

WHITEWATER TOWNSHIP BOARD
AGENDA REGULAR MEETING – June 13, 2023
9:00 a.m. at the Whitewater Township Hall
5777 Vinton Road, Williamsburg, MI 49690
Phone 231-267-5141/Fax 231-267-9020

At this time, the Board invites everyone to silence their electronic devices.

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 Ext. 24 at least 5 days in advance of the meeting.

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

- E. Public Comment. Any person shall be permitted to address a meeting of the township board. Public comment shall be carried out in accordance with the following board rules and procedures:
 - 1. Comments shall be directed to the board, with questions directed to the chair.
 - 2. Any person wishing to address the board shall speak from the lectern and state his or her name and address.
 - 3. Persons may address the board on matters that are relevant to township government issues.
 - 4. No person shall be allowed to speak more than once on the same matter, excluding the time needed to answer board member's 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 public comment. Silence or non-response from the board should not be interpreted and disinterest by the board.

- F. Public Hearing – None

- G. Reports/Presentations/Announcements/Comments
 - 1. County Board of Commissioners
 - 2. Fire Department Report -
 - 3. Planning Commission Report –
 - 4. Parks & Recreation Advisory Committee Report
 - 5. Grand Traverse County Road Commission

H. Consent Calendar

Receive and File

1. Supervisor's Report for May 2023
2. Clerk's Report for April 2023 - None Provided
3. Treasurer Report May 2023
4. Trustee Vollmuth's May 2023 Report
5. Trustee Glenn's May 2023 Report
6. Zoning Administrator's Report for May 2023
7. Mobile Medical Response's May 2023 Activity Report
8. Fire Department May 2023 Report
9. Planning Commission May 2023 Report - None Provided
10. Historical Society May 2023 Report.
11. Park & Recreation Report May 2023
12. PC Minutes 2023.04.05
 - a. PC Special Meeting 2023.04.19.
 - b. PC Special Meeting Resident Outreach Subcommittee 2023.04.24
 - c. PC Special Meeting Subcommittee 2023.04.13
 - d. PC Special Meeting Subcommittee 2023.04.27
13. PRAC Approved Minutes 2023.04.18
14. Planning Commission Bylaws

Correspondence

1. Township Board of Trustee's
2. Grand Traverse County Road Commission Meeting Minutes 2023.04.27
3. Grand Traverse County Road Commission Meeting Minutes 2023.05.11
4. Grand Traverse County Road Commission Memo – Road Kill – 2023.05.17
 - a. Grand Traverse County Road Commission - Road Kill – 2023.05.25
 - b. Grand Traverse County Road Commission – Road Kill 2023.05.31
5. ###

Minutes for Approval

1. Whitewater Township Special Board Meeting Draft Minutes 2023.05.03
2. Whitewater Township Regular Board Meeting Draft Minutes 2023.05.09
3. Whitewater Township Special Board Joint Planning Commission Meeting Draft Minutes 2023.05.17.
4. Whitewater Township Special Board Meeting Draft Minutes 2023.05.23

Bills for Approval

1. Approval of Alden State Bank Vouchers # 49054 to 49208

Budget Amendments None.

Revenue & Expenditure Report No current report provided last one was 2023.02.09

I. Unfinished Business

1. Camping Park Questions
2. Status of Updated Salary Wage Scale Document
3. Status of Boat wash 2% Grant submittal
4. Conditional Hire Release Form
5. Hold Harmless Agreements
6. Dot Gov Email Extensions
7. Revised 2023 County Road Improvement Agreement Brine
8. ###

J. New Business –

1. Petobego Field Maintenance Agreement
2. Additional Activities Compensation
3. Planning Commission Request
4. Deputy Supervisor Payroll
5. Access to Public Records
6. Facebook Account
7. FOIA Policy from 5.09.2023
8. 6631 Baggs Road – Condominiums
9. Spectrum Account
10. Packet Deadline

£££

K. Tabled Items

1. None

L. Board Comments/Discussion

M. Announcements

1. Regular Township Board Meeting July 11, 2023

N. Public Comment

O. Adjournment

Whitewater Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities who are planning to attend. Contact the township clerk at 231-267-5141.



Ron Popp <supervisorwhitewater@gmail.com>

Quarterly Meeting #2

1 message

Kylie Carpenter <kcarpenter@gtcrc.org>
To: Ron Popp <supervisorwhitewater@gmail.com>

Tue, Mar 14, 2023 at 12:30 PM

Good afternoon –

Are you good with Brad and a commissioner to attend the June 13th township meeting?> If so, I will get it booked on their calendars.

Thank you and have a great day!

Kylie Carpenter

Grand Traverse County Road Commission

[1881 LaFranier Road](#)

[Traverse City, MI 49696](#)

231-922-4849 Ext. 207

Memo

To: Whitewater Township Board
From: Don Glenn, Trustee
Date: June 13, 2023
Subject: Liaison report from PRAC meeting May 16, 2023

Attached to this memo is the agenda and meeting packet for the above subject for your reference. I have listed my summary points that may be of interest for board discussion and / or questions.

1. The HPP playground had a follow-up inspection on May 20th which passed thereby correcting the deficiencies found in the initial inspection that took place on August 23, 2022. Additionally, you find in the attached packet pictures dated May 15th of corrective action taken by the PRAC to address workmanship concerns from our April 9th board meeting.
2. At our May 9th meeting, the Board approved the PRAC funding request for BCNA tree removal per the quote from the Grand Traverse Conservation District not to exceed \$1,655 dated April 24, 2023. That work is tentatively being scheduled to take place the 2nd week of June.
3. For those reviewing the PRAC meeting packet, be advised that there are no documents missing as the package attached was as presented in preparation for the meeting agenda.
4. Next PRAC regular meeting: Tuesday, June 20, 2023 @ 7:00 pm.

PLAYGROUND INSPECTION CERTIFICATION SUMMARY
 State of Michigan – Department of Licensing and Regulatory Affairs
 Child Care Licensing Bureau

FACILITY

Facility Name "Hi" Pray Park		Facility Phone Number 231-267-5141	
Licensee Name Whitewater Township		License Number none Park	
Address 6075 Elk Lake Road		County Grand Traverse	
City Williamsburg	State MI	Zip Code 49690	

APPROVALS – ALL pieces of equipment on the playground must be listed below. (Use page 2 if additional rows are needed.)

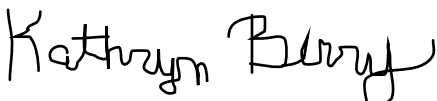
R 400.8170(11) requires playground equipment, use zones and surfacing in the outdoor play area to be inspected and approved by a certified playground safety inspector prior to issuance of an original provisional license or before using newly added equipment. If "Approved" is checked, the piece of equipment, including surfacing and use zones, has been approved under the Consumer Product Safety Commission's (CPSC) **2010 Edition** of the Handbook for Public Playground Safety. If "Not Approved" is checked, the piece of equipment, surfacing and/or use zones aren't approved under the CPSC's **2010 Edition** of the Handbook for Public Playground Safety. If "Not Applicable (NA)" is checked, the piece of equipment was not inspected. This includes equipment not required to be inspected such as residential climbing equipment for children under age 2 approved prior to January 2, 2014, non-climbing residential equipment, equipment the center is not using, or a natural playground area. If Not Approved or NA are checked, a comment must be included.

Approved	Not Approved	NA	Name of Piece of Equipment	Approved for Ages	Comments	Manufacturer (if known)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Slide Red Plastic	5-12 years	Good fall zone	Burke
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Slide Metal yellow	5-12 years	Good fall zone	Burke
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yellow Spinner Ball	5-12 years	Good fall zone	Burke

Has additional documentation been provided to the licensee such as a narrative report, photos, diagrams, etc.?

☐ Yes ☐ No

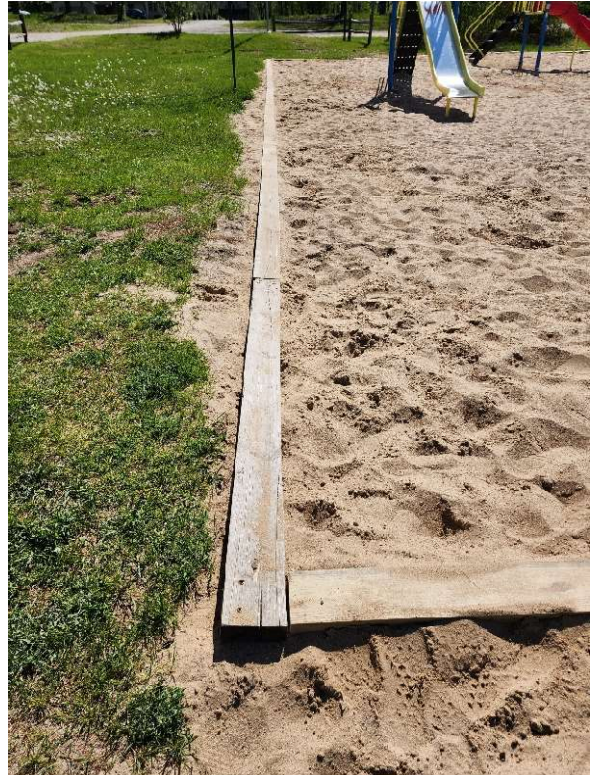
PLAYGROUND INSPECTOR INFORMATION

Name of Playground Inspector Kathryn Berry		Date of Inspection 8/23/2022	
Name of Company Independent contractor		Phone Number 810-691-3718	Email Address kberry2036@comcast.net Kberry2036@gmail.com
Certification Number NC130535	Certifying Organization NPPS		Certification Expiration Date April 2024
Signature 			Date 5/20/2023

LARA is an equal opportunity employer/program.

Approved	Not Approved	NA	Name of Piece of Equipment	Approved for Ages	Comments	Manufacturer (if known)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Horizon monkey bars	5-12 years	fall zone good	unknown
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Round Brown Climber	5-12 years	fall zone good	unknown
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Swings	5-12 years	fall zone good	unknown
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
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**Hi Pray Park – photos of follow-up
work completed / 5/15/2023**



WHITEWATER TOWNSHIP
PARKS AND RECREATION ADVISORY COMMITTEE
AGENDA FOR REGULAR MEETING

May 16, 2023, 7:00 PM

Whitewater Township Hall

5777 Vinton Road, Williamsburg, MI 49690

A Zoom link has been provided and will be available if there is a facilitator available at the meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/81129188196?pwd=YmJxQU5JUjAyckpuVENpZFJBTHVVT09>

Meeting ID: 811 2918 8196 Passcode: 423841

One tap mobile +13092053325,,81129188196#,,,,*423841# US

Dial by your location +1 309 205 3325 US

1. Roll Call of Committee Members
2. Set/Adjust Meeting Agenda
3. Declaration of Conflict of Interest
4. **Public Comment:** Any person shall be permitted to address a meeting of the committee. Public comments shall be carried out in accordance with the following rules and procedures:
 - a. Comments shall be directed to the Committee, with questions directed to the Chair.
 - b. Any person wishing to address the Committee shall speak from the lectern and state his/her name and address.
 - c. Persons may address the commission on matters that are relevant to township Parks and recreation issues.
 - d. No person shall be allowed to speak more than once on the same matter, excluding the time needed to answer Committee members' questions.
 - e. Public comment shall be limited to 3 minutes.
5. Approval of minutes of April 18, 2023
6. Correspondence: Steve Lagerquist regarding BCNA trail design and SPARKS grant information
7. Reports/Presentations/Announcements/Comments
8. Unfinished Business:
 - a. BCNA tree removal was approved by the Board on May 9. Have contacted Clerk Goss for PO and Steve Largent to schedule the work.
 - b. Lossie Trail wetland/bridge improvement: EGLE Preconstruction walk through-complete; landscape architect walk through complete; will need to write up an RFQ for preliminary engineering to bid out.
 - c. Hi Pray playground: minor fixes are complete
 - d. Lossie/BCNA temporary trail signage has been installed at the entrances
 - e. SPARKS grants. Scoring provided as correspondence. Discuss suggestions and improvements
9. New Business:
 - a. Request funds from Board for BCNA trail loop design
 - b. 2% Grant – procedures request to the Board
 - c. Project approval – procedure request to the Board
10. Next Meeting June 20, 2023
11. Public Comment
12. Adjournment

Whitewater Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities who are planning to attend. Contact the township supervisor at 231-267-5141.

**Whitewater Township
Parks and Recreation Advisory Committee
Minutes for Regular Meeting
April 18, 2023**

Call to order 7:00 p.m.

Roll Call: Butler, Melton, Voice, Hubbell, Glenn

Absent: Cosgrove

Also present: Recording Secretary MacLean

Set / Approve Agenda: Set

Declaration of Conflict of Interest: None

Public Comment: None

Approval of minutes:

MOTION by Butler, second by Voice to approve March 21, 2023, meeting minutes.

Roll call vote: Voice-yes; Cosgrove-n/a; Melton-yes; Hubbell-yes; Butler-yes. Motion carried.

Reports/Presentations/Announcements/Comments/Correspondence:

Memo from Glenn regarding the edging at the Hi Pray Park playground

Unfinished Business:

1. Hi Pray Park playground edging discussion: Corners need to be stabilized. The Board approved the materials for the border. Possibly add rebar. Hubbell will stop and look at it. It will need to be addressed soon. Hubbell will contact the contractor. Hardware was part of the quote and this was part of the scope of work contracted.

2. EGLE Preapplication information presented and discussed. Voice, Melton, Largent and Rebb of GT Conservation and EGLE walked the LRNT on the Cook Road side past the bridge and got a good look at how very wet the area is. Discussion amongst them regarding board walk and the bridge. The wet area is significantly larger than originally planned. Will need an engineer to get the quote. It will probably be close to the "worst case scenario" amount that was asked for in the ARPA grant. GPS coordinates were taken. EGLE would rather see a boardwalk than fill. Fill would be 10 foot wide and require a different permit if the land area is 1/3 of an acre. A boardwalk would be six foot wide. Some combination of fill and boardwalk. 1/3 acre is approximately 1500 ft of fill. Will compare notes with the conservancy guys.

Certain provisions have to be made for parking to accommodate the handicap but a natural trail does not have to be wheelchair accessible.

Need seed money to start the engineering. Will speak with Gosling Czubak – they said somewhere about \$2000 to \$3000 to get conceptual plans. At that point it would be a bidding process to move forward.

Phil Knapp had previously offered to help fund a boardwalk.

Work with Gosling Czubak to get a scope of work service/assessment/estimate, will need a bid, will need soil samples – project management basics.

Melton will connect with Gosling-Czubak and bring back to the next meeting.

3. PRAC Bylaws approval. Bylaws do not need Board approval. Will present the red line and the clean versions to the Board for their records.

4. BCNA update:

Brandon – easement

Communication with Largent: He requested a center line marking of the trail with a width of 15 feet and he can take it

from there. Gave an estimate of a project of a “not to exceed” amount \$3,500. Melton estimated approximately 30 trees. Estimated it would be one day up to a couple days. Hoping it can just be added to the project that was quoted as a “not to exceed amount” as last year that work came in considerably under budget.

Voice and Melton will walk the BCNA to get a better count of trees, take pictures and present to Steve for an up-to-date quote, in case of a change in the number of trees.

Need Board approval.

MOTION by Butler, second by Voice to request the Board approve the clean up of the rest of BCNA.

Roll call vote: Melton-yes; Hubbell-yes; Butler-yes Voice-yes; Cosgrove-n/a. Motion carried.

4. LRNT / BCNA signs Melton will get the rules to MacLean who will make laminated rules signs and trail names for each of the kiosks.

The GT Land Conservancy is very interested in working with the township but they do not work for free. They are very interested in helping the township to meet the plans of the BCNA.

5. Hi Pray walking trail – still need estimates.

6. Matching grant funds for playground equipment. GTB is unable to donate out of their “Donation Fund”. They recommend putting in for the 2% grant. Hubbell will get an updated quote. Voice will get the grant completed.

Send a memo to the board, again, regarding the playground equipment.

New Business:

1. Second round of SPARKS Grants: they still have not opened it up. The first round grant request will automatically go into the second round. We can update it.

Next regular meeting: Tuesday, May 16, 2023, 7 p.m.

Public Comment: None

Adjournment: 8:49 p.m.

Respectfully submitted,
Lois MacLean
Recording Secretary

Steve Lagerquist <slagerquist@gtrlc.org>

Fri, Mar 31, 11:18 AM

to me

Hi Melissa, so the management team had a discussion about our help with BCNA. We are very excited to help improve BCNA, but the team is not comfortable donating my time for free for the following reason. The typical way we help out with assist projects is when we are in the process of protecting the property we produce a budget that includes our staff time so that when we fundraise we are compensated for the time we put into the project. It's not typically a lot of money, but it provides us a way to cover our staff/org costs. BCNA is a bit different because we did the protection so long ago and we didn't include such items in the budget back then (we've since fixed that mistake with projects we do now). So what the management team would like to see is if Whitewater township applies for a grant for the improvements at BCNA, that potentially a portion of the ask could cover my time? We have staff costs at about \$58 an hour, so with my rough estimate of several days with trail layout and managing the SEEDS crew for trail construction (two weeks roughly) and maybe a couple full days of office work it might be about \$6500. If that is a bit too much, or the township would need a match to help with securing a grant we would be happy to donate 25% of those costs. I'm sorry this is not very good news, but I think we can offer some very quality trail design and construction management at a super good price as compared to any professional crew out there. Let me know your thoughts?

Thanks, Steve

**Mel Melton** <mammelton@gmail.com>

Fri, Mar 31, 12:14 PM

to Steve

Hi Steve - Thanks for this update. I don't believe this is unreasonable to ask that this project help pay for your time and design assistance, and oversight of SEEDS work. I think a good 'first step' might be if I request the board for some 'start or seed' money to get the first planning stage underway - i.e. trail design concept. This would obviously take up some of your time, so if I broke down this portion would you think \$2500 would cover it?

Then, we need to make a proposal to the board ultimately to help them give us approval if we can use the local ARPA funding for this project or not. If they say no, then we go for other Grant/funding options. If they say yes, we can move forward on planning further (design engineer, rfq, contracts, etc) for 2024 potential work.

Thanks,
Melissa

**Steve Lagerquist** <slagerquist@gtrlc.org>

Mon, Apr 3, 8:18 AM

to me

Hi Melissa, I think I could do all the trail layout, discuss the project with SEEDS and produce concept plans in about 4 days or less, so \$2500 would be a good ask. Let me know if there is anything I can provide that you think would help with the board ask? Looking forward to hearing what the board thinks.

Thanks,
Steve

Spark Application Score

Instructions: Select an organization from the drop down menu and hit Search.

Please note: To display on this report, the Spark application must be in the status 'Scoring Report Available' or 'Additional Info in Process'. If it is any other status, it WILL NOT display on this report.

For the Spark Scoring Tier Summary, please [click here](#).

The information provided in this report and in the link above represents only of round one and will not be updated with any new applications submitted as part of round two.

WT Score

Scoring Categories

- 17 Public Benefit and Anticipated Outcomes - **Maximum of 24 Points**
- 14 Access to Project Site - **Maximum of 17 Points**
- 3 Financial and Social Considerations - **Maximum of 19 Points**
- 13 Clarity of Scope and Ability to Execute - **Maximum of 14 Points**
- 13 Access to New Opportunities for People of All Abilities - **Maximum of 15 Points**
- 6 New Construction, Renovation and Future Maintenance - **Maximum of 11 Points**
- 66 Total Score - **Maximum of 100 Points**

Tier 8

To: Whitewater Township Board

From: Ron Popp, Township Supervisor

Date: 6.13.2023

Re: Proposed Consent Calendar June 13, 2023 Whitewater Township Board Meeting

Consent Calendar

Receive and File

1. Supervisor's Report for May 2023
2. Clerk's Report for April 2023 - None Provided
3. Treasurer Report May 2023
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5. Trustee Glenn's May 2023 Report
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Bills for Approval

1. Approval of Alden State Bank Vouchers # 49054 to 49208

Budget Amendments None.

Revenue & Expenditure Report No current report provided. Last report was 2023.02.09

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Whitewater Township Supervisor's Report

May 2023

1) Citizen observations:

- A. Gravel Road brining concerns were received mainly from south of M-72. Most observations reported the product was applied during rain causing it to runoff the road bed.
- B. Animal Complaint – It was reported to the Supervisor's Office that multiple county agencies responded to cows roaming Cook Road. The parcel at which the animal(s) are kept maybe too small to comply with zoning. The Zoning Administrator is following up.
- C. Property line boundary encroachment concerns and are in direct correlation to non-permitted construction and both appear to be on the rise. Zoning enforcement will be a focus in the next few months.

2) Office duties:

A. Meetings:

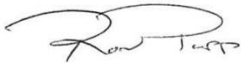
- 1) Attended the monthly Supervisor's meeting. Ordinance enforcement officer (OEO) once again took center point of the conversation. A developing trend is to use retired law enforcement as a zoning administrators. The point being, law enforcement personnel have significant behavioral training and are a custom to approaching citizens in difficult situations. With the social interaction on solid ground, zoning administration certification can be obtained in under 40 hours of training. Law enforcement folks like the job as it is less stressful and sometimes pays more money. Other conversation topics where changes is special assessment districts for roads which allow non frontage owners to be included in the district. Issues with private roads and the necessity to have a private road ordinance.

3. Other Items of Interest:

- 1) Contract Manual #842850, change order No. 1 and an updated professional service agreement pertaining to the Whitewater Township Park Improvement Project were all executed on behalf of the Township Board.
- 2) One Freedom of Information Act (FOIA) request was received this month which requires legal assistance and is currently still active.
- 3) Thank you to Park Manager Andrew Butler, and his team of park rangers for their ongoing work at the camping park. Excitement describes the feedback provided thus far. Good job all!

- 4) A follow up inspection of the repairs at Hi Pray Park Playground has been completed and it has passed the safety standards test. Thank you to Amber Voice and her crew for taking down the closed signs, and making the ball diamond look great! Please stop by a ball game when possible.
- 5) No time was afforded to the discharge water permit for the proposed boat wash station at the Whitewater Township Boat Ramp.
- 6) The Township currently has openings on the Board of Review, Park & Recreation Advisory Committee, and the Zoning Board of Appeals. If you have any desire to serve the community in this way, please contact the Supervisor's Office at 231.267.5141 ext. 23 for more information.
- 7) No time was allotted to verify the legal description of the N- Industrial Zoning District.

Respectfully Submitted,

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

Ron Popp
FOIA Coordinator
Whitewater Township Supervisor.

Whitewater Township
Cash Balance Report
April 30, 2023
Prior to Balancing with the Clerk

101 General Fund

101-000-001	General Fund-ASB - 101	\$	1,121,710.86
101-000-003	General MM - 101		118,563.87
101-000-005	Tower Removal FCB Savings		11,038.79

	Total 101		1,251,313.52
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203 Road Fund

203-000-001	Road Fund-ASB- 203		20,079.31
203-000-003	Road Fund MM - 203		20.31

	Total 203		20,099.62
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204 Road Repair/Replacement Fund

204-000-001	Road Repair/Rep-ASB - 204		418,494.30
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	Total 204		418,494.30
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206 Fire Fund

206-000-001	Fire Fund-ASB- 206		395,122.58
206-000-003	Fire MM - 206		25,707.23

	Total 206		420,829.81
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208 Park Fund

208-000-001	Park Fund-ASB - 208		215,985.03
208-000-003	Park MM - 208		2,776.38

	Total 208		218,761.41
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209 Recreation Fund

209-000-001	Recreation Fund-ASB - 209		38,488.28
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	Total 209		38,488.28
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210 Ambulance Fund

210-000-001	Ambulance Fund-ASB- 210		631,393.39
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	Total 210		631,393.39
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211 Ambulance Replacement Fund

	Total 211		0.00
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401 Public Improvement Fund

401-000-001	Public Imprvmt Fund-ASB - 401		128,185.46
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	Total 401		128,185.46
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406 Fire Capital Improvement Fund

406-000-001	Fire Cap Imprvmt Fund-ASB- 406		188,621.12
406-000-003	Fire Cap Imp MM - 406		7,197.96

	Total 406		195,819.08
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Whitewater Township
Cash Balance Report
April 30, 2023
Prior to Balancing with the Clerk

Federal Fund (ARPA) - FCB

285-000-001	Federal Fund FCB 285	174,378.66
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Total 285	174,378.66
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703 Property Tax Fund

703-000-001	Property Tax Fund FCB - 703	18,491.34
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Total 703	18,491.34
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750 Payroll Clearing Fund

750-000-001	Payroll Clearing-Gen Fund-750	656.86
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Total 750	656.86
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Grand Total	\$ 3,516,911.73
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Whitewater Township
Bank Accounts
April 30, 2023
Prior to Balancing with Clerk

	Balance
General Fund Checking - ASB	
General Fund-ASB - 101	1,121,710.86
Road Fund-ASB- 203	20,079.31
Road Repair/Rep-ASB - 204	418,494.30
Fire Fund-ASB- 206	395,122.58
Park Fund-ASB - 208	215,985.03
Recreation Fund-ASB - 209	38,488.28
Ambulance Fund-ASB- 210	631,393.39
Public Imprvmt Fund-ASB - 401	128,185.46
Fire Cap Imprvmt Fund-ASB- 406	188,621.12
Payroll Clearing-Gen Fund-750	656.86
	<hr/>
Total General Fund Checking	3,158,737.19
 General Fund MM - ASB	 154,265.75
 General Fund Savings - FCB	 11,038.79
 Property Tax Fund - FCB	
Property Tax Fund FCB - 703	18,491.34
 Federal Funds (ARPA) - FCB	
Federal Fund FCB 285	174,378.66

Heidi V Your Trustee Report for May 2023

This month has been busy and very productive in many ways. Hopefully everyone has now gone on the website and viewed the first four chapters of the Master Plan. It was very informative and educational to read the past of Whiterwater Township and see what is still standing today.

Coming soon to your mailbox and website will be a residents survey on what one would like to see placed into the Master Plan. Now is the time to join the process and help write the plan.

Last month some issues arrived in regards to Zoom. At this time until a better process or solution can be brought before the board, citizens will need to join us in person. One can still gain a voice recording of the meetings, one must request it from the clerk or recording secretary. If the public has an idea, please bring it forward, not everyone likes this Zoom process but it is the way of the future, after all the 9am board meeting is hard to attend if one has a daytime job.

I got to spend a few days volunteering at Whitewater township park and the new team with the old team is starting to come together nicely. It was great to see everyone working hard to achieve the same goals. It was really awesome to see all the young people taking over the Bass Tournament from the old Pros. Like I heard from an aging fisherman, "it's nice to see the fresh young smiling faces compete like the good old days." Now is the time to check out your Whitewater Township Campground and enjoy all the Park has to offer.

This month the Planning Commission had a very productive joint meeting with the Township Board. It would be greatly appreciated if all the residents could take a moment and read the packet that was put out by the Planning Commission dated 5/17/2023. This packet information really shows where the Planning Commission is going and what is forthcoming in the near future. It also has the first four chapters of the Master Plan!!! Looking towards the future, these teams will possibly meet again as better communication processes from each team have now been put into place.

Please it is very important to pay attention to the upcoming meetings and attend with your ideas and feedback. Questions and Concerns? The Whitewater Township website has all the needed email addresses so that your voice may be heard.

Training this month involved more Land division homework and attended a Workshop in Wexford County on Joint Planning. This training was informative and a refresher course for those in Leadership roles.

Take time to use a Whitewater Township Park the opportunities are endless and fun.

Until next month,

Heidi V your Trustee

June 2023

Whitewater Township Trustee report – Don Glenn

Citizen communications and/or observations

- A group of citizens offered their volunteer services to get the Hi Pray Park tennis nets installed for the season which was greatly appreciated!
- Fielded multiple inquiries regarding the opening date for the Hi Pray Park bathrooms and it has been suggested that the Board consider having a portable handicapped accessible toilet unit delivered the last week of April 2024 for approximately 3-4 weeks for temporary use to support the early season use of the ballfields.

Educational opportunities

1. No meetings attended since the report last month due to assistance in Park & HPP ongoing operations.

Webinars:

- a. No webinar participation since the report last month due to assistance in Park & HPP ongoing operations.
2. **Continuing education:** none worked on since the report last month due to assistance in Park & HPP operations.

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

231-267-5141

www.whitwatertownship.org

zoning@whitwatertownship.org

MAY 2023 ZONING REPORT

Baggs Road / Site Condo Development

After action taken by the Township Board at their special meeting on May 3rd, 2023 declaring that Parcel #28-13-136-001-02 was *'noncompliant with Whitewater Township general ordinance number 26, amendment 3, effective 03/19/2011, specifically section 7(d) and is not eligible for any building permits or zoning approvals such as special use approval or site plan approval'*, Baggs Partners LLC was notified in writing that all activity related to their application would immediately cease.

High Point Golf Course

Conversations with their representatives indicate that they are in the 'final' design stages in preparation to appear before the planning commission

A summary of concerns (enforcement / compliance activity) is **still** being organized so that a list of unresolved violations can be forwarded to the Township Board for review. I have compiled a couple more concerns and one addition Short Term Rental complaint.

TRAINING: MSUE (Michigan State University Extension) has created a 6-module Zoning Board of Appeals training program modeled after the Citizen Planner program. It is being offered through the summer at a reduced rate of \$75.00. The program is on-line, self-paced, and each module is estimated to take anywhere from 45-90 minutes to complete. More information can be found on the [MSUE website](#).

The ZA attended ***Breaking the Zoning Code*** training in Gaylord on Tuesday, May 9th. Also in attendance was Mike Jacobson representing the planning commission. **The live stream of this virtual course will be held on May 18 from 1 to 4:30 p.m. A recorded version will also be provided for on-demand viewing June 1-August 31, 2023.**

Land Use Permit Activity

ZONE	LUP #	TAX ID #	2023 - OWNER NAME and SITE ADDRESS	PROJECT DESCRIPTION	DATE
R1	2023-18	28-13-310-011-01	Kellogg, Tom: 10139 Miami Beach	Replace Exist. Deck	4/27/2023
RC	ZBA-2023-02	28-13-031-005-03	Gwinn, Steven: 780 Starflower Lane	Setback Var. Reqst.	4/27/2023

For your review,



Whitewater Township
Zoning Administrator



WHITEWATER TOWNSHIP

5777 Vinton Road • P.O. Box 159 • Williamsburg, MI 49690 (231)
267-5141 • FAX (231) 267-9020

May 4th, 2023

Baggs Partners, LLC
53 Easthampton Ct. NE
Grand Rapids, Michigan 49546

Re: Whitewater Township | Parcel #28-13-136-001-02 | a/k/a: 6631 Baggs Road – Williamsburg, Michigan 49690

Dear Derek VanSolkema and Ryan Sheffer,

I am not confident that any other Whitewater Township representative would take the initiative to contact you regarding the most recent action taken by the Whitewater Township Board at their special meeting conducted on May 3rd, 2023 regarding the above-captioned property.

It is my understanding that the Whitewater Township Board (at that meeting) took action and declared the property *'noncompliant with Whitewater Township general ordinance number 26, amendment 3, effective 03/19/2011, specifically section 7(d) and is not eligible for any building permits or zoning approvals such as special use approval or site plan approval'*.

As the Zoning Administrator representing Whitewater Township, and having been involved with the application process for the better part of 18 months, it is my responsibility to formally make you aware of these most recent actions effecting your property. This means that all activity related to your application will immediately cease.

This letter will be inserted into the property file and forwarded to the Whitewater Township Assessor for informational purposes only.

Respectfully,

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

Robert (Bob) Hall
Whitewater Township – Zoning Administrator

Cc: Property file | Assessor

White Water RT May 2023

Response Time Minutes	Call Count	Cumulative Call Count	Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:04:00 - 00:04:59	3	3	15.00%
00:05:00 - 00:05:59	1	4	5.00%
00:06:00 - 00:06:59	1	5	5.00%
00:07:00 - 00:07:59	3	8	15.00%
00:08:00 - 00:08:59	3	11	15.00%
00:09:00 - 00:09:59	1	12	5.00%
00:10:00 - 00:10:59	3	15	15.00%
00:12:00 - 00:12:59	2	17	10.00%
00:13:00 - 00:13:59	1	18	5.00%
00:20:00 - 00:20:59	1	19	5.00%
00:21:00 - 00:21:59	1	20	5.00%

Cumulative Percentage

- 0.00%
- 15.00%
- 20.00%
- 25.00%
- 40.00%
- 55.00%
- 60.00%
- 75.00%
- 85.00%
- 90.00%
- 95.00%
- 100.00%

Whitewater Twp Responses

May 2023

Nature of Call	WW	Total
10-Chest Pain (Non-Traumatic)	1	1
17-Falls	6	6
1-Abdominal Pain/Problems	1	1
21-Hemorrhage/Lacerations	1	1
26-Sick Person (Specific Diagnosis)	3	3
29-Traffic/Transportation/Accidents	1	1
31-Unconscious/Fainting (Near)	4	4
6-Breathing Problems	2	2
9-Cardiac or Respiratory Arrest/Death	1	1
Total	20	20

Call Disposition	WW	Total
Transport	12	12
Refusal	8	8
Total	20	20

Response Priority	WW	Total
P-1 Emergency ALS	6	6
P-2 Emergency BLS	10	10
P-3 Non-Emergent	4	4
Total	20	20

Run#	Date	Priority	Nature of Call	Dispatch Zone	Unit	Disposition	Dispatch Time	Scene Time	Response Time
56,258	05/01/2023	P-1	10-Chest Pain (Non-Traumatic)	Whitewater	10 GTA3	Transport	5:05:30	5:13:05	00:07:35
56,605	05/01/2023	P-3	26-Sick Person (Specific Diagno	Whitewater	10 GTA3	Refusal	19:56:19	20:03:30	00:07:11
56,683	05/02/2023	P-1	9-Cardiac or Respiratory Arrest/I	Whitewater	10 GTA3	Transport	0:13:00	0:17:51	00:04:51
56,926	05/02/2023	P-2	17-Falls	Whitewater	10 GTA3	Refusal	11:50:49	12:03:45	00:12:56
58,145	05/04/2023	P-2	17-Falls	Whitewater	10 GTA3	Transport	16:42:11	16:51:08	00:08:57
58,158	05/04/2023	P-1	17-Falls	Whitewater	10 GTA2	Transport	17:19:00	17:39:24	00:20:24
61,107	05/10/2023	P-3	1-Abdominal Pain/Problems	Whitewater	10 GTA3	Transport	22:57:41	23:08:24	00:10:43
61,452	05/11/2023	P-2	31-Unconscious/Fainting (Near)	Whitewater	10 GTA3	Transport	11:37:35	11:49:58	00:12:23
63,181	05/15/2023	P-3	17-Falls	Whitewater	10 GTA3	Refusal	6:49:39	6:56:46	00:07:07
63,425	05/15/2023	P-2	26-Sick Person (Specific Diagno	Whitewater	10 GTA3	Transport	16:02:27	16:12:36	00:10:09
63,881	05/16/2023	P-2	31-Unconscious/Fainting (Near)	Whitewater	10 GTA3	Transport	14:53:08	14:57:09	00:04:01
65,086	05/18/2023	P-1	6-Breathing Problems	Whitewater	10 GTA3	Transport	16:36:13	16:45:39	00:09:26
65,614	05/19/2023	P-2	31-Unconscious/Fainting (Near)	Whitewater	10 GTA3	Refusal	22:57:11	23:03:37	00:06:26
66,259	05/21/2023	P-1	31-Unconscious/Fainting (Near)	Whitewater	10 GTA3	Refusal	17:47:52	18:01:27	00:13:35
67,198	05/23/2023	P-3	17-Falls	Whitewater	10 GTA3	Refusal	19:09:39	19:14:17	00:04:38
68,557	05/26/2023	P-2	21-Hemorrhage/Lacerations	Whitewater	10 GTA3	Refusal	7:03:47	7:12:00	00:08:13
68,736	05/26/2023	P-2	29-Traffic/Transportation/Accider	Whitewater	10 GTA3	Transport	15:39:43	15:48:16	00:08:33
68,751	05/26/2023	P-2	26-Sick Person (Specific Diagno	Whitewater	10 55A1	Transport	16:11:09	16:32:18	00:21:09
69,057	05/27/2023	P-2	17-Falls	Whitewater	10 GTA3	Transport	6:42:09	6:47:46	00:05:37
69,430	05/28/2023	P-1	6-Breathing Problems	Whitewater	10 GTA3	Refusal	1:18:38	1:28:47	00:10:09

GT-A3 Activity (May2023)

Call Disposition	Acme	WW	Elk Rapids	East Bay	Total
Transport	28	10	0	0	38
Refusal	5	8	2	1	16
Cancelled	3	0	0	0	3
Total	36	18	2	1	57

Response Priority	Acme	WW	Elk Rapids	East Bay	Total
P-1 Emergency ALS	13	5	0	0	18
P-2 Emergency BLS	19	9	2	1	31
P-3 Non-Emergent	4	4	0	0	8
Total	36	18	2	1	57

Nature of Call	Acme	WW	Elk Rapids	East Bay	Total
10-Chest Pain (Non-Traumatic)	2	1	0	0	3
17-Falls	7	5	0	1	13
18-Headache	1	0	0	0	1
19-Heart Problems / A.I.C.D.	1	0	0	0	1
1-Abdominal Pain/Problems	1	1	0	0	2
21-Hemorrhage/Lacerations	0	1	0	0	1
23-Overdose / Poisoning (Ingestion)	1	0	0	0	1
26-Sick Person (Specific Diagnosis)	8	2	0	0	10
28-Stroke (CVA)	1	0	0	0	1
29-Traffic/Transportation/Accidents	2	1	2	0	5
30-Traumatic Injuries (Specific)	3	0	0	0	3
31-Unconscious/Fainting (Near)	2	4	0	0	6
32-Unknown Problem (Man Down)	1	0	0	0	1
5-Back Pain (Non-traumatic or Non Rece	1	0	0	0	1

	Acme	WW	Elk Rapids	East Bay	Total
6-Breathing Problems	2	2	0	0	4
8-Carbon Monoxide/Inhalation/HazMat	2	0	0	0	2
9-Cardiac or Respiratory Arrest/Death	1	1	0	0	2
Total	36	18	2	1	57

Run#	Date	Priority	Nature of Call	Dispatch Zone	Unit	Disposition	Dispatch Time	Scene Time	Response Time
56,218	05/01/2023	P-1 L	18-Headache	Acme	10 GTA3	Transport	1:07:02	1:20:21	00:13:19
56,258	05/01/2023	P-1 L	10-Chest Pain (Non-Traumatic)	Whitewater	10 GTA3	Transport	5:05:30	5:13:05	00:07:35
56,452	05/01/2023	P-3 L	9-Cardiac or Respiratory Arrest/I	Acme	10 GTA3	Refusal	13:20:05	13:26:11	00:06:06
56,493	05/01/2023	P-1 L	17-Falls	Acme	10 GTA3	Transport	14:32:31	14:36:34	00:04:03
56,605	05/01/2023	P-3 L	26-Sick Person (Specific Diagno	Whitewater	10 GTA3	Refusal	19:56:19	20:03:30	00:07:11
56,683	05/02/2023	P-1 L	9-Cardiac or Respiratory Arrest/I	Whitewater	10 GTA3	Transport	0:13:00	0:17:51	00:04:51
56,789	05/02/2023	P-3 L	26-Sick Person (Specific Diagno	Acme	10 GTA3	Transport	4:45:12	5:02:10	00:16:58
56,926	05/02/2023	P-2 F	17-Falls	Whitewater	10 GTA3	Refusal	11:50:49	12:03:45	00:12:56
57,006	05/02/2023	P-2 F	31-Unconscious/Fainting (Near)	Acme	10 GTA3	Transport	15:02:58	15:09:39	00:06:41
58,145	05/04/2023	P-2 F	17-Falls	Whitewater	10 GTA3	Transport	16:42:11	16:51:08	00:08:57
59,094	05/06/2023	P-3 L	26-Sick Person (Specific Diagno	Acme	10 GTA3	Transport	18:19:19	18:29:06	00:09:47
59,932	05/08/2023	P-2 F	32-Unknown Problem (Man Dow	Acme	10 GTA3	Canceled	18:01:06		
60,033	05/08/2023	P-1 L	8-Carbon Monoxide/Inhalation/H	Acme	10 GTA3	Transport	22:23:00	22:31:53	00:08:53
60,034	05/08/2023	P-1 L	8-Carbon Monoxide/Inhalation/H	Acme	10 GTA3	Transport	22:23:04	22:31:53	00:08:49
60,872	05/10/2023	P-2 F	17-Falls	Acme	10 GTA3	Transport	13:12:08	13:18:20	00:06:12
60,992	05/10/2023	P-2 F	26-Sick Person (Specific Diagno	Acme	10 GTA3	Transport	17:35:30	17:46:18	00:10:48
61,107	05/10/2023	P-3 L	1-Abdominal Pain/Problems	Whitewater	10 GTA3	Transport	22:57:41	23:08:24	00:10:43
61,377	05/11/2023	P-3 L	30-Traumatic Injuries (Specific)	Acme	10 GTA3	Transport	9:10:38	9:22:01	00:11:23
61,452	05/11/2023	P-2 F	31-Unconscious/Fainting (Near)	Whitewater	10 GTA3	Transport	11:37:35	11:49:58	00:12:23
61,685	05/11/2023	P-2 F	17-Falls	Acme	10 GTA3	Transport	18:30:38	18:33:57	00:03:19
62,125	05/12/2023	P-2 F	26-Sick Person (Specific Diagno	Acme	10 GTA3	Transport	15:17:04	15:17:53	00:00:49
62,300	05/12/2023	P-2 F	5-Back Pain (Non-traumatic or N	Acme	10 GTA3	Transport	22:10:36	22:15:23	00:04:47
62,705	05/13/2023	P-1 L	1-Abdominal Pain/Problems	Acme	10 GTA3	Transport	20:14:54	20:19:53	00:04:59
63,161	05/15/2023	P-2 F	17-Falls	Acme	10 GTA3	Canceled	4:05:08		
63,181	05/15/2023	P-3 L	17-Falls	Whitewater	10 GTA3	Refusal	6:49:39	6:56:46	00:07:07
63,425	05/15/2023	P-2 F	26-Sick Person (Specific Diagno	Whitewater	10 GTA3	Transport	16:02:27	16:12:36	00:10:09
63,881	05/16/2023	P-2 F	31-Unconscious/Fainting (Near)	Whitewater	10 GTA3	Transport	14:53:08	14:57:09	00:04:01
64,164	05/17/2023	P-2 F	29-Traffic/Transportation/Accider	Elk Rapids Twp	10 GTA3	Refusal	9:15:27	9:24:12	00:08:45
64,175	05/17/2023	P-2 F	29-Traffic/Transportation/Accider	Elk Rapids Twp	10 GTA3	Refusal	9:32:50	9:32:56	00:00:06
64,464	05/17/2023	P-2 F	28-Stroke (CVA)	Acme	10 GTA3	Transport	20:24:11	20:30:32	00:06:21
65,086	05/18/2023	P-1 L	6-Breathing Problems	Whitewater	10 GTA3	Transport	16:36:13	16:45:39	00:09:26

Run#	Date	Priority	Nature of Call	Dispatch Zone	Unit	Disposition	Dispatch Time	Scene Time	Response Time
65,614	05/19/2023	P-2 E	31-Unconscious/Fainting (Near)	Whitewater	10 GTA3	Refusal	22:57:11	23:03:37	00:06:26
65,660	05/20/2023	P-1 L	29-Traffic/Transportation/Accider	Acme	10 GTA3	Transport	3:06:30	3:18:13	00:11:43
65,719	05/20/2023	P-1 L	6-Breathing Problems	Acme	10 GTA3	Transport	8:39:47	8:45:48	00:06:01
65,783	05/20/2023	P-2 E	26-Sick Person (Specific Diagno	Acme	10 GTA3	Transport	12:26:42	12:35:15	00:08:33
65,881	05/20/2023	P-2 E	30-Traumatic Injuries (Specific)	Acme	10 GTA3	Transport	16:52:52	17:03:55	00:11:03
65,902	05/20/2023	P-1 L	10-Chest Pain (Non-Traumatic)	Acme	10 GTA3	Transport	18:15:05	18:24:59	00:09:54
66,076	05/21/2023	P-1 L	6-Breathing Problems	Acme	10 GTA3	Transport	8:56:51	8:58:07	00:01:16
66,252	05/21/2023	P-2 E	17-Falls	Acme	10 GTA3	Refusal	17:13:30	17:18:07	00:04:37
66,259	05/21/2023	P-1 L	31-Unconscious/Fainting (Near)	Whitewater	10 GTA3	Refusal	17:47:52	18:01:27	00:13:35
66,994	05/23/2023	P-1 L	23-Overdose / Poisoning (Ingest	Acme	10 GTA3	Transport	12:10:40	12:13:58	00:03:18
67,198	05/23/2023	P-3 L	17-Falls	Whitewater	10 GTA3	Refusal	19:09:39	19:14:17	00:04:38
67,727	05/24/2023	P-2 E	26-Sick Person (Specific Diagno	Acme	10 GTA3	Transport	13:52:51	14:01:02	00:08:11
68,460	05/25/2023	P-1 L	26-Sick Person (Specific Diagno	Acme	10 GTA3	Refusal	21:49:30	21:58:21	00:08:51
68,557	05/26/2023	P-2 E	21-Hemorrhage/Lacerations	Whitewater	10 GTA3	Refusal	7:03:47	7:12:00	00:08:13
68,736	05/26/2023	P-2 E	29-Traffic/Transportation/Accider	Whitewater	10 GTA3	Transport	15:39:43	15:48:16	00:08:33
68,909	05/26/2023	P-1 L	29-Traffic/Transportation/Accider	Acme	10 GTA3	Transport	21:19:09	21:29:00	00:09:51
69,057	05/27/2023	P-2 E	17-Falls	Whitewater	10 GTA3	Transport	6:42:09	6:47:46	00:05:37
69,109	05/27/2023	P-2 E	10-Chest Pain (Non-Traumatic)	Acme	10 GTA3	Transport	10:48:30	10:55:14	00:06:44
69,430	05/28/2023	P-1 L	6-Breathing Problems	Whitewater	10 GTA3	Refusal	1:18:38	1:28:47	00:10:09
69,621	05/28/2023	P-2 E	19-Heart Problems / A.I.C.D.	Acme	10 GTA3	Transport	14:40:57	14:46:44	00:05:47
69,668	05/28/2023	P-1 L	31-Unconscious/Fainting (Near)	Acme	10 GTA3	Transport	16:45:38	16:52:28	00:06:50
69,792	05/28/2023	P-2 E	30-Traumatic Injuries (Specific)	Acme	10 GTA3	Refusal	21:52:37	22:04:57	00:12:20
70,372	05/30/2023	P-2 E	17-Falls	Acme	10 GTA3	Transport	8:04:35	8:08:51	00:04:16
70,678	05/30/2023	P-2 E	17-Falls	East Bay	10 GTA3	Refusal	18:26:45	18:40:39	00:13:54
71,229	05/31/2023	P-2 E	17-Falls	Acme	10 GTA3	Refusal	12:58:45	13:02:28	00:03:43
71,494	05/31/2023	P-2 E	26-Sick Person (Specific Diagno	Acme	10 GTA3	Canceled	21:31:30		

A-3 Transports By Month (Billable Calls)

Dispatch Zone	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Total
Antrim-City of Elk Rapids	1	0	1	3	0	1	1	1	1	0	3	1	0	13
Antrim-Elk Rapids	0	0	3	0	0	0	0	1	1	0	0	0	2	7
Antrim-Milton	0	1	0	2	0	0	0	2	0	0	2	1	0	8
GT-Acme	33	41	50	51	24	41	29	34	30	19	30	36	33	451
GT-East Bay	1	2	2	0	0	1	3	2	1	0	0	1	1	14
GT-Green Lake	0	0	0	0	0	0	0	0	0	0	0	1	0	1
GT-Traverse City	1	0	1	1	1	0	0	0	1	1	0	0	0	6
GT-Whitewater	16	12	23	14	15	7	12	12	19	13	14	17	18	192
Kalkaska-Rapid River	0	0	0	0	1	0	0	0	0	0	0	0	0	1
Total	52	56	80	71	41	50	45	52	53	33	49	57	54	693



WHITEWATER TOWNSHIP FIRE DEPARTMENT

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

May 2023 Monthly Report
Fire Chief Brandon Flynn

Alarms: The fire department responded to 9 calls in May.

- Lockdown Drill, Mill Creek
- Structure Fire, mutual aid to Kalkaska County
- 3 – EMS assists
- Illegal burn
- Fuel spill/Hazardous Materials response.
- Vehicle Crash
- Commercial Fire Alarm

YTD: 2023 = 45, 2022 = 50

Training: 4 training sessions were held in May.

