

*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 &amp; 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