

**Whitewater Township Board
Minutes of Regular Meeting held July 11, 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 and 2 others

Others present via Zoom: 2

Set/Adjust Meeting Agenda

Chief Flynn's memo re: officer stipend was added as New Business #8.

Unfinished Business #s 2, 3, and 4 were removed from the agenda.

Declaration of Conflict of Interest

None

Public Comment

Public comment began at 9:03 a.m.

Connie Hymore

Public comment ended at 9:07 a.m.

Public Hearing

None

Reports/Presentations/Announcements/Comments

County Commissioner Report

Darryl Nelson is not present.

Fire Department Report

Brandon Flynn gave the following report:

- June was a busy month with 16 incidents. Year to date figure for 2023 should be 61.
- Regarding the cab and chassis order for the brush truck, LaFontaine is not sure what happened with the order placed last September. LaFontaine has re-ordered the truck. Once they issue a VIN and build date, he should get a text message.
- An application for a Michigan Department of Treasury personal protection equipment grant totaling about \$7,500 was submitted.
- The department was awarded a 2% grant for fire helmets. Eight fire helmets expire this year.

Glenn thanked Flynn for writing a successful 2% grant for an AED unit for Whitewater Township Park.

Planning Commission Report

Heidi Vollmuth gave the following report:

- 596 surveys have been returned. Committee has done awesome work and may be ahead of schedule.
- Waiting feedback from the board on the first four chapters of the master plan.
- ROS team began discussions with entities to do workshops.
- Meeting tomorrow night.

Parks & Recreation Advisory Committee Report

Don Glenn reported PRAC did not meet in June due to lack of quorum.

Consent Calendar

Receive and File

1. Supervisor's Report June 2023
2. Clerk's Report June 2023 (none)
3. Treasurer's Report June 2023
4. Trustee Vollmuth's Report June 2023
5. Trustee Glenn's Report June 2023
6. Zoning Administrator's Report June 2023
7. Mobile Medical Response Activity Report June 2023
8. Fire Department Report June 2023
9. Planning Commission Report June 2023 (none)
10. Historical Society Report June 2023
11. Parks & Recreation Report June 2023
12. Approved 05/03/2023 Planning Commission Regular Meeting Minutes
13. Approved 05/15/2023 Planning Commission Special Meeting Minutes
14. Approved 05/04/2023 Planning Commission Resident Outreach Subcommittee Minutes
15. Approved 05/11/2023 Planning Commission Resident Outreach Subcommittee Minutes
16. Approved 05/17/2023 Planning Commission/Township Board Joint Meeting Minutes
17. Approved 05/22/2023 Planning Commission Resident Outreach Subcommittee Minutes

Correspondence

1. Grand Traverse County Sheriff Statistics May 2023
2. Mika Meyers Law Bulletin
3. Planning Commission Resident Outreach Subcommittee Update June 2023

Minutes for Approval

1. Draft 06/13/2023 regular meeting minutes
2. Draft 06/20/2023 special meeting minutes
3. **Draft 06/20/2023 closed session minutes (added)**

Bills for Approval

1. Approval of Alden State Bank voucher #s 49209 through 49367

Budget Amendments (none)**Revenue & Expenditure Report**

1. Revenue/Expenditure Detail Report 04/01/2022 through 03/31/2023
2. Revenue/Expenditure Detail Report 04/01/2023 through 05/31/2023

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

Goss noted the 06/20/2023 closed session minutes were left off the Consent Calendar.

Draft 06/20/2023 closed session minutes added as #3 under Minutes for Approval.

After discussion regarding zoning complaints, it was agreed that Zoning Administrator Hall will be asked to identify the street, number of offenses, repeat offenses, nature of complaint, date, status of complaints; if closed, show date closed, to be added to his regular monthly report.

Popp will relay the request to Hall.

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

Unfinished Business**CAMPING PARK QUESTIONS**

Glenn again thanked Flynn for work he did on the 2% grant for an AED unit, spoke on issues with ice deliveries; will bring back options.

Popp noted a change order forwarded yesterday by Rick Stout.

Motion by Popp to approve Change Order 2 to Project 842850; second by Benak.

Rick Stout from Fleis & VandenBrink joined the meeting via Zoom at 10:33 a.m. In lieu of planks, would go with a coffer dam and poured concrete for the entire ramp section. From a technical perspective, ramp construction is virtually a wash. The biggest thing is the additional gravel parking. Molon would like to do everything all at once starting in mid-September and completing by 1st week in November. This is already spelled out in the contract; the only thing is eliminating the milestone.