- Monthly vehicle & SCBA maintenance
- Target Solutions, Hazard Communication
- Rescue Air Bags
- Hazardous Materials Operations Refresher

Meetings/Other:

- Regional Training Center, May 4
- Township Board Meeting, May 9
- Fire Investigation Group, May 11
- EMPT Cancelled, May 15
- County Chief's, May 17
- Fire Academy Graduation Ceremony, May 22
- Dept. of Treasury Grant Webinar, May 25

General:

Chief Flynn conducted a Lockdown Drill at Mill Creek Elementary School on May 1.

Northern Garage Door replaced all four door operators for the main overhead doors on May 1.



Committed to proudly serving the community with professionalism and integrity.

Firefighters participated in the first annual taco dinner fundraiser on Saturday May 6, held at the Williamsburg United Methodist Church. The event was a success and fun was had by all.

Chief Flynn assisted Northwest Fire with the annual fire extinguisher checks on May 8. All extinguishers in Whitewater Township buildings were checked as well as Hy-Pray and the campground.

A 2% grant was submitted by the fire department on May 8. The grant was written for 14 new fire helmets which will replace the fire helmets that expire this year.

Apollo Fire Equipment delivered and provided training on the new rescue air bag set that was purchased earlier this year from 2% grant funds. The new Vetter Rescue Air Bags are now in service on Engine 3.

Firefighter Dave Tilley assisted the Regional Training Center with testing the firefighter recruits on Saturday, May 20. 25 of the 30 students who started the class, finished and graduated on May 22. Two of the students who successfully passed the class are from Whitewater Township Fire Department. Joe Perkovich and Cole Kushner are now certified Firefighters with the State of Michigan and can now respond to calls. They will both remain on probation pending drivers training class.

Chief Flynn attended a webinar on May 25 for a new grant opportunity. The Michigan Department of Treasury has announced a \$12 million dollar fire equipment grant dedicated to small volunteer/ part-paid departments. A limit of \$10,000 for a fire department will be available for the purchase of PPE.

Chief Flynn attended a Pre-Hospital Trauma Life Support (PHTLS) class at the RTC. This EMS class is a requirement for our local Medical Control Authority (MCA).

One fire inspection completed in the month of May.

Historical Society Report for May 2023

To: Whitewater Township Board Members

From: Luann Snider, Historical Society Director

Date: May 30, 2023

Meetings: Because of not having a quorum no meetings were held in May 2023

Public Inquiries: Suzanne Wood has been emailing me in regards to information she would like and what information she has.

Scan/Catalog Documents: Hours were spent typing out papers, looking up information and organizing the files.

New Documents/Items Received: No new documents or items were received in May 2023

Williamsburg School Reunion: Spoke with Gay Scott (Bannen) regarding the school reunion, she is going to be sending a paper out to see what interest there is to attend a reunion again, some of the older people are still worried about covid. We are still getting some names and addresses of ones that want to attend the next reunion. So hopefully we will have a reunion again soon.

Other News: No other news to report at this time.

Memo

To: Whitewater Township Board
From: Don Glenn, Trustee
Date: June 13, 2023
Subject: Liaison report from PRAC meeting May 16, 2023

Attached to this memo is the agenda and meeting packet for the above subject for your reference. I have listed my summary points that may be of interest for board discussion and / or questions.

1. The HPP playground had a follow-up inspection on May 20th which passed thereby correcting the deficiencies found in the initial inspection that took place on August 23, 2022. Additionally, you find in the attached packet pictures dated May 15th of corrective action taken by the PRAC to address workmanship concerns from our April 9th board meeting.
2. At our May 9th meeting, the Board approved the PRAC funding request for BCNA tree removal per the quote from the Grand Traverse Conservation District not to exceed \$1,655 dated April 24, 2023. That work is tentatively being scheduled to take place the 2nd week of June.
3. For those reviewing the PRAC meeting packet, be advised that there are no documents missing as the package attached was as presented in preparation for the meeting agenda.
4. Next PRAC regular meeting: Tuesday, June 20, 2023 @ 7:00 pm.

PLAYGROUND INSPECTION CERTIFICATION SUMMARY
 State of Michigan – Department of Licensing and Regulatory Affairs
 Child Care Licensing Bureau

FACILITY

Facility Name "Hi" Pray Park		Facility Phone Number 231-267-5141	
Licensee Name Whitewater Township		License Number none Park	
Address 6075 Elk Lake Road		County Grand Traverse	
City Williamsburg	State MI	Zip Code 49690	

APPROVALS – ALL pieces of equipment on the playground must be listed below. (Use page 2 if additional rows are needed.)

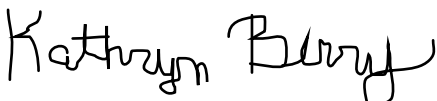
R 400.8170(11) requires playground equipment, use zones and surfacing in the outdoor play area to be inspected and approved by a certified playground safety inspector prior to issuance of an original provisional license or before using newly added equipment. If "Approved" is checked, the piece of equipment, including surfacing and use zones, has been approved under the Consumer Product Safety Commission's (CPSC) **2010 Edition** of the Handbook for Public Playground Safety. If "Not Approved" is checked, the piece of equipment, surfacing and/or use zones aren't approved under the CPSC's **2010 Edition** of the Handbook for Public Playground Safety. If "Not Applicable (NA)" is checked, the piece of equipment was not inspected. This includes equipment not required to be inspected such as residential climbing equipment for children under age 2 approved prior to January 2, 2014, non-climbing residential equipment, equipment the center is not using, or a natural playground area. If Not Approved or NA are checked, a comment must be included.

Approved	Not Approved	NA	Name of Piece of Equipment	Approved for Ages	Comments	Manufacturer (if known)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Slide Red Plastic	5-12 years	Good fall zone	Burke
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Slide Metal yellow	5-12 years	Good fall zone	Burke
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yellow Spinner Ball	5-12 years	Good fall zone	Burke

Has additional documentation been provided to the licensee such as a narrative report, photos, diagrams, etc.?

☐ Yes ☐ No

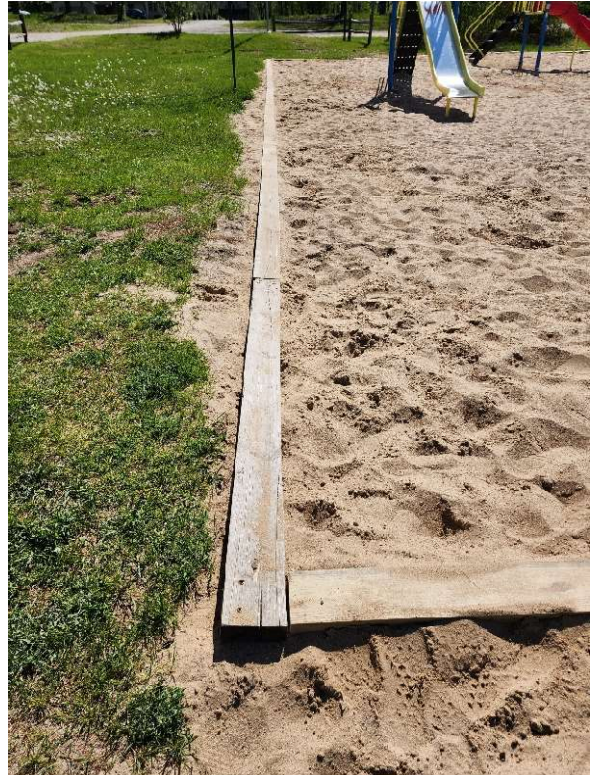
PLAYGROUND INSPECTOR INFORMATION

Name of Playground Inspector Kathryn Berry		Date of Inspection 8/23/2022	
Name of Company Independent contractor		Phone Number 810-691-3718	Email Address kberry2036@comcast.net kberry2036@gmail.com
Certification Number NC130535	Certifying Organization NPPS	Certification Expiration Date April 2024	
Signature 			Date 5/20/2023

LARA is an equal opportunity employer/program.

Approved	Not Approved	NA	Name of Piece of Equipment	Approved for Ages	Comments	Manufacturer (if known)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Horizon monkey bars	5-12 years	fall zone good	unknown
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Round Brown Climber	5-12 years	fall zone good	unknown
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Swings	5-12 years	fall zone good	unknown
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
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**Hi Pray Park – photos of follow-up
work completed / 5/15/2023**



WHITEWATER TOWNSHIP
PARKS AND RECREATION ADVISORY COMMITTEE
AGENDA FOR REGULAR MEETING

May 16, 2023, 7:00 PM

Whitewater Township Hall

5777 Vinton Road, Williamsburg, MI 49690

A Zoom link has been provided and will be available if there is a facilitator available at the meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/81129188196?pwd=YmJxQU5JUjAyckpuVENpZFJBTHVvQT09>

Meeting ID: 811 2918 8196 Passcode: 423841

One tap mobile +13092053325,,81129188196#,,,,*423841# US

Dial by your location +1 309 205 3325 US

1. Roll Call of Committee Members
2. Set/Adjust Meeting Agenda
3. Declaration of Conflict of Interest
4. **Public Comment:** Any person shall be permitted to address a meeting of the committee. Public comments shall be carried out in accordance with the following rules and procedures:
 - a. Comments shall be directed to the Committee, with questions directed to the Chair.
 - b. Any person wishing to address the Committee shall speak from the lectern and state his/her name and address.
 - c. Persons may address the commission on matters that are relevant to township Parks and recreation issues.
 - d. No person shall be allowed to speak more than once on the same matter, excluding the time needed to answer Committee members' questions.
 - e. Public comment shall be limited to 3 minutes.
5. Approval of minutes of April 18, 2023
6. Correspondence: Steve Lagerquist regarding BCNA trail design and SPARKS grant information
7. Reports/Presentations/Announcements/Comments
8. Unfinished Business:
 - a. BCNA tree removal was approved by the Board on May 9. Have contacted Clerk Goss for PO and Steve Largent to schedule the work.
 - b. Lossie Trail wetland/bridge improvement: EGLE Preconstruction walk through-complete; landscape architect walk through complete; will need to write up an RFQ for preliminary engineering to bid out.
 - c. Hi Pray playground: minor fixes are complete
 - d. Lossie/BCNA temporary trail signage has been installed at the entrances
 - e. SPARKS grants. Scoring provided as correspondence. Discuss suggestions and improvements
9. New Business:
 - a. Request funds from Board for BCNA trail loop design
 - b. 2% Grant – procedures request to the Board
 - c. Project approval – procedure request to the Board
10. Next Meeting June 20, 2023
11. Public Comment
12. Adjournment

Whitewater Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities who are planning to attend. Contact the township supervisor at 231-267-5141.

**Whitewater Township
Parks and Recreation Advisory Committee
Minutes for Regular Meeting
April 18, 2023**

Call to order 7:00 p.m.

Roll Call: Butler, Melton, Voice, Hubbell, Glenn

Absent: Cosgrove

Also present: Recording Secretary MacLean

Set / Approve Agenda: Set

Declaration of Conflict of Interest: None

Public Comment: None

Approval of minutes:

MOTION by Butler, second by Voice to approve March 21, 2023, meeting minutes.

Roll call vote: Voice-yes; Cosgrove-n/a; Melton-yes; Hubbell-yes; Butler-yes. Motion carried.

Reports/Presentations/Announcements/Comments/Correspondence:

Memo from Glenn regarding the edging at the Hi Pray Park playground

Unfinished Business:

1. Hi Pray Park playground edging discussion: Corners need to be stabilized. The Board approved the materials for the border. Possibly add rebar. Hubbell will stop and look at it. It will need to be addressed soon. Hubbell will contact the contractor. Hardware was part of the quote and this was part of the scope of work contracted.

2. EGLE Preapplication information presented and discussed. Voice, Melton, Largent and Rebb of GT Conservation and EGLE walked the LRNT on the Cook Road side past the bridge and got a good look at how very wet the area is. Discussion amongst them regarding board walk and the bridge. The wet area is significantly larger than originally planned. Will need an engineer to get the quote. It will probably be close to the "worst case scenario" amount that was asked for in the ARPA grant. GPS coordinates were taken. EGLE would rather see a boardwalk than fill. Fill would be 10 foot wide and require a different permit if the land area is 1/3 of an acre. A boardwalk would be six foot wide. Some combination of fill and boardwalk. 1/3 acre is approximately 1500 ft of fill. Will compare notes with the conservancy guys.

Certain provisions have to be made for parking to accommodate the handicap but a natural trail does not have to be wheelchair accessible.

Need seed money to start the engineering. Will speak with Gosling Czubak – they said somewhere about \$2000 to \$3000 to get conceptual plans. At that point it would be a bidding process to move forward.

Phil Knapp had previously offered to help fund a boardwalk.

Work with Gosling Czubak to get a scope of work service/assessment/estimate, will need a bid, will need soil samples – project management basics.

Melton will connect with Gosling-Czubak and bring back to the next meeting.

3. PRAC Bylaws approval. Bylaws do not need Board approval. Will present the red line and the clean versions to the Board for their records.

4. BCNA update:

Brandon – easement

Communication with Largent: He requested a center line marking of the trail with a width of 15 feet and he can take it

from there. Gave an estimate of a project of a “not to exceed” amount \$3,500. Melton estimated approximately 30 trees. Estimated it would be one day up to a couple days. Hoping it can just be added to the project that was quoted as a “not to exceed amount” as last year that work came in considerably under budget.

Voice and Melton will walk the BCNA to get a better count of trees, take pictures and present to Steve for an up-to-date quote, in case of a change in the number of trees.

Need Board approval.

MOTION by Butler, second by Voice to request the Board approve the clean up of the rest of BCNA.

Roll call vote: Melton-yes; Hubbell-yes; Butler-yes Voice-yes; Cosgrove-n/a. Motion carried.

4. LRNT / BCNA signs Melton will get the rules to MacLean who will make laminated rules signs and trail names for each of the kiosks.

The GT Land Conservancy is very interested in working with the township but they do not work for free. They are very interested in helping the township to meet the plans of the BCNA.

5. Hi Pray walking trail – still need estimates.

6. Matching grant funds for playground equipment. GTB is unable to donate out of their “Donation Fund”. They recommend putting in for the 2% grant. Hubbell will get an updated quote. Voice will get the grant completed.

Send a memo to the board, again, regarding the playground equipment.

New Business:

1. Second round of SPARKS Grants: they still have not opened it up. The first round grant request will automatically go into the second round. We can update it.

Next regular meeting: Tuesday, May 16, 2023, 7 p.m.

Public Comment: None

Adjournment: 8:49 p.m.

Respectfully submitted,
Lois MacLean
Recording Secretary

Steve Lagerquist <slagerquist@gtrlc.org>

Fri, Mar 31, 11:18 AM

to me

Hi Melissa, so the management team had a discussion about our help with BCNA. We are very excited to help improve BCNA, but the team is not comfortable donating my time for free for the following reason. The typical way we help out with assist projects is when we are in the process of protecting the property we produce a budget that includes our staff time so that when we fundraise we are compensated for the time we put into the project. It's not typically a lot of money, but it provides us a way to cover our staff/org costs. BCNA is a bit different because we did the protection so long ago and we didn't include such items in the budget back then (we've since fixed that mistake with projects we do now). So what the management team would like to see is if Whitewater township applies for a grant for the improvements at BCNA, that potentially a portion of the ask could cover my time? We have staff costs at about \$58 an hour, so with my rough estimate of several days with trail layout and managing the SEEDS crew for trail construction (two weeks roughly) and maybe a couple full days of office work it might be about \$6500. If that is a bit too much, or the township would need a match to help with securing a grant we would be happy to donate 25% of those costs. I'm sorry this is not very good news, but I think we can offer some very quality trail design and construction management at a super good price as compared to any professional crew out there. Let me know your thoughts?

Thanks, Steve

**Mel Melton** <mammelton@gmail.com>

Fri, Mar 31, 12:14 PM

to Steve

Hi Steve - Thanks for this update. I don't believe this is unreasonable to ask that this project help pay for your time and design assistance, and oversight of SEEDS work. I think a good 'first step' might be if I request the board for some 'start or seed' money to get the first planning stage underway - i.e. trail design concept. This would obviously take up some of your time, so if I broke down this portion would you think \$2500 would cover it?

Then, we need to make a proposal to the board ultimately to help them give us approval if we can use the local ARPA funding for this project or not. If they say no, then we go for other Grant/funding options. If they say yes, we can move forward on planning further (design engineer, rfq, contracts, etc) for 2024 potential work.

Thanks,
Melissa

**Steve Lagerquist** <slagerquist@gtrlc.org>

Mon, Apr 3, 8:18 AM

to me

Hi Melissa, I think I could do all the trail layout, discuss the project with SEEDS and produce concept plans in about 4 days or less, so \$2500 would be a good ask. Let me know if there is anything I can provide that you think would help with the board ask? Looking forward to hearing what the board thinks.

Thanks,
Steve

Spark Application Score

Instructions: Select an organization from the drop down menu and hit Search.

Please note: To display on this report, the Spark application must be in the status 'Scoring Report Available' or 'Additional Info in Process'. If it is any other status, it WILL NOT display on this report.

For the Spark Scoring Tier Summary, please [click here](#).

The information provided in this report and in the link above represents only of round one and will not be updated with any new applications submitted as part of round two.

WT Score

Scoring Categories

- 17 Public Benefit and Anticipated Outcomes - **Maximum of 24 Points**
- 14 Access to Project Site - **Maximum of 17 Points**
- 3 Financial and Social Considerations - **Maximum of 19 Points**
- 13 Clarity of Scope and Ability to Execute - **Maximum of 14 Points**
- 13 Access to New Opportunities for People of All Abilities - **Maximum of 15 Points**
- 6 New Construction, Renovation and Future Maintenance - **Maximum of 11 Points**
- 66 Total Score - **Maximum of 100 Points**

Tier 8

WHITEWATER TOWNSHIP PLANNING COMMISSION
MINUTES FOR REGULAR MEETING
April 5, 2023

Call to Order at 7:02 p.m.

Roll Call: Jacobson, Keaton, DeYoung, Rebant, Wroubel

Absent: Vollmuth, Steelman,

Also in attendance: Planner Randy Mielnik and Recording Secretary MacLean

Zoom attendance: at start

Set / Adjust Agenda: Address Classic Equine, special use permit right now instead during NBa (see below for details).

Declaration of Conflict of Interest: None

Public Comment:

Public comment began at 7:11 p.m.

No one in the building. There is an issue with the zoom audio.

Public comment ended at 7:13p.m.

Public Hearing: None

Approval of Minutes:

MOTION by Jacobson second by Keaton, to approve the minutes of March 1, 2023, as amended.

Roll call: Wroubel-yes; Jacobson-yes; Vollmuth-n/a; Keaton-yes; Rebant-yes; DeYoung-; Steelman – n/a.

Motion carried.

MOTION by DeYoung, second by Jacobson to approve the minutes of Master Plan Subcommittee March 10, 2023 and March 17, 2023.

Roll call: Jacobson-yes; Vollmuth-n/a; Keaton-yes; Rebant-yes; DeYoung-yes; Steelman-n/a; Wroubel-yes.

Motion carried.

Correspondence:

Reports:

Zoning Administrator Report, Hall: Outside sources for training is better than self-training. There is a scheduled training coming up, available to all.

Kalkaska county is distributing their MP. Elk Rapids and GT County have given notice of intent to plan.

Have not heard anything from the golf course group. Hoping to have for something to you in June.

The upcoming ZBA case is another non-conforming issue. The ordinance offers very little to no guidance on what to do.

The ordinance is lacking on the subject. It is not necessarily urgent but it would be good to deal with it. Bob will share information to everyone. Carl doesn't feel that changes need to be made to the zoning ordinance regarding non-conformities at this time.

Chair's Report, Steelman: Has no information on the standing of Amendment 84. Publications should have been received by the PC members.

Township Board Rep, Vollmuth: Rod Rebant shared a note from Heidi. The PC binders are nearing completion. Green MTA books have been disbursed, MTA red books have been ordered.

Vollmuth is proposing that the PC monthly report given to the Board as a shared responsibility by PC members.

PC Bylaws are scheduled on the board agenda.

Movie night featured zoning related topics.

Land division basics as discussed in the citizen planner series is a top priority that each of us should revisit as part of ongoing education.

Budget: The board has budgeted more funding for the PC for education, outside consulting, the planner, printing, etc.

Mielnik's contract covers Master Plan and assisting with ordinance as a whole and individual ordinances as requested. He will discuss with Steelman and the Supervisor. The contract between Mielnik and the Board needs to be addressed. At this point the understanding is that the Supervisor has to approve each item for Mielnik. The PC can submit what they would like the contract to cover. Mielnik will present a change in the contract to the Board.

Bring the subject back as an agenda item next month.

Micro managing is a problem for the PC being able to move forward. Need to have permission to spend the money without having to get a motion and a vote from the board every time.

What and why is the procedure the way it is now?

ZBA Representative, Wroubel: No meeting in March. Address non-conformities when the time is more appropriate.

Committee Reports:

Planner, Mielnik: Schedule and scope of work and cost. The Board wants to take back the approval or disapproval of the PC bylaws. The planning and enabling act makes it clear that the PC controls its own bylaws. The bylaws can be presented to the board. Give this to Heidi, to look up what all the rules are, quote the planning and enabling act, and present to the board on behalf of the PC. Author a letter from the PC to give to the Board regarding the PC stance on the subject. PA 33 of 2008, 125.3818 is where the planning enabling act gives authority to the PC to create their own bylaws. This is another example of micromanaging the PC.

The Master Plan Subcommittee is working on a community survey. The committee will bring forward recommendations for PC for approval. The basic time line was / is in the March 17 minutes.

Have a computer available at the township for people to be able to come in and use to take the survey.

Take tablets out to those who can not get out.

Discussion of Survey Monkey / online survey and other options.

There has been a lot of background done on the Master Plan, demographics, maps, etc.

The zoning ordinance recodification, explained to the board via a presentation and letter, in detail what things are wrong with the ordinance. Discussion of Municode and it seems the board does not know where the contract stands at this point. The Board has that on hold until they gather more info from Municode. The township ordinance is difficult. Individual ordinances are like chapters in a full novel.

An option would be to retype the whole ordinance and readopt it. There are things that need to be addressed, there are conflicts. Needs consistency. Fix the easy things. Identify and correct areas that are not clear

The PC recommends getting it retyped into an editable format. Municode was supposed to do that. The board needs to decide if they want to move forward with Municode.

We need to pick a version and stick with it. Retyping is the smallest part of the whole ordinance issue.

Mielnik presented a proposal to the board to create an editable version of the ordinance and do some basic clean up. It has been put on hold by the board.

Create a committee to address. If the PC cannot spend the money in the budget what is the point in having the funds budgeted.

Present to the board for their May meeting.

MOTION by Rebant, second by DeYoung to create a committee that will look at budget, work flows, and existing projects in 2023/2024 and propose a process and a solution to improve the efficiencies of the Planning Commission.

Roll call: Jacobson-yes; Vollmuth-n/a; Keaton-yes; Rebant-yes ; DeYoung-yes; Steelman-n/a; Wroubel-yes.

Motion carried.

Committee members: Keaton, DeYoung, Rebant and Mielnik. April 13, 8:30 a.m. – 10 a.m.

Unfinished Business:

1. Project Flow Chart – Rebant – postpone
2. Standard Operating Procedures (SOP) – DeYoung – this is really for the people who come behind us. We are already doing this. It is a handbook of what the PC responsibilities are. Falls right in line with the bylaws. Possibly move this to the committee to address.
3. Private Roads Discussion – postpone to May agenda
4. New Adopted Bylaws – included in packet

New Business:

1. Classic Equine – Special Use Permit Extension (Handled at the beginning of the meeting.)

MOTION by DeYoung, second by Jacobson to approve the extension of the special use permit granted May of 2022, until May 31, 2024.

Roll call: Wroubel-yes; Jacobson-yes; Vollmuth-n/a; Keaton-yes; Rebant-yes; DeYoung-yes; Steelman-n/a.
Motion carried.
ZA Hall will notify Classic Equine.

2. Zoning Ordinance Amendment Process – Rebant noted that Mangus had created the step by step of the zoning ordinance amendment process. MSU Extension puts it in chronological order – step by step. What else does the board want included?

Next Regular Meeting May 3, 2023, 7 p.m.

Agenda: Private Road Ordinance, project flow chart, bylaws, work flow and processes.

Special Meeting, Master Plan Resident Outreach Subcommittee

Public Comment:

Public comment began at 9:05 p.m.

None

Public comment ended at 9:05 p.m.

Commission Discussion/Comments:

Possibly change the date of the meetings. Makes communication with the board flow more smoothly. Look at the 3rd Wednesday of the month.

Clerk will need to be notified of the April 13 special meeting of the subcommittee.

Clerk will need to be notified of the April 19 special meeting.

Clerk will need to post the meeting date changes.

Meeting Synopsis:

Budget control or lack thereof; research bylaws; formed a new committee; approved Classic Equine special use permit; experienced zoom audio issues.

Continuing Education:

Citizen Planner updates. Carl is taking the 6 section MSU Extension course on ZBA. Recommends everyone to take it. Each section is about two hours.

Planetizen Courses available via weblink provided.

Adjournment: 9:23 p.m.

Tabled items: Article 5 Districts; Article 25, Special Use Permits: campgrounds

Respectfully Submitted
Lois MacLean,
Recording Secretary

WHITEWATER TOWNSHIP PLANNING COMMISSION
MINUTES FOR SPECIAL MEETING
April 19, 2023

Call to Order at 7:00 p.m.

Roll Call: Jacobson, Keaton, DeYoung, Rebant, Wroubel, Steelman

Absent: Vollmuth

Also in attendance: Recording Secretary MacLean, Pelton and McElwee of the Resident Outreach Subcommittee

Zoom attendance: 1 at start

Set / Adjust Agenda: Set

Declaration of Conflict of Interest: None

Public Comment:

Public comment began at 7:01 p.m. None

Special Meeting Business:

1. Subcommittee Report – DeYoung. Discussion ensued regarding the April 13 Subcommittee meeting related to the Municode contract; getting a time on the Board agenda each month; the budget and the ability of the PC to spend the PC's budgeted funds.

DeYoung presented a Planning Commission Steps to Success document for discussion. Will want to make sure all documents are available for discussion when presented.

The PC wants to have a joint meeting with the Board so everyone understands where we are, where we are going and how we propose to get there.

Wroubel read from the Planning and Zoning Book Chapter 9. The PC is an independent commission. The township board does not get to micromanage the Planning commission. A board liaison is important for communication back and forth between the Board and the PC. Wroubel does not believe we should spend even one minute on the private roads – as an example of what we shouldn't do.

Keaton notes that what has been going on and how it has been being done has not been working.

It has been a consensus that the PC wants to have Mielnik do the rewrite of the zoning ordinance. Steelman feels that we will get more bang for the buck with Mielnik vs Municode.

Discussion ensued regarding the ongoing updating of the zoning ordinance once it is complete and posted to the public. Who is responsible for updating the zoning ordinance once it is revamped and posted?

Who is responsible to post things to the website? DeYoung will investigate for presentation.

The PC could have a process document to be able to check off each step as it goes along.

Stelman notes that this is the beginning piece of better communication.

The PC is working to make sure we get what we need and can move forward. This is an opportunity to improve communication with the Board. Find the things that are going wrong and correct them and find the things that are going right and build on them.

MOTION by Steelman second by Keaton to have a joint meeting with the Board to discuss the Municode contract, expanding the Mielnik contract, putting that contract under the PC's leadership, budget discussion and any other related topic the Commission wishes to discuss.

Roll call: Vollmuth n/a; DeYoung-yes; Rebant-yes; Wroubel-yes; Jacobson-yes; Keaton-yes; Steelman-yes.

Motion carried.

Discussion of who will present what at the joint meeting. Budget-Rebant; sign off document-Rebant; Following the Planning/Zoning rules/laws-Wroubel; Planning Commission, Steps to Success-DeYoung; Municode-Stelman.

2. Subcommittee meeting Thursday, April 27th at 8:30 a.m. to plan for the special joint meeting. DeYoung will chair and complete the agenda, Mielnik will bring updated contract.

MOTION by DeYoung second by Keaton to have a special subcommittee on April 27th at 8:30 a.m. for planning

for the joint meeting.

Roll call: DeYoung-yes; Rebant-yes; Wroubel-yes; Jacobson-yes; Keaton-yes; Steelman-yes; Vollmuth n/a.

Motion carried.

3. Meeting Dates 3rd Wednesday of each month discussion ensued regarding the pros and cons. Decided that they will leave it the way it is for now. Can bring it back any month or do special meetings.
4. Zoning and General Ordinance Binders update. Wroubel will contact the Supervisor to help put them together.
5. Overview/Function of Planning commission – Mielnik

Hall offered training class May 22 an MSU Extension Roles and Responsibilities and Communication training at the Wexford county road commission. DeYoung and Steelman will fill the two slots.

6. Master Plan Resident Outreach Subcommittee

a. Recommendation to PC approve a new survey be completed:

MOTION by Steelman, second by Rebant that the Master Plan Resident Outreach Subcommittee recommends a new community survey be developed to obtain more up to date information about community attitudes and to guide future steps in the master planning process. Discussion ensued regarding various ways of being able to get the survey out, door to door, mailed, internet access, etc.

Roll call: Wroubel-yes; Jacobson-yes; Keaton-yes; Steelman-yes; Vollmuth n/a; DeYoung-yes; Rebant-yes.

Motion carried.

b. Review Version 3 of the survey

Schedule a special subcommittee meeting.

MOTION by Steelman, second by DeYoung to hold a special MP resident outreach subcommittee meeting at 1 pm on Monday the 24th of April.

Roll call: Jacobson-yes; Keaton-yes; Steelman-yes; Vollmuth n/a; DeYoung-yes; Rebant-yes Wroubel-yes.

Motion carried.

Next Regular Meeting May 3, 2023, 7 p.m. Municode presentation, prep for joint meeting and discussion of the two special meetings.

Public Comment:

Public comment began at 9:39 p.m. None

Commission Discussion/Comments: Food is okay, in fact it is good, just have to take it out of the building at the end of the meeting.

Meeting Synopsis: Updated contract, presentation, budget, sign off document, training on the 22nd, training on the 9th, Monday MP meeting, Thursday 8:30 subcommittee, updates to questions on survey, research who is responsible to get zoning updates posted to the website, Municode info, schedule the meeting for the 17th at 6 p.m. for the joint meeting. Create a comprehensive list for making the agenda and presentation to the board for the joint meeting. MP update from Randy.

Adjournment: 9:51 p.m.

Tabled items: Article 5 Districts; Article 25, Special Use Permits: campgrounds

Respectfully Submitted
Lois MacLean,
Recording Secretary

WHITEWATER TOWNSHIP PLANNING COMMISSION
MASTER PLAN SUBCOMMITTEE
SPECIAL MEETING MINUTES
April 24, 2023

Call to Order at 1 p.m.

Roll Call: Rebant (Chair), Mielnik, Peltonen, Beam, McElwee

Absent: Steelman

Also in attendance: Recording Secretary MacLean

Zoom attendance: Steelman at start

Set / Adjust Agenda: Set

Declaration of Conflict of Interest: None

Public Comment:

Zoom: Steelman: Subcommittee meeting pay for committee meetings – motion the name and pay, name and volunteer.

Special Meeting Business:

1. Review and discuss draft four of the survey: Rebant turned it over to Mielnik for discussion of the draft survey. Read through, discuss the Planning Commission suggested edits and update.
2. Discussion of survey mechanisms and timeline:
Discussion of mailing with the tax bill for cost effectiveness. That is not necessarily the most important issue with gathering this important information.
Discussion of working with Networks Northwest (NN) for approximately \$2000 to review the survey, tabulate and post the results online. NN would put it on the website that would have an IP address limit. Get a written quote. It is not necessary to get bids for that dollar amount.
PC timeline and approval.
Board timeline and approval.
Survey out in June for an end of June return date.
Who is going to receive the surveys?
Work shop dates in August, September and possibly October to go out in the July 1st Newsletter.
3. Recommendations to PC: Joint PC and Board meeting mid-May is vital to the timing process. Survey would have to be on the agenda.
4. Any other related topic the committee wishes to discuss. Motion regarding special meeting pay.
MOTION by Rebant second by McElwee to create an opportunity for the ROS subcommittee to be paid for each meeting they attend with Rebant, Peltonen, Beam and McElwee not requesting pay.
Roll call: Steelman – na; Rebant, Mielnik abstain; Peltonen-yes; Beam-yes, McElwee-yes.
5. Next Meeting for this committee: The MP ROS members will be invited to the May 3 for discussion of this agenda topic including the discussion of one, possible additional, question.

Next Regular Meeting May 3, 2023, 7 p.m.

Next subcommittee meeting, April 27, 8:30 a.m.

MOTION by Rebant, second by Beam to have a MP Resident Outreach Subcommittee meeting on May 4 at 9 a.m.

Roll call: Rebant-yes; Peltonen yes; Beam-yes, McElwee-yes; Steelman-na; Mielnik-abstain.

Public Comment:

Lois MacLean

Committee discussion: discussion of comment suggestions.

Adjournment: 3:07 p.m.

Respectfully Submitted
Lois MacLean,
Recording Secretary

WHITEWATER TOWNSHIP PLANNING COMMISSION
SUBCOMMITTEE
SPECIAL MEETING MINUTES
April 13, 2023

Call to Order at 8:30 a.m.

ZA will chair the subcommittee and will be a non-voting member of the team.

Roll Call: Rebant, DeYoung, Keaton, Zoning Administrator Hall, Planner Mielnik

Absent: None

Also in attendance: Recording Secretary MacLean

Zoom attendance: None

Set / Adjust Agenda:

Declaration of Conflict of Interest:

Public Comment: None

Opened at 8:31 a.m.

None

Special Meeting Business:

1. Budget Expenditure Process discussion stated that \$32,000 is budgeted for outside, professional services. There is a problem that needs to be addressed. The money to have the planner work done is budgeted. The PC has a responsibility to use the funds in the best way possible. The budget set forward is a standard government budget. The PC has historically under spent the approved budgeted funds. The PC should be in control of the monies for the planner. The way it is the Board is spending the PC budget funds. The supervisor is looking to get a purchase order process in place for the PC. Recommended best practice is to have a special meeting with the PC and the Board. Get the topic of PC communication on a Board agenda with all or most of the PC members in attendance. Request a 5-15 minute slot for the PC at each board meeting to get the two boards working together. The Board liaison to the PC has not been utilized well so far. Present at the board meeting during the PC presentation and request a slot on the agenda, preferably under old business or before old business if there is a permission or vote required / requested to spend money. Discussion of Randy's contract. Randy is under the impression that everything must be approved by the Supervisor. May want to review the contract details. The PC should be in control of that and the monies for the planner. May need to look at the planner contract and have it reviewed. Possibly have the contract set to be under the purview of the PC with general authority by the Board, specific funds determined by the PC.

Hall believes there should be more funds for training. The PC is the Planner's "tool kit" so education is vital. The PC needs the basics and then rely on the professionals, the Planner, the ZA, the legal department, for the details. The PC does not need to know the nuances or have a degree.

Recommend to the full PC to present to the Board the budget expenditure(s) the way the PC wants to spend the professional services fees for the zoning ordinance, master plan, etc. DeYoung will bring details to the PC at the next meeting, April 19.

Recommend to the full PC that the PC can track their own budget in a spread sheet. Rebant volunteered to do the spread sheet.

Recommend to the full PC to request a 15 minute time slot at each board meeting to address the PC issues and items – sharing a progress report / working que. Would also need to request a time slot in the agenda for any presented items that may require any Board approval that needs to be made.

With a meeting date change you can get an urgent item on the next upcoming Board agenda. Non urgent items can be scheduled into the next month. It will be key to get the time slot on the agenda. It gives more flexibility. Will need Rachel's input since she has the majority of the preparation for the meeting packets and the gathering of information and presentation of data to the Board.
Will bring the pluses and minuses of a date change to the full PC for discussion.

2. Municode information can be used to copy/paste to eliminate retyping everything. (discussion included in other topic discussions)
3. Process to complete the rewrite of the Zoning Ordinance so it is in an editable and consistent format. Mielnik will bring more info back to the April 19 meeting with a sample. (discussion included in other topic discussions)
4. Workflow process discussion ensued regarding the priorities, Master Plan, zoning ordinance formatting, zoning ordinance amendments. Past, current and future activities review is used in preparation of an annual budget.
5. Any other related topic the committee wishes to discuss. Discussion of the zoning ordinance regarding non-conformities ensued and the general process of amendments.

Will discuss continuation of this subcommittee at the next meeting. Bob likes Thursday mornings. Consider monthly. Tentatively schedule for May 11, 8:30 a.m.

Next Meeting April 19, 2023 at 7 p.m.

Next Regular Meeting May 3, 2023, 7 p.m.

Public Comment:

Opened at 9:58 a.m.

None

Committee discussion: Productive meeting. Can see the value in continuing this subcommittee.

Adjournment: 9:59 a.m.

Respectfully Submitted

Lois MacLean,

Recording Secretary

WHITEWATER TOWNSHIP PLANNING COMMISSION
SUBCOMMITTEE
SPECIAL MEETING MINUTES
April 27, 2023

Call to Order at 8:30 a.m.

ZA will chair the subcommittee and will be a non-voting member of the team.

Roll Call: Rebant, DeYoung, Keaton, Zoning Administrator Hall, Planner Mielnik

Absent: None

Also in attendance: Recording Secretary MacLean

Zoom attendance: One

Set / Adjust Agenda: Set

Declaration of Conflict of Interest:

Public Comment:

Began at 8:36 a.m.

Rachel Steelman

Ended at 8:39 a.m.

Special Meeting Business:

1. Preparation for Joint Meeting with Township Board: presented items that may require any Board approval that needs to be made.

Discussion:

This is something that DeYoung indicates the plan is to present packet / booklet for all to have at the joint meeting. Everything in writing so there is some record of what, when, who and where these things have been discussed.

What the PC needs to do, feel we need to do, Municode contract, Planner contract, PC budget and control of budgeted funds.

“What are we going to do in Whitewater Township to improve planning” is a basic question that needs to be addressed. Whitewater Township needs a plan for the development pressures that are coming this way.

Mielnik noted the Municode version of the zoning ordinance.

The PC can at least present their points and concerns at the joint meeting.

Cancelling Municode would be cancelling the zoning ordinance and general ordinance codification and the online maintenance when complete. Hall recommends moving the zoning ordinance out of the Municode contract.

New ordinances are more graphic than previously. It looks like Municode does not do graphics. Presentation of a sample zoning ordinance that includes charts, graphics, hyperlinks, eliminates conflicts between areas of the ordinance and is easily available online. Hall noted that this type of zoning ordinance is great and the better way to be able to use a zoning ordinance by the zoning administrator, the township and the public.

Mielnik will include four examples for the packet/booklet and a presentation.

Will be able to use the Municode ZO as we have it currently where they did reference quite a few conflicts within the current document.

Will need new contract information from Mielnik.

Four areas of focus for the joint meeting: Municode contract, Mielnik zoning ordinance presentation, Mielnik contract, budget and control of budgeted funds with a six to eight month time frame.

Finish with a synopsis.

Be prepared for questions.

Prepare motions for any areas that will require motions for acceptance.

Rebant noted that the PC could have a “sign off” process from the administrative body, the departments (PC, ZBA, ZA) on the various things that the PC is doing / has done. Discussion of various “sign off” options ensued.

Consensus by the subcommittee to have DeYoung complete the booklet for presentation to the PC for the May 3 meeting.

Discussion of Mielnik contract under the control of the subcommittee or the PC. The subcommittee makes recommendations to the PC.

The ZA and the Planner are part of the tool kit of the PC. Keep the attorney in the loop for the legal aspect – they are not planners but they know the law.

ZA noted that this makes for a proactive approach to moving forward.

2. Development of work project flow sheet. Budget spreadsheet of the PC budget for 2023/2024 FY. Rebant intends to track the PC budget spending. Will need information from the Clerk for line item detail. The PC has had two years in a row of significant under spending.

Project Work Flow Process worksheet document presented that was created by the previous PC Chair, Mangus, in 2022. This is based on a standard MTA document.

Need to know who is responsible for tracking the flow.

ZA noted a checklist that was adopted by the Board, that includes check lists/sign offs. Build the control document while the PC is working on these other items. .

Hall explained the board adopted document.

3. Any related topic

Next Regular Meeting May 3, 2023, 7 p.m.

Public Comment:

Began at 9:55 a.m.

Rachel Steelman commented on the schedule for full PC and PC subcommittee meetings.

Carl Wroubel

Lois Maclean

Ended at 10:00

Committee discussion: Productive meeting. Can see the value in continuing this subcommittee. Motion for pay for the subcommittee:

MOTION by DeYoung, second by Keaton for request for payment for Keaton and DeYoung; Rebant is not seeking payment. Roll call: Rebant-yes; DeYoung-yes; Keaton-yes. Motion carried.

Adjournment: 10.07 a.m.

Respectfully Submitted

Lois MacLean,

Recording Secretary

**Whitewater Township
Parks and Recreation Advisory Committee
Minutes for Regular Meeting
April 18, 2023**

Call to order 7:00 p.m.

Roll Call: Butler, Melton, Voice, Hubbell, Glenn

Absent: Cosgrove

Also present: Recording Secretary MacLean

Set / Approve Agenda: Set

Declaration of Conflict of Interest: None

Public Comment: None

Approval of minutes:

MOTION by Butler, second by Voice to approve March 21, 2023, meeting minutes.

Roll call vote: Voice-yes; Cosgrove-n/a; Melton-yes; Hubbell-yes; Butler-yes. Motion carried.

Reports/Presentations/Announcements/Comments/Correspondence:

Memo from Glenn regarding the edging at the Hi Pray Park playground

Unfinished Business:

1. Hi Pray Park playground edging discussion: Corners need to be stabilized. The Board approved the materials for the border. Possibly add rebar. Hubbell will stop and look at it. It will need to be addressed soon. Hubbell will contact the contractor. Hardware was part of the quote and this was part of the scope of work contracted.

2. EGLE Preapplication information presented and discussed. Voice, Melton, Largent and Rebb of GT Conservation and EGLE walked the LRNT on the Cook Road side past the bridge and got a good look at how very wet the area is. Discussion amongst them regarding board walk and the bridge. The wet area is significantly larger than originally planned. Will need an engineer to get the quote. It will probably be close to the "worst case scenario" amount that was asked for in the ARPA grant. GPS coordinates were taken. EGLE would rather see a boardwalk than fill. Fill would be 10 foot wide and require a different permit if the land area is 1/3 of an acre. A boardwalk would be six foot wide. Some combination of fill and boardwalk. 1/3 acre is approximately 1500 ft of fill. Will compare notes with the conservancy guys.

Certain provisions have to be made for parking to accommodate the handicap but a natural trail does not have to be wheelchair accessible.

Need seed money to start the engineering. Will speak with Gosling Czubak – they said somewhere about \$2000 to \$3000 to get conceptual plans. At that point it would be a bidding process to move forward.

Phil Knapp had previously offered to help fund a boardwalk.

Work with Gosling Czubak to get a scope of work service/assessment/estimate, will need a bid, will need soil samples – project management basics.

Melton will connect with Gosling-Czubak and bring back to the next meeting.

3. PRAC Bylaws approval. Bylaws do not need Board approval. Will present the red line and the clean versions to the Board for their records.

4. BCNA update:

Brandon – easement

Communication with Largent: He requested a center line marking of the trail with a width of 15 feet and he can take it

from there. Gave an estimate of a project of a “not to exceed” amount \$3,500. Melton estimated approximately 30 trees. Estimated it would be one day up to a couple days. Hoping it can just be added to the project that was quoted as a “not to exceed amount” as last year that work came in considerably under budget.

Voice and Melton will walk the BCNA to get a better count of trees, take pictures and present to Steve for an up-to-date quote, in case of a change in the number of trees.

Need Board approval.

MOTION by Butler, second by Voice to request the Board approve the clean up of the rest of BCNA.

Roll call vote: Melton-yes; Hubbell-yes; Butler-yes Voice-yes; Cosgrove-n/a. Motion carried.

4. LRNT / BCNA signs Melton will get the rules to MacLean who will make laminated rules signs and trail names for each of the kiosks.

The GT Land Conservancy is very interested in working with the township but they do not work for free. They are very interested in helping the township to meet the plans of the BCNA.

5. Hi Pray walking trail – still need estimates.

6. Matching grant funds for playground equipment. GTB is unable to donate out of their “Donation Fund”. They recommend putting in for the 2% grant. Hubbell will get an updated quote. Voice will get the grant completed.

Send a memo to the board, again, regarding the playground equipment.

New Business:

1. Second round of SPARKS Grants: they still have not opened it up. The first round grant request will automatically go into the second round. We can update it.

Next regular meeting: Tuesday, May 16, 2023, 7 p.m.

Public Comment: None

Adjournment: 8:49 p.m.

Respectfully submitted,
Lois MacLean
Recording Secretary



Ron Popp <supervisorwhitewater@gmail.com>

PC Bylaws and Condominium Development Regulations Amendment

2 messages

Randy Mielnik <randy@northplaceplanning.com>

Thu, Mar 2, 2023 at 4:31 PM

To: Christopher Patterson <cpatterson@fsbrlaw.com>, Rachel Steelman <rsteelmanpc@yahoo.com>, Ron Popp <supervisorwhitewater@gmail.com>

Good afternoon Chris:

The Whitewater Township PC met last night and acted on the Bylaws and the Condominium Development Regulations Amendment. A few minor changes were made to both before passage. We wanted to provide updated copies of both documents and draw your attention to the following:

1. Regarding the Bylaws, the most significant change relates to the conflict-of-interest issue. The change is simply the addition of an additional sentence that defines "financial interest" (item C on page 6 of 8). This language came from a CPA, and was provided by Mr. Keaton.
2. Regarding the Condominium Development Regulations Amendment, there were two changes. One typo correction (Subsection E on Page 3) and a clarification to item 6 on Page 6. Attached is a redline version and clean copy.

As these changes did not seem significant (warranting more legal review), they are being sent on to the Township Board today (as today is the deadline for packet material). The Bylaw update is being provided to the Township Board for informational purposes. Please let us know if you see any issues.

Thank You Very Much,

Randy

Randy A. Mielnik, AICP

North Place Planning, LLC

3 attachments



Planning Commission Bylaws - approved 3-2-23.docx
33K



2023.02.10 Whitewater Twp Condo Amendments_as approved by the PC.docx
33K



2023.02.10 Whitewater Twp Condo Amendments_showing edits made at PC Meeting.docx
34K

Ron Popp <supervisorwhitewater@gmail.com>

Fri, Mar 3, 2023 at 3:40 PM

Draft To: Randy Mielnik <randy@northplaceplanning.com>

Just getting to your email. Are these to be placed on the agenda?

