

**Whitewater Township Board  
Minutes of Regular Meeting held December 12, 2023**

**Call to Order/Pledge of Allegiance**

Supervisor Popp called the meeting to order at 9:01 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, Fire Chief Brandon Flynn, and 4 others

Others present via Zoom: 4

**Set/Adjust Meeting Agenda**

There was no opposition to Popp's request to move Gary Buczkowski's appointment to right after public comment.

**Declaration of Conflict of Interest**

None

**Public Comment**

Public comment began at 9:04 a.m.

Denise Peltonen  
(first name?) Horton  
Melissa Melton

Public comment ended at 9:13 a.m.

**APPOINTMENT OF GARY BUCZKOWSKI**

*Motion by Goss to appoint Gary Buczkowski as an alternate to the Parks & Recreation Advisory Committee, term to end 12/31/2026; second by Vollmuth.*

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

**Public Hearing**

None

**Reports/Presentations/Announcements/Comments**

**County Commissioner Report**

Darryl Nelson gave the following report:

- They are finishing up budget items. They increased their fund balance policy from 20% to 30%.

- Nelson was appointed to the committee to look into The Pavilions. They are recouping monies, including re-billing Medicare back to 2019. Going forward, they have set up a financial metric, a monthly report, set a goal of 145 residents, recruitment effort, better connection with Munson, and will have a new director soon.
- Regarding the county ARPA funds, it is still available; it can still happen. They have a \$10 million exclusion and he thinks Whitewater would fall under that, so the township is really only working with the county. He offered his help and noted there is help available at the county.

Nelson answered a question regarding the county's pension liability.

### **Fire Department Report**

Brandon Flynn gave the following report:

- Six calls in November. They are preparing for winter.
- Annual physicals were completed in November; everybody passed.
- He wrote a 2% grant for some turnout gear.
- Still waiting to hear from the Department of Treasury regarding a \$7,200 grant. Flynn resubmitted all of the paperwork. The deadline was extended to 12/31.
- The fire engine is in for a second DOT. Fick & Sons did not want to DOT it because of a couple issues.

Brief discussion held.

### **Planning Commission Report**

Heidi Vollmuth gave the following report:

- Reminded the board of tomorrow's joint meeting with the planning commission at 7:00 p.m.

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

Don Glenn gave the following report:

- He put material into the packet. He was unable to attend the November meeting and does not have any follow-up.

### **Consent Calendar**

Receive and File

1. Supervisor's Report for November 2023
2. Clerk's Report for November 2023
3. Treasurer's Report November 2023
4. Trustee Vollmuth's November 2023 Report
5. Trustee Glenn's November 2023 Report
6. Zoning Administrator's Report for November 2023
7. Mobile Medical Response November 2023 Activity Report
8. Fire Department November 2023 Report
9. Planning Commission November 2023 Report Vacation (**not in the packet**)
10. Historical Society November 2023 Report
11. Park & Recreation Report November 2023

12. Approved 10/04/2023 Planning Commission Minutes (**not in the packet**)
13. Approved 10/17/2023 Parks & Recreation Advisory Committee Minutes

### **Correspondence**

1. Access to Public Records 12/05/2023
2. Park Comments – Haveman
3. Proposed Credit Card Policy 12/05/2023
4. Oosterhouse Comment Part 1 (**not in the packet**)
5. Oosterhouse Comments Part 2 (**not in the packet**)
6. Grand Traverse County Sheriff's Report November 2023
7. FOIA Request S-22 Follow Up 12/05/2023

### **Minutes for Approval**

1. Draft 11/14/2023 regular meeting minutes

### **Bills for Approval**

1. Approval of Alden State Bank Vouchers # 49832 to 49929

### **Budget Amendments (none)**

### **Revenue & Expenditure Report - Revenue 10/31/2023 – Expenditures 11/30/2023**

Discussion held.

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

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

### **Unfinished Business**

#### **COUNTY ARPA FUNDING RECONSIDERATION 12/04/2023**

There was no motion provided in the board packet.

*Motion by Benak to reconsider; second by Vollmuth.*

*The motion was not voted on.*

Discussion held.