Discussion followed.

Goss requested a copy of the fully executed contract.

Stout will re-forward the contract to Popp for dispersing to the board.

Discussion centered on the following:

- Change to coffer dam.
- Change from grass to gravel for the additional parking area, with additional \$53,000 cost.
- Consolidation of the construction periods.
- The \$53,000 cost will be taken out of 208-756-970.

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

Popp noted he will sign Change Order 2 today, provide to Stout, and provide the original agreement, change order 1 and change order 2.

STATUS OF UPDATED SALARY WAGE SCALE DOCUMENT

Removed from agenda.

STATUS OF BOAT WASH 2% GRANT SUBMITTAL

Removed from agenda.

ORDINANCE ENFORCEMENT

Removed from agenda.

New Business

CREDIT CARD POLICY UPDATE

Motion to amend Whitewater Township Policy and Procedure Manual Section 4.10 Credit Cards as amended 07/11/2023; second by Glenn.

The following changes were made:

- Paragraph 5, second line, add “lost or” before “stolen.”
- Paragraph 5, add “by the treasurer” to the last line.
- Paragraph 1, delete “and retrieve.”
- Paragraph 6, add “Personnel director will notify treasurer to cancel departing employee’s credit card.”
- Paragraph 4, change sentence to “All credit card slips shall reference the purchase order number issued for the expenditure” and delete the remainder.

Clerk will provide updated Section 4.0 to Popp, including previous update of Section 4.5.

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

CRITICAL ACCOUNTS

Motion by Popp to have the clerk and supervisor share login credentials for the Spectrum Mobile account servicing the Whitewater Township camping park; second by Glenn.

Goss noted the motion is moot as she removed her name from the account on 6/23.

The motion was not voted on.

Popp and Benak will work together to develop this idea, to be on a future agenda.

**WHITEWATER TOWNSHIP FIRE DEPARTMENT PUMPER SPECIFICATIONS
(moved up)**

Motion by Benak to allow Chief Flynn to proceed with obtaining bid proposals for a new fire pumper apparatus from fire truck manufacturers with the specifications listed; second by Benak.

Discussion followed.

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

TRAINING OFFICER STIPEND (added and moved up)

Motion by Vollmuth to begin paying the training officer stipend to Firefighter Josh Morgan as of the pay period beginning 06/26/2023; second by Benak.

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

At 12:16 p.m., the meeting recessed.

At 12:31 p.m., the meeting reconvened with Benak and Goss absent.

PLANNING COMMISSION REQUEST

Motion by Popp to approve payment to Keith DeYoung and Al Keaton for their participation in the 04/13/2023 and 04/27/2023 Special Subcommittee meetings; second by Vollmuth.

At 12:34 p.m., Benak returned to the meeting.

At 12:42 p.m., Goss returned to the meeting.

The motion and second were withdrawn.

Vollmuth will try to put something together. This agenda item will be brought back in August.

HOUSEKEEPING ZONING FORMS

Motion by Popp that all forms used in the township are approved by the board.

The motion was not seconded.

Motion by Popp that all public forms used in the township are approved by the board; second by Vollmuth.

Discussion followed.

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

ROAD REPAIRS

After discussion, Popp will bring back something for the board to look at.

PLANNING COMMISSION MATERIALS

Motion by Popp authorizing the purchase of one laptop for Al Keaton with Microsoft Office, Adobe Pro, and ESET antivirus, price not to exceed \$1,800; second by Benak.

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

Motion by Popp for the clerk to issue a PO to Amazon for \$1,750 for purchase of computer noted above and PO to ESET for \$19 for internet security; second by Vollmuth.

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

Tabled Items

None

Board Comments/Discussion

Goss read motions from the 05/10/2022 township board minutes for creation of a YouTube channel and Google Drive for upload of meeting video/audio and agendas, noted the vendor has been paid \$1,490, and asked Popp when the public is going to get access to the YouTube channel they have paid for.

Popp replied he will answer the question off public.

Vollmuth noted the entry door needs to be fixed.

Announcements

Next regular meeting 08/08/2023 at 9:00 a.m.

Public Comment

Public comment began at 2:08 p.m.

Zoom participant "Reporter" asked about the YouTube channel.

Public comment ended at 2:08 p.m.

Adjournment

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

Meeting adjourned at 2:09 p.m.

Cheryl A. Goss
Whitewater Township Clerk