Approved 01/10/2023 - CG

Whitewater Township Board
Minutes of Regular Meeting held December 13, 2022

Call to Order/Pledge of Allegiance
Supervisor Popp called the meeting to order at 9:02 a.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan, followed by the Pledge of Allegiance.

Roll Call of Board Members
Board Members present in person: Clerk Goss, Popp, Trustee Vollmuth, Trustee Glenn
Board Members absent: Treasurer Benak
Others present in person: County Commissioner Darryl Nelson, Fire Chief Brandon Flynn, Zoom Facilitator Lois MacLean and 6 others
Others present via Zoom: 13

Set/Adjust Meeting Agenda
Goss requested to provide an update on the Baird audit invoice.

Added as New Business #9.

Popp requested agreement to move Hazardous Mitigation Plan to before Public Comment, and to move Recommendations for Appointment to just after first Public Comment.

Both items were moved up as requested.

Declaration of Conflict of Interest
None

REVIEW/APPROVE NATURAL HAZARDOUS MITIGATION PLAN
Gregg Bird is present and commented on the proposed plan update.

The numbering of Resolution #22-19 was corrected to Resolution #22-22.

Motion by Popp to approve Resolution #22-22; second by Vollmuth.

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

Public Comment
Public comment began at 9:18 a.m.

Michelle Loeffler-Rohraff
Terese Hooper
Denise Peltonen
Connie Hymore
Vicki Beam
Stephanie Anderson

Public comment ended at 9:39 a.m.

RECOMMENDATIONS FOR APPOINTMENT

Motion by Vollmuth to appoint Eric Sanborn to a 2-year term on the Whitewater Township Board of Review; second by Glenn.

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

Motion by Goss to appoint Brenda Baker to the Board of Review, term ending 12/31/2024; second by Vollmuth.

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

Motion by Vollmuth to recommend Tammy Jarvis to a 2-year term on the Whitewater Township Board of Review; term will end on 12/31/2024; second by Glenn.

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

Motion by Goss to appoint Carl Wroubel to the Planning Commission, term ending 12/31/2025; second by Vollmuth.

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

Motion by Vollmuth to confirm and recommend the appointment of Rachel Steelman to the planning commission for a 2-year position; term shall end 12/31/2024; second by Glenn.

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

Rod Rebant is present and answered questions from Goss.

Motion by Glenn to confirm the recommendation of the supervisor appointing Rod Rebant to a 1-year term position on the Whitewater Township Planning Commission; the term shall end 12/31/2023; second by Vollmuth.

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

Keith DeYoung is present and answered questions from Goss.

Motion by Glenn to confirm the recommendation of the supervisor appointing Keith DeYoung to a 3-year term position on the Whitewater Township Planning Commission; the term shall end 12/31/2025; second by Vollmuth.

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

Motion by Vollmuth to confirm the recommendation appointing Therowin (Skip) Lake to a 3-year position on the Whitewater Township Zoning Board of Appeals. The term will end on 12/31/2025; second by Glenn.

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

Public Hearing
None

Reports/Presentations/Announcements/Comments
County Commissioner Report
Darryl Nelson gave the following report:
- Congratulations and thanks to new appointees.
- Thanks to the fire chief for involvement with setting up the new (hazard mitigation) plan.
- It is all things ARPA on the board side right now. Committee came back with scoring and recommendations. Board has responsibility for all decisions.

Fire Department Report
Brandon Flynn gave the following report:
- Quiet month call-wise. 2 calls came from Iceman Cometh race on 11/6.
- Annual physicals are done.
- Annual work is being completed on apparatus. DOTs might be this week. Pump tests done on Engine 3.
- Finally got rid of the two snowmobiles, received $1,251 for each of them and have received payment.
- Just one report away from a new year. Starting to work on budget and hopefully get a new fire truck ordered.

Planning Commission Report
Heidi Vollmuth gave the following report:
- PC met on 12/7. PC voted to move forward with a public hearing on Article 28 in January 2023.
- PC discussed steps to update master plan, watched PowerPoint presentation. Need for subcommittee to help with consensus on development issues discussed.
- Time devoted to reviewing special use standards for commercial campgrounds.
- Discussed signing up for Citizen Planner.
- Discussed possibly starting a few meetings early and getting ahead of agendas.
- Asked that PowerPoint presentation be added to March agenda.
- Trying to think of ways to engage the public; asked for suggestions.

