

WHITEWATER TOWNSHIP BOARD
AGENDA REGULAR MEETING – April 9, 2024
9:00 a.m. at the Whitewater Township Hall
5777 Vinton Road, Williamsburg, MI 49690
Phone 231-267-5141/Fax 231-267-9020

At this time, the Board invites everyone to silence their electronic devices.

Whitewater Zoom is inviting you to a scheduled Zoom meeting.

Topic: Whitewater Township Board

Time: Apr 9, 2024 09:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/84441020730?pwd=nzL3rmCcbdXsv177XvpTzu8Bmj4aAT.1>

Meeting ID: 844 4102 0730 - Passcode: 961682

Dial by your location: 1 312 626 6799 US (Chicago), 1 646 558 8656 US (New York)
1 346 248 7799 US (Houston), 1 720 707 2699 US (Denver)

Find your local number: <https://us06web.zoom.us/u/kdqfoxtRc7>

Whitewater Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities upon reasonable advance notice. Contact the Township Clerk at 231.267.5141 Ext. 24 at least 5 days in advance of the meeting.

A. Call to Order /Pledge of Allegiance

B. Roll Call of Board Members

C. Set/Adjust Meeting Agenda

D. Declaration of Conflict of Interest

E. Public Comment. Any person shall be permitted to address a meeting of the township board. Public comment shall be carried out in accordance with the following board rules and procedures:

1. Comments shall be directed to the board, with questions directed to the chair.
2. Any person wishing to address the board shall speak from the lectern and state his or her name and address.
3. Persons may address the board on matters that are relevant to township government issues.
4. No person shall be allowed to speak more than once on the same matter, excluding the time needed to answer board member's questions. The chair shall control the amount of time each person shall be allowed to speak, which shall not exceed five (5) minutes.
5. In order to avoid unscheduled debates, the board generally will not comment or respond to public comment. Silence or non-response from the board should not be interpreted as disinterest by the board.

F. Public Hearing – None

G. Reports/Presentations/Announcements/Comments

1. County Board of Commissioners -
2. Fire Department Report – See consent calendar
3. Planning Commission Report – See consent calendar
4. Parks & Recreation Advisory Committee Report – See consent calendar
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H. Consent Calendar

Receive and File

1. Supervisor’s Report for March 2024
2. Clerk’s Report for March 2024
3. Treasurer Report March 2024 – Not provided
4. Trustee Vollmuth’s March 2024 Report
5. Trustee Glenn’s March 2024 Report
6. Zoning Administrator’s Report for March 2024
7. Mobile Medical Response’s February 2024 Activity Report
8. Fire Department March 2024 Report
9. Planning Commission March 2024 Report
10. Historical Society March 2024 Report
11. Park & Recreation Report March 2024 – None provided
12. PC Minutes
 - a. PC Regular Meeting Minutes 2024.02.07
13. PRAC – February 2024 Minutes.

Correspondence

1. Treasurer Report 1.31.2024
2. Treasurer Report 2.29.2024
3. Grand Traverse Sheriff February
4. Park Rec Report Butler January
5. Whitewater Township Park Report given 3.12.2024
6. Heat in the treasurer's office
7. Proposed Credit Card Policy 4.2024
8. 2022 W-3 Correction From 2.13.2024
9. 2024 Memo PRAC 3.27.2024 meeting
10. Access to Public Records 4.09.2024
11. Verisk Building Code Effectiveness 3.2024
12. FOIA Request S-22 Follow Up 4.2024

Minutes for Approval

1. Whitewater Township Special Board Meeting Draft Minutes 2024.03.05
2. Whitewater Township Special Board Meeting Draft Minutes 2024.03.07
3. Whitewater Township Regular Board Meeting Draft Minutes 2024.03.12
4. Whitewater Township Special Board Meeting Draft Minutes 2024.03.18
5. Whitewater Township Special Board Meeting Draft Minutes 2024.03.19

Bills for Approval

1. Approval of Alden State Bank Voucher # 50270 thru 50383

Budget Amendments None.

Revenue & Expenditure Report – [Rev/Expdetailreport - rev 02.29 exp 03.17](#)

[Rev/Expdetailreport – rev 02.29 exp 03.31](#)

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I. Unfinished Business

1. Campground Needs 4.2024

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J. New Business –

1. 2024 Memo ZA Computer Cell phone 3.29.2024
2. Park Ranger Job Descriptions 3.27.2024
3. Clean-up day
4. Memo Lossie Road Nature Trail 4-1-2024
5. Fire Gmail - Agenda Item
6. 2024 Memo PC Annual Report 3.27.2024

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K. Tabled Items

1. None

L. Board Comments/Discussion

M. Announcements

1. Regular Township Board Meeting May 14, 2024 at 9:00 a.m.

N. Public Comment

O. Adjournment

Whitewater Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities who are planning to attend. Contact the township clerk at 231-267-5141.

To: Whitewater Township Board
From: Ron Popp, Township Supervisor
Date: 4.01.2024
Re: Proposed Consent Calendar April 9, 2024 Whitewater Township Board Meeting

Consent Calendar

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[Rev/Expdetailreport – rev 02.29 exp 03.31](#)

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Whitewater Township Supervisor's Report

March 2024

1) Citizen observations:

- A. An anonymous caller has questions about cleaning up the properties surrounding the Post Office. The caller did want a code enforcement complaint form. The information was passed along to the Zoning Administrator.
- B. Resident had questions about excavation type business being operated in a residential area. A code enforcement complaint form was provided.

2) Office duties:

A. Meetings:

- 1) Attended the monthly Supervisor's meeting. Regulating development, Board of Review process, and property annexation were the main topics.
- 2) Board of Review meetings were held on March 5, 11, and 14th of the month. This group hears citizen petitions on property taxation. This year was a busy one with 10 petitions being addressed.
- 3) The board met a total of 7 times this month between regular meeting, budget work sessions, Interim Fire Chief interviews, Zoning Administrator interviews, and a budget public hearing, March was a busy month.

3. Other Items of Interest:

- 1) We say goodbye to Fire Chief Brandon Flynn. His last day was March 31, 2024 with the Whitewater Township Fire Department. Thank you, Brandon, for your all of your work to support the community. We wish you well. You will be missed!
- 2) Thank you to Training Officer Josh Morgan for accepting the duties of Interim Fire Chief while the Township seeks a replacement fire chief.
- 3) We say goodbye to Zoning Administrator Bob Hall and wish him well.
- 4) Welcome Deborah Graber as the new Zoning Administrator for Whitewater Township. Deb's employment with the township brings the Zoning Administrator back inhouse and should provide a better end user experience. Deb has worked in Antrim and Charlevoix Counties in this role and we look forward to that experience being shared here. We expect some lag time with permit requests during the changeover but will work to keep them to a minimum.
- 5) Welcome to Denise Peltonen the Planning Commission. Denise was a member of the resident outreach committee conducting the Master Plan surveys that were circulated last year.

- 6) No FIOA requests were received in February 2024.
- 7) The Park & Recreation Department is busy with all of this mild weather in the late winter. The new online reservation system will be finished up in the next couple of weeks. The State of Michigan waterways grant in the amount of \$200K was received for construction at the boat launch. Thank you very much Curt Wemple for your assistance! C2AE Engineering Consultants has reached out regarding electrical site plans, final questions about the number of sites impacted were answered and we should see some estimates this month. Plans to meet with Molon and F&V to address stormwater damage will take place after April 15, 2024. The pit toilets at the Boat launch will be replaced this year with a trailer mounted ADA accessible portable restroom facility. The unit is expected to arrive late June 2024.
- 8) During budget talks this year the Board decided to bring lawn maintenance back inhouse for all township properties. The current plan relies on Park Rangers to complete much of this work. The township would really like to find a firefighter who likes to work outdoors and enjoys maintenance type work. Both local equipment companies Ginop and Huston have asked to submit equipment pricing.
- 9) Paul Davis completed the ceiling repairs in the Treasurer's Office Township Hall. A previous contractor caused damage to the ceiling structure which also happens to house the building heating system. Needless to say, the Treasurer's office is a bit chilly. An engineering cost estimate from C2AE is expected in the next few weeks to being final repairs.
- 10) The Township currently has openings on the Board of Review, Park & Recreation Advisory Committee, and the Zoning Board of Appeals. If you have any desire to serve the community in this way, please contact the Supervisor's Office at 231.267.5141 ext. 23 for more information.
- 11) Chief Brandon Flynn has submitted his resignation effective March 31, 2024. His foresight and expertise will be greatly missed. Thank you, Brandon, for the service you have provided residents of Whitewater Township and all of the advice you have given over the last 5 years.
- 12) Rachel Steelman Planning Commission Chairwoman has also submitted her resignation effective March 15, 2024. Thank you, Rachel for leading the Planning Commission the last 12 months. You too will be missed!

Respectfully Submitted,



Ron Popp
FOIA Coordinator
Board of Review Recording Secretary
Whitewater Township Supervisor.

Clerk's Report March 2024

To: Whitewater Township Board and Community

From: Cheryl A. Goss, Township Clerk

Date: 04/01/2024

Documents provided to all township board members via e-mail since last report:

- Synopsis of 02/13/2024 Township Board Meeting, sent 3/4
- Revised Notice of Special Meetings 03/18/2024 through 03/26/2024, sent 3/12
- Second Revised Notice of Special Meetings, sent 3/20
- Proposed Budget as of 03/19/2024, sent 3/20
- RevExpDetailReport - Rev 2/29 Exp 3/17, sent 3/20
- Notice of 2024/2025 Regular Meeting Dates, sent 3/28
- Synopsis of 03/12/2024 Township Board Meeting, sent 3/28
- Bills for Approval 04/09/2024, sent 04/1
- RevExpDetail Report – Rev 2/29 Exp 3/31, sent 4/1
- Clerk's Report March 2024 with two attachments, sent 4/1
 - 03/14/2024 Letter to East Bay Township Board re: East Region Early Voting Site
 - Detail of \$67,422.94 Payments to Township Attorney's Office for Hymore Complaint, 6631 Baggs Road Appeal, and Keep White Water (sic) Rural and Vickie Beam Lawsuit (Invoices from November 2022 through February 2024)

Draft minutes of 03/05/2024, 03/07/2024, 03/12/2024, 03/18/2024, and 03/19/2024 are on the township website. Draft minutes of 03/21/2024 and 03/26/2024 will be on the website prior to the 04/09/2024 meeting.

Update on 2018 1099 Issue: Nothing new since Clerk's Report February 2024.

2021 941/W3 Issue: The process of correcting three 941 forms is underway and will be completed by approximately 4/2 or 4/3.

Note: At the time of transmission of documents on 04/01/2024, the agenda-packet for the 04/09/2024 meeting is not on the township website (screenshot taken).

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WHITEWATER TOWNSHIP

5777 Vinton Road • P.O. Box 159 • Williamsburg, MI 49690
(231) 267-5141 • FAX (231) 267-9020

March 14, 2024

Beth Friend, Supervisor
Tracey Bartlett, Treasurer
Mindy Walters, Trustee
Glen Lile, Trustee
Matt Courtade, Trustee
Matt Cook, Trustee

RE: East Region Early Voting Site

Dear East Bay Township Board Members:

No doubt some of the members of the East Bay Township Board visited, and may have even voted at, the East Region Early Voting Site held in the North Conference Room of the East Bay Township Hall in February. Per Proposal 2022-2 passed by Michigan voters and now part of our Michigan Constitution, voters must be able to vote a ballot and place it into a tabulator during the minimum nine days of early voting required to take place beginning two Saturdays before and continuing every day, weekend and weekday, through the last Sunday before all federal and state elections.

As you can imagine, when the previous task has been to conduct in-person voting on a single day before each election and the polls are open for 13 hours on that day, rolling out nine days of minimum-8-hours-per-day of in-person voting is a daunting task and requires extremely high-level planning, coordination, and implementation to provide this brand-new service to the state's 8+ million voters.

The early voting site established at East Bay Township is a collaboration between five townships, Acme, East Bay, Peninsula, Union, and Whitewater. The site collectively serves 22,000+ voters. Those of us in townships with inadequate facilities for early voting appreciate the willingness of the East Bay Township Board to provide this location.

Beyond the choice of a collaborative site, there are an ever-growing number of duties, details, and deadlines that must be attended to in order that elections run smoothly and seamlessly when the polls are open, both for early voting and on the traditional Election Day, as well as for those voting an absent voter ballot.

Regarding the early voting site, some of the additional duties included:

- Ordering, setup, and testing of new equipment to be used strictly for early voting (tabulators, ExpressVote (touchscreen marking) devices, and laptops.
- Ordering and setup of the ballot-on-demand system with accompanying printers.
- Ordering of numerous miscellaneous items such as early voting signs, carts, special paper, instructional and organizational items.
- Determining staffing needs, reviewing applications for early voting inspectors, scheduling election inspectors to cover all nine days, training all early voting inspectors on new equipment and procedures, including training on the brand-new Early Voting Tool in the ePollbook (completely different than the Election Day ePollbook), as well as setting up and processing payroll for early voting staff.
- Posting all required notices and other by-mail early voting notifications.
- Conducting preliminary accuracy and public accuracy tests for the new Early Voting Site equipment.
- Maintaining security of all early voting equipment, ballots, etc. each day/night of early voting.
- Overseeing daily reports for the nine days of early voting.
- Scheduling separate election inspector staff to tabulate early voting results at 8:00 p.m. on Election Day.

Our purpose for this communication to the East Bay Township Board is to recognize and make you aware that, while all clerks and deputy clerks from the four non-hosting townships assisted to some degree, far and away the largest share of the additional workload involved in getting the East Region Early Voting Site up and running fell to your outstanding Clerk and Deputy Clerk, Sue Courtade and Holly Couturier. The number of hours they put in, starting in November 2023, steadily increased as the early voting period approached, with Sue herself working 168 hours just in the final two weeks (2/15 through 2/28). That is an amazing sacrifice of personal time above and beyond her pay, and we know that Holly worked many of the same hours that Sue did. They are a great team!

Every step of the way in this process, the communications and collaboration between our offices and the East Bay Township Clerk's office were handled by Sue and Holly with true professionalism and exceptional leadership. We cannot thank them enough for their extensive efforts on behalf of us and our voters.

Some jurisdictions in Grand Traverse County have recognized the significant increase in the number of hours required by clerks and deputy clerks to administer elections under the new constitutional requirements and have chosen to provide additional remuneration. While we understand that boards are sometimes reluctant to provide additional compensation to their

East Bay Township Board
Page 3
March 14, 2024

clerks for elections, pointing out there are some years with no elections, the additional responsibilities of administering an early voting site will continue to have a dramatic effect on clerk's office staff going forward, particularly with two more elections in this calendar year, both larger than the presidential primary.

East Bay Township is extremely fortunate to have a clerk and deputy clerk who are so completely dedicated to their election duties, and we would request that your board recognize and compensate them for their unwavering commitment to election excellence and the personal sacrifices they made for the East Region Early Voting Site.

Thank you!