Ron Popp
Whitewater Township Supervisor
231.267.5141 Ext. 23
supervisorwhitewater@gmail.com

[Quoted text hidden]

Whitewater Township Planning Commission Bylaws

Adoption Date: March 1, 2023

The following rules of procedure are hereby adopted by the Whitewater Township Planning Commission to facilitate the performance of its duties as outlined in the Michigan Planning Enabling Act, Public Act 33 of 2008, MCL 125.3801, *et seq.*, and the Michigan Zoning Enabling Act, Public Act 110 of 2006, MCL 125.3101, *et seq.*

SECTION 1: MEMBERSHIP

- A. **Membership Size** - The Planning Commission (PC) shall consist of seven (7) members.
- B. **Membership Terms of Office** – Members are appointed by the Township Supervisor for staggered three-year terms with the approval of the Township Board and expire December 31. Members are expected to take the Oath of Office and serve until their term expires and a successor has been appointed as provided above.
- C. **Membership Departure** - Members who are unable or unwilling to serve the entire terms for which they were appointed or who do not wish to be considered for reappointment shall provide sixty (60) days advance written notice of that fact to the Township Supervisor so that a successor may be appointed and approved in a timely manner that does not require the PC to function with less than the seven (7) members provided.
- D. **Membership Qualification** - All members shall be qualified electors of the Township of Whitewater, except that one member may be a non-qualified elector.
- E. **Membership Representation** - Membership shall be representative of the important segments of the community including:
 - 1. Agriculture
 - 2. Natural Resources/Environmental
 - 3. Recreation
 - 4. Education
 - 5. Public Health/Safety
 - 6. Government
 - 7. Transportation
 - 8. Industry
 - 9. Commerce
 - 10. Waterfront Owner
 - 11. Building Trades
 - 12. Resident at Large

- F. Township Board Representation** – One member of the Township Board shall serve as a member of the PC. His/her term shall coincide with their term of office on the Whitewater Township Board of Trustees. The Township Supervisor is ineligible to serve in this capacity. As a Township Board representative, he or she shall prepare and share a report on PC activities at Board meetings, and shall act as a primary liaison between the PC and the Board. The Township Board representative shall also present proposed PC action items at Township Board meetings for consideration. The Township Board representative may not serve as an officer of the PC. The Township Board representative shall also inform the PC of Township Board activities, actions, and goals.
- G. Zoning Board of Appeals Representation** – The Michigan Zoning Enabling Act requires Townships that enact a zoning ordinance to have a Zoning Board of Appeals (ZBA). The ZBA is responsible for ruling on appeals of administrative decisions and zoning ordinance requirements. The processes are explained in the ZBA handbook published by the Michigan Municipal League, and in the Whitewater Township Zoning Ordinance itself. One member of the PC shall be appointed by the supervisor to serve as a member of the (ZBA). His/her term shall coincide with their appointment to the PC. The PC chair shall provide the supervisor with a recommendation for appointment following consultation with the PC membership. The PC member reports to the ZBA on relevant PC actions, proposed ordinances and, developments etc..., and responds to questions regarding the spirit and intent of ordinances. The PC member reports back to the PC on ZBA decisions and any issues the ZBA would like assistance on.
- H. Meeting Participation** - The Township Attorney, Planner, Zoning Administrator and any township planning staff shall have the ability to participate in discussions of the PC as they deliberate on agenda items during meetings.
- I. Zoning Administrator** - The Zoning Administrator shall carry out all responsibilities associated with an employment contract, or job description (if an employee). Such responsibilities should include assisting with the development of the PC annual report, preparation of required legal notices and preparation of materials needed to support development-related PC action items.
- J. Planner** - Subject to applicable contractual terms, the Planner may assist with updates to the Master Plan and zoning ordinance amendments. The Planner may also assist with independent reviews of development-related PC action items (special use approvals, site plans, etc...).

SECTION 2: OFFICERS

- A. Selection and Tenure** - At the first regular meeting each January, the PC shall select a Chairperson, Vice Chairperson and Secretary. All officers shall serve a term of one year and shall be eligible for re-election for consecutive terms for the same office. The newly elected officers shall assume their responsibilities at the next regular meeting. If due to unforeseen circumstances, the PC is unable to elect officers at the January meeting, those officers whose terms as officers have expired and who remain as active members of the PC shall continue their services as officers until elections are held.

- B. Chairperson** - The Chairperson shall preside at all meetings, appoint committees and perform such other duties as may be ordered by the PC, including recommending the ZBA Representative to the Township Board when a vacancy occurs. Other roles and responsibilities include:
1. Preside at all meetings
 2. Appoint committees
 3. Agenda creation and submission
 4. Inform Clerk of any necessary meeting date and/or time changes within 48 hours of known change
 5. Create Action Item list and distribute within 72 business hours of meeting to PC members
- C. Vice Chairperson** - The Vice Chairperson shall act in the capacity of the chairperson in his/her absence. In the event the office of Chairperson becomes vacant, the Vice Chairperson shall succeed to this office for the unexpired term, and the PC shall select a successor to the office of Vice Chairperson for the unexpired term.
- D. Secretary** - The Secretary shall execute documents in the name of the PC and shall perform such other duties as the PC may determine. The Secretary may be assisted by a Recording Secretary and/or the Zoning Administrator in the performance of his/her duties. Other roles and responsibilities include:
1. Ensure hall setup is complete 5 minutes prior to meeting start time (mics checked, name tags, recording equipment, Zoom, chairs, tables, etc.)
 2. Conduct Roll Calls
 3. Monitor zoom & equipment
 4. Take notes
 5. Assist with meeting packet organization and posting in a timely manner.

SECTION 3: MEETINGS

The business the PC may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act. The PC may establish reasonable rules and regulations in order to minimize the possibility of disrupting the meeting.

- A. Regular Meetings** – Meetings of the PC shall be held on the First Wednesday of each month. All meetings shall take place at Whitewater Township Hall, 5777 Vinton Road, Williamsburg, MI 49690 at 7:00 P.M. When a regular meeting falls on a legal holiday or upon a day resulting in a conflict, the PC shall, if possible, select a suitable alternate meeting date in the same month as the originally scheduled meeting.

Notice of regular PC meetings shall be posted at Township Hall each year in accordance with the Open Meetings Act and on the township website.

- B. Special Meetings** - Special meetings may be called by the Chairperson or upon written request to the secretary by at least two members of the PC. Notice of special meetings shall be given to the members of the PC at least 48 hours prior to the meeting. Such notice shall state the purpose, time and location of the special meeting and shall be posted in accordance with the Open Meetings Act.
- C. Notice** - Notice required for specific planning, zoning or other land use actions will be given in accordance with the Michigan Planning Enabling Act, the Michigan Zoning Enabling Act, Land Division Act, or other applicable statute. All PC agendas and notices will be posted on the Township website, whitewatertownship.org. and in all other Township designated locations.
- D. Public Hearings** - All public hearings held by the PC must be held as part of a regular or special meeting of the PC.
1. Public Hearings that will result in the consideration of amending the Zoning Ordinance text or map shall be set by motion of the PC.
 2. Public Hearings that are required for site plan and/or special use consideration may be set in accordance with the PC regular schedule by the Zoning Administrator.
- E. Agenda** – Per, Section 2B above, the chairperson is responsible for preparing a tentative agenda, with assistance from the Zoning Administrator and/or Recording Secretary, if requested. The agenda may be modified by quorum of the PC. The PC may only take action on items that appear on the agenda.
- F. Quorum** - Four (4) members of the PC shall constitute a quorum for transacting business and taking official action for all matters with the exception of Master Plan adoption or amendments (see G below).
- G. Voting** - An affirmative vote of 2/3 of the members of the PC is required to recommend approval of the master plan or amendments to the plan or to amend these bylaws. Unless otherwise required by statute, other actions or motions placed before the PC may be adopted by a majority vote of the members present and voting, as long as a quorum is present. Voting shall be by voice vote; a roll call vote shall be required if requested by any PC member or directed by the chairperson. Except in the case of conflict of interest, all PC members, including the Chairperson and ex officio member, shall vote on all matters.
- H. Public Records** - All meetings, minutes, records, documents, correspondence and other materials of the PC shall be open to public inspection in accordance with the Freedom of Information Act, except as may otherwise be provided by law.
- I. Parliamentary Procedure** – Parliamentary procedure in PC meetings shall be governed by Roberts Rules of Order.

SECTION 4: DUTIES OF THE PC

The PC shall perform the following duties:

- A. Prepare, review, and update a master plan as a guide for development within the Township's planning jurisdiction.
- B. Take such action on petitions, staff proposals and Township Board requests for amendments to the Zoning Ordinance as required.
- C. Take such action on petitions, staff proposals and Township Board requests for amendments to the Master Plan as required.
- D. At the beginning of each year the Chairperson shall appoint one member of the PC to prepare an annual written report of the PC's accomplishments, development and planning activities for the Township Board. As required by the Michigan Planning Enabling Act, this report will include the status of planning activities, including recommendations regarding actions by the Township Board. This report will be presented to the PC for approval before presentation to the Township Board.
- E. Take such actions as authorized or required by the Michigan Planning Enabling Act.
- F. Take such actions as authorized or required by the Michigan Zoning Enabling Act, and Whitewater Township Zoning Ordinance.
- G. Review, approve and submit an annual budget to the Supervisor, on or before the first Township Board meeting in January of each year.
- H. Perform other duties and responsibilities or respond as requested by any Township Board or Commission.

SECTION 5: ABSENCES AND REMOVALS

- A. To be excused, members of the PC shall notify the PC Chairperson, or Township Staff when they intend to be absent from a meeting. Failure to make this notification prior to the meeting shall result in an unexcused absence.
- B. Members may be removed by the Township Board for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing.
- C. Following three consecutive absences or six within any 12-month period, the PC Chairperson shall present to the Township Board a recommendation for dismissal or continued service of a member.

SECTION 6: CONFLICT OF INTEREST

During the Declaration of Conflict of Interest portion of the agenda, PC member(s) shall disclose the potential conflict of interest to the full PC membership. Failure of a member to disclose a potential conflict of interest as required by these bylaws constitutes malfeasance in office.

Conflict of interest is defined as, and a PC member shall declare a conflict of interest and abstain from participating in PC deliberations and voting on a request, when:

- A. An immediate family member is involved in any request for which the PC is asked to make a decision. "Immediate family member" is defined as a spouse, mother, father, sister, brother, son, or daughter, including an adopted child.
- B. The PC member has a business or financial interest in the property involved in the request or has a business or financial interest in the applicant's company, agency or association.
- C. The PC member owns, or has a financial interest in, property that is required to receive a notice of a public hearing as required by the Whitewater Township Zoning Ordinance on an application under consideration by the PC. A financial interest is herein defined as an ownership stake in an equity security or debt security issued by an entity, including the rights and obligations to acquire such an interest.
- D. These guidelines shall be superseded when the "rule of necessity" is invoked.

If there is a question whether a conflict of interest exists or not, the question shall be put before the PC. Whether a conflict of interest exists or not shall be determined by a majority vote of the remaining members of the PC.

In the event that a conflict is declared, the member shall remove themselves from the meeting table until the agenda item is concluded.

SECTION 7: COMPENSATION

PC members will receive compensation on a per meeting basis as determined by the Township of Whitewater Board of Trustees. PC members may receive reimbursement for travel and expenses with recommendation by the PC and approval by the Township Board.

SECTION 8: EDUCATION

Members shall complete one training/educational program each year. Training may be provided when available at regular meetings of the PC by other PC members, the Planner or Zoning Administrator and will qualify as acceptable training. Additional training from professional or educational organizations is also encouraged.

SECTION 9: ORDER OF BUSINESS

The order of business shall be as follows:

1. Mic Check, Call to Order/Pledge of Allegiance
2. Roll Call of PC Members
3. Set/Adjust Meeting Agenda
4. Declaration of Conflict of Interest pertinent to agenda items
5. Public Comment – Any person shall be permitted to address a meeting of the PC. Public comments shall be carried out in accordance with the following rules and procedures:
 - a. Comments shall be directed to the PC, with questions directed to the Chair.
 - b. Any person wishing to address the PC shall speak from the lectern (or use raise hand feature if Zoom is being utilized) and state his/her name and address.
 - c. Persons may address the PC on matters that are relevant to Township planning and zoning issues.
 - d. No person shall be allowed to speak more than once on the same matter, excluding the time needed to answer a PC members' questions.
 - e. Public comment shall be limited to 3 minutes per person.
6. Public Hearing
 - a. Open public hearing/ state time.
 - b. Request those attending sign attendance sheet.
 - c. State date of public hearing notice publication and newspaper published in.
 - d. State purpose of public hearing.
 - e. Brief Introductory Presentation (Zoning Admin. Planner, Applicant/Agent, etc.).
 - f. Read any written comments received.
 - g. Receive public comment.
 - h. Close public hearing/state time.

Questions shall be addressed through the Chair during the public hearing. PC discussion and action shall take place after the public hearing is closed. Action may also take place at a subsequent PC meeting.
7. Approval of Minutes of Previous Meeting(s)
8. Correspondence
9. Reports/Presentations/Announcements/Comments
 - a. Zoning Administrator
 - b. Chair
 - c. Township Board Representative
 - d. ZBA Representative
 - e. Committee Reports
 - f. Additional Items
10. Unfinished Business
11. New Business
12. Next Meeting Agenda (Review action items, due dates, meeting date/time)
13. Public Comment
14. PC Discussion/Comments
15. Continuing Education (5-15 minutes at each meeting)
16. Adjournment

SECTION 10: EX-PARTE COMMUNICATIONS

Pursuant to the Open Meetings Act, a “meeting” is any gathering of a quorum of members of a governmental body to discuss, or take action on, official business or policy. The term “meeting” also applies to information-gathering and fact-finding sessions at any location where a quorum of members is present and discussions include a public business item. All meetings must be properly noticed and advertised pursuant to the Open Meetings Act.

Members of the PC may not email, text or engage in other forms of electronic communication during, or outside of formal meetings for the purpose of sharing information or asking questions related to any action item. Additionally, it is the policy of the PC to not take part in meetings of three or more PC members at any location with an applicant to discuss a pending action item. Such communication may constitute deliberations toward decision-making or an actual decision.

SECTION 11: SUBMITTAL DEADLINES

To facilitate timely action on agenda items, it is the policy of the PC to require complete applications, applicable fees and related supporting material to be submitted to the Zoning Administrator no less than ten working days before a scheduled PC meeting. This provides time to review material, determine its completeness, place it on the meeting agenda and include all relevant materials in the meeting packet. If changes, updates, or additional information related to application for an action item is provided less than ten working days before a PC meeting, the PC reserves the right to defer consideration of such additional or updated material to a subsequent meeting.

SECTION 12: MEETING PACKETS

To ensure that PC members and the public have adequate time to review the agenda, and supporting materials for an upcoming meeting, the PC will aim toward making meeting packets available by the close of business on the day that is one week before the meeting. Pursuant to Section 3A above, the packet should be available by 5 PM on the prior Wednesday.

SECTION 13: AMENDMENTS

These bylaws may be amended at any time following a recommendation of the majority of the membership of the PC and subsequent notification to the Township Board. It is the policy of the PC to review these by-laws in January of each year and thereafter, make necessary changes to maintain a relevant and useful set of rules of conduct and practice.

Memo

To: Whitewater Township Board of Trustees

CC: None

Date: 6.13.2023

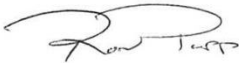
Re: Township Board of Trustees

Board Members –

Last month the Clerk explained how the “Board of Trustees” was not a real thing and my memos should not be addressed to a mythical character. A quick search of the Michigan Townships shows the phrase is used very commonly.

Please let me know if this you desire to be addressed differently. No motion is made at this time.

Respectfully submitted,



Whitewater Township FOIA Coordinator
Supervisor, Whitewater Township

Township Board Of Trustees

RELATED PAGES

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Principles](#)[Township Organization
Chart](#)[Public Hearing Notices](#)

About the Northfield Township Board

The Township Board is elected by the people. The Township Board is comprised of seven members; Supervisor, Clerk, Treasurer, and four Trustees. The Supervisor chairs the Township Board meetings and the Board appoints a Township Manager to oversee Township operations.

Board members elected serve four-year terms in the Presidential Election year and their office commences at 12:00 p.m. on November 20, 2020. The Board is responsible for enacting ordinances, allocation and approval of budget, Township policy, and other items authorized by State Statute.

Township Board meetings are generally held on Tuesday evenings, twice per month (second and fourth Tuesday of every month) and start at 7:00 p.m. on the second floor of the Public Safety Building. The meetings are open to the public.



[Home](#) » [Boards & Committees](#) » Township Board of Trustees

Clerk

Supervisor

Treasurer

Township Board of Trustees

The Board of Trustees acts as the Township's legislators and is required to vote on all issues. Its primary responsibility is to guard the township's financial health. Trustees are responsible for adopting ordinances, adopting the budget, and appointing most employees, boards, and

MINUTES
FOR THE BOARD OF COUNTY ROAD COMMISSIONERS OF
GRAND TRAVERSE COUNTY
REGULAR BOARD MEETING OF
THURSDAY, APRIL 27, 2023 – 6:00 P.M.
1881 LAFRANIER ROAD, TRAVERSE CITY MI 49696

1. PLEDGE OF ALLEGIANCE

Commissioner Underwood led in the Pledge of Allegiance.

2. ROLL CALL

Jason Gillman - Present
Haider Kazim – Present
Alisa Korn – Present
Alan Leman - Present
Joe Underwood - Present

3. APPROVAL OF AGENDA

Motion by Korn, seconded by Gillman to approve the agenda with additional item, inserted after Item Q, Purchase of 2023-2024 Winter Blades (new Action Item R.)

CARRIED Unanimously.

4. CONFLICT OF INTEREST

No conflict of interest was offered at this time.

5. PUBLIC COMMENT

Dan Olson of Mallard Drive stated that the concerns for fencing at Bluff Road was to reinforce the barricades that people kept moving and replacing the snow fencing where the failures are. He again requested that the road commission do work to help prevent further damage.

6. ACTION ITEMS

A. Appointments

6:05 PM – Bill Zipp, OHM stated that a lot has happened over the last month. MDOT and the Federal Highway Administration have approved this as an environmental assessment. The next step is initiation. Once initiation occurs, they will have 12 months to complete the document. The alternatives should be finalized within the next month. He added that they will be starting public engagement. They will meet with the LAG groups, property owners and have a public information meeting. They are working on the Grant assistance process. To get the FONSI, money needs to be available for the next phase.

6:15 PM – Josh Francis, Scharmen Road, stated that he has spoken with East Bay and Paradise Townships. He added that the City of Traverse City owns a good portion of Scharmen Road. He is looking to get the petition signed within the next 30 days.

B. Consent Calendar

Motion by Kazim, seconded by Gillman to approve the Consent Calendar.

1. Minutes The Board approves the minutes of Regular Meeting of March 23, 2023, and Work Session Meeting of April 15, 2023.

2. Payroll

The Board approves Payroll #23-06, #23-07 and #23-08 for \$181,665.15, \$179,224.55 and \$152,179.17, respectively.

3. Accounts Payable

The Board approves Accounts Payable in the amounts of \$468,464.12 and \$490,923.71.

4. Financial Reports

No new reports at this time.

5. Communications

The Board directs staff to receive, file and respond to communications, as necessary.

ROLL CALL VOTE:

YEAS: Lemman, Gillman, Kazim, Korn, Underwood

NAYS: None

ABSENT: None

CARRIED Unanimously

C. Items Removed From The Consent Calendar

No items were removed from the Consent Calendar.

D. Reports

Kluczynski stated that there is a new organizational chart, grouping people together that will be working on strategic planning initiatives. He added that they had a second interview and will be making an offer. Interns will be starting in the month of May.

Korn asked about the Grant Writer and Communications positions. She stated she saw a place holder for the Grant Writer, but not for communications.

Kluczynski stated that he thinks that communications can be handled within the organization.

Korn asked who was attending the LEPC.

Kluczynski stated that he attends when it pertains to us.

Korn's concern was that there have been discussions of the Parkway shutdown and wants to make sure that the GTCRC is involved.

Kluczynski stated he participated in a discussion. Passenger vehicles will not be detoured. Trucks will detour down Three Mile and Airport Roads. MDOT will do an assessment of the roads, if significant damage is done, they will pay us for it. He added that it is expected to start this fall and will be closed for two years.

E. Approval of Strategic Plan

Motion by Gillman, seconded by Korn to approve the Strategic Plan as presented.

CARRIED Unanimously

F. MPO Participation Resolution

Kluczynski stated that this resolution is not forming the MPO, this is an agreement that we will participate in discussions. There will be changes in bylaws later.

Rob Carson, Networks Northwest, stated the next meeting is May 9th. They will be asking the existing TTCI Policy Board to schedule two meetings in June for discussion of intergovernmental agreements. The two meetings in June will include representatives of transit/transportation agencies and local governments that are interested. They will help guide the conversation. Those transit/transportation agencies and local governments will meet to determine how the formation of the MPO will take place. This will determine who will represent on the policy board, voting members, what dues will be, etc. This information will go into a draft intergovernmental agreement. The policy board would need to review and then go back to the governing bodies (transit/transportation agencies, local governments) for their approval. The MPO Policy board would then need to adopt it, then it will go to MDOT to get the governor's signature.

He added that he had been presenting to other agencies. The MPO boundary recommended by MDOT incorporated additional units of government. (Long Lake Township, Blair Township, Green Lake Township, Bingham Township, Whitewater Township, Peninsula Township and GTB)

Kazim asked who was involved in TTCI.

Carson stated that the Grand Traverse County Road Commission, Leelanau County Road Commission, Grand Traverse County Commissioners, Acme Township, East Bay Township, Garfield Township, Elmwood Township, City of Traverse City and BATA.

Carson stated that this resolution will go to each entity that wishes to participate and that they are interested in an intermunicipal committee to discuss the development of an intergovernmental agreement.

Kazim asked if the intergovernmental agreement will then establish the MPO.

Carson stated that it would.

Commissioners discussed concerns.

Kazim questioned the review of the bylaws.

Carson stated that they will have to be reviewed because of the requirements from the Federal Government regarding MPO's.

Underwood asked who approves the staffing for the MPO.

Carson stated that they are looking to have Networks Northwest do the staffing.

Underwood asked what the advantage to participating is.

Carson stated funding.

Underwood asked what would happen if we did not participate.

Carson stated it was moving forward whether the road commission participates or not.

Gillman felt this resolution was a contract and stated he did not feel comfortable signing.

Korn stated that agreeing to this resolution is just getting us a seat at the table. They can then later agree to participate or not.

Motion by Kazim, seconded by Underwood to approve the MPO Participation Resolution.

ROLL CALL VOTE:

YEAS: Kazim, Korn, Underwood

NAYS: Gillman, Leman

ABSENT: None

CARRIED

G. Bluff Road Fence Bid Results, Peninsula Township

Saksewski read the memo to the board. Prices came in high, and staff is not recommending putting up a fence.

Saksewski had a meeting with the Peninsula Township Fire Department. They have concerns with vehicles being in closed areas catching fire and them not being able to get a fire truck to the location.

Saksewski suggested two options. The first was to put up signs and guardrails. The second was to put up bollards and have it go out for a bid.

Motion by Kazim, seconded by Gillman to direct staff to put up proper signage for the Bluff Road closed portion.

CARRIED Unanimously

H. Bluff Road Resolution, Peninsula Township

Motion by Gillman, seconded by Korn to approve the Resolution for Bluff Road.

CARRIED Unanimously

I. Roadkill Discussion/Policy, Countywide

Kluczynski stated that the DNR had approached us with concerns about our handling of deer. They proposed that we build a pit to bury the deer or dispose of it in a garbage can. Staff have tried to contact the local officers in hopes of getting something in writing stating that it is okay to leave the deer in the right-of-way, in remote areas, and our employees will not be fined. There have been no recent communications.

Kazim stated that we will probably not hear back from the DNR and suggested speaking with a State Representative or Senator.

Saksewski stated that CRA is working on this also. It is a legislative priority. He added that the current practice since this has all started is that it is moved out of the path of travel. If it is in a ditch, it is moved to a higher location, still in the right-of-way.

J. Individual Employee Retirement Accounts

Kluczynski stated that this is not accounts that go through MERS. There are currently two Individual accounts that employees can contribute to, Nationwide and Empower. Kluczynski would like to consolidate to one account. They have looked into Thrivent and their costs are substantially lower with better returns.

Motion by Kazim, seconded by Leman to switch Individual Employee Retirement Accounts to Thrivent.

CARRIED Unanimously

K. Signal Modernization – South Airport Rd & Veterans/Victoria Dr and South Airport Rd and Garfield Rd, Garfield Township

Kluczynski stated this is a complete rebuild. Everything needs to be replaced.

Korn asked if these are lights that will fail if we do not do something about it.

Weichlein confirmed that they would.

Kluczynski stated that if this is not done, we would have the same issue that we did at South Airport and LaFranier/Barlow with the failure.

Motion by Kazim, seconded by Korn to approve J. Ranck Electric, Inc for the Traffic Signal Modernization Projects in the amount of \$828,810.55, more or less.

Korn questioned how many signals are to this point of replacement.

Kluczynski stated there are several others in the next several years. Some will just need maintenance. He added that Silver Lake and South Airport Road signal will be getting replaced also.

ROLL CALL VOTE:

YEAS: Kazim, Korn, Leman, Underwood

NAYS: Gillman

ABSENT: None

CARRIED

L. Traffic Signal Removal (Garfield Rd & Cherryland Mall, Garfield Township) and FYA Conversion Project (N. Long Lake Rd & Zimmerman Rd, Garfield Township), (Hammond Rd & Keystone Rd, Garfield Township), and (S. Airport Rd and Townline Rd, East Bay Township)

Motion by Leman, seconded by Kazim to approve J. Ranck Electric, Inc. for the Traffic Signal Removal and FYA Conversion Project in the amount of \$67,737.00, more or less.

Kluczynski stated that the light will be removed at the Cherryland Mall.

Korn questioned how staff determines to put in the Flashing Yellow Arrow.

Weichlein stated that FYA it is based on volumes.

ROLL CALL VOTE:

YEAS: Leman, Gillman, Kazim, Korn, Underwood
NAYS: None
ABSENT: None
CARRIED Unanimously

M. Crack Seal Contract Award, Countywide

Motion by Gillman, seconded by Leman to approve Scodeller Construction, Inc. for the 2023 Crack Seal Program in the amount of \$196,140.00, more or less.

ROLL CALL VOTE:

YEAS: Gillman, Kazim, Korn, Leman, Underwood
NAYS: None
ABSENT: None
CARRIED Unanimously

N. Chip Seal Contract Award, Countywide

Kluczynski stated that one bid was received. The bidder cannot guarantee that the work will be able to be completed this year. If they cannot complete anything this year, staff will need to put it back out for bid with two years' worth of work. They will do this for us in the spring and hold their prices.

Gillman asked what it would take to do this in-house.

Kluczynski stated that we would need to increase our staff by fifteen people. During the winter, we do not have that many routes to employ them.

Motion by Gillman, seconded by Leman to approve Fahrner Asphalt Sealers for the 2023 Chip Seal Program, in the amount of \$3,767,766.13, more or less, contingent upon availability.

ROLL CALL VOTE:

YEAS: Kazim, Korn, Leman, Gillman, Underwood
NAYS: None
ABSENT: None
CARRIED Unanimously

O. Safety Projects Resolutions, Garfield, Long Lake and Paradise Townships

Kluczynski stated these are just the resolutions of the safety projects they agreed to.

Kazim questioned the North Long Lake Road turn lanes.

Leman stated they were looking at a different design and did not want to go with the turn lanes until design was figured out.

Motion by Leman, seconded by Gillman to approve the resolutions with a twenty percent (20%) match for the Safety Projects.

ROLL CALL VOTE:

YEAS: Korn, Leman, Gillman, Kazim, Underwood
NAYS: None
ABSENT: None
CARRIED Unanimously

P. Permit Fee Schedule Updating, Countywide

Kluczynski stated that fees have been updated. He is requesting that the board schedule a public hearing for the next regular meeting. The fees have not changed since 2014. They are looking to add a re-inspection fee. That is the only addition, the rest are increases to cover our costs.

Gillman stated that he wishes all driveways were the same fee.

Leman stated he had a concern with the \$500 Variance Fee. The other commissioners had concerns with this also.

Motion by Korn, seconded by Kazim to approve a public hearing at the next Regular Meeting, May 25, 2023, for the Permit and Land Development Fee and Cost Schedule.

CARRIED Unanimously

Q. Purchase of Two (2) 2023 GMC Terrain AWD, SLE Utility SUV

Motion by Leman, seconded by Gillman to accept Todd Wenzel Buick GMC's offer to sell two 2023 Terrains for a total purchase price of \$55,222.40, more or less.

ROLL CALL VOTE:

YEAS: Leman, Gillman, Kazim, Korn, Underwood
NAYS: None
ABSENT: None
CARRIED Unanimously

R. Purchase of 2023-2024 Winter Blades

Kluczynski stated that this is the bid that Leelanau County Road Commission put in and we will piggyback off their bid.

Motion by Gillman, seconded by Kazim to approve the purchase of the 2023-2024 Winter Blades not to exceed \$60,000.

ROLL CALL VOTE:

YEAS: Gillman, Kazim, Korn, Leman, Underwood
NAYS: None
ABSENT: None
CARRIED Unanimously

S. Approval of Auditor and Process

Kluczynski stated that the County will be using the same auditor. The county has offered to take over the solicitation of auditors.

Motion by Kazim, seconded by Gillman to approve the audit cost proposal in the amount of \$15,625.00.

ROLL CALL VOTE:

YEAS: Kazim, Korn, Leman, Gillman, Underwood

NAYS: None

ABSENT: None

CARRIED Unanimously

T. Closed Session for Union Contract Discussion

Motion by Gillman, seconded by Kazim to go into Closed Session to discuss the Union Contract.

ROLL CALL VOTE:

YEAS: Kazim, Leman, Gillman, Korn, Underwood

NAYS: None

ABSENT: None

CARRIED Unanimously

Commissioners went in to closed session at 8:32PM

Motion by Gillman, seconded by Leman to come out of closed session.

CARRIED Unanimously

The open meeting resumed at 8:52 PM.

7. INFORMATIONAL ITEMS

A. Manager's Comments

Kluczynski stated that the office is switching its hours. The office will be open from 7:00 AM to 4:00 PM, Monday through Thursday and 8:00 AM to Noon on Friday.

He added that Clerk Carpenter had gotten married, and her last name is now Hedges.

B. Commissioners' Comments, Questions and Future Agenda Items

Korn asked if we were having a special meeting on May 11th, 2023.

Kazim will be on vacation.

Korn could do May 11th but is not available until 7:00PM.

The Special Meeting will be May 11th, 2023, at 7:00PM.

The commissioners had no further comments.


8. PUBLIC COMMENT

No public comment was offered at this time.

9. ADJOURNMENT

Upon a motion made by Leman, seconded by Gillman, the Board adjourned at 8:59 PM.


Kylie Hendges, Clerk


Joe Underwood, Chair

MINUTES
FOR THE BOARD OF COUNTY ROAD COMMISSIONERS OF
GRAND TRAVERSE COUNTY
SPECIAL MEETING OF THURSDAY, MAY 11, 2023 – 7:00 P.M.
1881 LAFRANIER ROAD, TRAVERSE CITY MI 49696

1. PLEDGE OF ALLEGIANCE

Commissioner Underwood led in the Pledge of Allegiance.

2. ROLL CALL

Jason Gillman - Present
Haider Kazim – Absent and Excused
Alisa Korn – Present
Alan Leman - Present
Joe Underwood – Present

3. APPROVAL OF AGENDA

Motion by Leman, seconded by Korn to approve the agenda.

CARRIED Unanimously.

4. CONFLICT OF INTEREST

No conflict of interest was stated.

5. PUBLIC COMMENT

No public comment was offered at this time.

6. ACTION ITEMS

A. Roadkill Discussion (Countywide)

Kluczynski stated that staff is still waiting for the letter from the DNR that the County was promised last week. This is an issue throughout the state and other road commissions are concerned. CRA is proactively working on this and is looking for reimbursement from the DNR for pick-up of deer.

Saksewski added that the typical cost for deer pick-up with two members of the crew and equipment is between \$80 - \$100.

B. Parsons Road Award (East Bay Township)

Saksewski stated that two bids were received for a bid opening on May 8, 2023, for the Parsons Road crush and shape project. An addendum was issued but was in plenty of time before the opening. Staff is recommending that the bid be awarded to Elmer's Crane and Dozer, Inc. in the amount of \$707,305.10.

Gillman asked what our stake was in a Federal Project.

Kluczynski said he would have to check with Schoonover, but typically it is 20 – 25%.

Korn questioned the engineer's estimate.

Kluczynski stated that this is the engineer's estimate based off similar projects. He added that this project will start once paperwork is all set.

Motion by Leman, seconded by Gillman to award the Parsons Road Project to Elmer's Crane and Dozer, Inc. in the amount of \$707,305.10, more or less.

ROLL CALL VOTE:

YEAS: Gillman, Korn, Leman, Underwood

NAYS: None

ABSENT: Kazim

CARRIED Unanimously

C. OHM Office Technician Services (Countywide)

Kluczynski stated that this is for Professional Services for federal paperwork. Staff is hoping this can be handled in-house, this is back-up in case that doesn't work out.

Saksewski added that it was for the Voice Road, Veterans Drive and Cedar Run Road Projects. These projects are expected to be completed by September 2023.

Motion by Korn, seconded by Gillman to approve the Office Technician Statement of Understanding with OHM in the amount of \$24,500.00, more or less.

ROLL CALL VOTE:

YEAS: Korn, Leman, Gillman, Underwood

NAYS: None

ABSENT: Kazim

CARRIED Unanimously

D. MPO Discussion (Countywide) – (BK)

Kluczynski stated that they had a meeting last week and everything is moving forward. On June 16th, they are going to start negotiations for forming the MPO. He is hoping that Kazim can attend also.

He added that through discussions, the main advantage of the MPO is access to grants. Members agree that there needs to be different voting authorities. BATA has no choice and must be involved in the MPO. Their funding is different and will rarely compete with us for funding.

Gillman asked what the necessity was to have Networks Northwest involved and who pays those involved.

Kluczynski stated that they are a separate entity that will speak with the MPO Board. We could end up paying these people but would be reimbursed by Federal Funds. Or it could be a private entity.

Korn mentioned that the MPO would not answer to any of the groups involved, but that GTCRC housing them could make others involved uncomfortable. She added that they need to think of ideas of where to house the MPO. She also asked about the make-up of other MPO's.

Kluczynski has done some research and stated that they are all different. He added that the MPO needs to be done by the end of July, so it can be presented to the Governor by October 1st.

7. PUBLIC COMMENT

No public comment was offered at this time.

8. MANAGER'S COMMENTS

Kluczynski had no further comments.


9. COMMISSIONERS' COMMENTS, QUESTIONS & FUTURE AGENDA ITEMS

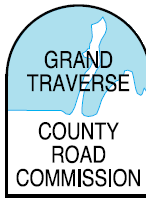
Commissioners had no further comments.

10. ADJOURNMENT

Upon a motion made by Leman, seconded by Gillman, the Board adjourned at 7:54 PM.


Kylie Hendges, Clerk


Joe Underwood, Chair



*"Our mission is to upgrade and maintain
a safe and efficient road system"*

PAGE 1 OF 2

TO: Essential/Emergency Services and News Media
FROM: Grand Traverse County Road Commission
DATE: May 17, 2023
SUBJECT: **RECORD EAGLE ARTICLE**
CONTACT: Brad Kluczynski, Manager, extension 215 Email: bkluczynski@gtrc.org

FOR IMMEDIATE RELEASE

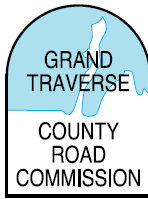
Traverse City.

The article this morning in The Record Eagle regarding the DNR, GTCRC, and roadkill contains inaccurate information and misquotes. The author has made uninformed interpretations of a boilerplate statement by the DNR and presented those interpretations as committing the GTCRC to resuming activities which would still present potential legal ramifications for this organization, our employees, waste management organizations, and property owners. A significant misquote also exists in the article. The article reads "It begin (sic) as matter of funding." The quote provided to The Record Eagle explained that this matter *did not* begin as a matter of funding.

GTCRC has reached out to and engaged with multiple members of The Record Eagle staff on this matter. As of the writing of this memo, it is our understanding that The Record Eagle is removing the story from digital publications and is considering a response in print tomorrow. Unfortunately, regardless of the response by The Record Eagle, this article has already gone to print and been posted online.

Here is what is known to be true:

1. The DNR has authored language that says "...contractors and others have the authority and thus permission to transport road killed deer for proper disposal in landfills or other lands with permission of the landowner."
2. The DNR is interpreting the public road right-of-way as an easement where an adjacent property owner, public or private, can revoke permissions or otherwise obstruct road maintenance activities. Road maintenance authority within the public road right-of-way is codified in several MCLs.

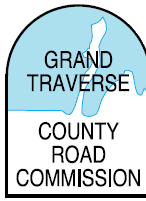


*"Our mission is to upgrade and maintain
a safe and efficient road system"*

PAGE 2 OF 2

3. This boilerplate statement by the DNR does not address the requirements set forth in the Natural Resources and Environmental Protection Act (Act 451 of 1994) or the DNR's Wildlife Conservation Order or exempt road agencies or their employees from the responsibilities thereto. Any DNR officer may interpret previously allowed road commission activities as a violation of either of these mandates and cite/fine the organization or employee.
4. This boilerplate statement by the DNR does not address the requirements of property owners, public or private, set forth by EGLE regarding surface and groundwater contamination by animal carcasses. "Permission of the landowner" is not adequate to dispose of roadkill. Significant and additional operational and administrative burdens are incurred by all involved should the DNR's recommendation for using property outside of the road right-of-way be followed and EGLE requirements be adhered to. Following the DNR's recommendation without consideration of EGLE requirements may result in the GTCRC, its employees, and accommodating property owner(s) being cited/fined.
5. This boilerplate statement by the DNR does not address the requirements of property owners, public or private, set forth in the Bodies of Dead Animals Act (BODA) regarding carcasses other than Cervidae (deer). Deer are not the only large carcasses removed from the path of travel by the GTCRC. Following the DNR's recommendation without consideration of BODA requirements may result in the GTCRC, its employees, and accommodating property owners being cited/fined.

When you see road workers, Drive like YOU work there!



*"Our mission is to upgrade and maintain
a safe and efficient road system"*

TO: Essential/Emergency Services and News Media
FROM: Grand Traverse County Road Commission
DATE: May 25, 2023
SUBJECT: ROADKILL REMOVAL
CONTACT: Brad Kluczynski, Manager, extension 215 Email: bkuczynski@gtcrc.org

FOR IMMEDIATE RELEASE

Traverse City.

While GTCRC continues to contest the confusing and conflicting positions taken by EGLE and DNR as it relates to roadkill removal and disposal, GTCRC has been advised by legal counsel to revise procedures as follows effective Monday May 29th, 2023:

- Roadkill carcasses will be left where they fell if possible
- Where roadkill carcasses pose a hazard to public travel or hinders GTCRC operational activities:
 - o the roadkill carcass will be moved outside of the traveled part of the highway or area of GTCRC operational activity at as close to a ninety (90) degree angle as possible
 - o the roadkill carcass will not be placed near sources of water (creek, river, lake, wetland, or ditch)
 - o If there is insufficient room to accommodate a carcass between the traveled part of a highway and a ditch, the carcass should be moved to a suitable elevation beyond the backslope of the ditch, but still within the right-of-way

In cases where the hazard to public travel cannot be eliminated through adherence to these rules, the Road Commission retains the ability to close the roadway to travel until the hazard no longer exists.

GTCRC encourages concerned residents to contact their representatives, the DNR, and EGLE.

When you see road workers, Drive like YOU work there!



*"Our mission is to upgrade and maintain
a safe and efficient road system"*

TO: Essential/Emergency Services and News Media
FROM: Grand Traverse County Road Commission
DATE: May 31, 2023
SUBJECT: **ROADKILL REMOVAL CLARIFICATION**
CONTACT: Brad Kluczynski, Manager, extension 215

Email: bkluczynski@gtcrc.org

FOR IMMEDIATE RELEASE

To further clarify why the GTCRC has stopped removing roadkill within the Right-of-Way, this press release will outline the GTCRC's position. GTCRC believes that the collection of roadkill is a necessary service and should be maintained. The GTCRC is ready and willing to resume the collection of roadkill.

However, upon the legal advice of MCRC SIP, the risk management pool that covers liability for the road commission, GTCRC employees could face potential criminal charges if they continue to collect roadkill. This means a criminal misdemeanor charge punishable by a fine of not less than \$50.00 or more than \$500.00 or by imprisonment for not more than 90 days as well as civil penalties of \$10,000-\$25,000 per violation for each day the violation occurs.

The GTCRC cannot order its employees to take any action that could subject them to criminal and civil liability that the DNR (Department of Natural Resources) and EGLE (Environment, Great Lakes and Energy) have threatened us with.

It is for this reason only that the GTCRC Board of Commissioners made the difficult decision to stop collection of roadkill. We want to be very clear that the GTCRC remains ready and willing to collect roadkill once the DNR and EGLE assure us that our employees will not be threatened or charged with criminal wrongdoing and/or civil fines.

The GTCRC encourages residents to contact the DNR, EGLE, your state representative or senator and ask them to remedy this situation.

DNR Wildlife Division at: 517-284-9453 (517-284-WILD) or DNR-Wildlife@michigan.gov
EGLE Office of Public Information at: 800-662-9278 or EGLE-Assist@Michigan.gov

When you see road workers, Drive like YOU work there!

DRAFT MINUTES**Whitewater Township Board
Minutes of Special Meeting held May 3, 2023****Call to Order**

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

Roll Call of Board Members

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

Board Members absent: None

Others present in person: Zoom Facilitator Lois MacLean and 4 others

Others present via Zoom: Attorney Matt Kuschel and 6 others

Set/Adjust Meeting Agenda

There were no adjustments.

Declaration of Conflict of Interest

None

Public Comment

Public comment began at 9:01 a.m.

Vicki Beam

Tom McElwee

Karin Boyd

Connie Hymore (read statement of Frank Hymore)

Public comment ended at 9:13 a.m.

Agenda Items as Listed in Special Meeting Notice**HYMORE COMPLAINT – CLOSED SESSION**

Motion by Goss to enter closed session pursuant to MCL 15.268(1)(h) and MCL 15.243(1)(g) to discuss a confidential written legal opinion from the Township Attorney regarding township land divisions and specifically parcel 13-136-001-02; second by Benak.

Roll call vote: Vollmuth (did not vote); Benak, yes; Popp, no; Glenn, no; Goss, yes. Motion failed.

Benak stated she is going to exercise her right to leave the meeting.

Kuschel confirmed the motion to go into closed session failed.

At 9:16 a.m., Benak left the meeting.

At 9:17 a.m., Popp left the meeting to take a phone call.

DRAFT MINUTES

At 9:19 a.m., Popp returned to the meeting.

Kuschel provided several options to discuss the legal opinion.

Lengthy discussion followed.

Motion by Popp to uphold the elements of general ordinance 26, amendment 3, as written.

Findings of fact:

1. Request for variance is nonexistent.
2. Parcel B could have been divided in a manner to make it comply with the ordinance, moving the north line.
3. No record of topographical or environmental adverse circumstances.
4. The ordinance is a local law, flawed or unflawed.
5. Following township ordinance is important to the greater good.

Based on the findings of fact, we find parcel 28-13-136-001-02 noncompliant with Whitewater Township general ordinance number 26, amendment 3, effective 03/19/2011, specifically section 7(d), and is not eligible for any building permits or zoning approvals such as special land use approval or site plan approval.

Popp stated he will make that motion.

Glenn seconded.

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

FINAL SIGNATURES – WHITEWATER TOWNSHIP PARK IMPROVEMENTS PROJECT

Motion by Popp to award Molon Excavating the bid dated 01/30/2023 for phase one (items 1 through 19) at a cost of \$461,034.71, plus the correction letter dated 02/13/2023 in the amount of \$23,900, as well as Alternate Price Bids A, B, D and E at a cost of \$39,562.64, of the Whitewater Township Park Improvement Project, for a total cost of \$524,497.35, based on the recommendations of Fleis & VandenBrink engineering firm; second by Glenn.

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

Various contract provisions were discussed.

Popp will accept designated representative duties, per policy. He confirmed if he needs help, he will ask for it.

DRAFT MINUTES

Motion by Glenn to authorize Supervisor Popp to sign the Molon contract with an effective date of 03/10/2023 for the Whitewater Township Park Improvement Project, contract number 842850, in the amount of \$484,934.71; second by Vollmuth.

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

Various contract provisions were reviewed.

Popp withdrew his name as project representative.

At 12:50 p.m., Popp left the meeting.

Motion by Vollmuth to nominate Goss to take over the meeting; second by Glenn.

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

Motion by Glenn to table review of the Whitewater Township boat ramp expansion contract; second by Vollmuth.

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

APPROVE PARK RANGERS

Motion by Glenn to approve the three (3) park ranger pay rates as presented for the 2023 park season and to approve 05/01/2023 as the effective date of employment for Andrew Butler Parks & Recreation Manager; second by Goss.

Glenn revised the motion to add the names of David (Tripp) Wagner, Vickie Emerson, and Mike Dwyer for park rangers.

Goss re-seconded the motion.

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

OTHER CAMPING PARK OPENING ITEMS NEEDING BOARD INPUT/ACTION

Glenn thanked the following volunteers who have helped out at the park, Vickie Emerson, Lorie North, Carol Wakely, Hilary Modica, Rod Rebant, Al Keaton, Randy Mielnik, Denise Peltonen, Jay Holden, Andrew Butler, and commented on free camping weekend and credit card processing.

Board Comments/Discussion

Vollmuth wants a copy of the tribe's boat wash.

*DRAFT MINUTES***Public Comment**

Public comment began at 1:13 p.m.

Rachel Steelman
Connie Hymore
Vicki Beam

Public comment ended at 1:19 p.m.

Adjournment

Motion by Vollmuth to adjourn; second by Glenn. Roll call vote: Vollmuth, yes; Goss, yes; Glenn, yes; Benak, absent; Popp, absent.

Meeting adjourned at 1:19 p.m.

Cheryl A. Goss
Whitewater Township Clerk

DRAFT MINUTES**Whitewater Township Board
Minutes of Regular Meeting held May 9, 2023****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: Clerk Goss, Treasurer Benak, Trustee Glenn, Trustee Vollmuth, Popp

Board members absent: None

Others present in person: Fire Chief Brandon Flynn, Zoom Facilitator Lois MacLean, and 5 others

Others present via Zoom: 7

Set/Adjust Meeting Agenda

Glenn requested to add salary/wage schedule for 2023/2024 for discussion.

Benak requested to add quote from Tobin and an RFP.

Glenn provided a document to add under Unfinished Business #1 Camping Park Questions.

Salary/Wage Schedule will be added as New Business #13.

Benak's documents will go under New Business #8 Annual Audit.

Motion by Benak to approve the adjusted agenda; second by Vollmuth. Roll call vote: Vollmuth, yes; Benak, yes; Popp, yes; Glenn, yes; Goss, yes. Motion carried.

Declaration of Conflict of Interest

None

Public Comment

Public comment began at 9:05 a.m.

Lois MacLean (restarting at 9:07 a.m.)

Thad Saur

Phil Knapp

Melissa Melton

Amber Voice

Brenda Bruner (e-mail read by Goss)

Vicki Beam

Public comment ended at 9:28 a.m.

Public Hearing

None

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

Darryl Nelson is not present.

Fire Department Report

Brandon Flynn gave the following report:

- Had a busy April. Little bit of warm spell with 80-degree weather. Had several wildfires break out.
- Regarding the new brush truck, he talked to LaFontaine early in April; they do not know when the assembly line is going to fire up again.
- Fire engine project is kind of slow. Almost done with the specifications. Spartan has specs for demo trucks; hopefully they will get that out so we can send it out for competitive bidding.

Chief Flynn answered a couple board member questions.

Planning Commission Report

Heidi Vollmuth gave the following report:

- PC moving along, planning a future for Whitewater Township, working hard on the master plan, should see some chapters shortly.
- Save date for evening of 5/17. Awesome brochures and homework coming. Asking you give these people a chance.
- The master plan is coming. Everyone needs to get involved.

Parks & Recreation Advisory Committee Report

Don Glenn gave the following report:

- Provided a memo. PRAC responding to board's concerns on playground repairs. Brandon Hubbell was to meet with the contractor. Glenn expects to hear something next week.
- Two members, Melton and Voice, working with EGLE as permit likely to be needed for improvements at Lossie Road Nature Trail. There is likely to be a few more walk-throughs to get a sense of what overall scope of work is.

H&R Property Maintenance - Randy Kitzmiller

Randy Kitzmiller provided details of his job experience and skills, the types of work he is available for, hourly rates, etc.

Popp noted he and Kitzmiller worked together in fire protection some 20 years ago.

Kitzmiller will supply 2-3 references.

Popp asked Kitzmiller to take a look at the hole in the parking lot and provide an estimate to repair.

On an unrelated topic, Glenn asked when to expect year-end 2022/2023 financials.

DRAFT MINUTES

Goss agreed to provide it by the next regular meeting.

Goss noted that revenue/expenditure reports are not being put in the board packets, and will provide the dates that rev/exp reports have been sent to the board since it was requested that it be monthly.

Consent Calendar

1. Supervisor's Report April 2023
2. Clerk's Report April 2023 (none)
3. Treasurer's Report April 2023 (pending)
4. Trustee Vollmuth's Report April 2023
5. Trustee Glenn's Report April 2023
6. Zoning Administrator's Report April 2023
7. Mobile Medical Response April 2023 Activity Reports
8. Fire Department Report April 2023
9. Planning Commission Report April 2023 (none)
10. Historical Society Report April 2023
11. Parks & Recreation Report April 2023
12. Approved 02/01/2023 and 03/01/2023 Planning Commission Minutes
13. Approved 03/10/2023 and 03/17/2023 Planning Commission Resident Outreach (Master Plan) Subcommittee Minutes
14. Approved 03/21/2023 Parks & Recreation Advisory Committee Minutes

Correspondence

1. Grand Traverse County Sheriff Statistics April 2023
2. 03/23/2023 Grand Traverse County Road Commission Minutes
3. 04/15/2023 Grand Traverse County Road Commission Minutes
4. 04/18/2023 Grand Traverse County Road Commission Memo re: Roadkill

Minutes for Approval

1. Recommend approval of 04/11/2023 regular meeting minutes

Bills for Approval

1. Alden State Bank voucher #s 48963 through 49053

Motion by Popp to approve the Consent Calendar; second by Vollmuth.