Planning commission member Wroubel addressed the township board.

Parks & Recreation Advisory Committee Report
Goss resigned 11/23 as the Parks & Recreation Administrator.

Parks & Recreation Advisory Committee Chair Melissa Melton gave the following report:

- Last night's meeting rescheduled for tonight due to lack of quorum.
- Hi Pray Park playground renovations have been completed, to her knowledge. Inspection will be scheduled.
- Commented on the GT ARPA process.
- Working on finalizing and submitting the Sparks grant for BCNA improvements, due by 12/19. Not able to submit on the HPP trail; have received estimates from one contractor; resolution will have to be evaluated by the board again before moving forward. Lighting and exercise equipment budgets have not come back.
- Commented on 10/17 board motion to "fund Lossie Road Nature Trail and Battle Creek Natural Area trail projects at 27.5% of Whitewater Township's ARPA allocation." Noted the $100 application fee required to move forward on evaluation of wet area of trail. Funding eliminated in February budgets. Budget amendment has not been addressed. PRAC needs to know if funding can be issued to get a PO for preconstruction process.
- Have resubmitted the bylaw changes to supervisor. Meeting date change would move to third Tuesday of the month.

Consent Calendar

Receive and File

1. Supervisor's Report for November 2022
2. Clerk's Report for November 2022 (none this month)
3. Treasurer Report November 2022 (none this month)
4. Trustee Vollmuth's November 2022 Report
5. Trustee Glenn's November 2022 Report
6. Zoning Administrator's Report for November 2022 (none this month)
7. Mobile Medical Response October & November 2022 Activity Reports
8. Fire Department November 2022 Report
9. Planning Commission November 2022 Report (see trustee report)
10. Historical Society November 2022 Report (none this month)
11. Approved 10/05/2022 Planning Commission Minutes

Correspondence

1. DNR Roads
2. Slopsema Boat Wash Information
3. Youth Work
4. Brunner Comments
5. Housing North

Minutes for Approval

1. 11/15/2022 Township Board Minutes

2. 11/17/2022 Township Board Minutes

Bills for Approval
1. Alden State Bank voucher #s 48529 through 48607

Budget Amendments (see New Business #s 1 and 2)

Revenue & Expenditure Report (none this month)

Motion by Popp to approve the Consent Calendar dated 12/02/2022; second by Vollmuth.

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

Unfinished Business

PROPOSED ZONING ORDINANCE AMENDMENT #83

Motion by Popp to forward all three of these comment sections to the planning commission for their further review; second by Glenn,

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

PROPOSED WWT POLICY & PROCEDURE MANUAL SECTION 4.5 AMENDMENT

Motion by Glenn to amend the policy and procedure manual section 4.5(a) Periodic Revenue and Expenditure Report as approved 12/13/2022 to the Administrative Policy & Procedure Manual; second by Vollmuth.

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

Popp will follow up to make sure the amendment is made and that everyone has a copy who wants a copy.

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

At about 12:07 p.m., the meeting reconvened.

WHITEWATER TOWNSHIP PARK BOAT LAUNCH-ENTRYWAY IMPROVEMENT PROJECT

Rick Stout and Andrew Filler from Fleis & VandenBrink are present via Zoom.

Details of the project were discussed.

There was consensus to move the boat wash location to somewhere north and west of Box #3. Size is about 46 x 70.

Details discussed:

- Field engineer to visit site.
- Frequency of progress meetings.
- Division and timing of elements of the project.
- Owner's representative.

There was consensus to look at the four lanes again and prep for the fourth lane.

Other details:

- Amount to pay owner's representative.
- Bids generally do not go any longer than a 3- to 5-week period.
- Deadlines.

Agreed-upon deadlines:

- Bids due by 10:00 a.m. on 01/31/2023.
- Opening of bids at a posted meeting at 11:00 a.m. on 01/31/2023.
- F&V will prepare bid tab, review bids, and provide summary and recommendation by 02/06/2023.
- Board reviews materials for first time at 02/09/2023 meeting.
- Further review of materials and decision on 02/16/2023.