Cheryl

Cheryl A. Goss
Whitewater Township Clerk/Backup EV Site Coordinator

Lisa

Lisa Swanson
Acme Township Clerk

Becky

Becky Chown
Peninsula Township Clerk

Sherry

Sherry Tillitson
Union Township Clerk

cc East Bay Township Clerk Sue Courtade
East Bay Township Deputy Clerk Holly Couturier
Acme Township Board
Peninsula Township Board
Union Township Board
Whitewater Township Board ✓

Display Invoices by Vendor

Date: 04/01/2024

Time: 12:21 pm

Page: 1

Whitewater Township

Vendor Name: FAHEY SCHULTZ BURZYCH RHODES
Vendor Number: FAHEY

Invoice Number	Inv. Date	Ref No.	Status	Check No.	Check Date	Net Amt	PO No.	Invoice Description
18005	03/01/2024	29857	C	50318	03/13/2024	352.00		OOSTERHOUSE/LOSSIE RD
18009	03/01/2024	29856	C	50318	03/13/2024	112.50		AMBULANCE LEASE
18008	03/01/2024	29855	C	50318	03/13/2024	112.50		POPP-QUALIFYING STMT
18007	03/01/2024	29854	C	50318	03/13/2024	6,594.50		KWTR/BEAM
	02/14/2024	29829	C	50259	02/27/2024	1,167.94		Whitewater Twp Share of Beam/KWTR Mediation Expense
17248	02/02/2024	29815	C	50208	02/14/2024	135.00		VOLLMUTH
17248	02/02/2024	29814	C	50208	02/14/2024	247.50		POWER OF ATTY
17248	02/02/2024	29813	C	50208	02/14/2024	67.50		SUPERVISOR
17520	02/02/2024	29787	C	50208	02/14/2024	22.00		LOSSIE RD-JACOBSON
17249	02/02/2024	29786	C	50208	02/14/2024	202.50		LOSSIE RD-OOSTERHOUSE
17251	02/02/2024	29785	C	50208	02/14/2024	11,797.50		KWTR/BEAM
16615	01/03/2024	29735	C	50153	01/30/2024	405.00		OPINION RE:PARK RANGER RESPONSIBILITES/EQUIPMENT
16615		29734	C	50153	01/30/2024	112.50		LOSSIE RD
16615		29733	C	50153	01/30/2024	110.00		EMPLOYEE EQUIPMENT
16615		29732	C	50153	01/30/2024	292.50		POPP-PHONE CALL
16615		29731	C	50153	01/30/2024	157.50		GOSS-PHONE CALL
16618	6,594.50 +	29704	C	50107	01/16/2024	1,820.00		KWTR/BEAM
16616	1,167.94 +	29703	C	50107	01/16/2024	22.00		LOSSIE RD/OOSTERHOUSE
16619	11,797.50 +	29702	C	50107	01/16/2024	33.00		AUDIT/QUAL STATEMENT
15828	1,820.00 +	29595	C	49957	12/05/2023	3,720.00		KEEP WHITE WATER RURAL
15826	3,720.00 +	29594	C	49957	12/05/2023	742.50		SHORT TERM RENTALS
15825	6,630.00 +	29593	C	49957	12/05/2023	88.00		EMPLOYEE EQUIPMENT
15825	135.00 +	29592	C	49957	12/05/2023	67.50		SHORT TERM RENTALS
15829	769.00 +	29590	C	49957	12/05/2023	1,513.50		AUDIT FILING FORM/QUALIFYING
15178	7,732.50 +	29490	C	49868	11/07/2023	90.00		SNOWPLOW AGREEMENT
15178	5,910.00 +	29489	C	49868	11/07/2023	6,630.00		KEEP WHITE WATER RURAL/ VICKI BEAM
15176	5,680.00 +	29488	C	49868	11/07/2023	132.00		LOSSIE RD-OOSTERHOUSE
15175	180.00 +	29487	C	49868	11/07/2023	360.00		SHORT-TERM RENTAL
15174	1,682.50 +	29486	C	49868	11/07/2023	1,072.50		SNOWPLOW AGREEMENT
15174	550.00 +	29485	C	49868	11/07/2023	135.00		PARK
15174	2,412.50 +	29484	C	49868	11/07/2023	22.00		EMPLOYMENT MATTER
15179	932.50 +	29483	C	49868	11/07/2023	470.00		QUALIFYING STATEMENT
14454	2,510.00 +	29436	C	49773	10/09/2023	45.00		PHONE CALL WITH CLERK
14456	497.50 +	29421	C	49773	10/09/2023	135.00		KEEP WHITEWATER TWP RURAL
14455	4,435.00 +	29420	C	49773	10/09/2023	769.00		6631 BAGGS RD APPEAL
14454	842.50 +	29419	C	49773	10/09/2023	67.50		AUDIT
13694	381.50 +	29372	C	49715	09/26/2023	375.00		CIVIL INFRACTION ORDINANCE
13694	1,042.50 +	29371	C	49715	09/26/2023	308.00		MUNICIPAL ORDINANCE VIOLATION BUREAU
13694	57,422.94 *	29370	C	49715	09/26/2023	135.00		AUDIT
13694		29369	C	49715	09/26/2023	45.00		CODE ENFORCEMENT
13694		29368	C	49715	09/26/2023	637.00		FOIA S-26
13695		29321	C	49659	09/13/2023	652.50		CODE ENFORCEMENT/CIVIL INFRACTION
13696		29320	C	49659	09/13/2023	7,732.50		6631 BAGGS ROAD APPEAL
13001		29238	C	49544	08/16/2023	5,910.00		6631 BAGGS RD APPEAL
13000	06/01/2023	29237	C	49544	08/16/2023	110.00		LOSSIE RD-OOSTERHOUSE
12999	08/01/2023	29236	C	49544	08/16/2023	1,672.00		FOIA S-26
12313	06/29/2023	29182	C	49424	07/19/2023	5,680.00		Hymore Complaint/BaggsRdAppeal
12312	06/29/2023	29181	C	49424	07/19/2023	998.00		Oosterhouse/Lossie Rd
12311	06/29/2023	29180	C	49424	07/19/2023	44.50		Planning Comm Bylaws
12310	06/29/2023	29179	C	49424	07/19/2023	292.50		PC/ZA Questions
12310	06/29/2023	29178	C	49424	07/19/2023	88.00		Planning Comm Bylaws
12310	06/29/2023	29177	C	49424	07/19/2023	418.00		FOIA
12310	06/29/2023	29176	C	49424	07/19/2023	180.00		Hymore Complaint/BaggsRdAppeal

\$ 67,422.94

Display Invoices by Vendor

Date: 04/01/2024

Time: 12:21 pm

Page: 2

Whitewater Township

Vendor Name: FAHEY SCHULTZ BURZYCH RHODES

Vendor Number: FAHEY

Invoice Number	Inv. Date	Ref No.	Status	Check No.	Check Date	Net Amt	PO No.	Invoice Description
11615	06/01/2023	29111	C	49321	06/20/2023	1,043.00		PLANNING COMM BYLAWS
11613	06/01/2023	29083	C	49321	06/20/2023	880.00		PAVILION CONTRACTS
11613	06/01/2023	29082	C	49321	06/20/2023	245.00		YOUTH EMPLOYMENT
11613	06/01/2023	29081	C	49321	06/20/2023	125.00		SPECIAL MEETINGS
11613	06/01/2023	29080	C	49321	06/20/2023	112.50		WTP IMPROVEMENT PROJECT
11613	06/01/2023	29079	C	49321	06/20/2023	308.00		RELEASE FORMS
11613	06/01/2023	29078	C	49321	06/20/2023	1,682.50		HYMORE COMPLAINT
11613	06/01/2023	29077	C	49321	06/20/2023	1,257.00		FOIA
11616	06/01/2023	29076	C	49321	06/20/2023	2,269.50		OOSTERHOUSE/LOSSIE RD
11617	06/01/2023	29075	C	49321	06/20/2023	66.00		CODE ENFORCEMENT
10908	05/01/2023	28936	C	49135	05/11/2023	22.50		Oosterhouse
10907	05/01/2023	28935	C	49135	05/11/2023	67.50		Zoning Ordinance
10906	05/01/2023	28934	C	49135	05/11/2023	220.00		Employee Release Forms
10906	05/01/2023	28933	C	49135	05/11/2023	66.00		FOIA Phone Records
10906	05/01/2023	28932	C	49135	05/11/2023	765.00		WTP - Molon Excavating Contrac
10906	05/01/2023	28931	C	49135	05/11/2023	550.00		Hymore Complaint
10270	04/03/2023	28845	C	49002	04/12/2023	112.50		OOSTERHOUSE
10269	04/03/2023	28844	C	49002	04/12/2023	260.00		ZONING ORDINANCE
10269	04/03/2023	28843	C	49002	04/12/2023	22.50		INCOMPATIBLE OFFICES
10268	04/03/2023	28842	C	49002	04/12/2023	2,412.50		BAGGS RD CONDOS
10267	04/03/2023	28841	C	49002	04/12/2023	22.50		ZONING ORDINANCE
10267	04/03/2023	28840	C	49002	04/12/2023	932.50		HYMORE COMPLAINT
10267	04/03/2023	28839	C	49002	04/12/2023	2,510.00		LAND DIVISION ACT GENERAL
10267	04/03/2023	28838	C	49002	04/12/2023	45.00		INCOMPATIBLE OFFICES
9645	03/01/2023	28817	C	48953	03/27/2023	202.50		NOISE ORDINANCE VIOLATION
9644	03/01/2023	28816	C	48953	03/27/2023	22.50		CONDOMINIUMS
9644	03/01/2023	28815	C	48953	03/27/2023	135.00		ARTICLE 28
9644	03/01/2023	28814	C	48953	03/27/2023	1,107.50		ZON ORD/PC BYLAWS/COI
9643	03/01/2023	28813	C	48953	03/27/2023	272.50		CONDOMINIUMS
9642	03/01/2023	28812	C	48953	03/27/2023	22.50		OPEN MEETINGS ACT
9642	03/01/2023	28811	C	48953	03/27/2023	125.00		PC BYLAWS
9642	03/01/2023	28810	C	48953	03/27/2023	90.00		ARTICLE 28
9642	03/01/2023	28809	C	48953	03/27/2023	87.50		ZON ORD/PC COI
9642	03/01/2023	28808	C	48953	03/27/2023	497.50		LAND DIVISION GENERAL
9642	03/01/2023	28807	C	48953	03/27/2023	502.50		FLOODPLAIN ORDINANCE
9642	03/01/2023	28806	C	48953	03/27/2023	4,435.00		HYMORE COMPLAINT
9026	02/01/2023	28718	C	48862	02/21/2023	842.50		HYMORE COMPLAINT
9026	02/01/2023	28717	C	48862	02/21/2023	315.00		FIRE DEPT ISSUE
9028	02/01/2023	28716	C	48827	02/15/2023	990.00		NOISE ORDINANCE VIOLATION
9027	02/01/2023	28715	C	48827	02/15/2023	17.50		FLOODPLAIN ORDINANCE
8239	01/04/2023	28643	C	48739	01/17/2023	45.00		LAND DIVISION
8239	01/04/2023	28642	C	48739	01/17/2023	427.50		ARTICLE 28
8238	01/04/2023	28641	C	48739	01/17/2023	45.00		NOISE ORDINANCE TICKET
8238	01/04/2023	28640	C	48739	01/17/2023	381.50		HYMORE COMPLAINT
8240	01/04/2023	28639	C	48739	01/17/2023	180.00		Northpoint Farms v Whitewater
8241	01/04/2023	28638	C	48739	01/17/2023	90.00		NOISE ORDINANCE TICKET G222052
7629	11/30/2022	28547	C	48615	12/06/2022	435.00		OOSTERHOUSE
7628	11/30/2022	28546	C	48615	12/06/2022	232.50		ZONING ORD /ARTICLE 28
7628	11/30/2022	28545	C	48615	12/06/2022	337.50		PLAN COMM COI
7627	11/30/2022	28544	C	48615	12/06/2022	22.50		IRS PENALTY
7627	11/30/2022	28543	C	48615	12/06/2022	650.50		PLAN COMM COI
7627	11/30/2022	28542	C	48615	12/06/2022	1,042.50		HYMORE COMPLAINT
7042	11/01/2022	28497	C	48573	11/22/2022	1,542.50		LOSSIE RD NATURE TRAIL (W/\$175.00 DISCOUNT)
7042	11/01/2022	28496	C	48573	11/22/2022	1,354.50		CODE ENFORCEMENT
7042	11/01/2022	28495	C	48573	11/22/2022	1,628.00		LOSSIE TRAIL SHOOTING RANGE (W/\$210.00 DISCOUNT)
7042	11/01/2022	28494	C	48573	11/22/2022	412.50		OOSTERHOUSE
7043	11/01/2022	28438	C	48504	11/09/2022	45.00		LUP REVIEWS
7043	11/01/2022	28437	C	48504	11/09/2022	180.00		CODE ENFORCEMENT POLICY

TRUSTEE REPORT FROM HEIDIVYOURTRUSTEE

Monthly recap for the month of March 2024

*Budget*****Budget****Budget. Completed

*The Master Plan is Out For Review***** (A must read)

Develop a site plan model to train and aid the Plan Commission members

Interviewed and hired Interim Fire Chief-Whitewaters own Josh Morgan

*Interviewed and hired Zoning Administrator Deb Graber*****

*Continue to work on a solution to short term rentals***

*Continue to aid and assist parks and recreational facilities with any requests***

*Everyone Traveling For Spring Break Stay Safe and Enjoy**

Till month

HeidiVyourtrustee

April 2024

Whitewater Township Trustee report – Don Glenn

Citizen communications and/or observations

- Direct communications with citizens were significantly less than the previous month, however, the overall majority of the calls were about the 2024 election of township officials as we begin to move closer to the end of April filing deadline.

Other activities

- Opportunities for “other activities” in the month of March was virtually non-existent as work and research on the 2024-2025 township budget was time consuming. Adding to this time constraint was the preparation for multiple interviews during the course of the month which resulted in the hiring of an Interim Fire Chief and a new Zoning Administrator.
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WHITEWATER TOWNSHIP

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Zoning Administrator Staff Report MARCH 2024

Year-to-date Land Use Permit Activity

ZONE	PERMIT #	TAX ID #	2024 - OWNER NAME and SITE ADDRESS	PROJECT DESCRIPTION
RC	2024-01	28-13-015-007-15	Ross, James and Anna: 9136 Wheeler Oaks Drive	24' x 32' Acc. Bldg.
RC	2024-02	28-13-021-001-95	Wilkes, Kevin and Jill: 8938 Wheeler Pines Road	48' x 48' Acc. Bldg.
A1	2024-03	28-13-002-022-00	Woods, Benjamin: 10684 Deal Road	32' x 48' Acc. Bldg.
A1	LD-2024-01	28-13-121-016-01	McColley, Lewis: 8392 Elk Lake Road (adjacent)	LAND DIVISION
R1	2024-04	28-13-124-013-05	Laramie, Patricia (Trust): 8580 Skegemog Point Road	Acc. Bldg. / Res. Add.
R1	2024-05	28-13-230-007-00	Wolf, Brian: 9877 Elk Lake Trail	30' x 20' Acc. Bldg.
R1	2024-06	28-13-270-007-00	Romeo, Laura: 9882 Elk Lake Trail	Fence Installation
R1	2024-07	28-13-800-043-00	Morrison, Jeff and Kathy: 4738 Truax Lake Road	12' x 24' Acc. Bldg.
C1	SLUP-2024-01	28-13-005-008-25	Westwind Const. & Dev., Inc.: M-72	SLU-Retail
R1	ZBA-2024-02	28-13-127-017-00	Brier, David: 7923 Cook Road	NonConform Ext
R1	2024-08	28-13-550-012-00	Holt, Douglas: 7722 Timberline Road	16' x 50' Acc. Bldg.
A1	LD-2024-02	28-13-002-015-30	Gravis, Sandra: 5100 5193 Samels Road	LAND DIVISION
A1	SLUP-2024-02	28-13-109-010-12	Trumbull, Scott: 10890 Munro Road	Major Home Occ
RC	2024-09	28-13-021-001-30	Bergel, Alexander: 8555 Wheeler Pine Road	50' x 72' Acc. Bldg.
A1	2024-10	28-13-001-014-11	Brugger, Mike and Taylor, Laura: 5168 Buck Road	32' x 40' Acc. Bldg.
A1	2024-11	VARIOUS	High Pointe Golf Club: Not Assigned	See Site Plan:03/28/2024
R1	2024-12	28-13-800-018-00	Pitman, Zachary: 11095 French Court	1812 Sq. Ft. Dwelling

Planning and Zoning

The High Pointe Golf Course received FINAL site plan review and approval at the March meeting of the Planning Commission. Initial concerns dealt primarily with setbacks from property lines of the main buildings and a traffic study. The only issue of concern to any PC member was possible road impacts. However, the 'final' packet included a comprehensive traffic impact study using 'high-seasonal' baselines and it was determined that the scope of activity, as presented, was well within the 'norms', contrary to some 'personal' opinions.

