

**Whitewater Township Board  
Minutes of Regular Meeting held September 12, 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: 17

Others present via Zoom: 7

**Set/Adjust Meeting Agenda**

Goss requested the addition of Resolution #23-11 Adopting Early Voting Site and Agreement for Election Services.

Added as #10 under New Business.

Goss requested the addition of Zoning Administrator's Request for Action re: Parcel #28-13-136-001-02, also pursuant to the township attorney's last legal opinion.

Added as #11 under New Business.

Glenn requested discussion of the budget amendments.

Planning Commission Budget Amendments were removed from the Consent Calendar and added to New Business #8, TB 09/12/2023 PC Submission.

Popp requested to move New Business #2 to after Public Comment.

PC Appointment Linda Slopesma moved to after Public Comment.

***Motion by Popp to approve amended agenda; second by Vollmuth. Roll call vote: Vollmuth, yes; Benak, yes; Popp, yes; Glenn, yes; Goss, yes. Motion carried.***

**Declaration of Conflict of Interest**

None

**Public Comment**

Public comment began at 9:07 a.m.

Connie Hymore

Frank Hymore

Denise Peltonen

Andy Smits, County Drain Commissioner  
 Nancy Moothart  
 Lois MacLean  
 Derek Van Solkema  
 Vicki Beam  
 Mark

Public comment ended at 9:51 a.m.

**PLANNING COMMISSION APPOINTMENT LINDA SLOPSEMA 09/2023 (moved from New Business)**

*Motion by Glenn to confirm the recommendation of the supervisor appointing Linda Slopsema to a partial 1-year term position on the Whitewater Township Planning Commission. The term shall end 12/31/2023; second by Vollmuth.*

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

**Public Hearing**

None

**Reports/Presentations/Announcements/Comments**

**County Commissioner Report**

Darryl Nelson gave the following report:

- Description of financial issues with the Grand Traverse County Pavilions, concerned about ongoing viability of the business. The county is covering the Pavilions to the tune of \$4.7 million. They are frustrated it got to that point before they were notified. They are digging into it. Population and staffing are low.

Brief discussion followed.

**Fire Department Report**

Brandon Flynn gave the following report:

- August was a busy month, 13 calls. Four were automatic crash detection calls. Assets were scrambled, but the calls were not legitimate. They are dealing with it at the county level.
- Sealed bid opening for the new fire engine is today.
- Brush truck is scheduled to be delivered to LaFontaine on 9/14. It's been a 2-1/2 year project.

Brief discussion followed.

**Planning Commission Report**

Heidi Vollmuth gave the following report:

- A document was handed out. There is a workshop on 9/28 from 4:00 to 7:00 at the school, a chance for voices and ideas to be heard.
- More information is coming.

Brief discussion followed.

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

Don Glenn gave the following report:

- Meeting on 8/22. Two bids were received for engineering services for BCNA/Lossie Trail improvements. Lion's share of the meeting spent trying to dig deep into the packages, quite a few clarity questions. Scheduled a follow-up meeting for 8/30; cancelled as vendors could not get information back. Upcoming meeting will focus heavily on those answers so PRAC can decide who will be the best engineering firm for the grant.

Brief discussion followed.

### **Consent Calendar**

#### Receive and File

1. Supervisor's Report August 2023
2. Clerk's Report August 2023 (no report)
3. Treasurer's Report August 2023
4. Trustee Vollmuth's Report August 2023
5. Trustee Glenn's Report August 2023
6. Zoning Administrator's Report August 2023
7. Mobile Medical Response Activity Reports July 2023
8. Fire Department Reports July 2023 and August 2023
9. Planning Commission Report August 2023
10. Historical Society Report August 2023 (no report)
11. Parks & Recreation Report August 2023
12. Approved 07/06/2023 Planning Commission Resident Outreach Subcommittee Minutes
13. Approved 07/12/2023 Planning Commission Minutes
14. Approved 07/17/2023 Parks & Recreation Advisory Committee Minutes

