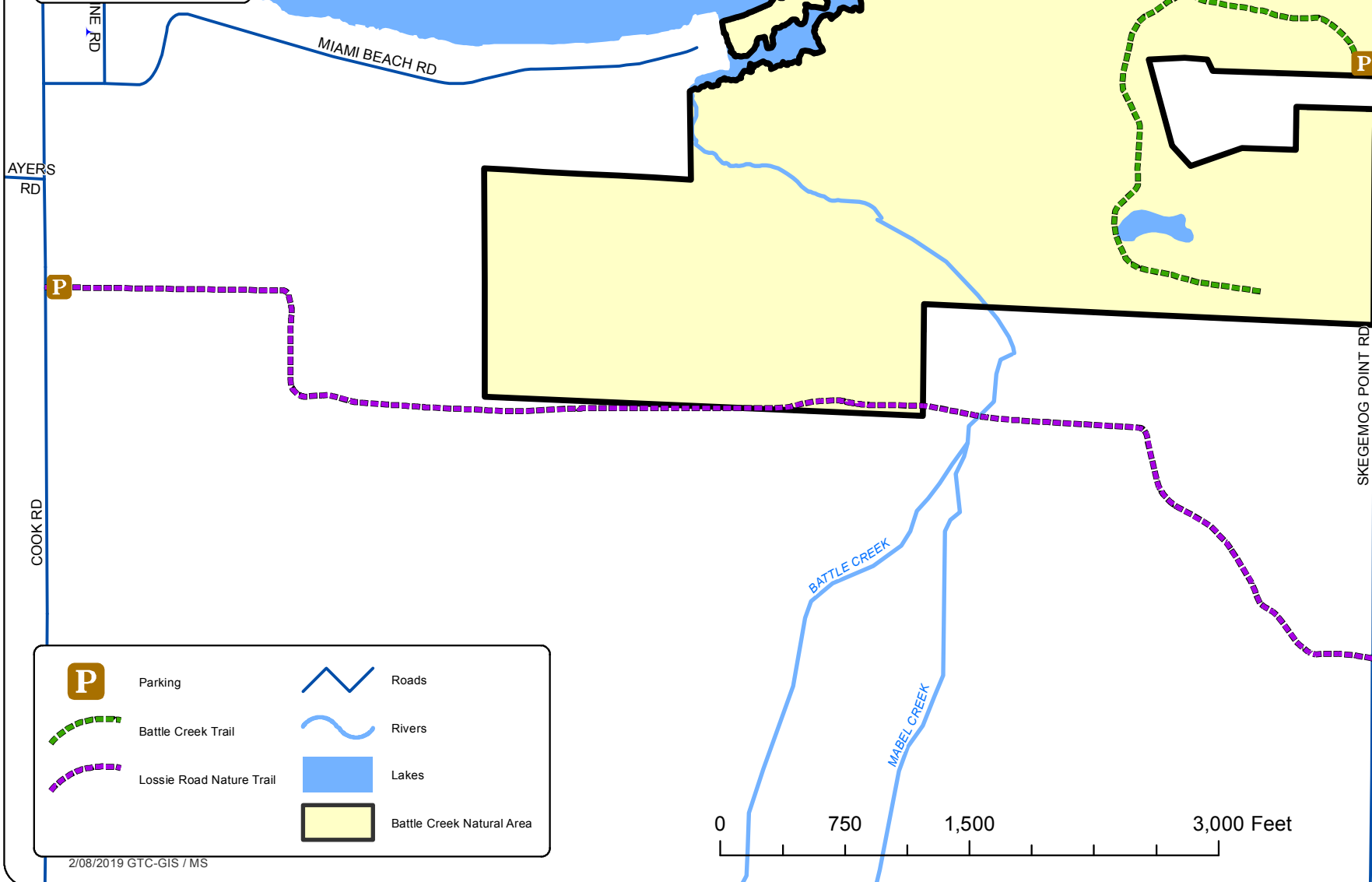
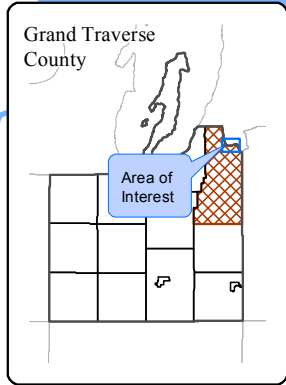
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By:  
Its:

# Battle Creek Natural Area

## Whitewater Township

ELK LAKE



Parking



Battle Creek Trail



Lossie Road Nature Trail



Roads



Rivers



Lakes



Battle Creek Natural Area

0 750 1,500 3,000 Feet



# Memo

**To:** Whitewater Township Board  
**From:** Ron Popp, Supervisor  
**CC:** None  
**Date:** 11-29-2021  
**Re:** Whitewater Township Planning Commission Planner Services

---

Board Members,

The idea of implementing a Quality Based Selection (QBS) process by which the Township can select a number of “Trusted Advisors” was presented by the Architect and Engineering Firm c2ae at our 4.13.2021 Board Meeting. A few weeks after the presentation, Grand Traverse Plastics announced an aggressive expansion project at their Moore Road Facility that redirected much of the Board’s attention away from QBS and towards an immediate need for infrastructure.

Recently the Planning Commission was presented with a proposed development by LD Promotions, LLC, dba Sunlight Resorts of more than 630 dwelling units along the M-72 corridor. Similar to the Grand Traverse Plastic’s project, the Sunlight Resorts proposal overwhelms the Township’s capacity on so many levels that planning type services and related civil engineering assistance to the Planning Commission is needed for pending site plan reviews. The following motion is crafted to fill the gap for current needs, and not limiting any future QBS process.

A motion may look like: Pending a favorable legal review, authorize the Township Supervisor to sign the Grobbel Environmental & Planning Agreement for “Professional Community Planning Services” dated November 12, 2021 related to the Sunlight Resorts Special Use Permit Application dated 10.07.2021.

Respectfully submitted



Ron Popp  
Supervisor, Whitewater Township

**From:** Zoning Administrator <zoning@whitewatertownship.org>  
**Sent:** Thursday, November 18, 2021 3:06 PM  
**To:** supervisor@whitewatertownship.org; 'Cheryl A. Goss'  
**Cc:** 'Kim Mangus'  
**Subject:** FW: Proposal for Professional Planning Services, Whitewater Township  
**Attachments:** Whitewater Township Planner Proposal - Grobbel 11-12-21.pdf

Ron and Cheryl –

Please see attached. I have spoken to both of you about the need for outside planning assistance on occasion. Certain development projects are beyond the scope of myself and the planning commission, and having another set of 'eyes' is always advisable.

Chris Grobbel offers very reasonable services on an on call basis and can be of valuable assistance if needed to assist the planning commission.

Thank you for your consideration at your next board meeting.

Bob

---

**From:** Chris Grobbel <cgrobbel@grobbelenvironmental.com>  
**Sent:** Friday, November 12, 2021 8:21 AM  
**To:** Robert Hall <zoning@whitewatertownship.org>  
**Subject:** Proposal for Professional Planning Services, Whitewater Township

Hi Bob,

Per your request attached is a proposal/contract for professional planning services for Whitewater Township. Please note the attached contract is based on the Master Plan Update contract reviewed and amended previously by Township officials and their attorney.

I look forward to assisting you and the Township in this manner.

Christopher P Grobbel, PhD  
GROBBEL ENVIRONMENTAL & PLANNING ASSOCIATES  
PO BOX 58  
Lake Leelanau, MI 49653  
231-499-7165





# Grobbel Environmental & Planning Associates

PO Box 58

Lake Leelanau

Michigan

49653

November 12, 2021

Whitewater Township  
c/o Robert Hall, Zoning Administrator  
5777 Vinton Rd.  
P.O. Box 159  
Williamsburg, MI 49690

**RE: Proposal for Whitewater Township Professional Planner, Grand Traverse County, Michigan.**

Dear Mr. Hall,

Per your request, please find this proposal for professional planning services for Whitewater Township.

This proposal is based on the standard rate of \$75.00/hour for the professional community planning services of Christopher Grobbel, PhD of Grobbel Environmental & Planning Associates as outlined in Attachment A.

*If you wish Grobbel Environmental & Planning Associates to undertake this work, please complete and return the enclosed authorization form - also please keep a copy for your files.*

If you have any questions regarding this options summary, please do not hesitate contact me at 231-499-7165 or [grobbeenvironmental@gmail.com](mailto:grobbeenvironmental@gmail.com). Thank you.

Sincerely,

**Grobbel Environmental & Planning Associates**

Christopher P. Grobbel, Ph.D.  
Sr. Community Planner/Project Manager

enclosure

**ATTACHMENT A**  
**PROPOSAL FOR**  
**Professional Community Planner Services**  
**Whitewater Township**

**Professional Planer Services:**

- 1) **Professional Planner Services** - Assist Whitewater Township staff, appointed and elected officials in the review of site plans, special land use permits, zoning ordinance amendment, etc. as authorized by the Township Board. Township will be invoiced at the end of each month during which services are rendered.

Senior Community Planner @\$75/hr

\$75/hr

**GRAND TOTAL (not to exceed)**

**\$75/hr**

## PROPOSAL ACCEPTANCE FORM

This is an Agreement, by and between Grobbel Environmental & Planning Associates, P.O. Box 58, Lake Leelanau, MI 49653 and Whitewater Township, c/o Robert Hall, Zoning Administrator, 5777 Vinton Rd., P.O. Box 159, Williamsburg, MI 49690 (hereinafter referred to as "Client").