The Zoning Administrator has continued communications with an applicant and is expecting final site plan packets to be delivered to Whitewater Township not later than Thursday, April 11th for an anticipated May public hearing. The application is for a special use (retail in the vicinity of the casino).

Code Enforcement

The ZA spent an inordinate amount of time with Zoning and Land Use inquiries and has not had adequate time to focus on related enforcement issues during the past month. This may present an opportune time to once again review a recommendation that additional time either be devoted to Zoning Administration (allotting sufficient time for enforcement), or, that another person / entity be dedicated solely to the administration of the Whitewater Township Code Enforcement Policy and Procedures Manual

As mentioned in the January / February report to the Board, the ZA responded to a written / anonymous complaint that involved two separate but contiguous parcels of land. The ZA met with the property owner(s) in the office on Thursday, March 14th, 2024 to discuss the 'alleged' violations of the zoning ordinance. It was determined that this particular activity has been occurring at this / these locations for several years (prior to August of 2019). It was discovered that the property owners are engaged in a business that provides wireless and wired connectivity and that the property was admittedly being used as a staging area for supplies and materials.

Supervisor Popp presented the ZA with a copy of the current contract (with no expiry) and a copy of a new 'identical' contract requesting CZS to continue under a new contract (with no incentive) for a period of two months pending termination for convenience while Whitewater Township seeks a replacement for CZS. Having previously provided Whitewater Township with not less than 120 +/- days to discuss the mutual opportunities to continue providing services, CZS was not inclined to respond.

The following 'pending' business items may be of immediate interest to a successor providing zoning administration services to Whitewater Township:

28-13-005-008-25 | Special Land Use request (10,000 + square foot) retail

28-13-127-017-00 | Zoning Board of Appeals: Expansion / Extension of a nonconforming use

28-13-109-010-12 | Special Land Use for Major Home Occupation

Respectfully,



Robert (Bob) Hall
Whitewater Township – Zoning Administrator

Whitewater Response Times

February 2024



Response Time Minutes	Call Count	Cumulative Call Count	Percentage	Cumulative Percentage
02:00 - 02:59	1	1	6%	6.25 %
03:00 - 03:59	1	2	6%	12.50 %
05:00 - 05:59	1	3	6%	18.75 %
06:00 - 06:59	1	4	6%	25.00 %
07:00 - 07:59	2	6	13%	37.50 %
09:00 - 09:59	1	7	6%	43.75 %
10:00 - 10:59	1	8	6%	50.00 %
11:00 - 11:59	1	9	6%	56.25 %
13:00 - 13:59	2	11	13%	68.75 %
15:00 and up	5	16	31%	100.00 %

Whitewater Twp Responses February 2024

Nature of Call	WW	Total
10-Chest Pain (Non-Traumatic)	3	3
12-Convulsions/Seizures	1	1
14-Drowning (near)/Diving/ Scuba Accid	1	1
17-Falls	1	1
19-Heart Problems / A.I.C.D.	1	1
1-Abdominal Pain/Problems	1	1
28-Stroke (CVA)	1	1
29-Traffic/Transportation/Accidents	2	2
31-Unconscious/Fainting (Near)	1	1
9-Cardiac or Respiratory Arrest/Death	1	1
Total	13	13

Call Disposition	WW	Total
Transport	8	8
Refusal	2	2
Cancelled	3	3
Total	13	13

Response Priority	WW	Total
P-1 Emergency ALS	6	6
P-2 Emergency BLS	5	5
P-3 Non-Emergent	2	2
Total	13	13

Run#	Date	Priority	Nature of Call	Dispatch Zone	Unit	Disposition	Dispatch Time	Scene Time	Response Time
15,429	02/01/2024	P-1	19-Heart Problems / A.I.C.D.	Whitewater	10 GTA3 A	Transport	17:55:33	18:04:41	00:09:08
16,405	02/03/2024	P-1	9-Cardiac or Respiratory Arrest/I	Whitewater	10 GTA3 B	Refusal	18:45:12	19:02:55	00:17:43
19,081	02/09/2024	P-2	29-Traffic/Transportation/Accider	Whitewater	10 GTA3 C	Refusal	10:10:00	10:21:32	00:11:32
19,248	02/09/2024	P-1	31-Unconscious/Fainting (Near)	Whitewater	10 GTA3 C	Transport	13:35:22	13:48:40	00:13:18
19,405	02/09/2024	P-3	12-Convulsions/Seizures	Whitewater	10 GTA3 C	Transport	19:40:55	19:47:41	00:06:46
19,784	02/10/2024	P-2	17-Falls	Whitewater	10 GTA3 A	Transport	17:08:57	17:19:39	00:10:42
20,605	02/12/2024	P-3	1-Abdominal Pain/Problems	Whitewater	10 GTA3 A	Transport	18:55:21	19:00:21	00:05:00
22,118	02/15/2024	P-1	29-Traffic/Transportation/Accider	Whitewater	10 GTA3 A	Canceled	20:27:15	20:29:59	00:02:44
23,207	02/18/2024	P-1	10-Chest Pain (Non-Traumatic)	Whitewater	10 GTA3 A	Canceled	1:40:15		
26,000	02/23/2024	P-1	10-Chest Pain (Non-Traumatic)	Whitewater	10 GTA3 B	Transport	17:35:44	17:43:21	00:07:37
27,146	02/26/2024	P-2	14-Drowning (near)/Diving/ Scub	Whitewater	10 GTA3 A	Canceled	16:15:09	16:28:34	00:13:25
27,541	02/27/2024	P-2	28-Stroke (CVA)	Whitewater	10 GTA3 C	Transport	14:52:32	14:56:02	00:03:30
27,782	02/28/2024	P-2	10-Chest Pain (Non-Traumatic)	Whitewater	10 GTA3 C	Transport	1:14:37	1:22:00	00:07:23

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GT-A3 Activity (February 2024)

Call Disposition	Acme	WW	Elk Rapids	Elk Rapids	East Bay	GT-Blair	Total
Transport	23	8	0	0	0	0	31
Refusal	4	2	1	0	0	0	7
Cancelled	3	3	0	1	1	1	9
Total	30	13	1	1	1	1	47

Response Priority	Acme	WW	Elk Rapids	Elk Rapids	East Bay	GT-Blair	Total
P-1 Emergency ALS	12	6	1	0	0	1	20
P-2 Emergency BLS	10	5	0	1	0	0	16
P-3 Non-Emergent	8	2	0	0	1	0	11
Total	30	13	1	1	1	1	47

Nature of Call	Acme	WW	Elk Rapids	Elk Rapids	East Bay	GT-Blair	Total
10-Chest Pain (Non-Traumatic)	6	3	0	0	0	0	9
12-Convulsions/Seizures	2	1	1	0	0	0	4
14-Drowning (near)/Diving/ Scuba Accid	0	1	0	0	0	0	1
17-Falls	6	1	0	0	1	0	8
19-Heart Problems / A.I.C.D.	1	1	0	0	0	0	2
1-Abdominal Pain/Problems	1	1	0	0	0	0	2
21-Hemorrhage/Lacerations	1	0	0	0	0	0	1
26-Sick Person (Specific Diagnosis)	6	0	0	0	0	0	6
28-Stroke (CVA)	1	1	0	0	0	0	2
29-Traffic/Transportation/Accidents	0	2	0	0	0	0	2
31-Unconscious/Fainting (Near)	1	1	0	0	0	0	2
32-Unknown Problem (Man Down)	1	0	0	0	0	0	1
6-Breathing Problems	4	0	0	0	0	0	4

	Acme	WW	Elk Rapids	Elk Rapids	East Bay	GT-Blair	Total
7-Burns (Scalds) /Explosion	0	0	0	1	0	1	2
9-Cardiac or Respiratory Arrest/Death	0	1	0	0	0	0	1
Total	30	13	1	1	1	1	47

Run#	Date	Priority	Nature of Call	Dispatch Zone	Unit	Disposition	Dispatch Time	Scene Time	Response Time
14,922	02/01/2024	P-1 I	12-Convulsions/Seizures	Elk Rapids	10 GTA3 C	Refusal	0:49:51	1:05:09	00:15:18
15,261	02/01/2024	P-3 I	17-Falls	Acme	10 GTA3 A	Transport	11:21:07	11:24:41	00:03:34
15,429	02/01/2024	P-1 I	19-Heart Problems / A.I.C.D.	Whitewater	10 GTA3 A	Transport	17:55:33	18:04:41	00:09:08
15,492	02/01/2024	P-1 I	12-Convulsions/Seizures	Acme	10 GTA3 A	Transport	20:19:19	20:26:08	00:06:49
15,969	02/02/2024	P-1 I	21-Hemorrhage/Lacerations	Acme	10 GTA3 C	Transport	17:14:20	17:19:08	00:04:48
16,405	02/03/2024	P-1 I	9-Cardiac or Respiratory Arrest/I	Whitewater	10 GTA3 B	Refusal	18:45:12	19:02:55	00:17:43
16,648	02/04/2024	P-2 E	10-Chest Pain (Non-Traumatic)	Acme	10 GTA3 A	Refusal	12:14:10	12:18:54	00:04:44
16,702	02/04/2024	P-2 E	32-Unknown Problem (Man Dow	Acme	10 GTA3 A	Transport	15:13:47	15:16:48	00:03:01
17,291	02/06/2024	P-3 I	26-Sick Person (Specific Diagno:	Acme	10 GTA3 B	Transport	2:50:59	3:03:34	00:12:35
17,967	02/07/2024	P-1 I	7-Burns (Scalds) /Explosion	GT-Blair	10 GTA3 C	Canceled	8:42:54		
18,524	02/08/2024	P-1 I	26-Sick Person (Specific Diagno:	Acme	10 GTA3 A	Transport	11:58:36	12:01:53	00:03:17
19,081	02/09/2024	P-2 E	29-Traffic/Transportation/Accider	Whitewater	10 GTA3 C	Refusal	10:10:00	10:21:32	00:11:32
19,248	02/09/2024	P-1 I	31-Unconscious/Fainting (Near)	Whitewater	10 GTA3 C	Transport	13:35:22	13:48:40	00:13:18
19,405	02/09/2024	P-3 I	12-Convulsions/Seizures	Whitewater	10 GTA3 C	Transport	19:40:55	19:47:41	00:06:46
19,572	02/10/2024	P-2 E	17-Falls	Acme	10 GTA3 C	Canceled	6:07:50		
19,784	02/10/2024	P-2 E	17-Falls	Whitewater	10 GTA3 A	Transport	17:08:57	17:19:39	00:10:42
19,873	02/10/2024	P-2 E	26-Sick Person (Specific Diagno:	Acme	10 GTA3 A	Transport	22:36:06	22:46:00	00:09:54
20,605	02/12/2024	P-3 I	1-Abdominal Pain/Problems	Whitewater	10 GTA3 A	Transport	18:55:21	19:00:21	00:05:00
20,809	02/13/2024	P-2 E	1-Abdominal Pain/Problems	Acme	10 GTA3 A	Transport	8:40:27	8:42:13	00:01:46
21,077	02/13/2024	P-3 I	6-Breathing Problems	Acme	10 GTA3 A	Refusal	19:21:05	19:35:18	00:14:13
21,367	02/14/2024	P-3 I	17-Falls	Acme	10 GTA3 B	Refusal	11:54:23	12:05:08	00:10:45
21,774	02/15/2024	P-3 I	26-Sick Person (Specific Diagno:	Acme	10 GTA3 A	Transport	7:17:21	7:27:05	00:09:44
21,903	02/15/2024	P-3 I	17-Falls	East Bay	10 GTA3 A	Canceled	11:58:22	12:07:37	00:09:15
22,118	02/15/2024	P-1 I	29-Traffic/Transportation/Accider	Whitewater	10 GTA3 A	Canceled	20:27:15	20:29:59	00:02:44
22,371	02/16/2024	P-1 I	6-Breathing Problems	Acme	10 GTA3 C	Canceled	9:50:15	10:13:08	00:22:53
22,856	02/17/2024	P-3 I	17-Falls	Acme	10 GTA3 A	Refusal	9:06:47	9:12:29	00:05:42
23,207	02/18/2024	P-1 I	10-Chest Pain (Non-Traumatic)	Whitewater	10 GTA3 A	Canceled	1:40:15		
23,334	02/18/2024	P-2 E	17-Falls	Acme	10 GTA3 C	Transport	12:44:21	12:48:52	00:04:31
23,547	02/19/2024	P-1 I	19-Heart Problems / A.I.C.D.	Acme	10 GTA3 C	Transport	1:38:28	1:48:55	00:10:27
23,619	02/19/2024	P-1 I	10-Chest Pain (Non-Traumatic)	Acme	10 GTA3 A	Transport	8:56:49	8:59:22	00:02:33
23,803	02/19/2024	P-1 I	6-Breathing Problems	Acme	10 GTA3 A	Transport	15:57:52	16:03:10	00:05:18
24,108	02/20/2024	P-1 I	10-Chest Pain (Non-Traumatic)	Acme	10 GTA3 C	Transport	8:33:47	8:37:19	00:03:32

Run#	Date	Priority	Nature of Call	Dispatch Zone	Unit	Disposition	Dispatch Time	Scene Time	Response Time
24,666	02/21/2024	P-1 L	26-Sick Person (Specific Diagno:	Acme	10 GTA3 C	Transport	6:05:08	6:18:23	00:13:15
24,745	02/21/2024	P-2 E	26-Sick Person (Specific Diagno:	Acme	10 GTA3 B	Transport	9:44:28	9:46:44	00:02:16
25,022	02/21/2024	P-2 E	31-Unconscious/Fainting (Near)	Acme	10 GTA3 B	Transport	19:32:48	19:42:27	00:09:39
25,066	02/21/2024	P-2 E	7-Burns (Scalds) /Explosion	Elk Rapids Twp	10 GTA3 B	Canceled	21:27:23		
25,241	02/22/2024	P-2 E	10-Chest Pain (Non-Traumatic)	Acme	10 GTA3 A	Transport	8:14:15	8:24:43	00:10:28
25,660	02/23/2024	P-1 L	10-Chest Pain (Non-Traumatic)	Acme	10 GTA3 A	Transport	2:01:18	2:12:46	00:11:28
25,798	02/23/2024	P-1 L	6-Breathing Problems	Acme	10 GTA3 B	Transport	10:11:24	10:15:00	00:03:36
26,000	02/23/2024	P-1 L	10-Chest Pain (Non-Traumatic)	Whitewater	10 GTA3 B	Transport	17:35:44	17:43:21	00:07:37
26,196	02/24/2024	P-3 L	17-Falls	Acme	10 GTA3 B	Canceled	4:21:12		
26,379	02/24/2024	P-2 E	28-Stroke (CVA)	Acme	10 GTA3 A	Transport	15:23:48	15:25:59	00:02:11
27,146	02/26/2024	P-2 E	14-Drowning (near)/Diving/ Scub	Whitewater	10 GTA3 A	Canceled	16:15:09	16:28:34	00:13:25
27,541	02/27/2024	P-2 E	28-Stroke (CVA)	Whitewater	10 GTA3 C	Transport	14:52:32	14:56:02	00:03:30
27,782	02/28/2024	P-2 E	10-Chest Pain (Non-Traumatic)	Whitewater	10 GTA3 C	Transport	1:14:37	1:22:00	00:07:23
27,866	02/28/2024	P-3 L	10-Chest Pain (Non-Traumatic)	Acme	10 GTA3 A	Transport	8:18:51	8:30:02	00:11:11
27,934	02/28/2024	P-1 L	12-Convulsions/Seizures	Acme	10 GTA3 A	Transport	11:07:39	11:10:55	00:03:16

A-3 Transports By Month (Billable Calls)

February

Dispatch Zone	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Total
Antrim-City of Elk Rapids	0	3	1	0	1	1	2	0	0	0	1	1	1	1	12
Antrim-Elk Rapids	0	0	0	2	0	1	0	1	0	1	1	0	0	0	6
Antrim-Milton	0	2	1	0	1	0	1	1	1	1	3	1	0	0	12
GT-Acme	19	30	36	33	37	33	42	36	30	28	33	27	27	1	412
GT-Blair	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
GT-East Bay	0	0	1	1	2	4	4	3	0	3	0	3	0	0	21
GT-Green Lake	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
GT-Traverse City	1	0	0	0	3	0	0	1	0	0	0	0	0	0	5
GT-Union	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
GT-Whitewater	13	14	17	18	11	22	16	13	14	13	18	18	10	2	199
Kalkaska-Clearwater	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Total	33	49	57	54	55	62	65	55	45	47	57	50	38	4	671



WHITEWATER TOWNSHIP FIRE DEPARTMENT

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March 2024 Monthly Report
Fire Chief Brandon Flynn

Alarms: The fire department responded to 14 calls in March.

