

**Whitewater Township Board
Minutes of Regular Meeting held January 10, 2023**

Call to Order/Pledge of Allegiance

Supervisor Popp called the meeting to order at 9:01 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, Popp, Trustee Vollmuth, Trustee Glenn

Board Members absent: None

Others present in person: Fire Chief Brandon Flynn, County Commissioner Darryl Nelson, and 2 others

Others present via Zoom: 7

Set/Adjust Meeting Agenda

Glenn requested to add his memo re: supplemental info for New Business #6.

There was no objection to the memo.

Declaration of Conflict of Interest

None

Public Comment

Public comment began at 9:06 a.m.

Denise Peltonen

Connie Hymore

Public comment ended at 9:10 a.m.

Public Hearing

None

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

Darryl Nelson gave the following report:

- They have a new board, now 9 members, 5 new members. Went through organization meeting last week. Changed meeting time to 9:00 a.m. on Wednesday rather than 8:00 a.m., re-elected chair and vice-chair. Nelson proposed a volunteer work bee between board members as a way to get to know each other.
- Ended the year big with the ARPA award process. A lot of hours spent by board and community. Could not say yes to 80% of the requests. Giving \$100,000 approximately to Lossie Trail. Public Sector Consultants (PSC) and county admin are going to handle the processing of the paperwork, federal forms. County will help township get through that. They tried to spend the ARPA money around the county and around different

things. Set aside \$5 million for healthcare infrastructure, primarily for mental health. Also have \$3 million from the state. He listed some of the places they spent money.

Fire Department Report

Brandon Flynn gave the following report:

- In December, there were three emergency calls, three training sessions, and an end-of-year business meeting.
- He attended regular chief meetings for the month.
- He passed the certified plans examiner test.
- Thanked Vollmuth and Peltonen for helping write the ARPA grant.

Planning Commission Report

Heidi Vollmuth gave the following report:

- Will send PC reports for next month's packet.
- PC met January 4, held election of officers, Steelman chair, Keaton vice chair, Jacobson secretary.
- Proposed joint meeting with board to discuss articles 1, 12, and 14.
- PC members were given tasks due at February meeting.
- Bylaws were discussed. Members will submit ideas to planner before next meeting.
- Outreach subcommittee was created to begin master plan. Subcommittee should be formed by mid-February.
- Zoning ordinance reorganization will be addressed by the PC.
- Vollmuth will provide items in writing to Popp for the board's February meeting.

Parks & Recreation Advisory Committee Report

Don Glenn gave the following report:

- Was not able to attend December meeting.
- PRAC met last night. He will provide a written report for the February meeting.
- Unfinished Business item on today's agenda to adjust bylaws regarding PRAC's monthly meeting date.

Consent Calendar

Receive and File

1. Supervisor's Report for December 2022
2. Clerk's Report for December 2022 (no report)
3. Treasurer's September/October/November 2022 Reports
4. Trustee Vollmuth's December 2022 Report
5. Trustee Glenn's December 2022 Report
6. Zoning Administrator's November and December 2022 Reports
7. Mobile Medical Response December 2022 Activity Reports (not available)
8. Fire Department December 2022 Report (not available)
9. Planning Commission December 2022 Report (not available)
10. Historical Society December 2022 Report (not available)
11. Approved 10/10/2022 Parks & Recreation Advisory Committee Minutes
12. Approved 11/02/2022 Planning Commission Minutes

13. Approved 11/14/2022 Parks & Recreation Advisory Committee Minutes

Correspondence

1. Grand Traverse County Sheriff Statistics October/November/December 2022 and 4th Quarter Totals 2022

Minutes for Approval

1. Recommend approval of 11/30/2022 special meeting minutes and 12/13/2022 regular meeting minutes

Bills for Approval

1. Alden State Bank voucher #s 48608-48694

Budget Amendments (see Unfinished Business #1)

Revenue & Expenditure Report (04/01/2022 through 12/31/2022)

Motion by Popp to accept the Consent Calendar as presented; second by Vollmuth.

