Approved 09/10/2024 - CG

Whitewater Township Board
Minutes of Regular Meeting held August 13, 2024

Call to Order/Pledge of Allegiance
Via Zoom, 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: Clerk Goss, Trustee Glenn, Trustee Vollmuth. Popp present via Zoom only.
Board members absent: Treasurer Benak
Others present: Fire Chief Josh Morgan, Zoning Administrator Deb Graber

Set/Adjust Meeting Agenda
Motion by Popp to remove the draft TB minutes from the consent calendar and the bills payable from the consent calendar; second by Glenn.

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

Declaration of Conflict of Interest
None

Public Comment
None

Public Hearing
None

Reports/Presentations/Announcements/Comments
County Commissioner Report
Darryl Nelson is not present.

Fire Department Report
Fire Chief Josh Morgan gave the following report:

- There were 16 calls for service in July, most being requests by MMR for lift assists.
- Statistics were provided for turnout time and response time, as well as NFPA benchmarks and other statistics.
- He is working on a professional development program, as well as a mentorship program.

Discussion followed.

Planning Commission Report
Heidi Vollmuth gave the following report:

- They would like us to address short-terms rentals somehow.
- Should be having a joint meeting to discuss the zoning ordinances.

Parks & Recreation Advisory Committee Report
The township board liaison position is vacant.

Consent Calendar
Receive and File
1. Supervisor Report July 2024 (not available)
2. Clerk's Report July 2024
3. Treasurer's Reports July 2024
4. Trustee Vollmuth Report July 2024
5. Trustee Glenn Report July 2024
6. Zoning Administrator Report 7/27/2024
7. Mobile Medical Response Activity Reports July 2024
8. Fire Department Report July 2024
9. Planning Commission Report July 2024
10. Historical Society Report July 2024 (not available)
11. Parks & Recreation Report July 2024 (not available)
12. Approved 05/21/2024 Parks & Recreation Advisory Committee Minutes
13. Approved 05/29/2024 Planning Commission Special Meeting Minutes
14. Approved 06/05/2024 Planning Commission Regular Meeting Minutes
15. Approved 06/18/2024 Parks & Recreation Advisory Committee Minutes

Correspondence
1. Grand Traverse County Sheriff Statistics July 2024 (not available)
2. Grand Traverse County Road Commission Update 07/19/2024
3. Grand Traverse County Road Commission Update 08/02/2024
4. Access to Public Records 07/27/2024
5. Fire Chief Job Offer Documents 07/27/2024
6. Proposed Credit Card Policy 07/27/2024
7. Cell Phone Stipend Form 07/27/2024

Minutes
Recommend approval of draft 07/09/2024 regular meeting minutes

Bills for Approval
1. Alden State Bank voucher #s 50747 through 50893

Budget Amendments (none)

Revenue & Expenditure Report (not available)

It was clarified that Andrew Butler signed the TruGreen contract.

Motion by Popp to approve the Consent Calendar without the TB minutes; second by Glenn.

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

Motion by Vollmuth to approve the consent calendar minus the clerk's report.

The motion was not seconded.

Unfinished Business
CAMPGROUND NEEDS
A written motion was not provided.

Motion by Popp to stricken (sic) the language Goss agreed to see if the clerk's office was provided with documents by Popp back in 2014; second by Glenn.

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

AUTHORIZE ZA TO PUBLISH LEGAL NOTICES – CLARIFICATION
Motion by Popp to update the zoning administrator job description, general provisions to include develop notices, post and publish all regular and special and rescheduled meetings and all legal notices for Whitewater Township Planning Commission and Zoning Board of Appeals as required by the Open Meetings Act; second by Vollmuth.

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

Motion by Popp authorizing the supervisor to execute with Debra (sic) Graber an offer of employment detailing the zoning administrator job description as amended and board approved 08/13/2024; second by Glenn.

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

Motion by Popp modifying Whitewater Township Administrative Policy & Procedure Manual to read as follows: Section 2.4 (c) Posting Meetings - The township clerk shall be responsible for posting all regular meetings, special and rescheduled meetings of the township board in conformance with the Michigan Open Meetings Act and other state laws. I am recommending that be modified to: The Whitewater Township Board requires that all public bodies, including planning commission, zoning board of appeals, board of review, park and recreation advisory committee, subcommittees, advisory committees, and liaison committees comply with the Open Meetings Act. When scheduling the annual regular meetings, each body shall designate a person responsible for creating all notices required for compliance with the Open Meetings Act. Posting and publishing of the notice may be carried out by the same person or for convenience's sake may be delegated to other township staff; second by Glenn.

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

AUTHORIZE ZA TO PUBLISH LEGAL NOTICES – POLICY

Motion by Popp recommending that Section 6.3(a) Meeting Notices read: The Whitewater Township Board requires that all public bodies, including planning commission, zoning board of appeals, board of review, park and recreation advisory committee, subcommittees, advisory committees and liaison committees comply with the Open Meetings Act. When scheduling the annual regular meetings, each body shall designate a person responsible for creating all notices required for compliance with the Open Meeting Act. Posting and publishing of the notices may be carried out by the same person or for convenience's sake may be delegated to other township staff. All township notices shall be posted on the township hall information board, the outdoor kiosk, the township website home page, and if necessary the electronic activity calendar; second by Vollmuth.