- 6 EMS Assists
- 2 Vehicle Crash
- Residential Fire Alarm
- Open Burning Complaint
- 2 CO Alarm
- Tree in the Road
- Mutual Aid to Metro FD for a structure fire

YTD: 2024 = 33, 2023 = 24, 2022 = 27

Training: 4 training sessions were held in March.

- Monthly vehicle & SCBA maintenance
- Bloodborne Pathogens, Target Solutions
- Communications
- Business meeting

Meetings/Other:

- Officer Meeting, March 8
- Fire Investigators, March 15
- Metro FD, After Action Report for the Maplewood fire.
- County Chief's, March 19
- Budget Hearing, March 7, 21 & 26

General:

An officer meeting was held on March 8 to discuss the departure of Chief Flynn.

Chief Flynn attended an After Action Report (AAR) for the mutual aid call in Acme Township. A second alarm was called for a duplex structure fire on Maplewood Ln.

Multiple budget sessions were held in March including the Fire Department's.



Committed to proudly serving the community with professionalism and integrity.

The Township Board interviewed Training Officer Josh Morgan on March 21 for the position of Interim Fire Chief. The board unanimously approved this appointment which will begin on April 1, 2024. The Board also decided to post the position of Fire Chief to seek external candidates. The Interims Chiefs position will be in place until a new Fire Chief is hired.

Chief Flynn installed 6 smoke alarms and one CO alarm for a resident on Vinton Rd.

The new brush truck is finally complete. It went to CSI on March 20 to have the reels plumbed and it also went to Fick & Sons for a DOT inspection. The completed truck is now officially in service and ready for wildfire season.

The old brush truck (AM General) was listed on Govdeals.com auction website for 10 days which ended on March 25. The truck was sold for \$5,251.00 and as of the submission of this report, the buyer has not yet made contact with the Chief's office.

Two inspections were completed this month.

Hello Township Board Members-Here is your update from the PC

This month starts with a new plan and a completed plan. The Planning Commission brings Whitewater Township an updated Master Plan now available for the public's viewing, comments and concerns.

Budget done and here's a perfect chance to sit in the sun and read the Master Plan. Now's the time to examine all the hard work and say thank you to all for a job well done.

- take the time to read the plan
- Understand how the Master Plan Works
- Planning Commission will be examining our Site Plan Skills and training
- The Zoning map project continues it's updates for checks and balances (checking all the lines thru a surveyor)
- Welcome ROS member Denise Pelton to the Plan Commission
- Next comes a hard look at the General Ordinances and Zoning Ordinances

Until next month everyone have a safe and exciting Spring Break!

Heidi\yourtrustee

-

Historical Society Report for February and March 2024

To: Whitewater Township Board Members

From: Luann Snider, Historical Society Director

Date: March 26, 2024

Meetings: Because of not having a quorum no meetings were held in February or March 2024.

Public Inquiries: No public inquiries for February or March 2024.

Scan/Catalog Documents: A few hours were spent in March typing out papers.

New Documents/Items Received: No new items or documents were received in February or March 2024.

Williamsburg School Reunion: No new information regarding the school reunion.

Other News: No other news to report at this time.

WHITEWATER TOWNSHIP PLANNING COMMISSION
MINUTES FOR REGULAR MEETING
February 7, 2024

Call to Order at 7:00 p.m.

Roll Call: Jacobson, Keaton, Wroubel, Steelman, Vollmuth

Absent: DeYoung, Slopsema

Also in attendance: Planner Mielnik, Recording Secretary MacLean, Laura Rigan of Grand Traverse Regional Land Conservancy, Michael Sherman regarding Millbrook

Four on Zoom at the start of the meeting.

Set / Adjust Agenda: Move all of New Business after Public Comment before approval of minutes.

Declaration of Conflict of Interest: None

Public Comment:

7:03 p.m. begin

via zoom:

Connie Hymore

7:03 p.m. end

New Business 1

Laura Rigan Farmland manager of GT Regional Land Conservancy presentation with Q&A with the PC.

Public Q&A:

7:31 p.m. begin

via zoom:

Vern Gutknecht

in person:

Tom McElwee

Denise Peltonen

Michael Sherman

7:47 p.m. end

New Business 2

Michael Sherman, Millbrook property owner, 8956 Church St., presentation of a brief history, current status and future ideas / plans to preserve the history.

New Business 3

Annual report of 2023 discussion, keep it simple and provide the highlights.

Public Hearing: None

Approval of Minutes:

MOTION by Jacobson second by Keaton to approve the Special Joint Meeting Minutes of December 13, 2023, as amended, and the Regular Meeting Minutes of January 3, 2024.

Roll call vote: Wroubel-yes; Steelman-yes; DeYoung-N/A; Slopsema-N/A, Keaton-yes; Vollmuth-yes; Jacobson-yes.

Motion carried.

Correspondence: None

Reports and Presentations:

Zoning Administrator Report, Hall: Written report presented, read by Steelman: great progress on projects; final site plan coming on High Pointe Golf Course; conversation in progress regarding a special use in the commercial zoning district; no continuation of contract with Hall for zoning administrator services after March 31.

Chair's Report, Steelman: Resignation submitted to the board

Township Board Rep, Vollmuth: Read the township board packet for February meeting regarding deed restrictions and property restrictions, capital expenditures with lots of budget information pages. Recommends everyone focus on homework and make sure you have it all.

ZBA Representative, Wroubel: No cases in January. There is a circuit court case on the Baggs Road variance that was granted at the August meeting. No word on any outcome of that yet.

Committee Reports: None

Unfinished Business:

1. Zoning Ordinance Project
 - a. Map, surveyor, RFP discussion – Mielnik, presented the information to get the zoning districts surveyed, by Scott McLane who quoted \$3,800 and would be done within 60 days and would present at a PC meeting. Get a purchase order for Scott McLane and get it moving forward.
MOTION by Keaton, second by Jacobson, to request a purchase order for Scott McLane survey work to convert the legal descriptions to a zoning map for \$3,800.
Roll call: Wroubel-yes; DeYoung-N/A; Keaton-yes; Slopsema-N/A; Steelman-yes; Vollmuth-yes; Jacobson-yes.
Motion carried.
 - b. Supply Road set back discussion – Mielnik, the PC may want to address the 150’ set back on Supply Road.
 - c. Anything else related to the ZO Project, updated the zoning ordinance chart/spreadsheet.
2. Master Plan
 - a. Chapter 5 follow-up discussion, clarifications and typos have been addressed.
 - b. Anything else related to the MP project: Mielnik indicates that he has made progress on chapters six and seven. Still on track to present the draft to the PC at the April meeting. Make sure the PC takes ownership of the document, make sure it addresses things the way you want so when it comes time for the public hearing you can know that you can stand behind what is presented.
Discussion of Ag lot sizes, PUDs, cluster zoning, etc. Lot sizes are part of the zoning. It does not stop the MP project moving forward.
3. Submission to the township board for the February meeting: PC Bylaws as adopted 1/3/2024, PC 2024/2025 Budget recommendations, Rachel Steelman resignation effective 3/15/2024.
Will review additional bylaws updates on another agenda.

New Business:

1. Guest: Laura Rigan from GT Regional Land Conservancy (GTRLC), reference Ordinance 33, presentation after public comment, before approval of minutes.
2. Guest: Michael Sherman, introduction of plans for the Millbrook property located at 8596 Church St., presentation after public comment, before approval of minutes.
3. Planning Commission Annual Report 2023 presentation after public comment, before approval of minutes.

Next meeting: March 6, 2024

Public Comment:

9:31 p.m. begin
in person:
Denise Peltonen
via zoom:
Linda Slopsema
Connie Hymore
9:43 p.m. end

Commission Discussion/Comments:

Keynotes to share with TB and Action items reviewed: GTRLC presentation, information on the zoning map including PO, annual plan, MP still on schedule, Millbrook home owner presentation regarding conservancy and easement.

Continuing Education:

In the packet:

Citizen Planner – Linda Slopsema email

Training Workshops Pamphlet – Mielnik, availability of some excellent trainings.

MSU Extension information – Hall

Planning and Zoning News, Regulating Non-Conformities - Hall

Adjournment: 9:52 p.m.

Tabled items: Article 5 Districts; Article 25, Special Use Permits: Campgrounds

Respectfully Submitted

Lois MacLean,

Recording Secretary

**Whitewater Township
Parks and Recreation Advisory Committee
Minutes for Regular Meeting
February 20, 2024**

Call to order 7:00 p.m.

Roll Call: Melton, Voice, Buczkowski, Fran Butler

Absent: Cosgrove, Hubbell

Also present: Recording Secretary MacLean, Parks Manager Andrew Butler

Set / Approve Agenda:

Declaration of Conflict of Interest: None

Public Comment:

Begin: 7:04 p.m.

Heidi Vollmuth, 8388 Winnie Lane, Private citizen

End: 7:06 p.m.

Approval of minutes:

MOTION by Voice, second by Butler to approve January 24, 2024, meeting minutes.

On voice vote, all in favor. Motion carried.

Reports/Presentations/Announcements/Comments/Correspondence:

None

Unfinished Business:

1. Lossie Road Nature Trail (LRNT) What rights does the township have? What rights do the property owners have? Non-motorized issue still needs to be addressed. Need legal documents to be presented to legal and Gosling Czubak.
2. Grand Traverse ARPA agreement update: Melton will reconnect with the Supervisor.
3. BCNA trail design, the loop trail design and cost analysis. Sustainability and low maintenance is a priority with GT Regional Land Conservancy (GTRLC). A loop or a "lollipop loop" shape is preferred. The cost estimates are through SEEDS. The estimate includes funds for wetland delineation and a small boardwalk. There may be a wet spot area that would need a slightly raised boardwalk. To complete the New South Loop project via a "lollipop loop" would be \$60,977. To complete the loop via the Skegemog Point Road Right of Way (ROW) it is approximately \$147,000 because it would require a retaining wall the whole distance. To complete the loop via an easement with the property owner would be \$22,227. To reroute the existing path it would be \$14,135.00. Excellent work. Thank you, Gary!! Will get this in to the Board for the 2024/2025 budget. The township ARPA funds have not been specifically designated. Will need to look into how the ARPA funds can be used as far as using a non-profit (SEEDS) and / or needing a full on bidding process. Boardwalk = Richter and Woodcraft Present the different options to the Board. Present it all to them and give them the PRAC recommendation. All estimates include a 15% contingency.

Recommendation:

New South Loop at \$60,977 and

Re-route the existing path at \$14,135.00 and

The true loop crossing the private property at \$22,227.00

4. WWT park playground toddler equipment addition update. Brandon has not gotten any reply from the company. Will add 25% to last year's budget amount.

5. 2024 Budget: toddler playground equipment (Park fund); BCNA proposal as being recommended above - plus parking lot; LRNT is County ARPA funding; did not get a price back on covering the bleachers for Hi Pray Park; still need an estimate on the cutting, grinding and removal of shrub from around the ball field fence; full bleacher replacements including shipping \$10,000 X 4 = \$40,000 (high estimate).

Request Hi Pray walking trail seed money to investigate the feasibility of the path, \$5,000. The high level whole project guestimate ended up \$400,000 to nearly \$1 mil.

New Business:

1. Bylaws changes will be updated by Melton who will bring them back for approval at the March meeting.

Committee Comment and Discussion: None

Next regular meeting: Tuesday, March 19, 2024.

Public Comment:

None

Adjournment at 9:35 p.m.

Respectfully submitted,
Lois MacLean
Recording Secretary

*DRAFT MINUTES***Whitewater Township Board
Minutes of Special Meeting held March 5, 2024****Call to Order**

Supervisor Popp called the meeting to order at 9:02 a.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan.

Roll Call of Board Members

Board members present: Clerk Goss, Treasurer Benak, Trustee Glenn, Trustee Vollmuth, Popp

Board members absent: None

Others present in person: Fire Chief Brandon Flynn, Park Manager Andrew Butler

Set/Adjust Meeting Agenda

There were no adjustments.

Declaration of Conflict of Interest

None

Public Comment

None

Agenda Items as Listed in Special Meeting Notice**CAMPGROUND NEEDS (added to agenda after notice)**

No action taken.

BUDGET WORK SESSION – ALL FUNDS

Fire Fund revenues and expenditures were reviewed and adjusted per discussion.

It was noted that Fire Chief Flynn submitted his resignation on 02/20/2024, effective 03/31/2024.

A deficit still exists after adjustment of revenue and expenditure figures.

Fire Capital Improvement Fund was reviewed. The transfer from other funds is the 0.5 mill increase in the special assessment district levy, current amount projected to be \$145,753.

The 970 line item will be \$202,000, which covers the \$201,569 due on the new fire engine in the 2024/2025 fiscal year.

General Fund will be addressed at the next meeting on 3/7.

Board Comments/Discussion

Vollmuth commented on the private road ordinance.

Public Comment

None

*DRAFT MINUTES***Adjournment**

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

Meeting adjourned at 11:56 a.m.

Cheryl A. Goss
Whitewater Township Clerk

*DRAFT MINUTES***Whitewater Township Board
Minutes of Special Meeting held March 7, 2024****Call to Order**

Supervisor Popp called the meeting to order at 9:05 a.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan.

Roll Call of Board Members

Board members present: Clerk Goss, Treasurer Benak, Trustee Glenn, Trustee Vollmuth, Popp

Board members absent: None

Others present in person: None

Set/Adjust Meeting Agenda

Goss requested to add appointment of Josh Morgan as Whitewater Township Fire Chief as of 04/01/2024.

Discussion followed.

Goss rescinded her request.

Declaration of Conflict of Interest

None

Public Comment

None

Agenda Items as Listed in Special Meeting Notice**BUDGET WORK SESSION – ALL FUNDS**

General Fund revenue and expenditure line items were reviewed and adjusted per discussion.

At 11:50 a.m., the meeting recessed.

At 12:02 p.m., the meeting reconvened.

Discussion of General Fund revenues and expenditures was completed.

Board Comments/Discussion

None

Public Comment

Public comment began at 12:54 p.m.

Denise Peltonen

Public comment ended at 12:55 p.m.

*DRAFT MINUTES***Adjournment**

Motion by Vollmuth to adjourn at 12:55 p.m. Roll call vote: Benak, yes; Goss, yes; Glenn, yes; Vollmuth, yes; Popp, yes.

Meeting adjourned at 12:56 p.m.

Cheryl A. Goss
Whitewater Township Clerk

DRAFT MINUTES

**Whitewater Township Board
Minutes of Regular Meeting held March 12, 2024**

Call to Order/Pledge of Allegiance

Supervisor Popp called the meeting to order at 9:03 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: Clerk Goss, Treasurer Benak, Trustee Glenn, Trustee Vollmuth, Popp

Board members absent: None

Others present in person: Fire Chief Brandon Flynn, Grand Traverse County Road Commission representatives Dan Watkins and Jason Gillman, and 2 others (Parks Manager Andrew Butler arrived after the start of the meeting.)

Others present via Zoom: 5

Set/Adjust Meeting Agenda

Benak handed out January and February treasurer reports, requested they be added to Consent Calendar under Receive & File, and added electronically in April.