There was brief discussion of the 4/11 minutes and a payroll question.

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

Unfinished Business**CAMPING PARK QUESTIONS**

Motion by Glenn to approve the five park rangers, Isaiah Send, Thomas Olds, Nick Barrasi, Travis Holl, and Ericka Emerson pay raise as presented for the 2023 park season; second by Goss.

DRAFT MINUTES

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

PARK IMPROVEMENT PROJECT FINAL DOCUMENTS

Discussion took place regarding the AP&P manual statement that “the township supervisor shall manage all capital improvement and public works projects conducted by the township.”

Motion by Goss to change the Professional Services Agreement to appoint Ron Popp as the owner’s representative; second by Benak.

Goss proposed an addendum to the PSA as follows: The Whitewater Township Board hereby modifies the Professional Services Agreement to change the owner’s representative from Cheryl Goss to Ron Popp.

The following language will be added to the addendum, “per Administrative Policy & Procedure Manual, Section 7.2” and “is effective immediately.”

As revised, the addendum will say: The Whitewater Township Board hereby modifies the Professional Services Agreement to comport with the Administrative Policies & Procedure Manual, Section 7.2, and appoints Ron Popp as the owner’s representative, effective immediately. All correspondence related to this project shall be sent immediately to Ron Popp.

Goss said she will ask F&V to copy her in on correspondence.

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

Goss will prepare the addendum and provide it to F&V and the entire board. It will be labeled Addendum No. 1 to Professional Services Agreement.

There was consensus that the township will follow the AIA document regarding insurance. Contract #842850. Molon will be supplied with the township’s certificate of liability, unless they request more. If they ask, the policy will be provided, without further board action.

Page 94, change order language in 11.02(B) is acceptable to the board.

Page 102, paragraph C, cost of work, is acceptable to the board.

Page 108, paragraph B(3), contractor affidavit regarding previous progress payments, Popp indicated he will seek help with this area.

Page 108, paragraph C(3), engineer inspection, is not an issue with the board.

Page 126, paragraph G(1)(a), Popp will bring back a policy on another day.

Page 126, paragraph G(6), contractor will be requested to supply a statement of compliance from their agent.

DRAFT MINUTES

Page 126, paragraph H, same consensus as for G(6).

Page 127, owner's protective liability insurance, agent will be asked to provide a statement of compliance.

Page 133, pollution coverage may not be attainable. Umbrella policy limit is \$5 million. Agent statement should cover this.

Page 156, section 1.04, temporary water service will not be addressed right now, and 1.05 sanitary facilities, contractors will use boat launch portable toilets. Maybe look at providing a new well for temporary service and other future uses. Location of new well will be west of the current campground.

Page 157, section 1.07, Parking, contractors should park where it does not interfere with emergency services or park usage.

Page 157, Section 1.08, waste removal, debris, rubbish, will be collected and removed off site.

Page 159, Section 3.01(B), 3.5 inches of rain. A different section says 4.5 inches. F&V will be asked for clarification.

Page 160, paragraph D(4), F&V will be asked to clarify why it says City of Portage.

Page 184, Section 3.01, 4-foot excavation and 2-foot excavation, what parts will be taken to 4' depth and what parts to 2' depth? Popp will ask F&V.

Page 186, surplus materials, the contractor will be allowed to take all of the excavated material.

Page 213, concern about fertilizers or herbicides, topsoil test, the cost for gravel at the new parking lot will be requested.

Page 217 and 218, turf establishment, these items will be held until we get an actual gravel cost.

Page 229, number of precast planks, 24 versus 22, F&V will be asked to verify.

Popp withdrew his resignation as project manager.

It was noted that Popp was authorized on 5/3 to sign the contract.

At 1:13 p.m., the meeting recessed.

At 1:36 p.m., the meeting reconvened.

DRAFT MINUTES**DOT.GOV E-MAIL EXTENSIONS**

Motion by Benak to approve the creation, execution, and submission of the authorization letter to .gov domain registration c/o Verisign, Inc., 12061 Bluemont Way, Reston, Virginia 20190, dated 03/22/2023 as written, on behalf of the Whitewater Township Board of Trustees; second by Glenn.

Numerous issues were discussed.

Popp will ask Netlink about the cell phone question, and is that requirement part of .gov or Microsoft 365, and can we move to .gov and maintain Spectrum. This will be brought back in June.

The motion and second were rescinded.

INTERNAL REVENUE SERVICE UPDATE

Vollmuth asked about an update on the IRS issue.

Goss reported that there is not yet a determination.

New Business**FACILITATOR**

Motion by Popp to provide administrator level access to all board and commission chairs and vice chairs who request access. This includes training sessions via free basic zoom accounts; second by Vollmuth.

Popp modified the motion to add: Access to the Zoom account.

Vollmuth re-seconded the motion.

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

Motion by Popp to contact MTA or other sources including the legal department for an electronic and telephonic meetings facilitator job description and present it to the board for modification and approval; second by Glenn.

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

Motion by Popp to offer an electronic and telephonic meeting facilitator to various bodies that operate underneath the Whitewater Township Board on a temporary, as requested basis until board approval of a job description and compensation rate are determined or 12/31/2023, whichever arrives first; second by Vollmuth.

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

DRAFT MINUTES**PLANNING COMMISSION REQUEST**

Motion by Goss to schedule a joint township board/planning commission meeting to discuss the Municode contract, expanding the Mielnik contract, putting that contract under the PC's leadership, discuss the PC's budget, and discuss any other related topic the board or commission wishes to discuss; second by Vollmuth.

Goss added to the motion: To meet on 5/17 at 6:00 p.m.

It was noted that the planning commission will put out a meeting packet.

Vollmuth seconded the revised motion.

Goss, Vollmuth, Benak, and Glenn are available on 5/17. Popp is not available.

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

Motion by Goss to authorize recording secretary wages and zoom facilitator wages at all PC regular and subcommittee meetings held in March 2023 and during FY 2023/2024; second by Vollmuth.

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

SPECTRUM ACCOUNT

This agenda item will be brought back in the future.

PERSONNEL POLICY MANUAL UPDATE

Motion by Popp to temporarily suspend the health insurance provision as outlined in the Whitewater Township Personnel Policies Manual last revised 02/26/2013; second by Glenn.

Glenn said Andrew Butler has not yet been given the Personnel Policy.

There was a consensus of the board that Whitewater to reserve the right to negotiate individual benefits with any full-time employee at any time, and that a negotiation did take place with the park manager.

Goss noted she does not agree with the part of the stated "consensus" that a negotiation did take place with the park manager.

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

Motion by Popp to send the Whitewater Township Personnel Policies Manual last revised 02/26/2013 to legal for review; second by Glenn.

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

DRAFT MINUTES

Popp will get the personnel policy to the township's legal counsel tomorrow and will provide verification to the board.

REVIEW FORMS & AGREEMENTS

Motion by Popp to send the Free Camping Weekend and Volunteer Hold Harmless agreements to legal for review; second by Glenn.

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

Motion by Popp to send the Pavilion Lease Agreement to legal for review; second by Glenn.

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

Glenn will send these agreements to the township attorney's office.

REJECT COUNTY ARPA FUNDS

Motion by Popp not to accept Grand Traverse County ARPA funds for Lossie Road Nature Trail; second by Glenn.

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

Motion by Popp to reconsider New Business #6 returning County ARPA funds; second by Vollmuth.

There was no vote on the motion.

Discussion followed.

Benak suggests we take New Business #6 and put it on next month and address the money requests.

FOIA POLICY

This agenda item will be moved to a future meeting.

ANNUAL AUDIT

Benak provided the Tobin & Co. audit proposal.

Motion by Goss to authorize the supervisor or clerk to sign the Tobin & Co. scope of work letter dated 04/26/2023 to conduct the 2022/2023 fiscal year end financial audit for Whitewater Township for a total cost of \$7,000; second by Benak.

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

Goss noted she will sign the letter and transmit it to Tobin.

DRAFT MINUTES**POPP REIMBURSEMENT**

Motion by Benak to approve 2023 Board of Review meal expenses submitted by the supervisor in the amount of \$85.68; second by Vollmuth.

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

PACKET DEADLINE

This agenda item will be moved to a future meeting.

PRAC FUNDING

Motion by Glenn to approve PRAC request for funds not to exceed \$1,655 as shown on the cost estimate dated 04/24/2023 from the Grand Traverse Conservation District for the project entitled Battle Creek Trail Clearing 2023; second by Benak.

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

Glenn will handle this agenda item with PRAC.

INSURANCE EXCLUSION

No action taken.

SALARY/WAGE SCHEDULE (added)

Motion by Popp to amend the Salary/Wage Schedule 2023/2024 to include a line item under planning commission, zoning board of appeals, and parks & recreation advisory committee board representative to be paid at the trustee per meeting rate, effective 04/01/2023; second by Vollmuth.

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

Goss will amend the Salary/Wage Schedule and provide a new copy to the board.

Tabled Items

None

Board Comments/Discussion

Goss will provide the 2% application submitted in 2020 for Whitewater Township Park improvements to the board.

Announcements

Next regular meeting is 06/13/2023.

Public Comment

Public comment began at 5:45 p.m.

Lois MacLean
Heidi Vollmuth
Linda Slopsma

Whitewater Township Board - Minutes of 05/09/2023

DRAFT MINUTES

Public comment ended at 5:50 p.m.

Adjournment

Motion by Benak to adjourn; second by Vollmuth. Roll call vote: Goss, yes; Glenn, yes; Benak, yes; Popp, yes; Vollmuth, yes.

Meeting adjourned at 5:54 p.m.

Cheryl A. Goss
Whitewater Township Clerk

DRAFT
 WHITEWATER TOWNSHIP
 PLANNING COMMISSION and TOWNSHIP BOARD MINUTES
 FOR SPECIAL JOINT MEETING
 May 17, 2023

Call to Order at 6:00 p.m.

Planning Commission Roll Call: Jacobson, Keaton, DeYoung, Rebant, Wroubel, Steelman, Vollmuth

Absent: None

Board Roll Call: Benak, Glenn, Goss, Vollmuth

Absent: Popp

Also in attendance: Planner Mielnik and Recording Secretary MacLean

Set / Adjust Agenda: Master Plan update, ROS update, Networks Northwest contract, survey mailing and employee information sheet

Declaration of Conflict of Interest: None

Public Comment:

None

Special Meeting Business:

1. Jacobson shared a statement about the zoning ordinance and update.
 Discuss Municode contract. The contract can be left as is or keep the contract for the General Ordinance only or keep it for both. Goss likes the idea of taking the zoning ordinance out of the contract right now.
 Benak notes that the Municode document can be provided in a Word document.
 Mielnik feels the Municode document is useable and has some things that need to be addressed. If Municode does not want to provide a Word document Mielnik, notes that he will be able to create a Word document from the pdf provided. There are things that are missing like definitions, links and graphics.
 Discussion ensued regarding more details about the Municode document.
 The ongoing process of updating the zoning ordinance is something that needs to be addressed.
 Goss noted that there is an amendment key that can be referenced.
 Mielnik noted that codification is not making changes to the ordinances themselves, just cleaning them up, use graphics and get it adopted for moving forward with a document that the public, the PC and the Zoning Administrator can access and use.
 The Municode contract will be a Board discussion.
 The PC will still need to have the contract with North Place Planning.
 Clerk Goss will contact Municode to give them an update and get information back.
2. Expansion of North Place Planning contract. The township needs a point of contact for management of the work being done.
 Would like the contract to be updated to have the PC Chair as the person for Mielnik to report to.
 Would like the contract to be updated to include work on the zoning ordinance.
 Goss and Benak agree that these updates to the contract would be good.
 Updated contract presented in the packet – E page 5 Attachment A.
 Mielnik needs to be given the authorization to move forward.
 Discussion ensued regarding creating an addendum to the current contract or creating a new contract that would be under the purview of the Planning Commission.
 Mielnik will create a new contract with the changes.
 Glenn said, when initially set up, it was noted at the time that it may need to be changed in the future.
 Glenn is in favor of getting a new contract with the updated reporting structure.
 Mielnik will revise the contract to encompass Master Plan, related planning services and work on the zoning ordinance.

MOTION by DeYoung, second by Steelman to approve a new contract between North Place Planning LLC and Whitewater Township Planning Commission and then present that to the board for the June 13 meeting; the contract would include the work for the Master Plan, related planning services, and work on the zoning ordinance with a total cap of \$32,000.

Roll call: Keaton-yes; DeYoung-yes; Rebant-yes; Wroubel-yes; Steelman-yes; Jacobson-yes; Vollmuth-abstained. Motion carried.

Discussion ensued regarding the possible need for other outside services.

The Board needs to approve the wages of subcommittees. Steelman will submit for the pay for the subcommittee.

3. Planning Commission Budget Discussion - Rebant explained the highlighted items in the presented budget sheet. Giving a heads-up on the potential need for additional funding by the end of the fiscal year, especially regarding the work on the Master Plan. Rebant will keep a running total monthly and will compare and work with the quarterly budget report from the Clerk.

Future planning includes keeping tools available, such as Networks Northwest.

Benak notes that past experience is that this township wants a locally written Master Plan.

Wroubel recommends reading the master plans of the communities around us to know what their plans are because what communities around us are planning to do will impact our township.

Discussion regarding purchase orders, how it works and the limits. \$1000 and under the Clerk can approve. \$1001 to \$5000 would need the Supervisor signature also. Wages always need to be approved by the Board. If something is approved by the Board it does not need two signatures. The Clerk will only approve a PO if the dollars fit in the budget.

4. Any related topic the PC wishes to discuss:

Chapters 1-4 of the Draft Master Plan are to be posted to the township website this week.

Proposal for supplies, mailing services and wages for printing and mailing the Master Plan Survey.

MOTION by Goss, second by Vollmuth to approve Master Plan survey expenditures as presented up to \$3000, for envelopes, copy paper, postal services and wages.

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

Contract with Networks Northwest (NN) for electronic tabulation services. The mailed survey will have the link available so people can do the survey online. People will be able to pick up additional copies of the survey at the township.

Reservations expressed about the availability of the online link. Paper and electronic data can be calculated separately. Mielnik has not seen evidence of "ballot stuffing" in previous surveys he has worked with.

The survey is a base to build the workshops.

NN will create the online survey, they will gather the online survey responses. The plan is to have PC member(s) enter the paper surveys into NN program and then they can tabulate and provide the data. NN will provide all spreadsheet data after all is complete and will also be available for extra reporting options.

Benak wants to have verification and data control. Benak would prefer to have NN do all data entry of the paper surveys, even if there is an additional cost.

Request up to \$5000 for Networks Northwest. Board members expressed that they would like a clearer scope of work to approve a larger dollar amount.

The presented contract is for \$800. Can possibly add to or create another contract to do the paper survey data entry. Get a quote for an up to amount for an up to number of paper surveys or a per survey amount.

MOTION by Vollmuth, second by Benak to approve and pay for contract #3161 between Whitewater Township and Networks Northwest to provide project deliverables in attachment A of the contract dated May 12, 2023, for \$800 and authorize the Supervisor or Clerk to sign.

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

Key milestone dates of the Resident Outreach Subcommittee: mail the survey May 31, with a requested return date of June 16. Where does NN fit in after the tabulation? Workshops will be set up in July, August and September. Would like to start with a full township meeting at the school. Would like to have the workshop

dates set so they can be included in the newsletter that goes out with the taxes. Info must be presented to the treasurer by the 19th.

Email blast using the treasurer's list will go out to let people know to look for the survey.

Information for employees should questions come in regarding the survey.

A little Q&A with the Board members: how do you think this meeting went?

Everyone is working together.

The packet material was very good and well presented.

Rachel is doing an excellent job keeping meetings on task.

The PC is all working and working together as a team.

Very productive.

Next Planning Commission regular meeting date is June 7, 2023.

Next Board regular meeting date is June 13, 2023.

Public Comment:

Began at 8:36 p.m.

Denise Peltonen

Tom McElwee

End at 8:36 p.m.

Commission Discussion/Comments:

None

Adjournment: 8:38 p.m.

Respectfully Submitted

Lois MacLean,

Recording Secretary

DRAFT MINUTES**Whitewater Township Board
Minutes of Special Meeting held May 23, 2023****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, Treasurer Benak, Trustee Glenn, Trustee Vollmuth, Popp

Board members absent: None

Others present in person: None

Others present via Zoom: Not available.

Set/Adjust Meeting Agenda

Popp requested to add purchase of deputy supervisor computer.

Added as Item #4.

Declaration of Conflict of Interest

None

Public Comment

None

Agenda Items as Listed in Special Meeting Notice**APPROVAL OF CONTRACT 842850 AND CHANGE ORDER NO. 1**

Motion by Vollmuth to approve the Whitewater Township boat ramp expansion contract 842850 for discussion purposes; second by Popp.

There was no vote on the motion.

The motion and second were rescinded.

Motion by Benak to approve Change Order No. 1 in the total amount of \$39,562.64; second by Glenn.

Popp added to the motion: For Contract 842850.

Glenn re-seconded the motion.

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

UPDATE ON MODIFICATIONS TO F&V PROFESSIONAL SERVICES AGREEMENT

Motion by Popp that the communication route goes through the project manager and then to the board; second by Vollmuth.

DRAFT MINUTES

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

Motion by Popp authorizing supervisor to sign Amendment No. 1 to Professional Services Agreement for Whitewater Township Park final engineering for Waterways grant improvement dated 05/18/2023; second by Glenn.

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

ANY MATTER PERTAINING TO PARKS & RECREATION OPERATION

Motion to approve park ranger Alexandria DeVol pay rate as presented for the 2023 park season; second by Vollmuth.

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

Glenn noted the need for a laptop for the park manager.

Motion by Glenn to purchase a laptop and accessories for Andrew Butler parks and rec manager in an amount not to exceed \$1,250; second by Vollmuth.

Glenn wishes to change the amount in the motion to “not to exceed \$1,850.”

Vollmuth re-seconded the motion.

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

Benak wants to add #5 for Trustee Glenn and Vollmuth purchase of laptops.

There was no objection.

Goss noted the budget document shows \$1,500 in 208-756-727 for park manager laptop.

PURCHASE ORDER 5775 FOR DEPUTY SUPERVISOR COMPUTER

Motion by Popp to approve purchase of deputy supervisor computer and software not to exceed \$1,200; second by Benak.

Goss noted budget document showing this purchase will be expensed to 101-171-727.

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

LAPTOPS FOR TOWNSHIP BOARD TRUSTEES

Motion by Glenn to approve the purchase of two laptops and accessories for Heidi Vollmuth and Don Glenn in an amount not to exceed \$3,700; second by Popp.

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

*DRAFT MINUTES***Board Comments/Discussion**

Brief discussion of who will take down the sign at Hi Pray Park; Popp volunteered.

Public Comment

None

Adjournment

Motion by Benak to adjourn; second by Vollmuth. Roll call vote: Vollmuth, yes; Goss, yes; Glenn, yes; Benak, yes; Popp, yes.

Meeting adjourned at 9:51 a.m.

Cheryl A. Goss
Whitewater Township Clerk

Bills for Approval
June 13, 2023

ALDEN STATE BANK

PAYROLL 5/5

ACCTS PAYABLE 5/3

CHECK REISSUE 5/3 (replaces 49005)

VOIDED CHECKS (PRINTER ISSUES)

ACCTS PAYABLE 5/11

PAYROLL 5/19

ACCTS PAYABLE 5/23

ACCTS PAYABLE 5/24

49054 - 49208

49054 - 49080

49081

49082

49083 - 49124

49125 - 49160

49161 - 49193

49194 - 49206

49207 - 49208

Gross Payroll \$11,088.75

Grand Total \$300.00

Grand Total \$230.29

Grand Total \$178,962.93

Gross Payroll \$14,783.75

Grand Total \$7,237.42

Grand Total \$46,688.00

ALDEN STATE BANK - MONEY MARKET

FIRST COMMUNITY BANK - FEDERAL FUND

Check Register Report

Bills for Approval 06/13/2023

Date: 05/30/2023

Time: 10:01 am

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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
ALDEN STATE BANK Checks								
49081	05/03/23	Printed			ANDREW BU	ANDREW BUTLER,PETTY CASHIER	PETTY CASH FOR CHANGE FUND AND CASH REGISTER START UP	300.00
49082	05/03/23	Printed			GINOP	GINOP SALES INC	ANNUAL MAINT KUBOTA	230.29
49125	05/11/23	Printed			AD ASSESS	AD ASSESSING INC	May 2023	2,525.00
49126	05/11/23	Printed			AFLAC	AFLAC	April 2023	211.80
49127	05/11/23	Printed			BRANDON F	BRANDON FLYNN	May 2023	50.00
49128	05/11/23	Printed			CHARTER	CHARTER COMMUNICATIONS	04/30 - 05/29/23	369.95
49129	05/11/23	Printed			CHERRYLANE	CHERRYLAND ELECTRIC COOP	M-72 and Cook Rd	63.61
49130	05/11/23	Printed			CONSUMERS	CONSUMERS ENERGY	04/01 - 04/30/23	129.44
49131	05/11/23	Printed			DLC EDUCAT	DLC EDUCATING	PTHLS - B. Haskin / J. Morgan PO 5758	450.00
49132	05/11/23	Printed			DON WAY	DON WAY	480 Bundles of Wood	2,640.00
49133	05/11/23	Printed			DTE ENERGY	DTE ENERGY	03/23 - 04/21/23	157.73
49134	05/11/23	Printed			EFTPS	EFTPS	Payroll 05/05/23	2,346.86
49135	05/11/23	Printed			FAHEY	FAHEY SCHULTZ BURZYCH RHODES	Oosterhouse	1,691.00
49136	05/11/23	Printed			FUELMAN	FUELMAN	APRIL 2023	315.41
49137	05/11/23	Printed			GFL ENVIR	GFL ENVIRONMENTAL	May 2023	539.04
49138	05/11/23	Printed			GILL-ROY	GILL-ROY'S HARDWARE 6737	Chain Saw	685.71
49139	05/11/23	Printed			GOURDIE	GOURDIE-FRASER , INC	System Startup	192.00
49140	05/11/23	Printed			GTC TREAS	GRAND TRAVERSE CO TREASURER	MTT/BOR Adjustments FebMar '23	18.75
49141	05/11/23	Printed			HOME CITY	HOME CITY ICE COMPANY	188 Bags + Delivery Fee	338.36
49142	05/11/23	Printed			KIM FINCH	KIM FINCH	March/April 2023	225.00
49143	05/11/23	Printed			KSS ENTER	KSS ENTERPRISES	Janitorial Supplies	550.16
49144	05/11/23	Printed			LAWN-N	LAWN-N-ORDER	2 Cleanups + Mowing + PO 5733	2,236.50
49145	05/11/23	Printed			MOBILE MED	MOBILE MEDICAL RESPONSE	1/2 ANNUAL SUBSIDY	147,500.00
49146	05/11/23	Printed			MUNSON OH	MUNSON OCCUPATIONAL HEALTH	PX - Butler, Dwyer, Olds	593.50
49147	05/11/23	Printed			NETLINK	NETLINK BUSINESS SOLUTIONS	Maint Agrmt 04/28 - 07/28/23 + Color Copies	1,181.54
49148	05/11/23	Printed			NORTH PL	NORTH PLACE PLANNING LLC	April 2023	825.00
49149	05/11/23	Printed			NORTHERN C	NORTHERN GARAGE DOORS INC	Openers, Remotes, Installation PO 5737	6,117.54
49150	05/11/23	Printed			NORTHSHOR	NORTHSHORE DOCK LLC	Install Dock/Buoys - PO 5720	580.00
49151	05/11/23	Printed			NORTHWEST	NORTHWEST FIRE	Extinguisher Inspections/Maint	693.00
49152	05/11/23	Printed			POSTMASTER	POSTMASTER	Annual Fee PO Box 9	104.00
49153	05/11/23	Printed			QUAD FINAN	QUADIENT FINANCE USA, INC	04/07/23 Postage Added	1,000.00
49154	05/11/23	Printed			ROBERT HA	ROBERT A. HALL-CZS	April 2023	1,646.70
49155	05/11/23	Printed			STINSON	STINSON LANDSCAPING	Turn Water on at Wmbg C/R Cem	203.00
49156	05/11/23	Printed			TC RECORD	TC RECORD-EAGLE, INC.	04/11/23 Meeting Synopsis	612.45
49157	05/11/23	Printed			VERIZON	VERIZON WIRELESS	03/24 - 04/23/23	40.01
49158	05/11/23	Printed			VISA	VISA	Clerk/Treas/TwpBd/Park/Cem/PC	1,357.27
49159	05/11/23	Printed			WELLS F	WELLS FARGO FINANCIAL	Copier Lease 04/29 - 05/28/23	83.60
49160	05/11/23	Printed			WEST SHORE	WEST SHORE FIRE, INC	Biannual Extrication Equip PM	689.00
49194	05/23/23	Printed			BOUND	BOUND TREE MEDICAL LLC	2 SHARPS CONTAINERS	155.26
49195	05/23/23	Printed			BRICK HOUS	BRICK HOUSE INTERACTIVE	2023 WTP PARK RESERVATIONS SYSTEM UPDATES & TECH SUP.	1,400.00
49196	05/23/23	Printed			CHEMICAL	CHEMICAL CONTROL CO INC	1ST APPLICATION	135.00
49197	05/23/23	Printed			C GOSS	CHERYL GOSS	ATTEND WJPC TRAINING	70.09
49198	05/23/23	Printed			CONSUMERS	CONSUMERS ENERGY	04/13-05/11/2023	1,203.34
49199	05/23/23	Printed			GILL-ROY	GILL-ROY'S HARDWARE 6737	SUPPLIES FOR PLAYGROUND REPAIRS-4" SCREWS	197.74
49200	05/23/23	Printed			GOLF CARS	GREAT LAKES GOLF CARS	GOLF CART REPAIRS	252.27
49201	05/23/23	Printed			LAWN-N	LAWN-N-ORDER	05/22-05/23/2023	1,995.00
49202	05/23/23	Printed			NETWORK	NETWORKS NORTHWEST	1ST PMT ON CONTRACTUAL AGRMT MASTER PLAN SVCS	400.00
49203	05/23/23	Printed			PAYR/SALES	STATE OF MICHIGAN - TREASURY	04/07/23 & 04/21/23 PAYROLLS	953.34
49204	05/23/23	Printed			STATEWIDE	STATEWIDE COMMUNICATIONS INC	05/14-06/13/2023	179.40

Check Register Report

Bills for Approval 06/13/2023

Date: 05/30/2023

Time: 10:01 am

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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
ALDEN STATE BANK Checks								
49205	05/23/23	Printed			THE COPY	THE COPY SHOP	1000 DAILY BOAT PASSES START NO 25156	139.62
49206	05/23/23	Printed			THIRLBY	THIRLBY AUTOMOTIVE	3-TRICKLE CHARGERS FOR VEHICLES	156.36
49207	05/24/23	Printed			ACCIDENT	ACCIDENT FUND COMPANY	06/01/23-06/01/24	7,824.00
49208	05/24/23	Printed			MUM	MUNICIPAL UNDERWRITERS OF	06/01/23-06/01/24	38,864.00
					Total Checks: 53		Checks Total (excluding void checks):	233,418.64
					Total Payments: 53		Bank Total (excluding void checks):	233,418.64
					Total Payments: 53		Grand Total (excluding void checks):	233,418.64

INVOICE APPROVAL LIST BY FUND REPORT

Bills for Approval 06/13/2023

Date: 05/30/2023

Time: 10:02 am

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Whitewater Township

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
Fund: 101 GENERAL FUND							
Dept: 000							
101-000-015	Prepaid Postage						
	QUADIENT FINANCE USA, IN		04/07/23 Postage Added	49153	04/23/2023	05/11/2023	1,000.00
							1,000.00
						Total Dept. 000:	1,000.00
Dept: 101 Township Board							
101-101-727	Office Supplies & Exp						
	VISA		Clerk/Treas/TwpBd/Park/Cem/P	49158	04/27/2023	05/11/2023	231.74
							231.74
101-101-940	Equipment Rental						
	WELLS FARGO FINANCIAL	5024959327	Copier Lease 04/29 - 05/28/23	49159	05/03/2023	05/11/2023	83.60
							83.60
101-101-964	Refunds						
	GRAND TRAVERSE CO TRE/	1000720	MTT/BOR Adjustments FebMar '	49140	05/03/2023	05/11/2023	18.75
							18.75
						Total Dept. Township Board:	334.09
Dept: 209 Assessor							
101-209-807	Assessing Services						
	AD ASSESSING INC		May 2023	49125	05/10/2023	05/11/2023	2,525.00
							2,525.00
						Total Dept. Assessor:	2,525.00
Dept: 210 Attorney							
101-210-801	Legal Services						
	FAHEY SCHULTZ BURZYCH	10906	Hymore Complaint	49135	05/01/2023	05/11/2023	550.00
	FAHEY SCHULTZ BURZYCH	10906	WTP - Molon Excavating Contrac	49135	05/01/2023	05/11/2023	765.00
	FAHEY SCHULTZ BURZYCH	10906	FOIA Phone Records	49135	05/01/2023	05/11/2023	66.00
	FAHEY SCHULTZ BURZYCH	10906	Employee Release Forms	49135	05/01/2023	05/11/2023	220.00
	FAHEY SCHULTZ BURZYCH	10907	Zoning Ordinance	49135	05/01/2023	05/11/2023	67.50
	FAHEY SCHULTZ BURZYCH	10908	Oosterhouse	49135	05/01/2023	05/11/2023	22.50
							1,691.00
						Total Dept. Attorney:	1,691.00
Dept: 215 Clerk							
101-215-727	Office Supplies & Exp						
	VISA		Clerk/Treas/TwpBd/Park/Cem/P	49158	04/27/2023	05/11/2023	69.57
							69.57
101-215-860	Mileage Reimbursemen						
	CHERYL GOSS		ATTEND WJPC TRAINING	49197	05/23/2023	05/23/2023	70.09
							70.09
101-215-901	Publishing						
	TC RECORD-EAGLE, INC.	04232055	03/14/23 Meeting Synopsis	49156	04/30/2023	05/11/2023	133.95
	TC RECORD-EAGLE, INC.	04232055	03/21/23 Meeting Synopsis	49156	04/30/2023	05/11/2023	105.30
	TC RECORD-EAGLE, INC.	04232055	03/22/23 Meeting Synopsis	49156	04/30/2023	05/11/2023	105.30
	TC RECORD-EAGLE, INC.	04232055	03/30/23 Meeting Synopsis	49156	04/30/2023	05/11/2023	105.30
	TC RECORD-EAGLE, INC.	04232055	04/11/23 Meeting Synopsis	49156	04/30/2023	05/11/2023	162.60
							612.45
						Total Dept. Clerk:	752.11
Dept: 253 Treasurer							
101-253-727	Office Supplies & Exp						
	VISA		Clerk/Treas/TwpBd/Park/Cem/P	49158	04/27/2023	05/11/2023	33.99

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
							33.99
Total Dept. Treasurer:							33.99
Dept: 265 Township Hall & Grounds							
101-265-809	Lawn Maintenance Services		2 Cleanups + Mowing + PO 5733	49144	05/09/2023	05/11/2023	357.00
	LAWN-N-ORDER						357.00
101-265-810	Janitorial Services		March/April 2023	49142	05/10/2023	05/11/2023	225.00
	KIM FINCH						225.00
101-265-811	Waste Removal Services		May 2023	49137	04/30/2023	05/11/2023	23.02
	GFL ENVIRONMENTAL	0060776017					23.02
101-265-851	Internet/Website		04/30 - 05/29/23	49128	04/30/2023	05/11/2023	129.99
	CHARTER COMMUNICATION	0018737043023					129.99
101-265-922	Electricity		04/12-05/10/2023	49198	05/10/2023	05/23/2023	129.48
	CONSUMERS ENERGY	203410701346					129.48
101-265-923	Electric Heat		04/12-05/10/2023	49198	05/10/2023	05/23/2023	299.17
	CONSUMERS ENERGY	203410701347					299.17
101-265-924	Telephone		04/30 - 05/29/23	49128	04/30/2023	05/11/2023	49.99
	CHARTER COMMUNICATION	0018737043023		49204	05/14/2023	05/23/2023	149.50
	STATEWIDE COMMUNICATIONS	2876484	05/14-06/13/2023				199.49
101-265-930	Facility Repairs/Maintenance		Extinguisher Inspections/Maintenance	49151	05/08/2023	05/11/2023	121.00
	NORTHWEST FIRE	6120					121.00
101-265-931	Office Equipment Repairs		Maint Agrmt 04/28 - 07/28/23	49147	05/03/2023	05/11/2023	1,181.54
	NETLINK BUSINESS SOLUTIONS	146458					1,181.54
Total Dept. Township Hall & Grounds:							2,665.69
Dept: 276 Cemetery							
101-276-740	Operating Expense & VISA		Clerk/Treas/TwpBd/Park/Cem/P	49158	04/27/2023	05/11/2023	257.04
							257.04
101-276-809	Lawn Maintenance Services		2 Cleanups + Mowing + PO 5733	49144	05/09/2023	05/11/2023	777.00
	LAWN-N-ORDER		2 Cleanups + Mowing + PO 5733	49144	05/09/2023	05/11/2023	157.50
	LAWN-N-ORDER		05/22-05/23/2023	49201	05/23/2023	05/23/2023	1,071.00
	LAWN-N-ORDER						2,005.50
101-276-922	Electricity		04/12-05/10/2023	49198	05/10/2023	05/23/2023	28.81
	CONSUMERS ENERGY	205546422566					28.81
101-276-930	Facility Repairs/Maintenance		Turn Water on at Wmbg C/R Cemetery	49155	05/10/2023	05/11/2023	28.00
	STINSON LANDSCAPING	986313					28.00
Total Dept. Cemetery:							2,319.35

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
Dept: 400 Planning Commission							
101-400-804	Professional Services NETWORKS NORTHWEST NORTH PLACE PLANNING LI		1ST PMT ON CONTRACTUAL April 2023	49202 49148	05/18/2023 05/07/2023	05/23/2023 05/11/2023	400.00 825.00
							1,225.00
101-400-880	Education & Training VISA		Clerk/Treas/TwpBd/Park/Cem/P	49158	04/27/2023	05/11/2023	100.00
							100.00
Total Dept. Planning Commission:							1,325.00
Dept: 405 Zoning Administrator/F							
101-405-804	Professional Services ROBERT A. HALL-CZS	APR 2023	April 2023	49154	04/27/2023	05/11/2023	1,610.02
							1,610.02
101-405-860	Mileage Reimburseme ROBERT A. HALL-CZS	APR 2023	April 2023	49154	04/27/2023	05/11/2023	36.68
							36.68
Dept. Zoning Administrator/Planning:							1,646.70
Dept: 865 Insurance							
101-865-820	Liability Insurance MUNICIPAL UNDERWRITERS	4468	06/01/23-06/01/24	49208	05/08/2023	05/24/2023	9,798.00
							9,798.00
101-865-821	Workers Compensation ACCIDENT FUND COMPANY	1000734740	06/01/23-06/01/24	49207	05/09/2023	05/24/2023	1,062.00
							1,062.00
Total Dept. Insurance:							10,860.00
tal Fund GENERAL FUND:							25,152.93
Fund: 203 ROAD FUND							
Dept: 446 Road Right of Way							
203-446-921	Street Lights CHERRYLAND ELECTRIC CO CHERRYLAND ELECTRIC CO CHERRYLAND ELECTRIC CO CONSUMERS ENERGY		M-72 & Moore Rd M-72 and Skegemog Pt Rd M-72 and Cook Rd 04/01 - 04/30/23	49129 49129 49129 49130	04/26/2023 04/26/2023 04/26/2023 04/30/2023	05/11/2023 05/11/2023 05/11/2023 05/11/2023	24.24 24.24 15.13 65.35
							128.96
Total Dept. Road Right of Way:							128.96
Total Fund ROAD FUND:							128.96
Fund: 206 FIRE FUND							
Dept: 336 Fire Dept							
206-336-713	Other Benefits AFLAC	661393	April 2023	49126	04/27/2023	05/11/2023	211.80
							211.80
206-336-727	Office Supplies & Exp POSTMASTER		Annual Fee PO Box 9	49152	05/01/2023	05/11/2023	104.00
							104.00
206-336-739	Fuel & Oil FUELMAN	64312149995401	APRIL 2023	49136	05/10/2023	05/11/2023	315.41
							315.41

INVOICE APPROVAL LIST BY FUND REPORT

Bills for Approval 06/13/2023

Date: 05/30/2023

Time: 10:02 am

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Whitewater Township

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
206-336-740	Operating Expense & GILL-ROY'S HARDWARE 673	2303-844226	Chain Saw	49138	03/24/2023	05/11/2023	719.99
							719.99
206-336-804	Professional Services VERIZON WIRELESS	9933285050	03/24 - 04/23/23	49157	04/23/2023	05/11/2023	40.01
							40.01
206-336-809	Lawn Maintenance Ser LAWN-N-ORDER		2 Cleanups + Mowing + PO 573	49144	05/09/2023	05/11/2023	42.00
	LAWN-N-ORDER		05/22-05/23/2023	49201	05/23/2023	05/23/2023	21.00
							63.00
206-336-811	Waste Removal Servi GFL ENVIRONMENTAL	0060775209	May 2023	49137	04/30/2023	05/11/2023	11.51
							11.51
206-336-851	Internet/Website CHARTER COMMUNICATION	0010619050123	05/01 - 05/31/23	49128	05/01/2023	05/11/2023	89.99
							89.99
206-336-880	Education & Training DLC EDUCATING		PTHLS - B. Haskin / J. Morgan	49131	04/26/2023	05/11/2023	450.00
							450.00
206-336-920	Natural Gas DTE ENERGY		03/23 - 04/21/23	49133	04/24/2023	05/11/2023	78.87
							78.87
206-336-922	Electricity CONSUMERS ENERGY	205546422565	04/12-05/10/2023	49198	05/10/2023	05/23/2023	240.28
							240.28
206-336-924	Telephone CHARTER COMMUNICATION	0010619050123	05/01 - 05/31/23	49128	05/01/2023	05/11/2023	99.98
							99.98
206-336-925	Cellular Phone BRANDON FLYNN		May 2023	49127	05/10/2023	05/11/2023	50.00
							50.00
206-336-930	Facility Repairs/Maint NORTHERN GARAGE DOOR	23-5917	Openers, Remotes, Installation	49149	05/01/2023	05/11/2023	3,058.77
	NORTHWEST FIRE	6119	Extinguisher Inspections, New	49151	05/08/2023	05/11/2023	525.00
							3,583.77
206-336-932	Equipment Repair & M THIRLBY AUTOMOTIVE	946153	3-TRICKLE CHARGERS FOR	49206	05/19/2023	05/23/2023	156.36
	WEST SHORE FIRE, INC	29993	Biannual Extrication Equip PM	49160	05/03/2023	05/11/2023	689.00
							845.36
206-336-933	Vehicle Repair & Maint GILL-ROY'S HARDWARE 673	2212-899293	8 Gals Antifreeze	49138	12/21/2022	05/11/2023	47.84
	GINOP SALES INC	WW19136	ANNUAL MAINT KUBOTA	49082	03/08/2023	05/03/2023	230.29
							278.13
							7,182.10
							Total Dept. Fire Dept:
Dept: 865 Insurance							
206-865-820	Liability Insurance MUNICIPAL UNDERWRITERS	4468	06/01/23-06/01/24	49208	05/08/2023	05/24/2023	24,228.00
							24,228.00
206-865-821	Workers Compensation ACCIDENT FUND COMPANY	1000734740	06/01/23-06/01/24	49207	05/09/2023	05/24/2023	5,757.00

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Whitewater Township

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
							5,757.00
						Total Dept. Insurance:	29,985.00
						Total Fund FIRE FUND:	37,167.10
Fund: 208 PARK FUND							
Dept: 000							
208-000-004	Petty Cash						
	ANDREW BUTLER,PETTY C/		PETTY CASH FOR CHANGE FL	49081	05/03/2023	05/03/2023	300.00
							300.00
						Total Dept. 000:	300.00
Dept: 756 Township Park							
208-756-727	Office Supplies & Exp						
	VISA		Clerk/Treas/TwpBd/Park/Cem/P	49158	04/27/2023	05/11/2023	216.89
							216.89
208-756-740	Operating Expense &						
	CHEMICAL CONTROL CO INI	47297	1ST APPLICATION	49196	05/10/2023	05/23/2023	135.00
	GILL-ROY'S HARDWARE 673		Credit for 2022 Returned Items	49138	05/10/2023	05/11/2023	-82.12
	GILL-ROY'S HARDWARE 673	2305-664999	MISC EXPENSES	49199	05/07/2023	05/23/2023	38.37
	GILL-ROY'S HARDWARE 673	2305-644566	MISC EXPENSES	49199	05/04/2023	05/23/2023	24.31
	KSS ENTERPRISES	1476445	Janitorial Supplies	49143	05/02/2023	05/11/2023	550.16
	NORTHSHORE DOCK LLC	24694	Install Dock/Buoys - PO 5720	49150	05/05/2023	05/11/2023	580.00
	THE COPY SHOP	21368289	1000 DAILY BOAT PASSES	49205	04/25/2023	05/23/2023	139.62
	VISA		Clerk/Treas/TwpBd/Park/Cem/P	49158	04/27/2023	05/11/2023	434.04
							1,819.38
208-756-741	Ice						
	HOME CITY ICE COMPANY	6696230646	188 Bags + Delivery Fee	49141	05/01/2023	05/11/2023	338.36
							338.36
208-756-743	Wood						
	DON WAY		480 Bundles of Wood	49132	05/01/2023	05/11/2023	2,640.00
							2,640.00
208-756-803	Medical Professional						
	MUNSON OCCUPATIONAL H	00208730-00	PX - V. Emerson	49146	04/30/2023	05/11/2023	137.50
	MUNSON OCCUPATIONAL H	00208902-00	PX - Butler, Dwyer, Olds	49146	05/08/2023	05/11/2023	456.00
							593.50
208-756-809	Lawn Maintenance Ser						
	LAWN-N-ORDER		2 Cleanups + Mowing + PO 5733	49144	05/09/2023	05/11/2023	362.25
	LAWN-N-ORDER		05/22-05/23/2023	49201	05/23/2023	05/23/2023	362.25
							724.50
208-756-811	Waste Removal Servi						
	GFL ENVIRONMENTAL	0060776837	May 2023	49137	04/30/2023	05/11/2023	493.00
							493.00
208-756-812	Septic Services						
	GOURDIE-FRASER , INC	48	System Startup	49139	05/05/2023	05/11/2023	192.00
							192.00
208-756-851	Internet/Website						
	BRICK HOUSE INTERACTIVE	041923WWT	2023 WTP PARK RESERVATIOI	49195	04/19/2023	05/23/2023	1,400.00
							1,400.00
208-756-922	Electricity						
	CONSUMERS ENERGY	206791923274	04/13-05/11/2023	49198	05/11/2023	05/23/2023	65.25
	CONSUMERS ENERGY	206791923275	04/13-05/11/2023	49198	05/11/2023	05/23/2023	171.26
							236.51

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
208-756-924	Telephone STATEWIDE COMMUNICATIONS	2876484	05/14-06/13/2023	49204	05/14/2023	05/23/2023	29.90
							29.90
208-756-925	Cellular Phone VISA		Clerk/Treas/TwpBd/Park/Cem/P	49158	04/27/2023	05/11/2023	14.00
							14.00
208-756-930	Facility Repairs/Maint BOUND TREE MEDICAL LLC BOUND TREE MEDICAL LLC GREAT LAKES GOLF CARS NORTHWEST FIRE	84960667 84951761 16300 6120	2 SHARP SAFETY WALL 2 SHARPS CONTAINERS GOLF CART REPAIRS Extinguisher Inspections/Maint	49194 49194 49200 49151	05/17/2023 05/09/2023 05/16/2023 05/08/2023	05/23/2023 05/23/2023 05/23/2023 05/11/2023	130.98 24.28 252.27 35.25
							442.78
						Total Dept. Township Park:	9,140.82
Dept: 865 Insurance							
208-865-820	Liability Insurance MUNICIPAL UNDERWRITERS	4468	06/01/23-06/01/24	49208	05/08/2023	05/24/2023	4,838.00
							4,838.00
208-865-821	Workers Compensation ACCIDENT FUND COMPANY	1000734740	06/01/23-06/01/24	49207	05/09/2023	05/24/2023	1,005.00
							1,005.00
						Total Dept. Insurance:	5,843.00
						Total Fund PARK FUND:	15,283.82
Fund: 209 RECREATION FUND							
Dept: 757 Recreation							
209-757-809	Lawn Maintenance Service LAWN-N-ORDER LAWN-N-ORDER		2 Cleanups + Mowing + PO 5731 05/22-05/23/2023	49144 49201	05/09/2023 05/23/2023	05/11/2023 05/23/2023	540.75 519.75
							1,060.50
209-757-922	Electricity CONSUMERS ENERGY CONSUMERS ENERGY	201541837782 203410701345	03/24 - 04/24/23 04/12-05/10/2023	49130 49198	04/24/2023 05/10/2023	05/11/2023 05/23/2023	64.09 28.81
							92.90
209-757-930	Facility Repairs/Maint GILL-ROY'S HARDWARE 673 GILL-ROY'S HARDWARE 673 GILL-ROY'S HARDWARE 673 NORTHWEST FIRE STINSON LANDSCAPING	2305-706361 2305-722212 2305-722229 6120 986312	PLAYGROUND REPAIR SUPPL RETURN PLAYGROUND REPAI SUPPLIES FOR PLAYGROUND Extinguisher Inspections/Maint HPP Restroom/Irrigation Start	49199 49199 49199 49151 49155	05/13/2023 05/16/2023 05/16/2023 05/08/2023 05/10/2023	05/23/2023 05/23/2023 05/23/2023 05/11/2023 05/11/2023	145.06 -58.99 48.99 11.75 175.00
							321.81
						Total Dept. Recreation:	1,475.21
						Fund RECREATION FUND:	1,475.21
Fund: 210 AMBULANCE FUND							
Dept: 651 Ambulance							
210-651-806	Contractual Services MOBILE MEDICAL RESPONSE	0002874-IN	1/2 ANNUAL SUBSIDY	49145	05/01/2023	05/11/2023	147,500.00
							147,500.00
210-651-809	Lawn Maintenance Service LAWN-N-ORDER		05/22-05/23/2023	49201	05/23/2023	05/23/2023	21.00
							21.00

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
210-651-811	Waste Removal Servi GFL ENVIRONMENTAL	0060775209	May 2023	49137	04/30/2023	05/11/2023	11.51
							11.51
210-651-920	Natural Gas DTE ENERGY		03/23 - 04/21/23	49133	04/24/2023	05/11/2023	78.86
							78.86
210-651-922	Electricity CONSUMERS ENERGY	205546422565	04/12-05/10/2023	49198	05/10/2023	05/23/2023	240.28
							240.28
210-651-930	Facility Repairs/Maint NORTHERN GARAGE DOOR	23-5917	Openers, Remotes, Installation	49149	05/01/2023	05/11/2023	3,058.77
							3,058.77
						Total Dept. Ambulance:	150,910.42
						Fund AMBULANCE FUND:	150,910.42

EFTPS	270352931483081	Payroll 05/05/23	49134	05/09/2023	05/11/2023	2,346.86
STATE OF MICHIGAN - TREA	SMIBUS009859630	04/07/23 & 04/21/23 PAYROLLS	49203	05/23/2023	05/23/2023	953.34
						<u>3,300.20</u>

Total Dept. 000:	3,300.20
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ROLL CLEARING FUND:	3,300.20
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Grand Total: 233,418.64

Memo


To: Whitewater Township Board of Trustees
CC: None
Date: 6.1.2023
Re: Campground Needs

Board Members –

This business item is presented to allow Trustee Don Glenn a forum to the Board to discuss any matter regarding the camping park he sees relevant, needs more information on, or wants helps with.

No motion pending further Board input.

Respectfully submitted,



Whitewater Township FOIA Coordinator
Supervisor, Whitewater Township

Memo

To: Whitewater Township Board of Trustees

CC: None

Date: 5.19.2023

Re: Updated Salary Wage Scale

Board Members –

This business item is intended to provide a status update of the Salary Wage Scale changes the Whitewater Township Board of Trustees agreed to May 9, 2023.

No motion is made at this time pending the Clerk's information.