### RECITALS

1. Client desires to utilize the professional planning services of Grobbel Environmental & Planning Associates and Grobbel Environmental & Planning Associates agrees to provide such services on the terms and conditions set forth herein.

### TERMS

2. Engagement. Client engages Grobbel Environmental & Planning Associates to perform the professional planning services set forth in Attachment A (hereinafter referred to as the "Services"). Services other than those set forth in the proposal shall be performed only pursuant to a written addendum or change order to this Agreement signed by both Grobbel Environmental & Planning Associates and the Client. Unless otherwise specified in such addendum or change order, additional Services shall be rendered by Grobbel Environmental & Planning Associates subject to the terms and conditions of this Agreement.
3. Compensation. Client shall pay Grobbel Environmental & Planning Associates for services rendered according to Attachment A and the attached terms and conditions.
4. Client's Authorized Agent. The Client has appointed the person named below as the authorized agent of the Client for purposes of this Agreement. As such, the agent is duly authorized and shall be responsible for the execution of any document pertaining to this Agreement or any amendment hereof. The Township Board of Client shall approve all change orders, addenda, and additional Services to be performed by Grobbel Environmental & Planning Associates, if any.
5. Terms and Conditions. The terms and conditions of this Agreement shall include the provisions printed on the reverse side hereof and are hereby incorporated into this Agreement by reference.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the date indicated below.

**Grobbel Environmental & Planning Associates**

**CLIENT: WHITEWATER  
TOWNSHIP**

Christopher P. Grobbel  
Christopher P. Grobbel, Ph.D.

\_\_\_\_\_  
(signature)

November 12, 2021  
(date)

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(date)

## Terms and Conditions

1. Within seventy-two (72) hours of receipt of this Agreement, Grobbel Environmental & Planning Associates may, at its sole discretion, terminate this proposal if project authorization is not received within 30 days of the date of proposal.

2. The Client hereby authorizes the above-described services set forth in Attachment A and agrees to pay Grobbel Environmental & Planning Associates sums **not to exceed \$75.00/hour for professional community planning services**. These parties will be invoiced on a monthly basis for hours of work and professional services rendered, subject to the maximum contract price (except as modified by approved addendum or change orders). Except as noted within these terms and conditions, payment is due within forty-five (45) days of the date of invoice. A service charge of 1.5% per month will be added to past due accounts.

3. Grobbel Environmental & Planning Associates agrees to perform in accordance with a standard of care generally exercised by other professional planners and environmental consultants within this state acting under similar circumstances and conditions.

4. Grobbel Environmental & Planning Associates' relationship to the Client is that of an independent contractor and not that of a partner, joint venture, or employee of the Client.

5. The Client is to provide copies of all sampling and testing data regarding relevant engineering or environmental studies, which may have been previously performed. Grobbel Environmental & Planning Associates may be required to utilize sampling, analysis, engineering and other studies prepared by the Client or other consultants. The Client understands that unless otherwise stated in the proposal or this agreement, Grobbel Environmental & Planning Associates shall not verify or validate, nor shall it be liable for the completeness or accuracy of such data or studies or for claims, fines or penalties arising from the use thereof.

6. Grobbel Environmental & Planning Associates will use reasonable efforts to maintain the confidentiality of and not divulge information, except to the Client, as required by the community engagement services proposed, parties designated by the Client in writing, or as required by law. Information that is in the public domain shall not be deemed confidential.

7. The Client and Grobbel Environmental & Planning Associates recognize that professional standards and ethics govern the performance of Grobbel Environmental & Planning Associates' services under this agreement. If circumstances arise which, in Grobbel Environmental & Planning Associates' opinion, preclude it for professional or ethical reasons from continuing such performance, Grobbel Environmental & Planning Associate shall advise the Client of that fact. The parties shall immediately attempt to arrive at a mutually satisfactory solution. If this cannot be done to both parties' satisfaction, either party may terminate this agreement. If so, the Client shall compensate Grobbel Environmental & Planning Associates in accordance with these terms and conditions.

8. The Client bears full responsibility for any fines, penalties or administrative actions that may be incurred due to non-compliance with Federal or State reporting requirements that may be the results of any delays or actions by the Client or any suspension or termination of performance between the Client and Grobbel Environmental & Planning Associates as defined within these terms and conditions.

9. The Client may at any time, after providing ten (10) days written notice, suspend further performance by Grobbel Environmental & Planning Associates. Grobbel Environmental & Planning Associates may, after providing written notice ten (10) days in advance, suspend further performance if, at any time, payments by the Client for services rendered by Grobbel Environmental & Planning Associates are not made in accordance with established payment terms. Grobbel Environmental & Planning Associates may continue suspension of performance until

payment is received for all services rendered by Grobbel Environmental & Planning Associates prior to the date of suspension. If suspension of performance exceeds thirty (30) days for any reason, Grobbel Environmental & Planning Associates may terminate this agreement. Alternatively, Grobbel Environmental & Planning Associates may seek renegotiation of project scope of work, services provided, terms and conditions, schedule, and estimated costs prior to renewal of project activities and services. All suspensions shall extend the time schedule for performance in a mutually satisfactory manner, but at a minimum, the extension shall equal the duration of the suspension.

10. The Client, at its sole discretion, may terminate, upon ten (10) days written notice, the authorized project or any subsequent change order. Grobbel Environmental & Planning Associates may, at its sole discretion and upon ten (10) days prior written notice, may terminate the authorized project or any subsequent change order.

11. The Client shall pay Grobbel Environmental & Planning Associates promptly within forty-five (45) days from receipt of invoice for services performed and charges incurred prior to the effective date of suspension or termination.

12. The Client and Grobbel Environmental & Planning Associates acknowledge that differences, including but not limited to interpretation and opinion with respect to regulatory and technical issues, may arise between regulatory agencies and Grobbel Environmental & Planning Associates as consultant for the Client during or after completion of the proposed services.

13. If a dispute arises out of this agreement and if it cannot be settled through direct discussions, the parties agree to submit this dispute to mediation by a professional mediator selected by the parties. If all or any portion of the dispute remains unsettled, either party may initiate a court action in a court of competent jurisdiction within Grand Traverse County. The obligation to mediate disputes arising from this agreement shall survive termination of this agreement.

14. The proposal, project acceptance form and these terms and conditions constitute the full agreement between Grobbel Environmental & Planning Associates and the Client.

# Memo

**To:** Whitewater Township Board  
**From:** Ron Popp, Supervisor  
**CC:** None  
**Date:** 11-30-2021  
**Re:** 186networks – ARPA Funds Request

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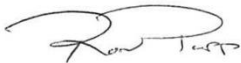
Board Members –

The 186networks group has presented their plan for expanding fiber internet services to various parts of the Township. Earlier in the year the Township Board reviewed a proposal for similar type services and has committed a portion of the APRA funds to the expansion of internet services in the Township. Additionally, the Federal Government and the State of Michigan have recently announced more funding beyond what the APRA program can do for internet expansion.

The choice in front of the Board today is how to support more than one vendor of similar services that may operate within the Township. This is a new type of question for the Board and could be an area we look for outside professional services to help us with a path forward. It could also be helpful to review the August 10, 2021 Board packet looking at Cherry Capital Connections internet expansion proposal and how these two companies can complement each other.

No motion is made at this time, to provide for discussion supporting multiple vendors.

Respectfully submitted,



Ron Popp  
Supervisor, Whitewater Township

# Memo

**To:** Whitewater Township Board  
**From:** Ron Popp, Supervisor  
**CC:** None  
**Date:** 11-30-2021  
**Re:** New Computer Training

---

Board Members –

In order to conduct Township business, recently several members of the various Boards and Commissions that operate within the Township have received Township owned laptop computers. These devices may have expanded software capabilities beyond what the user is accustomed to. For those of us who have used Microsoft and Adobe products for decades, training may seem unnecessary however, some members may have different needs.

Training could be handled one on one or in a group session before regularly scheduled meetings or any mix thereof. Trainees would receive their standard meeting pay while attending the event. Online training courses for Microsoft Office and Adobe get expensive quickly, other local training venues are available too. If a Board Member could provide the service, it could be tailored to how our members actually use the software, while not getting too far into the weeds. I would Volunteer as a trainer, any other volunteers?

Motion to offer volunteer-based computer/software training to all Board and Commission Members who value the opportunity. Schedule to be determined by attendees.

Respectfully submitted,



Ron Popp  
Supervisor, Whitewater Township



# Memo

**To:** Whitewater Township Board

**From:** Ron Popp, Supervisor

**CC:** None

**Date:** 12-01-2021

**Re:** ARPA Strings

---

Board Members -

American Recovery Plan Act (ARPA) dollars have been awarded to many local units nationwide and Whitewater Township is one of them. As time goes on, we are learning more about the reporting and audit process that has to be followed for the recipient local unit to remain eligible for the funds. As Clerk Goss has brought to our attention in the following pages.

Thank you to the MTA for providing the sample Federal Procurement Conflict of Interest Policy document. In the following pages, MTA's document has been modified (words in red) as a stand-alone document and deeper in the packet combined within the Township's Policy and Procedure Manual in section 4(words in blue) for the Board's consideration.

A motion could look like: Motion to incorporate MTA's Federal Procurement Conflict of Interest Policy document into Section 4.8(c) of the Whitewater Township Policy and Procedure Manual as printed below.

Respectfully submitted,



Ron Popp

Supervisor, Whitewater Township

**From:** Cheryl A. Goss <clerk@whitewatertownship.org>  
**Sent:** Monday, November 15, 2021 12:09 PM  
**To:** Ron Popp  
**Subject:** ARPA Funds - Required Conflict of Interest Policy  
**Attachments:** federal\_procurement\_conflict\_of\_interest\_policy\_mta\_sample\_july\_20\_2021.pdf

Ron –

The attached federal procurement conflict of interest policy was just brought to my attention by another township clerk. This should be an agenda item soon, 12/14 or 1/11, as we have received the first ARPA payment.

