

**Whitewater Township Board  
Minutes of Regular Meeting held January 9, 2024**

**Call to Order/Pledge of Allegiance**

Supervisor Popp called the meeting to order at 9:04 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, Park Manager Andrew Butler, and 2 others

Others present via Zoom: 8

**Set/Adjust Meeting Agenda**

There was no objection to moving the Park Manager Report to before Public Comment.

**Declaration of Conflict of Interest**

None

**Park Manager Report**

Andrew Butler gave the following report:

- Everything is quiet, closed for the winter, everything turned off and winterized.
- Ranger Dwyer is working on restoring signs. Then he will work on site posts and numbers. After that, updating specific EAP literature for the park.
- Regarding setbacks for buildings being moved, found out much more than expected. They do not have the right equipment to complete the job. They left without fixing anything, left the shed in worse condition than it was. Elmer's quote is more than he was expecting. Will revisit the job in the spring.

Brief questions followed. He is working with Sundberg to get the reservation site home page updated.

**Public Comment**

Public comment began at 9:10 a.m.

Roland Oosterhouse

Denise Peltonen

Public comment ended at 9:18 a.m.

**Public Hearing**

None

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

Darryl Nelson is not present.

**Fire Department Report**

Brandon Flynn gave the following report:

- December was a slow month for calls. Total calls are 113.
- Next month he will have a full end of year report.
- He is processing a new firefighter. Thinks we are going to lose Kushner due to his hiring at Traverse City.
- Brush truck is pretty much done. Waiting for Heights Machinery to transfer the equipment. Then it needs to go to CSI for a little bit of plumbing work. Other than that, pretty much ready to go.
- State-approved driver's training has been completed by all except for Strine.

Brief questions followed. Staffing level, per Flynn, is optimal right now. There are 13 on the roster including chief. His budget cannot handle too many more. He wrote a 2% grant for four sets of turnout gear, about \$5,000 each now. Several sets are expiring this year. It costs \$10-12,000 to onboard one new person.

**Planning Commission Report**

Heidi Vollmuth gave the following report:

- The PC met on Wednesday night. Worked on budget. Discussed going out for RFP on zoning and the map.
- Chapter 5 is out.
- Aligned bylaws with fiscal year instead of the calendar year.
- Discussed all Popp's questions.

Brief discussion followed.

**Parks & Recreation Advisory Committee Report**

The township board liaison position is vacant.

**Consent Calendar****Receive and File**

1. Supervisor's Report December 2023
2. Clerk's Report December 2023 (e-mailed to all township board members on 01/02/2024)
3. Treasurer's Report December 2023
4. Trustee Vollmuth's Report December 2023
5. Trustee Glenn's Report December 2023 (not available)
6. Zoning Administrator's Report December 2023
7. Mobile Medical Response Activity Reports December 2023 (not available)
8. Fire Department Report December 2023 (not available)
9. Planning Commission Report December 2023 (not available)
10. Historical Society Report December 2023
11. Park & Recreation Report December 2023 (not available)
12. Approved 11/01/2023 Planning Commission Minutes
13. Approved 11/21/2023 Parks & Recreation Advisory Committee Minutes

**Correspondence**

1. Access to Public Records 01/2024
2. Request for PO 5925
3. Proposed Credit Card Policy 01/2024
4. Follow Request S-22 Followup 01/2024
5. Vollmuth - Please add to Packet

**Minutes for Approval**

Draft 12/12/2023 regular meeting minutes (e-mailed to all township board members on 01/02/2024)

**Bills for Approval**

Approval of Alden State Bank voucher #s 49930 through 50060 (e-mailed to all township board members on 01/02/2024)

**Budget Amendments (none)**

**Revenue & Expenditure Report** – Rev 11/30 / Exp 12/31 (e-mailed to all township board members on 01/02/2024)

*Motion by Benak to approve the Consent Calendar.*

*The motion was not seconded nor voted on.*

**Unfinished Business****.GOV E-MAIL EXTENSIONS**

No motion provided in the board packet.

Brief discussion about Netlink's setup of a planning commission member's computer.

