

**Whitewater Township Board  
Minutes of Regular Meeting held June 13, 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: County Commissioner Darryl Nelson, Grand Traverse County Road Commission Manager Brad Kluczynski, Grand Traverse County Road Commission Member Jason Gillman, Fire Chief Brandon Flynn, Deputy Treasurer Lois MacLean, and 2 others

Others present via Zoom: 7

**Set/Adjust Meeting Agenda**

Benak requested the removal of Unfinished Business #2 (no motion), #3 (no motion), #4 and #5 (send to legal or put under New Business), #6 (no motion), #7 (no motion), #8 (hash tags), and New Business #9 (no motion).

Goss requested the removal of Unfinished Business #2, #3, #7, New Business #9, all for no motion.

Glenn requested the removal of New Business #8 (meeting already scheduled).

Popp announced Unfinished Business #7 and #8 will be removed.

Goss further requested removal of New Business #5 and #6 as items that do not require township board time or public time.

Popp requested to add pothole repair as New Business #11.

New Business #11 added.

***Motion by Popp to approve new agenda as discussed; second by Glenn.***

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

**Declaration of Conflict of Interest**

None

**Public Comment**

Public comment began at 9:09 a.m.

Rod Rebant

Lois MacLean  
Connie Hymore  
Vaughn Harshfield (e-mail)  
Derek Van Solkema

Public comment ended at 9:32 a.m.

### **Public Hearing**

None

### **Reports/Presentations/Announcements/Comments**

#### **County Commissioner Report**

Darryl Nelson gave the following report:

- They are looking for some state money for a juvenile detention center in this area. There is more and more activity, felonies are up, affecting families and youth.
- Also working on a community mental health access point. BOC has a request to set aside \$5 million for that.
- Continuing to work on better broadband access for the entire county.
- The BOC has begun another strategic planning session.

#### **Grand Traverse County Road Commission (moved up)**

Brad Kluczynski reported on the following topics:

- They were recently invited to talk in front of EGLE about brining of roads. They explained how the brining works. They are starting to see the benefits of the better product.
- They will have a new facility in Kingsley with additional capacity for salt and trucks, which will allow for restructuring of plow routes.
- Using a Google Analytics product to develop new routes.
- Received approval last month from their board to collect data on the road system for the entire county with a laser diffraction unit. It will be an accurate survey of what the condition of the pavement is, how much longer the pavement should last, and what needs to be done to maintain the pavement. Would like to show the township board how the program works in order to help the township develop an asset management plan for the township. The township can also use the program to track other assets, such as facilities.
- They did get a roller and have the capability now to do skip patching themselves.

Discussion followed concerning:

- Pothole and rocks at end of township hall driveway and incidents of vehicles damaged by the rocks.
- Carns Road pothole section.
- Kluczynski advised they will take care of the reported issues. Their point of contact for future situations is now Dan Watkins, superintendent of roads, or Jay Saksewski, or call Kluczynski.

#### **Fire Department Report**

Brandon Flynn gave the following report:

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- Had an average month in May. They had a hazardous materials call, received help from the Metro hazmat team and got it mitigated pretty quickly.
- Two of their firefighters graduated from the fire academy. Both passed the practical exam and the state written exam. They have a couple more classes for the local department before they can be taken off probation. Flynn noted they are well on the way to having a pretty good staff.
- Still working on the brush truck and the new fire pumper; no updates.

### **Planning Commission Report**

Heidi Vollmuth gave the following report:

- Noted 6-module training program.
- Chair will be on Zoom today.
- Had public hearing to reset their home occupation application, took care of the five elements.
- First four chapters of master plan are available to read, edit, pass around to the community.
- PC would like to know if the township board would like another joint meeting.
- ROS committee has different kinds of signs telling people to fill out the surveys.
- So far, 243 paper and 28 online surveys have been received.

Benak offered to do another news blast and asked Rebant to forward her the QR code.

### **Parks & Recreation Advisory Committee Report**

Don Glenn gave the following report:

- Hi Pray Park playground repairs are done; complimented Brandon Hubbell on getting the work done. The follow-up inspection passed and the signs were taken down.
- BCNA trail removal to be done this week by Steve Largent.

### **Consent Calendar**

Receive & File

1. Supervisor's Report May 2023
2. Clerk's Report May 2023 (no report)
3. Treasurer Report May 2023
4. Trustee Vollmuth Report May 2023
5. Trustee Glenn Report May 2023
6. Zoning Administrator Report May 2023
7. Mobile Medical Response Activity Reports May 2023
8. Fire Department Report May 2023
9. Planning Commission Report May 2023 (no report)
10. Historical Society Report May 2023
11. Parks & Recreation Report May 2023
12. Planning Commission Minutes
  - a. Approved 04/05/2023 Planning Commission Regular Meeting
  - b. Approved 04/19/2023 Planning Commission Special Meeting
  - c. Approved 04/24/2023 Planning Commission Resident Outreach Subcommittee Meeting
  - d. Approved 04/13/2023 Planning Commission Special Subcommittee Meeting