Respectfully submitted,



Whitewater Township FOIA Coordinator
Supervisor, Whitewater Township

Memo

To: Whitewater Township Board of Trustees
CC: None
Date: 5.19.2023
Re: Status of 2020 2% Grant – Boat Wash Station

Board Members –

This business item is intended to provide a status update on the 2020 2% grant for the Boat Wash Station.

No motion is made at this time pending the Clerk's information.

Respectfully submitted,



Whitewater Township FOIA Coordinator
Supervisor, Whitewater Township

Memo

To: Whitewater Township Board
From: Don Glenn, Trustee
Date: June 13, 2023
Re: Offer of Employment & Conditional Hire Release forms review

Being recently involved in the hiring process for Park Rangers, several items regarding the Conditional Hire Release Form ("CHRF") being used currently are in need of discussion for potential changes.

In review of the CHRF with our attorney, the original form has been revised to be a bit less heavy-handed while still giving the Township access to the information needed to conduct our pre-employment screening.

It has also been recommended that the Offer of Employment be combined with the CHRF thereby creating a document packet that is intended to eliminate any confusion about **when** the release and offer of employment should be signed since they would now be simultaneously signed by the potential employee.

Additionally, we have hired 16 or 17-year old minors in the past and continue to do so. However, minors are generally not able to legally provide consent in agreements like the CHRF as persons under the age of 18 are unable to enter legally binding agreements. To clear this matter up, a "Parents/Guardian (if applicable)" signature line has been added to the CHRF which means the parent or guardian can consent to the township running a background check on the minor. Therefore, it would be best practice for the township to receive a parent or legal guardian's signature on a CHRF **before** sending the minor for the pre-employment physical or running any background check.

Attached is a "blue-lined" version of our current CHRF, a revised clean copy of the changes proposed and the WWT Offer of Employment form for our review and discussion.

Motion to adopt the revised Offer of Employment and Conditional Hire Release form and in the event the proposed employee is a minor, the form is to have both the minor's and the Parent/Guardian's signature on the form effective immediately.

WHITEWATER TOWNSHIP APPLICANT RELEASE FORM

I, _____, date of birth _____, presently residing at _____ hereby apply for employment with Whitewater Township. I have been advised and am fully aware that a representative of the township will be conducting an investigation of my background to assist in determining my suitability for this employment. I realize that, in conducting this background investigation, representatives will be making inquiries of the following institutions: officials and records offices at schools which I have attended; physicians and/or other persons who may have examined or treated me for any physical or other type illness or injury; police and/or court records with whom I may have an arrest or conviction record; my employment history; present and previous employers; and any other persons who may be able to provide information about me which Whitewater Township deems necessary.

I hereby authorize and instruct any person or institution in possession of information about me to release same to Whitewater Township. I hereby waive any privilege or right which might otherwise forbid any physician or other person who has attended me, or any other school, official, court, police agency, employer, firm or person from disclosing to Whitewater Township any knowledge or information they have concerning me. I further consent that Whitewater Township or its representative be provided with a copy of any such records concerning me that they may desire.

I hereby give my consent to Whitewater Township or its designee to perform testing of my blood and/or urine to determine my possible usage of prohibited substances.

Signature of Applicant

Date

Witness

Date

HITEWATER TOWNSHIP ~~APPLICANT~~ **CONDITIONAL HIRE RELEASE** FORM

I, _____, date of birth _____,
presently _____ residing _____ at _____

~~apply~~ **hereby** have applied for employment with Whitewater Township, ~~and have been made a condition offer of employment contingent upon successful completion of a background check, job-related medical examination, and drug test.~~ I have been advised and am fully aware that ~~a representative of the township~~ **Township** will be conducting ~~an investigation of my~~ background ~~check~~ to assist in determining my suitability for this employment. I realize that, in conducting this background ~~investigation~~ **check**, representatives will be making inquiries of the following institutions: officials and records offices at schools which I have attended; ~~physicians and/ (or other persons who may have examined or treated me for any physical or other type illness or injury; are currently attending);~~ police and/or court records with whom I may have ~~an arrest or a~~ conviction record; my employment history; ~~(including)~~ present and previous employers; and any ~~other persons who may be able~~ personal references I have provided to ~~provide information about me which Whitewater the~~ Township ~~deems necessary.~~

I hereby authorize and instruct any person or institution in possession of information about me ~~as described above~~ to release same to Whitewater Township. I hereby waive any privilege or right which might otherwise forbid any ~~physician or other person who has attended me, or any other school, official, court, police agency, employer, firm or~~ person from disclosing to Whitewater Township any ~~pertinent~~ knowledge or information they have concerning me. I further consent that Whitewater Township or its representative be provided with a copy of any such records concerning me that they may desire.

I hereby give my consent to Whitewater Township ~~or its designee to perform~~ **send me for a job-related medical examination and to send me for** testing of my ~~blood and/or urine~~ to determine my possible usage of prohibited substances. ~~(not including marijuana).~~ These tests will be conducted at the Township's expense.

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Signature of Applicant _____ Date

Witness _____ Date

If the applicant is less than 18 years old at the time of the conditional offer of employment, a parent / guardian's signature will also be required. The parent/guardian gives his/her consent and release for the information described above on behalf of the minor applicant.

Employee _____ Date

Parent/Guardian (if applicable) _____ Date

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WHITEWATER TOWNSHIP CONDITIONAL HIRE RELEASE FORM

I, _____, date of birth _____, presently residing at _____ have applied for employment with Whitewater Township and have been made a condition offer of employment contingent upon successful completion of a background check, job-related medical examination, and drug test. I have been advised and am fully aware that the Township will be conducting a background check to assist in determining my suitability for this employment. I realize that, in conducting this background check, representatives will be making inquiries of the following institutions: officials and records offices at schools which I have attended (or are currently attending); police and/or court records with whom I may have a conviction record; my employment history (including) present and previous employers; and any personal references I have provided to the Township.

I hereby authorize and instruct any person or institution in possession of information about me as described above to release same to Whitewater Township. I hereby waive any privilege or right which might otherwise forbid any person from disclosing to Whitewater Township any pertinent knowledge or information they have concerning me. I further consent that Whitewater Township or its representative be provided with a copy of any such records concerning me that they may desire.

I hereby give my consent to Whitewater Township to send me for a job-related medical examination and to send me for testing of my urine to determine my possible usage of prohibited substances (not including marijuana). These tests will be conducted at the Township's expense.

If the applicant is less than 18 years old at the time of the conditional offer of employment, a parent / guardian's signature will also be required. The parent/guardian gives his/her consent and release for the information described above on behalf of the minor applicant.

Employee

Date

Parent/Guardian (if applicable)

Date

**Whitewater Township
Offer of Employment**

Employee Name: _____

Position: _____

Wage: _____

Hours: _____

Start Date: _____

Other: _____

Township Supervisor

Date

Employee

Date

Memo

To: Whitewater Township Board
From: Don Glenn, Trustee
Date: June 13, 2023
Re: Review multiple revised Hold Harmless Agreements

As we continue to have experiences with other long-standing forms, the language in the subject agreements were in need of updates suggested by counsel. Besides the legal aspect of the language being recommended to expand the enforceability of the agreements by way of calling out an actual exchange of consideration, there were other practicalities that were part of the review such as:

1. For the camping site clean-up weekend, the form has been changed to minimize the collection of a large number of "individual" forms. The recommendation is that the current form which is designed to collect a single name and signature be changed to now hold up to four (4) names and signatures associated with the camping site number.
2. In regard to the Park agreement, the form has been changed to minimize the collection of a large number of "individual" and potential repetitive forms over the course of the Park seasonal activity. By expanding the date range, the agreement covers a period of time that would encompass the entire season. This would enable volunteers to assist at points in time that best fit their schedule and eliminate the need to complete a "new" agreement for every act of their community service at the Park.
3. The recommendation for the Hi Pray Park form is to better define the activity and supplies needed to clarify the Hold Harmless Agreement coverage.

Due to the scope of changes needed, there is no "redline" version of the documents available as it was more efficient to start with a clean sheet of paper. However, the attachments with this memo are watermarked as to the "CURRENT" agreements being used and the new agreements being recommended are watermarked as "REVISED" for your comparison

Motion to adopt the three (3) revised Hold Harmless Agreements: Whitewater Township Park Camper, Whitewater Township Park Volunteer and Hi Pray Park Volunteer effective immediately.

**WHITEWATER TOWNSHIP PARK
VOLUNTARY SERVICES INDEMNIFICATION
AND
HOLD HARMLESS AGREEMENT**

AGREEMENT made and entered into this _____ day of May 202__, by and between
WHITEWATER TOWNSHIP, 5777 Vinton Rd., Williamsburg, Michigan 49690, hereinafter referred to as
"TOWNSHIP" and

_____ of _____,
(name – please print clearly) (home address – please print clearly)

hereinafter referred to as "CAMPER" and collectively referred to as the "PARTIES".

WHEREAS "TOWNSHIP" HAS GIVEN "CAMPER" permission to use Site _____ in the park
at 9500 Park Road, Williamsburg, Michigan 49690, without charge, on the nights of May __ and __, 202__; and

WHEREAS "CAMPER" will perform volunteer services consisting of cleaning up branches, sticks,
and other debris on the campsite;

NOW, THEREFORE, in consideration of the "TOWNSHIP'S" permission to use the campsite, and the
"TOWNSHIP'S" acceptance of the volunteer services, "CAMPER" agrees to indemnify and hold harmless
the "TOWNSHIP" from any and all claims, suits, damages, injuries, costs, losses and expenses in any manner
resulting from or arising out of "CAMPER'S" use of the "TOWNSHIP'S" park and "CAMPER'S"
performance of volunteer services.

This Agreement shall be binding on and inure to the benefit of the heirs, personal representatives, and
assigns of the respective PARTIES.

WHITEWATER TOWNSHIP

By: _____

CAMPER

Signature

Date: _____

Printed Name (please print clearly)

**WHITEWATER TOWNSHIP PARK
VOLUNTARY SERVICES AND
INDEMNIFICATION/HOLD HARMLESS
AGREEMENT**

This agreement is made and entered into this ____ day of _____, 20__, by and between **WHITEWATER TOWNSHIP**, 5777 Vinton Rd., Williamsburg, Michigan 49690, hereinafter referred to as "**TOWNSHIP**" and

1. _____ of _____,
(name – please print clearly) (home address – please print clearly)
2. _____ of _____,
(name – please print clearly) (home address – please print clearly)
3. _____ of _____,
(name – please print clearly) (home address – please print clearly)
4. _____ of _____,
(name – please print clearly) (home address – please print clearly)

hereinafter referred to singularly and collectively as "**CAMPER**".

WHEREAS the **TOWNSHIP** seeks to involve the camping public in the policing of trash, debris, and other items (hereinafter "voluntary services") within the Whitewater Township Park, hereinafter referred to as "**PARK**".

WHEREAS the **TOWNSHIP** believes offering a waiver of charges related to use of sites within the **PARK**, will foster productive participation by campers in the voluntary services.

WHEREAS the **TOWNSHIP** believes the interests of the **TOWNSHIP**, in relation to the voluntary services and the **CAMPER's** activities in the **PARK** are best preserved through an indemnification and hold harmless agreement.

NOW, THEREFORE, in consideration of the promises contained below, the parties agree to bind themselves, their heirs, personal representatives, and assigns to this agreement.

1. The **TOWNSHIP** gives the **CAMPER** permission to use Site _____ in the **PARK** at 9500 Park Road, Williamsburg, Michigan 49690, without charge, on the nights of _____ and _____, 20__; and

2. The **CAMPER** agrees to perform voluntary services consisting of cleaning up branches, sticks, and all other debris present at or in Site _____ during **CAMPER's** stay at the **PARK**, and specifically prior to leaving the site and the **PARK**.
3. The **CAMPER** agrees to use their best efforts to remove branches, sticks, and other debris in locations visited by **CAMPER** within the **PARK** during the **CAMPER's** stay.
4. **CAMPER** agrees to indemnify and hold harmless the **TOWNSHIP** from all claims, suits, damages, injuries, costs, losses and/or expenses arising in any manner from **CAMPER's** use of the **PARK**, to include by not limited to the **CAMPER's** performance of voluntary services.

Dated this ____ day of _____, 20__

WHITEWATER TOWNSHIP

CAMPER

By: _____

Signature (1)

Signature (2)

Signature (3)

Signature (4)

**WHITEWATER TOWNSHIP PARK
VOLUNTARY SERVICES INDEMNIFICATION
AND
HOLD HARMLESS AGREEMENT**

AGREEMENT made and entered into this _____ day of _____ 2023, by and between **WHITEWATER TOWNSHIP**, 5777 Vinton Rd., Williamsburg, Michigan 49690, hereinafter referred to as **"TOWNSHIP"** and

_____ of _____,
(name – please print clearly) (mailing address – please print clearly)

hereinafter referred to as **"VOLUNTEER"** and collectively referred to as the **"PARTIES"**.

WHEREAS **"TOWNSHIP"** seeks volunteer assistance with the day-to-day miscellaneous activities between Monday, April 24, 2023, to October 31, 2023, from 8:00 a.m. to 8:00 p.m.; and

WHEREAS **"VOLUNTEER"** agrees to perform volunteer services at Whitewater Township Park such as performing customer service activities, facilities maintenance, trails cleanup, and miscellaneous custodial activities; and

NOW, THEREFORE, in consideration of the **"TOWNSHIP'S"** acceptance of the volunteer services, **"VOLUNTEER"** agrees to indemnify and hold harmless the **"TOWNSHIP"** from any and all claims, suits, damages, injuries, costs, losses, and expenses in any manner resulting from or arising out of **"VOLUNTEER'S"** assistance with the activities as listed above for the Whitewater Township Park day-to-day operations.

This Agreement shall be binding on and inure to the benefit of the heirs, personal representatives, and assigns of the respective **PARTIES**.

WHITEWATER TOWNSHIP

By:

VOLUNTEER

Signature

Date: _____

Printed Name (please print clearly)

**WHITEWATER TOWNSHIP PARK
VOLUNTARY SERVICES INDEMNIFICATION
AND
HOLD HARMLESS AGREEMENT**

This agreement is made and entered into this ____ day of _____, 20____, by and between **WHITEWATER TOWNSHIP**, 5777 Vinton Rd., Williamsburg, Michigan 49690, hereinafter referred to as **"TOWNSHIP"** and

_____ of _____,
(name – please print clearly) (mailing address – please print clearly)

hereinafter referred to as **"VOLUNTEER"**.

WHEREAS the **TOWNSHIP** seeks volunteer assistance with the day-to-day miscellaneous activities required to keep up Whitewater Township Park, hereinafter referred to as **"PARK"**, between the ____ day of _____, 20____, and the ____ day of _____, 20____, from 8:00 a.m. to 8:00 p.m., hereinafter referred to as the **TERM** of the agreement.

WHEREAS the **TOWNSHIP** agrees to provide some of the necessary tools, equipment and/or supplies for performance of the miscellaneous activities and agrees to allow the **VOLUNTEER** to bring other necessary and approved tools, equipment, and/or supplies into the **PARK** for the purpose of performing the miscellaneous activities.

WHEREAS the **VOLUNTEER** understands that the activities may involve customer service, facilities maintenance, trail cleanup, and miscellaneous custodial activities.

WHEREAS the **VOLUNTEER** understands that a member of the public would not normally be allowed to perform the proposed miscellaneous activities in the **PARK**, and the **VOLUNTEER** wishes to perform those activities and memorialize the performance of the same as a contribution to the community through this formal agreement.

WHEREAS the **TOWNSHIP** believes its interests in relation to the volunteer activities performed by the **VOLUNTEER** are best preserved through an indemnification and hold harmless agreement.

NOW, THEREFORE, in consideration of the promises contained below, the parties agree to bind themselves, their heirs, personal representatives, and assigns to this agreement.

1. The **TOWNSHIP** agrees to notify the **VOLUNTEER** of available activities in the **PARK** during the **TERM** of the agreement.

2. The **VOLUNTEER** agrees to carefully consider the proposed activities, and to determine whether he/she can perform those activities without hazard, to include knowing how to use all tools, equipment or supplies necessary for performance of the offered activities.
3. The **TOWNSHIP** agrees to provide the **VOLUNTEER** with the following tools, equipment, and/or supplies for the proposed activities:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
4. The **VOLUNTEER** agrees to return all tools and equipment, and/or unused supplies to the **TOWNSHIP** prior to the end of the **TERM**.
5. The **VOLUNTEER** agrees to seek and obtain approval of the **TOWNSHIP** for any tools, equipment, and/or supplies brought into the **PARK** by the **VOLUNTEER** for the purpose of performing the proposed activities and then remove the same prior to the end of the **TERM**.
6. The **VOLUNTEER** agrees that he/she is not, and will not represent themselves as, an agent or representative of the **TOWNSHIP**.
7. The **VOLUNTEER** agrees to indemnify and hold harmless the **TOWNSHIP** from all claims, suits, damages, injuries, costs, losses and/or expenses arising in any manner from the **VOLUNTEER's** performance of the proposed activities or presence of the **VOLUNTEER** in the **PARK** for the purpose of performing the proposed activities. This provision survives the natural expiration of this agreement.

Dated this _____ day of _____, 20____.

WHITEWATER TOWNSHIP

VOLUNTEER

By: _____

Signature

**HILAN "HI" PRAY PARK
VOLUNTARY SERVICES INDEMNIFICATION
AND
HOLD HARMLESS AGREEMENT**

AGREEMENT made and entered into this _____ day of _____, 202__, by and between **WHITEWATER TOWNSHIP**, 5777 Vinton Rd., Williamsburg, Michigan 49690, hereinafter referred to as **"TOWNSHIP"** and

_____ of _____,
(name – please print clearly) (mailing address – please print clearly)

hereinafter referred to as **"VOLUNTEER"** and collectively referred to as the **"PARTIES"**.

WHEREAS **"TOWNSHIP"** seeks volunteer assistance with the Hi Pray Park Spring Cleanup to be held on Saturday, May ____, 202__, from 9:00 a.m. to 12:00 p.m.; and

WHEREAS **"VOLUNTEER"** agrees to perform volunteer services at Hi Pray Park such as spreading of sand in the playground area, weed removal, brush cleanup, removal of small trees and/or bushes along the baseball field fence line, cleaning/sanding benches, and other general cleanup; and

NOW, THEREFORE, in consideration of the **"TOWNSHIP'S"** acceptance of the volunteer services, **"VOLUNTEER"** agrees to indemnify and hold harmless the **"TOWNSHIP"** from any and all claims, suits, damages, injuries, costs, losses and expenses in any manner resulting from or arising out of **"VOLUNTEER'S"** assistance with cleanup as listed above at the Hi Pray Park Spring Cleanup.

This Agreement shall be binding on and inure to the benefit of the heirs, personal representatives, and assigns of the respective **PARTIES**.

WHITEWATER TOWNSHIP

By: _____

VOLUNTEER

Signature

Date: _____

Printed Name (please print clearly)

**HILAN "HI" PRAY PARK
VOLUNTARY SERVICES AND
INDEMNIFICATION/HOLD HARMLESS
AGREEMENT**

This agreement is made and entered into this ____ day of _____, 20____, by and between **WHITEWATER TOWNSHIP**, 5777 Vinton Rd., Williamsburg, Michigan 49690, hereinafter referred to as "**TOWNSHIP**" and

_____ of _____,
(name – please print clearly) (mailing address – please print clearly)

hereinafter referred to as "**VOLUNTEER**".

WHEREAS the **TOWNSHIP** seeks volunteer assistance with activities at Hi Pray Park, hereinafter referred to as **PARK**, to be held on the ____ day of _____, 20____, from ____ a.m. to ____ p.m.

WHEREAS the volunteer activities sought by the **TOWNSHIP** include but are not limited to spreading sand in the playground area, weed removal, brush cleanup, removal of small trees and/or bushes, cleaning/sanding benches and other general cleanup matters.

WHEREAS the **TOWNSHIP** agrees to provide some of the necessary tools, equipment and/or supplies for performance of the work, and agrees to allow the **VOLUNTEER** to bring other necessary and approved tools, equipment, and/or supplies into the **PARK** for the purpose of performing the proposed activities.

WHEREAS the **VOLUNTEER** seeks to enjoy performing the proposed activities, which would normally not be allowed in the **PARK**, and to memorialize the performance of the same as a contribution to the community through this formal agreement.

WHEREAS the **TOWNSHIP** believes its interests in relation to the volunteer activities performed by the **VOLUNTEER** are best preserved through an indemnification and hold harmless agreement.

NOW, THEREFORE, in consideration of the promises contained below, the parties agree to bind themselves, their heirs, personal representatives, and assigns to this agreement.

1. The **TOWNSHIP** agrees to allow the **VOLUNTEER** to perform the following activities in the **PARK**:

- a. _____
- b. _____
- c. _____

- d. _____
- e. _____
- f. _____

2. The **TOWNSHIP** agrees to provide the **VOLUNTEER** with the following tools, equipment, and/or supplies for the above listed activities:
- a. _____
 - b. _____
 - c. _____
 - d. _____
3. The **VOLUNTEER** agrees to return all tools and equipment, and/or unused supplies to the **TOWNSHIP** prior to leaving the **PARK**.
4. The **VOLUNTEER** agrees to seek and obtain approval of the **TOWNSHIP** for any tools, equipment, and/or supplies brought into the **PARK** by the **VOLUNTEER** for the purpose of performing the proposed activities and then remove the same prior to leaving the **PARK**.
5. The **VOLUNTEER** agrees that he/she is fit to do the proposed activities without any accommodation from the **TOWNSHIP** or has stated the need for and been granted a reasonable accommodation that allows the **VOLUNTEER** to perform the proposed activities and without hazard. The **VOLUNTEER** similarly agrees that he/she has knowledge of how to perform the proposed activities and how to use all the tools, equipment, and/or supplies necessary for performance of the proposed activities.
6. The **VOLUNTEER** agrees that he/she is not, and will not represent themselves as, an agent or representative of the **TOWNSHIP**.
7. The **VOLUNTEER** agrees to indemnify and hold harmless the **TOWNSHIP** from all claims, suits, damages, injuries, costs, losses and/or expenses arising in any manner from the **VOLUNTEER's** performance of the proposed activities or the presence of the **VOLUNTEER** in the **PARK** for the purpose of performing the proposed activities. This provision survives the natural expiration of this agreement.

Dated this _____ day of _____, 20____.

WHITEWATER TOWNSHIP

VOLUNTEER

By: _____

Signature _____

Memo

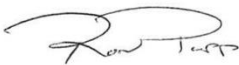
To: Whitewater Township Board of Trustees
CC: None
Date: 6.1.2023
Re: Proposed Dot Gov email extensions

Board Members –

This business item was moved from the April 11, 2023 and the May 9, 2023 agenda.

As requested, the questions the developed during our 5.9.2023 meet were forwarded to Netlink and the responses follow on the next two pages. The rest of the business item have been recycled from previous meetings.

Respectfully submitted,



Whitewater Township FOIA Coordinator
Supervisor, Whitewater Township



Ron Popp <supervisorwhitewater@gmail.com>

RE: Email extensions

1 message

Bill Schaub <bschaub@netlinkbus.com>
To: Ron Popp <supervisorwhitewater@gmail.com>

Mon, May 22, 2023 at 9:53 AM

Ron,

See answer below in red.

Best regards,

Bill Schaub

Netlink Business Solutions

"Complete Office Technology Integration"

(231) 946-8808 phone

(231) 946-0719 fax

From: Ron Popp <supervisorwhitewater@gmail.com>
Sent: Friday, May 19, 2023 12:29 PM
To: Bill Schaub <bschaub@netlinkbus.com>
Subject: Re: Email extensions

Thanks Bill for the responses. Due to costs the Board was considering continuing with Spectrum as a Dot Gov host. Sorry I did not explain that very well the try! Ron I would strongly recommend having Microsoft host your .GOV email (or any township email domain) going forward. The main reasons for this are,

1. Enterprise class security, and management.
2. Enterprise class email server redundancy and continuity capabilities.
3. Best of class collaboration capabilities.
4. Enterprise class email support and issue resolution.
5. Microsoft doesn't use 3rd party hosts for email processing.

On Fri, May 19, 2023, 10:00 AM Bill Schaub <bschaub@netlinkbus.com> wrote:

Ron,

See answers in red below.

Best regards,

Bill Schaub

Netlink Business Solutions

"Complete Office Technology Integration"

(231) 946-8808 phone

(231) 946-0719 fax

From: Ron Popp <supervisorwhitewater@gmail.com>
Sent: Friday, May 19, 2023 9:17 AM
To: Bill Schaub <bschaub@netlinkbus.com>
Subject: Email extensions

Good morning Bill, The Board has a couple of follow ups in regards to the Dot Gov /365 movement.

1) Is the Cell phone verification process mandatory? Is that a Dot Gov or 365 requirement? **The two factor cell phone verification is not mandatory. It is a setting with Microsoft that is there if you want a higher level security for the login process. The two factor authentication helps protect against unauthorized use of an account but is your choice to have it enabled or not enabled.**

2) If we move to Dot Gov can Spectrum accommodate the change? **If you move the .GOV and have Microsoft host your email Spectrum would not be involved in the email process. The only thing you would continue to use Spectrum for is your internet service for the Township office. Does that answer your question?**

Ron Popp

Whitewater Township Supervisor

231.267.5141 Ext. 23

supervisorwhitewater@gmail.com

Memo

To: Whitewater Township Board of Trustees

CC: None

Date: 5.28.2023

Re: Proposed Dot Gov email extensions

Board Members –

This business item was moved from the April 11, 2023 agenda.

Respectfully submitted,



Whitewater Township FOIA Coordinator
Supervisor, Whitewater Township

Memo

To: Whitewater Township Board of Trustees

CC: None

Date: 3.28.2023

Re: Proposed Dot Gov email extensions

Board Members –

This business item follows up on a Whitewater Township Board of Trustees discussion during the March 22, 2023 special meeting of the group. The email sent to all township board members 3.27.2023 from Mr. Bill Schaub details where we are in the process of getting the dot gov email domain whitewatertownshipmi.gov. Acting on my understanding of the special board meeting 3.22.2023 and to recap my email of the same day, the application for a dot gov domain must be completed by the highest-ranking elected official of the township. My name is therefore used as the administrative contact. With permission from Bill Schaub of Netlink Business Solutions, Mr. Kelly Collins, of Netlink Business Solutions, was listed as the required technical contact. An optional security contact email was provided in the official authorization letter to begin the application/verification process. I ask the Board to review the authorization letter and to approve its submittal as of March 23, 2023 as acting in the Board's best interests. As our request for the domain continues, we can put together the plans for the next step in this process which is to change email host provider. Currently we use Spectrum for that service and Netlink Business Solutions has recommended we move to Microsoft 365. This is a significant integration process and will likely not be seamless.

Microsoft 365 offers many different business solutions for customers. Netlink Business Solutions is recommending two options for us to consider currently. The first offering is mailbox only, for a \$5.00 per month per box fee Microsoft will provide 50GB of space in each mailbox. I believe we currently have 5GB with Spectrum so storage capacity is increasing. The second offering is Microsoft 365 Business Standard Plan which cost \$15.00 per month per license. This product offers the same mailbox as described above plus a 1 year user license to the suite of Microsoft 365 applications like Outlook, Word, Excel, PowerPoint, and OneNote (plus Access and Publisher for PC only). Additionally, a hub for teamwork to connect people using Microsoft Teams is provided. 1 TB of OneDrive cloud storage per license for file storage and sharing is included. A portion of this can be used for file backup. Each license allows the Microsoft 365 applications to be installed on up to five devices mobile, tablet, PCs or Macs. The license provides for around-the-clock phone and web support from Microsoft and is compatible with Windows 11, Windows 10, Windows 8.1, and the two most recent versions of macOS.

The move to Microsoft mailbox hosting eliminates a security concern that has existed for a long time. The Clerk's office will no longer have administrative access to everyone's email account. In fact, NO township staff will have administrative access. Netlink Business Solutions will be listed as the Microsoft Partner of Record and as such be the administrator. Each staff member will need to provide a cellphone number which will be used to authenticate each login. For those with banking applications you may already be familiar with this process. When township staff changes and they were a mailbox holder, Netlink Business Solutions will have to be contracted to make the necessary changes. Fees for this operation have not been addressed. Should Netlink no longer service the Township for any reason, the Township must notify Microsoft they wish to change the Partner of Record. Mr. Schaub has provided a link that describes the process in detail. <https://learn.microsoft.com/en-us/microsoft-365/admin/misc/add-partner?view=o365-worldwide> The Board should develop policy about who what and when changes can be made to individual email boxes and the Partner of Record designation with Microsoft. The policy should avoid a single board member which has failed us in the past.

If the Board elects to make this switch, Netlink Business Solutions recommends maintaining our existing .org mailboxes with Spectrum for between 2 and 6 months after the creation of the dot gov domain and Microsoft 365 mailboxes. Adding a notification line on outgoing mail detailing our new addresses is a good way to inform folks of the change. If cellphones are a required part of the email login procedure, as I believe they are, the Board may want to address a compensation package to all email box holders.

A quick count of current email boxes finds 8 are needed for the Township Board, Zoning Department needs 1, Planning Commission Needs 6, ZBA needs 3, PRAC requires 5, the Park Manager will need 1, and the Camping Park needs 1, for a total of 25 mailboxes. For those members using personal computers to conduct township business and awaiting a device to be issued to them, I recommend those accounts jump directly to the Business Standard Plan. Others who have functional devices can choose to remain with what they have or upgrade. Mr. Schaub recommends anyone using Microsoft office products older than 2019 upgrade to the Business Stand Plan now. My count for this option is 4 depending upon the level of satisfaction Rachel Steelman has with the device provided to her. Additionally, the status of Alex Darrow's laptop is unknown. It is stored in the copy room atop one of the filing cabinets. That device may have preloaded software to promote board level work. The math may look like this: 25 mailboxes – 5 (park manager, park, trustee1, trustee2, pc chair) = $(20 \times \$5.00) + (5 \times \$15.00) + (25 \times \$3.50) = \262.50 per month. As a budget item, we also need to add the cost of actual internet itself which appears to be around \$120.00 per month. In the short term, while both .org and .gov addresses are maintained, the monthly cost can be estimated at \$382.50. Long term the \$120.00 per month fee we currently pay to Spectrum may drop slightly when the .org addresses are shutdown. A verbal estimate regarding the migration cost from .org to .gov has been given at 30 hours @ \$130.00. If the standard cellphone compensation of \$40.00 per month is considered an estimated grand total of \$9,438.00 gets us close. A quick reference of the 2023/2024 budget line item 101.265.851 shows an annual amount of \$1800.00; this number may need to be adjusted.

Bill Schaub's email of March 22, 2023 is presented as Netlink Business Solution's official cost estimate for the items described above.

Motion One: Motion to approve the creation, execution, and submission of the authorization letter to .Gov Domain Registration c/o Verisign, Inc., 12061 Bluemont Way, Reston, Virginia 20190, dated March 22, 2023 as written, on behalf of the Whitewater Township Board of Trustees.

Motion Two: Motion to move email hosting services for Whitewater Township from Spectrum to Microsoft.

Motion Three: Motion to hire (contract) with Netlink Business Solutions to complete the email migration process from Spectrum hosted email boxes to Microsoft hosted email boxes at an estimated cost of \$4,000.

Motion Four: Motion approving Netlink Business Solutions to be listed as the sole Microsoft Partner of Record for Whitewater Township, until such time further Whitewater Township Board of Trustee action is brought forward to modify.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ron T. [unclear]".

Whitewater Township FOIA Coordinator
Supervisor, Whitewater Township



WHITEWATER TOWNSHIP

5777 Vinton Road • P.O. Box 159 • Williamsburg, MI 49690
(231) 267-5141 • FAX (231) 267-9020

March 22, 2023

.Gov Domain Registration
c/o Verisign, Inc.
12061 Bluemont Way
Reston, Virginia 20190

To the .gov Program:

As Township Supervisor for Whitewater Township, Grand Traverse County, Michigan, I request that responsibility for the domain name whitewatertownshipmi.gov be delegated to my municipality.

Whitewater Township is a general law township serving a population of about 2,700 residents. Recently, DNS issues prevented reliable communications with Gmail users. This request is part of multistep program to correct the issue.

In order to obtain and maintain whitewatertownshipmi.gov Whitewater Township will meet the general and specific requirements for federal agencies, found at <https://get.gov/registration/requirements>.

The following will be listed as contacts for whitewatertownshipmi.gov, which Whitewater Township will keep up to date in the .gov registrar.

Administrative contact

Ronald Popp
Township Supervisor
P.O. Box 159/5777 Vinton Road, Williamsburg, Michigan 49690
231-267-5141 Ext 23
supervisorwhitewater@gmail.com

Technical contact

Kelly Collins
Netlink Business Solutions, Engineer
6005 E Traverse HWY, Traverse City, Michigan 49684
P231-946-8808
kcollins@netlinkbus.com

Security contact

Clerk@whitewatertownship.org

I understand that if I wish to retire whitewatertownship.gov, I must submit a written request to registrar@dotgov.gov.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Ronald Popp', with a stylized flourish extending to the right.

Ronald Popp
Whitewater Township Supervisor



Ron Popp <supervisorwhitewater@gmail.com>

DNS and domain transfer information

1 message

Bill Schaub <bschaub@netlinkbus.com>

Wed, Mar 22, 2023 at 11:46 AM

To: "clerk@whitewatertownship.org" <clerk@whitewatertownship.org>, "trustee02@whitewatertownship.org" <trustee02@whitewatertownship.org>, Ron Popp <supervisorwhitewater@gmail.com>, "heidivourtrustee@gmail.com" <heidivourtrustee@gmail.com>, Ardella Benak <treasurer@whitewatertownship.org>, Kelly Collins <kcollins@netlinkbus.com>

To All,

Kelly found the answers to the questions about domain "administrative" and "technical" assignments for all 3 domains. It is the same for all 3 domains. We can initiate the "first phase" today with Cheryl if approved.

First Phase costs

Based on the information below my original estimate of 3 to 6 hours (\$130.00 per hr.) would be the needed time to move the domain registrar and DNS hosting to a new provider. Once this has completed the second phase can happen, which is moving email hosting to Microsoft. See estimates for second phase below.

Go Daddy (paid directly by Whitewater Township to Go Daddy via a credit card).

Go Daddy Domain hosting for 3 domains	\$60.00 (per year approximately)
Go Daddy DNS hosting	Include in above subscription.

Admin contacts: (The same contact is listed in all 3 domains)

Whitewater Township

[5777 Vinton Road](#)

P.O. Box 159

Williamsburg, MI 49690 USPh: +1.2312675141

Fax:

clerk@whitewatertownship.org

Technical contact: (The same contact is listed in all 3 domains)

NameSecure Inc.

P.O. Box 785

NULL

Herndon, VA 20172 US

Ph: +1.5707088418

Fax:

support@namesecure.com

Second phase estimates, moving email hosting to Microsoft.

Labor 20 to 30 hrs.

Microsoft email box license \$5.00 (per user/per month)

This is for email box only

Microsoft 365 Bus. Standard license \$15.00 (per user/per month)

This license includes the email box

Along with license for using Microsoft

Office software.

Optional antispam filter \$3.50 (per user/per month)

Optional antispam and antivirus filter

This filters the email before getting to

Microsoft servers. Reduces the

Number of junk, spam, phishing, and virus

related Emails.

Best regards,

Bill Schaub

Netlink Business Solutions

"Complete Office Technology Integration"

(231) 946-8808 phone

(231) 946-0719 fax

Memo

To: Whitewater Township Board of Trustees

CC: None

Date: 5.11.2023

Re: Revised Brine Agreement 2023.05.11

Board Members –

Kylie Hendges of the Grand Traverse County Road Commission (GTCRC) pointed out a possible error in our approved 2023 County Road Improvement Agreement. Kylie notes a 0.50 mile section of Broomhead Road is not currently approved to receive the maintenance work. I believe the error stems from the road list that was provided by GTCRC and the Board's wish to brine those roads that historically received the maintenance with one exception, which was to eliminate the seasonal part of Vinton Road from Farrell to the seasonal road sign.

Dollar wise the 4.11.2023 motion approved by the Board still works for the revised agreement amounts. However, the motion calls out a specific number of road miles that is no longer correct. The Board may want to address this 0.50-mile discrepancy at the next Board meeting correcting the noted 18.98 miles of county-maintained road to 19.49 miles of county-maintained road.

A revised Supervisor Executed Road Improvement Agreement is attached for review. A hard copy has been placed in the Clerk's Mailbox for her signature and forwarding to GTCRC. An image of the original agreement and draft 4.11.2023 minutes are provided to help answer any questions.

Respectfully submitted,



Whitewater Township FOIA Coordinator
Supervisor, Whitewater Township



REVISED 5.11.2023 COUNTY ROAD IMPROVEMENT AGREEMENT BETWEEN
THE GRAND TRAVERSE COUNTY ROAD COMMISSION AND WHITEWATER TOWNSHIP

Mineral Brine

	Miles	Estimated Cost	GTCRC 50%	Twp 50%/ALL	
County Maintained	19.49	\$29,143.40	\$14,571.70	\$14,571.70	RMP 5.11.2023
Non County	1.65	\$ 2,467.25		\$ 2,467.25	RMP 5.11.2023
Undefined	0.50	\$747.65		\$747.65	
Total Miles	21.64				
Grand Total				\$17,786.60	RMP 5.11.2023

(The formula for the estimated cost is $1900 * 0.787 * \text{Amt of Miles}$)

- ☒ Whitewater Township has chosen 2 (number) applications of brine.
☐ Whitewater Township has chosen not to brine.
☐ The road list has been reviewed and there are no changes. **(please initial)**

The Board of County Road Commissioners' policy is to provide a 50% match for two (2) brine applications on county maintained gravel roads, with the Township paying 50%. The Township will pay 100% for all seasonal, public access roads requested and for any additional applications after two (2).

This proposal is for the summer of 2023. Please return by April 28, 2023 to schedule the first application. The first application is expected to take place towards the middle to end of May. The second application will be towards the middle to end of July. Both applications are weather permitting.

*The above amounts are based on the 2023 bid and are close approximations of costs to be incurred. Invoices will be based on actual costs billed to GTCRC which may vary from the estimates above.

Enclosed are road listings/approximated distances and maps of the areas to be brined. If any discrepancies are discovered, please contact us at your earliest convenience.

PLEASE CHOOSE THE ROADS YOUR TOWNSHIP WOULD LIKE BRINE APPLIED TO AND HOW MANY APPLICATIONS. PLEASE NOTE - DISTANCE COULD BE DIFFERENT THAN IN YEARS PAST, DUE TO OUR IMPROVEMENT IN MAPPING AND ACCURACY.



Township Supervisor

5.11.2023

Dated

Township Clerk

Dated

Manager, GTCRC

Dated

Road Name	Destination 1 (From)	Destination 2 (To)	Legal System	Township	Seasonal	All Total	Historical Totals	Custom Totals	1st Application	2nd Application
Broomhead Road	Farrell Rd	Samels Rd	County Local	Whitewater Twp	No	0.50	0.50			
Bunker Hill Rd	Williamsburg Rd	Township Line	County Local	Whitewater Twp	No	2.29	2.29			
Maple Rd	Williamsburg Rd	Ample Rd	County Local	Whitewater Twp	No	1.13	1.13			
Skegemog Point Rd	Skegemog Point Rd	Ample Rd/Start of Pavement	County Local	Whitewater Twp	No	0.12	0.12			
Frank Lane	Frank Lane	North Rd	County Local	Whitewater Twp	No	0.50	0.50			
Farrell Rd	Farrell Rd	North Rd	County Local	Whitewater Twp	No	0.50	0.50			
Guy Rd	Munro Rd	Elk Lake Rd	County Local	Whitewater Twp	No	0.50	0.50			
Guersey Lake Rd	N Broomhead Rd	Seasonal Rd	County Local	Whitewater Twp	No	0.54	0.54			
Hurst Rd	N Broomhead Rd	Farrell Rd	County Local	Whitewater Twp	No	0.49	0.49			
Lackey Rd	Truxal Lake Rd	Township Line	County Local	Whitewater Twp	No	0.87	0.87			
Lake Side Trl	End of Pavement	End	County Local	Whitewater Twp	No	0.36	0.36			
Lossie Rd	Skegemog Point Rd	Township Line	County Local	Whitewater Twp	No	0.99	0.99			
Moore Rd	Bunker Hill Rd	Start of Pavement	County Local	Whitewater Twp	No	2.37	2.37			
N Broomhead Rd	North Branch Rd	Samels Rd	County Local	Whitewater Twp	No	4.65	4.65			
Park Rd	Merrill Ridge Dr	West to End	County Local	Whitewater Twp	No	1.05	1.05			
Sand Lakes Rd	N Broomhead Rd	Private Road	County Local	Whitewater Twp	No	0.38	0.38			
Townline Rd	Elk Lake Rd	End	County Local	Whitewater Twp	No	0.44	0.44			
Vinton Rd	O Dell Rd	Seasonal Rd Sign	County Local	Whitewater Twp	No	0.48	0.48			
Watson Rd	Skegemog Point Rd	Seasonal Rd Sign	County Local	Whitewater Twp	No	0.59	0.59			
Whitney Rd	Viton Rd	Brown Bear Trl	County Local	Whitewater Twp	No	0.87	0.87	18.99 RMP 5.11.2023		
Boat Launch	Bagg-Lakeside Trl	Turnaround	Undefined	Whitewater Twp	No	0.06	0.06			
Park Rd	County Road End	Turnaround	Undefined	Whitewater Twp	No	0.44	0.44	0.50 RMP 5.11.2023		
Bowman Rd	Lackey Rd	Supply Rd	County Local	Whitewater Twp	Yes	0.54				
Dead Horse Rd	N Broomhead Rd	END	County Local	Whitewater Twp	Yes	2.17				
Diagonal Rd	Williamsburg Rd	Williamsburg Rd	County Local	Whitewater Twp	Yes	2.23				
Guersey Lake Rd	N Broomhead Rd	N River Rd/ County Line	County Local	Whitewater Twp	Yes	0.53				
Hurst Rd	N Broomhead Rd	End	County Local	Whitewater Twp	Yes	0.32				
N Muncie Lake Rd	Supply Rd	Two Line	County Local	Whitewater Twp	Yes	1.91				
North Branch Rd	N Broomhead Rd	County Line	County Local	Whitewater Twp	Yes	1.88				
O Dell Rd	County Line	County Line	County Local	Whitewater Twp	Yes	0.00	0.64			
Wagon Rd	N Broomhead Rd	County Line	County Local	Whitewater Twp	Yes	1.00				
Samuels	Deal Rd	Broomhead Road	County Local	Whitewater Twp	Yes	1.01	1.01	1.65 RMP 5.11.2023		
Sand Lakes Rd	N Broomhead Rd	Two Line	County Local	Whitewater Twp	Yes	4.13				
Strombolis Rd	Sand Lakes Rd	Sand Lakes Rd	County Local	Whitewater Twp	Yes	1.81				
Vinton Rd	Seasonal Rd Sign	County Local	County Local	Whitewater Twp	Yes	0.52				
W Island Lake Rd	Supply Rd	Rennie Lake Rd	County Local	Whitewater Twp	Yes	0.70		Do Not Brine RMP 5.11.2023		
Watson Rd	Seasonal Rd Sign	County Line	County Local	Whitewater Twp	Yes	0.40				

Local	19.48	18.98	
Seasonal	18.79	2.17	
Undefined	0.50	0.50	

Note
1) Road Names in **BOLD** have been Historically Completed
2) To add new road(s) or area(s) please contact GTCRC



COUNTY ROAD IMPROVEMENT AGREEMENT BETWEEN
THE GRAND TRAVERSE COUNTY ROAD COMMISSION AND WHITEWATER TOWNSHIP

Mineral Brine

	Miles	Estimated Cost	GTCRC 50%	Twp 50%/ALL
County Maintained	18.99	28,395.75	14,197.88	
Non County	1.65	28,096.69		
Undefined	0.50	\$747.65		
Total Miles	21.14			
Grand Total				

(The formula for the estimated cost is $1900 * 0.787 * \text{Amt of Miles}$)

- ☒ Whitewater Township has chosen 2 (number) applications of brine.
☐ Whitewater Township has chosen not to brine.
☐ The road list has been reviewed and there are no changes. (please initial)

The Board of County Road Commissioners' policy is to provide a 50% match for two (2) brine applications on county maintained gravel roads, with the Township paying 50%. The Township will pay 100% for all seasonal, public access roads requested and for any additional applications after two (2).

This proposal is for the summer of 2023. Please return by April 28, 2023 to schedule the first application. The first application is expected to take place towards the middle to end of May. The second application will be towards the middle to end of July. Both applications are weather permitting.

*The above amounts are based on the 2023 bid and are close approximations of costs to be incurred. Invoices will be based on actual costs billed to GTCRC which may vary from the estimates above.

Enclosed are road listings/approximated distances and maps of the areas to be brined. If any discrepancies are discovered, please contact us at your earliest convenience.

PLEASE CHOOSE THE ROADS YOUR TOWNSHIP WOULD LIKE BRINE APPLIED TO AND HOW MANY APPLICATIONS. PLEASE NOTE - DISTANCE COULD BE DIFFERENT THAN IN YEARS PAST, DUE TO OUR IMPROVEMENT IN MAPPING AND ACCURACY.

Township Supervisor

Township Clerk

Manager, GTCRC

Dated

Dated

Dated

Grand Traverse County Road Commission
Township Brining 2023

Road Name	Destination 1 (From)	Destination 2 (To)	Legal System	Township	Seasonal	All Total	Historical Totals	Custom Totals	1st Application	2nd Application
Broomhead Road	Farrell Rd	Samels Rd	County Local	Whitewater Twp	No	0.50				
Bunker Hill Rd	Williamsburg Rd	Township Line	County Local	Whitewater Twp	No	2.29	2.29			
Crisp Rd	Williamsburg Rd	Arnold Rd	County Local	Whitewater Twp	No	1.50	1.50			
Drake Lane	Skagemog Point Rd	Kardees Rd/Start of Pavement	County Local	Whitewater Twp	No	0.12	0.12			
Farrell Rd	Broomhead Rd	Hursh Rd	County Local	Whitewater Twp	No	0.50	0.50			
Gay Rd	Munro Rd	Elk Lake Rd	County Local	Whitewater Twp	No	0.50	0.50			
Guernsey Lake Rd	N Broomhead Rd	Seasonal Rd	County Local	Whitewater Twp	No	0.54	0.54			
Hursh Rd	N Broomhead Rd	Farrell Rd	County Local	Whitewater Twp	No	0.49	0.49			
Lackey Rd	Trux Lake Rd	Township Line	County Local	Whitewater Twp	No	0.87	0.87			
Lake Side Trl	End of Pavement	End	County Local	Whitewater Twp	No	0.36	0.36			
Lossie Rd	Skagemog Point Rd	Township Line	County Local	Whitewater Twp	No	0.99	0.99			
Moore Rd	Bunker Hill Rd	Start of Pavement	County Local	Whitewater Twp	No	2.37	2.37			
N Broomhead Rd	North Branch Rd	Samels Rd	County Local	Whitewater Twp	No	4.65	4.65			
Park Rd	Merrill Ridge Dr	West to End	County Local	Whitewater Twp	No	1.05	1.05			
Sand Lakes Rd	N Broomhead Rd	Private Road	County Local	Whitewater Twp	No	0.38	0.38			
Townline Rd	Elk Lake Rd	End	County Local	Whitewater Twp	No	0.44	0.44			
Vinton Rd	O Dell Rd	Seasonal Rd Sign	County Local	Whitewater Twp	No	0.48	0.48			
Watson Rd	Skagemog Point Rd	Seasonal Rd Sign	County Local	Whitewater Twp	No	0.59	0.59			
Whitney Rd	Viton Rd	Brown Bear Trl	County Local	Whitewater Twp	No	0.87	0.87			
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Diagonal Rd	N Broomhead Rd	Williamsburg Rd	County Local	Whitewater Twp	Yes	2.23				
Guernsey Lake Rd	Start of Seasonal Rd Sign	N River Rd/ County Line	County Local	Whitewater Twp	Yes	0.53				
Hursh Rd	N Broomhead Rd	End	County Local	Whitewater Twp	Yes	0.32				
N Muncie Lake Rd	Supply Rd	Twp Line	County Local	Whitewater Twp	Yes	1.88				
North Branch Rd	N Broomhead Rd	County Line	County Local	Whitewater Twp	Yes	0.64	0.64			
O Dell Rd	Viton Rd	N Broomhead Rd	County Local	Whitewater Twp	Yes	1.01	1.01			
Roots Lake Rd	Broomhead Rd	County Line	County Local	Whitewater Twp	Yes	4.13				
Samuels	Deal Rd	Broomhead Road	County Local	Whitewater Twp	Yes	1.81				
Sand Lakes Rd	N Broomhead Rd	Twp Line	County Local	Whitewater Twp	Yes	0.52				
Strombolls Rd	Supply Rd	Sands Lake Rd	County Local	Whitewater Twp	Yes	0.70				
Vinton Rd	Farrell Rd	Seasonal Rd Sign	County Local	Whitewater Twp	Yes	0.40				
W Island Lake Rd	Supply Rd	Rennie Lake Rd	County Local	Whitewater Twp	Yes					
Watson Rd	Seasonal Rd Sign	County Line	County Local	Whitewater Twp	Yes					

18.99 hr

3 - .50 hr

3 - 1.65 hr

DO NOT BRINE 2023

Local	19.48	18.98
Seasonal	18.79	2.17
Undefined	0.50	0.50

Note

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Motion by Popp to approve Ordinance Enforcement Officer Job Description as amended; second by Glenn.