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

Motion by Popp Section 6.3(b) Public and Legal Notices shall read: At the first meeting of the calendar year, all public bodies operating within Whitewater Township including the planning commission, zoning board of appeals, board of review, park & recreation advisory committee shall designate a person responsible for creating all notices required for compliance with the Open Meetings Act. Posting, publishing and mailing of the notices may be carried out by the same person or for convenience's sake may be delegated to other township staff. The township clerk shall be responsible for publishing and mailing all other public notices required by state law, including but not limited to, township board meetings, budget public hearings, special assessment district hearings, election notices, ordinance adoption and amendments, master plan adoption and amendments, township board meeting minutes synopsis. All township notices shall be posted on the township hall information board, the outdoor kiosk, the township website home page, and if necessary, the electronic activity calendar; second by Glenn.

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

Motion by Popp modifying Whitewater Township Administrative Policy & Procedure Manual Section 2.4(c) to read as follows: Not used; second by Glenn.

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

Motion by Popp modifying Whitewater Township Administrative Policy & Procedure Manual Section 5.3(f) to read as follows: Not used; second by Vollmuth.

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

<u>New Business</u>

APPROVE NEW FIREFIGHTERS

Motion by Popp to hire the following new member, pending required physical, Grace Watson; second by Vollmuth.

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

Motion by Popp to hire Kevin Bylsma as a new member, pending required physical, to the Whitewater Township Fire Department; second by Vollmuth.

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

6.0 PUBLIC INFO

Motion by Vollmuth to discuss the newsletter issues and possible solutions or resolutions to Policy 6 of the Whitewater Township Policy and Procedure Manual; second by Popp.

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

Motion by Popp to bring this business item back on next month's agenda; second by Vollmuth.

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

ZONING ISSUE FOR TOWNSHIP BOARD AGENDA IN AUGUST 2024

No motion provided in packet.

Graber supplied additional information about the property in question.

Motion by Popp to send this particular parcel 28-13-115-009-00, a/k/a 9276 Elk Lake Trail, Williamsburg MI 49690, to legal for the next code enforcement step; second by Vollmuth.

Popp amended the motion to forward to legal counsel for further action and advisement for the proper Grand Traverse County court system; second by Vollmuth.

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

PROPOSED L-4029

Motion by Popp to forward the 2024 Tax Rate Request as presented to the Whitewater Township Clerk for final execution; second by Glenn.

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

Motion by Popp requesting the clerk to provide all Whitewater Township Board members with a final, fully executed copy of the 2024 Tax Rate Request by 09/30/2024; second by Vollmuth.

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

PROPOSED WEBSITE POLICY

Motion by Popp to amend the Whitewater Township Administrative Policy and Procedure Manual by adding section 6.8 to read as follows: Section 6.8 Township Website – The Whitewater Township Board is responsible to operate and maintain a township webpage to enhance communications with the public. By majority vote, the board may delegate, add or delete, township staff and/or third-party vendors to assist them in completing this task. A list of those persons shall be evaluated annually by the board and displayed below the link to the township's privacy and security policy on the home page. Initially, the township clerk, supervisor, treasurer, zoning administrator and recording secretary shall have programming access to the entire site, including the Gmail account the homepage calendar widget is linked to. Use of the webpage is reserved for official township government business only. Other public information must be approved by the public information officer before published to the webpage. The board reserves the right to reject publishing any information it deems inappropriate to the website; second by Glenn.

Popp amended the motion to delete the sentence in the last paragraph, "Other public information must be approved by the public information officer before publishing to the webpage."

Glenn rescinded his original second and seconded the amendment.

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

OUTDOOR KIOSK KEY

Motion by Popp authorizing the Zoning Administrator Debra (sic) Graber to create two duplicate keys from the clerk's key to the Whitewater Township Hall outdoor kiosk. All three keys shall be returned to the clerk for proper distribution to the key safe and in accordance to board approved motion number 3 from 05/14/2024 Whitewater Township Board meeting; second by Glenn.

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

Motion by Popp requesting the clerk to issue a purchase order to Northwest Lock of Traverse City in the amount not to exceed $100 for keys; second by Glenn.

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

Motion by Popp directing the clerk to provide the supervisor's office with access to the key safe; second by Vollmuth.

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

Motion by Popp amending the Whitewater Township Administrative Policy and Procedure Manual Section 5.0 Subsection 5.2(a) to read as follows: 5.2(a) Keys The following positions are authorized to receive a key to the main township hall door: supervisor, clerk, treasurer, trustees, deputy clerk, deputy treasurer, planning commission chair, zoning board of appeals chair, planning and zoning administrator, assessor, fire department chief, deleting those items in red, parks and recreation manager, and cleaning person. If a key is lost, the supervisor or clerk shall be informed immediately. A replacement key shall be issued. If the supervisor or clerk had reason to believe that the missing key may be used for unauthorized entry, new locks will be installed. Upon termination of employment, the employee shall return his or her keys to the township supervisor or clerk. No person shall duplicate a key without authorization from the supervisor or clerk or make any key available to unauthorized persons. Each department head shall determine who shall be issued a key to the department's door or any secured facilities such as a safe, cash drawer or filing cabinet within the department. A duplicate of all keys shall be kept in a key safe located in the township hall. The supervisor and clerk shall only have access to the key safe; second by Vollmuth.

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

Tabled Items
None

Board Comments/Discussion
Vollmuth question about purchase orders.

Announcements
Next regular meeting 09/10/2024 at 9:00 a.m.

Public Comment
None

Adjournment
Motion by Popp to adjourn at 11:35 a.m.; second by Vollmuth. Roll call vote: Benak, absent; Goss, yes; Glenn, yes; Popp, yes; Vollmuth, yes.

Meeting adjourned at 11:35 a.m.

Cheryl A. Goss
Whitewater Township Clerk