

**Whitewater Township Board
Minutes of Regular Meeting held August 8, 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 Glenn, Trustee Vollmuth, Popp

Board members absent: Treasurer Benak,

Others present in person: Fire Chief Brandon Flynn, Planner Randy Mielnik, and 3 others

Others present via Zoom: 5

Set/Adjust Meeting Agenda

New Business # 2 (Planning Commission Items) and 4 (Master Plan Chapters 1 through 4) were moved to after Public Comment.

The 08/03/2023 Additional Submission memo from Planning Commission Chairperson Steelman was added and placed after Public Comment.

Proposed Mobile Medical Response Contract added as New Business #6.

Expiration of .GOV Contract added as Unfinished Business #7.

Declaration of Conflict of Interest

None

Public Comment

Public comment began at 9:05 a.m.

Gary Buczkowski
Vicki Beam
Connie Hymore
Lois MacLean
Denise Peltonen

Public comment ended at 9:28 a.m.

PLANNING COMMISSION ITEMS (moved from New Business #2 to after Public Comment)

Motion by Vollmuth to authorize the supervisor to sign the LIAA proposal as presented; second by Popp.

Discussion followed, including comments from Planner Mielnik.

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

The motion was revised to include the amount of the proposal.

Motion by Vollmuth to authorize the supervisor to sign the LIAA proposal in the not to exceed amount of \$18,230 as presented; second by Goss.

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

Addressing questions in Steelman's 7/25 memo:

- Question 1, Goss will send Steelman the purchase order policy. Popp will send written clarification of purchase order, agreement, and contract, as requested by the PC chairperson.
- Question 2, Popp will add a comment to the previous clarification document.
- Question 3, no response required.
- Question 4, Popp will get with Rebant to clarify his status.

MASTER PLAN CHAPTERS 1 THROUGH 4 (moved from New Business #4 to after Public Comment)

Goss noted she will supply her comments on the four chapters to the planning commission by the date requested.

Glenn and Popp provided comments.

Public Hearing

None

Reports/Presentations/Announcements/Comments

County Commissioner Report

Darryl Nelson is not present.

Fire Department Report

Brandon Flynn gave the following report:

- Uneventful month. Rolled in 9 calls. Other busy work was uneventful. Countywide they cancelled most of the meetings because of Cherry Festival.
- Flynn, Glenn, and Popp went to the 2% grant media event to receive checks for an AED for Whitewater Township Park and fire helmets for the Fire Department.
- Flynn and Popp have submitted all documents for the Department of Treasury PPE grant.
- Flynn was notified on Sunday the new brush truck has been entered into the production queue, estimated delivery date of 10/18/2023.

Regarding the helmet purchase, red helmets are for captain and lieutenant positions.

Planning Commission Report

Heidi Vollmuth gave the following report:

- PC went really well, accomplished a lot, need a new member. Only requirement missing is resident at large.
- Provided details of her new plan for communicating to and getting feedback from the members of the planning commission and township board.
- Thanks for taking care of contract today.

Parks & Recreation Advisory Committee Report

Don Glenn gave the following report:

- PRAC did a good job, cobbled together an RFP for preliminary engineering design service needs for project on LRNT wetlands and bridge improvement. Will allow them to go out for bids. Proposal due date is next Monday.
- Next meeting is 8/15 (not 7/15 as previously reported).
- They are moving along, taking good steps to work toward a good finished product.

Consent Calendar**Receive and File**

1. Supervisor's Report July 2023
2. Clerk's Report July 2023
3. Treasurer's Cash Balance Report 06/30/2023
4. Trustee Vollmuth's Report July 2023
5. Trustee Glenn's Report July 2023
6. Zoning Administrator's Report July 2023
7. Mobile Medical Response June 2023 Activity Reports
8. Fire Department Report June 2023
9. Planning Commission Report July 2023
10. Historical Society Report July 2023
11. Parks & Recreation Report July 2023
12. Draft 05/31/2023 Planning Commission Resident Outreach Subcommittee Meeting Minutes
13. Approved 06/07/2023 Planning Commission Minutes
14. PRAC July 2023 Minutes Not Yet Approved (NOT IN PACKET)

Correspondence

1. Proposed Credit Card Policy 07/2023
2. Planning Commission Computers 07/26/2023
3. E-mails 07/13/2023 Sue Mielnik to Ron Popp re: PC Meeting
4. E-mail 07/26/2023 Clerk Cheryl Goss to Ron Popp re: Baggs Rd/Lakeside Trl Parking Signs
5. Meeting Recordings 07/26/2023
6. AED Purchase 2% Grant Glenn 07/18/2023
7. Free Library 07/18/2023 Glenn
8. E-mail 07/18/2023 Treasurer Ardella Benak to Ron Popp re: PA 660 Audit Results for Whitewater Township
9. Michigan Department of Treasury
10. Vollmuth Handout
11. E-mail 07/13/2023 Sue Mielnik to Ron Popp (cc township board members) re: PC Meeting
12. FOIA Request S-22

13. Grand Traverse County Sheriff Statistics June 2023 and Second Quarter Totals 2023

Minutes for Approval

1. Draft 07/11/2023 Regular Meeting Minutes
2. Draft 07/18/2023 Special Meeting Minutes

Bills for Approval

1. Approval of Alden State Bank voucher #s 49368 through 49485

Budget Amendments – 1st Quarter Budget Amendments

**Revenue & Expenditure Report 07/06/2023 – Revenue 05/31/2023 - Expenditures
06/30/2023**

Motion by Vollmuth to approve the Consent Calendar for discussion purposes only; second by Popp.