After discussion, there was consensus that Popp will request the township attorney's office to provide an ordinance enforcement officer ordinance.

At 12:01 p.m., the meeting recessed.

At 12:18 p.m., the meeting reconvened.

OOSTERHOUSE COMPLAINT – SCHEDULE CLOSED SESSION

Motion by Popp to schedule a closed session with township legal to discuss options regarding protection of all park land from similar claims of easement; second by Glenn.

There was no vote on the motion.

After discussion, there was consensus to have Attorney Chris Patterson set up an appointment with Mr. Oosterhouse's attorney to address alternative solutions and to address continued motorized usage of the Lossie Road Nature Trail as a violation of the Battle Creek Natural Area Management Plan, which the Lossie Road Nature Trail is considered to be a part of.

Popp will send the consensus to Patterson.

APPROVE 2023 ROAD BRINE AGREEMENT

Motion by Popp to authorize the clerk and supervisor to execute the annual County Road Improvement Agreement (brine agreement) between Whitewater Township and the Grand Traverse County Road Commission for the 2023/2024 fiscal year capped at two (2) applications or \$37,116 total expenditure; second by Goss.

Add to the motion: Roads to be brined are 18.98 miles of county-maintained road, 1.65 miles of non-county road, and 0.5 miles for the two road sections shown as Undefined on the Grand Traverse County Road Commission Township Brining list. This list contemplates removal of 0.52 miles of road for the Vinton section from Farrell Road to the seasonal road sign.

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

HYMORE COMPLAINT – SCHEDULE CLOSED SESSION

There was consensus that a closed session meeting will be set for 05/03/2023 at 9:00 a.m. if Attorney Kuschel is available.

PETOBEGO HAYFIELD MOWING AGREEMENT NEEDED

Motion by Popp requesting the Clerk provide an executed copy of the Petobego Natural Area Mowing Agreement to the board; second by Glenn.

Motion by Popp to approve Ordinance Enforcement Officer Job Description as amended; second by Glenn.

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

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Memo

To: Whitewater Township Board of Trustees

CC: None

Date: 5.19.2023

Re: Petobego Field Maintenance Agreement

Board Members –

The Clerk informed the Board a few weeks ago that the Petobego Field Maintenance Agreement had expired a number of years ago in 2009. Since that time, it would appear descendants of the farmer who signed the agreement, have been annually harvesting the field without any agreement in place. The work is greatly appreciated and I believe it is in the best interest of the Township to continue this relationship. However, without an agreement of any kind in place, it is a risk management issue that needs to be addressed.

Looking at the previous agreement, it takes the shape of an independent contractor agreement. Independent contractors today enter into a much more robust agreement and supply the Township certificates of insurance that were not contemplated in the previous instrument and may not be available from people who are interested in performing this service. Having a proper agreement in place is a must for financial and risk management, and will protect the parkland from claims of easement that as we know can arise many years after the fact. Pending discussion here, determining if Mr. Korson is an independent contractor or a volunteer may involve many factors and deserves careful attention. Some guidance can be found in the Whitewater Township Policy & Procedure Manual 2.6(b). The following are a few of the elements that may help define the difference between volunteer and independent contractor status.

1. Any questions regarding the actual nature of a service arrangement between the township and a worker should be discussed in advance with an attorney.
2. The business relationship must be a non-employee relationship. Know the difference between temporary or seasonal employees and independent contractors.
3. Before entering into an independent contractor relationship with a business or individual worker, evaluate the appearance of the intended relationship.
 - a. Does the potential independent contractor have a license or professional degree or certification?
 - b. Does the business (or person) retained to do the work for the township hire its own employees to perform the work to be completed?

- c. Does the business (or person) work for other entities also?
 - d. How will the independent contractor bill the township? Does the independent contractor use its own invoices or billing forms?
 - e. How often and in what form will the agreement payments be made?
 - f. Avoid arrangements that involve payments to the independent contractor based on “hours worked” by its personnel to perform the services, because that billing basis suggests an “employee-employer” relationship.
4. The services must be carefully described and should not duplicate any duties a township employee would perform, unless counsel is consulted first.
 5. Contractual relationships are being formed even if for limited duration. Such relationships should not be created without properly evaluating the township’s needs in advance.
 6. Carefully consider how long the service will be needed. Avoid maintaining any specific agreement with an independent contractor for an extended period of time, unless there is a clear, unavoidable reason for doing so.
 7. Draft each independent contractor agreement using the template, and then consult with counsel before offering it to the potential independent contractor for review and signature.
 12. Properly document and maintain records of all payments made pursuant to such agreements (e.g., tax-related W-9 and 1099 forms) provided to independent contractors.

@ @ @

Currently, as the outdated agreement suggests, the person named on the Field Maintenance Agreement keeps the harvested hay free of charge. If the Board considers this a type of payment, Mr. Korson may be considered an independent contractor subject to today’s standards. Alternatively, the Board could view this simply as covering the expenses of a volunteer who is performing a service to the Township which would allow the Township to use its regular volunteer hold harmless agreement.

To help establish a value of the hay, Petobego’s maintenance plan was referenced to see if the size of the hayfield was referenced directly. It was not. GIS images depicting the parcel north of Angell Road ID 28.13.108.008.00 and the south of Angell Road parcel ID 28.13.117.004.00 were generated to allow for some approximations of acreage. The north parcel is 32 acres in total size and it appears 50% of the parcel could produce hay. The south parcel is nearly 80 acres in size of which 20% appears to produce hay. Between the two parcels an estimated 32 acres could produce hay. In a normal farm operation hay can be cut several times during the growing season. Commonly referred to as first cutting, second cutting and sometimes third and fourth cutting. The product increases in value as the cutting number increases but, the yield diminishes too. In the attached USDA 2022 yield forecast, Michigan is expected to produce 2 tons of hay per acre. Thinking the field will only be harvested one time, and referencing MSU 2018 analysis which indicates 41% of the annual hay production was realized on the first cutting, we can begin to determine a value for the hay. MSU published a 2020

document placing the value of non-alfalfa hay between \$100 and \$200 per ton. A quick internet search places the value today at nearly \$140 ton for good quality alfalfa hay. I believe what is harvested from the Petobego property is of lesser quality and can be classified for this discussion at \$100.00 per ton. The math looks like this: 32 acres x 2 tons per acre = 64 tons x .41 for one cutting = 26.24 tons of hay x \$100 per ton for a total value of \$2,624.00.

Considering the cost of fuel and the cost of equipment needed to perform this work, a strong argument that the Township is receiving a significant contribution towards the maintenance of the parkland can be established and therefore Mr. Korson could be considered a volunteer. Policy guidance indicates the need for a case-by-case review and for that reason as well as others noted above the following motion is made.

Motion One: Motion to have legal advise the Board as to the status (Volunteer or Independent Contractor) of any person who undertakes this type of field maintenance and to draft an appropriate agreement for that purpose.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Ron Tully". The signature is fluid and cursive, with the first name "Ron" and last name "Tully" clearly distinguishable.

Whitewater Township FOIA Coordinator
Supervisor, Whitewater Township

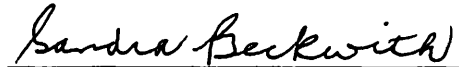
**Whitewater Township
Field Management Agreement for Petobego Natural Area**

This Agreement is entered into this 18th day of May, 2004 by and between Whitewater Township and Raymond Korson for the purpose of field management at the Petobego Natural Area. The term of this agreement shall be for five (5) years.

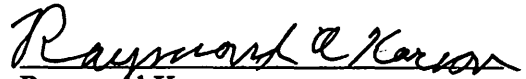
Korson agrees to:

- Prepare and plant for hay production the hayfields as identified on the attached map.
- Manage the fields as single-cut hayfields with hay being cut between July 15 and August 31 of each year.

In exchange for maintaining the fields, the Township agrees that Korson may cut the hay for free.

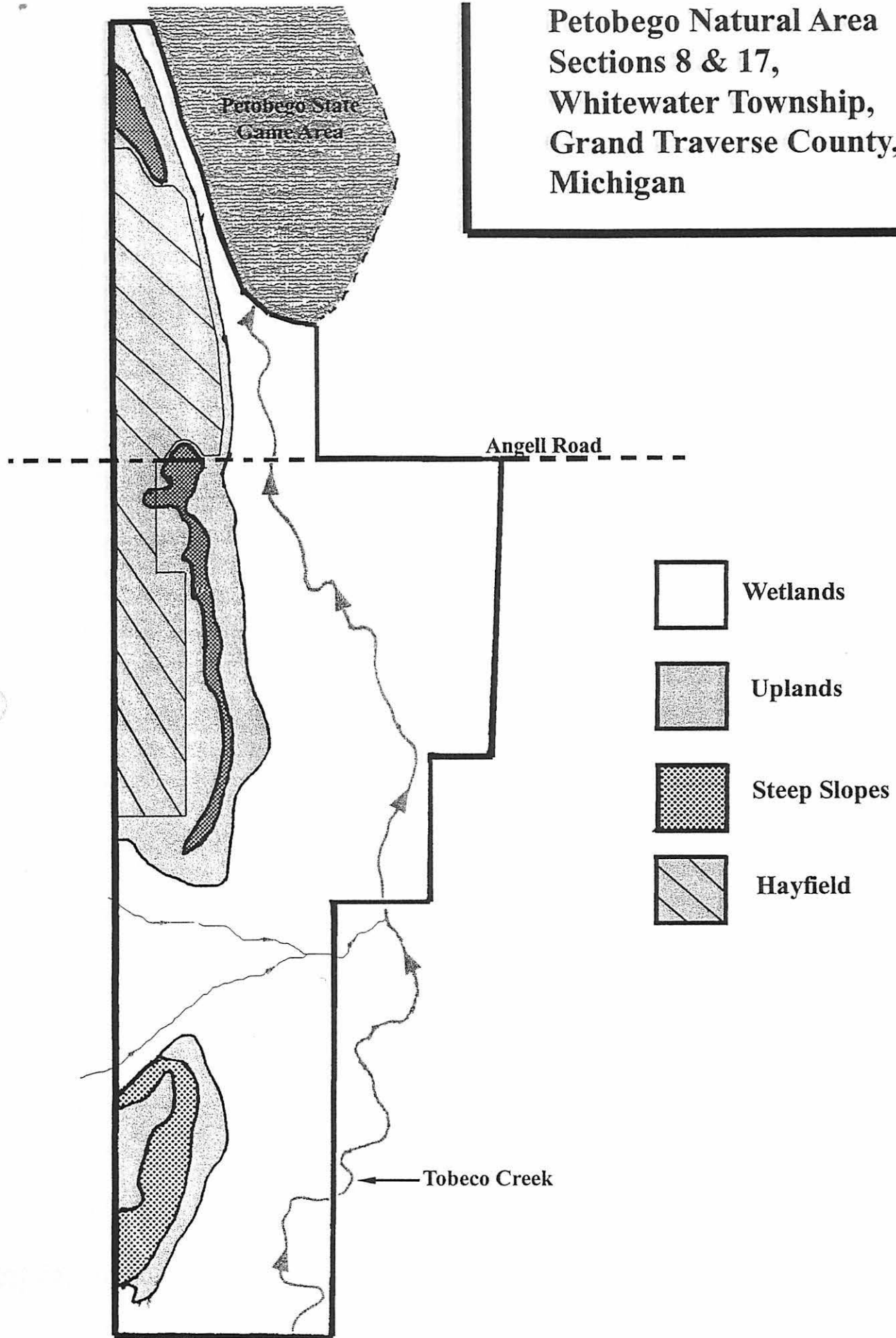


Sandra Beckwith
Whitewater Township Supervisor



Raymond Korson

**Petobego Natural Area
Sections 8 & 17,
Whitewater Township,
Grand Traverse County,
Michigan**



NE 1/4
of
SW 1/4

NW 1/4
of
SE 1/4

NE 1/4
of
SE 1/4

SE 1/4
of
SW 1/4

SW 1/4
of
SE 1/4

SE 1/4
of
SE 1/4

ANGELL RD

ANCELL RD

NE 1/4
of
NW 1/4

NW 1/4
of
NE 1/4

NE 1/4
of
NE 1/4

SE 1/4
of
NW 1/4

SW 1/4
of
NE 1/4

SE 1/4
of
NE 1/4



Agriculture Across Michigan

August 1 Crop Forecast

Michigan growers are anticipating smaller corn, soybean, dry bean, alfalfa hay and sugarbeet yields in 2022 than they had in 2021. Spring planting was delayed due to cold, wet conditions. The State has experienced drier than normal growing conditions and the Central and Thumb regions have been abnormally dry. Passing rains have helped to sustain field crops though later than normal planting and these dry conditions are anticipated to have a negative affect on crop yields. As of July 31, sixty-four percent of the corn crop was rated good to excellent, and 56 percent of the soybean crop was rated good to excellent; both condition ratings were lower than last year at the same time.

Highlights of the August 1 Crop Production report follow:

- Michigan's average corn yield is forecast at 170 bushels per acre, 4 bushels below last year. Total production is forecast at 321 million bushels, down 7 percent from last year. Production is down on a smaller yield and fewer planted acres.

- Soybean yield is forecast at 47 bushels per acre, down 4 bushels from last year. Total production is forecast at 105 million bushels, down 4 percent from last year. Despite farmers planting more soybean acres in 2022 in Michigan, total production is anticipated to be down due to a smaller yield.
- Winter Wheat yield is estimated at 84 bushels per acre, up 3 bushels from last year. Total production is forecast at 35.7 million bushels.
- Producers of dry beans are expecting their crop to yield 2,300 pounds per acre, down 110 pounds from last year. Production is expected to be 5.01 million hundredweight, nearly unchanged from last year due to an increase in acres planted in 2022.
- Michigan's 2022 apple production forecast is 1.10 billion pounds, up 68 percent from last year. The Michigan peach production forecast is 12,000 tons, up 43 percent from last year. Both the Michigan apple and peach crops had an ideal Spring with no major freezes or frosts that reduced the crops in the past 2 years.

Area Planted and Harvested, Yield, and Production by Crop – Michigan and United States: 2021 - 2022

Commodity	Michigan		United States	
	2021	2022	2021	2022
Beans, dry				
Planted 1,000 acres	210.0	220.0	1,394.0	1,284.0
Harvested 1,000 acres	208.0	218.0	1,335.6	1,239.3
Yield Pounds	2,410	2,300	1,701	1,979
Production 1,000 cwt	5,011	5,014	22,721	24,525
Corn, all				
Planted 1,000 acres	2,350	2,250	93,357	89,821
Corn, grain				
Harvested 1,000 acres	1,990	1,890	85,388	81,840
Yield Bushels	174.0	170.0	177.0	175.4
Production 1,000 bu	346,260	321,300	15,115,170	14,358,679
Hay, alfalfa				
Harvested 1,000 acres	560	570	15,246	15,465
Yield Tons	3.10	1.90	3.23	3.17
Production 1,000 tons	1,736	1,083	49,245	49,100
Hay, other				
Harvested 1,000 acres	230	230	35,490	36,042
Yield Tons	1.90	2.00	2.00	1.88
Production 1,000 tons	437	460	70,951	67,659
Oats				
Planted 1,000 acres	55	50	2,550	2,392
Harvested 1,000 acres	20	30	650	796
Yield Bushels	63	62	61	66.1
Production 1,000 bu	1,260	1,860	39,836	52,576
Soybeans				
Planted 1,000 acres	2,150	2,250	87,195	88,025
Harvested 1,000 acres	2,140	2,230	86,332	87,211
Yield Bushels	51.0	47.0	51.4	51.9
Production 1,000 bu	109,140	104,810	4,435,232	4,530,561
Sugarbeets				
Planted 1,000 acres	155.0	140.0	1,160.0	1,178.4
Harvested 1,000 acres	142.0	137.0	1,107.6	1,146.1
Yield Tons	37.4	31.0	33.2	29.2
Production 1,000 tons	5,311	4,247	36,751	33,486
Wheat, winter				
Planted 1,000 acres	610	470	33,648	34,006
Harvested 1,000 acres	560	425	25,464	25,002
Yield Bushels	81	84	50	47.9
Production 1,000 bu	45,360	35,700	1,277,365	1,197,650

Farm Production Expenditures Up More than 7 Percent

Farm production expenditures in the United States are estimated at \$392.9 billion for 2021, up from \$366.2 billion in 2020. The 2021 total farm production expenditures are up 7.3 percent compared with 2020 total farm production expenditures. Fifteen expenditure items showed an increase from the previous year, while two showed a decrease.

The four largest expenditures at the United States level total \$189.4 billion and account for 48.3 percent of total expenditures in 2021. These include feed, 16.6 percent, farm services, 11.5 percent, livestock, poultry, and related expenses, 10.8 percent, and labor, 9.4 percent.

In 2021, the United States total farm expenditure average per farm is \$196,087, up 7.7 percent from \$182,130 in 2020. On average, United States farm operations spent \$32,540 on feed, \$21,161 on livestock, poultry, and related expenses, \$22,458 on farm services, and \$18,366 on labor. For 2020, United States farms spent an average of \$28,250 on feed, \$22,232 on farm services, \$19,695 on livestock, poultry, and related expenses, and \$18,253 on labor.

The United States economic sales class contributing most to the 2021 United States total expenditures is the \$1,000,000 - \$4,999,999 class, with expenses of \$122.1 billion, 31.1 percent of the United States total, up 4.9 percent from the 2020 level of \$116.4 billion. The next highest is the \$5,000,000 and over class with \$116.9 billion, up 19.4 percent from \$97.9 billion in 2020.

The Midwest region, which includes Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin contributed the most to United States total expenditures with expenses of \$124.9 billion (31.8 percent), up from \$112.8 billion in 2020. Other regions, ranked by total expenditures, are the Plains at \$99.2 billion (25.2 percent), West at \$86.7 billion (22.1 percent), Atlantic at \$42.9 billion (10.9 percent), and South at \$39.2 billion (10.0 percent).

For further information on USDA farm expenditures, please visit https://www.nass.usda.gov/Statistics_by_Subject/Economics_and_Prices/index.php

Farm Real Estate Values and Cash Rents

The 2022 average Michigan farm real estate value, including land and buildings, averaged \$5,850 per acre. Farm real estate values in Michigan were up 10.4 percent from 2021. Michigan is in the Lake States region, which also includes Minnesota and Wisconsin. The Lakes States region value was \$5,960 per acre, up 13.7 percent from 2021. The value of farm real estate in States bordering Michigan were: Wisconsin, \$5,700 per acre; Ohio, \$7,200 per acre; and Indiana, \$8,000 per acre.

Michigan's cropland value increased 12.8 percent from the previous year to \$5,300 per acre. The Lake States region experienced a 15.7 percent increase to \$5,970 per acre. The average value of cropland in the

United States increased 14.3 percent from 2021 to \$5,050 per acre. Michigan's pasture value was \$2,900 per acre, up 5.8 percent from 2021.

Michigan's cropland cash rent was \$144.00 per acre in 2022, up \$6.00 from the previous year. Cropland cash rents in the Lake States increased \$8.00 from last year to \$170.00 per acre. The cropland cash rents in the States bordering Michigan were: Wisconsin, \$149.00 per acre; Ohio, \$170.00 per acre; and Indiana, \$212.00 per acre.

Pasture cash rents in the Lake States region remained steady at \$30.00 per acre. Pasture cash rent in the United States was \$14.00 per acre.

Chickens and Eggs

All layers in Michigan totaled 17.0 million during June, up 17 percent from a year ago. Egg production totaled 428 million eggs, up 18 percent from last year. The rate of lay during June was 2,516 eggs per 100 layers.

All layers in the U.S. totaled 366.0 million during June, down 4 percent from a year ago. There were 22.6 million turkey poult hatchlings in the U.S. in June, up 2 percent from the previous year.

Egg and Hatchery Production - Michigan and United States: June 2021 and 2022

Item	2021	2022	Percent Change
Michigan			
All layers thousand	14,598	17,017	17
Eggs per hundred layers number	2,486	2,516	1
Eggs produced million	363	428	18
U.S.			
All Layers thousand	383,040	366,049	-4
Eggs per hundred layers number	2,329	2,367	2
Eggs produced million	8,922	8,665	-3
Turkey Eggs in incubators, Jul 1 thousand	26,870	26,611	-1
Turkey Poults hatched, Jun thousand	22,098	22,647	2

June Agricultural Prices

Prices received by Michigan farmers for the full month of June 2022 are listed in the table below. Some Michigan highlights were: June corn, at \$6.66 per bushel, decreased \$0.35 from May but increased \$0.61 from last year; June soybeans, at \$16.80 per bushel, increased \$0.20 from last month and increased \$0.60 from last year; June wheat, at \$9.14 per bushel, decreased \$0.23 from May but increased \$2.65 from last year; June milk, at \$26.30 per cwt., decreased \$0.20 from last month but increased \$8.30 from last year.

Nationally, the June Prices Received Index 2011 Base (Agricultural Production), at 134.8, increased 0.2 percent from May and 26 percent

from June 2021. At 125.6, the Crop Production Index was up 2.2 percent from last month and 17 percent from the previous year. The Livestock Production Index, at 144.9, decreased 0.8 percent from May, but increased 35 percent from June last year. Producers received higher prices during June for oranges, corn, hogs, and soybeans but lower prices for strawberries, broilers, milk, and wheat. In addition to prices, the volume change of commodities marketed also influences the indexes. In June, there was increased monthly movement for wheat, hay, peaches, and corn and decreased marketing of oranges, milk, broilers, and strawberries.

Prices Received by Farmers¹ - Michigan and United States: June 2022 with Comparisons

Commodity	Michigan			United States		
	Jun 2021	May 2022	Jun 2022	Jun 2021	May 2022	Jun 2022
Beans, dry edibledollars/cwt	39.00	54.10	(D)	40.10	51.50	47.80
Corndollars/bu	6.05	7.01	6.66	6.00	7.26	7.37
Hay, alfalfadollars/ton	190.00	190.00	190.00	199.00	244.00	245.00
Hay, otherdollars/ton	150.00	125.00	130.00	140.00	143.00	146.00
Oatsdollars/bu	3.27	7.00	(S)	3.42	6.35	6.61
Soybeansdollars/bu	16.20	16.60	16.80	14.50	16.10	16.40
Wheat, winterdollars/bu	6.49	9.37	9.14	6.10	10.50	9.14
Milk, alldollars/cwt	18.00	26.50	26.30	18.20	27.30	26.90

(D) Withheld to avoid disclosing data for individual operations.

(S) Insufficient number of reports to establish an estimate.

¹ Entire month weighted average price.

June Milk Production

Dairy herds in Michigan produced 1 billion pounds of milk during June, down 1.0 percent from a year ago. Production per cow in Michigan averaged 2,330 pounds for June, 60 pounds above June 2021. The dairy herd was estimated at 429,000 head for June, down 16,000 head from a year earlier. The average price of milk sold in June by Michigan dairy producers was \$26.30 per cwt., \$8.30 more than the price in June 2021.

Milk Cows, Production, and Price – Michigan: June 2021 and 2022

Item	2021	2022
Cows 1,000 hd	445	429
Milk per cow lbs/month	2,270	2,330
Production mil lbs	1,010	1,000
Milk price, all dol/cwt	18.00	26.30
Fat test pct	3.76	3.82
Protein ¹ pct	3.09	3.10

¹ FMO 33

Thank You to our Data Providers

The USDA, NASS, Great Lakes Region and enumerator staff are pleased to provide you and the Michigan agricultural industry with current, reliable information as summarized in the following articles. This service is possible because you and other respondents provided us with timely survey responses. Thank you!

The importance of first cutting alfalfa: Quality versus yield

Phil Kaatz, [Michigan State University Extension](#) - May 08, 2018

First cutting alfalfa has historically been the highest-yielding cutting of the year

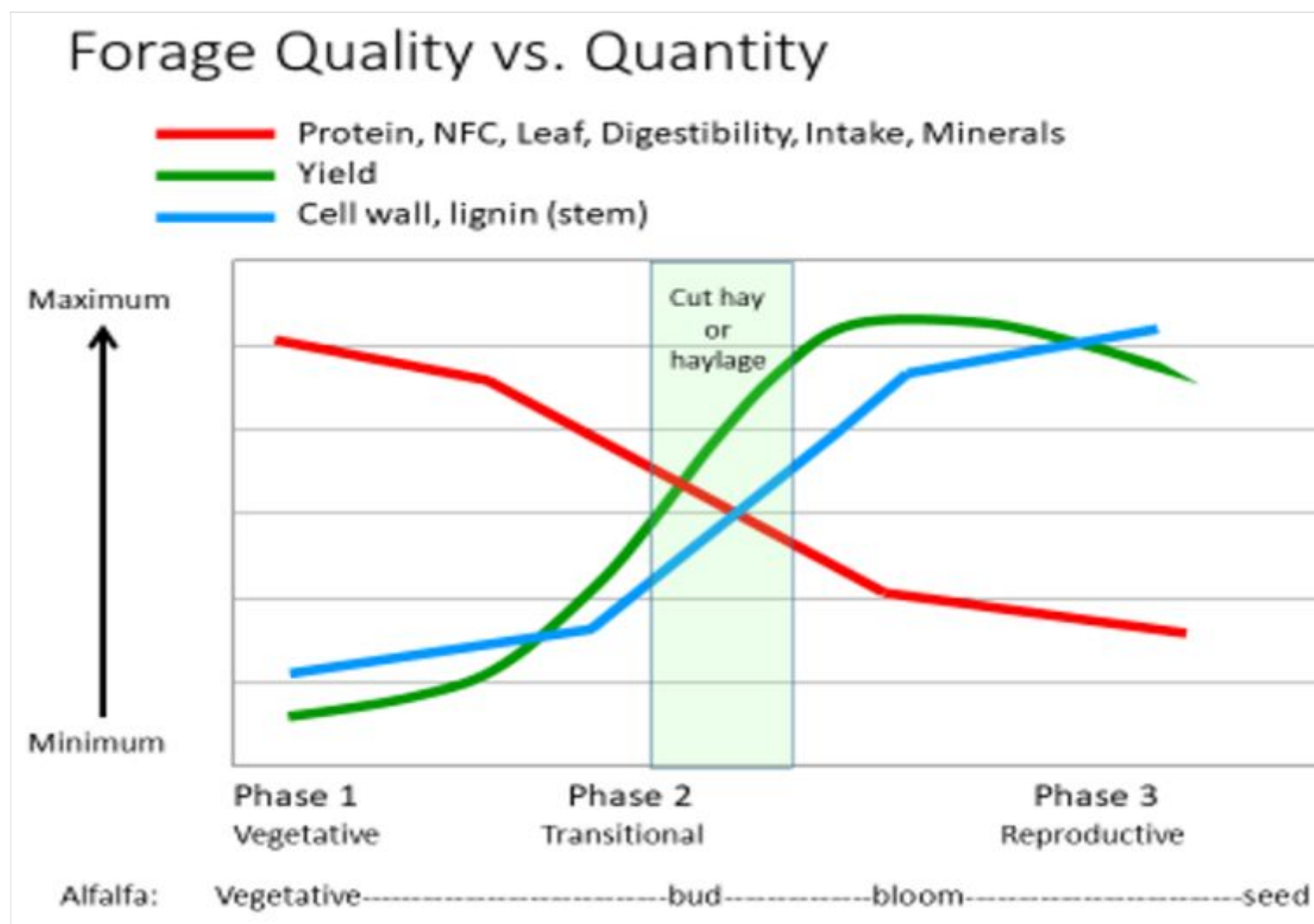


Figure 1. Forage quality versus quantity. Figure by Kim Cassida, MSU.

The old cliché, you never get over a good or bad start, is very true for the forage crop of alfalfa. Alfalfa is a legume that provides an excellent blend of fiber, protein and energy. When harvested at the appropriate time, alfalfa can provide excellent quality feed. Harvest too late and the consequences are poorer quality with higher yields. Harvest too early and the consequences are high quality with both reduced yields and reduced stand longevity. While every producer may want to harvest at the “sweet spot” between quality and yield, there is always a tradeoff between quality, yield and persistence based on time of cutting (Fig. 1).

Alfalfa is versatile enough to be used by most livestock operations in a variety of ways. Therefore, the quality will have a significant impact on how the animals respond, e.g., producing pounds of milk for dairy cows, pounds of gain for growing heifers or steers, or maintaining body condition for lactating beef cow. It makes sense to harvest with an end goal in mind for quality and yield, according to the type of livestock fed. Livestock performance and body condition can be excellent markers for whether the forage is meeting animal needs. Figure 2 illustrates how Relative Forage Quality (RFQ) relates to nutrient needs for different species and classes of livestock.

Producers have been using Relative Feed Value (RFV) widely for ranking alfalfa for sale, inventorying and allocating forage lots to animal groups according to their quality needs, as well as determining when to harvest. RFQ expands RFV and is an indexing tool that includes digestible fiber. The forage quality needs of a high producing milking cow is better met with alfalfa cut at the mid-bud stage, whereas the forage quality needs of an 18-24 month dairy heifer will be better met with more mature alfalfa harvested at the 1/10 bloom stage.

Forage Quality Needs of Animals

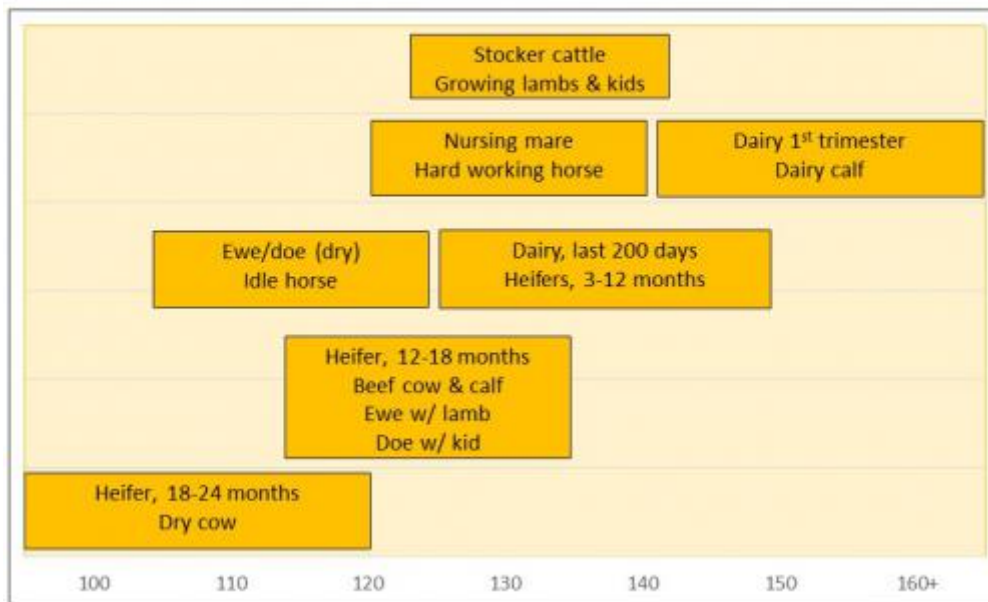


Figure 2. Different species of animals and forage quality needs. Adapted from Undersander, University of Wisconsin.

To illustrate the yield differences between cuttings, [Michigan State University Extension's Forage Variety Test Reports for 2015-2017](#) were summarized for East Lansing, Lake City and Chatham. East Lansing has historically used a four-cut system for alfalfa and Lake City and Chatham utilize a three-cut system. Each location will typically have unique growing environments for both temperature and rainfall.

When comparing percent of total yearly yield by cutting in the East Lansing yield summaries (n=13) a four-cut system was used (Fig 3). Average yields for first cuttings were 41 percent of the total year's production and 2.2 tons dry matter per acre; 22 percent and 1.21 tons dry matter per acre for second cutting; 21 percent and 1.16 tons dry matter per acre for third cutting; and 17 percent and 0.91 tons dry matter per acre for fourth cutting.

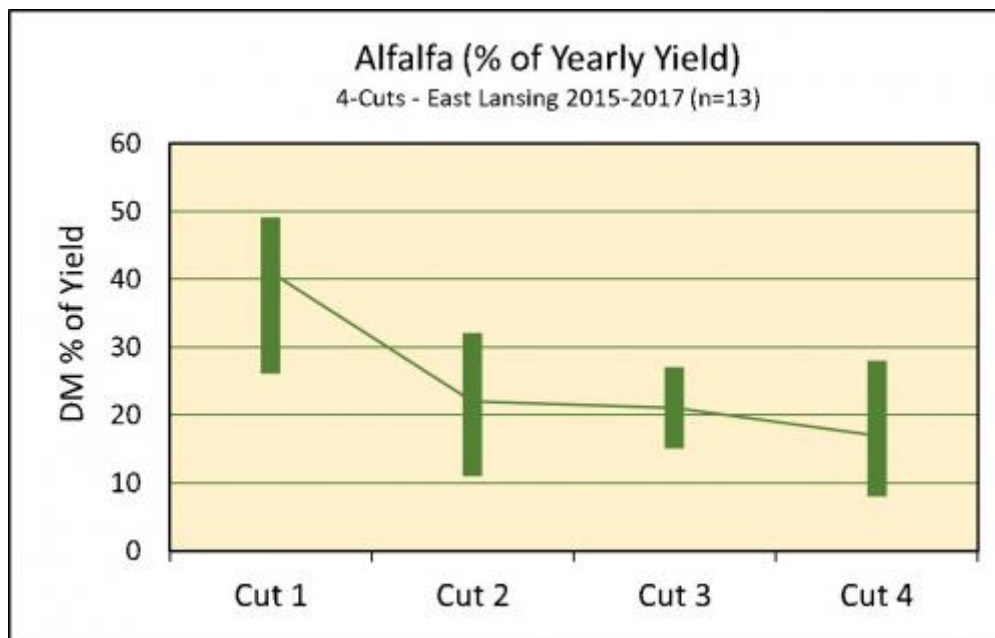


Figure 3. Percent of yearly yield x cutting, East Lansing, MSU (Michigan State University) Alfalfa Yield Summaries 2015-2017.

When comparing percent of total yearly yield by cutting at the Lake City Research Station (Fig. 4), yield summaries (n=19) were based on a three-cut systems. Average yields were 49 percent and 1.66 tons dry matter per acre for first cutting; 34 percent and 1.18 tons dry matter per acre for second cutting; and 17 percent and 0.63 tons dry matter per acre for third cutting.

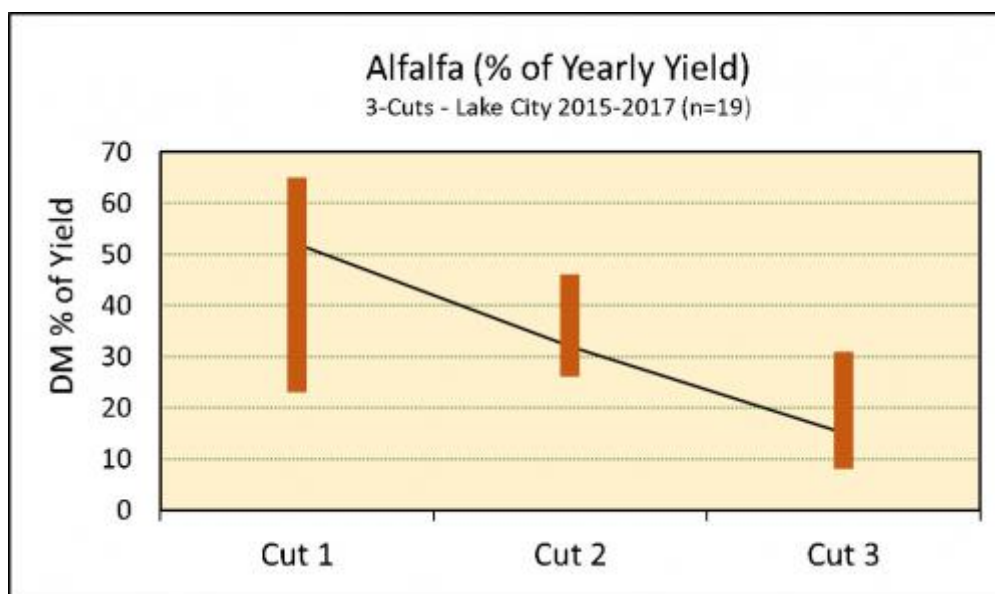


Figure 4. Percent of yearly yield x cutting, Lake City, MSU (Michigan State University) Alfalfa Yield Summaries 2015-2017.

When comparing percent of total yield by cutting at the Chatham Research Station in the Upper Peninsula (Fig. 5), yield summaries (n=9) were based on three-cut systems. Average yields were 59 percent and 1.85 tons dry matter per acre for first cutting; 29 percent and 0.90 tons dry matter per acre for second cutting; and 12 percent and 0.36 tons dry matter per acre for third cutting.

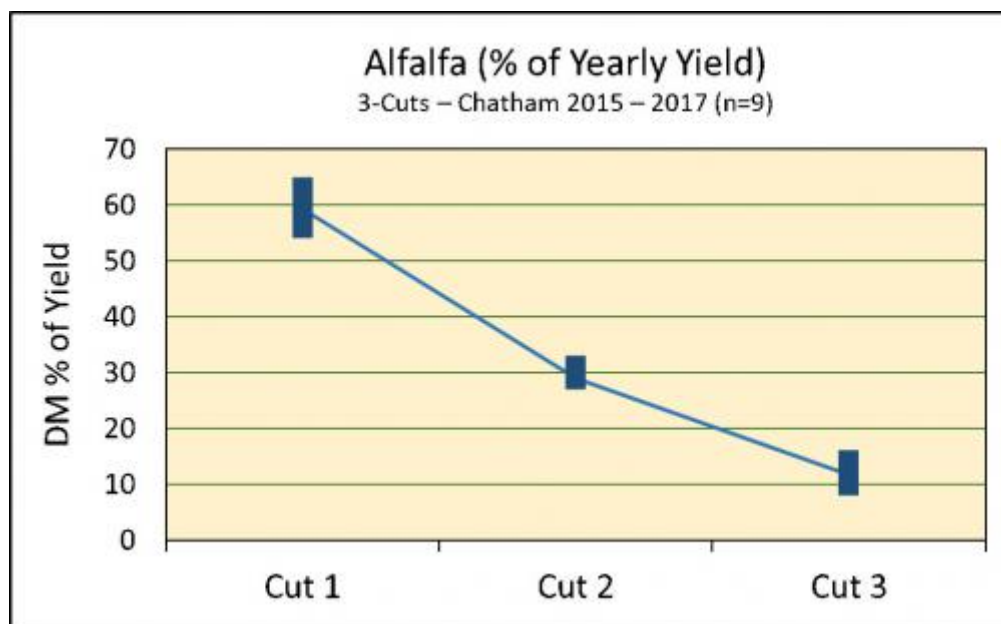


Figure 5. Percent of yearly yield x cutting, Chatham, MSU (Michigan State University) Alfalfa Yield Summaries 2015-2017.

The differences in percent of total yield among cuttings is more dramatic as the number of cuttings per year decreases from four to three.

In summary, if producers are harvesting their first cutting alfalfa for quality, remember the largest yield of the season is historically from first cutting. Therefore, keep a close eye on crop growth since temperature and moisture can affect plant maturity quickly (see Figs. 3, 4 and 5).

For more information, contact Phil Kaatz at 810-667-0341 or at kaatz@msu.edu, Kim Cassida at cassida@msu.edu or Jerry Lindquist at 231-832-6139 or lindquis@msu.edu.

Resources

- Comparison of Relative Forage Quality (RFQ) to Relative Feed Value (RFV), University of Wisconsin – Extension
- Forage Connection, Michigan State University

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Michigan hay supplies and prices for the spring season

Philip Kaatz, [Michigan State University Extension](#) - April 08, 2020

Prices are holding higher than a year ago and supplies are tight for high quality hay, but lower quality hay can be found.



Livestock owners looking for hay in the next couple of months should be thinking about where to find hay to fill their needs. Depending on what type of livestock you have, there may be a challenge to finding the quality of hay you need. If you are looking for high

quality hay, there is very little to be found. Lower quality hays are available and the prices are reflecting the good supply and demand. In the last 18 months, hay stocks were 30% lower from May 2018 to May 2019. Year-end stocks rebounded slightly according to the U.S. Department of Agriculture (USDA) National Agricultural Statistics Service (NASS) Crop Production Report published in December 2019. With the very wet spring and fall in 2019, good quality forage was hard to produce as dry hay supplies remained much below the supply from several years ago.

A short survey of the Michigan Hay Council board of directors about statewide hay prices and supplies reinforced the information from the [USDA NASS Agriculture Prices](#) for February hay, alfalfa and all hay, released on March 31, 2020. Prices are higher than a year ago in Michigan for all hay types. The prices for high quality alfalfa hay average near \$250 per dry matter (DM) ton with very little supply available. Other hay types (e.g., alfalfa/grass, straw and grass hay with lower quality are available in all bale sizes and types and range from \$100 to \$200 per DM ton. The prices vary based on availability, location, quality, bale type and cutting.

For those buying or selling hay, the [Michigan Hay Listing Network](#) provides a free place for sellers of hay to advertise their forages for sale. Forages listed may be dry hay, haylage, alfalfa/grass hay, grass, straw and corn silage. Forms of hay include small square bales, large square bales, round bales and ensiled forages such as baleage (Fig. 1). The website is a cooperative effort between the [Michigan Forage Council](#), [Michigan Farm Bureau](#) and [Michigan State University Extension](#). Each listing can be listed for four months. Information on cutting, storage, price and available transportation are all listed on the website.

Forage Types	Alfalfa(>95%) ▼	Harvest Year*	<input type="text"/>
Form	Small Square(30-80 lbs) ▼	Tested for Feed Value	No ▼
Price/Ton (Enter Dollar Amount)*	\$ <input type="text"/> /Ton	Relative Feed Value	0 <input type="text"/> %
Quantity in Tons*	<input type="text"/>	Crude Protein (CP) (0-100)%	0 <input type="text"/> %
Storage	Under roof ▼	Dry Matter (DM) (0-100)%	0 <input type="text"/> %
Cutting	1 ▼	Neutral Detergent Fiber (NDF) (0-100)%	0 <input type="text"/> %
Preservative	<input type="radio"/> Yes <input checked="" type="radio"/> No	Acid Detergent Fiber (ADF) (0-100)%	0 <input type="text"/> %
Organically Certified:	No ▼	Neutral Detergent Fiber digestibility (NDFd) (0-100)%	0 <input type="text"/> %
Transportation <input type="checkbox"/> Yes ▼ If you do wish to haul, but not >100 miles, please put a 0 in the Cost per mile(>100 miles) box.			
Cost per mile(<100 miles)(Enter Dollar Amount)* <input type="text"/>		Cost per mile(>100 miles)(Enter Dollar Amount)* <input type="text"/>	

Figure 1. Forage information available on Michigan Hay Listing Network.

For more information, contact MSU Extension educator Phil Kaatz at kaatz@msu.edu or 810-667-0341.

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Memo

To: Whitewater Township Board of Trustees

CC: None

Date: 5.24.2023

Re: Additional Compensation Program

Board Members –

This business item seeks board approval for Don Glenn to submit timesheets for wages under the Additional Activities Compensation Program as he continues to assist the Township with various park operations duties. Original board action contemplated payment from January 1, 2023 through April 30, 2023 and not to exceed \$2,500.00. The following motion is presented so payment can be made from April 30, 2023 through July 9, 2023 which is the end of a pay period.

Motion: Motion to approve Don Glenn's request for payment under the Additional Activities Compensation Program beginning April 30, 2023 through pay period ending July 9, 2023, not to exceed \$2,500.

Respectfully submitted,



Whitewater Township FOIA Coordinator
Supervisor, Whitewater Township

To: Whitewater Township Board

From: Rachel Steelman, PC Chairperson

Date: 05/30/2023

The Planning Commission (PC) requests the Township Board (TB) take action on the following at the June 14th, 2023 TB Regular Meeting:

1. On 05/17/2023 the TB and PC held a joint meeting at which changes to the Townships contract with North Place Planning LLC was unanimously agreed upon. Due to several changes discussed it was determined rewriting the contract was the most effective way of updating the contract (as opposed to amendment/s). Behind this coversheet you will find said contract.

An appropriate motion would be: Motion to approve the contact with North Place Planning, LLC and repeal the existing contract.

PROPOSAL ACCEPTANCE AGREEMENT

This is an Agreement by and between North Place Planning LLC, 9304 Wheeler Oaks Drive, Williamsburg, MI 49690, and Whitewater Township, c/o Ron Popp, Supervisor, 5777 Vinton Rd., P.O. Box 159 Williamsburg, MI 49690 (hereinafter referred to as "Township").

RECITALS

1. Township desires to utilize the planning services of North Place Planning. North Place Planning agrees to provide such services on the terms and conditions set forth herein and as provided in the referenced Updated Proposal dated May 22, 2023, incorporated and amended herein.

TERMS

2. Engagement. Township hereby repeals the prior Independent Contractor Agreement dated 9-29-2022 and engages North Place Planning LLC to perform the professional Master Plan Update and Related Planning Services as referenced in the updated proposal dated May 22, 2023, (hereinafter referred to as the "Services"). All Services, unless otherwise specified in writing and agreed to by both parties shall be performed in accordance with the terms and conditions of this Agreement.

3. Terms of Payment. Township shall pay North Place Planning for services rendered according to the referenced Updated Proposal dated May 22, 2023.

4. Township's Authorized Agent. The Township Supervisor is the authorized agent of the Township for purposes of this Agreement. As such, the agent is duly authorized and shall be responsible for the execution of any document related to this Agreement or any amendment hereof. Management of specific work performed under this contract is assigned to the Whitewater Township Planning Commission. Management includes authorizing specific work assignments and monitoring the production of deliverables, charges, and schedules associated with the Master Plan update and amendments or updates to the Whitewater Township Zoning Ordinance. The Whitewater Township Planning Commission manages work activities and expenditures consistent with the budget approved by the Whitewater Township Board. The Whitewater Township Planning Commission may request that North Place Planning provide cost estimates, schedules, and cost estimates before authorizing the work to produce any requested deliverables.

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.

North Place Planning, LLC

Randy A. Mielnik, AICP

(date)

Whitewater Township

Ron Popp, Township Supervisor

(date)

Rachel Steelman, Chairperson

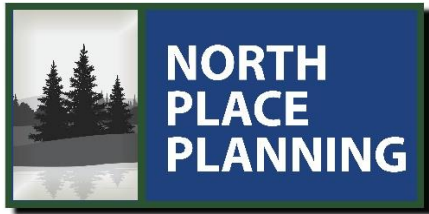
(date)

Additional Terms and Conditions

1. This Agreement must be signed by North Place Planning within 30 days of the Agreement being signed by the Township.
2. The updated proposal dated May 22, 2023, Independent Contractor Agreement and Additional Terms and Conditions constitute the full agreement between Whitewater Township and North Place Planning, hereinafter collectively known as the ("Agreement"). To the extent the May 22, 2023 proposal conflicts with any terms and conditions set forth within the Agreement, the Agreement controls.
3. The Township hereby authorizes the above-described services and agrees to pay North Place Planning \$75.00 per hour plus reimbursable expenses as outlined in the Updated Proposal dated May 22, 2023. North Place Planning shall invoice monthly for hours worked and professional services rendered. Payment is due within 45 days of the date of invoice. A service charge of 1.0% per month will be added to past-due accounts calculated from the due date of the invoice.
4. North Place Planning shall, upon request of the Township, provide additional assistance with ordinance review, language development, and other ad-hoc projects as authorized.
5. North Place Planning agrees to perform planning services in accordance with AICP Code of Ethics & Professional Responsibilities referenced in the proposal dated August 29, 2022.
6. North Place Planning agrees to perform planning services in accordance with the Michigan Planning Enabling Act of 2008 and assist the Township in meeting the statutory requirements. Those projects performed by North Place Planning shall further comply with the Michigan Zoning and Enabling Act of 2006 when applicable.
7. North Place Planning is an independent contractor for the Township.
8. North Place Planning will use reasonable efforts to maintain the confidentiality of the work undertaken for the Township and not divulge information to the public, except as required by the collaboration and visioning provisions of the proposal dated May 22, 2023, or as required by law. Information that is in the public domain shall not be deemed confidential.
9. The Township and North Place Planning recognize that professional standards and ethics govern the performance of North Place Plannings' services under this Agreement. If circumstances arise which, in North Place Plannings' opinion, preclude it for professional or ethical reasons from continuing such performance, North Place Planning shall advise the Township of that fact immediately. 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 at any time without additional process. Payment for work completed but not finished due to termination shall be subject to terms listed in provision 2.
10. The Township bears full responsibility for any fines, penalties, or administrative actions that may be incurred due to non-compliance with Federal or State requirements that may result from any delays or actions by the Township or any suspension or termination of performance between the Township and North Place Planning as defined within these terms and conditions.
11. North Place Planning may not assign its rights or delegate its responsibilities under this contract without the express written consent of the Township.
12. This Agreement is not intended to confer rights on anyone other than the Parties.
13. If any portion of this Agreement shall be declared unenforceable by any court of competent jurisdiction, the remainder of this Agreement and Additional Terms and Conditions shall remain in full force and be unaffected by the portion which may be declared to be unenforceable.