Benak requested the addition of #7 under New Business, ZA Extension Month to Month.

Vollmuth requested to move up the PC appointment.

Glenn requested moving the .GOV scheduling date to Unfinished Business #3.

Motion by Popp to approve agenda as amended; 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

Public comment ended at 9:09 a.m.

PLANNING COMMISSION APPOINTMENT (moved up)

Motion by Glenn to confirm the recommendation of the supervisor appointing Denise Peltonen to a partial 3-year term position on the Whitewater Township Planning Commission. The term shall end 12/31/2024; second by Popp.

The proposed candidate answered questions from several board members.

DRAFT MINUTES

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

Public Hearing

None

Reports/Presentations/Announcements/Comments**County Commissioner Report**

Darryl Nelson is not present.

Fire Department Report

Brandon Flynn gave the following report:

- February was a business-as-usual month. He attended the Grand Traverse Band media event where the fire department received \$16,548 toward four sets of firefighter structural turnout gear.
- VASA race was cancelled.
- He has submitted his resignation.
- Brush truck scheduled to go in on 3/20 and should be done by 3/31.

Chief Flynn was thanked for his service over the past six years.

Planning Commission Report

Heidi Vollmuth gave the following report:

- Quorum established but some things postponed at the last meeting.
- Had final site plan review with the golf course. It was passed with stipulations.
- PC has homework re: looking over an ordinance and getting ready for a possible special use hearing in April.
- Hall offered his condolences.
- A correction was made on the annual report.

Brief discussion followed.

Parks & Recreation Advisory Committee Report

The township board liaison position is vacant.

Parks Manager Andrew Butler gave the following report:

- He will provide the definitive date for dock install once he has it.
- Close to finishing changeover to RoverPass.
- Waiting on liability paperwork from a few seasonal campers; expect 13-15.

Brief discussion followed.

Grand Traverse County Road Commission

Dan Watkins gave the following report:

- He has been at the road commission for 9 years, first as fleet manager, then superintendent, and has been the manager since the first of the year. Was a firefighter/EMT for Metro. Has lived in northern Michigan his entire life.

DRAFT MINUTES

- There is going to be a brine shortage this year. They are trying to get the brine orders in quickly. A lot of controversy about using oil well brine. They are using calcium chloride mix. Others are changing over and causing the shortage.
- They have been doing tree maintenance, moving into doing high ridge and ditching. Frost laws came off Monday. Will see increased truck traffic around.
- Has taken a couple educational sessions. Value of asphalt roads is \$1 billion.
- They are getting SADs for subdivisions.
- He is always available and is looking forward to working with everybody.

Brief discussion followed.

Consent Calendar

Receive and File

1. Supervisor's Report February 2024
2. Clerk's Report February 2024
3. Treasurer Report January 2024 **(added)**
4. Treasurer Report February 2024 **(added)**
5. Trustee Vollmuth's Report February 2024
6. Trustee Glenn's Report March 2024
7. Zoning Administrator Staff Report January/February 2024
8. Fire Department Report February 2024
9. Mobile Medical Response February 2024 Activity Reports (none)
10. Planning Commission Report for 03/06/2024 Meeting
11. Historical Society Report February 2024 (none)
12. Park & Recreation Report February 2024 (none)
13. Approved 01/03/2024 Planning Commission Minutes
14. Approved 01/23/2024 Parks & Recreation Advisory Committee Minutes

Correspondence

1. Supervisor Popp MMR Extended Response Times
2. Hymore August 2023 ZBA Meeting Violations
3. Grand Traverse County Sheriff January 2024
4. Hymore 2 August 2023 ZBA Meeting Violations
5. Access to Public Records 03/12/2024
6. FOIA Request S-22 Follow Up 03/2024
7. Corr 7 Proposed Credit Card Policy 03/2024

Minutes for Approval

1. Draft 02/13/2024 Minutes

Bills for Approval

1. Approval of Alden State Bank Voucher #s 50166 thru 50269

Budget Amendments (none)

Revenue & Expenditure Report (none)

DRAFT MINUTES

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

Discussion followed.

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

Unfinished Business

CAMPGROUND NEEDS 03/2024

No motion(s) provided in the packet. Parks Manager Andrew Butler is present.

Butler reports there are no items to take up at this time.

COUNTEROFFER NO. 2 TO MMR FOR AMBULANCE PURCHASE

Motion by Popp to sell the 2010 ambulance; second by Vollmuth.

Goss noted the motion is very nonspecific. The ambulance referred to is the Type III Chevrolet 4500 Marque Ambulance, VIN # 1GB9G5B68A1119335, and all of its onboard equipment, listed or not, and the sale is to Mobile Medical Response.

Popp amended the motion to read exactly as printed in the packet (2010 Type III Chevrolet 4500 Marque Ambulance VIN # 1GB9G5B68A1119335 and all of its onboard equipment, listed or not, to Mobile Medical Response, 834 South Washington Avenue, Saginaw, Michigan 48601 for \$48,475); second by Vollmuth.

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

.GOV SCHEDULING (added)

Motion by Popp to set the .GOV migration schedule; second by Glenn.

The motion was not voted on.

Discussion followed.

4/17, 4/18, and 4/19 were set aside for Netlink to perform the .GOV migration on township desktop and laptop computers.

Popp amended his motion to discuss .GOV migration dates to a motion making 4/17, 4/18 and 4/19 the days set aside for .GOV migration; re-seconded by Glenn.

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

New Business

FIRE DEPARTMENT SALE OF AM GENERAL BRUSH TRUCK

Motion by Goss to permit Chief Flynn to sell the 1969 AM General brush truck on govdeals.net auction website with no reserve price set, VIN #052522279; second by Benak.

DRAFT MINUTES

Discussion followed.

Goss withdrew the motion.

Motion by Vollmuth to auction off the 1969 AM General VIN #052522279 with a reserve amount of \$5,000; second by Popp.

Motion not voted on.

Motion by Vollmuth to sell the 1969 AM General on govdeals.net auction website with a reserve of \$5,000, VIN 052522279.

Motion re-read twice by Goss.

Motion by Vollmuth to permit Chief Flynn to sell the 1969 AM General VIN 052522279 on govdeals.net auction website with a reserve price of \$5,000; re-seconded by Popp.

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

FIRE CHIEF FLYNN'S RESIGNATION LETTER

Motion by Goss to accept the resignation of Fire Chief Brandon Flynn; second by Benak.

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

PLANNING COMMISSION CHAIRPERSON STEELMAN'S RESIGNATION LETTER

Motion by Popp to accept Rachel Steelman's resignation from the planning commission; second by Vollmuth.

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

GRAND TRAVERSE COUNTY ROAD COMMISSION BRINE AGREEMENT 2024

No motion(s) provided in the packet.

Motion by Popp to sign the County Road Improvement Agreement between the Grand Traverse County Road Commission and Whitewater Township; second by Vollmuth.

Discussion followed.

Two brine applications will be requested. The road commission will be asked to delay the first brine date, currently anticipated to be the middle to end of April.

Popp amended the motion to include supervisor and clerk to sign the document.

Popp rescinded the previous motion.

DRAFT MINUTES

Motion by Popp authorizing the clerk and supervisor to sign the County Road Improvement Agreement between Grand Traverse County Road Commission and Whitewater Township in the amount of \$38,000 for two brines on 20.86 miles of gravel road in Whitewater Township; second by Benak.

Discussion followed.

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

PLANNING COMMISSION APPOINTMENT

See page 4211.

SCHEDULE WORK SESSION TO REVIEW ZONING ADMINISTRATOR RÉSUMÉS AND FIRE CHIEF JOB DESCRIPTION

No motion(s) provided in the packet.

Motion by Popp to schedule a work session to review ZA resumes; second by Glenn.

The motion was not voted on.

Discussion followed.

Goss and Vollmuth requested the zoning administrator résumés be provided to the board today.

Motion by Popp that we have ZA interviews beginning 3/18 at 11 a.m. to 4:00 p.m. and then we will have ZA interviews 3/21 beginning from 9:00 a.m. to 4:00 p.m.; second by Glenn.

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

Motion by Popp that on the same dates and times that we just approved that we look over the fire chief job description in the ordinance and then we have a member of the community who wants to step forward and pick up this post. Chief Flynn has written a letter of support.

There was no second or vote.

Popp withdrew the motion.

Motion by Vollmuth to discuss the topic of the fire chief's job description and possible interviews; second by Benak.

The motion was not voted on.

Discussion followed.

Vollmuth requested that Popp provide prospective candidate Morgan's résumé.

DRAFT MINUTES

Chief Flynn will provide his policy document containing the fire chief job description.

Discussion followed.

On 3/18 at 11 a.m., the agenda items are:

1. Zoning Administrator Interviews
2. Interim Fire Chief Interview/Possible Job Offer
3. Budget Work Session – All Funds

On 3/21 at 9:00 a.m., the agenda items are:

1. Zoning Administrator Interviews/Possible Job Offer
2. Interim Fire Chief Interview/Possible Job Offer
3. Budget Work Session – All Funds

03/26 at 7:00 p.m., agenda items are

1. Budget Public Hearing
2. Zoning Administrator Interviews/Possible Job Offer
3. Interim Fire Chief Interview/Possible Job Offer

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

Motion by Goss to amend 3/18, 3/21, and 3/26 meeting notices as set forth above; second by Popp.

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

ZA EXTENSION MONTH TO MONTH (added)

Motion by Benak to extend the current ZA contract to a month to month until the ZA position is decided; second by Vollmuth.

Benak indicated Hall is willing to do that.

Discussion followed.

Benak proposed adding to the motion that we put this together and give it to him, and if he agrees with it, he signs it.

Benak withdrew her motion.

Lengthy discussion followed.

Motion by Benak to offer to extend the current ZA contract pending successful ZA interviews a termination notice under provision 5A termination of convenience will be provided; second by Popp.

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

*DRAFT MINUTES***Tabled Items**

None

Board Comments/Discussion

None

Announcements

Next township board meeting is on 03/18/2024 at 11:00 a.m.

Public Comment

Public comment began at 12:51 p.m.

Lois MacLean

Public comment ended at 12:53 p.m.

Adjournment

Motion by Vollmuth to adjourn at 12:54 p.m.; second by Popp. Roll call vote: Popp, yes; Goss, yes; Vollmuth, yes; Benak, yes; Glenn, yes.

Meeting adjourned at 12:53 p.m.

Cheryl A. Goss
Whitewater Township Clerk

DRAFT MINUTES

**Whitewater Township Board
Minutes of Special Meeting held March 18, 2024**

Call to Order

Supervisor Popp called the meeting to order at 11:00 a.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan.

Roll Call of Board Members

Board members present: Clerk Goss, Treasurer Benak, Trustee Glenn, Trustee Vollmuth, Popp

Board members absent: None

Others present in person: Parks Manager Andrew Butler and 1 other

Set/Adjust Meeting Agenda

It was noted the schedule will be flexible due to zoning administrator interviews scheduled in the afternoon.

Declaration of Conflict of Interest

None

Public Comment

None

Agenda Items as Listed in Special Meeting Notice**ZONING ADMINISTRATOR INTERVIEWS**

See below and next page.

INTERIM FIRE CHIEF INTERVIEW/POSSIBLE JOB OFFER

This interview is scheduled for 03/21/2024.

BUDGET WORK SESSION – ALL FUNDS

Benak provided an update with respect to Cleanup Day vendor prices and availability. She has an appointment Wednesday with BS&A to talk about cloud prices. Noted we do not have a tire vendor for cleanup day.

Park Fund revenues and expenditures were reviewed and adjusted per discussion.

At 12:58 p.m., the meeting recessed.

At 1:04 p.m., the meeting reconvened.

Deb Graber is present.

She was questioned by board members regarding her qualifications and experience.

At 2:12 p.m., the interview concluded.

DRAFT MINUTES

At 2:13 p.m., the meeting recessed.

At 2:38 p.m., the meeting reconvened.

Discussion of park expenditures continued.

At 2:59 p.m., interview of Christina Deeren began.

She was questioned by board members regarding her qualifications and experience.

At 3:44 p.m., the interview concluded.

The remainder of Park Fund expenditures were reviewed and adjusted per discussion.

Board Comments/Discussion

None

Public Comment

None

Adjournment

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

Meeting adjourned at 4:15 p.m.

Cheryl A. Goss
Whitewater Township Clerk

DRAFT MINUTES**Whitewater Township Board
Minutes of Special Meeting held March 19, 2024****Call to Order**

Supervisor Popp called the meeting to order at 9:02 a.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan.

Roll Call of Board Members

Board members present: Clerk Goss, Treasurer Benak, Trustee Glenn, Trustee Vollmuth, Popp
Board members absent: None
Others present in person: None

Set/Adjust Meeting Agenda

There were no adjustments.

Declaration of Conflict of Interest

None

Public Comment

None

Agenda Items as Listed in Special Meeting Notice**BUDGET WORK SESSION – ALL FUNDS**

Recreation Fund revenues and expenditures were reviewed and adjusted per discussion.

Ambulance Fund revenues and expenditures were reviewed and adjusted per discussion.

There was consensus that an Ambulance Capital Improvement Fund will be established.

Federal Fund revenues and expenditures were reviewed and adjusted per discussion.

Public Improvement Fund was reviewed and adjusted per discussion.

Fire Capital Improvement Fund was reviewed a second time.

At 12:15 p.m., the meeting recessed.

At 12:30 p.m., the meeting reconvened.

The Road Fund was reviewed and adjusted per discussion.

The Road Repair/Replacement Fund was reviewed and adjusted per discussion.

The proposed Graded Wage Scale for 2024/2025 was reviewed and a couple corrections made.

The proposed Salary/Wage Schedule for 2024/2025 was reviewed and adjusted per discussion.

DRAFT MINUTES**Board Comments/Discussion**

Popp provided info on restroom trailers.

Benak will run the numbers for GFL re: Cleanup Day cost.

Campground Needs will be added to Thursday's agenda.

Public Comment

None

Adjournment

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

Meeting adjourned at 1:54 p.m.