Bcc: Ardella Benak  
Township Trustee – Vacant  
Heidi Vollmuth (2)

*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](mailto:clerk@whitewatertownship.org)

**Office Hours: Mon/Tue/Wed/Thurs 9:00 am to 5:00 pm**

**I Pledge Allegiance to the Flag of the United States of America, and to the REPUBLIC for which it stands, one Nation, under God, Indivisible, with Liberty and Justice for All.**

# Whitewater Township Federal Procurement Conflict of Interest Policy

## I. Purpose

The purpose of this policy is to establish conflicts of interest guidelines that meet or exceed the requirements under state law and local policy when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects paid for in part or whole by federal funds and required under [2 C.F.R. § 200.318\(c\)\(1\)](#).

## II. Policy

This policy applies when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects funded in part or whole with federal financial assistance (direct or reimbursed). This policy also applies to any subrecipient of the funds.

The employee responsible for managing the federal financial assistance award shall review the notice of award to identify any additional conflicts of interest prohibitions or requirements associated with the award, and shall notify all employees, officers, and agents, including subrecipients, of the requirements of this policy and any additional prohibitions or requirements.

**A. Conflicts of Interest.** In addition to the prohibition against self-benefiting from a public contract under Public Act 317 of 1968 and other applicable state law, no officer, employee, or agent of Whitewater Township may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

1. the employee, officer, or agent involved in the selection, award, or administration of a contract;
2. any member of his or her immediate family;
3. his or her partner; or
4. an organization which employs or is about to employ any of these parties.

Any officer, employee, or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to his or her immediate supervisor. Any such conflict shall be disclosed in writing to the federal award agency or pass-through entity in accordance with applicable Federal awarding agency policy.

**B. Gifts.** In addition to the prohibition against accepting gifts and favors from vendors and contractors under state law, officers, employees, and agents of Whitewater Township are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontracts. Items of nominal value valued at less than \$20.00, which fall into one of the following categories may be accepted:

1. promotional items;
2. honorariums for participation in meetings; or
3. meals furnished at banquets

Any officer, employee or agent who knowingly accepts an item of nominal value allowed under this policy shall report the item to his or her immediate supervisor.

### **III. Violation**

**Elected officials** or employees violating this policy will be subject to **malfeasance** discipline up to and including termination. Contractors violating this policy will result in termination of the contract and may not be eligible for future contract awards.

## **4.0 Financial Administration**

### **4.1 Accounts Payable**

#### **4.1(a) Requests for Payment**

All requests for payments, i.e. invoices or expense vouchers, shall be processed in accordance with sections 4.8(a), 4.8(c), 4.8(d) and 4.9 of this manual. All approved bills must be submitted to the township clerk at least seven (7) days prior to the township board meeting at which claims will be audited.

#### **4.1(b) Warrant Reports**

The clerk shall prepare a warrant report to the township board showing the vendor name, nature of the expense, invoice number, chart of accounts number and warrant number or check number if the unsigned check represents the warrant. Any items paid prior to board audit, as discussed in section 4.8(e), shall be noted on the warrant report.

The clerk and treasurer shall sign the warrant for all claims approved by the township board; checks shall be issued to the vendor by the clerk. The treasurer shall receive a copy of the warrant and a copy of the warrant shall be filed with the claim in the clerk's office.

#### **4.1(c) Petty Cash**

The clerk shall maintain petty cash in the amount of \$300.00 for small emergency purchases and reimbursements to employees.

Petty cash will not be used for purchases that exceed \$100.00. A copy of each receipt and a receipt signed by the recipient of a petty cash disbursement shall accompany all disbursements.

#### **4.1(d) Cash Issued to Departments**

The clerk shall issue cash in the amount of \$100.00 to the treasurer for use as a change fund during the tax collection season.

The clerk shall issue cash in the amount of \$100.00 to the parks and recreation manager for use as a change fund during the time the township park is open.

The clerk shall issue a cash drawer in the amount of \$150.00 and change for the pop vending machines in the amount of \$34.00 each to the parks and recreation manager at the beginning of each camping season.

### **4.2 Payroll (Amended 5/18/2004)**

#### 4.2(a) Salaries/Wages

Salaries/wages shall be paid as established by the township board on a biweekly basis. The township shall comply with all applicable state and federal requirements of the Fair Labor Standards Act.

For purposes of calculating overtime compensation, a work week shall be defined as Monday through Sunday.

#### 4.2(b) Time Sheets

All time worked shall be recorded in  $\frac{1}{4}$  hour increments by the employee on an appropriate department time sheet. Time sheets will be signed by both the employee and the employee's department head.

All completed time sheets shall be submitted to the clerk in accordance with the clerk's payroll processing schedule.

#### 4.2(c) Deductions and Withholdings

The clerk shall be notified in accordance with the clerk's payroll processing schedule of any changes in voluntary deductions or withholding allowances desired by an employee. All voluntary deductions shall be authorized in writing.

#### 4.2(d) Pay Advances

Pay advances shall not be authorized under any circumstances.

#### 4.2(e) Payroll Problems

Employees will immediately notify the clerk of any problems or errors on their paychecks. A written account of the problem and its resolution shall be created by the clerk.

#### 4.2(f) Lost Time Pay

Fire and ambulance personnel may request lost time pay for responding to an emergency incident or attending a required training session that cannot be scheduled at any other time. A request for lost time pay must be accompanied by employer verification of the length of time lost on the job and the employee's salary/wage. Wages paid per run by the township will not be paid if lost time pay is received. Lost time pay shall be approved by the township board. The request shall be submitted within 30 days of the lost time to the township clerk and at least seven(7) days prior to the township board meeting at which the request will be audited.

### **4.3 Cash Receipts**



#### 4.3(a) Authorization to Receive Cash

The following positions are authorized to receive cash:

Treasurer  
Deputy Treasurer  
Clerk  
Deputy Clerk  
Supervisor  
Planning/zoning administrator  
Parks and recreation staff

#### 4.3(b) Fiduciary Bonds

All officials/employees authorized to receive cash shall be bonded to the following amounts:

Treasurer	\$25,000
Deputy treasurer	\$15,000
Clerk	\$10,000
Deputy clerk	\$10,000
Supervisor	\$ 5,000
Employee Blanket Bond	\$10,000

#### 4.3(c) Receipts

A pre-numbered township receipt shall be issued for all cash, including checks, received by a township official/employee, except for tax collections and township park revenue. The receipt shall include the date, amount received, name of payor and purpose. For tax collections and township park revenue, a single receipt may be issued for the aggregate of all such receipts received for a given day. Departments that receive cash shall daily turn over all cash and a copy of all issued receipts to the treasurer. The treasurer shall issue a receipt for all cash received, with a copy of the receipt issued to the clerk. The treasurer shall determine periodically that all pre-numbered receipts have been returned with cash, or have been otherwise disposed.

A cash register policy/procedure shall be part of the township park procedures book.

#### 4.3(d) Deposits

Total cash collected shall be reconciled to the sum of the pre-numbered receipts and shall be deposited in the appropriate township bank account by the treasurer according to a schedule set up by the treasurer.

#### 4.3(e) Bank Reconciliations

The cash balances of all funds shall be reconciled to the bank statements monthly. The cash balances should be the result of the cash receipts and disbursement activities and shall be derived from the same accounting records used in preparing the financial reports discussed in section 4.5(a).

After the bank reconciliation is complete, the treasurer shall prepare a cash balances report. The treasurer's cash balance report shall be reconciled with the clerk's cash balances report.

#### **4.4 Accounts Receivable**

##### **4.4(a) Invoice Preparation**

The clerk shall be responsible for preparing invoices for revenues due to the township. Invoices shall include the name, amount invoiced and the purpose.

All invoices shall include a duplicate copy to be returned to the treasurer with payment.

##### **4.4(b) Posting and Distribution**

The clerk shall record the receivables in the general ledger. The clerk shall maintain subsidiary records of all receivables. The subsidiary ledgers shall be reconciled to the general ledger on a monthly basis. In addition, the clerk shall reconcile the ambulance subsidiary ledger to the outside billing service accounts receivable balance on a monthly basis.

A copy of all invoices or bills for moneys owed the township, except for ambulance billings, shall be given to the treasurer who shall also maintain a subsidiary record which shall be reconciled to the clerk's records on a quarterly basis.

##### **4.4(c) Method of Accounting**

For all remittance advices received in accordance with section 4.3(c), the clerk and treasurer shall credit the receivable. Monthly, a listing of all amounts invoiced but not yet received shall be prepared by the clerk and reconciled to the general ledger as discussed in section 4.4(b).

#### **4.5 Financial Reporting**

##### **4.5(a) Periodic Revenue and Expenditure Report**

The clerk shall prepare a financial report for the township board at the end of each of the first three quarters and at the end of each month occurring during the fourth quarter. The report will be current through the last day of the previous month, and shall be presented to the board at its regular monthly meeting. The financial report for each fund will show the following information for revenues and expenditures:

1. Chart of Accounts number
2. Description
3. Original budget

4. Amended budget
5. Year to date
6. Budget balance

#### 4.5(b) Cash Balances Report

The treasurer shall prepare a monthly report for the township board showing the cash balance in each township fund. The report will be current through the last day of the previous month, and shall be presented to the board at its regular monthly meeting.