Board members are available on 02/09/2023 and 02/16/2023 at 9:00 a.m.

Bids will be addressed to supervisor's office.

Bids received by mail will be collected by clerk/deputy clerk, date and time stamped, and put in Popp's mailbox.

In absence of clerk, deputy clerk will collect mail on 1/31 and deliver any bids to Popp's mailbox.

Stout will post the bid through all the usual channels, Builder's Exchange, etc.

Goss agreed to continue to be named in the Professional Services Agreement as the township clerk.

F&V will send all communications to all board members.

Motion by Goss to have Fleis & VandenBrink finalize the bid package and post and distribute it for the boat launch-entryway improvement project; second by Vollmuth.

Goss added to the motion bids to be due by 10:00 a.m. on 1/31 and opened at a posted meeting at 11:00 a.m. on 1/31.

Also add: Using the 11/11 drawings as amended 12/13.

Motion revised as follows: ***Motion by Goss to have Fleis & VandenBrink finalize, post and distribute the bid package for the boat launch-entryway improvement project, utilizing the 11/11/2022 drawings as amended 12/13/2022, with bids due by 10:00 a.m. on 01/31/2023 and opened at a posted meeting at 11:00 a.m. on 01/31/2023; re-second by Vollmuth.***

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

New Business

REVIEW/APPROVE PROPOSED BUDGET AMENDMENTS 04/01/2022 TO 09/30/2022
Motion by Popp to not approve the proposed budget amendments with dates, for discussion purposes; second by Vollmuth.

Motion not voted on.

Motion by Goss to approve the additional $2,000 payment to Baird, Cotter & Bishop; second by Vollmuth.

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

Motion by Goss to approve the budget amendment in the amount of $5,500 to cover the increased cost of auditing services; second by Vollmuth.

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

Goss will bring back the other budget amendments.

~~**REVIEW PROPOSED BUDGET AMENDMENTS 2022/2023 PART TWO**~~
BUDGETED TRANSFERS 2022/2023
This agenda item will be brought back in January, utilizing the same document.

ACCEPT RESIGNATION OF PARKS & RECREATION ADMINISTRATOR
Motion by Popp to accept Cheryl Goss's resignation dated 11/23/2022 as the Parks & Recreation Administrator; second by Vollmuth.

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

REVIEW/APPROVE BOARD LIAISON TO PARKS & RECREATION ADVISORY COMMITTEE JOB DESCRIPTION
Motion by Popp to approved Board Liaison to Park & Recreation Advisory Committee Job Description as amended 12/13/2022; second by Vollmuth.

There were no amendments made.

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

Motion by Popp to appoint Trustee Don Glenn to the position of Board Liaison to Park & Recreation Advisory Committee; second by Vollmuth.

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

RECOMMENDATIONS FOR APPOINTMENTS
(See page 4027 of these minutes)

REVIEW/APPROVE NATURAL HAZARD MITIGATION PLAN
(See page 4026 of these minutes)

SCHEDULE BUDGET WORK SESSION
Goss will supply the Employment History Report in Excel format by 12/16.

No budget work sessions were set.

DISCUSS CONTINUING ZOOM INTO 2023
Motion by Popp for Whitewater Township to continue the Zoom application thru 12/31/2023 as a service to the residents of Whitewater Township; second by Goss.

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

UPDATE ON BAIRD AUDIT INVOICE (added)
(See page 4032 of these minutes)

Tabled Items
None

Board Comments/Discussion
Glenn thanked the board for productive discussion on boat ramp.

Announcements
Next regular meeting is 01/10/2023.

Public Comment
Public comment began at 3:31 p.m.

Denise Peltonen
Connie Hymore
Melissa Melton

Public comment ended at 3:36 p.m.

Adjournment
Motion by Popp to adjourn; second by Glenn. Roll call vote: Vollmuth, yes; Benak, absent; Popp, yes; Glenn, yes; Goss, yes. Meeting adjourned at 3:37 p.m.

Respectfully submitted,

Cheryl A. Goss
Whitewater Township Clerk