

**Whitewater Township Board
Minutes of Regular Meeting held March 14, 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, Trustee Vollmuth, Trustee Glenn, Popp

Board Members absent: Treasurer Benak

Others present in person: Fire Chief Brandon Flynn, County Commissioner Darryl Nelson, Grand Traverse County Road Commission Managing Director Brad Kluczynski, Planner Randy Mielnik, Zoom Facilitator Lois MacLean, and 5 others

Others present via Zoom: Six

Set/Adjust Meeting Agenda

Popp made the following agenda changes:

1. Move Deputy Supervisor Appointment to Reports/Presentations #7.
2. Move New Business # 13 Planning Commission Recommendation to Reports/Presentations #6.
3. Move New Business #9 Approve Advertising Banners at Hi Pray Park Ball Diamond to New Business #1.
4. Add Discussion of Salary Resolutions as New Business #13.

Declaration of Conflict of Interest

None

Public Comment

Public comment began at 9:05 a.m.

Connie Hymore

Frank Hymore

Rachel Steelman

Vicki Beam

Lois MacLean

Denise Peltonen

Heidi Vollmuth

Popp read an e-mail from Kim Elliott.

Public comment ended at 9:22 a.m.

Public Hearing - Amendment 1 to Ordinance No. 53 Floodplain Management

Public hearing was opened at 9:23 a.m.

Public hearing notice was published in the Traverse City Record-Eagle on 02/26/2023, as well as displayed at the township hall.

Written comments: None received.

In-person comments: None

Public hearing closed at 9:27 a.m.

Reports/Presentations/Announcements/Comments

County Commissioner Report

Darryl Nelson gave the following report:

- Thanked the township board for doing this job; keep up the good work.
- Went to NACo convention in February in Washington DC to talk about broadband, talked about goals of MIHI and the feds. Broadband is an issue he is going to try to work on in the next year or two.
- BATA board voted in February to increase their membership by two. Bylaw change would make one-third of BATA board people who are not answerable to any elected official and was done without the proper 10-day notice. Yesterday, a 60-day moratorium was put in place to give the parties a chance to talk. The change has been undone.

Fire Department Report

Brandon Flynn gave the following report:

- A 2% grant in the amount of \$4,300 was received from the Grand Traverse Band to replace outdated extrication equipment. Apollo was able to keep the price, even with a 5-month-old quote.
- VASA race was cancelled through Whitewater Township.
- Low snow pack. DNR update tomorrow re: predicting fire season.
- Update on brush truck: They have stopped production on the RAM 5500s because of an issue with a vendor part.
- Changes to his monthly report include that emergency calls are now alarms and addition of a year to date.

Planning Commission Report

Heidi Vollmuth gave the following report:

- Announced movie night, handed out fliers. Training is important.

Parks & Recreation Advisory Committee Report

Don Glenn gave the following report:

- Memo in packet regarding Hi Pray Park Playground opening. Work has been completed.
- PRAC chairperson Melton has created a google spreadsheet of projects.
- Document placed in PRAC packet in error regarding structure of projects, not a board-approved document.

Grand Traverse County Road Commission

Brad Kluczynski gave the following report:

- Will be out to see Whitewater Township every quarter.
- Gave a general update of what has been happening at the road commission, where they have scheduled MTF funds and millage projects. There is a GIS map on their website showing road projects, road closures, etc.
- Whitewater has 4.7 miles of state trunk line (M-72), 15.8 miles of primary, 3.25 miles of through locals that they are now taking care of, 36 miles of standard local road, 3.32 miles in subdivisions, 17.7 miles of seasonal roads.

- 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

Minutes for Approval

1. Draft 01/31/2023 special meeting minutes
2. Draft 02/09/2023 special meeting minutes
3. Draft 02/14/2023 regular meeting minutes
4. Draft 02/16/2023 special meeting minutes
5. **Draft 01/31/2023 closed session minutes (added)**
6. **Draft 02/21/2023 special meeting minutes (added)**
7. **Draft 02/21/2023 closed session minutes (added)**
8. **Draft 02/22/2023 special meeting minutes (added)**

Bills for Approval

Alden State Bank voucher #s 48779 through 48875 (added)

Budget Amendments (none)

Revenue & Expenditure Report dated 02/09/2023 (Revenue 12/31/22 – Expenditures 01/31/23 (added)

Motion by Goss to approve Consent Calendar items; second by Vollmuth.

Goss will send the Bills for Approval two Tuesdays before the regular meeting if accounts payable is done; otherwise, it will be sent on Wednesday.

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

Unfinished Business

BUSINESS ITEM FROM 0/10/2023 – MINUTES

Motion by Popp for the clerk to post regular, special, revised regular, and revised special meeting notices of all public bodies operating in Whitewater Township to the township hall upcoming meeting and hearing bulletin board, 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 Meeting Act; second by Glenn.

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

Motion by Popp for the clerk to post all proposed minutes for the township board to the township hall upcoming meeting and hearing bulletin board and website within 8 business days of the meeting to which they refer 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 Meeting Act; second by Vollmuth.

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

Motion for the clerk to post all approved minutes for the township board to the township hall upcoming meeting and hearing bulletin board and website within 5 business days after the meeting at which the minutes are approved by the public body 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 Meeting Act; second by Vollmuth.

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

STATUS UPDATE ON CREDIT CARD FOR TOWNSHIP PURPOSES

Motion by Popp, in addition to the clerk and treasurer offices, provide physical credit card information to the following members of the township board, supervisor's office and the board liaison to the Park & Recreation Advisory Committee who is assisting the board with opening the various venues for the 2023 tourist season.

Goss noted she and/or Benak will provide credit card information to all board members. Goss further noted she will not be ordering for any other departments.