Initials/Date_____

Initials/Date_____



Whitewater Township

Updated Proposal For Master Plan Update and Related Planning Services

May 22, 2023

NORTH PLACE PLANNING, LLC.
Randy A. Mielnik, AICP
9304 Wheeler Oaks Drive
Williamsburg, Michigan 49690
734-770-2698

1. Proposed Approach & Organizational Issues - Master Plan

The development of an updated Master Plan for Whitewater Township is based on some organizational considerations and assumptions. These include:

- [1] The Master Plan will be prepared using software called Adobe InDesign. This software allows for better layout options and better handling of graphics and maps.
- [2] It is understood that the text, photos, and other graphics in the existing Master Plan are available for use in the original format (MS Word, JPEG images, etc.). A considerable amount of material will likely be carried forward in a new document.
- [3] There is a need for help with mapping, and it potentially involves some minimal costs. Grand Traverse County has high-resolution aerial photography and property ownership information essential for a new Master Plan. Therefore, costs may be incurred with Grand Traverse County (or other private vendors) to help create and organize geographic data in a way that supports a new Master Plan.
- [4] It is assumed that Whitewater Township will set aside prominent space on the township website for information on the progress toward an updated Master Plan. This information potentially includes a place to download draft material, meeting notices, links to related information, etc.
- [5] Draft material will be prepared for the Planning Commission to review. This material will be produced as a .pdf document and delivered in time to include in the meeting packet. Planning Commission members will be expected to review draft material in advance and attend the meeting prepared to raise any questions and substantive comments on the draft material. Extensive discussions about grammar, punctuation, and formatting should be avoided and not take up valuable Planning Commission meeting time.
- [6] This project is an update to the existing (30-page) Master Plan. However, there are important gaps between what is contained in this document and the requirements in the Michigan Planning Enabling Act (MPEA) of 2008 as amended. Some examples relate to Section 125.3833 and include:
 - a. The land use plan and zoning map (pages 22 & 23 in the existing Master Plan) raise many questions. These range from basic matters, such as the lack of a map scale and clear zoning/land use boundaries, to larger questions about desirable future land use patterns in Whitewater Township. Substantive attention to these two maps is anticipated.
 - b. A need to address complete streets and mobility issues
 - c. Recommendations regarding redevelopment or rehabilitation of blighted areas.
 - d. An explanation of how land use categories on the future land use map relate to existing zoning districts, and needed future zoning amendments. Substantive attention to this topic is also anticipated.
 - e. Recommendations for implementing Master Plan proposals.

1.1. Process

The steps to update the 2015 Master Plan should follow a predictable, steady, and logical path forward. That said, there is no such thing as a “one size fits all” Master Plan process. Often there are past experiences, practices, and expectations that provide context for how a community goes about developing a new Master Plan. There are mandatory elements and requirements of a Master Plan per the MPEA, but the process a community uses to meet these requirements varies. What is described below is a starting framework for action to be considered in the context of three work phases that will likely require

nine to twelve months. This time frame assumes ample time during monthly Planning Commission meetings to cover and discuss material fully. It does not include the time necessary to follow the adoption procedures defined in the MPEA (which can take several months because of notification requirements).

Discovery

The Discovery Phase seeks to develop a shared understanding of the community in terms of both current conditions and trends. This includes data from many sources and provides the foundation for deeper conversations about the future.

Collaboration/Visioning

The Collaborative/Visioning phase creates opportunities for community conversations. This can occur in many ways, giving residents multiple and varied opportunities to share thoughts, exchange ideas and discuss important topics.

Plan Development

Local leaders build upon previous steps and assemble the components of a new Master Plan, including implementation steps. The process continues to final adoption.

1.2. Discovery (2-3 Months)

At the onset, it is important to establish a shared understanding of the planning process. The beginning of the project is the time to engage in thoughtful discussion regarding the schedule, key points of contact, required notifications, future meeting dates and logistics, and a wide variety of other related organizational items. Other discussion items include a general discussion of specific hopes and expectations for the new Master Plan to help clarify key expectations. The discovery phase should also include an educational element that helps people understand what a Master Plan can and should do in a community and its relationships to zoning and other implementation tools.

Data collection and analysis is an important part of the discovery process, but it is also important to avoid placing too much emphasis on collecting and reporting data that dwells on the past and present. By definition, Master Plans are forward-looking and visionary, so emphasis is needed on information that captures the insight necessary to help reach meaningful perspectives for the future.

1.3. Collaboration/Visioning (3-4 Months)

Critical to the success of Master Plans are the early choices concerning public engagement activities. We should devote ample time to considering how best to reach out to residents in ways that will be both productive and enjoyable. At a minimum, an updated online survey should be conducted, followed by at least one public event. The survey would be “web-based,” using online tools to provide residents with the opportunity to weigh in on issues and concerns electronically. A similar survey was completed in 2009. A follow-up public and in-person event(s) would be conducted as a “workshop-type” event(s) during which participants are given opportunities to discuss issues, learn from each other, and weigh in on a wide range of planning issues. There is a long and extensive list of options regarding how events are organized and conducted to provide maximum impact and value.

1.4. Phase 3 - Plan Development (4-5 Months)

Building on the work in previous steps, efforts shift toward identifying updated goals, policies, and initiatives contained in the existing Master Plan. Draft supportive strategies will be provided, including potential timelines and funding sources (as applicable). Considerable attention is anticipated on needed updates to existing development regulations. Conversations are expected to develop a high level of understanding and consensus about necessary steps.

After there is consensus, a draft Master Plan will be prepared. The draft plan, when ready for formal consideration, will be made available on the Whitewater Township website, and physical copies will be provided online and at physical public venues (Township Hall, Fire Station, Library, etc.). As noted, the MPEA sets forth specific public review and approval steps that must be followed.

2. Proposed Approach & Organizational Issues - Zoning

In addition to work related to the Master Plan, North Place Planning may assist with specific zoning ordinance amendments. This work includes but is not limited to, work on specific amendments as may be required, along with a more comprehensive update of the entire zoning ordinance that includes reformatting, editing, clarifying language and requirements, graphic enhancements, the addition of zoning definitions, elimination of conflicting provisions, display of requirements in tabular form where desirable, and adding “hyperlinks” to facilitate easier document navigation. The Whitewater Township Clerk will be relied upon to provide lawfully adopted copies of the original zoning ordinance and subsequent adopted amendments. North Place Planning will be available to attend meetings with committees, the Planning Commission, and the Township Board as necessary to share work products and facilitate discussions. A 9–12-month time frame is anticipated to complete work related to a comprehensive zoning ordinance update. It is also understood that while work on a comprehensive update may uncover many issues that need attention, substantial changes to existing zoning requirements and development standards should be avoided until appropriate planning, findings, and public consensus support such changes.

3. Costs

The proposed costs to complete required tasks are based on an hourly rate and reimbursable expenses. The applicable hourly rate is \$75 per hour, and reimbursements cover any “out-of-pocket” costs for materials such as large-format printing services. All reimbursable expenses will be at actual cost (supported by a submitted invoice). Other related costs (such as securing a limited amount of GIS assistance or any sub-consultant) would be pre-approved by the Whitewater Township Planning Commission before work is authorized and performed by any outside vendor. Invoices will be generated monthly and include an itemized description of work performed and deliverables produced. Payment in full for services is due within forty-five days of receipt of the invoice. If payment in full is not received within forty-five days, the past due amount per month will be subject to a late fee of 1% per month of the amount due calculated from the invoice due date.

Services will be provided under the direction of the Whitewater Township Planning Commission concerning schedules, costs, deliverables, and processes and shall be accomplished within the budget limitations approved by the Whitewater Township Board of Trustees. For Fiscal Year 2023-2024, total costs for all services provided pursuant to this contract may not exceed \$32,000 (approximately \$9,000 for zoning-related work and \$23,000 for master plan-related work). In future fiscal years, the total costs charged pursuant to this contract will reflect budget appropriations by the Whitewater Township Board of Trustees and decisions made by the Whitewater Township Planning Commission with respect to specific work items, schedules, processes, and required deliverables.

4. Terms

- [1] All work will be carried out under the direction of the Whitewater Township Planning Commission concerning schedules, costs, deliverables, and processes and shall be accomplished within the budget limitations approved by the Whitewater Township Board of Trustees.
- [2] Deliverables include documents in .pdf format and original formats such as MS Word or InDesign format.
- [3] Either party may terminate the contract at any time for any reason.

Memo

To: Whitewater Township Board of Trustees

CC: None

Date: 5.25.2023

Re: Deputy Supervisor Payroll -

Board Members –

Deputy Supervisor, Tim Arends brought to my attention a payroll issue in need of attention. The issue as I understand it, is that when the new budget became effective April 01, 2023 the Clerk paid Tim using the 16-year column as intended by the March 14, 2023 business item. (see attached) then in the last pay period, reduced his rate of pay back to the 15-year column and deducted previous amounts paid because of Grade Wage Scale Guideline No.5. (see attached)

The Whitewater Township Board of Trustee's approved the recommended starting wage at the 15-year rate. Part of that discussion acknowledged the short timeframe between Tim's starting date and the beginning of the new budget by making the post eligible for wage increases contemplated by the proposed 2023/2024 budget. However, the motion did not include that verbiage.

To clarify the March 14, 2023 board action, the following motion is made:

Motion One: Motion to compensate the Deputy Supervisor at the 16-year rate retroactive to April 01, 2023.

Another issue noted during review of Bills Payable is how the Deputy Supervisor wages are assigned different budget line items by the Clerk's Office than what is reported on Tim's timecard. For example; Don Glenn asked for help to develop an emergency action plan for the park. Tim's timecard properly noted the park's budget line item and time spent moving the project forward but the Clerk changed it to be paid from the Supervisor's budget line item. The Clerk has scold us about the importance of proper expense accounting ensuring the correct department is charged for expenses. We track Lois's time for newsletter duties on a different line item than the Treasure's wage line item. What makes this different? Tim is a shared asset just like Lois. Tim's expertise and connections to other entities is a valuable resource for all departments to take advantage of. It seems reasonable that when requested to perform a task for a specific department his wages are expensed to that budget line item.

Motion Two: Motion to have the Clerk expense any employee's time, including the Deputy Supervisor's, in accordance with the submitted timesheets which are approved by the department head. If future budget line-item questions arise of any kind, questions are to be submitted in writing to the department head and in no case shall be cause for delay of payment.

Motion Three: Motion to have the Clerk make a corrective journal entries to properly expense the Deputy Supervisor's time as was originally submitted.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ron Tapp". The signature is fluid and cursive, with the first name "Ron" and last name "Tapp" clearly distinguishable.

Whitewater Township FOIA Coordinator
Supervisor, Whitewater Township



Ron Popp <supervisorwhitewater@gmail.com>

Timesheet Corrections

1 message

Tim Arends <depsupv@whitewatertownship.org>
To: "Cheryl A. Goss" <clerk@whitewatertownship.org>

Fri, May 19, 2023 at 1:31 PM

Cheryl:

I received my pay stub and edited/corrected timesheet today. First, thank you (or Terese) for catching the input error and account number error on the form. This happened when I added in/out columns. I'll keep those in going forward unless the board at some point decides its not necessary on the form. I also corrected the account number error.

As for reducing my hourly rate based on the graded pay scale, I disagree with your actions to reduce my pay and deduct additional monies from my check from the prior pay periods. The motion approved by the board was as follows:

Motion One: Motion to appoint Tim Arends as Whitewater Township Deputy Supervisor on an ongoing basis.

In consideration of Mr. Arends significant governmental experience as detailed in the resume provided under separate cover, I recommend his initial status on the 2022/2023 Whitewater Township Graded Wage Scale be recognized at the 15-year level or \$21.63 per hour. This recommendation is eligible for any pay rate increases contemplated by the 2023/2024 budget adopted for the upcoming fiscal year and is in accordance with established Township guidelines.

Clearly, it was the intent of the board that I receive the higher wage that went into effect 10 days after I started. Why would I accept the appointment March 20 when I would make \$2 more per hour April 1st? It nonsensical to think it was the board's intention to start me a few days ahead of the new budget to save paying me the extra \$2 per hour for six months. Couldn't you have left it alone and asked for clarification from the board at your next meeting?

Also, you recused yourself from this vote saying that I was already appointed and the motion shouldn't be before the board. In fact, my appointment was not the entire motion and the additional language was to clarify that I be compensated at the higher rate contemplated by the budget approval process, otherwise, what was the point of the language? I believe you had an obligation to vote on the motion. Lacking some kind of real or perceived conflict of interest you are not allowed to abstain from voting on a motion that was moved and seconded.

I sure wish you could just have called me regarding this issue instead of me having to spend time doing all of this. I have been only kind and courteous to you and all others at the township and am at a loss for words why I feel you are trying to disparage my name in public meetings, as you did last meeting. You all but said I was inappropriately charging time to the township to talk to my fellow employees about work. Where is that not allowed? I certainly didn't talk about my personal life. I am hourly and you are salary. Don't compare what I charge my time for to what is expected of you in your salary.

Your attempts to defame me in public meetings with malice of forethought are being noted.

Just let me do what I can for the township with the skills and knowledge I possess. I don't want anything to do with whatever is going on between all of you. I just want to work a few hours per week and contribute to my local community.

Best regards,

Tim

Whitewater Township
Graded Wage Scale - 2023/2024

Grade	Job Description	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Grade I	Clerical Worker	\$11.00	\$11.33	\$11.67	\$12.02	\$12.38	\$12.75	\$13.13	\$13.52	\$13.93	\$14.35	\$14.78	\$15.22	\$15.68	\$16.15	\$16.63	\$17.13
	General Labor	"	"	"	"	"	"	"	"	"	"	"	"	"	"	"	"
		11.66	12.01	12.37	12.74	13.12	13.51	13.92	14.34	14.77	15.21	15.67	16.14	16.62	17.12	17.63	18.16
Grade II	Historical Society Director	\$13.00	\$13.39	\$13.79	\$14.21	\$14.63	\$15.07	\$15.52	\$15.99	\$16.47	\$16.96	\$17.47	\$18.00	\$18.54	\$19.09	\$19.67	\$20.26
		13.78	14.19	14.62	15.06	15.51	15.98	16.46	16.95	17.46	17.98	18.52	19.08	19.65	20.24	20.85	21.48
Grade III	Park Ranger	\$16.95	\$17.46	\$17.98	\$18.51	\$19.06	\$19.63	\$20.22	\$20.82	\$21.44	\$22.07	\$22.74	\$23.41	\$24.11	\$24.84	\$25.58	\$26.35
		18.02	18.56	19.12	19.69	20.28	20.89	21.52	22.17	22.84	23.53	24.24	24.97	25.72	26.49	27.28	28.10
Grade IV																	
Grade V	Deputy Clerk	\$14.30	\$14.73	\$15.17	\$15.63	\$16.10	\$16.58	\$17.08	\$17.59	\$18.12	\$18.66	\$19.22	\$19.80	\$20.39	\$21.00	\$21.63	\$22.28
	Deputy Treasurer	"	"	"	"	"	"	"	"	"	"	"	"	"	"	"	"
	Deputy Supervisor	"	"	"	"	"	"	"	"	"	"	"	"	"	"	"	"
		15.16	15.61	16.08	16.56	17.06	17.57	18.10	18.64	19.20	19.78	20.37	20.98	21.61	22.26	22.93	23.62
Grade VI																	
Grade VII																	
Grade VIII																	

- Guidelines:
- 1. Numbers 1 through 10 in the top row represent Years of Service.
 - 2. This Graded Wage Scale applies to all hourly employees, whether full-time, part-time, or seasonal.
 - 3. The increases shown are automatic and are not merit based.
 - 4. Increases are effective as of April 1 each year, not on an employee's anniversary date.
 - 5. Employees must have a minimum of 6 months of service in order to be eligible for a wage increase.
 - 6. Future increases for employees who have reached the 10-year level will be calculated at 3% annually.
 - 7. It is possible that employees who have attained 10 years of service will move to a higher grade on the Graded Wage Scale.
 - 8. When an employee moves from one grade level to another, they move vertically on the scale, i.e., there is no loss of years of service.
 - 9. The board reserves the right to start an employee anywhere on the Graded Wage Scale based on experience.
 - 10. The township board has discretion to review and modify the Graded Wage Scale as it deems appropriate.
 - 11. The Graded Wage Scale is needed because it shows different grades, even though some are not currently in use.

Memo

To: Whitewater Township Board of Trustees
CC: None
Date: 2.23.2023
Re: Deputy Supervisor Appointment

Board Members –

As recently expressed to the Board, elected officials are NOT required to complete any task or job function not assigned by State Statute. Duties assigned by local policy, regulation, or rule do not have to be completed by the elected person. This scenario has presented itself in Whitewater Township multiple times in 2022. We are not unique in dealing with this realization as other local units of government grapple with similar hardships. This paradox is a growth issue that can be addressed in different ways depending on the community needs.

Some smaller local units address the issue by compensating the elected official ONLY for their statutory duties as a base salary. Additional duties accepted by the elected official are then compensated by a different agreement, as approved by the board. This is much like our Additional Activities Compensation Program designed for non-salaried Board, Commission, Committee, or Society members who accept additional occasional duties assigned by the board. Other local units create job descriptions for the deputies and compensate those posts according to the job description. Larger townships and other entities add compliancy staffing to verify all the internal control boxes get checked, adding a layer of confidence and security to their work.

Recently a few challenges to our administrative processes and documentation have been uncovered exposing the lack of long-term internal controls. As the Township becomes more attractive to development, we are going to need a house that is in order. This includes a quantitative way to assess the preparedness of each elected office, boards, commissions and departments' abilities to delegate, manage, and validate that their work is properly completed.

To help assist the Supervisor's Office with policy alteration, generation, compliancy, and other areas of administrative deficiencies identified by the Board, I am appointing Tim Arends as Deputy Supervisor of Whitewater Township, Grand Traverse County, Michigan. Tim has agreed to act in my behalf on all statutory duties assigned to the Office of Township Supervisor by the State of Michigan MCL Chapter 41, et seq., as well as those assigned by the Whitewater Township Policy & Procedure Manual, as revised.


Motion One: Motion to appoint Tim Arends as Whitewater Township Deputy Supervisor on an ongoing basis.

In consideration of Mr. Arends significant governmental experience as detailed in the resume provided under separate cover, I recommend his initial status on the 2022/2023 Whitewater Township Graded Wage Scale be recognized at the 15-year level or \$21.63 per hour. This recommendation is eligible for any pay rate increases contemplated by the 2023/2024 budget adopted for the upcoming fiscal year and is in accordance with established Township guidelines.

Motion Two: Motion to enter Tim Arends into payroll system with a beginning date of March 20, 2023 at a rate \$21.63 per hour and to make available to him all employee benefits currently offered by Township Policy.

Motion Three: Request the Clerk's Office to provide Mr. Arends with a copy of the most recent Whitewater Township Personnel Policies Manual and to create a personnel file for Tim consisting of documents outlined in Whitewater Township Policy & Procedure Manual Specifically Section 3.3 (a)(1), (2), (8), (12), (13), (14), (15), (17), and (21) consistent with other appointed Township officials.

Respectfully submitted,



Whitewater Township FOIA Coordinator
Supervisor, Whitewater Township

- Explained the new township cost-sharing program. They can help the township develop a true asset management plan.
- A new Help Me button on their website to enter any condition that is a road commission responsibility, i.e., report potholes, dead deer, tree down, etc. Photos can be added. This is for citizens.
- They have automated vehicle location systems for their trucks; will be available to the public next year.
- He offered presentations and trainings for anybody.
- They are now officially an MPO, metropolitan planning organization. Whitewater Township will be part of the discussions. The MPO standing allows more flexibility with where money comes from, i.e., more grants, more corridor money.
- Regarding Hammond Bridge, they have completed the second phase of the study and are on the verge of submitting for the NEPA clearance. Location of connection to U.S. 31 has not been determined.

A few questions were directed to Kluczynski.

PLANNING COMMISSION RECOMMENDATIONS (moved up)

Planner Randy Mielnik is present. He is currently under contract to help with the master plan and ordinance amendments. He explained various issues with the zoning ordinance.

Recommended steps forward are to put a halt on future amendments (except for Article 28) until the ordinance is in proper form and avoid substantive changes until after the master plan is done, keep it content neutral. An estimated cost and time frame were provided.

Discussion centered on the Municode unedited rough draft, Municode agreement, special meeting once documents are organized.

APPOINT DEPUTY SUPERVISOR (moved up)

Tim Arends is present.

Motion by Popp to appoint Tim Arends as Whitewater Township Deputy Supervisor on an ongoing basis; second by Glenn.

Goss noted the board has no authority to appoint a deputy supervisor.

Roll call vote: Vollmuth, yes; Benak, absent; Popp, yes; Glenn, yes; Goss declined to vote due to no authority. Motion carried.

Motion by Popp to enter Tim Arends into the payroll system with a beginning date of 03/20/2023 at a rate \$21.63 per hour and to make available to him all employee benefits currently offered by the township policy; second by Glenn.

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

Motion by Popp to request the clerk's office to provide Mr. Arends with a copy of the most recent Whitewater Township Personnel Policy Manual and to create a personnel file for Tim consisting of documents outlined in Whitewater Township Policy & Procedure Manual specifically Section 3.3(a)(1), (2), (8), (12), (13), (14), (15), (17), and (21) consistent with other appointed officials; second by Vollmuth.

Brief discussion was undertaken.

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

APPROVE ADVERTISING BANNERS AT HI PRAY PARK BALL DIAMOND (moved originally to New Business #1, then to Reports/Presentations #8)

Amber Voice is present.

Motion by Popp to approve Elk Rapids Youth Baseball Association's request to install no more than 20 (twenty) 5' x 3' advertising banners at Hi Pray Park for the 2023 baseball season; second by Vollmuth.

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

Voice asked if they can put diamond dust on the field.

There was general agreement with that procedure.

Consent Calendar

Receive and File

1. Supervisor's Report for February 2023
2. Clerk's Report for February 2023 (not available)
3. Treasurer Report for February 2023 (not available)
4. Trustee Vollmuth's February 2023 Report
5. Trustee Glenn's February 2023 Report
6. Zoning Administrator's Report for February 2023
7. Mobile Medical Response February 2023 Activity Reports
8. Fire Department February 2023 Report
9. Planning Commission February 2023 Report (not available)
10. Historical Society February 2023 Report (not available)
11. Approved 01/04/2023 Planning Commission Minutes
12. Approved 01/09/2023 Parks & Recreation Advisory Committee Minutes

Correspondence

1. Kim Elliott Request to Read Public Comment
2. Grand Traverse County Sheriff Statistics

Memo

To: Whitewater Township Board of Trustees

CC: None

Date: 5.30.2023

Re: Access to Public Recordings

Board Members –

This business item is presented in direct response to the Clerk withholding access to public records, specifically audio recordings, of meetings that have occurred since zoom has temporarily fallen offline. As of this writing the requests for the audio recordings remain unanswered. To be clear this business item seeks to fix a specific self-created problem and does not look to modify any statutory duty of an elected office.

In researching this topic, it was noted some entities have eliminated the recording secretary post in favor of having employee(s) transcribe minutes from meeting recordings. Given audio recordings are currently made of all meetings, the process could be very easy to implement. The Board may find this process is far superior to the one we currently use, easy to implement, is flexible, saves money and continues the Board's goal of improved public transparency.

Unlike the zoom equipment, the recording device currently in use does not have sensitive treasurer's office information on it and therefore can be easily shared with any board or commission to operate and capture data. If a new model or second device is desired high-end units can be purchased for between \$200 and \$350.

Proposal one is for the Board to recognize a job description in which the recording secretary is an employee that reports to the Board. A request was placed with the clerk's office for any current job description for the post. As of this writing no response has been provided. As such, sample language is provided below for your review. In affirming proposal one, the recording secretary would provide copies of any recordings and minutes to the Board or its designee for additional distribution thus eliminating any interruptions to government business caused by a single disgruntled employee or elected official.

Like the above option, proposal two begins with a job description. Sample language for a transcriptionist is provided for your review. Implementation is easy as most of our board and commission members can start and stop a tape recorder. If zoom is reestablished, that will serve as a redundant recording and make sharing the data extremely easy to those board designees transcribing minutes. Roll call votes are already taken as a part of our electronic and telephonic meeting policy which will be expanded to recognize those making motions and seconds for clarity Proposal two eliminates another silo of inefficiency at the Board level, allows for multiple people to transcribe

meeting minutes, provides meeting flexibility, creates an all-important succession plan and recognizes the importance of access to public records.

Motion One: Motion directing the Clerk to provide digital copies of audio recordings for all meetings that have taken place in the Township Hall since and including May 9, 2023 to all Board Members.


Motion Two: Authorize the purchase of a second handheld digital recorder price not to exceed \$350.00 to be used as a backup device.

Motion Three: Create a Transcriptionist Job Description for future minute generation for the Planning Commission, Zoning Board of Appeals, Park & Recreation Advisory Committee, and future subcommittees created by the respective bodies.

Motion Four: Motion to modify the Whitewater Township Policy & Procedure Manual Section 2.4 (j) to document the adopted changes.

A redline of Section 2.4 (j) is presented below for additional review.

Respectfully submitted,



Whitewater Township FOIA Coordinator
Supervisor, Whitewater Township

WHITEWATER TOWNSHIP JOB DESCRIPTION
PROPOSED RECORDING SECRETARY

General Description:

Under the supervision of the Elections Director, performs general secretarial and stenographic functions, including taking, preparing and distribution of minutes for the Board of Commissioners meetings including committees, task forces, and other meetings where a quorum of commissioners is present or as directed. Assists customers at the counter, by telephone and email, by responding to inquiries related to all records of the Clerk's Office.

Essential Functions:

1. Records minutes of meetings by use of recording equipment and handwritten notes.
2. Transcribes and proofreads minutes.
3. Sends draft minutes to proper recipients by established deadlines.
4. Prepares and distributes packets of information for the meetings of the Board of Commissioners.
5. Maintains and updates public notice boards for the various Boards and Commissions that the County Clerk is responsible to in compliance with the Open Meetings Act.
6. Sets up and manages webinars to ensure accessibility for hybrid participation at any meeting for which the County Clerk is responsible for minutes, across Ingham County in a variety of locations.
7. Responsible for the transportation, setup, functionality, and tear down of recording and meeting technology.
8. Manage online archive of meeting minutes, audio and video recording files meeting board-established deadlines.
9. Assists in the creation of social media and informational graphics on topics relevant to the County Clerk's job functions in the areas of elections, vital records, and other civic responsibilities.
10. Assists with election preparation, including, but not limited to, proofreading and typing, programming and testing ballots, tabulators, ADA compliant machines and accessories.
11. Manages election-related mail, faxes and emails, relating to voter requests including, but not limited to processing and distributing requests for Permanent Absent Voter Ballot Applications, Voter Cancellations upon Death, election-related communications, and voter cancellation notices.
12. Assists with training sessions for poll workers for elections. Assists with training sessions for candidates and treasurers on campaign finance.
13. Indexes vital and election records for future access. Enters data in computer-based systems and retrieves information to respond to inquiries.

14. Receives campaign filings and assists with the review of such documents for errors and omissions. Assists with maintaining campaign filings index and the preparation of notification letters.
15. Represents the County Clerk at various events to register voters, staff the County Clerk, and other various event-related functions.
16. Assists the Elections Director in his/her role as liaison to municipal clerks including but not limited to the distribution of election-related material, conducting post-election audits, assisting with election material inspection and maintenance sessions.
17. Uses a variety of software programs to provide secretarial support including typing, data entry, proofreading, filing, copying, scanning, faxing, processing incoming mail, distributing outgoing mail and other clerical functions.
18. Provides counter assistance and assists with clerical duties necessary in processing concealed weapons permits. Receives, analyzes for errors and if applicable, processes concealed weapon permits by checking for proper documentation and completeness. Typing and responding to related inquiries at the counter and via other forms of communication.
19. Receipts cash, check, credit/debit cards; balances tills; and other money handling duties as necessary.

Other Functions:

- Performs other duties as assigned.
- Travel to meetings of the Board of Commissioners, including committees, task forces, and other meetings where a quorum of commissioners is present or as directed. Also travel to meetings that the Clerk is a statutory or constitutional member of, or has an obligation to support. These meetings include, but are not limited to the Ingham County Board of Commissioners, any of the Board-created Committees, the County Apportionment Commission, the County Election Commission, the Board of Canvassers, and the Plat Board.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues, as it relates to work with confidential documents and applications.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
 - Dependable and regular attendance required.
 - Ability to handle stressful situations on an occasional basis
 - Ability to maintain excellent customer service during stressful situations

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: Bachelor's degree

Experience: A minimum of one-two years' experience as a Recording Secretary or equivalent experience. Experience preferred in graphic design, customer service, social media management, and/or meeting/event facilitation.

Other Requirements:

- Must be able to obtain State of Michigan Election Certification within 6 months of hire date
- Must be able to be commissioned to serve as a Notary Public. Employer would be responsible for the cost of acquiring commission, including the surety bond fee.
- Must be able to work in a fast-paced environment managing multiple deadlines and projects.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. Periodic physical exertion beyond that which is typical in an office setting is expected due to the maintenance requirements of County records and the transportation of meeting-related equipment.
3. This position requires Mandatory day and evening hours, often with an irregular schedule.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require little to no stamina in in all other physical requirements listed above.
- This position's physical requirements require continuous stamina in in sitting, standing, climbing, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position's physical requirements require the ability to use a step ladder to access files, supplies, and office equipment.
- This position occasionally requires the ability to work in confined spaces with cramped body positions.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to read fine detail and writing and numbering of documents and case files.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Whitewater Township Transcriptionist Job Description

General Description

The Transcriptionist shall:

Be responsible for general transcription services creating meeting minutes for the Planning Commission, Zoning Board of Appeals, Park & Recreation Advisory Committee, and any subcommittees, operating under these bodies from audio and video recordings supplied by the Whitewater Township Board.

Qualifications

1. High school diploma or equivalent.
2. Minimum of two years of experience operating Microsoft Office products specifically Word.
3. Have expert knowledge of State of Michigan Open Meetings Act.
4. Possess governmental meeting operational knowledge.
5. Ability to work and communicate with elected, and appointed officials and the public with appropriate etiquette and diplomacy in person, by email, or telephone
6. Possess adequate writing and computer skills to perform the duties of the job.
7. Ability to pay close attention to details; to organize, prioritize, and work independently; to schedule and produce work on a timely basis.

Physical Demands

This job requires visual and audio acuity within arm's reach.

Work Environment

This work is mainly performed remotely requiring internet access.

Salary

Salary shall be set by the Whitewater Township Board.

Hours of Work

The transcriptionist shall be considered a part-time employee, working a flexible remote schedule devoting enough time to generate and deliver draft minutes, approved minutes, or corrected minutes in accordance with the Open Meeting Act.

Typical Duties Include, But Are Not Limited To:

1. Perform other duties as assigned by the Whitewater Township Board.
2. Ability to meet deadlines in a timely manner, change focus between multiple projects.

I have read the above job description and fully understand the conditions set forth therein. I will perform these duties to the best of my knowledge and ability.

Date: _____ Signature: _____

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Magnificently Modular!



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Zoom's H6 All Black Handy Recorder portable recording system gives you everything you need to capture quality audio anywhere. Four XLR/TRS combo inputs complete with onboard microphone preamps provide a solid basis for hooking up studio mics or taking feeds from line-level equipment. On top of that, the H6 features an XY mic module, which you can swap out with additional aftermarket input modules. Add to that its impressive battery life and professional 24-bit/96kHz recording quality, and it's no wonder the Zoom H6 All Black Handy Recorder is making waves!

Related Videos: H6 All Black Handy Recorder

2.4(j) Record of Meetings

All public bodies shall keep minutes and an electronic tape recording of each entire meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public.

The clerk or transcriptionist ~~recording secretary~~ shall not be responsible for maintaining a written record or summary written record of discussion or comments of the board members nor of comments made by members of the public. The ~~Board clerk or recording secretary, however,~~ shall be responsible for making an electronic tape recording of each entire meeting of the board, commission or committee; and a copy of each such recording shall be maintained in the office of the clerk along with ~~until board approval of~~ the written minutes of the meeting.

Any member of the board, commission or committee may request to have his or her comments printed as part of the record. If there are no objections by any member of the board, commission or committee the comments may be included. If there is an objection to such printing of the comments, the board, commission or committee shall decide the matter by majority vote. Such comments to be included as part of the official record, shall be transcribed exactly by the clerk or transcriptionist ~~recording secretary~~ from the electronic tape recording.

In compliance with MCL 41.72(a) (5) & (6) the Whitewater Township Board of Trustees, not more than 21 days after a meeting of the Board, shall publish the proceedings of the meeting in a newspaper of general circulation in the township. The publication of a synopsis of the proceedings, prepared by the township clerk and approved by the supervisor, showing the substance of each separate proceeding of the board.

Memo

To: Whitewater Township Board of Trustees

CC: None

Date: 5.30.2023

Re: Park Facebook

Board Members –

This business item is presented to explore the Board's wish to pursue the owner of a Facebook page that impersonates the Whitewater Township Park. The page uses the Township's name, address, phone number, web address and really looks like an official page regulated by the Township. **It is not.** Last year several people contacted to the Supervisor's office reporting concerning posts. Many wondered why the Township would allow such information to be posted on their social media platform. This year appears to be more of the same. Actions like this cause harm to the Township on many different levels and should be corrected to protect its name and the brand we have spent hundreds of thousands of dollars to build over the last two decades.

The Board may want to begin the process with a conversation to legal and have them provide various opinions of free speech, Michigan State Police Computer Crimes Unit, the ability to prosecute under impersonation or obstruction laws and collection of damages.

Motion: Motion requesting legal to provide various opinions of free speech, applicability of Michigan State Police Computer Crimes Unit, the ability to prosecute under impersonation or obstruction laws and collection of damages.

Respectfully submitted,



Whitewater Township FOIA Coordinator
Supervisor, Whitewater Township

Memo

To: Whitewater Township Board of Trustees

CC: None

Date: 4.28.2023

Re: Freedom of Information Act Policies.

Board Members –

On April 7, 2022 according to Clerk Goss's email (See Exhibit 1) she resigned from the duties of FOIA Coordinator assigning them to the Supervisor's Office. This business item is put forth to correct the improper actions taken by the Clerk and to make the Board aware of a new problem being created by her that interferes with Township operation.

The statute provided in Exhibit 1 indicates **"A public body that is a city, village, township, county, or state department, or under the control of a city, village, township, county, or state department, shall designate an individual as the public body's FOIA coordinator."**

This duty of the public body is supported by the Township's FOIA Procedure & Guidelines document, last updated 5.2020, which states: **"Statement of Principles - The Township Board has established the following written procedures and guidelines to implement the FOIA and will create a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the public body and explaining how to understand a public body's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. The written public summary will be written in a manner so as to be easily understood by the general public."**

Section 1 of the same document states **"The Township Board, acting pursuant to the authority at MCL 15.236, designates the Township Clerk as the FOIA Coordinator. He or she is authorized to designate other Township staff to act on his or her behalf to accept and process written requests for the Township's public records and approve denials."** See Exhibit 2

The procedure and guideline do authorize the Clerk to designate other Township staff to act on his or her behalf. However, the Supervisor's Office is no other staff, it is a different office, thus the Clerk had no authority to reassign the duties. An email from the Clerk dated June 15, 2022 confirms her actions were improper. See Exhibit 3. Since the 4.7.2022 resignation, the Supervisor's Office has responded to FOIA requests and is willing to continue in that role if the Board wishes. The following motion is presented.

Motion One: The Township Board, acting pursuant to the authority at MCL 15.236, designates the Township Supervisor as the FOIA Coordinator. He or she is authorized to designate other Township staff to act on his or her behalf to accept and process written requests for the Township's public records and approve denials.

The new problem is created when the Clerk provides responsive documents directly to the requestor. See Exhibit 4. This action interferes with the FOIA process and prevents the FOIA Coordinator from tracking responsive information as required by General Records Schedule 4.2 See Exhibit 5. You will note in Exhibit 1 the Clerk states **“Lest this communication be misinterpreted, allow me to explicitly state what the practical effect of my resignation is. Upon notification by the new FOIA Coordinator that records are being requested which reside in the clerk’s office, my office will produce those records to the FOIA Coordinator within the allowable time frames, who, as indicated above, is responsible for “processing” the requests. I will just not be performing the “processing” duties, i.e., responding to the FOIA requestor, preparing the necessary FOIA forms, estimating total FOIA fees (including estimates of redaction time in the case of documents with information that is non-disclosable under FOIA), billing and collecting FOIA fees, actually providing responsive documents to the FOIA requestor, among others.”**

Motion two: Motion directing the Clerk to provide all responsive documents provided to the requestor for FOIA requests S-22 to the Whitewater Township FOIA Coordinator for further processing.

Motion three: Motion directing the Clerk to certify those documents provided to the FOIA Coordinator for FOIA Request S-22 are a true, accurate, and a complete copy of what was provided to the requestor using attached certification form. See Exhibit 6.

Motion four: Motion directing staff and elected officials to provide all future responsive FOIA documents to the FOIA Coordinator for final processing and delivery to the requestor until the Whitewater Township Board of Trustees directs otherwise.

Motion five: Motion requesting the Supervisor to provide updated FIOA forms reflecting changes for Whitewater Township Board of Trustee approvals.

Respectfully submitted,



Whitewater Township FOIA Coordinator
Supervisor, Whitewater Township



Ron Popp <supervisorwhitewater@gmail.com>

Clerk's Resignation as FOIA Coordinator

1 message

Cheryl A. Goss <clerk@whitewatertownship.org>

Thu, Apr 7, 2022 at 9:41 AM

To: Robert Hall ZA <zoning@whitewatertownship.org>, "Brandon Flynn, Fire Chief" <firechief@whitewatertownship.org>, Lois MacLean <loismaclean@sbcglobal.net>, Terese Hooper <depclerk@whitewatertownship.org>, Ardella Benak <treasurer@whitewatertownship.org>, "Cheryl A. Goss" <clerk@whitewatertownship.org>, Heidi Vollmuth <trustee01@whitewatertownship.org>, Heidi Vollmuth Gmail <heidivourtrustee@gmail.com>, Ron Popp <supervisor@whitewatertownship.org>, Ron Popp Gmail <supervisorwhitewater@gmail.com>, Township Trustee - Vacant <Trustee02@whitewatertownship.org>
Cc: Christopher Patterson <cpatterson@fsbriaw.com>

Board Members and Others –

This e-mail will serve as my resignation as Whitewater Township FOIA Coordinator, effective the date and time this e-mail is sent, to-wit: April 7, 2022, at 9:41 a.m.

As many of you know, or should know, the duties of FOIA Coordinator are NOT statutory duties of the clerk. I do not remember now whether I was ever formally appointed as the Whitewater Township FOIA Coordinator or I simply inherited these duties from the former clerk upon taking office in November 2012. In any case, I have performed the time-consuming, non-compensated, and thankless duties of FOIA Coordinator now for 9+ years, and I am no longer willing to serve in that role.

For your convenience, I provide the following link to the Freedom of Information Act, <https://www.legislature.mi.gov/documents/mcl/pdf/mcl-act-442-of-1976.pdf>, and call your attention specifically to Section 15.236, which states the following:

15.236 FOIA coordinator.

Sec. 6. (1) A public body that is a city, village, township, county, or state department, or under the control

of a city, village, township, county, or state department, shall designate an individual as the public body's FOIA coordinator. The FOIA coordinator shall be responsible for accepting and processing requests for the

public body's public records under this act and shall be responsible for approving a denial under section 5(4)

and (5). In a county not having an executive form of government, the chairperson of the county board of commissioners is designated the FOIA coordinator for that county.

(2) For all other public bodies, the chief administrative officer of the respective public body is designated

the public body's FOIA coordinator.

(3) An FOIA coordinator may designate another individual to act on his or her behalf in accepting and processing requests for the public body's public records, and in approving a denial under section 5(4) and (5).

Lest this communication be misinterpreted, allow me to explicitly state what the practical effect of my resignation is. Upon notification by the new FOIA Coordinator that records are being requested which reside in the clerk's office, my office will produce those records to the FOIA Coordinator within the allowable time frames, who, as indicated above, is responsible for "processing" the requests. I will just not be performing the "processing" duties, i.e., responding to the FOIA requestor, preparing the necessary FOIA forms, estimating total FOIA fees (including estimates of redaction time in the case of documents with information that is non-disclosable under FOIA), billing and collecting FOIA fees, actually providing responsive documents to the FOIA requestor, among others.

Accordingly, until a new FOIA Coordinator can be appointed, the Whitewater Township website has been updated to move the title of FOIA Coordinator, as well as all FOIA forms, to the supervisor's page.

Further, in response to an e-mail yesterday from township attorney Chris Patterson regarding a "FOIA request" from Ron Popp (one of many, I might add), I do not consider internal requests for documents to be FOIA requests and will not treat them as such.

As for legitimate FOIA requests that are currently pending, I will take care of completing those. However, as stated earlier, my resignation is effective with the sending of this e-mail, which is occurring at 9:41 a.m. on April 7, 2022.

Thank you.

Cheryl A. Goss, MIPMC

Whitewater Township Clerk

[5777 Vinton Road](#), P.O. Box 159

Williamsburg, Michigan 49690

Telephone: 231.267.5141 X 24

Fax: 231.267.9020

clerk@whitewatertownship.org

Office Hours: Mon/Tue/Wed/Thurs 9:00 am to 5:00 pm

I Pledge Allegiance to the Flag of the United States of America, and to the REPUBLIC for which it stands, one Nation, under God, Indivisible, with Liberty and Justice for All.

Whitewater Township

FOIA Procedures and Guidelines

Preamble: Statement of Principles

It is the policy of Whitewater Township that all persons, except those incarcerated, consistent with the Michigan Freedom of Information Act (FOIA), are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they fully participate in the democratic process.

The Township's policy with respect to FOIA requests is to comply with State law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner regardless of who makes such a request.

The Township acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. The Township acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals.

Whitewater Township will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. The Township's policy is to disclose public records consistent with and in compliance with State law.

The Township Board has established the following written procedures and guidelines to implement the FOIA and will create a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the public body and explaining how to understand a public body's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. The written public summary will be written in a manner so as to be easily understood by the general public.

Section 1: General Policies

The Township Board, acting pursuant to the authority at MCL 15.236, designates the Township Clerk as the FOIA Coordinator. He or she is authorized to designate other Township staff to act on his or her behalf to accept and process written requests for the Township's public records and approve denials.

If a request for a public record is received by fax or email, the request is deemed to have been received on the following business day. If a request is sent by email and delivered to a Township spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note in the FOIA log both the date the request was delivered to the spam or junk-mail folder and the date the FOIA Coordinator became aware of the request.

The FOIA Coordinator shall review Township spam and junk-mail folders on a regular basis, which shall be no less than once a month. The FOIA Coordinator shall work with Township Information Technology staff to develop administrative rules for handling spam and junk-mail so as to protect Township systems from computer attacks which may be imbedded in an electronic FOIA request.

The FOIA Coordinator may, in his or her discretion, implement administrative rules, consistent with State law and these Procedures and Guidelines to administer the acceptance and processing of FOIA requests.

The Township is not obligated to create a new public record or make a compilation or summary of information which does not already exist. Neither the FOIA Coordinator nor other Township staff is obligated to provide answers to questions contained in requests for public records or regarding the content of the records themselves.

The FOIA Coordinator shall keep a copy of all written requests for public records received by the Township on file for a period of at least one year.

The Township will make this Procedures and Guidelines document and the Written Public Summary publicly available without charge. If it does not, the Township cannot require deposits or charge fees otherwise permitted under the FOIA until it is in compliance. The Township will consider FOIA requests abandoned under MCL 15.234(14) if a FOIA requestor does not provide a required good-faith deposit within 48 days of such a request from the Township.

A copy of this Procedures and Guidelines document and the Township's Written Public Summary must be publicly available by providing free copies both in the Township's response to a written request and upon request by visitors at the Township's office.

This Procedures and Guidelines document and the Township's Written Public Summary will be maintained on the Township's website at: www.whitewatertownship.org, so a link to those documents will be provided in lieu of providing paper copies of those documents.

Section 2: Requesting a Public Record

No specific form to submit a request for a public record is required. However the FOIA Coordinator may make available a FOIA Request Form for use by the public.

FOIA requests must include a requestor's basic identifying information including their complete name, address, and a valid telephone number or e-mail address. MCL 15.233(1).

Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Township may be submitted on the Township's FOIA Request Form, in any other form of writing (letter, fax, email, etc.), or by verbal request.

Verbal requests for records may be documented by the Township on the Township's FOIA Request Form.

If a person makes a verbal, non-written request for information believed to be available on the Township's website, where practicable and to the best ability of the employee receiving the request, shall be informed of the pertinent website address.

A request must sufficiently describe a public record so as to enable Township personnel to identify and find the requested public record.

Written requests for public records may be submitted in person or by mail to any Township office. Requests may also be submitted electronically by fax and email. Upon their receipt, requests for public records shall be promptly forwarded to the FOIA Coordinator for processing.

A person may request that public records be provided on non-paper physical media, emailed or other otherwise provided to him or her in digital form in lieu of paper copies. The Township will comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.

A person may subscribe to future issues of public records that are created, issued or disseminated by Whitewater Township on a regular basis. A subscription is valid for up to 6 months and may be renewed by the subscriber.

A person serving a sentence of imprisonment in a local, state or federal correctional facility is not entitled to submit a request for a public record. The FOIA Coordinator will deny all such requests.

Section 3: Processing a Request

Unless otherwise agreed to in writing by the person making the request, the Township will issue a response within 5 business days of receipt of a FOIA request. If a request is received by fax, email or other electronic transmission, the request is deemed to have been received on the following business day.

The Township will respond to a request in one of the following ways:

- Grant the request.
- Issue a written notice denying the request.
- Grant the request in part and issue a written notice denying in part the request.
- Issue a notice indicating that due to the nature of the request the Township needs an additional 10 business days to respond for a total of no more than 15 business days. Only one such extension is permitted.
- Issue a written notice indicating that the public record requested is available at no charge on the Township's website.

When a request is granted:

If the request is granted, or granted in part, the FOIA Coordinator will require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available.

The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request.

A copy of these Procedures and Guidelines and the Written Public Summary will be provided to the requestor free of charge with the response to a written request for public records, provided however, that because these Procedures and Guidelines and the Written Public Summary are maintained on the Township's website at: www.whitewatertownship.org, a link to the Procedures and Guidelines and the Written Public Summary will be provided in lieu of providing paper copies of those documents.

If the cost of processing a FOIA request is \$50 or less, the requester will be notified of the amount due and where the documents can be obtained.

If the cost of processing a FOIA request is expected to exceed \$50 based on a good-faith calculation, or if the requestor has not paid in full for a previously granted request, the Township will require a good-faith deposit pursuant to Section 4 of this policy before processing the request.

In making the request for a good-faith deposit the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by the Township to process the request and also provide a best efforts estimate of a time frame it will take the Township to provide the records to the requestor. The best efforts estimate shall be nonbinding on the Township, but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 of the FOIA.