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

Unfinished Business**REVIEW/APPROVE PROPOSED BUDGET AMENDMENTS 04/01/2022 TO 09/30/2022**

Goss provided an updated budget amendment document, with amendments through 12/31/2022, to the township board on 12/30/2022.

Motion by Goss to approve budget amendments as detailed in clerk's memo dated 12/30/2022; second by Popp.

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

BUDGETED TRANSFERS 2022/2023 (shown as Review Proposed Budget Amendments 2022/2023 Part Two on the agenda)

Motion by Popp to transfer \$18,000 from the General Fund to the Road Fund; second by Vollmuth.

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

Motion by Goss to transfer \$35,000 from the General Fund to the Fire Fund; second by Vollmuth.

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

Motion by Goss to transfer \$57,200 from the General Fund to the Recreation Fund; second by Benak.

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

Motion by Goss to transfer \$50,000 from the General Fund to the Fire Capital Improvement Fund; second by Benak.

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

DECEMBER 2022 CONSENT CALENDAR

Motion by Popp to discuss the 12/13 Whitewater Township Board consent calendar; second by Glenn.

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

RECONSIDER OOSTERHOUSE LETTER

Motion by Popp to approve Fahey Schultz Burzych Rhodes to re-date and send by certified mail letter dated 10/28/2022 to Roland Oosterhouse; second by Glenn.

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

PRAC REQUEST FOR DATE CHANGE

Motion by Popp to approve PRAC's request to change the body's meeting date from the second Monday to the third Tuesday of each month; second by Benak.

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

Motion by Popp requesting the supervisor to make and distribute hard copies of the bylaws, updated 2022-2023 regular meeting notice, and PRAC agenda documents for distribution to the clerk, board, PC, PRAC, and ZBA Members; second by Glenn.

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

Motion by Popp appointing Don Glenn to verify PRAC's request for meeting date change has been fully processed according to the above internal control process; second by Glenn.

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

SCHEDULE NEXT BUDGET SESSION

There was consensus to add Whitewater Township Park 2023 dates and rates to the 01/12/2023 special meeting agenda, as well as Park Fund and Recreation Fund budget work sessions.

There was consensus to set 01/24/2023 at 6:00 p.m. for the Fire Fund and Fire Capital Improvement Fund budget work session.

An additional budget work session was agreed upon for 01/25/2023 at 6:00 p.m. for General Fund and all other funds. Goss noted she is not available on 1/25.

New Business**BOARD OF REVIEW RE-APPOINTMENTS**

Motion by Glenn to confirm the recommendation of the supervisor appointing Brenda Baker to a term on the Whitewater Township Board of Review; the term will end on 12/31/2024; second by Benak.

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

Motion by Glenn to confirm the recommendation of the supervisor appointing Tammy Jarvis to a two-year term on the Whitewater Township Board of Review; the term will end on 12/31/2024; second by Benak.

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

PROPOSED ZONING ORDINANCE AMENDMENT 80

Motion by Popp not to adopt Whitewater Township Proposed Zoning Ordinance Amendment #80 as recommended by the planning commission 09/07/2022; second by Vollmuth.

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

SET PUBLIC HEARING DATE FOR PROPOSED ADOPTION OF REVISED FLOODPLAIN PANELS/PROPOSED ORDINANCE UPDATE

Motion by Popp to schedule this public hearing at the same meeting we schedule the budget public hearing; second by Glenn.

Goss suggested the document should be reviewed by the attorney's office.

The motion and second were rescinded.

There was consensus that the ordinance amendment will be set for public hearing on 3/14. The ordinance will be reviewed by the attorney's office after we hear back from Donna with her concerns about Ordinance No. 53.

Goss will prepare a notice of adoption for Amendment 1 to Ordinance No. 53.

At about 12:01 p.m., the meeting recessed.