Popp wants all board members to have their own credit cards.

The motion and second were withdrawn.

Motion by Popp for all board members to have a township credit card issued to them due to clerk no longer providing centralized purchasing services; second by Vollmuth.

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

Motion by Popp that Fire Chief Brandon Flynn receive a township credit card for official business uses; second by Glenn.

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

SCHEDULE NEXT BUDGET SESSION

No additional budget work sessions were scheduled.

New Business

APPOINT DEPUTY SUPERVISOR (moved to Reports/Presentations #7)

See page 4073.

APPROVE ADVERTISING BANNERS AT HI PRAY PARK BALL DIAMOND (moved originally to New Business #1, then to Reports/Presentations #8)

See page 4074.

At 12:05 p.m., the meeting recessed.

At 12:26 p.m., the meeting reconvened.

**REVIEW/ADOPT AMENDMENT NO. 1 TO GENERAL ORDINANCE NO. 53
FLOODPLAIN ORDINANCE**

Motion by Goss to adopt Amendment No. 1 to General Ordinance No. 53 Floodplain Ordinance; second by Popp.

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

REVIEW/ADOPT RESOLUTION #23-03 ELK RAPIDS SCHOOLS TAX COLLECTION

Motion by Goss to adopt Resolution #23-03; second by Vollmuth.

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

**REVIEW/ADOPT RESOLUTION #23-04 TRAVERSE CITY AREA PUBLIC
SCHOOLS/NORTHWEST EDUCATION SERVICES TAX COLLECTION**

Motion by Goss to adopt Resolution #23-04 Traverse City Area Public Schools and Northwest Education Services tax collection; second by Glenn.

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

FIRE MILLAGE INCREASE DISCUSSION

Motion by Popp to increase the fire special assessment district by 0.5 mills to facilitate the purchase of a replacement fire engine; second by Vollmuth.

After discussion, there was consensus that the board has done enough outreach, talked about it for multiple years, and now it is for the board to act upon.

The motion and second were withdrawn.

PROPOSED WHITEWATER TOWNSHIP POLICY & PROCEDURE SECTION 6.0

Motion by Popp requesting the clerk's office to provide the most recent Word format files of the policy and procedure manual or sections thereof, with appendices, by 04/15/2023 to the supervisor's office; second by Glenn.

After discussion, *the motion was withdrawn.*

Motion by Popp to request the clerk's office to provide the most recent Word format file of Appendix I by 04/15/2023 to the supervisor's office; second by Vollmuth.

The motion and second were withdrawn.

Motion by Popp to request the clerk's office to provide the most recent Word format of Appendix I and/or all electronic version of all documents referenced by Resolution 20-12 to the supervisor's office by 04/15/2023; second by Vollmuth.

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

PARKS & RECREATION ADVISORY COMMITTEE REQUEST TO DECLARE HI PRAY PARK PLAYGROUND OPEN

Motion by Glenn based on the Parks & Recreation Advisory Committee's action taken to approve unanimously a motion at their regular meeting 02/21/2023, attesting to the fact that all necessary repairs to the Hi Pray Park Playground have been completed, the board of trustees has approved the reopening of the playground and the associated "playground closed" signage be removed effective immediately; second by Vollmuth.

Popp volunteered to take down the signs.

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

CAMPING PARK QUESTION & ANSWER

Questions were posed and answered.

APPROVE ADVERTISING BANNERS AT HI PRAY PARK BALL DIAMOND (moved originally to New Business #1, then to Reports/Presentations #8)

See page 4074.

REMOVED/RELOCATED WEBSITE INFORMATION

Goss noted she removed the land division ordinance from the website and that the ordinance is at the attorney's office.

Vollmuth will bring this back at a later date.

PLANNING COMMISSION REQUEST FOR TRAINING MATERIALS – PAPERWORK ISSUES

Vollmuth will get a purchase order for planning commission books and will have the township billed.

Motion by Popp requesting the clerk to issue a purchase order for 6 copies of the MTA publication Authorities and Responsibilities of Michigan Townships for the planning commission members at a cost not to exceed \$500 including shipping; second by Vollmuth.

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

Motion by Popp requesting the clerk's office to modify the planning commission members' personnel folder or file to reflect the transfer of township assets as required in Whitewater Township Policy & Procedure Manual Section 3.3(a)12; second by Vollmuth.

Discussion followed.

The motion and second were withdrawn.

PLANNING COMMISSION REQUEST - ZONING ORDINANCE AMENDMENT NO. 86
Motion by Goss to adopt Zoning Ordinance Amendment No. 86; second by Vollmuth.

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

PLANNING COMMISSION RECOMMENDATIONS (moved to Reports/Presentations #6)

See page 4073.

Goss will provide the executed Municode agreement to Popp.

There will be a future special meeting on this topic.

DISCUSSION OF SALARY RESOLUTIONS (added)

There was consensus to bring this back on 3/21.

Tabled Items

None

Board Comments/Discussion

Goss expressed disappointment that the park ranger resumés were not reviewed at this meeting and interviewees selected.

A special meeting will be set to review the park manager resumés and choose interviewees on 3/22 at 9:00 a.m.

Glenn asked about early voting and the possibility of combining of voting jurisdictions.

Goss noted those discussions are taking place; no decisions yet.

Vollmuth requested a copy of the tribe's boat launch grant.

Announcements

Next meeting is 03/21/2023.

Public Comment

Public comment began at 2:59 p.m.

Connie Hymore
Linda Slopsema

Public comment ended at 3:04 p.m.

Adjournment

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

Meeting adjourned at 3:05 p.m.

Cheryl A. Goss
Whitewater Township Clerk