When a request is denied or denied in part:

If the request is denied or denied in part, the FOIA Coordinator will issue a Notice of Denial which shall provide in the applicable circumstance:

- An explanation as to why a requested public record is exempt from disclosure; or
- A certificate that the requested record does not exist under the name or description provided by the requestor, or another name reasonably known by the Township; or
- An explanation or description of the public record or information within a public record that is separated or deleted from the public record; and
- An explanation of the person's right to submit an appeal of the denial to either the office of the Township Supervisor or seek judicial review in the Grand Traverse County Circuit Court;
- An explanation of the right to receive attorneys' fees, costs, and disbursements as well actual or compensatory damages, and punitive damages of \$1,000, should they prevail in Circuit Court.
- The Notice of Denial shall be signed by the FOIA Coordinator.

If a request does not sufficiently describe a public record, the FOIA Coordinator may, in lieu of issuing a Notice of Denial indicating that the request is deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines described in this Section.

Requests to inspect public records:

The Township shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The FOIA Coordinator is authorized to promulgate rules regulating the manner in which records may be viewed so as to protect Township records from loss, alteration, mutilation or destruction and to prevent excessive interference with normal Township operations.

Requests for certified copies:

The FOIA Coordinator shall, upon written request, furnish a certified copy of a public record at no additional cost to the person requesting the public record.

Section 4: Fee Deposits

If the fee estimate is expected to exceed \$50.00 based on a good-faith calculation, the requestor will be asked to provide a deposit not exceeding one-half of the total estimated fee.

If a request for public records is from a person who has not paid the Township in full for copies of public records made in fulfillment of a previously granted written request, the FOIA Coordinator will require a deposit of 100% of the estimated processing fee before beginning to search for a public record for any subsequent written request by that person when all of the following conditions exist:

- The final fee for the prior written request is not more than 105% of the estimated fee;
- The public records made available contained the information sought in the prior written request and remain in the Township's possession;
- The public records were made available to the individual, subject to payment, within the time frame estimated by the Township to provide the records;
- Ninety (90) days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;
- The individual is unable to show proof of prior payment to the Township; and
- The FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.

The FOIA Coordinator will not require an increased estimated fee deposit if any of the following apply:

- The person making the request is able to show proof of prior payment in full to the Township;
- The Township is subsequently paid in full for the applicable prior written request; or
- Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the Township.

Section 5: Calculation of Fees

A fee may be charged for the labor cost of copying/duplication.

A fee will **not** be charged for the labor cost of search, examination, review and the deletion and separation of exempt from nonexempt information **unless** failure to charge a fee would result in unreasonably high costs to the Township because of the nature of the request in the particular instance, and the Township specifically identifies the nature of the unreasonably high costs.

Costs for the search, examination review, and deletion and separation of exempt from non-exempt information are “unreasonably high” when they are excessive and beyond the normal or usual amount for those services (Attorney General Opinion 7083 of 2001) compared to the costs of the township’s usual FOIA requests, not compared to the township’s operating budget. (*Bloch v. Davison Community Schools*, Michigan Court of Appeals, Unpublished, April 26, 2011)

The following factors shall be used to determine an unreasonably high cost to the Township:

- Volume of the public record requested
- Amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.
- Whether the public records are from more than one Township department or whether various Township offices are necessary to respond to the request.
- The available staffing to respond to the request.
- Any other similar factors identified by the FOIA Coordinator in responding to the particular request.

The Michigan FOIA statute permits the Township to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the Township.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the Township.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the township’s website if you ask for the township to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the township’s website if you ask for the township to make copies.
- The cost to mail or send a public record to a requestor.

Labor costs will be calculated based on the following requirements:

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid Township employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits.
- The Township may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- Contracted labor costs will be charged at the hourly rate of \$48.90 (6 times the state minimum hourly wage).

The cost to provide records on non-paper physical media when so requested will be based on the following requirements:

- Computer disks, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if the Township has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- The Township will procure any non-paper media and will not accept media from the requestor in order to ensure integrity of the Township's technology infrastructure.

The cost to provide paper copies of records will be based on the following requirements:

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper. Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.
- The Township will provide records using double-sided printing, if it is cost-saving and available.

The cost to mail records to a requestor will be based on the following requirements:

- The actual cost to mail public records using a reasonably economical and justified means.
- The Township may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless specified by the requestor.

If the FOIA Coordinator does not respond to a written request in a timely manner, the Township must:

- Reduce the labor costs by 5% for each day the Township exceeds the time permitted under FOIA up to a 50% maximum reduction, if **any** of the following applies:
 - The Township's late response was willful and intentional,
 - The written request conveyed a request for information within the first 250 words of the body of a letter facsimile, email or email attachment, or
 - The written request included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy" or a recognizable misspelling of such, or legal code reference to MCL 15. 231, et seq. or 1976 Public Act 442 on the front of an envelope or in the subject line of an email, letter or facsimile cover page.
- Fully note the charge reduction in the Detailed Itemization of Costs Form.

Section 6: Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The township board may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

Section 7: Discounted Fees

Indigence

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request if the person requesting a public record submits an affidavit stating that they are:

- Indigent and receiving specific public assistance, or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

An individual is not eligible to receive the waiver if:

- The requestor has previously received discounted copies of public records from the Township twice during the calendar year; or
- The requestor requests information in connection with other persons who are offering or providing payment to make the request.

An affidavit is a sworn statement. The FOIA Coordinator may make a Fee Waiver Affidavit Form available for use by the public.

Nonprofit organization advocating for developmentally disabled or mentally ill individuals

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request from:

- A nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:
 - Is made directly on behalf of the organization or its clients.
 - Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
 - Is accompanied by documentation of its designation by the state, if requested by the public body.

Section 8: Appeal of a Denial of a Public Record

When a requestor believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may appeal to the Township Board by filing an appeal of the denial with the office of the Township Supervisor (or "clerk" or "FOIA Coordinator," etc.).

The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requestor is seeking a reversal of the denial. The Township FOIA Appeal Form (To Appeal a Denial of Records), may be used.

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal.

Within 10 business days of receiving the appeal the Township Board will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part; or
- Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Township Board shall respond to the written appeal. The Township Board shall not issue more than 1 notice of extension for a particular written appeal.

If the Township Board fails to respond to a written appeal, or if the Township Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action in Circuit Court.

Whether or not a requestor submitted an appeal of a denial to the Township Board, he or she may file a civil action in Grand Traverse County Circuit Court within 180 days after the Township's final determination to deny the request.

If a court that determines a public record is not exempt from disclosure, it shall order the Township to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Failure to comply with an order of the court may be punished as contempt of court.

If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in such an action, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or Township prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements.

If the court determines that the Township has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the Township to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

Section 9: Appeal of an Excessive FOIA Processing Fee

"Fee" means the total fee or any component of the total fee calculated under section 4 of the FOIA, including any deposit.

If a requestor believes that the fee charged by the Township to process a FOIA request exceeds the amount permitted by state law or under this policy, he or she must first appeal to the Township Board by submitting a written appeal for a fee reduction to the office of the Township Supervisor.

The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. The Township FOIA Appeal Form (To Appeal an Excess Fee) may be used.

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal.

Within 10 business days after receiving the appeal, the Township Board will respond in writing by:

- Waiving the fee;
- Reducing the fee and issuing a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issuing a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Township Board will respond to the written appeal. The Township Board shall not issue more than 1 notice of extension for a particular written appeal.

Where the Township Board reduces or upholds the fee, the determination must include a certification from the Township Board that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and Section 4 of the FOIA.

Within 45 days after receiving notice of the Township Board's determination of an appeal, the requesting person may commence a civil action in Grand Traverse County Circuit Court for a fee reduction.

If a civil action is commenced against the Township for an excess fee, the Township is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute.

An action shall not be filed in circuit court unless *one* of the following applies:

- The Township does not provide for appeals of fees,
- The Township Board failed to respond to a written appeal as required, or
- The Township Board issued a determination to a written appeal.

If a court determines that the Township required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or Section 4 of the FOIA, the court shall reduce the fee to a permissible amount. Failure to comply with an order of the court may be punished as contempt of court.

If the requesting person prevails in court by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages.

If the court determines that the Township has arbitrarily and capriciously violated the FOIA by charging an excessive fee, the court shall order the Township to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

Section 10: Conflict with Prior FOIA Policies and Procedures; Effective Date

To the extent that these Procedures and Guidelines conflict with previous FOIA policies promulgated by the Township Board or the Township Administration, these Procedures and Guidelines are controlling. To the extent that any administrative rule promulgated by the FOIA Coordinator subsequent to the adoption of this resolution is found to be in conflict with any previous policy promulgated by the Township Board or the Township Administration, the administrative rule promulgated by the FOIA Coordinator is controlling.

To the extent that any provision of these Procedures and Guidelines or any administrative rule promulgated by the FOIA Coordinator pertaining to the release of public records is found to be in conflict with any State statute, the applicable statute shall control. The FOIA Coordinator is authorized to modify this policy and all previous policies adopted by the Township Board or the Township Administration, and to adopt such administrative rules as he or she may deem necessary to facilitate the legal review and processing of requests for public records made pursuant to Michigan's FOIA statute, provided that such modifications and rules are consistent with State law. The FOIA Coordinator shall inform the Township Board of any change to these Policies and Guidelines.

These FOIA Procedures and Guidelines become effective and were last revised on _____.

Section 11: Appendix of Whitewater Township FOIA Forms

- Request for Public Records Form
- Notice to Extend Response Time Form
- Notice of Denial Form
- Detailed Cost Itemization Form
- Appeal of Denial of Records Form
- Appeal of Excess Fee Form



Ron Popp <supervisorwhitewater@gmail.com>

Township Government 101

1 message

Cheryl A. Goss <clerk@whitewatertownship.org>
To: "Cheryl A. Goss" <clerk@whitewatertownship.org>

Wed, Jun 15, 2022 at 10:01 AM

All –

Township Government 101:

Elected officials have zero authority to assign a task(s) to other elected officials without those elected officials' express consent.

bcc: Township Board

Cheryl A. Goss, MiPMC

Whitewater Township Clerk

[5777 Vinton Road](#), P.O. Box 159

Williamsburg, Michigan 49690

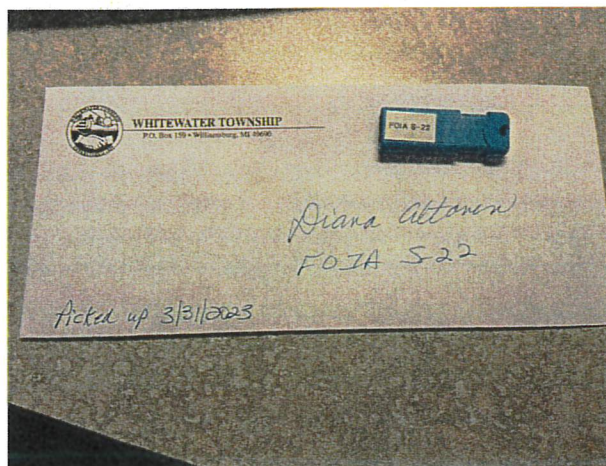
Telephone: 231.267.5141 X 24

Fax: 231.267.9020

clerk@whitewatertownship.org

Office Hours: Mon/Tue/Wed/Thurs 9:00 am to 5:00 pm

I Pledge Allegiance to the Flag of the United States of America, and to the REPUBLIC for which it stands, one Nation, under God, Indivisible, with Liberty and Justice for All.



Manage Verbatim (E:)

View Drive Tools

Cut Copy path Paste shortcut Move to ~ Copy to ~ Delete Rename New folder New item ~ Easy access ~ Properties Open ~ History Select all Select none Invert selection

Organize New Open Select

Verbatim (E:) >

Name	Date modified	Type	Size
General (Police Power) Ordinances in Effect as of 03.31.2023	3/30/2023 3:20 PM	File folder	
Whitewater Township Zoning Ordinance - Last Revision Effective 11.11.2021.pdf	11/11/2021 1:09 PM	Adobe Acrobat Docume...	14,471 KB



Exhibit 5

Last updated in Transmittal No. 32
March 2022

General Records Schedule 4.2

GENERAL RECORDS SCHEDULE 4.2: Information Access and Protection Records

This schedule covers records created in the course of agencies (1) responding to requests for access to Government information and (2) protecting information that is classified or controlled unclassified, or contains personal data that is required by law to be protected.

Agencies must offer any records created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule.

Item	Records Description	Disposition Instruction	Disposition Authority
001	<p>FOIA, Privacy Act, and classified documents administrative records.</p> <p>Records on managing information access and protection activities. Records include:</p> <ul style="list-style-type: none">• correspondence related to routine implementation of the FOIA and Privacy Act and administration of document security classification• associated subject files• feeder and statistical reports <p>Exclusion: This item does not cover records documenting policies and procedures accumulated in offices having agency-wide responsibilities for FOIA, Privacy Act, and classified documents. These records must be scheduled by the agency on an agency-specific schedule.</p>	<p>Temporary. Destroy when 3 years old, but longer retention is authorized if needed for business use.</p>	DAA-GRS-2019-0001-0001
010	<p>General information request files.</p> <p>Requests for information, publications, photographs, and other information involving no administrative action, policy decision, or special compilations or research. Also includes acknowledgements, replies, and referrals of inquiries to other offices for response.</p>	<p>Temporary. Destroy when 90 days old, but longer retention is authorized if required for business use.</p>	DAA-GRS-2013-0007-0001
020	<p>Access and disclosure request files.</p> <p>Case files created in response to requests for information under the Freedom of Information Act (FOIA), Mandatory Declassification Review (MDR) process, Privacy Act (PA), Classification Challenge, and similar access programs, and completed by:</p> <ul style="list-style-type: none">• granting the request in full• granting the request in part• denying the request for any reason including:<ul style="list-style-type: none">○ inability to fulfill request because records do not exist○ inability to fulfill request because request inadequately describes records○ inability to fulfill request because search or reproduction fees are not paid	<p>Temporary. Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later, but longer retention is authorized if required for business use.</p>	DAA-GRS-2016-0002-0001

Item	Records Description		Disposition Instruction	Disposition Authority
	<ul style="list-style-type: none"> • final adjudication on appeal to any of the above original settlements • final agency action in response to court remand on appeal <p>Includes:</p> <ul style="list-style-type: none"> • requests (either first-party or third-party) • replies • copies of requested records • administrative appeals • related supporting documents (such as sanitizing instructions) <p>Note 1: Record copies of requested records remain covered by their original disposal authority, but if disposable sooner than their associated access/disclosure case file, may be retained under this item for disposition with that case file.</p> <p>Note 2: Agencies may wish to retain redacted copies of requested records for business use after the rest of the associated request case file is destroyed.</p>			
030	Information access and protection operational records.	<p>Records tracking and controlling access to protected information.</p> <p>Includes:</p> <ul style="list-style-type: none"> • records documenting receipt, internal routing, dispatch, or destruction of classified and controlled unclassified records • tracking databases and other records used to manage overall access program • requests and authorizations for individuals to have access to classified and controlled unclassified records and information <p>Note: Records documenting individuals' security clearances are covered under GRS 5.6, items 180 and 181.</p>	<p>Temporary. Destroy 2 years after last form entry, reply, or submission; or when associated documents are declassified, decontrolled, or destroyed; or when an individual's authorization expires; whichever is appropriate. Longer retention is authorized if required for business use.</p>	DAA-GRS-2019-0001-0002
031		<p>Access control records.</p> <p>Includes:</p> <ul style="list-style-type: none"> • safe and padlock combinations • names or other personal identifiers of individuals who know combinations • comparable data used to control access into classified document containers 	<p>Temporary. Destroy when superseded or obsolete, but longer retention is authorized if required for business use.</p>	DAA-GRS-2013-0007-0020

Item	Records Description		Disposition Instruction	Disposition Authority
032		<p>Records relating to classified or controlled unclassified document containers. Includes forms placed on safes, cabinets, or vaults that record opening, closing, and routine checking of container security, such as SF-701 and SF-702.</p> <p>Note: Forms involved in investigations are not covered by this item. They are instead retained according to the schedule item for records of the investigation.</p>	Temporary. Destroy 90 days after last entry on form, but longer retention is authorized if required for business use.	DAA-GRS-2016-0002-0003
040	<p>Records of accounting for and controlling access to records requested under FOIA, PA, and MDR. Records documenting identity of, and internal routing, control points, and accountability for information to which access has been requested. Includes:</p> <ul style="list-style-type: none">• forms, registers, ledgers, logs, and tracking systems documenting requester identity and contact information, request date, and nature or purpose of request• inventories• forms accompanying documents to ensure continuing control, showing names of people handling the documents, inter-office routing, and comparable data• agent and researcher files		Temporary. Destroy 5 years after date of last entry or final action by agency, as appropriate, but longer retention is authorized if required for business use.	DAA-GRS-2019-0001-0003
050	<p>Privacy Act accounting of disclosure files. Files maintained under the provisions of 5 U.S.C. §552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency. Includes:</p> <ul style="list-style-type: none">• forms with the subject individual's name• records of the requester's name and address• explanations of the purpose for the request• date of disclosure• proof of subject individual's consent		Temporary. Dispose of in accordance with the approved disposition instructions for the related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later.	NC1-64-77-1 item 27
060	<p>Erroneous release records. Files relating to the inadvertent release of privileged information to unauthorized parties, containing information the disclosure of which would constitute an unwarranted invasion of personal privacy. Includes:</p>	<p>Records filed with the record-keeping copy of the erroneously released records.</p>	Temporary. Follow the disposition instructions approved for the released record copy or destroy 6 years after the erroneous release, whichever is later.	DAA-GRS-2015-0002-0001

Item	Records Description		Disposition Instruction	Disposition Authority
061	<ul style="list-style-type: none"> requests for information copies of replies all related supporting documents May include: <ul style="list-style-type: none"> official copy of records requested or copies 	Records filed separately from the record-keeping copy of the released records.	Temporary. Destroy 6 years after the erroneous release, but longer retention is authorized if required for business use.	DAA-GRS-2015-0002-0002
065	Privacy complaint files. Records of privacy complaints (and responses) agencies receive in these categories: <ul style="list-style-type: none"> process and procedural (consent, collection, and appropriate notice) redress (inquiries seeking resolution of difficulties or concerns about privacy matters not specifically outlined in the Privacy Act) operational (inquiries regarding Privacy Act matters but not including Privacy Act requests for access and/or correction) complaints referred to another organization 		Temporary. Destroy 3 years after resolution or referral, as appropriate, but longer retention is authorized if required for business use.	DAA-GRS-2019-0001-0004
070	Agency reports to the Congress, Department of Justice, or other entities regarding FOIA, MDR, PA, and similar access and disclosure programs. Note: This item does not apply to summary reports incorporating government-wide statistics. These must be scheduled separately by the summarizing agent.		Temporary. Destroy 2 years after date of report, but longer retention is authorized if required for business use.	DAA-GRS-2013-0007-0006
080	Legal and regulatory compliance reporting records. Reports prepared in compliance with federal laws and regulations, such as the E-Government Act (Public Law 107-347), Federal Information Security Modernization Act of 2014, and Title V (Confidential Information Protection and Statistical Efficiency Act), as codified in 44 U.S.C. §101.	Annual reports by agency CIO, Inspector General, or Senior Agency Official for Privacy. Legal citation: OMB M-07-16.	Temporary. Destroy 5 years after submission of report, but longer retention is authorized if required for business use.	DAA-GRS-2013-0007-0022
081		All other agency reports and internal reports by individual system owners to the Senior Agency Official for Privacy (SAOP).	Temporary. Destroy 2 years after submission of report, but longer retention is authorized if required for business use.	DAA-GRS-2013-0007-0023

Item	Records Description	Disposition Instruction	Disposition Authority
090	Privacy Act amendment request files. Files relating to an individual's request to amend a record pertaining to that individual under 5 U.S.C. §552a(d)(2), to the individual's request for review of an agency's refusal to amend a record under 5 U.S.C. §552a(d)(3), and to any civil action or appeal brought by the individual against the refusing agency under 5 U.S.C. §552a(g). Includes: <ul style="list-style-type: none"> • requests to amend and to review refusal to amend • copies of agency's replies • statement of disagreement • agency justification for refusal to amend a record • appeals • related materials 	Temporary. Destroy with the records for which amendment was requested or 4 years after close of case (final determination by agency or final adjudication, whichever applies), whichever is later. Longer retention is authorized if required for business use.	DAA-GRS-2013-0007-0007
100	Automatic and systematic declassification review program records. Files related to the review of permanent records in anticipation of automatic declassification at 25, 50, or 75 years per Executive Order 13526, and the periodic review of records exempted from automatic declassification. Files include program records documenting declassification decisions.	Temporary. Destroy or delete after conducting next review or when subject records are transferred to NARA, but longer retention is authorized if required for business use.	DAA-GRS-2020-0002-0001
110	Fundamental classification guidance review files. Reports, significant correspondence, drafts, received comments, and related materials responding to "fundamental classification guidance review" as required by Executive Order 13526 Section 1.9. Note: This item does not cover reports and correspondence received at the Information Security Oversight Office (ISOO).	Temporary. Destroy 5 years after report is submitted to ISOO, but longer retention is authorized if required for business use.	DAA-GRS-2013-0007-0011
120	Classified information nondisclosure agreements. Copies of nondisclosure agreements, such as SF 312, Classified Information Nondisclosure Agreement, signed by civilian and military personnel with access to information that is classified under standards put forth by executive orders governing security classification.	Records maintained in the individual's official personnel folder.	Apply the disposition for the official personnel folder.
121		Records maintained separately from the individual's official personnel folder. Legal citations: ICD 703, Protection of Classified National Intelligence; 32 CFR 2001.80(d)(2)(vii).	Temporary. Destroy when 50 years old.
			DAA-GRS-2015-0002-0003

Item	Records Description		Disposition Instruction	Disposition Authority
130	Personally identifiable information extracts. System-generated or hardcopy print-outs generated for business purposes that contain Personally Identifiable Information. Legal citation: OMB M-07-16 (May 22, 2007), Attachment 1, Section C, bullet "Log and Verify."		Temporary. Destroy when 90 days old or no longer needed pursuant to supervisory authorization, whichever is appropriate.	DAA-GRS-2013-0007-0012
140	Personally identifiable information extract logs. Logs that track the use of PII extracts by authorized users, containing some or all of: date and time of extract, name and component of information system from which data is extracted, user extracting data, data elements involved, business purpose for which the data will be used, length of time extracted information will be used. Also includes (if appropriate): justification and supervisory authorization for retaining extract longer than 90 days, and anticipated disposition date.		Temporary. Destroy when business use ceases.	DAA-GRS-2013-0007-0013
150	Privacy Act System of Records Notices (SORNs). Agency copy of notices about the existence and character of systems of records, documenting publication in the Federal Register when the agency establishes or revises the system, per the Privacy Act of 1974 [5 U.S.C. 552a(e)(4) and 5 U.S.C. 552a(e)(11)], as amended. Also significant material documenting SORN formulation, other than Privacy Impact Assessment records (see item 161).		Temporary. Destroy 2 years after supersession by a revised SORN or after system ceases operation, but longer retention is authorized if required for business use.	DAA-GRS-2016-0003-0002
160	Records analyzing Personally Identifiable Information (PII). Records documenting whether certain privacy and data security laws, regulations, and agency policies are required; how the agency collects, uses, shares, and maintains PII; and incorporation of privacy protections into records systems as required by the E-Government Act of 2002 (Public Law 107-347, section 208), the Privacy Act of 1974 (5 U.S.C. 552a), and other applicable privacy laws, regulations, and agency policies. Includes significant background material documenting formulation of final products.	Records of Privacy Threshold Analyses (PTAs) and Initial Privacy Assessments (IPAs). Records of research on whether an agency should conduct a Privacy Impact Assessment (PIA).	Temporary. Destroy 3 years after associated PIA is published or determination that PIA is unnecessary, but longer retention is authorized if required for business use.	DAA-GRS-2016-0003-0003
161		Records of Privacy Impact Assessments (PIAs).	Temporary. Destroy 3 years after a superseding PIA is published, after system ceases operation, or (if PIA concerns a website) after website is no longer available to the public, as appropriate. Longer	DAA-GRS-2016-0003-0004

Item	Records Description	Disposition Instruction	Disposition Authority
		retention is authorized if required for business use.	
170	<p>Computer matching program notices and agreements.</p> <p>Agency copy of notices of intent to share data in systems of records with other federal, state, or local government agencies via computer matching programs, and related records documenting publication of notice in the Federal Register per the Privacy Act of 1974 [5 U.S.C. 552a(e)(12)], as amended. Also agreements between agencies, commonly referred to as Computer Matching Agreements, prepared in accordance with Office of Management and Budget Final Guidance. Includes documentation of Data Integrity Board (DIB) review and approval of matching programs and agreements, and significant background material documenting formulation of notices and agreements.</p>	<p>Temporary. Destroy upon supersession by a revised notice or agreement, or 2 years after matching program ceases operation, but longer retention is authorized if required for business use.</p>	DAA-GRS-2016-0003-0005
180	<p>Virtual public access library records.</p> <p>Records published by an agency on line to fulfill the requirement in 5 U.S.C. 552(a)(2)(A) through 5 U.S.C. 552(a)(2)(D) and 5 U.S.C. 552(g)(1) through 5 U.S.C. 552(g)(3) that agencies must make those records available for public inspection and copying. Includes:</p> <ul style="list-style-type: none"> • final concurring and dissenting opinions and orders agencies issue when adjudicating cases • statements of policy and interpretations the agency adopts but does not publish in the <i>Federal Register</i> • administrative staff manuals and instructions to staff that affect a member of the public • copies of records requested under the Freedom of Information Act (FOIA) which, because of the nature of their subject matter, the agency determines are, or are likely to become, the subject of subsequent requests for substantially the same records or which have been requested three or more times • indexes of agency major information systems • descriptions of agency major information and record locator systems • handbooks for obtaining various types and categories of agency public information <p>Exclusion: This item refers only to copies an agency publishes on line for public reference. The agency record copy of such material may be of permanent value and the agency must schedule it.</p> <p>Not media neutral. Applies to electronic records only.</p>	<p>Temporary. Destroy when no longer needed.</p>	DAA-GRS-2016-0008-0001
Controlled Unclassified Information (CUI) program records.			

Item	Records Description	Disposition Instruction	Disposition Authority
Exclusion: Records of the Controlled Unclassified Information Executive Agent office at the National Archives (NARA must schedule these records separately).			
190	<p>CUI program implementation records. Records of overall program management. Includes:</p> <ul style="list-style-type: none"> • records documenting the process of planning agency policy and procedure • agency submissions to the CUI Executive Agent of authorities (laws, federal regulations, or Government-wide policies containing safeguarding or dissemination controls) the agency proposes to include in the CUI Registry to designate unclassified information as CUI • agency submissions to the CUI Executive Agent of proposed laws, federal regulations, or Government-wide policies that would establish, eliminate, or modify a category of CUI, or change information controls applicable to CUI • correspondence with CUI Executive Agent <p>Exclusion 1: CUI directives and formal policy documents (agencies must schedule these separately).</p> <p>Exclusion 2: Records of CUI self-inspections (GRS 5.7, item 020 covers these).</p> <p>Exclusion 3: Records of annual program reports to the CUI Executive Agent (GRS 5.7, item 050 covers these).</p>	Temporary. Destroy when 7 years old, but longer retention is authorized if required for business use.	DAA-GRS-2019-0001-0005
191	<p>CUI information sharing agreements. Agreements in which agencies agree to share CUI with non-executive branch entities (<i>e.g.</i>, state and local police) and foreign entities that agree to protect the CUI.</p> <p>Exclusion: Contracts involving CUI and contractor access to CUI; GRS 1.1, item 010 covers contracts.</p>	Temporary. Destroy 7 years after canceled or superseded, but longer retention is authorized if required for business use.	DAA-GRS-2019-0001-0006
192	<p>Records of waivers of CUI requirements. Description of and rationale for each waiver, documentation of alternate steps the agency takes to ensure it sufficiently protects the CUI covered by the waiver, and records of the agency notifying authorized recipients and the public of the waiver.</p>	Temporary. Destroy when waiver is rescinded, system is no longer in use, or all affected records are destroyed, as applicable, but longer retention is authorized if required for business use.	DAA-GRS-2019-0001-0007

Item	Records Description		Disposition Instruction	Disposition Authority
193	Records of requests for decontrol and challenges to CUI designations. Requests to decontrol CUI or challenging a CUI marking as incorrect (either improperly assigned or lacking), responses to requests, records of adjudication, and records of dispute resolution if adjudication is appealed.	Records filed with the record-keeping copy of the CUI-marked records.	Follow the disposition instructions approved for the records at issue.	
194		Records filed separately from the record-keeping copy of the CUI-marked records.	Temporary. Destroy 6 years after change in CUI status, but longer retention is authorized if required for business use.	DAA-GRS-2019-0001-0008
195	Records of CUI misuse. Allegations of CUI misuse, records of internal investigations, communications with and reports of findings from the CUI Executive Agent, and records of corrective actions. Exclusion: If the agency assigns such investigations to its Inspector General (IG), the agency schedule for IG records covers the records created in the IG office.		Temporary. Destroy 5 years after completing the investigation or completing all corrective actions, whichever is later, but longer retention is authorized if required for business use.	DAA-GRS-2019-0001-0009

Exhibit 6

CERTIFICATION

I, Cheryl A. Goss, Clerk of Whitewater Township, do hereby certify that the electronic files provided to the Whitewater Township FOIA coordinator for FOIA request number S-22 and attached to this electronic communication are a true, accurate, and complete copy of the documents provided to the requestor.

Signed

Cheryl A. Goss, Whitewater Township Clerk

Memo

To: Whitewater Township Board of Trustees

CC: None

Date: 6.1.2023

Re: 6631 Baggs Road Response -

Board Members –

The attorney has provided a response to Mr. Herring's May 25, 2023 email regarding an appeal process. It would appear Mr. Patterson is looking to get direction from the board on this matter. This business item is presented to schedule a special meeting with possible closed to hear what Mr. Patterson's questions are and provide the guidance he seeks.

No motion is made pending correlation of attorney and board member schedules.

Respectfully submitted,



Whitewater Township FOIA Coordinator
Supervisor, Whitewater Township



Ron Popp <supervisorwhitewater@gmail.com>

Re: 6631 Baggs Rd Appeals Process

1 message

Ron Popp <supervisorwhitewater@gmail.com>
To: Christopher Patterson <cpatterson@fsbrlaw.com>

Thu, Jun 1, 2023 at 12:46 PM

Chris - We currently are offline with zoom which could make remote participation of the 6.13.2023 meeting an issue. We could use a speaker phone unless you believe this conversation should be in a closed session. If this is the case, please generate a motion and a zoom link for the session and provide it to all board members. If the board decides a closed session is in order we will be prepared. I will create a business item to discuss the topic for the 6.13.2023 agenda.

Thank you
Ron Popp
Whitewater Township Supervisor
231.267.5141 Ext. 23
supervisorwhitewater@gmail.com

On Wed, May 31, 2023 at 3:45 PM Christopher Patterson <cpatterson@fsbrlaw.com> wrote:

Good afternoon Mr. Herring:

I apologize for the delay. Your email originally went into my spam folder. I was able to locate it after being provided notice from the Township that you sent it.

We are preparing to take your correspondence to the Township Board at an upcoming meeting to discuss the points made below. As soon as I have direction from the Board to respond further, I will do so. If you have any additional questions or comments, please feel free to send those and I will include those with our update to the Township Board on this issue.

Sincerely,

Chris



Christopher S. Patterson

Member • Fahey Schultz Burzych Rhodes

Direct: 517.381.3205 • Cell: 269.744.4807
Office: 517.381.0100 • Fax: 517.381.3185
fsbrlaw.com • cpatterson@fsbrlaw.com

4151 Okemos Road, Okemos, MI 48864 USA
▼ U.S. News & World Report Ranked Best Law Firm

-----Original Message-----

From: Michael Herring <mherringlaw@outlook.com>

Sent: Thursday, May 25, 2023 3:14 PM

To: Derek Van Solkema <derek.vansolkema@gmail.com>; Ron Popp <supervisorwhitewater@gmail.com>; Ryan Sheffer <Sheffer82@gmail.com>; Cheryl A. Goss <clerk@whitewatertownship.org>

Cc: Christopher Patterson <cpatterson@fsbirlaw.com>; zoning@whitewatertownship.org

Subject: RE: 6631 Baggs Rd Appeals Process

Hello Everyone,

My name is Michael Herring, I am the attorney for Derek Van Solkema and Ryan Sheffer.

Now that we know the Baggs property is unbuildable, per Section X, the property was split improperly. Section XI now demands that any person who violates any of the provision of the Ordinance shall be deemed guilty of a misdemeanor. The ordinance is a local law, flawed or unflawed. Following the township ordinance is important to the greater good.

When will the violations be sent to Morrison Orchard, LLC?

Further, MCL 560.265 Sec. 265 Any municipality, board of county road commissioners or county plat board may bring an action in its own name to restrain or prevent any violation of this act or any continuance of any such violation. Such action shall be brought in the county where the land is located, the defendant resides or has his principal place of business.

When can we anticipate your action to stop the continuance of the violation?

As you can imagine a large amount of litigation will be coming. My clients are bonified purchasers who, along with the realtor, the title company, insurance companies and others have substantial damages. Thankfully, we know who is responsible for the chaos... Morrison Orchard, LLC.

Have a great weekend and govern yourself accordingly,

Michael Herring

2029 Celadon Dr.

Grand Rapids, MI 49525

Phone: 616-916-6704

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system. Michael Herring is not responsible for errors in this electronic mail message. Any personal comments made do not necessarily reflect the views of Michael Herring.

From: Derek Van Solkema <derek.vansolkema@gmail.com>
Sent: Wednesday, May 24, 2023 4:07 PM
To: Ron Popp <supervisorwhitewater@gmail.com>; mherringlaw@outlook.com; Ryan Sheffer <Sheffer82@gmail.com>; Cheryl A. Goss <clerk@whitewatertownship.org>
Cc: cpatterson@fsbirlaw.com; zoning@whitewatertownship.org
Subject: Re: 6631 Baggs Rd Appeals Process

Ron,

I can't imagine you are unaware of your own Finding of Facts and vote on 5/3/2023. It is our understanding based on the email below from Cheryl Goss and the letter from Bob Hall that your decision in the 5/3/2023 meeting regarding our parcel of land was deemed unbuildable and is not eligible for any building permits or zoning approvals such as special land use approval or site plan approval. Please confirm the decision of the township.

Thanks,

Derek

Baggs Partners, LLC

See attached letter from Bob Hall and a copy of the email received by my father Gary Van Solkema from Cheryl Goss.

Gary –

These were the findings of fact, motion and vote today on the Hymore Complaint.

Findings of Fact:

1. Request for variance is nonexistent.
2. Parcel B could have been divided in a manner to make it comply with the ordinance, moving the north line.
3. No record of topographical or environmental adverse circumstances.
4. The ordinance is a local law, flawed or unflawed.
5. Following township ordinance is important to the greater good.

Based on the findings of fact, we find parcel 28-13-136-001-02 noncompliant with Whitewater Township general ordinance number 26, amendment 3, effective 03/19/2011, specifically section 7(d) and is not eligible for any building permits or zoning approvals such as special land use approval or site plan approval.

Popp stated he will make that motion.

Glenn seconded.

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

FYI -

Cheryl A. Goss

Whitewater Township Clerk

5777 Vinton Road, P.O. Box 159

Williamsburg, Michigan 49690

Telephone: 231.267.5141 x24

Fax: 231.267-9020

clerk@whitewatertownship.org <<mailto:clerk@whitewatertownship.org>>

Office Hours: Mon/Tue/Wed/Thurs 9:00 a.m. to 5:00 p.m.

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.

On Wed, May 24, 2023 at 10:57 AM Ron Popp <supervisorwhitewater@gmail.com <<mailto:supervisorwhitewater@gmail.com>> > wrote:

Good morning Derek - I have no knowledge of correspondence sent to you by the Township. If you can provide a copy I may be able to direct your question to the proper folks. As for 3rd party costs, I believe the condominium deeds review process continued during the timeframe the parcel status was being determined. I will verify that is the case and advise.

I look forward to a copy of the correspondence.

Regards,

Ron Popp

Whitewater Township Supervisor

231.267.5141 Ext. 23

supervisorwhitewater@gmail.com <<mailto:supervisorwhitewater@gmail.com>>

bcc: Township Board

On Tue, May 23, 2023 at 2:04 PM Derek Van Solkema <derek.vansolkema@gmail.com>
<<mailto:derek.vansolkema@gmail.com>> > wrote:

Ron, Cheryl, and Bob,

We received your letter about our property. Is there any more information we are owed in addition to the letter from Bob Hall regarding the township board's decision deeming our property unbuildable?

Does Whitewater Township have an appeals process that we need to be aware of based on your decision?

If so, please use this email as our formal confirmation to begin our appeals process. Let us know if you need any additional documentation.

Also, when can we anticipate our refund of the \$2,500 Escrow Check from 5/26/2022 Check #105? Obviously we did not require any of the township's legal resources for our site condo project.

Signed,

Baggs Partners LLC

Memo

To: Whitewater Township Board of Trustees

CC: None

Date: 5.2.2023

Re: Spectrum Account

Board Members –

This business item is provided to make the Board aware of several happenings including Clerk Goss's email of April 11, 2023. See attached. Pending a decision about dot.gov email extensions and acceptance of Netlink Business Solutions' proposal for email hosting, a different Board action may be required.

As it has become common place with the Clerk, she continues to resign from duties, provide false narratives, fraudulently reassign tasks to other elected officials, and create obstacles to township operations at every opportunity. The Clerk wrote an email June 15, 2022 titled "Government 101" which she explains how elected officials have "zero authority to assign a task(s) to other elected officials without those elected officials' express consent." See attached. But here we are dealing with yet another contradiction of her own profession of the truth. The Clerk included her proposed transfer of Spectrum account ownership actions in the meeting synopsis as if it were a Board action. I rejected this statement and provided each Board Member with that notice of rejection. See attached. Research shows she published the synopsis without the Supervisors' approval as required by MCL 41.72a. See attached publication. She has included "her comments" in the minutes on page 4097 as if to somehow to provide a degree of authenticity to her actions. What are we to learn from a person who intentionally does something they know is wrong and against State Statute?

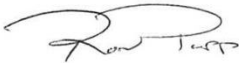
The Supervisor's Office will not accept this Spectrum task due to the potential security issues that have been created for the Township by past actions of the Clerk. This may impact your email accounts and the park's cell phone both provided by Spectrum. Be prepared to use alternate communication methods as billing information is appearing as text information on my phone which means someone provided my information to the vendor without my consent. I am not responding to these messages in anyway. Nor will I be responsible for any charges associated with the Clerk's actions.

Trustee Glenn struggles with similar issues of username, password and accounts at the park which were set up using the Clerk's information some including her social security number. Until resolved, these security issues will negatively affect user experience and profitability for the 2023 camping season.

With few exceptions, critical Township operational accounts cannot be the personal property or "owned" by a single Board Member, they must be owned by the Township and the Board must approve their creation and profile information. The Board should consider a non-board member third party as the administrative, technical, and security contacts often required for these critical operational accounts. The third party should be well versed in governmental operations and report to the Board, not a single Board Member. One example of a third party could be the legal team. Netlink Business Solution has proposed they be the "Partner of Record" with Microsoft which the Board could approve by resolution detailing specifics about global account profiles. The Board could develop a policy that when implemented will ensure continuity of township operations across an exchange of elected office and/or management post.

No motion pending further Board input.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Ron Tully". The signature is stylized with a large, looping "R" and a cursive "Tully".

Whitewater Township FOIA Coordinator
Supervisor, Whitewater Township



Ron Popp <supervisorwhitewater@gmail.com>

Spectrum

1 message

Cheryl A. Goss <clerk@whitewatertownship.org>

Tue, Apr 11, 2023 at 5:57 PM

To: Ron Popp <supervisor@whitewatertownship.org>, Ron Popp Gmail <supervisorwhitewater@gmail.com>

Ron –

Due to your continued slanderous accusations that I have accessed all of the township e-mail accounts, which I have explained ad nauseum that I do not have access to ANYONE's actual e-mail, and your nonstop attempts to disparage my integrity with your bullshit, I logged into the Spectrum account one last time and named you as the Personal Contact, the Billing Contact, the Administrative Contact, and the Technical Contact for Whitewater Township. Prepare to get new e-mail!

I was not able to change the primary username and password to the account UNTIL I spoke with someone at Spectrum Enterprise, to whom I gave your name and e-mail address and was told that this information has now been updated, and that they have already sent you an e-mail detailing how you get yourself registered with Spectrum.

Additionally, I have permanently deleted my Spectrum login and password information.

Have fun!

bcc A Whole Bunch of People

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

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I Pledge Allegiance to the Flag of the United States of America, and to the REPUBLIC for which it stands, one Nation, under God, Indivisible, with Liberty and Justice for All.



Ron Popp <supervisorwhitewater@gmail.com>

Township Government 101

1 message

Cheryl A. Goss <clerk@whitewatertownship.org>
To: "Cheryl A. Goss" <clerk@whitewatertownship.org>

Wed, Jun 15, 2022 at 10:01 AM

All –

Township Government 101:

Elected officials have zero authority to assign a task(s) to other elected officials without those elected officials' express consent.

bcc: Township Board

Cheryl A. Goss, MiPMC

Whitewater Township Clerk

[5777 Vinton Road](#), P.O. Box 159

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Ron Popp <supervisorwhitewater@gmail.com>

4.11.2023 Township Board Meeting Synopsis

1 message

Ron Popp <supervisorwhitewater@gmail.com>

Tue, Apr 25, 2023 at 12:00 PM

Bcc: clerk@whitewatertownship.org, Ardella Benak <treasurer@whitewatertownship.org>, heidivourtrustee@gmail.com, Don Glenn <dglenn6542@yahoo.com>, tarends226@gmail.com

All -

The 4.11.2023 meeting synopsis provided by the Clerk will not be approved as written. As we have been told many times by the Clerk, minutes are to be an accurate account of the body's business. Her attempts to make the Supervisor's Office somehow accountable for the email mess she created was not Board business, nor does it have any legal standing.

Simply put, now that people are watching, this is another duty the Clerk wants away from.

Ron Popp
Whitewater Township Supervisor
231.267.5141 Ext. 23
supervisorwhitewater@gmail.com



Synopsis of 2023.04.11 Township Board Meeting Not Approved RMP.pdf
684K



Ron Popp <supervisorwhitewater@gmail.com>

4.11.2023 Township Board Meeting Synopsis

1 message

Ron Popp <supervisorwhitewater@gmail.com>

Tue, Apr 25, 2023 at 12:00 PM

Bcc: clerk@whitewatertownship.org, Ardella Benak <treasurer@whitewatertownship.org>, heidivourtrustee@gmail.com, Don Glenn <dglenn6542@yahoo.com>, tarends226@gmail.com

All -

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Ron Popp
Whitewater Township Supervisor
231.267.5141 Ext. 23
supervisorwhitewater@gmail.com



Synopsis of 2023.04.11 Township Board Meeting Not Approved RMP.pdf
684K

LEGAL NOTICE
Whitewater Township Board
Synopsis of April 11, 2023 Regular Meeting

Meeting called to order at 9:00 a.m.

Board members present: Goss, Glenn, Popp

Board members absent: Benak, Vollmuth


Others present: 5 in person, 2 on Zoom

Changes to agenda:

- Kitzmiller presentation rescheduled.
- No closed sessions at this meeting.
- Cleanup Day added to New Business.
- Hold Harmless Agreement added to New Business.

No public hearings. Public comment and reports heard.

Business items addressed:

- Approved Consent Calendar.
- Camping park questions/answers provided.
- Approved Josh Morgan as new fire department member.
- Approved \$6,500 expenditure for overhead door repair at fire station.
- Microsoft E-mail Hosting moved to May. **Goss will turn over Spectrum account access to Popp today.** 
- Approved township board to review/file bylaws of ZBA, PC, PRAC, and future entities.
- Township attorney's office will be requested to provide ordinance creating ordinance enforcement officer.
- Consensus that Attorney Patterson will contact Oosterhouse attorney concerning motorized usage of Moose Road Nature Trail.
- Approved 2023 County Road Improvement Agreement.
- Closed session re. Hymore complaint to be set for 05/03/2023 if Attorney Kuschel is available.
- Regarding Petobego hayfield agreement, Goss will provide 07/01/2014 e-mail.
- Approved payment to Don Glenn for park/recreation related activities.
- Approved supervisor working with fire chief for installation of COVID testing supplies at fire station.
- Popp listed specifications for additional repairs at Hi Pray Park playground.
- Approve 2023 TruGreen agreement.
- Annual audit RFP will be brought back in May
- Approved addition of Parks & Recreation Advisory Committee Report to Consent Calendar.
- Approved 2023 Cleanup Day vendor.
- Approved Hold Harmless Agreement for Free Camping Weekend.

Next meeting 05/09/2023. Adjourned 3:25 p.m.

Full text of meeting minutes is available upon request from the township clerk or at www.whitewatertownship.org. Minutes are subject to approval at next board meeting.

Cheryl A. Goss
Whitewater Township Clerk
(231) 267-5141 x24

Not Approved RMP 4.25.2023. Disposition of Spectrum Account was not a Board Action

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Category Legal Notices

Published Date April 29, 2023

Notice Details

LEGAL NOTICE Whitewater Township Board Synopsis of April 11, 2023 Regular Meeting Meeting called to order at 9:00 a.m. Board members present: Goss, Glenn, Popp Board members absent: Benak, Vollmuth Others present: 5 in person, 2 on Zoom Changes to agenda: Kitzmiller presentation rescheduled. No closed sessions at this meeting. Cleanup Day added to New Business. Hold Harmless Agreement added to New Business. No public hearings. Public comment and reports heard. Business items addressed: Approved Consent Calendar. Camping park questions/answers provided. Approved Josh Morgan as new fire department member. Approved \$6,500 expenditure for overhead door repair at fire station. Microsoft E-mail Hosting moved to May. Goss will turn over Spectrum account access to Popp today. Approved township board to review/file bylaws of ZBA, PC, PRAC, and future entities. Township attorney's office will be requested to provide ordinance creating ordinance enforcement officer. Consensus that Attorney Patterson will contact Oosterhouse attorney concerning motorized usage of Lossie Road Nature Trail. Approved 2023 County Road Improvement Agreement. Closed session re: Hymore complaint to be set for 05/03/2023 if Attorney Kuschel is available. Regarding Petobego hayfield agreement, Goss will provide 07/01/2014 e-mail. Approved payment to Don Glenn for park/recreation related activities. Approved supervisor working with fire chief for installation of COVID testing supplies at fire station. Popp listed specifications for additional repairs at Hi Pray Park playground. Approve 2023 TruGreen agreement. Annual audit RFP will be brought back in May Approved addition of Parks&Recreation Advisory Committee Report to Consent Calendar. Approved 2023 Cleanup Day vendor. Approved Hold Harmless Agreement for Free Camping Weekend. Next meeting 05/09/2023. Adjourned 3:25 p.m. Full text of meeting minutes is

available upon request from the township clerk or at www.whitewatertownship.org. Minutes are subject to approval at next board meeting. Cheryl A. Goss Whitewater Township Clerk (231) 267-5141 x24 April 29, 2023- 1T600353

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Team,

Maybe it is time to revisit the delivery due dates of the board packet preparation. It appears ten business days does not work well at times. If one relooks at a calendar one can see that ten calendar days would technically serve the same purpose. Placing these dates on one's calendar might help the information flow better to the Supervisor who now has to put the packet together. Maybe we all need to take turns putting the packet together with the Supervisor so there is a buddy system, this eliminates mistakes and errors.

I am recommending a change to policy from ten business days to ten calendar days. See below for the following deadlines for packet submissions.

Clarification if the 10 day mark falls on the weekend the packet will go out on Friday or Monday.

The Clerk doesn't work on Fridays so her information should make the packet on thursdays before her three day weekend.

This solution should help everyone involved to meet the packet deadlines. Preparing our packet with some due dates gives the person putting it together some breathing room and more manageable.

May 09 2023	Board meeting/Packet info due	April 28 2023
June 13 2023		June 1. 2023
July 11 2023		June 29 2023
Aug 08 2023		July. 29 2023
Sept 12 2023		Aug. 31. 2023
Oct. 10 2023		Sept 28. 2023
Nov. 14 2023		Nov 02. 2023
Dec. 12. 2023.		Nov 30. 2023

Motion to change the Ten business days to Ten calendar Days and change policy to read the same

Motion for discussion purposes only at this time.
Dates can be changed or altered at time of vote.

This change does several good things and they are listed below.

Facts: Gives all team members time to prepare better and

Creates some checks and balances to reduce error.

Places the board packet out into the public about the same time every month, and helps others prepare too.

Possibly depending on discussion can aid and assist the Supervisor with some assistance and checks and balances

(Above dates can be altered or changed as needed.)