Cheryl A. Goss
Whitewater Township Clerk

Bills for Approval
April 9, 2024

ALDEN STATE BANK	50270 - 50383	
PAYROLL 3/8	50270 - 50298	Gross Payroll \$13,166.95
ELECTION PAYROLL 3/11	50299 - 50308	Gross Payroll \$3,554.00
ACCTS PAYABLE 3/13	50309 - 50338	Grand Total \$27,059.36
PAYROLL 3/22	50339 - 50365	Gross Payroll \$14,681.20
ACCTS PAYABLE 3/26	50366 - 50383	Grand Total \$67,082.61

ALDEN STATE BANK - MONEY MARKET

FIRST COMMUNITY BANK - FEDERAL FUND

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BANK: ALDEN STATE BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ALDEN STATE BANK Checks								
50309	03/13/24	Printed			AD ASSESS	AD ASSESSING INC	MAR. 2024	2,525.00
50310	03/13/24	Printed			BRANDON F	BRANDON FLYNN	MAR. 2024	50.00
50311	03/13/24	Printed			BRANDON	BRANDON FLYNN, PETTY CASHIER	MISC EXPENSES	138.13
50312	03/13/24	Printed			BRICK HOUS	BRICK HOUSE INTERACTIVE	Hosting Renewal For Meeting Videos Website 03/24-03/25	310.00
50313	03/13/24	Printed			CHARTER	CHARTER COMMUNICATIONS	03/01-03/31/2024	369.95
50314	03/13/24	Printed			CHERRYLANI	CHERRYLAND ELECTRIC COOP	M72 & COOK RD	64.33
50315	03/13/24	Printed			C GOSS	CHERYL GOSS	02/14-02/27/2024	149.41
50316	03/13/24	Printed			CONSUMERS	CONSUMERS ENERGY	02/01-02/29/2024	81.82
50317	03/13/24	Printed			EFTPS	EFTPS	02/23/24 PAYROLL	6,070.79
50318	03/13/24	Printed			FAHEY	FAHEY SCHULTZ BURZYCH RHODES	OOSTERHOUSE/LOSSIE RD	7,171.50
50319	03/13/24	Printed			FUELMAN	FUELMAN	FEB 2024	373.73
50320	03/13/24	Printed			GFL ENVIR	GFL ENVIRONMENTAL	MARCH 2024	50.42
50321	03/13/24	Printed			GILL-ROY	GILL-ROY'S HARDWARE 6737	PAINT BRUSHES AND STAIN	65.06
50322	03/13/24	Printed			GOSLING	GOSLING CZUBAK ENGINEERING	DESIGN SERVCS/SITE PLAN FOR LOSSIE TRAIL	560.00
50323	03/13/24	Printed			HEIDI V	HEIDI VOLLMUTH	CITIZEN PLANNER COURSE REIMBURSEMENT	250.00
50324	03/13/24	Printed			JENTEES	JENTEES	24 HATS	1,443.39
50325	03/13/24	Printed			GOBER	KATHLEEN GOBER	01/31-02/27/2024	213.06
50326	03/13/24	Printed			KRAFT BUS	KRAFT BUSINESS SYSTEMS	REPAIR & SERVICE POSTAGE METER	225.00
50327	03/13/24	Printed			CULLIGAN	MCCARDEL CULLIGAN WATER COND	03/01-03/31/2024	24.00
50328	03/13/24	Printed			POSTMASTEI	POSTMASTER	POSTAGE DUE FOR ELECTION RETURNED APPS/BALLOTS	58.12
50329	03/13/24	Printed			QUAD FINAN	QUADIENT FINANCE USA, INC	POSTAGE ADDED TO METER	1,000.00
50330	03/13/24	Printed			ROBERT HA	ROBERT A. HALL-CZS	FEB. 2024	2,010.85
50331	03/13/24	Printed			PAYR/SALES	STATE OF MICHIGAN - TREASURY	SALES TAX DUE ON 2023 ANNUAL RETURN	1.43
50332	03/13/24	Printed			STATEWIDE	STATEWIDE COMMUNICATIONS INC	02/14-3/13/2024	180.91
50333	03/13/24	Printed			STEVE'S L	STEVE'S LAWN CARE LLC	02/15-02/29/2024	605.00
50334	03/13/24	Printed			TC RECORD	TC RECORD-EAGLE, INC.	NTC OF PUBLIC ACCURACY TEST	507.65
50335	03/13/24	Printed			VERIZON	VERIZON WIRELESS	01/24-02/23/2024	88.16
50336	03/13/24	Printed			VISA	VISA	ELECTION/CLERK/TREAS/ TWP BRD	2,246.28
50337	03/13/24	Printed			WELLS F	WELLS FARGO FINANCIAL	02/29-03/28/2024	83.60
50338	03/13/24	Printed			WITMER P	WITMER PUBLIC SAFETY GROUP	SAFETY VESTS/BOLT CUTTER MOUNTING KIT/WRENCHES	141.77
50366	03/26/24	Printed			AFLAC	AFLAC	FEB 2024	232.56
50367	03/26/24	Printed			AFP SPEC	AFP SPECIALTIES, INC	SERVICE/REPAIR SPRINKLER SYSTEM	275.00
50368	03/26/24	Printed			CARTRIDGE	CARTRIDGE WORLD	5 INK CARTRIDGES	188.99
50369	03/26/24	Printed			CHARTER	CHARTER COMMUNICATIONS	03/30-04/29/2024	179.98
50370	03/26/24	Printed			CONSUMERS	CONSUMERS ENERGY	02/08-03/07/2024	1,423.73
50371	03/26/24	Printed			CSI EMERG	CSI EMERGENCY APPARATUS, LLC	BRUSH 3-METAL FABRICATION AND PLUMBING FOR HOSE REELS	2,663.84
50372	03/26/24	Printed			EAST BAY	EAST BAY CHARTER TOWNSHIP	WWT SHARE OF EXPRESSVOTE KIOSKS	2,521.00
50373	03/26/24	Printed			EFTPS	EFTPS	03/22/2024 PAYROLL	3,126.72
50374	03/26/24	Printed			KEITH DEY	KEITH DEYOUNG	CITIZEN PLANNER ONLINE PROGRAM	250.00
50375	03/26/24	Printed			NATIONAL R	NATIONAL RESTROOM TRAILERS LLC	50% DOWN ON RESTROOM TRAILER	33,993.00
50376	03/26/24	Printed			NETLINK	NETLINK BUSINESS SOLUTIONS	.GOV DOMAIN	292.50
50377	03/26/24	Printed			NORTH PL	NORTH PLACE PLANNING LLC	16 HRS MASTER PLAN 6 HRS ZONING UPDATE	1,650.00
50378	03/26/24	Printed			QUAD LEAS	QUADIENT LEASING USA, INC	04/13-07/12/2024	322.89
50379	03/26/24	Printed			ROBERT HA	ROBERT A. HALL-CZS	03/01-03/31/2024	1,726.90
50380	03/26/24	Printed			PAYR/SALES	STATE OF MICHIGAN - TREASURY	02/09/24 & 02/23/24 PAYROLLS	1,054.10

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BANK: ALDEN STATE BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ALDEN STATE BANK Checks								
50381	03/26/24	Printed			STATEWIDE	STATEWIDE COMMUNICATIONS INC	03/14-04/13/2024	180.91
50382	03/26/24	Printed			VOYA INSTI	VOYA INSTITUTIONAL TRUST CO	JAN/FEB/MAR 2024	150.00
50383	03/26/24	Printed			WEST SHORE	WEST SHORE FIRE, INC	TURNOUT GEAR	16,850.49
					Total Checks: 48	Checks Total (excluding void checks):		94,141.97
					Total Payments: 48	Bank Total (excluding void checks):		94,141.97
					Total Payments: 48	Grand Total (excluding void checks):		94,141.97

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
Fund: 101 GENERAL FUND							
Dept: 000							
101-000-015	Prepaid Postage						
	QUADIENT FINANCE USA, INC.	WAMSBU0000011465695	POSTAGE ADDED TO METER	50329	02/22/2024	03/13/2024	1,000.00
							<u>1,000.00</u>
						Total Dept. 000:	1,000.00
Dept: 101 Township Board							
101-101-727	Office Supplies & Exp						
	VISA		PARK/TWP BRD	50336	02/26/2024	03/13/2024	15.99
	VISA		ELECTION/CLERK/TREAS/	50336	02/26/2024	03/13/2024	142.76
							<u>158.75</u>
101-101-940	Equipment Rental						
	WELLS FARGO FINANCIAL	5028884525	02/29-03/28/2024	50337	03/02/2024	03/13/2024	83.60
							<u>83.60</u>
101-101-941	Postage Meter Rental						
	QUADIENT LEASING USA, IN	Q1245490	04/13-07/12/2024	50378	03/12/2024	03/26/2024	322.89
							<u>322.89</u>
						Total Dept. Township Board:	565.24
Dept: 171 Supervisor							
101-171-925	Cellular Phone						
	VERIZON WIRELESS	9957466674	01/24-02/23/2024	50335	02/23/2024	03/13/2024	48.15
							<u>48.15</u>
						Total Dept. Supervisor:	48.15
Dept: 195 Elections							
101-195-703	Wages						
	EAST BAY CHARTER TOWN:	2024-15	WWT SHARE OF EV INSPECTO	50372	03/18/2024	03/26/2024	1,315.26
							<u>1,315.26</u>
101-195-727	Office Supplies & Exp						
	EAST BAY CHARTER TOWN:	2024-33	WWT SHARE OF EV BALLOT	50372	03/18/2024	03/26/2024	800.80
	EAST BAY CHARTER TOWN:	2024-20	WWT SHARE OF EV PRINTER	50372	03/18/2024	03/26/2024	33.81
	EAST BAY CHARTER TOWN:	2024-21	WWT SHARE OF EV MISC ITEI	50372	03/18/2024	03/26/2024	34.93
	EAST BAY CHARTER TOWN:	2024-28	WWT SHARE OF EV NAME BA	50372	03/18/2024	03/26/2024	20.86
	EAST BAY CHARTER TOWN:	2024-32	WWT SHARE OF EXPRESSVO	50372	03/18/2024	03/26/2024	315.34
	VISA		ELECTION/CLERK/TREAS/	50336	02/26/2024	03/13/2024	1,156.98
							<u>2,362.72</u>
101-195-728	Postage						
	POSTMASTER		POSTAGE DUE FOR ELECTIO	50328	03/06/2024	03/13/2024	58.12
							<u>58.12</u>
101-195-860	Mileage Reimburse						
	CHERYL GOSS		02/14-02/27/2024	50315	02/29/2024	03/13/2024	149.41
	KATHLEEN GOBER		01/31-02/27/2024	50325	02/27/2024	03/13/2024	213.06
							<u>362.47</u>
101-195-865	Meal/Lodging Expens						
	VISA		ELECTION/CLERK/TREAS/	50336	02/26/2024	03/13/2024	140.06
							<u>140.06</u>
101-195-901	Publishing						
	TC RECORD-EAGLE, INC.	02242055	NTC OF PUBLIC ACCURACY TI	50334	02/29/2024	03/13/2024	106.80
							<u>106.80</u>
						Total Dept. Elections:	4,345.43

Dept: 209 Assessor

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101-209-807	Assessing Services AD ASSESSING INC		MAR. 2024	50309	03/01/2024	03/13/2024	2,525.00
							2,525.00
						Total Dept. Assessor:	2,525.00
Dept: 210 Attorney							
101-210-801	Legal Services						
	FAHEY SCHULTZ BURZYCH	18007	KWTR/BEAM	50318	03/01/2024	03/13/2024	6,594.50
	FAHEY SCHULTZ BURZYCH	18008	POPP-QUALIFYING STMT	50318	03/01/2024	03/13/2024	112.50
	FAHEY SCHULTZ BURZYCH	18009	AMBULANCE LEASE	50318	03/01/2024	03/13/2024	112.50
	FAHEY SCHULTZ BURZYCH	18005	OOSTERHOUSE/LOSSIE RD	50318	03/01/2024	03/13/2024	352.00
							7,171.50
						Total Dept. Attorney:	7,171.50
Dept: 215 Clerk							
101-215-727	Office Supplies & Exp VISA		ELECTION/CLERK/TREAS/	50336	02/26/2024	03/13/2024	61.36
							61.36
						Total Dept. Clerk:	61.36
Dept: 253 Treasurer							
101-253-728	Postage VISA		ELECTION/CLERK/TREAS/	50336	02/26/2024	03/13/2024	108.80
							108.80
						Total Dept. Treasurer:	108.80
Dept: 265 Township Hall & Groun							
101-265-740	Operating Expense &						
	MCCARDEL CULLIGAN WATI	1041299	02/01-02/29/2024	50327	01/31/2024	03/13/2024	12.00
	MCCARDEL CULLIGAN WATI	1042733	03/01-03/31/2024	50327	02/29/2024	03/13/2024	12.00
	VISA		WTP HALL/FIRE	50336	02/26/2024	03/13/2024	64.35
							88.35
101-265-811	Waste Removal Servi GFL ENVIRONMENTAL	0064957360	MARCH 2024	50320	02/29/2024	03/13/2024	25.21
							25.21
101-265-845	Snowplowing Service STEVE'S LAWN CARE LLC	493873	02/15-02/29/2024	50333	03/06/2024	03/13/2024	290.00
							290.00
101-265-851	Internet/Website						
	BRICK HOUSE INTERACTIVE	030624WWT	Hosting Renewal For Meeting	50312	03/06/2024	03/13/2024	310.00
	CHARTER COMMUNICATION	005358401022124	03/01-03/29/2024	50313	02/21/2024	03/13/2024	129.99
	CHARTER COMMUNICATION	005358401032124	03/30-04/29/2024	50369	03/21/2024	03/26/2024	129.99
	NETLINK BUSINESS SOLUTI	148238	.GOV DOMAIN	50376	03/19/2024	03/26/2024	292.50
							862.48
101-265-922	Electricity CONSUMERS ENERGY	203945081275	02/08-03/07/2024	50370	03/07/2024	03/26/2024	152.76
							152.76
101-265-923	Electric Heat CONSUMERS ENERGY	203945081276	02/08-03/07/2024	50370	03/07/2024	03/26/2024	400.89
							400.89
101-265-924	Telephone						
	CHARTER COMMUNICATION	005358401022124	03/01-03/29/2024	50313	02/21/2024	03/13/2024	49.99
	CHARTER COMMUNICATION	005358401032124	03/30-04/29/2024	50369	03/21/2024	03/26/2024	49.99

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Total Dept. Road Right of Way:							146.15
Total Fund ROAD FUND:							146.15
Fund: 206 FIRE FUND							
Dept: 336 Fire Dept							
206-336-713	Other Benefits AFLAC	157756	FEB 2024	50366	02/26/2024	03/26/2024	232.56
							<u>232.56</u>
206-336-727	Office Supplies & Exp CARTRIDGE WORLD	954285	5 INK CARTRIDGES	50368	03/04/2024	03/26/2024	188.99
							<u>188.99</u>
206-336-728	Postage BRANDON FLYNN, PETTY C/		MISC EXPENSES	50311	03/11/2024	03/13/2024	37.00
							<u>37.00</u>
206-336-739	Fuel & Oil BRANDON FLYNN, PETTY C/ FUELMAN	66066948995401	MISC EXPENSES FEB 2024	50311 50319	03/11/2024 03/04/2024	03/13/2024 03/13/2024	50.00 373.73
							<u>423.73</u>
206-336-740	Operating Expense & BRANDON FLYNN, PETTY C/ WITMER PUBLIC SAFETY GI	INV432635	MISC EXPENSES SAFETY VESTS/BOLT CUTTER	50311 50338	03/11/2024 03/05/2024	03/13/2024 03/13/2024	51.13 141.77
							<u>192.90</u>
206-336-745	Turnout Gear WEST SHORE FIRE, INC	32344	TURNOUT GEAR	50383	03/20/2024	03/26/2024	16,850.49
							<u>16,850.49</u>
206-336-747	Uniforms JENTEES JENTEES	36674 36685	13 SWEATSHIRTS 24 HATS	50324 50324	02/27/2024 02/27/2024	03/13/2024 03/13/2024	864.99 578.40
							<u>1,443.39</u>
206-336-804	Professional Services VERIZON WIRELESS	9957466674	01/24-02/23/2024	50335	02/23/2024	03/13/2024	40.01
							<u>40.01</u>
206-336-811	Waste Removal Servi GFL ENVIRONMENTAL	0064956600	MARCH 2024	50320	02/29/2024	03/13/2024	12.60
							<u>12.60</u>
206-336-845	Snowplowing Service STEVE'S LAWN CARE LLC	493874	02/15-02/29/2024	50333	03/06/2024	03/13/2024	157.50
							<u>157.50</u>
206-336-851	Internet/Website CHARTER COMMUNICATION	005358201030124	03/01-03/31/2024	50313	03/01/2024	03/13/2024	89.99
							<u>89.99</u>
206-336-922	Electricity CONSUMERS ENERGY	204479009976	02/08-03/07/2024	50370	03/07/2024	03/26/2024	303.73
							<u>303.73</u>
206-336-924	Telephone CHARTER COMMUNICATION	005358201030124	03/01-03/31/2024	50313	03/01/2024	03/13/2024	99.98
							<u>99.98</u>
206-336-925	Cellular Phone BRANDON FLYNN		MAR. 2024	50310	03/01/2024	03/13/2024	50.00
							<u>50.00</u>

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206-336-930	Facility Repairs/Maint AFP SPECIALTIES, INC	9720	SERVICE/REPAIR SPRINKLER	50367	03/23/2024	03/26/2024	275.00
							<u>275.00</u>
206-336-933	Vehicle Repair & Mair VISA		WTP HALL/FIRE	50336	02/26/2024	03/13/2024	70.44
							<u>70.44</u>
							Total Dept. Fire Dept: 20,468.31
							Total Fund FIRE FUND: 20,468.31