- e. Approved 04/27/2023 Planning Commission Special Subcommittee Meeting
- 13. Approved 04/18/2023 Parks & Recreation Advisory Committee Minutes
- 14. Planning Commission Bylaws 03/01/2023

#### Correspondence

- 1. Township board of trustees
- 2. 04/27/2023 Grand Traverse County Road Commission Minutes
- 3. 05/11/2023 Grand Traverse County Road Commission Minutes
- 4. 05/17/2023 Grand Traverse County Road Commission Memo re: Road Kill
- 5. 05/25/2023 Grand Traverse County Road Commission Memo re: Road Kill
- 6. 05/31/2023 Grand Traverse County Road Commission Memo re: Road Kill

#### Minutes for Approval

Recommend approval of 05/03/2023 special meeting minutes, 05/09/2023 regular meeting minutes, 05/17/2023 joint planning commission/township board special meeting minutes, and 05/23/2023 special meeting minutes

#### Bills for Approval

- 1. Alden State Bank voucher #s 49054 through 49208

Budget Amendments (none)

Revenue/Expenditure Report (none)

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

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

#### Unfinished Business

##### **CAMPING PARK QUESTIONS**

***Motion by Glenn to approve park ranger Rod Langbo pay rate as presented for the 2023 park season; second by Benak.***

Goss asked for the actual hourly amount to be added to the motion.

***Motion by Glenn to approve the park ranger Rod Langbo pay rate at the grade 3, year 1 hourly wage rate of \$18.02 for the 2023 park season; second by Benak.***

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

Glenn commented on road washouts and credit card machine issues.

#### **STATUS OF UPDATED SALARY/WAGE SCALE DOCUMENT**

On the clerk's to-do list.

**STATUS OF BOAT WASH 2% GRANT SUBMITTAL**

On the clerk's to-do list.

**CONDITIONAL HIRE RELEASE FORM**

*Motion by Glenn 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; second by Vollmuth.*

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

**HOLD HARMLESS AGREEMENTS**

*Motion by Popp to adopt the three revised hold harmless agreements: Whitewater Township Park Camper, Whitewater Township Park Volunteer, and Hi Pray Park Volunteer, effective immediately; second by Vollmuth.*

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

Additional agreements for Hi Pray, LRNT, BCNA will be brought back on a different day.

**.GOV E-MAIL EXTENSIONS**

*Motion by Popp to use Microsoft 365 as e-mail provider; second by Vollmuth.*

Regarding cost, basic e-mail with 50 GB storage is \$5 per month per user. Must name a Microsoft partner. Do not have to use the cell phone confirmation with MS 365. Entire suite with e-mail is \$15 per month.

Popp noted Microsoft would be the e-mail provider after the switch to the .gov extensions.

*Popp revised the motion to use MS 365 as e-mail provider at a cost of \$5 per e-mail address per month.*

*Vollmuth re-seconded the motion.*

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

*Motion by Popp to move to .GOV e-mail extension as soon as we are approved.*

*Motion not seconded.*

*Motion by Benak 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; second by Popp.*

Popp said the money will come from Contingency.

*Benak revised the motion to add "money to be taken from Contingency."*

*Popp re-seconded.*

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

*Motion by Popp 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; second by Vollmuth.*

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

*Motion by Popp to move to .GOV as soon as we are approved; second by Vollmuth.*

Goss asked when we can expect approval.

Popp does not know; process is in final stages of approval. Popp will send out an e-mail as to when is a good time. Noted migration in motion three is also time sensitive. Wants everyone to send him a calendar schedule when it is a bad time (taxes, elections, park).

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

#### **REVISED 2023 COUNTY ROAD IMPROVEMENT AGREEMENT (BRINE)**

Moved to Correspondence

#### **New Business**

##### **PETOBEGO FIELD MAINTENANCE AGREEMENT**

*Motion by Popp 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; second by Glenn.*

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

##### **ADDITIONAL ACTIVITIES COMPENSATION**

*Motion by Popp to approve Don Glenn's request for payment under the Additional Activities Compensation Program beginning 04/30/2023 through pay period ending 07/09/2023, not to exceed \$2,500; second by Vollmuth.*

Discussion followed.

*Motion by Popp to approve Don Glenn's request for payment under the Additional Activities Compensation Program beginning 05/01/2023 through 03/31/2024; second by Vollmuth.*

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

**PLANNING COMMISSION REQUEST**

***Motion by Popp to approve the contract with North Place Planning, LLC and repeal the existing contract; second by Benak.***

The following changes were made:

- The document entitled Proposal Acceptance Agreement will be retitled Independent Contractor Agreement.
- Steelman's signature lines will be removed.
- Additional Terms & Conditions, paragraph 4, no changes.
- Additional Terms & Conditions, paragraph 5, add AICP Code of Ethics & Professional Conduct from prior agreement, and change the August date to 05/22/2023.
- Additional Terms & Conditions, paragraph 9, last sentence, change provision 2 to provision 3.