Popp suggested the move to .GOV be abandoned.

Discussion of steps to complete the move to .GOV e-mail addresses and the logistics of implementation.

*Motion by Popp to give Netlink the date ranges of 1/16 through 1/19 and 1/24 through 1/31; second by Vollmuth.*

Popp will send the date range to all of the chairs and let them determine whether or not it needs to be sent to their membership.

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

**CAMPGROUND NEEDS**

No motion provided in the board packet.

*Motion by Popp to move the park cell phone from Spectrum to Verizon at a cost of \$41/month; second by Benak.*

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

#### New Business

#### **CELL TOWER LEASE AGREEMENT**

*Motion by Popp to reject the proposed changes to the lease rate for site 414727 Elk Lake Road offered by Tower Alliance LLC, dated 11/08/2023; second by Vollmuth.*

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

#### **PARKS & RECREATION ADVISORY COMMITTEE APPOINTMENT**

*Motion by Goss to appoint Tom Cosgrove to the Parks and Recreation Committee, term to end 12/31/2026; second by Benak.*

Discussion followed.

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

#### **ADOPTION OF ORDINANCE VIOLATION REPORT**

*Motion by Popp to adopt the Ordinance Violation Report as amended as an official part of the Whitewater Township Policy and Procedure Manual Appendix I; second by Glenn.*

Discussion followed.

The form will be brought back with changes as discussed.

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

*At about 11:54 a.m., Goss left the board table.*

#### **SHORT-TERM RENTAL USE – ORDINANCE ENFORCEMENT**

*Motion by Popp to have staff and/or legal investigate the following sites Airbnb, VRBO, Plum Guide, Expedia, Homestay, Agoda, Flipkey, Kid and Coe, and HomeToGo to verify the two addresses are not being marketed for the 2024 season; second by Vollmuth.*

Discussion followed.

*At about 12:15 p.m., Goss returned to the board table.*

*Popp restated the motion.*

Further discussion followed.

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

Motion two in the packet was not made.

**PARK FUND BUDGETED TRANSFER**

*Motion by Popp to make a budgeted transfer from General Fund 101-966-999 in the amount of \$609,934 to the Park Fund 208-000-699; second by Glenn.*

Popp noted the number should be \$602,934.

Goss inquired when it will be effective.

Popp replied sometime after today's date, as soon as the clerk gets to it.

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

**RESOLUTION #22-17 TRANSFER**

*Motion by Popp in a one-time modified compliance with Resolution 22-17 motion to transfer \$43,854.65 from Park Fund 208-000-001 to General Fund 101-000-001 by 01/31/2024; second by Vollmuth.*

Discussion followed.

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

*Motion by Popp in compliance with Resolution 22-17 motion to transfer \$2,353.23 from Park Fund 208-000-003 to General Fund 101-000-003 by 01/31/2024; second by Glenn.*

Discussion followed.

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

**DON GLENN RESIGNATION FROM PRAC**

*Motion by Popp to accept Don Glenn's resignation e-mail dated 12/15/2023; second by Benak.*

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

**ZONING ADMINISTRATOR JOB POSTING**

*Motion by Popp to place a newspaper advertisement for a zoning administrator referencing the Zoning Administrator Job Description approved 12/12/2023 in two local newspapers, over two consecutive weekends, with a beginning date of 01/12/2024 and 01/19/2024; second by Vollmuth.*

Discussion followed.

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

*Motion by Popp to have the clerk issue a purchase order to Traverse City Record-Eagle newspaper in the amount not to exceed \$800; second by Vollmuth.*

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

*Motion by Popp to have the clerk issue a purchase order to the Elk Rapids News newspaper in the amount not to exceed \$300; second by Vollmuth.*

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

### **Tabled Items**

None

### **Board Comments/Discussion**

None

### **Announcements**

Next regular meeting is 02/13/2024 at 9:00 a.m.

### **Public Comment**

Public comment began at 1:36 p.m.

Lois MacLean

Public comment ended at 1:38 p.m.

### **Adjournment**

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

Meeting adjourned at 1:38 p.m.

Cheryl A. Goss

Whitewater Township Clerk