*Motion by Popp authorizing the treasurer and supervisor 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; second by Benak.*

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

Benak and Popp will meet after the meeting to execute the document.

**ONGOING FOIA CONCERNS 11/28/2023**

*Motion by Popp to have legal prepare a FOIA request for a certified copy of responsive documents for FOIA Request S-22; second by Vollmuth.*

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

*Motion by Popp to have legal provide an analysis with emphasis on the requestor's legal remedies to address public officials who delay providing responsive documents and other possible statute violations such as, but not limited to, Public Act 442 of 1976 Freedom of Information Act, Public Act 566 of 1978 Incompatible Public Offices, and the Public Act 328 of 1931 Michigan Penal Code; second by Vollmuth.*

Discussion held.

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

**CAMPGROUND NEEDS 12/12/2023**

Copies of Change Order No. 5 were provided to board members at the meeting.

Discussion held.

*Motion by Popp not to accept Change Order No. 5; second by Glenn.*

*Popp amended the motion to add "project number 842850."*

*Glenn noted it is dated 12/08/2023 and re-seconded the motion.*

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

*Motion by Popp to approve Voltage Electric's base bid proposal dated 11/29/2023 in the amount of \$8,200 to supply and install temporary power service to the ranger station, storage shed, and boat wash area, work to include required electrical permits; second by Benak.*

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

*Motion by Popp to approve Voltage Electric's bid proposal dated 11/29/2023 for necessary electrical repairs to the ranger station and storage shed in the amount of \$1,250; second by Glenn.*

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

*Motion by Popp to approve a 15% contingency on the totality of those estimated repairs; second by Glenn.*

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

Further discussion held.

***Motion by Popp to send \$300 Mike's way as a stipend for using his electricity, whatever space or workshop he has; second by Vollmuth.***

Discussion held.

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

At 11:52 a.m., the meeting recessed.

At 12:11 p.m., the meeting reconvened.

### **New Business**

#### **PROPOSED ZONING ADMINISTRATOR JOB DESCRIPTION**

***Motion by Popp to adopt the Zoning Administrator job description as amended 12/12/2023; second by Vollmuth.***

Discussion held.

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

#### **PARKS & RECREATION ADVISORY COMMITTEE MEMO GARY BUCZKOWSKI**

See page 4813.

#### **PLANNING COMMISSION REAPPOINTMENTS**

***Motion by Popp to confirm the recommendation of the supervisor appointing Linda Slopsema to a 3-year term position on the Whitewater Township Planning Commission; the term shall end 12/31/2026; second by Glenn.***

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

***Motion by Glenn to confirm the recommendation of the supervisor appointing Al Keaton to a 3-year position on the Whitewater Township Planning Commission; the term will end on 12/31/2026; second by Vollmuth.***

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

#### **PARKS & RECREATION ADVISORY COMMITTEE REAPPOINTMENTS**

***Motion by Popp to confirm the recommendation of the supervisor appointing Melissa Melton to a 3-year position on the Whitewater Township Parks and Recreation Advisory Committee; the term will end on 12/31/2026; second by Benak.***

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

***Motion by Popp to confirm the recommendation of the supervisor appointing Brandon Hubbell to a 3-year position on the Whitewater Township Parks and Recreation Advisory Committee; the term will end on 12/31/2026; second by Glenn.***

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

#### **PRAC REQUEST FOR DRAWING APPROVAL**

***Motion by Glenn to approve and contract Gosling Czubak for engineering services as per quoted on 11/01/2023 for \$1,740 to create a site plan layout drawing for the proposed additional toddler playground equipment at the Whitewater Township Park campground; second by Benak.***

Discussion held.

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

#### **Tabled Items**

None

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

None

#### **Announcements**

1. 12/13/2023 Joint Planning Commission and Township Board Meeting @ 7:00 p.m.
2. 01/09/2024 Township Board Regular Meeting @ 9:00 a.m.

#### **Public Comment**

None

#### **Adjournment**

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

Meeting adjourned at 1:00 p.m.

Cheryl A. Goss  
Whitewater Township Clerk