#### 4.5(c) Investment Performance Report

If funds are invested in other than NOW public funds or MM public funds, the treasurer shall prepare a quarterly report of the other interest bearing activities, including the name of the financial institution, type of investment, anticipated yield and date of maturity.

#### 4.5(d) Financial Reports Review

The clerk shall review the financial reports and shall recommend to the supervisor any necessary budget amendments or fund transfers. When necessary, the supervisor shall present to the township board recommendations to prevent expenditures from exceeding available revenues or appropriations, increasing revenues, or both.

### **4.6 Inventory of Fixed Assets (Amended 8/19/2003)**

#### 4.6(a) Responsibility

The clerk shall maintain an inventory of the township's fixed assets. For accounting of capital assets, assets shall be tangible, have an expected useful life of at least one year and have a value of at least \$1,000.00. For inventory control purposes, assets shall be tangible, have an expected useful life of at least one year and have a value of at least \$50.00.

#### 4.6(b) Updating

The clerk shall add or remove fixed assets from the inventory at the time of acquisition or disposal. The inventory shall include information as required by GASB 34 and shall be recorded in the general ledger.

#### 4.6(c) Inventory Responsibility

Department heads shall annually inventory all assets assigned to their department and submit the inventory to the clerk.

#### 4.6(d) Disposal of Fixed Assets

Department heads shall make note on the annual inventory, or shall notify the clerk sooner if desired, of any equipment that would be appropriate for disposal. The clerk shall prepare a list of all such equipment recommended for disposal and shall submit the recommended disposal of fixed assets list to the township board for approval. The board shall determine the method of disposal, which may include sealed bids, auction, negotiated sale, gift or disposal. Township officials and employees are not eligible to purchase township fixed assets by negotiated sale without the approval of the board. An elected official shall refrain from voting on any negotiated sale involving the elected official.

## **4.7 Budgeting**

### **4.7(a) Designation of Budget Officer**

The supervisor shall be the township budget officer and shall be responsible for the development of the township budget.

### **4.7(b) Designation of Chief Administrative Officer**

The supervisor shall be the chief administrative officer and shall perform the duties of the chief administrative officer as enumerated in the General Appropriations Act (see Appendix B).

### **4.7(c) Designation of Fiscal Officer**

The clerk shall be the fiscal officer and shall perform the duties of the fiscal officer as enumerated in the General Appropriations Act (see Appendix B).

### **4.7(d) Timetable**

The proposed budget shall be developed according to the following schedule:

- Budget policies developed by township board
- Department heads submit proposed revenue and expenditure plans to budget officer
- Budget officer meets with department heads
- Budget officer and fiscal officer prepare proposed budget
- Fiscal officer prepares budget worksheet which includes Chart of Accounts number, description, prior year actual, original budget, amended budget, year to date, anticipated year end balances, requested budget, recommended budget and adopted budget
- Fiscal officer prepares fund balance report which includes prior year actual, current year projected (to be replaced with actual at year end) and coming year proposed
- Proposed budget presented to township board
- Township board approves tentative budget, salary resolutions and wage changes
- Budget public hearing held by township board
- Salary resolutions adopted and wage changes approved
- General Appropriations Act adopted (see Appendix B)

## **4.8 Expenditure Control**

### **4.8(a) Purchase Orders**

Any purchase for goods or services, including repairs and maintenance, shall require the issuance of a purchase order signed by the township clerk, or board designee, except for the following expenditures:

1. Utilities and other regular ongoing expenses
2. Postage
3. Payroll
4. Petty cash purchases
5. Travel/meal/lodging/related personal expense reimbursements
6. Insurance
7. Dues
8. Contractual obligations
9. Professional services authorized by the board

A request for a purchase order shall be made by a department head or other designated person and the nature of the purchase shall be indicated. The clerk shall not approve the purchase order unless the account has a sufficient balance.

In case of an emergency, verbal approval may be given by the clerk, with a purchase order to follow within 48 hours.

Any purchase order request exceeding \$1,000 shall require the signature of both the township clerk and township supervisor unless previously approved by township board action.

Purchase order copies will be distributed as follows:

1. White copy to vendor
2. Canary copy filed with quote or bid attached
3. Pink copy and copy of quote or bid filed with paid bill

### **4.8(b) Written Quotations and Sealed Bids**

Any purchase for goods or services exceeding a contract cost of \$5,000 shall require the department head to obtain township board approval prior to being issued a purchase order. Three written quotes shall be obtained unless there is only one known supplier or there is some other compelling reason to do so.

Any purchase for goods and services exceeding an estimated contract cost of \$20,000 shall require the solicitation of sealed bids except for professional services or emergency repairs or services. The supervisor, in consultation with the department head, shall develop bid specifications, which shall be approved by the township board. A department head may request permission from the township board to waive the bidding procedures when there is only one known supplier or there is some other compelling reason to do so.

The invitation to bid or request services shall be published at least once in the Traverse City Record Eagle newspaper and shall be sent to known vendors or other parties who have notified the township of their interest in submitting bids on the goods or services being purchased. Sealed bids shall be opened at the office of the township supervisor at a pre-announced date and time, and any interested party may be present for the bid opening. The supervisor and clerk, along with the department head, shall be present for the bid opening.

Bids shall be awarded by the township board. The township board has the right to accept or reject any or all bids.

Any board member or department head who has any ownership or other interest in a company submitting a bid shall disclose the conflict of interest to the board, and that official shall not participate in awarding the bid.

#### 4.8(c) Federal Procurement Conflict of Interest Policy

##### 1. Purpose

The purpose of this policy is to establish conflicts of interest guidelines that meet or exceed the requirements under state law and local policy when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects paid for in part or whole by federal funds and required under 2 C.F.R. § 200.318(c)(1).

##### 2. Policy

This policy applies when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects funded in part or whole with federal financial assistance (direct or reimbursed). This policy also applies to any subrecipient of the funds.

The employee responsible for managing the federal financial assistance award shall review the notice of award to identify any additional conflicts of interest prohibitions or requirements associated with the award, and shall notify all employees, officers, and agents, including subrecipients, of the requirements of this policy and any additional prohibitions or requirements.

A. Conflicts of Interest. In addition to the prohibition against self-benefiting from a public contract under Public Act 317 of 1968 and other applicable state law, no officer, employee, or agent of **Whitewater** Township may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

1. the employee, officer, or agent involved in the selection, award, or administration of a contract;
2. any member of his or her immediate family;
3. his or her partner; or
4. an organization which employs or is about to employ any of these parties.



Any officer, employee, or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to his or her immediate supervisor. Any such conflict shall be disclosed in writing to the federal award agency or pass-through entity in accordance with applicable Federal awarding agency policy.

B. Gifts. In addition to the prohibition against accepting gifts and favors from vendors and contractors under state law, officers, employees, and agents of **Whitewater** Township are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontracts. Items of nominal value valued at less than \$20.00, which fall into one of the following categories may be accepted:

1. promotional items;
2. honorariums for participation in meetings; or
3. meals furnished at banquets

Any officer, employee or agent who knowingly accepts an item of nominal value allowed under this policy shall report the item to his or her immediate supervisor.

### 3. Violation

**Elected officials** or employees violating this policy will be subject to **malfeasance** discipline up to and including termination. Contractors violating this policy will result in termination of the contract and may not be eligible for future contract awards.

#### 4.8(d) Expenditure Authorization

The township shall not be responsible for any obligation incurred by an official or employee that is contrary to the provisions of this administrative policies and procedures manual.

All township officials and employees shall follow the provisions of the Whitewater Township General Appropriations Act. Department heads shall be responsible for monitoring expenditures so as to stay within the budgeted amounts established by the township board.

Department heads shall make a request in writing and obtain authorization from the township board prior to obligating the township for expenditures of the following nature:

1. Contractual obligations
2. Capital expenditures
3. Insurance

#### 4.8(e) Processing of Claims

Requests for payments to vendors shall be documented in writing by a vendor invoice or, in the few instances where no invoice is forthcoming, by a written request by the department head requesting payment. Except for rare exceptions, only original invoices shall be processed for payments, as statements or copies of invoices may result in duplicate payments.

Employee expense reimbursements shall be documented on an expense voucher prepared by the employee.

The township clerk shall affix the account number to the invoice or other payment request and shall initial the document. Initialing the payment request shall indicate all of the following are true: the goods have been delivered or the services have been rendered to the township; the expense complies with the procedures outlined in sections 4.8(a), (b) and (c) of this manual; all prices and units agree with the purchase order, if applicable, or any differences have been reconciled; the payment request is mathematically correct, and the account number being charged is the appropriate budgetary allocation for this expense.

#### 4.8(f) Board Audit

All claims shall be approved by the township board prior to payment, except for the following:

1. Payroll
2. Utilities and other regular ongoing expenses
3. Postage
4. Petty cash purchases
5. Invoices with penalties that would be incurred if payment is not received prior to the board meeting where claims will be approved

These claims shall be post-audited at the next board meeting.

The clerk may authorize emergency expenditures when deemed essential due to the imminent threat to the health, safety and welfare of the township.

### **4.9 Expense Reimbursements**

#### 4.9(a) Request Form

The township shall reimburse all officials and employees for necessary expenses incurred in performing their job-related duties. All requests for expense reimbursement shall be made on a township expense reimbursement form that shall be submitted on a monthly basis to the township clerk at least seven(7) days prior to the township board meeting at which the request will be audited.

#### 4.9(b) Travel Expenses

Travel shall be reimbursed at the current IRS mileage rate.

Commuting from employee's residence to the township hall or the employee's official work station shall not be eligible for reimbursement. Board and committee members shall not receive mileage to attend board meetings that are a statutory duty of their office.