At about 12:21 p.m., the meeting reconvened.

REVIEW PROPOSED CHANGES TO SECTION 2.0 OF THE WHITEWATER TOWNSHIP POLICY & PROCEDURE MANUAL

Motion by Popp directing the supervisor to upgrade Section 2.4 (a) of the Whitewater Township Policy & Procedure Manual to reflect a 9:00 a.m. meeting time for regularly scheduled meetings; second by Glenn.

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

Motion by Popp for the clerk to post regular, special, and rescheduled meeting notices of all public bodies, including proposed and approved minutes, operating in Whitewater Township to the township hall upcoming meeting and hearing table, outdoor kiosk, and website following guidance from the Whitewater Township Board of Trustees and in accordance with MCL 15.264 Section 4 and Section 9 of the Michigan Open Meetings Act; second by Glenn.

Due to numerous changes, Popp will bring back motions two and three. (Motion three was not made.)

Motion by Popp directing the supervisor to modify Section 2.4(j) of the Whitewater Township Policy and Procedure Manual adding the verbiage: In accordance with MCL 15.269 Section 9 (1) corrections to meeting minutes shall be made at the next regular meeting after the meeting to which the minutes refer. Those corrections shall be available for the next subsequent board packet after correction. Best practice suggests, but not required, public body minutes without corrections be approved at the next regular meeting after the meeting to which the minutes refer. Minutes shall never be approved automatically or ex post facto; second by Glenn.

The motion and second were rescinded.

Motion by Popp in accordance with MCL 41.72(a) (5) and (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; second by Vollmuth.

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

Motion by Popp directing the supervisor to modify Section 2.4(j) of the Whitewater Township Policy and Procedure Manual adding the following requirement: 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; second by Vollmuth.

The motion and second were rescinded.

PROPOSED CREDIT CARD LIMIT/POLICY REVIEW (1:30 p.m.)

Motion by Popp requesting township staff to increase the credit limit on the township's credit card to \$5,000.00; second by Vollmuth.

Benak will investigate obtaining a township debit card with Alden State Bank and bring it back in February.

The motion was not voted on.

DISCUSS PARK & RECREATION OPERATIONS

Motion to discuss Whitewater Township Park operations; second by Vollmuth.

The motion was not voted on.

Glenn provided supplemental information in a memo dated 01/05/2023.

Motion by Popp that the salary range is between \$38,000 and \$52,000 annually for this position; second by Glenn.

The motion was rescinded.

Motion by Goss that the salary range for the Parks & Recreation Manager position be set at \$35,000 to \$45,000 annually; second by Benak.

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

Motion by Popp to accept the proposed job description for park manager as amended in discussion here today; second by Glenn.

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

Motion by Glenn for supervisor to place job description in multiple newspapers at a cost not to exceed \$1,500; second by Vollmuth.

Popp will write up a posting.

Glenn modified his motion to say “in multiple media venues at a cost not to exceed \$2,500.”

Vollmuth re-seconded the motion.

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

Tabled Items

None

Board Comments/Discussion

Vollmuth will send a report asking for feedback from the board.

Announcements

1. Township Board special meeting on 01/12/2023 at 9:00 a.m.
2. Township Board special meeting on 01/24/2023 at 6:00 p.m.
3. Township Board special meeting on 01/25/2023 at 6:00 p.m.
4. Township Board special meeting on 01/31/2023 at 11:00 a.m.

5. Township Board special meeting on 02/09/2023 at 9:00 a.m.
6. Township Board regular meeting on 02/14/2023 at 9:00 a.m.
7. Township Board special meeting on 02/16/2023 at 9:00 a.m.

Public Comment

Public comment began at 4:00 p.m.

Shannon Smith
Connie Hymore
Lois MacLean
Karin Boyd

Public comment ended at 4:09 p.m.

Adjournment

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

Meeting adjourned at 4:10 p.m.

Cheryl A. Goss
Whitewater Township Clerk