***Popp rescinded his motion.***

***Motion by Goss to replace the existing contract with North Place Planning LLC dated 09/29/2022 with the new contract as revised this date by the Whitewater Township Board. The new contract is based on Updated Proposal dated 05/22/2023; second by Benak.***

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

Goss noted that she is having a health issue from the lack of a lunch break and will need to take 20 minutes for that purpose.

Goss left the meeting room at 1:46 p.m.

Popp said we will return at 1:58.

At 1:59 p.m., the meeting reconvened.

**DEPUTY SUPERVISOR PAYROLL**

***Motion by Popp to compensate the deputy supervisor at the 15-year rate retroactive to 04/01/2023 with the 3% increase that became effective 04/01/2023; second by Glenn.***

Discussion followed.

***Motion by Popp to compensate the deputy supervisor at the 15-year rate, including the 3% COLA effective 04/01/2023 and retroactive to 04/01/2023.***

More discussion.

***Motion by Popp to compensate the deputy supervisor at the rate of 22.93 (sic) effective 04/01/2023.***

More discussion.

***Motion re-read by Popp: Motion to compensate the deputy supervisor at 22.93 (sic) per hour retroactive to 04/01/2023; second by Glenn.***

***Roll call vote (called by Popp): Vollmuth, yes; Glenn, yes; Benak, yes; Popp, yes. Motion carried.***

***Motion by Popp to have the clerk expense any employee's time, including the deputy supervisor, 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; second by Glenn.***

Discussion followed.

At 2:09 p.m., Goss returned to the meeting room.

Discussion under way.

***Popp withdrew his motion. Glenn withdrew his second.***

#### **ACCESS TO PUBLIC RECORDS**

***Motion by Popp directing the clerk to provide digital copies of audio recordings for all meetings that have taken place in the township hall since and including 05/09/2023 to all board members; second by Glenn.***

Discussion followed.

Popp refused to list the meeting dates he is requesting.

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

***Motion by Popp to authorize the purchase of a second handheld digital recorder, price not to exceed \$350, to be used as a backup device, but in this case it may be the primary device; second by Vollmuth.***

Discussion followed.

***Popp revised the motion to delete "but in this case it may be the primary device."***

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

***Motion by Popp that no additional zoom accounts are created at this time; second by Glenn.***

Discussion followed.



Popp stated he can go to the Zoom account and provide 4 people access, with the login and password that MacLean gave him.

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

#### **FACEBOOK ACCOUNT**

***Motion by Popp to work with Lois to get the logon and access information for the Facebook that represents Whitewater Township Park; second by Vollmuth.***

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

#### **FOIA POLICY FROM 05/09/2023**

***Motion by Popp 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; second by Glenn.***

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

Popp will send a redline and clean copy to the board.

***Motion by Popp directing the clerk to provide all responsive documents provided to the requestor for FOIA Request S-22 to the Whitewater Township FOIA Coordinator for further processing; second by Glenn.***

It was clarified that S-22 is the thumb drive to Altonen.

Discussion followed.

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

***Motion by Popp 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; second by Vollmuth.***

Goss will provide her own certification form.

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

***Motion by Popp 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; second by Glenn.***

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

***Motion by Popp requesting the supervisor to provide updated FOIA forms reflecting***

*changes for Whitewater Township board of trustee approvals; second by Glenn.*

*Roll call vote: Vollmuth (did not vote); Benak, yes; Popp, yes; Glenn, yes; Goss, yes. Motion carried.*

#### **6631 BAGGS ROAD CONDOMINIUMS**

Removed under Set/Adjust Agenda.

#### **SPECTRUM ACCOUNT**

Popp noted we have already dealt with this.

#### **PACKET DEADLINE**

*Motion by Popp to keep the packet information at 10 business days; second by Vollmuth.*

*The motion and second were rescinded.*

#### **POTHOLE REPAIR (added)**

Resolution of this agenda item was discussed under the Grand Traverse County Road Commission report.

#### **Tabled Items**

None

#### **Board Comments/Discussion**

Derek Van Solkema commented on the Baggs Road agenda item.

Benak noted the newspaper deadline is 6/23 and commented on the township board having too many what-ifs, too many rabbit holes.

Benak also noted Cleanup Day went very well, 12 trailers of scrap metal, 10 containers instead of 8 last year. Two PC members (Keaton, Rebant) were there handing out survey flyers.

#### **Announcements**

1. 06/15/2023 township board special meeting at 2:00 p.m.
2. 06/20/2023 township board special meeting at 9:00 a.m.
3. 07/11/2023 township board regular meeting at 9:00 a.m.

#### **Public Comment**

Public comment began at 4:19 p.m.

Lois MacLean  
Heidi Vollmuth  
Connie Hymore

Public comment ended at 4:32 p.m.

**Adjournment**

***Motion by Vollmuth to adjourn at 4:32 p.m.; second by Popp. Roll call vote: Goss, yes; Vollmuth, yes; Glenn, yes; Popp, yes; Benak, yes.***

Meeting adjourned at 4:32 p.m.

Cheryl A. Goss  
Whitewater Township Clerk