#### 4.9(c) Meals/Lodging/Related Personal Expenses

Receipts shall accompany any expense reimbursement request. Reasonable meals and lodging expenses will be reimbursed. Personal expenses that are unnecessary in conducting township business, such as entertainment and alcohol consumed, shall not be eligible for reimbursement.

#### **4.10 Credit Cards**

The following policy shall govern the use of township credit cards:

1. The clerk is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the township's credit card policy.
2. Township credit cards may be used only by an official or employee of the township for the purchase of goods or services for the official business of the township.
3. Township officials and employees who use a township credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the clerk. All credit card slips shall include a description of the official business that required the transaction, indicating the line item to which the transaction is to be charged.
4. An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is stolen, the clerk shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.
5. An official or employee issued a credit card shall return the credit card to the clerk upon termination of his or her employment or service with the township.
6. The clerk shall maintain a list of all credit cards owned by the township, along with the name of the official or employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each official or employee shall initial the list beside his or her name to indicate agreement that the credit card has been issued, and that the employee has received and read a copy of this policy.
7. The clerk shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the township board.
8. The township board shall not approve a payment to the entity issuing the credit card until all transactions have been verified, including the approval of all transaction invoices, if issued.
9. The balance, including interest due of an extension of credit on the credit card arrangement, shall be paid for within not more than 60 days of the initial statement date.
10. Officials and employees who use a township credit card in a manner contrary to this policy shall be subject to the following disciplinary actions, as deemed appropriate by the township board: verbal counseling, written reprimand, suspension, termination, reimbursement to the township for the unauthorized expenditures.

#### **4.11 Automated Clearing House (ACH) Arrangements and Electronic Transactions of Funds**

The following policy shall govern the use of electronic transactions and ACH arrangements for Whitewater Township.

##### **1. Definitions**

“Automated clearing house” or “ACH” means a national and governmental organization that has authority to process electronic payments, including, but not limited to, the national automated clearing house association and the federal reserve system.

An “ACH arrangement” means the agreement between the originator of the ACH transaction and the receiver of an ACH system.

An “ACH transaction” means an electronic payment, debit, or credit transfer processed through an automated clearinghouse.

An “ACH policy” means the procedures and internal controls as determined under this written policy developed and adopted by the township treasurer.

##### **2. Authority to Enter into ACH Arrangements and Electronic Transfers of Public Funds.**

The township treasurer may enter into an ACH arrangement as provided by Public Act 738 of 2002, effective December 30, 2002.

Whitewater Township shall not be a party to an ACH arrangement unless the Whitewater Township Board has adopted a resolution to authorize electronic transactions and the Whitewater Township Treasurer has presented a written ACH policy to the township board.

An ACH arrangement under PA 738 of 2002 is not subject to the Revised Municipal Finance Act, Public Act 34 of 2001 (MCL 141.2101, et seq.), or to provisions of law or charter concerning the issuance of debt by a local unit.

**3. Responsibility for ACH Agreements.** The Whitewater Township Treasurer and/or Clerk is responsible for Whitewater Township’s ACH agreements, including payment approval, accounting, reporting, and generally for overseeing compliance with the ACH policy.

The clerk shall submit to the township board documentation detailing the goods or services purchased, the cost of the goods or services, the date of the payment, and the department levels serviced by each payment of public funds made by electronic transfer. This report may be contained in the township’s electronic accounts payable and general ledger software system or in a separate report to the township board.

##### **4. Internal Accounting Controls to Monitor Use of ACH Transactions Made by Township.**

The following system of internal accounting controls will be used to monitor the use of ACH transactions made by Whitewater Township.

- 1) The treasurer shall prepare a list of vendors authorized to be paid by ACH transaction and provide that list to the clerk.

- 2) The clerk initiates the transaction upon receipt of an invoice included on the authorized ACH listed approved by the approved by the appropriate township official. ACH invoices must be approved before payment. The clerk signs the ACH invoice, which then acts as the warrant. The treasurer may initiate transfers from/to investment accounts and property tax disbursements.
- 3) The clerk presents the check, a list of bills for payment, and a separate list of the electronic payment for township board approval. The board approves all transactions prior to disbursement with the exception of claims identified in 4.8 (e) of the Whitewater Township Administrative Policies and Procedures. (Payroll, Utilities and other regular ongoing expenses, postage, petty cash purchases and invoices with penalties that be incurred if payment is not received prior to the board meeting where claims will be approved.) Those identified shall be post-audited by the township board. Board approval is not required for property tax disbursements or investment transfers.
- 4) Following board approval, the treasurer and clerk sign the ACH warrant, initiates the electronic transaction with the vendor, and makes the actual transfer of funds. The treasurer and/or includes the ACH transaction confirmation # on the check and attaches any ACH transaction document.
- 5) The treasurer shall retain all ACH transaction documents for audit purposes.
- 6) The clerk shall retain all invoices and a copy of the ACH transaction document for audit purposes.

**Certification**

I, Ardella M. Benak, Treasurer of Whitewater Township, certify that I developed and adopted the foregoing ACH policy and have presented it to the Whitewater Township Board for approval.

\_\_\_\_\_ Treasurer, Whitewater Township \_\_\_\_\_

**4.12 Investments and Depository Designation**

Refer to Appendix B for Resolution Authorizing Investment of Township Funds and Approving Township Investment Policy and Depository Designation Resolution.

**4.13 Audits**

The township board will engage a certified public accountant to annually audit the financial systems of the township.

# Memo

**To:** Whitewater Township Board  
**From:** Ron Popp, Supervisor  
**CC:** None  
**Date:** 12-01-2021  
**Re:** Cherry Capital Connection

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Board Members –

Part of the Ambulance Service Agreement recently executed with Mobile Medical Response, INC. (MMR) requires the Township to review and approve protocol, policies and procedures between MMR and Grand Traverse County Central Dispatch. For your convenience the agreement section is provided below:

**VII. Cooperation with Central Dispatch**

- A. MMR shall establish and maintain radio dispatch protocols and such other current and future policies and procedure that are necessary and reasonable for providing the ambulance services described under this Agreement. The protocols, policies and procedures shall be set forth by Grand Traverse County Central Dispatch and subject to approval by the TOWNSHIPS.

Thank you to Fire Chief Brandon Flynn for obtaining this document facilitating the Board's review and approval.

A Motion could look like: Motion to accept and approve the "Radio Field Guide Communication Procedures & Guidelines for Grand Traverse County First Responders" dated October 1, 2019 in compliance with AMBULANCE SERVICE AGREEMENT dated the 22nd day of November, 2021, between WHITEWATER TOWNSHIP, and ACME TOWNSHIP, and MOBILE MEDICAL RESPONSE, INC.

Respectfully submitted,



Ron Popp  
Supervisor, Whitewater Township



# **Radio Field Guide**

## **Communication Procedures & Guidelines for Grand Traverse County**

### **First Responders**

#### **PURPOSE:**

The following guidelines provide a plan and directive for uniform procedures in radio communications for all fire and EMS agencies accessing the Grand Traverse County Radio Communication System, as provided for by the Michigan Public Safety Communications System (MPSCS). Providing specific guidelines for radio communications within our organizations will allow for clear and concise communication between the 911 Center staff and all fire service personnel.

The proper use of the radio is one of the more important adjustments necessary for the modern fire service. It is imperative for field personnel to remain calm and poised in the face of disaster in order to promote an atmosphere of control and stability. This manual has been prepared to instruct and guide field personnel in the professional and appropriate use of the Grand Traverse County Radio Communication System.

All primary Fire Department and EMS dispatching duties are handled by Grand Traverse County Central Dispatch "Central".

#### **OBJECTIVES:**

The objectives of Grand Traverse County Central Dispatch is to maintain a system of coordinated emergency communications for the emergency services of Grand Traverse County by:

1. Receiving emergency requests for assistance from the citizens within Grand Traverse County, and efficiently dispatching needed services.
2. Receiving requests for mutual aid and additional resources from fire departments within the mutual aid system, and efficiently dispatching those resources.
3. Maintaining efficient, coordinated and continuous radio communications with department units operating at emergencies while monitoring multiple talk-groups.
4. Maintaining an on-going status of available equipment within the county.

## **RADIO TRANSMISSIONS:**

Radio transmissions include all radio traffic between Central Dispatch, stations, units and/or personnel.

1. All radio transmissions shall be courteous, professional and brief.
2. Transmissions on dispatching talk groups/channels shall involve official department business only.
3. Day-to-day or non-emergency intradepartmental transmissions shall be conducted on designated proprietary talk-groups, so long as they are not being used as an assigned tactical or operational communications link during an actual emergency.
4. Unnecessary, prolonged, unidentified communications or any type of profane, derogatory, degrading or disparaging language during radio transmissions is strictly prohibited.
5. When calling another party on the radio, please refrain from using names. Use approved personal ID numbers or vehicle name/identification when performing radio transmissions.
6. When transmitting on the radio, the unit transmitting initiating contact will call out the ID of the party they need, are wishing to establish contact with before giving their own ID and talk group, or channel they are trying to make contact on. After making contact then proceed with radio traffic as needed. Once contact has been made, and the desired party answered, proceed with radio traffic as needed.

Example: "City-Rescue 1 from City-Engine 2 on 28CFIRE."