Discussion followed.

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

Unfinished Business

CAMPING PARK QUESTIONS

Glenn inquired about closing off the beach and pavilion ahead of boat launch construction.

Discussion followed.

There was consensus of the board to close the beach and pavilion area beginning 9/11.

Glenn reported he is working with WESA, Benak, and MacLean regarding the Halloween party. Notifications of boat launch closure have been sent to bass fishing organization, Northshore Dock, Poseidon Marine, Elk Rapids Marina. Has also been working with FastSigns for signage to be placed at Whitewater Township Park and Hi Pray Park.

PROPOSED CIVIL INFRACTION ORDINANCE

Motion by Popp to send proposed Whitewater Township, Grand Traverse County, Civil Infraction Ordinance No. 51 to legal for review; second by Vollmuth.

Discussion followed.

The motion was not voted on.

Motion by Popp to remove Approve Ordinance Enforcement Officer Job Description from agenda; second by Vollmuth.

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

Lengthy discussion ensued regarding the first motion.

Goss re-read the motion: ***Motion by Popp to send proposed Whitewater Township, Grand Traverse County, Civil Infraction Ordinance No. 51 to legal for review; second by Vollmuth.***

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

At 12:25 p.m., the meeting recessed.

At 12:36 p.m., the meeting reconvened (clerk not present).

REVIEW/ADOPT CODE ENFORCEMENT MANUAL

Motion by Popp to adopt the Whitewater Township Code Enforcement Policy and Procedure Manual as amended 08/08/2023; second by Vollmuth.

Discussion followed.

The motion and second were withdrawn.

At about 12:43 p.m., the clerk returned to the meeting.

Popp will bring this agenda item back, and the same for Unfinished Business #4, and noted #5 has already been removed.

APPROVE COMPLAINT FORM

This agenda item will be brought back.

APPROVE ORDINANCE ENFORCEMENT OFFICER JOB DESCRIPTION

Removed from agenda; see page 4147.

SUBCOMMITTEE WAGES

Motion by Goss to approve payment to Keith DeYoung and Al Keaton for their participation in the 04/13/2023 and 04/27/2023 Special Subcommittee meetings at the rate set forth on the current Salary/Wage Schedule; second by Vollmuth.

Discussion followed.

Vollmuth will bring something back for volunteers.

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

.GOV EXPIRATION (added)

Popp provided the current status of the request for a .GOV domain.

Motion by Popp to move to .GOV; second by Vollmuth.

Discussion followed.

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

Popp will e-mail the clerk a PO request.

New Business

FIRE HELMET PURCHASE

Motion by Glenn to permit Chief Flynn to purchase 14 new fire helmets from The Fire Store and 14 new helmet shields from Golfire, Inc. not to exceed \$6,300, which includes \$5,670 of 2% grant funds; second by Vollmuth.

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

PLANNING COMMISSION ITEMS

Moved to after Public Comment.

SNOW REMOVAL SPECIFICATIONS

Motion by Popp authorizing the clerk to publish the snow removal specifications, as amended, in the Traverse City Record-Eagle and the Elk Rapids News for bidding purposes; second by Vollmuth.

Discussion followed.

Popp amended the motion to authorize the clerk to publish the notice we are receiving snow removal bids; see township website for specifications and bid form; second by Vollmuth.

Bids to be returned by 9/22.

Goss will look up the past ad, revise it, send it to the Record-Eagle and Elk Rapids News, as well as provide it to the board.

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

MASTER PLAN CHAPTERS 1 THROUGH 4

Moved to after Public Comment

TIM ARENDS RESIGNATION LETTER 07/25/2023

Motion by Popp to accept the resignation letter of Tim Arends dated 7/25/2023; second by Glenn.

Discussion followed.

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

PROPOSED CONTRACT FOR MOBILE MEDICAL RESPONSE (added)

Motion by Glenn to approve the MMR contract renewal effective 12/01/2023; second by Popp.

Discussion followed.

Popp will set up a joint meeting between Whitewater Township, Acme Township, and MMR, preferably before the end of August.

Available dates include day of 8/16, day of 8/17, anytime 8/22, 8/23, or 8/24.

Tabled Items

None

Board Comments/Discussion

Goss requested an update on the launch of the township's YouTube channel.

Popp said to his knowledge it is up but does not know where it is on the website.

Announcements

Next regular meeting 09/12/2023 at 9:00 a.m.

Public Comment

Public comment began at 1:56 p.m.

Carl Wroubel
Denise Peltonen
Connie Hymore
Heidi Vollmuth
Township Clerk Cheryl Goss
Vicki Beam

Public comment ended at 2:10 p.m.

Adjournment

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

Meeting adjourned at 2:10 p.m.

Cheryl A. Goss
Whitewater Township Clerk