Fund: 208 PARK FUND

Dept: 756 Township Park

208-756-740	Operating Expense & GILL-ROY'S HARDWARE 673	2403-698545	PAINT BRUSHES AND STAIN	50321	03/07/2024	03/13/2024	65.06
							<u>65.06</u>
208-756-748	Sales Tax STATE OF MICHIGAN - TREA	SMIBUS010707985	SALES TAX DUE ON 2023 ANN	50331	02/28/2024	03/13/2024	1.43
							<u>1.43</u>
208-756-922	Electricity CONSUMERS ENERGY	206347547028	02/09-03/10/2024	50370	03/10/2024	03/26/2024	49.35
	CONSUMERS ENERGY	206347547029	02/09-03/10/2024	50370	03/10/2024	03/26/2024	78.40
							<u>127.75</u>
208-756-924	Telephone STATEWIDE COMMUNICATC	3196301	02/14-3/13/2024	50332	02/14/2024	03/13/2024	30.15
	STATEWIDE COMMUNICATC	3231710	03/14-04/13/2024	50381	03/14/2024	03/26/2024	30.15
							<u>60.30</u>
208-756-925	Cellular Phone VISA		PARK/TWP BRD	50336	02/26/2024	03/13/2024	14.00
							<u>14.00</u>
208-756-970	Capital Expenditure NATIONAL RESTROOM TRAI		50% DOWN ON RESTROOM	50375	03/19/2024	03/26/2024	33,993.00
							<u>33,993.00</u>
							Total Dept. Township Park: 34,261.54
							Total Fund PARK FUND: 34,261.54

Fund: 209 RECREATION FUND

Dept: 757 Recreation

209-757-922	Electricity CONSUMERS ENERGY	204746004854	02/21-03/20/2024	50370	03/20/2024	03/26/2024	77.32
	CONSUMERS ENERGY	203945081274	02/08-03/07/2024	50370	03/07/2024	03/26/2024	28.77
							<u>106.09</u>
209-757-970	Capital Expenditure GOSLING CZUBAK ENGINEE	94418	DESIGN SERVCS/SITE PLAN	50322	02/21/2024	03/13/2024	560.00
							<u>560.00</u>
							Total Dept. Recreation: 666.09
							Fund RECREATION FUND: 666.09

Fund: 210 AMBULANCE FUND

Dept: 651 Ambulance

210-651-811	Waste Removal Servi GFL ENVIRONMENTAL	0064956600	MARCH 2024	50320	02/29/2024	03/13/2024	12.61
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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
							12.61
210-651-845	Snowplowing Service STEVE'S LAWN CARE LLC	493874	02/15-02/29/2024	50333	03/06/2024	03/13/2024	157.50
							157.50
210-651-922	Electricity CONSUMERS ENERGY	204479009976	02/08-03/07/2024	50370	03/07/2024	03/26/2024	303.74
							303.74
							Total Dept. Ambulance: 473.85
							Fund AMBULANCE FUND: 473.85
Fund: 406 FIRE CAPITAL IMPROV							
Dept: 000							
406-000-970	Capital Expenditure CSI EMERGENCY APPARATU	70274	BRUSH 3-METAL FABRICATION	50371	03/25/2024	03/26/2024	2,663.84
							2,663.84
							Total Dept. 000: 2,663.84
							AL IMPROVEMENT FUND: 2,663.84
Fund: 750 PAYROLL CLEARING F							
Dept: 000							
750-000-238	Pension Withheld VOYA INSTITUTIONAL TRUS		JAN/FEB/MAR 2024	50382	03/26/2024	03/26/2024	150.00
							150.00
750-000-258	Accrued Payroll Tax:						
	EFTPS	270447252643402	03/11/24 ELECTION & 03/08/20:	50317	03/12/2024	03/13/2024	3,142.42
	EFTPS	27044595447190	02/23/24 PAYROLL	50317	02/28/2024	03/13/2024	2,928.37
	EFTPS	270448674720063	03/22/2024 PAYROLL	50373	03/26/2024	03/26/2024	3,126.72
	STATE OF MICHIGAN - TREA	SMIBUS010749732	02/09/24 & 02/23/24 PAYROLLS	50380	03/13/2024	03/26/2024	1,054.10
							10,251.61
							Total Dept. 000: 10,401.61
							PAYROLL CLEARING FUND: 10,401.61
							Grand Total: 94,141.97

Memo

To: Whitewater Township Board of Trustees
CC: None
Date: 4.01.2024
Re: Campground & Park Improvement Project Needs 4.1.2024

Board Members –

This business item is presented to allow Park Manager Andrew Butler a forum to the Board to discuss any relevant matters regarding the camping park or the Park Improvement Project.

- 1) Any park business that needs board attention.

Respectfully submitted,



Recording Secretary
Whitewater Township FOIA Coordinator
Supervisor, Whitewater Township

Memo

To: Whitewater Township Board of Trustees
CC: None
Date: 3.29.2024
Re: ZA Laptop and Cell Phone

Board Members –

Deb Graber, our new Zoning Administrator is requesting a laptop computer and a dedicated township cell phone. Both devices are aimed at increasing efficiency of the zoning office. The Township has a government account with Verizon with the plans costing between \$41.00 ~ \$48.00 per month. This includes an up to date android based smart phone with talk, text, and data.

Looking at the 2024/2025 budget for Planning & Zoning, it does not contemplate moving this service back in house. As the year progresses, we will likely have to visit several line items within this department. Addition of line 925 cell phone may also be something the board wishes track like we do for fire department.

For the purpose of this business item, I recommend adding chart of account line item 101.405.925 Cellular Phone and transferring \$600.00 to it from contingency line item 101.890.890. The second recommendation is to transfer \$3,000.00 to line item 101.405.727 also from contingency 101.890.890 for the purchase of a laptop computer.

Motion One: Motion to have the clerk create budget line item 101.405.925 Cellular Phone in the Planning & Zoning Department of the budget.

Motion Two: Motion to transfer \$600.00 to line item 101.406.925 from contingency line item 101.890.890.

Motion Three: Motion to expand the government Verizon account by one device and associated number or line. All Future fees for this device will be assigned to budget line item 101.405.925

Motion Four: Motion to transfer \$3000.00 to line item 101.405.727 from contingency line item 101.890.890.

Motion Five: Motion to purchase from Netlink Business Solutions 1 Laptop outfitted with Microsoft Office Suite, Access to Microsoft Cloud, and Adobe Pro 2017 or better, not to exceed \$3,000.00

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ron Tapp". The signature is stylized with a large, looping initial "R" and "T".

Recording Secretary
Whitewater Township FOIA Coordinator
Supervisor, Whitewater Township

Memo

To: Whitewater Township Board
From: Ron Popp, Supervisor
CC: None
Date: 3-27-2024
Re: Proposed Park Ranger Job Descriptions

Board Members,

This business item is presented to address the need for additional park ranger categories on the graded wage scale and to create new job descriptions. Due to physical changes in the park, I recommend separating the current Park Ranger job description as last adopted in 7.2020 into two classifications, Youth Park Ranger and Park Ranger. Youth Park Rangers are a valuable resource to the ongoing success of the camping park. The 2020 the Park Ranger job description was changed to accommodate the 16- to 17-year-old age group however; we have out grown that combination of age groups. [Here is an image of that 2020 business item.](#)

Michigan Employment Law looks at youth employment in two different age classifications, between 14 and 15 and the second class being 16 to 17 years of age. Each age classification has different rules and restrictions as to what duties the youth can perform. The current Township's Park Ranger job description recognizes a minimum age of 16 years for employment eligibility. In this age group the employee cannot be exposed to common household cleaners, saws, or Sanders. Youth Park Rangers cannot operate boats, other watercraft or garbage collection carts. [Here is some more information on the topic.](#) Youth employees and their employers are subject to Federal rules and regulations as well. [Here is some additional Federal Employment Information.](#) These two examples of rules are a fraction of the additional information from both the State of Michigan and the Federal Government those who employ youths must fully understand. The 7.2020 Park Ranger job description is vague on the duties of a Minor Park Ranger "*Minors shall not engage in any work activities prohibited or restricted by law or administrative rule.*" What does this mean? Who monitors the Minor Park Ranger? Using the 7.2020 Park Ranger job description as a base, I recommend a comprehensive Youth Park Ranger job description be developed listing the prohibited occupations as updated from 2020. The township may actually find it easier to define what tasks or occupations a Youth Ranger is eligible for. Policy will need to be reviewed to ensure a Youth Ranger is properly chaperoned for times and tasks as required by law. This information will have to be communicated and thoroughly understood by those creating work schedules. In the short term, I don't believe we have

staff under the age of 18 scheduled to work which will provide some time to nail this process down. [Here is a sample Youth Park Ranger job description.](#)

Motion One: Motion to create a Youth Park Ranger Job Description.

The park is growing and along with that growth so are the duties of Park Rangers. Moving forward, we will be depending on our park rangers to take a hands-on approach to lawn maintenance, landscaping, and property maintenance duties at all township venues. New tools and equipment will be introduced with a significant increase of skilled labor demands. Our Park Ranger job description needs to keep up with these changes further necessitating a separation of the minor employee into its own classification. I am recommending the Park Ranger job description revert back to the pre7.2020 version which will reestablishes the 18 years of age minimum, the 50-pound lift, and the 80-pound push/pull physical demand requirement. With these changes, a new occupational medical protocol should be established to accommodate the changes. [The proposed Park Ranger job description would look like this.](#)

Motion Two – Motion to accept the Park Ranger job description as amended 04.09.2024

Our Park Ranger job descriptions mentions a Lead Ranger position that was once used in the park. I recommend we bring that back to the graded wage scale and provide a job description for that post. This post is a leadership role requiring a range of talents from maintenance to management. This post would serve directly under the park and recreation manager and would serve as a plan of secession for the park and recreation manager. [The proposed Lead Park Ranger job description looks like this.](#)

Motion Three – Motion to approve the Lead Park Ranger job description as amended 04.09.2024

The Youth Park Ranger was placed in the Grade 1 line and that line value was increased to equal Grade 2 which is about a \$2.00 per hour increase. The black numbers are the current values for the 2024/2025 budget. If adopted the proposed stating wage is far below the \$19.00 per hour, we used last year to be a competitive employer. Grade 4 line was reactivated for the Lead Park Ranger position. [Here is what the proposed Graded Wage Scale looks like.](#)

Motion Four -Motion to approve the proposed Graded Wage Scale as amended

Many Thanks,



Ron Popp
FOIA Coordinator
Board of Review Recording Secretary
Supervisor, Whitewater Township



Ron Popp <supervisorwhitewater@gmail.com>

Request for agenda item April 2024

1 message

Ardella M Benak <treasurer@whitewatertownship.org>
To: Ron Popp <supervisorwhitewater@gmail.com>

Tue, Mar 19, 2024 at 3:35 PM

Ron

Attached is a memo and documentation for Clean Up Day 2024 that I would like added to our April packet. Let me know if you need any additional information.

Ardella M. Benak

Whitewater Township Treasurer

5777 Vinton Rd.

PO Box 100

Williamsburg, MI 49690

231-267-5141 ext. 22

 **2024 Clean-Up Day TB Memo.pdf**
307K

Memo

To: Board Members
From: Ardella M. Benak, Treasurer
Date: March 19, 2024
Re: Clean-up Date & Vendor information

History – Hauler Rates

- 2021 - 250 Compacted yards @ \$47.00 per = \$11,750.00 (American Waste/GFL)
 - 2022 - 270 Compacted yards @ \$29.79 per = \$ 8,042.50 (Bay Area Disposal)
 - 2023 – 390 Compacted yards @ \$30.45 per = \$11,875.50 (Bay Area Disposal)
-

Vendors Contacted for 2022

Erickson Salvage - Don Erickson, 231-267-5955

- Takes all scrap metal, (this cuts down on the yardage)
- Provides personnel to help unload heavy items
- Takes items with Freon still in them without charge
- 15 Trailer loads of scrap metal hauled away by Erickson Salvage for 2023.

GFL/American Waste - Dylan Wimberley, 231-943-8088. GFL will provide 6 trucks with the man power to help unload trailers. GFL has quoted me a price of **\$43.00 per compacted cubic yard @ 390 (2023) = \$16,770. Portal to portal charge of \$5,400 and a Fuel Surcharge of 25% of total charges (new) \$5,542.50 for a grand total of approximately \$22,312.50.**

Bay Area Disposal – Kris Wood, 231-709-5895. Bay Area Disposal is located in Interlochen. This company does not have trucks, they have 30 yard containers. Each container is capable of holding 5 tons if compacted. His suggestion would be to for 13 containers, (2023), and an excavator on site to compact the containers down. He would supply 8 people for unloading trailers.

* **Basic setup would be 13 containers at \$800 per \$10,400, and a crew for \$1,800. Estimated cost of \$12,200.** Each dumpster will include 5 tons of debris. If we go over in weight, it will be \$120 per ton.

Date Available: Board should vote ASAP so we can lock down the date and the Vendor

Bay Area Disposal June 8, 2024 or June 15, 2024
GFL/American Waste June 22, 2024

An appropriate motion: Motion to Set clean-up day for 2024 as June , **2024 from 8:00am to 12:00pm.**

An appropriate motion: Motion to contract with Bay Area Disposal for 2024 Annual Clean-up Day services at \$800 per container, estimated to 13 containers and \$1,800 for labor. Total estimated cost of \$12,200.00.

Ardella M Benak

From: Traverse City Dumpster Rental Bay Area Disposal <tcbayareadisposal@gmail.com>
Sent: Wednesday, March 13, 2024 12:12 PM
To: Ardella M Benak <treasurer@whitewatertownship.org>
Subject: Re: 2024 Clean Up Day

Hi Ardella,

Thank you for reaching out!

The labor cost would be comparable to last year, \$1800.00

Last year we did \$775 per 30yd dumpster, our costs have gone up a bit in the last year so we would set the price for \$800 per 30yd dumpster this year. As of right now both of those days work for us!

Please let me know if you have any other questions!

Thank you!

Office Administrator
Bay Area Disposal
tcbayareadisposal@gmail.com

Office: 231-218-0763

On Tue, Mar 12, 2024 at 3:42 PM Ardella M Benak <treasurer@whitewatertownship.org> wrote:

Hi Kris,

Looking for a price on our Township Clean Up Day for 2024. I've attached your invoice from 2023. Are you interested in putting a quote in for 2024. It will be for the same number of containers, workers and location. Dates to consider are June 8th or June 15th. If you can get me a quote for 2024 sometime this week or early next, I will be able to include it in our budget work sessions and into the April board packet for approval. I'm looking forward to hearing back from you and getting all the details set.

Thank you

Ardella M. Benak
Whitewater Township Treasurer
5777 Vinton Rd.
PO Box 100
Williamsburg, MI 49690
231-267-5141 ext. 22

Bay Area Disposal
 18657 Honor Highway
 Interlochen, Michigan 49643
 (231) 218-0763
 tcbayareadisposal@gmail.com



Bay Area Disposal

Proposed 2024

Bill To:
 Whitewater Township

Invoice No: 743
Invoice Date: 06/14/2023
Due Date: 07/14/2023

Contact Information

(231) 409-4578
 treasurer@whitwatertownship.org

Line Items

DESCRIPTION	QUANTITY	RATE	AMOUNT	
30 Yard Dumpster Rate 13 dumpsters at 30 yard per dumpster for a grand total of 390 yards of waste hauled. Service Date: 06/14/2023	13	<i>800.00</i> \$775.00	\$10,075.00	<i>2024</i> <i>10,400.00</i>
Miscellaneous Fees Labor costs. Service Date: 06/14/2023	1	\$1,800.00	\$1,800.00	<i>1,800.00</i>
		Subtotal	\$11,875.00	
		Total	\$11,875.00	<i>12,200.00</i>

Payments & Refunds

DATE	DETAILS	AMOUNT
06/26/2023	Check Check Number #049316 Whitewater Township	\$11,875.00
	Total Paid	\$11,875.00

Balance Due
\$0.00

Terms and Conditions

The 30-yard dumpsters will be rented for the price of \$775 each and that price will include the excavator to pack them. If we base our estimates on 250 compacted yards of waste as in previous years we are expecting to have somewhere between 8 and 10



03/19/2024

Ms Ardella M. Benak - Treasurer
Whitewater Township
PO box 100
Williamsburg, MI 49690

Dear Ardella,

We are in the process of finalizing our township cleanup dates for the upcoming 2023 season.