"City-Rescue 1 on 28CFIRE go ahead City-Engine 2"

7. Use plain language – Do not use "10 codes" or "signals". Speak clearly and be concise with your transmissions.
8. Avoid using "jargon" on the radio – A helicopter is not a "bird", and an ambulance is not a "bus".
9. Always use your complete unit identifier: Agency – Type – Apparatus Number

Examples:

City Engine 2  
North Flight Alpha 5  
Blair Brush 5

## **DISPATCH FIRE/EMS TALK GROUP:**

1. **28FE911** “MAIN” – All critical/essential communications such as dispatches, and associated communications will take place here.

## **INITIAL DISPATCH:**

As approved by the Fire Service committee, and 911 Board of Directors, Central Dispatch will conduct dispatches in accordance with established department policies and objectives. Dispatches for fire services will be conducted on MAIN using preplanned box alarm information, and established response plans.

The initial dispatch information for all fire related events will be transmitted on 28FE911 (MAIN), and conducted in the following order:

1. Units recommended per response plan
2. “Alarm” level
3. Call Type classification
4. Location with cross streets, apartment #, etc. as applicable.
5. Description of Incident
6. Any other pertinent details.
7. Fire Ground channel if assigned.

Example:

“Central to M-Tanker1, M-Engine12, and M-Engine11, this is a 1<sup>st</sup> Alarm for a Residential Fire at 411 N. Rusch Rd, flames showing through roof and reported that everyone has evacuated. All dispatched units switch to, and check in on fire ground 1 for ALL communications.”

## **INITIAL RESPONSE:**

The process for coordinating personnel, and checking units enroute on an initial “first alarm”, has the potential to create a high demand for “radio time”. In an effort to keep radio transmissions to an essential minimum, the following shall apply:

1. First responders are expected to be familiar with and utilize tools made available to capture/replay dispatch related information, such as: Active 911, Crew Force, Mobile CAD, and Pager Replay.
2. All coordination of intradepartmental resources via radio shall occur on proprietary department talk-groups. (28BFIRE, 28FLFIRE, 28PARFIR, etc.)
3. Unless specifically acknowledging a request from Central Dispatch to validate a response in accordance with the time limitations, individual first responders responding “direct” or “to the station for apparatus” will not transmit this information on 28FE911.
4. When possible, avoid multiple radio transmissions for status changes.  
Group unit status changes when applicable. For example: M-Engine11, M-Truck1, and M-702 are all clearing a scene at the same time, or when NF-Alpha 5 and M-Squad12 respond enroute to a call from Station 12 at the same time, a single radio transmission to Central is sufficient.

## **INITIAL CHECK IN PROCEDURE:**

Units shall use the following format for checking enroute to a call for service:

“Central, NF-Alpha 3, enroute to \_\_\_\_\_”.

Upon checking enroute, Central will advise/repeat essential supplemental information, such as known hazards, potential life threats to citizens and any known CAD alert information. Central will keep units updated with pertinent situational updates while enroute.

Unless assigned to a Fire Ground channel - All units will remain on 28FE911.

## **TIME LIMITATIONS:**

Immediately following every dispatched call for service, Central will automatically initiate a 3 minute timer for each unit associated with the call. If a unit has failed to check in after the 3 minute timer has expired, the following process will occur:

1. Central will radio broadcast a request to the affected department/units on the air, inquiring on the need to backfill this resource.
2. Responding units, officers in charge, or other personnel enroute for the unfulfilled resource will acknowledge this request from Central with one of the following actions:
  - a. Verify the resource is needed and will be enroute to the call.
  - b. Advise the resource is not needed. (No further action would be taken).
  - c. Request backfill of unavailable resource per response plan protocol.

## **INCIDENT COMMUNICATIONS:**

1. PROPRIETARY – All Grand Traverse County fire/EMS services have been assigned a proprietary talk-group for the use of intradepartmental communications. Uses include: general non-critical communications between department personnel, logistical coordination of units after a dispatch has been received, and as a primary communication channel at the scene of an incident where only that individual department has been dispatched.

<b>28MFIRE</b>	Grand Traverse Metro Fire Department/East Bay EMS
<b>28WWFIRE</b>	Whitewater Township Fire Department
<b>28PENFIR</b>	Peninsula Township Fire Department
<b>28CFIRE</b>	Traverse City Fire Department
<b>28LLFIRE</b>	Long Lake Fire Department
<b>28BFIRE</b>	Blair Township Emergency Services
<b>28GLFIRE</b>	Green Lake Township Emergency Services
<b>28FLFIRE</b>	Fife Lake Township Emergency Services
<b>28PARFIR</b>	Paradise Township Emergency Services
<b>NFEMS2</b>	North Flight EMS

2. FIRE GROUND – The purpose of the fire ground talk-groups is to establish effective interoperability communications for all responding agencies. It should be noted that these are trunked 800MHz fire ground channels, and are designed to be the primary communications channel for a specific/individual fire event. Incident Command is responsible for assigning other conventional/direct tactical communications as needed.

UPON CENTRAL DISPATCH ASSIGNING A FIRE GROUND TALK-GROUP, ALL UNITS WILL IMMEDIATELY USE THE ASSIGNED TALK GROUP FOR ALL COMMUNICATIONS RELATED TO THE EVENT, INCLUDING ENROUTE, ON SCENE, ETC.

**28GTFG1** Grand Traverse Fire Ground 1  
**28GTFG2** Grand Traverse Fire Ground 2  
**28GTFG3** Grand Traverse Fire Ground 3  
**28GTFG4** Grand Traverse Fire Ground 4

The use of these trunked fire ground talk-groups is limited to the following:

- When assigned by Central Dispatch as on scene communications upon dispatch to a call.
- Specifically requested through Central Dispatch when the IC feels there is a need for increased communications interoperability. Do NOT specify the fire ground channel requested. Central Dispatch will assign any one of these designated fire ground channels based on availability.

The IC shall notify dispatch when the use of a fire ground channel has been terminated, and all units have either 1 – returned to “MAIN”, or 2 – continued communications on their proprietary talk-group.

3. SPECIAL EVENT – The purpose of these special event channels is to provide the Incident Commander with an additional, but optional, communications channel to use in addition to a fire ground. Upon assignment, the special event channel will be managed by the IC, and will not be monitored by Central Dispatch. An example of Special Event Channel usage would be coordinating a water shuttle.

**28SPEV1** Grand Traverse Special Event 1  
**28SPEV2** Grand Traverse Special Event 2  
**28SPEV3** Grand Traverse Special Event 3  
**28SPEV4** Grand Traverse Special Event 4

The IC should note that the associated special event channel # is automatically made available when a 28GTFGX channel is assigned. For example, Central issues fire ground communications on 28GTFG2. Central will then automatically reserve 28SPEV2 for the duration of the event, and available to the IC at his/her desire.

-----  
The following special event channels are reserved for preplanned events, (festivals, races, etc.), will only be available as part of a formal communications plan, and as authorized by the Central Dispatch Director, in direct coordination with fire, EMS, and/or LE agency leadership.

**28SPEV5** Grand Traverse Special Event 5  
**28SPEV6** Grand Traverse Special Event 6

4. WATER RESCUE – The purpose of this talk-group is to establish communications interoperability for all units assigned to a water rescue event, including fire, EMS, and law enforcement.

**28MARINE** Grand Traverse County Water Rescue

UPON CENTRAL DISPATCH ASSIGNING THE 28MARINE TALK-GROUP, ALL UNITS WILL IMMEDIATELY USE THE ASSIGNED TALK GROUP FOR ALL COMMUNICATIONS RELATED TO THE EVENT, INCLUDING ENROUTE, ON SCENE, ETC

**UNIT STATUS:**

The countywide MABAS system is designed and dependent upon three factors: Call location, call type, and current unit status. It is imperative to maintain an accurate unit status with Central Dispatch in order for the proper recommendations to occur for all fire events. Per department preference the following statuses should be updated in Crew Force/Mobile CAD or communicated via radio to Central Dispatch:

Available  
At Scene  
At Scene Available  
In Quarters  
Enroute  
Enroute Available (unit is still recommendable)  
Out of Service – Repairs  
Out of Service - Administrative

**EMERGENCY ALERTS:**

All Motorola APX 800MHz radios issued to first responders in Grand Traverse County have been programmed with an emergency alert feature. The orange button located on top of the portable radio, on the face of the mobile radios, and on some shoulder microphones are all equipped to provide emergency alerting information to other first responders and Central. In the event an emergency alert has been activated, Central will check the status of the individual/unit that has activated the alert:

- If there is no answer, coordination will be made with IC for an appropriate response. As long as the emergency alert is active, the user seeking assistance will have priority on that talk-group.
- If the activation is accidental, the individual/unit that activated the alert must clear it by pressing the orange button for at least 1.5 seconds until it is cleared from their radio, and let Central know that it was accidental. DO NOT turn the radio off or switch talk groups in an attempt to clear the alert – you will only compromise more

## **X-CODE**

The “X” code is used in the event a user has been taken hostage, or is in a dangerous situation where they need to communicate in code. The user will use this code to make the dispatch personnel and other units are aware of his/her situation without the hostage taker(s) knowledge that they have done so.

If a field unit is in fact taken hostage and he/she is able to contact Central Dispatch, he/she will identify themselves by their badge number with the suffix “X”. Dispatch will calmly acknowledge the transmission on the talk-group the transmission was received. Reply with: “Copy” (badge number “X”).

The first priority of the Dispatcher will be to correctly determine the location of the unit transmitting the code. This can be determined by CAD entries, last known location, vehicle locators, or the user’s ability to relay his/her location to the dispatcher.

Without broadcasting any information over the radio, dispatch will immediately notify the appropriate commander of the situation and the location of the unit. Information will not be broadcast over the radio, but instead by other means of communication such as telephone, MDT chat, etc. At this time that agency will take command of the incident.

