WHITEWATER TOWNSHIP BOARD
Whitewater Township Hall, 5777 Vinton Road, Williamsburg, MI 49690
231-267-5141 Phone

SPECIAL MEETING
AMENDED / APPROVED MINUTES
Monday, December 18, 2024, 8:30 a.m.

CALL TO ORDER:
Supervisor Linda Slopsema called the meeting to order at 8:31 a.m. The Pledge of Allegiance was recited.

ROLL CALL:
Clerk Wendy Hoeksema called Roll.

Present:
Supervisor Linda Slopsema
Clerk Wendy Hoeksema
Treasurer Jill Koester
Trustee Tim Arends
Trustee Randy Mielnik

A quorum was established.

Absent:
None.

ALSO PRESENT:
Recording Secretary Kay Held

SET/ADJUST MEETING AGENDA:
There were no changes to the Agenda.

DECLARATION OF CONFLICT OF INTEREST:
None.

FIRST PUBLIC COMMENT:
None.

CORRESPONDENCE:
None.

AGENDA ITEMS AS LISTED IN THE SPECIAL MEETING NOTICE:

Lossie Road Nature Trail Improvement Funding – ARPA – Slopsema:
Supervisor Slopsema reported she and Treasurer Koester met with County Finance Director Dean Bott and County Projects Coordinator Jenny McKellar to review ARPA fund guidelines from the U.S. Department of Treasury.

At the present time, the Lossie Road Nature Trail project does not meet the criteria of obligation for the funds by 12/31/24, specifically because there is no contract or purchase order in place.

In order to preserve both County and Township ARPA funds totaling $177,153, the funds need to be applied per the Treasury qualifications to an expense already made or currently under contract. A contract for purchase of a new fire pumper truck is in place in the amount of $549,719. Federal ARPA funds of $93,077 were allocated to this purchase; the remaining ARPA funds could be applied directly to the fire truck, as it is benefitting the community.

The Board discussed other qualified options for allocation of ARPA funds as well as the financials in the General Fund and Fire Capital Fund related to fire apparatus and qualified general operations purchases. Fire Chief Morgan was

recognized by the Board for input and clarified the General Fund transfer to the Capital Improvement Fund establishment as the millage was under consideration. There will be some reimbursement to the General Fund.

Supervisor Slopsema reported the prospective use of County ARPA funds requires requesting that the County allow the Township to change to scope of the grant from the nature trail to the fire truck ($95k). Regarding the other request for a recreational project ($81,236), because no P.O. is in place those funds could be requested to go into the General Fund applicable to operational expenses. Mr. Bott had stated the funds could be put toward operational funds due to a capital loss during the pandemic. There was additional discussion regarding the optimal use of funds for the community.

Board Action:
Mr. Arends made a motion to revise ARPA SLFRF reporting to delete the Whitewater Township Recreation Project and increase the Fire Engine Replacement Project from $93,077.33 to $174,256.10. Mr. Mielnik seconded the motion.

VOTE: YEAS: All. NAYES: None. Motion carried.

Board Action:
Mr. Arends made a motion to request Grand Traverse County Board of Commissioners to redirect the Whitewater Township $95,917 ARPA award from the Lossie Road Nature Trail Project to the Fire Engine Replacement Project. Ms. Slopsema seconded the motion.

VOTE: YEAS: All. NAYES: None. Motion carried.

Note: There was a five-minute break at 8:50 a.m. for Supervisor Slopsema to communicate this information to Grand Traverse County Commissioner Nelson as they were meeting at 9:00 a.m.

Note: The meeting reconvened at 8:52 a.m.

Laptop Purchase – Slopsema:
Supervisor Slopsema stated a need for a new computer for the Treasurer due to the age and condition of the current equipment. She provided an itemized quote for equipment, software, subscriptions and virus protection. Carbonite backup is recommended for automatic cloud storage.

Social Explorations' quote was less expensive for the purchase of tech support blocks versus hourly rate service.

Discussion continued regarding existing hardware and limited function; this equipment will likely be declared as surplus and recycled. In addition to the Treasurer, additional equipment/software is needed for the Deputy Clerk, Deputy Treasurer and Zoning Administrator. Board Members reviewed the quote including initial and ongoing service expenses.

Treasurer Koester noted she has been exploring BS&A software, its security, cost and integration process. This will be 6-9 months out. In the meantime, data can be set up on a one-drive 365 and shared files.

It was recommended hiring a forensic accountant to examine work flow as well as Board/employee training on data security and proper document management.

Board Action:
Ms. Slopsema made a motion to approve the purchase of three (3) complete computers with software and software for two (2) existing computers, including cloud backup and support, not to exceed $15k from Social Explorations, per their quote. Mr. Arends seconded the motion.

VOTE: YEAS: All. NAYES: None. Motion carried.

Supervisor Slopsema will execute this. There was consensus the Deputy Clerk's computer will be a laptop, not a desktop. She will also make arrangements for the two existing laptops and request a new quote due to purchase modification. Mr. Arends suggested that as equipment is replaced, Social Explorations clear the data on surplus and inoperable equipment as well as coordinate its disposal/recycling.

IT Infrastructure Improvement – Koester:
Treasurer Koester presented IT information and detailed quotes from VC3, Social Explorations and Anavon. Board Members reviewed services and costs presented for IT set up and support. Ms. Koester is pursuing a $50,000 ~~$1,500~~ grant opportunity with a deadline of 12/31/24. Her recommendation to the Board was Social Explorations for equipment

purchase, installation and ongoing service. Treasurer Koester also discussed BS&A cloud storage and migrating the current system to the cloud. All system users need updated anti-virus software, MS Office 365 and Adobe.

The Board reviewed the current status of all departments and their existing/necessary computer needs beyond the five computers approved earlier in the meeting. Ms. Koester read a summary from Social Exploration which detailed technology that is currently non-existent in the Township, but imperative. The summary also outlined in detail services to be provided. The Board believes moving to a central system for its technology is important.

Board Action:
Mr. Arends made a motion to authorize a purchase order to Social Explorations to update 13 existing computers to new standards and further authorize a contract with Social Explorations at the 50-hour block rate of $130/hour, to include updating our infrastructure including wiring improvements, not to exceed $15,000.

Mr. Arends withdrew his motion.

Board Action:
Mr. Arends made a motion to authorize a purchase order updating 13 existing computers to new standards with Social Explorations to include onsite computer work in the amount of $6,760 and further authorize the 50-hour block rate as a service contract of $6,500. Ms. Slopsema seconded the motion.

VOTE: YEAS: All. NAYES: None. Motion carried.

BOARD COMMENTS/DISCUSSION:
Supervisor Slopsema noted there is an MTA training program tomorrow at Crystal Mountain for newly elected officials. Three Whitewater Township Board Members will be attending.

Mr. Mielnik inquired about training offered by the attorney and whether it would be online. Supervisor Slopsema replied it would be within a few weeks.

Mr. Arends would like to discuss the Township email system at another time. He stated all Committees and Boards, and the Planning Commission, need to set their meeting schedules for the year at their January meetings and post them. Clerk Hoeksema will send the current list of meeting dates to Board Members.

There was discussion about the possibility of moving the monthly meetings to evenings.

PUBLIC COMMENT:
None.

ADJOURNMENT:

Board Action:
Ms. Slopsema made a motion to adjourn the meeting. Ms. Hoeksema seconded the motion.

VOTE: YEAS: All. NAYES: None. Motion carried.

The meeting was adjourned at 9:54 a.m.

Presented by: Kay Z. Held, Recording Secretary