#### Correspondence

1. Response to PC Questions 08/16/2023
2. Memo Access to Public Records 09/12/2023
3. Memo FOIA Request S-22 Follow-up 08/23/2023
4. FEMA Hazard Mitigation Plan Adoption 2023
5. Slalom for Whom Request for Letter of No Objection
6. Memo Proposed Credit Card Policy 08/2023
7. Grand Traverse County Sheriff's Report July 2023

#### Minutes for Approval

Recommend approval of 08/08/2023 regular meeting minutes

#### Bills for Approval

Approval of Alden State Bank voucher #s 49486 through 49615

Budget Amendments re: Planning Commission 08/29/2023 (moved to New Business #8, TB 09/12/2023 PC Submission)

Revenue & Expenditure Report (none)

Brief discussion regarding:

- Emergency action plan for Whitewater Township Park
- Mobile Medical Response report
- Need for an updated revenue/expenditure report

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

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

### **Unfinished Business**

#### **CAMPING PARK QUESTIONS**

Andrew Filler from Fleis & VandenBrink is present via Zoom.

Discussion held regarding:

- Construction in dump station area and campground drive
- Relocation of ranger station parking
- Drainage for new parking lot, catch basins, spillways. A new drawing will be provided.
- Consensus on areas 1 through 4, not do any excavation of the dump station area or the drive into the campground.
- Removal of 500' of asphalt, item 5.
- Date of sheet installation for coffer dam will be provided.

#### **REQUEST FOR CLARIFICATION – ORDINANCE ENFORCEMENT**

***Motion by Benak confirming Whitewater Township Ordinances, general and zoning, are to be enforced by the zoning administrator utilizing all means and every remedy allowed by law; second by Popp.***

Lengthy discussion, including comments from township resident Steven Weltyk regarding his experience with neighbor's short-term rental.

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

Benak requested to move up on the agenda the fire engine sealed bid opening.

#### **FIRE ENGINE BID OPENING**

Chief Flynn is present, read the sealed bid opening statement, and opened all sealed packages.

Sealed bid prices are as follows:

CSI: \$549,719 - vehicle and equipment list as specified.

Spencer Manufacturing (representative present): \$686,657 - vehicle and equipment list.

Pierce Fire Apparatus, through Halt Fire dealership: \$901,360 - vehicle and equipment list.  
Rosenbauer, sold by FLSI: \$663,735 - vehicle and equipment list.

Popp proposed a special meeting to discuss the bids.

Chief Flynn indicated he and his team need to review the bid packages.

At 12:29 p.m., the meeting recessed.

At 12:46 p.m., the meeting reconvened.

**ROLES AND RESPONSIBILITIES - ZONING ADMINISTRATOR 09/12/2023**

***Motion by Popp authorizing the supervisor to send the following notice to Robert Hall d/b/a Certified Zoning Services as amended 09/12/2023; second by Glenn.***

Discussion held.

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

Popp indicated he is looking for volunteers to oversee the process.

Discussion followed.

Popp said any plan that is put together can be brought back to the board.

**MEMO FOIA PROCEDURE DOCUMENT 09/12/2023**

***Motion by Popp to adopt the Whitewater Township FOIA Procedure and Guideline document as amended 09/12/2023; second by Vollmuth.***

Discussion followed.

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

**MEMO FOIA PROCESS 09/12/2023 SUMMARY**

***Motion by Popp to adopt the Whitewater Township Summary of FOIA Procedure and Guideline document as amended 09/12/2023; second by Glenn.***

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

**MEMO PROPOSED P&P 6.4 08/21/2023 FOIA**

This agenda item will be brought back.

**New Business**

**FIRE ENGINE BID OPENING**

See page 4154.

**PLANNING COMMISSION APPOINTMENT LINDA SLOPSEMA 09/2023**

See page 4152.

*Motion by Vollmuth to move New Business #7 (Proposed Slalom Water Ski Course 08/2023) in front of New Business #3 (Proposed Ambulance Service Agreement 09/12/2023); second by Popp.*

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

**PROPOSED SLALOM WATER SKI COURSE 08/2023**

*Motion by Popp to submit a letter of no objection regarding the installation of a slalom water ski course located in front of the Battle Creek Natural Area, including exemption to provision and condition number 6 as listed in the application; second by Vollmuth.*

The correct application document was provided to all board members.