Dispatch personnel will stand by to assist with the incident whenever and wherever needed at the request of the agency in charge of the operation. Dispatch personnel must maintain normal radio traffic for the duration of the incident as carelessness could jeopardize the safety of the unit in need of assistance.

## **PAR CHECKS:**

A Personnel Accountability Report (PAR) is extremely important to the safety and accountability of all personnel on the fire ground. Upon the first unit arrival on the scene of an active working fire event, Central Dispatch will start a 10 minute PAR check timer.

When this timer expires the fire dispatcher will radio the IC on the assigned Fire Ground talk-group to request a PAR check. The IC will follow appropriate department processes to provide accountability, and Central Dispatch will reset the timer for another 10 minutes.

When the IC determines there is no longer a need for PAR checks, the IC shall advise Central Dispatch to discontinue the 10 minute PAR checks.

## **MAYDAY:**

This will be the policy of the fire departments within Grand Traverse County to allow for clear, concise, and quick decisions and actions when reporting a lost or trapped firefighter in an environment that is immediately dangerous to life and/or health, to Incident Command (IC).

### **A. Firefighter Actions/Responsibilities:**

- 1) As soon as a member recognizes that a Mayday situation exists the member shall, if possible, activate the emergency button on their radio and transmit a verbal message to the IC by stating: **“Mayday, Mayday, Mayday”**



\*followed by the following information:

Who – Unit/Name

What – Situation

Where – Last known location

\*Once IC acknowledges the Mayday transmission, if the situation permits the following additional information can be relayed using a **CAN** report:

C – Conditions    A – Actions taken    N – Needs

2) Once the information is transmitted to IC or in the event that the member is unable to make a transmission, the member should immediately activate their PASS device.

3) Maintain communications with IC throughout the incident. Keep IC regularly updated with conditions, actions taken, and needs (C.A.N. report).

### **B. Incident Command Actions/Responsibilities:**

1) Upon receipt of a Mayday, the IC shall clear all traffic from the channel the Mayday was originally transmitted on. All fireground operations will switch to another designated channel to avoid lost transmissions from the Mayday event. Only the Mayday sender, the IC, and the RIT/RIC will remain on the channel the Mayday was initiated on.

2) IC shall notify Central Dispatch (trying to use cellular phones to avoid tying up radios) and ask Central Dispatch to declare the Mayday on all emergency service radio channels (Police, Fire, and EMS) in the event Mayday transmissions may be transmitted on different frequencies and instruct personnel to restrict traffic on main dispatch frequencies to priority traffic only.

Ask Central Dispatch to mark the following:

1.     Mayday declared
2.     All personnel removed from the structure and accounted for
3.     Rescue completed

3) IC shall request additional medical transporting units for possible treatment of Mayday victims and/or other rescuers (ALS units preferred).

4) The IC shall maintain communications with the sender and keep them advised of the status of the rescue effort in order to maintain mental status of the sender. IC may be able to give directions to the sender in order to move away from the danger or to an egress point.

5) The IC shall ask for a Personnel Accountability Report (PAR) from all sectors.

## **REQUESTING UTILITIES:**

Before you make a request for a utility, determine the following information. A complete description of the service needed is required:

### **GAS**

- A leak inside or outside?
- Hissing sound?
- Homeowner on site?
- Name of contractor if applicable (digging)

### **ELECTRIC**

- Pole #?
- If line down is it pole-to-pole or pole-to-house?
- Homeowner name/address
- Will fire remain on scene?

## **CRITICAL STAGE COMMUNICATIONS:**

The potential for manmade or natural disasters to prevent Central from receiving, processing, dispatching, and monitoring incidents effectively could place the public and first responders in jeopardy.

Examples include, but are not limited to:

- Storms
- Large Scale Mutual Aid Responses
- Notification of a MAYDAY incident

In the event Central Dispatch experiences a high volume of phone/radio traffic that prohibit the effectiveness of normal operations, the following will occur:

- A directive to all emergency responders shall be issued on MAIN, indicating that the 911 Center has reached critical stage, and that all non-emergent radio traffic shall cease until further notice.
- A county ALL CALL will be activated, and notification to initiate this plan will be simulcast on all primary law, fire, and EMS talk-groups.
  - “Central to all departments – be advised that dispatch is now operating under the Critical Stage Contingency Plan. All non-emergent radio traffic shall cease until further notice” (repeat).

Each public safety department shall make every effort to establish an alternate means to take receipt of their respective calls for service through an alternative communication method such as Mobile CAD, Crew Force, Active 911, WEB CAD Monitor, etc.

First Responders must be aware that Central Dispatch will/may:

1. Utilize the radio only for emergency related radio traffic.
2. Dispatch priority 1 EMS calls, and all fire related activity that poses an imminent danger to the community.
3. Not answer the non-emergency telephone lines until all 911 requests have been properly processed.
4. Require that requests for notification of utilities, off duty commanders, and others shall be the responsibility of the primary responding department.

The Central Dispatch Supervisor will be responsible for determining that these alternative measures are no longer needed. Notification to user groups shall be conducted to make them aware that operations have returned to normal and the 911 center will process and dispatch calls for service as usual.

# Memo

**To:** Whitewater Township Board  
**From:** Ron Popp, Supervisor  
**CC:** None  
**Date:** 11-30-2021  
**Re:** Elk Skegemog Lake Association

---

## Community Members -

I would like to call attention to the efforts of the Elk Skegemog Lake Association (ESLA). Many of us benefit from the wide variety of work they do ranging from lake protection and preservation efforts to the navigational aids they purchase, install and remove each boating season. Case in point, after the summer storms of 2021, residents along the south shore of Lake Skegemog reported stump (channel) marking buoys washing up on the shore. After a few phone calls, it was discovered, in absence of action by local agencies, ESLA has taken up this important work. An ESLA officer promptly retrieved the wayward buoy from the homeowner and had it reinstalled to its proper location in the waterway. Any boater who has travelled up the Torch River from Lake Skegemog knows how valuable these navigational aids are to safe passage.

Among a few of the other things ESLA has done to benefit the region including, Whitewater Township's camping park, Whitewater Township's Battle Creek Natural Area, local riparians, and of course the boating public in general are listed below:

- 1) Hold regular educational events and demonstrations aimed at preventing the introduction of harmful invasive aquatic plants, snails and fish at launch sites on Elk and Skegemog lakes, including the Whitewater Township Park. The goal is to help boaters understand the importance of following state law requiring boaters to flush their bilges and live wells and pressure wash boat and trailer hulls.
- 2) Annually survey shorelines and near-shore waters to identify, remove or treat harmful invasive plants like purple loosestrife and Eurasian water milfoil.
- 3) Offer education, to its members and others regarding the importance of maintaining healthy natural shorelines to reduce harmful sediment and fertilizer runoff into our waters.
- 4) Strongly advocate improved fishing opportunities in the lakes, reviving the Department of Natural Resources brown trout planting program in Elk Lake that was discontinued more than a decade ago. Under permit, built and installed underwater fish habitat improvement apparatus in deeper waters.

- 5) Offered presentations to its approximately 600 members and others on subjects of special interest, including virtual interviews during the pandemic with people like Heather Hettinger, the top regional fish biologist, and Mark Stone, the Antrim County drain commissioner responsible for the Elk Rapids dam that controls water.
- 6) Follows up on reports from residents and others of potential pollution from various sources, and possible sightings of invasives of various species.

ESLA's 18-member board includes six Whitewater Township residents, including its president, Bob Campbell, vice president, Pat Pierce, treasurer Phil Spangenberg, secretary Don Bonato, environmental committee chair Jan Garvey, and boat wash leader and environmental committee member Linda Slopsema. To learn more, please visit their website at [elk-skekemog.org](http://elk-skekemog.org).

ESLA is always looking for new members who support the regional projects they undertake. New for 2022 the group's annual membership starting at \$50, \$100, \$250, \$500, and \$1,000 dollars. As one of the largest owner/tenants of Elk Lake Water frontage of more than 4,200 feet, I make the following motion:

Motion for Whitewater Township to support ESLA's efforts in the community by subscribing to an annual membership at the \$1,000.00 level for 2022.

Respectfully submitted,



Ron Popp

Supervisor, Whitewater Township

# Memo

**To:** Whitewater Township Board  
**From:** Ron Popp, Supervisor  
**CC:** None  
**Date:** 12-03-2021  
**Re:** Moratorium on Special Use Permits

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Board Members -

Apparently, an issue with certain articles of the Zoning Ordinance do not meet today's minimum requirements of the Michigan Zoning Enabling Act. Please see additional information provided by Zoning Administrator Bob Hall attached.

A motion could look like: Motion to place a moratorium on the acceptance of applications and the review of, and decisions on issuing special land use permits in Whitewater Township until such time that the zoning ordinance is amended with the appropriate special use review provisions required under the Michigan Zoning Enabling Act, PA 110 of 2006, as amended

Respectfully submitted,



Ron Popp

Supervisor, Whitewater Township

**From:** Zoning Administrator <zoning@whitewatertownship.org>  
**Sent:** Thursday, December 2, 2021 4:34 PM  
**To:** supervisor@whitewatertownship.org; 'Cheryl A. Goss'; 'Della Benak'; 'Heidi Vollmuth'  
**Cc:** 'Kim Mangus'; 'William "Chris" Bott, P.E., P.L.S.'; cpatterson@fsbrlaw.com; cgrobbel@grobbelenvironmental.com; zoniing@whitewatertownship.org  
**Subject:** Special Land Uses - Moratorium  
**Attachments:** Moratorium-SLUP-Memo to Board.pdf

Hello Township Board members –

Please see the attached memo; I hope that for the most part, it is self-explanatory by virtue of its content. Please note that I am copying the interested parties that will most be affected by this action, if taken.

