

**Whitewater Township Board  
Minutes of Regular Meeting held November 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, Treasurer Benak, Trustee Glenn, Popp

Board members absent: Trustee Vollmuth

Others present in person: Fire Chief Brandon Flynn

Others present via Zoom: 3

**Set/Adjust Meeting Agenda**

No adjustments.

**Declaration of Conflict of Interest**

None

**Public Comment**

None

**Public Hearing**

None

**Reports/Presentations/Announcements/Comments**

**County Commissioner Report**

Darryl Nelson is not present.

**Fire Department Report**

Brandon Flynn gave the following report:

- October was an uneventful month. Year to date is running neck and neck with last year.
- Iceman race took place on 11/4, really busy, weather nice, not too much rescue activity.
- Brought on a new firefighter, Samantha Mills, on agenda later for her approval. She is fully trained, moved to area recently.
- Ethan Passalacqua has resigned. He joined the Coast Guard Reserves and will be gone most of next year.
- There is another recruit in the works. He came from Pennsylvania, has all of his training, able to transfer all of his training records over to Michigan.
- Brush truck is well under way. Heights Machinery will move the skid unit over.

**Planning Commission Report**

Heidi Vollmuth is not present. (late report read by Popp)

**Parks & Recreation Advisory Committee Report**

Don Glenn gave the following report:

- Nothing other than the memo on page 52 of packet. Two items in new business, 4 and 5.

### **Consent Calendar**

1. Supervisor's Report October 2023
2. Clerk's Report October 2023
3. Treasurer's Report October 2023
4. Trustee Vollmuth's Report October 2023
5. Trustee Glenn's Report October 2023
6. Zoning Administrator's Report October 2023
7. Mobile Medical Response September and October 2023 Activity Reports
8. Fire Department Reports September and October 2023
9. Planning Commission Report October 2023 (not in board packet)
10. Historical Society October 2023 Reports
11. Park & Recreation Report October 2023
12. Approved 09/06/2023 Planning Commission Minutes
13. Approved 09/15/2023 Planning Commission Resident Outreach Subcommittee Minutes
14. Approved 09/19/2023 Parks & Recreation Advisory Committee Minutes
15. Approved 09/20/2023 Planning Commission Special Meeting Minutes

### Correspondence

1. Access to Public Records 10/31/2023
2. Park Questions
3. Proposed Credit Card Policy 11/01/2023
4. Grand Traverse County Road Commission 09/23/2023 Minutes
5. Grand Traverse County Road Commission 09/28/2023 Minutes
6. Grand Traverse County Road Commission 10/05/2023 Minutes
7. FOIA Request S-22 Follow Up 11/01/2023
8. Cherry Capital Airport Annual Report
9. Grand Traverse County Sheriff's Reports September and October 2023
10. Letter Sent to Accountant Wilson

### Minutes for Approval

1. 10/10/2023 regular meeting minutes
2. 10/19/2023 special meeting minutes
3. 10/26/2023 special meeting minutes

### Bills for Approval

Alden State Bank voucher #s 49713 through 49831

### Budget Amendments – 2<sup>nd</sup> Quarter

### Revenue & Expenditure Report

1. Revenue 08/31/2023 – Expenditures 09/30/2023
2. Revenue 08/31/2023 – Expenditures 10/31/2023

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

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

### **Unfinished Business**

#### **.GOV PROPOSED E-MAIL LIST**

*Motion by Popp to forward the list of e-mail addresses as amended 11/14/2023 to Netlink Business Solutions for creation and migration; second by Benak.*

Various corrections were discussed.

There was consensus that monthly fees related to the switchover to .gov should go to Account 851. Netlink labor fees should go under Professional Services or Computer Repair.

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

#### **SNOW REMOVAL INDEPENDENT CONTRACTOR AGREEMENT**

*Motion by Popp to approve the independent contractor agreement and three attached work scope maps as amended; second by Glenn.*

*Popp amended the motion to add “between Steve’s Lawn Care and Snow Removal LLC and Whitewater Township.”*

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

#### **CAMPGROUND NEEDS 11/14/2023**

There was no motion in the board packet.

At approximately 10:35 a.m., Treasurer Benak left the meeting.

Popp will get with F&V to make sure they submit items for payable.

The topic of reservation apps was discussed, as well as possible future duties for Ranger Dwyer.

### **New Business**

#### **FIRE DEPARTMENT NEW HIRE**

*Motion by Goss to approve Samantha Mills as a probationary firefighter for the Whitewater Township Fire Department; second by Glenn.*

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

**PLANNING COMMISSION CAPITAL EXPENSE**

***Motion by Popp authorizing the purchase of one laptop for Linda Slopsema with Microsoft Office, Adobe Pro, and ESET antivirus from Netlink Business Solutions, price not to exceed \$2,800; second by Glenn.***

Goss noted there is not currently sufficient funds in the planning commission budget to cover this \$2,800 expenditure.

Popp suggested funds be moved from Capital Expenditure to the Planning Commission department.

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

***Motion by Goss to move \$2,800 from General Fund Capital Expenditure to PC Office Supplies to cover the cost of the \$2,800 computer; second by Glenn.***

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

**EMPLOYER TRANSITION**

There was no motion in the board packet.

Employee healthcare discussed; no action taken.

**GOSLING-CZUBAK SERVICES LRNT PROJECT**

***Motion by Popp to approve the Gosling Czubak Engineering Sciences proposal dated 08/14/2023 for design services and a site plan in the amount of \$6,800 for the Lossie Road Nature Trail improvement project to be completed no later than 01/22/2024; second by Glenn.***

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

**GTC ARPA FUNDS AGREEMENT**

***Motion by Popp to execute the American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Funds Funding Agreement for Revenue Replacement required by Grand Traverse County in the amount of \$95,917 and submitted to the county by the 12/11/2023 deadline; second by Goss.***

Glenn and Popp indicated they will not sign the document.

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

**PAY FOR MINUTES**

*Motion by Popp to discuss how someone will be paid when the board authorizes someone other than the clerk or her deputy to take minutes and then process them for board approval; second by Glenn.*

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

*Motion by Popp to pay Trustee Vollmuth \$200 for the minutes of 10/19 and the special minutes of 10/19 and to include the synopsis of the 10/19 public meeting. Funds to be charged against the clerk's account. My motion will include 703. Second by Glenn.*

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

**PLANNING COMMISSION JOINT MEETING**

12/13 was agreed upon as a date for a special meeting of the township board and planning commission.

**Tabled Items**

None

**Board Comments/Discussion**

None

**Announcements**

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

**Public Comment**

Public comment began at 12:16 p.m.

Melissa Melton

Public comment ended at 12:19 p.m.

**Adjournment**

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

Meeting adjourned at 12:19 p.m.

Cheryl A. Goss

Whitewater Township Clerk