Discussion followed.

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

Popp will e-mail the letter to Isaac Moothart.

**PROPOSED AMBULANCE SERVICE AGREEMENT 09/12/2023**

Lengthy discussion held.

*Motion by Popp to accept Mobile Medical Response's Ambulance Service Agreement dated 12/01/2023.*

*There was no second.*

Further discussion took place.

Popp recited changes that will be discussed with MMR.

**PROPOSED ASSESSING DEPARTMENT POLICIES 09/12/2023**

*Motion by Popp to adopt the wording of Proposed Policy & Procedure for Public Inspection & Copying of Public Assessor Records in Lieu of Customary Business Hours as revised 09/12/2023; second by Glenn.*

Discussion followed.

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

*Motion by Popp to adopt Resolution #23-10 establishing the Policy & Procedure for Public Inspection & Copying of Public Assessor Records in Lieu of Customary Business Hours as policy in Whitewater Township; second by Vollmuth.*

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

A true and complete copy of said resolution is attached to the minutes.

**PROPOSED APPENDIX I ASSESSOR POLICIES 08/21/2023**

***Motion by Popp to adopt changes to Whitewater Township Policy and Procedure Manual Appendix I as revised 09/12/2023; second by Benak.***

Popp indicated Resolution #23-10 is not replacing the non-FOIA policy (adopted in 12/2014).

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

**LAWN MAINTENANCE BIDS**

***Motion by Popp authorizing the clerk to publish the following legal notice.***

***Benak restated the motion: authorizing the clerk to publish the following legal notice in the Traverse City Record-Eagle and the Elk Rapids News; second by Popp.***

Discussion followed.

***Popp rescinded his second.***

***Goss seconded Benak's motion.***

Popp wants everyone to forward their changes, highlighted, but said he will not have it done by the time the snow flies.

***Benak rescinded her motion.***

**TB 09/12/2023 PC SUBMISSION**

**and**

**PLANNING COMMISSION BUDGET AMENDMENTS (moved from Consent Calendar)**

***Motion by Goss to schedule a special joint meeting with the planning commission on Thursday, 11/09/2023 at 7:00 p.m.; second by Vollmuth.***

Popp indicated he will not be there.

Discussion followed.

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

***Motion by Goss to increase the planning commission's budget line item #804 Professional Services by \$25,000 to complete the master plan and zoning project; second by Vollmuth.***

Discussion followed.

*Goss indicated said she will bring the budget amendment back and rescinded her motion.*

*Motion by Popp to supply the planning commission with our standard annual budget form.*

*There was no second.*

**ROD REBANT RESIGNATION 08/08/2023**

*Motion by Popp to accept Rod Rebant's resignation e-mail dated 07/11/2023; second by Benak.*

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

**RESOLUTION #23-11 ADOPTING EARLY VOTING SITE AND AGREEMENT FOR ELECTION SERVICES (added)**

*Motion by Goss to adopt Resolution #23-11 Adopting Early Voting Site and Agreement for Election Services; second by Benak.*

Discussion followed.

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

A true and complete copy of said resolution is attached to the minutes.

**ZONING ADMINISTRATOR'S REQUEST FOR ACTION RE: PARCEL #28-13-136-001-02 (added)**

Discussion about moving the meeting due to the late hour (5:02 p.m.).

There was consensus to set a special meeting on 9/19 at 9:00 a.m. to handle this agenda item, whether legal counsel is available or not.

**Tabled Items**

None

**Board Comments/Discussion**

Vollmuth advised her trustee report was supposed to say 2024 (not 2424).

Goss inquired when snowplow bids will be brought to the board for awarding of a contract.

Popp indicated no bids were received.

**Announcements**

Next regular meeting 10/10/2023 at 9:00 a.m.

Special board meeting 09/19/2023 at 9:00 a.m.



**Public Comment**

Public comment began at 5:12 p.m.

Rachel Steelman  
Lois MacLean

Public comment ended at 5:17 p.m.

**Adjournment**

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

Meeting adjourned at 5:18 p.m.

Cheryl A. Goss  
Whitewater Township Clerk