Briefly, it is my opinion that Article XXV of the Whitewater Township Zoning Ordinance fails to meet the minimum necessary requirements to comply with the MZEA (Michigan Zoning Enabling Act for review of special land uses.

Please give this matter the urgent attention that it deserves.

Thank-you!

Bob

Robert (Bob) Hall  
**Zoning Administrator**

Whitewater Township  
P.O. Box 159  
Williamsburg, Michigan 49690

231-267-5141 x 21

[www.whitewatertownship.org](http://www.whitewatertownship.org)





# WHITEWATER TOWNSHIP

5777 Vinton Road • P.O. Box 159 • Williamsburg, MI 49690 (231)  
267-5141 • FAX (231) 267-9020

## **- URGENT ATTENTION REQUESTED -**

**To: Whitewater Township Board**

### **125.3502 Special land uses; review and approval; application; notice of request; public hearing; incorporation of decision in statement of findings and conclusions.**

Sec. 502. (1) The legislative body may provide in a zoning ordinance for special land uses in a zoning district. A special land use shall be subject to the review and approval of the zoning commission, the planning commission, an official charged with administering the zoning ordinance, or the legislative body as required by the zoning ordinance. ***The zoning ordinance shall specify all of the following: (emphasis added)***

(a) The special land uses and activities eligible for approval and the body or official responsible for reviewing and granting approval.

(b) The requirements and standards for approving a request for a special land use.

(c) The procedures and supporting materials required for the application, review, and approval of a special land use

(2) Upon receipt of an application for a special land use which requires a discretionary decision, the local unit of government shall provide notice of the request as required under section 103. The notice shall indicate that a public hearing on the special land use request may be requested by any property owner or the occupant of any structure located within 300 feet of the property being considered for a special land use regardless of whether the property or occupant is located in the zoning jurisdiction.

(3) At the initiative of the body or official responsible for approving the special land use or upon the request of the applicant, a real property owner whose real property is assessed within 300 feet of the property, or the occupant of a structure located within 300 feet of the property, a public hearing shall be held before a discretionary decision is made on the special land use request.

(4) The body or official designated to review and approve special land uses may deny, approve, or approve with conditions a request for special land use approval. The decision on a special land use shall be incorporated in a statement of findings and conclusions relative to the special land use which specifies the basis for the decision and any conditions imposed.

The excerpt above (from the Michigan Zoning Enabling Act, PA 110 of 2006, as amended) clearly mandates that there are specific provisions for review of a special land use that 'shall' be specified in the Zoning Ordinance.

A comprehensive review of The Whitewater Township Zoning Ordinance, more specifically Article XXV (SITE PLAN REVIEW AND SPECIAL LAND USES), focuses primarily on the components required for, and the review of site plans. **Notably absent are:**

- a. the body or official responsible for reviewing and granting approval (of a special land use)
- b. the requirements and standards for approving a request for a special land use
- c. the procedures and supporting materials required for the application, review, and approval of a special land use

With the knowledge of the most recent development proposal comes the ability to expose ourselves (Whitewater Township) to unwarranted risk regarding the review and approval of any special land use in any zoning district.

After a brief consultation with attorney Patterson, **it is my recommendation to the Whitewater Township Board to place a brief moratorium on the acceptance of applications and the review of, and decisions on issuing special land use permits in Whitewater Township until such time that the zoning ordinance is amended with the appropriate special use review provisions required under the Michigan Zoning Enabling Act, PA 110 of 2006, as amended (see top of page #1).**

I would expect that attorney Patterson could have the necessary language prepared for initial planning commission review at their January regular meeting. A public hearing and recommendation of adoption could easily be forwarded to the Whitewater Township Board for action as early as February.

Any questions should be directed to my attention.

Thank you for your sincere and urgent consideration of this matter.

Respectfully,



Robert (Bob) Hall

Cc: CZS Zoning File-Whitewater Township

**RESOLUTION #21-18**  
**Adoption of Whitewater Township 2021-2025 Draft Recreation Plan**

Whitewater Township  
Grand Traverse County, Michigan

**WHEREAS**, the Whitewater Township Parks & Recreation Advisory Committee has undertaken a planning process to update the recreation and natural resource conservation needs and desires of its residents during a five-year period covering the years 2021 through 2025; and

**WHEREAS**, the Whitewater Township Parks & Recreation Advisory Committee began the process of updating the community recreation and natural resource conservation plan in accordance with the most recent guidelines developed by the Department of Natural Resources and made available to local communities; and

**WHEREAS**, residents of Whitewater Township were provided with a well-advertised opportunity during the development of the draft plan to express opinions, ask questions, and discuss all aspects of the recreation and natural resource conservation plan; and

**WHEREAS**, the public was given a well-advertised opportunity and reasonable accommodations to review the Whitewater Township 2021-2025 Draft Recreation Plan for a period of at least 30 days; and

**WHEREAS**, a public hearing was held on December 14, 2021, at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan, and via Zoom, to provide an opportunity for all residents of the planning area to express opinions, ask questions, and discuss all aspects of the Whitewater Township 2021-2025 Draft Recreation Plan; and

**WHEREAS**, the Whitewater Township Parks & Recreation Advisory Committee has developed the plan as a guideline for improving recreation and enhancing natural resource conservation for Whitewater Township; and

**WHEREAS**, after the public hearing, the Whitewater Township Board voted to adopt said Whitewater Township 2021-2025 Draft Recreation Plan;

**NOW, THEREFORE, BE IT RESOLVED** that the Whitewater Township Board hereby adopts the Whitewater Township 2021-2025 Draft Recreation Plan.

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

Upon roll call, the following voted:

Yes:

No:

Absent:

Resolution declared adopted.

## CERTIFICATION

STATE OF MICHIGAN )  
 ) ss  
COUNTY OF GRAND TRAVERSE )

I, Cheryl A. Goss, the duly qualified and acting Clerk of Whitewater Township, Grand Traverse County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Whitewater Township Board at a duly scheduled regular meeting held on December 14, 2021, relative to the adoption of Resolution #21-18.

Cheryl A. Goss, Clerk



# WHITEWATER TOWNSHIP

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

(231) 267-5141 • FAX (231) 267-9020

## **NOTICE OF OPPORTUNITY TO COMMENT** **on** **WHITEWATER TOWNSHIP 2021-2025 DRAFT RECREATION PLAN**

The Whitewater Township Parks & Recreation Advisory Committee has updated the township's 5-year recreation plan. The recreation plan is designed to be a guide for recreational development within the township.

The plan is now available for public review and comment, and the Parks & Recreation Advisory Committee invites Whitewater Township residents and property owners to review the plan and provide their input.

The plan can be accessed in the following ways:

- At [www.whitewatertownship.org](http://www.whitewatertownship.org).
- At the Whitewater Township Hall, 5777 Vinton Road, Williamsburg.
- The website link to the plan can be sent to your e-mail address and downloaded from the township website.

Contact the Clerk's office at 231-267-5141 x24 or send an e-mail to [clerk@whitewatertownship.org](mailto:clerk@whitewatertownship.org) to obtain a copy of the plan.

Comments on the plan can be submitted via a link on the home page of the township's website or by e-mail to [parksrecsurvey@gmail.com](mailto:parksrecsurvey@gmail.com).

The plan will be available for comment for 30 days from the date of this notice.

Date of Notice: October 25, 2021

**Public Comment 2021-2025 Draft Recreation Plan thru Township Website**  
**10/25/2021 through 12/07/2021**

<b>Date Submitted</b>	<b>Comment</b>
10/25/2021 03:06pm	Test Comment on 10/25/2021.
10/26/2021 06:42am	Test 2 Test 2 Test 2 Test 2 10/26/2021
11/03/2021 01:58pm	Test 3 Test 3 Test 3 11/03/2021



Parks &amp; Recreation Advisory Committee &lt;parksrecsurvey@gmail.com&gt;

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**Comment**

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**Thomas McElwee** <tlmce@live.com>

Fri, Oct 29, 2021 at 4:47 PM

To: "parksrecsurvey@gmail.com" &lt;parksrecsurvey@gmail.com&gt;

As Lossie Trail and Battle Creek are essentially unusable until tree fall has been cleared, I would suggest that budgeting for that would be a priority. I'm aware that a request for bids has been announced.

Thanks. Looks from the report that there are lots of opportunities for improvement if only the \$\$ were available.

Sent from [Mail](#) for Windows





Parks &amp; Recreation Advisory Committee &lt;parksrecsurvey@gmail.com&gt;

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**Draft PRAC plan**

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**Lois Maclean** <loismaclean@sbcglobal.net>  
To: parksrecsurvey@gmail.com

Mon, Dec 6, 2021 at 12:27 PM

PRAC:

On the on-line version of the Plan is it possible to make the Appendixes actual links to the specific appendix?  
For instance, page 6: " ... Refer to the Grand Traverse County - Michigan Location map and the Whitewater Township - County Location map (see **Appendixes A and B**)."

Wonder if it could be Appendix A and Appendix B, with each having their own link to the actual appendix?

Just a thought.

I think the PRAC did an excellent job. Reading through it certainly makes me want to get out there and enjoy the wonderful recreational opportunities we have in our community.

Thank you for your work and dedication! I do not think the recreation team, the PRAC and the Clerk, gets near enough recognition for their "outside of the meeting work" that is put into working with the parks. It is awesome we have such dedicated individuals on the PRAC!!

Lois MacLean  
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