The scheduled date for Whitewater township will be as follows:

June 22nd, 2024 from 8:00am to 12:00pm

only Date Avail.

The billing rates for 202⁴ will be as follows:

Portal to portal: 6 Trucks \$200.00 per hour x 4.5 hrs x 6 Trucks = 5,400

MSW - (Trash) will be: 390 (2023) \$43.00 per compacted yard 16,770.00

Fuel Surcharge: 25% of total charges $22,170.00 \times 25\% = 5,542.50$

Thank You for the opportunity in providing these services for you, as we are looking forward to the upcoming 2023 season.

If you have any questions, please contact me at the office at 231-943-8088.

Regards,
Josh Tracey
General Manager I

*Total Estimated
Charges
\$22,312.50*

We the undersign officials would like to confirm and accept this proposal as noted above.

X _____ X _____

Date Accepted _____

Please return a copy of this signed proposal to:

By mail:
ATTN: Dylan Wimberley
280 Hughes Dr,
Traverse City, MI 49696

By email: dwimberley@gflenv.com

Memo

To: Whitewater Township Board
From: Ron Popp, Supervisor
CC: None
Date: 4-01-2024
Re: Lossie Road Nature Trail

Board Members,

PRAC has two ARPA grants to work with. The first is an allocation of ARPA funds the Township received directly from the Feds. The second award was a successful grant application to Grand Traverse County for a portion of their federal grant award. The treasurer and the supervisor share reporting duties for both awards. There are two major deadlines with these awards, one is 12.31.2024 and one is 12.31.2025. In simple terms the 12.31.2024 deadline requires a local unit to *commit* funds to a project. The 12.31.2025 deadline requires all the money be spent and, in some cases, provide elements a completed project in the final report. If the deadlines are not met, or the project is not finished, claw back of awards is likely. Even if, the project that was *committed* to turns out to have a greater finical impact than estimated, it must be completed.

As I looked further into PRAC happenings related to grants, we have other issues to deal with. Specifically, regarding project planning for LRNT. I requested Kevin Krogulecki provide all correspondence between his firm Gosling Czubak and Whitewater Township. The November 14, 2023 board packet was also refenced to locate two PRAC items in front of the board. [New Business #4](#) was PRAC's request for site plan generation for the Lossie Road Nature Trail Improvement Project. Page 8 of that business item appears to contemplate work in the low wet area, and the foot bridge area of LRNT. The image also includes the creation of several trails in *Battle Creek Nature Area*. This is where things go wrong, combining work in two parks has created a monumental engineering task and a fiscal responsibility we cannot complete by 12.31.2025. You will also note the map attached to this business item does not indicate any work on the east entrance of LRNT. Why is this end not part of the LRNT Improvement Project? In [email 6, Gosling Czubak's Krogulecki](#), asks about the extent of LRNT work scope and [Melton replies in email 6a](#) it stops at the bridge crossing. Is this what the board approved?

It is my opinion, LRNT Improvements travel from Cook Road to Skegemog Point Road. [Email 7](#) talks about other local units who used federal funds for trail construction and they are required to have 10' wide gravel pathways with 14' wide bridges. We are likely under the same restriction.

[New Business #5](#) item from the same 11.14.2023 board meeting dealt with the ARPA Agreement Grand Traverse County has put into place which exceeds federal requirements. The work scope in that agreement lists LRNT as existing between Cook Road and Skegemog Point Roads equaling about 3 miles in length. So why do the trail improvements stop at the foot bridge? Was this the board's intention?

The Gosling Czubak agreement approved on 11.14.2023 has not been delivered in accordance with the motion.

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.

It is also clear, that the agreement was first provided to PRAC Augst 14, of 2023 and did not get to the board until November. This delay is likely the reason for the missing deliverables. Considering the current information and deadline, I am recommending this agreement is abandon and a new agreement is sought with a defined project scope of the LRNT 66' wide easement between Cook and Skegemog Point Roads. The Township may be better suited to complete the project detailed in the Grand Traverse County ARPA Agreement both deadline wise and fiscally.

Motion One - Motion to terminate the Gosling Czubak contract for services dated August 14, 2023 to be completed by 1.22.2024 for LRNT Engineering Bid Lossie Road Nature Trail Improvements under the accepted terms of that agreement.

A second motion is contemplated to receive a service contract for engineering services from Gosling Czubak for Lossie Road Nature Trail Improvements within the 66' easement traveling between Cook Road and Skegemog Point Road. However, rules regarding trail/bridge construction using federal funds, deed requirements, estimated timelines for engineering and construction, are questions that need to be addressed.

Respectfully,



Ron Popp
FOIA Coordinator
Board of Review Recording Secretary
Supervisor, Whitewater Township

Agenda Item

1 message

firechief@whitewatertownship.org <firechief@whitewatertownship.org>
To: Ron Popp <supervisorwhitewater@gmail.com>

Tue, Mar 19, 2024 at 4:25 PM

Please see the attached agenda item for our March packet.

Thank you,



BRANDON FLYNN
FIRE CHIEF

231-267-5969

[fire chief@whitewatertownship.org](mailto:firechief@whitewatertownship.org)

Whitewater Township Fire Department
8380 Old M 72, PO Box 9
Williamsburg, MI 49690

www.whitewatertownship.org

 **Lucas_GLFD.pdf**
219K



WHITEWATER TOWNSHIP FIRE DEPARTMENT

8380 OLD M-72 ♦ PO Box 9 ♦ WILLIAMSBURG, MICHIGAN 49690 ♦ 231.267.5969 ♦ FIRECHIEF@WHITEWATERTOWNSHIP.ORG

MEMO

To: Whitewater Township Board

From: Fire Chief Brandon Flynn

Date: March 19, 2024

Subject: Sale of the LUCAS 2 Resuscitation Device

Chief Flynn is requesting permission to sell the Fire Departments LUCAS 2 Resuscitation Device to Green Lake Township Fire Department for \$3000.00

At one time, this department had three Physio-Control LUCAS 2 chest compression devices. One was located on our primary MMR transporting unit, one is kept on Engine 3 and the third was in storage as a back-up.

In 2019, the spare device was sold to Peninsula Township and more recently MMR replaced the ambulance's device with a new LUCAS 3 device. I am asking permission from the Township Board to sell this device to Green Lake Township Fire Department for use on their back-up ambulance and to use for educational purposes at the Regional Training Center.

Selling this LUCAS 2 device will still leave the Whitewater Township Fire Department with one device that will remain on Engine 3.

Possible Motion:

I motion to allow the Interim Fire Chief to sell the LUCAS 2 Resuscitation Device, Serial number 30123979 to Green Lake Township Fire Department in the amount of \$3000.00.



Committed to proudly serving the community with professionalism and integrity.

Memo

To: Whitewater Township Board of Trustees
CC: None
Date: 3.27.2024
Re: Planning Commission Annual Report

Board Members –


While some may consider the Planning Commission Annual Report a receive and file document, I believe a strong argument can be made for the board to discuss it in an opening meeting. This should provide the opportunity for each board member to make notes, develop questions and increase their understand of what the Planning Commission does for the township.

I hope you will agree.

Motion One - to discuss the Whitewater Township Planning Commission Annual report for 2023.

Motion two - to receive and file the Whitewater Township Planning Commission Annual Report
for 2023.

Respectfully submitted,



Recording Secretary
Whitewater Township FOIA Coordinator
Supervisor, Whitewater Township



WHITEWATER TOWNSHIP

5777 Vinton Road • P.O. Box 159 • Williamsburg, MI 49690 (231)
267-5141 • FAX (231) 267-9020

TO: Whitewater Township Board
 FROM: Whitewater Township Planning Commission
 DATE: March 08, 2024
 RE: Planning Commission Annual Report - 2023

The Planning Commission (PC) is a body of seven members comprised of six appointed officials and one member of the Board of Trustees. It is created pursuant to The Michigan Planning Enabling Act of 2008 (MPEA) and Whitewater Township Ordinance 42. The PC holds regular monthly meetings on the first Wednesday of the month. The PC is tasked with all responsibilities contained in the MPEA, including reviewing applications for site plan review, special land uses, planned unit developments, and rezonings. The PC is also required to hold necessary public hearings for zoning text amendments and is entrusted to incorporate the application of policies initiated in the Whitewater Township Master Plan while reviewing development decisions.

PURPOSE OF THE ANNUAL REPORT

The Michigan Planning Enabling Act contains language of the requirement of the PC to prepare an annual report to the Board of Trustees: “A planning commission shall make an annual written report to the legislative body related to planning and development.” Benefits of the annual report include increased information sharing between staff, boards, commission, and the governing body, as well as allowing for anticipating upcoming issues and priorities to prepare and budget accordingly.

MEMBERSHIP	TERM EXPIRES	OF NOTE
Rachel Steelman, Chair	12/31/2024	Resignation effective 03/15/2024
Al Keaton, Vice Chair	12/31/2026	Reappointed 12/12/2023
Mike Jacobsen, Secretary	12/31/2024	
Heidi Vollmuth, Board Rep.	11/30/2024	
Carlyle Wroubel	12/31/2025	
Keith DeYoung	12/31/2025	
Linda Slopsema	12/31/2026	Appointed 09/12/23, reappointed 12/12/2023
Rod Rebant	12/31/2023	Resigned 07/11/2023

II. ZONING ADMINISTRATOR:

Whitewater Township Zoning Annual Report – 2023

ZONING

Rather than breaking it down by the exact numbers, it is most important to realize several important trends which were prevalent in the past and continued into this year. Single family home permits are steadily on the rise – this is indicative of a community that is not built out and is still ‘developing’. Agricultural land continues to be divided for the purpose of providing additional parcels which are able to be built upon. In the calendar year 2023, there were 14 ‘new’ parcels added in Whitewater Township.

The Zoning Administrator receives numerous inquiries about development potential of certain properties, mostly along the M-72 corridor between the eastern township boundary near the casino, westward to about Cook Road. This area involves vast areas of the Commercial, Village, Industrial, and R3-Residential zoning districts. One might surmise that there is interest being expressed in this geographical location for just that purpose – potential development to meet area needs.



PLANNING

Planning (and planning properly) is the ‘backbone’ of Whitewater Township – great strides have been made towards not only the update of the Whitewater Township Master Plan, but also the reorganization of the Zoning Ordinance into a more user-friendly document. Successful community engagement has been demonstrated and is expected to result in a superb document that is community supported. As the planning commission ventures into goal setting, an attachment to this report: *Implementing Community Vision* is for everyone’s review to help keep us on track.

ZONING BOARD of APPEALS

The Zoning Board of Appeals meets when necessary. While most are familiar with typical ‘dimensional’ variances involving setback constraints, they are charged with many more responsibilities. More often during this past year, the Zoning Board of Appeals was asked to address issues involving nonconforming situations (see attached issue of *Planning and Zoning News*).¹ It is hoped that in the future, nonconforming issues and how to deal with them will be addressed in greater detail in the zoning ordinance.

Robert (Bob) Hall

A handwritten signature in blue ink that reads "Robert Hall". The signature is written in a cursive, flowing style.

Zoning Administrator

Let us not confuse information with knowledge

¹ Reprinted with permission of the editor / author

III. ZONING - PERMIT ACTIVITY:

▪ Special Use	1	(Major Home Occupation – Myrtle and Maudes)
▪ PUD	0	
▪ Site Plan Review	0	
▪ Subdivision/Site Condo	0	
▪ Land Use Permits:		
➢ New Dwellings	16	
➢ Residential Additions	7	
➢ Accessory Buildings	21	
➢ Other	7	(Examples; fence, roof, deck, gazebo, structural alts., etc.)
➢ Land Division Apps	7	
➢ ZBA Cases	4	(includes 1 referred by the TB)
➢ Demolition	1	

IV. MASTER PLAN:

Significant progress was made on the Whitewater Township Master Plan in 2023. By year-end, the planning process had produced a draft of chapters 1-5, a new community survey, a community open house, and a planning workshop. The survey had a high response rate, and both in-person community outreach efforts were well attended. Between 80 and 100 people attended the open house, and about 60 attended the workshop. Written evaluations received from participants at the workshop documented favorable reviews and impressions. The PC is delighted that the planning process has been open, transparent, and collaborative.

With public outreach efforts completed in November, work has progressed toward developing a complete draft Master Plan. This complete draft is expected on or before the end of March 2024. The PC will then review this document and make edits. After the PC accepts the draft, we expect the process to proceed with the required statutory adoption steps and look forward to adoption later in 2024.

The planning process was supported by creating a Resident Outreach Subcommittee (ROS) that included PC members and members of the community at large. This group did terrific work on the community survey and organizing and conducting the public planning events. North Place Planning, Networks Northwest (community survey), and LIAA (open house and workshop) have also supported the planning process.

Recently, Michigan Geomatics was hired to convert all the legal descriptions contained in the current zoning ordinance to a graphic form. This graphic form will be an official Zoning Map that will be an integral part of the Master Plan.

V. ZONING UPDATE PROJECT:

Work on the Zoning project continues. The PC is focused on clarifying requirements, and considerable effort has gone into reviewing past amendments to ensure they are included in new material. North Place Planning is systematically reviewing material previously produced by Muni-code and comparing it to printed documents and other provided materials. Zoning Text is also being reorganized to provide a more logical sequence and code organization. Recently, Michigan Geomatics was hired to convert all the legal descriptions contained in the current zoning ordinance to a graphic form. This graphic form will be an official Zoning Map that will be an integral part of the Zoning Ordinance.

VI. MEETINGS:

- The PC held 12 regular meetings and 4 special meetings.
- The PC hosted 2 joint meetings with the Township Board (TB), enhancing communication, productivity, and teamwork.
- The PC appointed a Resident Outreach Subcommittee (ROS) to assist with Master Plan outreach, and they met a total of 12 times outside of regular PC meetings.
- The PC appointed a Special Subcommittee to assist with preparation for our first Joint TB and PC meeting who met twice.

VII. TRAININGS:

- Most PC agenda packets included educational materials on and/or opportunities to attend education regarding relevant topics.
- Randy Mielnik of North Place Planning provided several resources and PPT's to educate the PC at our meetings throughout the year.
- The PC hosted a "movie and popcorn" night for the commission and public regarding "Understanding Your Role As A Planning Commissioner," recorded by Dickinson Wright, PLLC
- Physical copies of the General Ordinance and Zoning Ordinance were printed, put in 3-ring binders, and given to the Planning Commissioners.
- Rachel and Heidi attended a Wexford County seminar put on by Michigan State University (MSU) Extension, titled Planning Commission Roles, and Responsibilities of Extraordinary Governance.
- Rachel completed MSU Extension's Citizens Planner course.
- Heidi and Linda began MSU Extension's Citizens Planner course.
- Heidi listened to an MSU Extension podcast regarding Land Division and watched a video on "The essentials of being a ZBA member" by Dickinson Wright PLLC
- Carl completed 2 MSU Extension courses Online; Introduction to Lakes and ZBA On-Line Certificate Course.
- Mike attended an in-person training in Gaylord, presenting by Steve Langworthy from Michigan Townships Association (MTA) called Breaking the Zoning Code.

VIII. 2024 GOALS:

- Continuing education through reading material, subject matter expert presentations, group training, individual Online courses, and/or in-person training.
- Adoption of the Whitewater Master Plan
- Completion of the Zoning update project and adoption of a user-friendly Zoning Ordinance
- Once the PC has an adopted Zoning Ordinance, amendments will be prioritized and updated to better align with the Master Plan.