Whitewater Township Board
Minutes of Regular Meeting held October 8, 2024

Call to Order/Pledge of Allegiance
Via Zoom, Supervisor Popp called the meeting to order at 9:00 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: Trustee Benak
Others present: Fire Chief Josh Morgan, Parks & Recreation Advisory Committee Chairperson Melissa Melton, Parks & Recreation Advisory Committee member Gary Buczkowski, Parks Manager Mike Dwyer, Zoning Administrator Deborah Graber

Set/Adjust Meeting Agenda
Motion by Vollmuth to move 10 and 11 and the fire chief's report to before Public Comment; second by Popp.

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

Declaration of Conflict of Interest
None

Fire Department Report
Josh Morgan gave the following report:

- Still up 19% for the year with calls.
- Chassis slated to arrive on Friday. Still waiting to hear if it is here. Build should start soon. He will advise when he gets an updated delivery time.
- Still working toward building out for the future with retention/recruitment.
- Working on probationary manual, making suggestions for updates on SOGs or SOPs to bring to the board.
- Been in the schools 2-3 times a month, lockdown drills, fire alarms, welcoming the kids to school.

Brief questions/answers.

NEW FIREFIGHTER WHISLER
Motion by Goss to approve Rick Whisler as a probationary firefighter; second by Vollmuth.

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

RESIGNATION OF SAMUEL ROJEWSKI
Motion by Popp to accept Samuel Rojewski's resignation from Whitewater Township Fire Department; second by Vollmuth.

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

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

Terese Hooper
Cheryl Goss
Heidi Vollmuth
Melissa Melton
Connie Hymore

Public comment ended at 9:29 a.m.

Public Hearing
None

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

Fire Department Report
See page 4271.

Planning Commission Report
See page 4273.

Parks & Recreation Advisory Committee Report
See page 4273.

Consent Calendar
Receive and File
1. Supervisor Report September 2024 (not available)
2. Clerk's Report September 2024 Revised 10/07/2024
3. Treasurer's Reports September 2024
4. Trustee Vollmuth Report September 2024
5. Trustee Glenn Report September 2024 (not available)
6. Zoning Administrator Report 09/23/2024
7. Mobile Medical Response September 2024 Activity Reports
8. Fire Department Report September 2024
9. Planning Commission Report September 2024
10. Historical Society Report September 2024 (not available)
11. Parks & Recreation Report September 2024 (not available)
12. Approved 08/07/2024 Planning Commission Regular Meeting Minutes
13. Approved 08/20/2024 Parks & Recreation Advisory Committee Minutes

Correspondence
1. Grand Traverse County Sheriff Statistics September 2024 and Third Quarter Totals 2024
2. Grand Traverse County Road Commission Update 08/30/2024
3. Grand Traverse County Road Commission Update 09/06/2024
4. Grand Traverse County Road Commission Update 09/13/2024
5. Grand Traverse County Road Commission Update 09/20/2024
6. Grand Traverse County Road Commission Update 09/27/2024
7. Letter 08/08/2024 Charter Communications re: Franchise Renewal
8. Access to Public Records 09/27/2024
9. Fire Chief Job Offer Documents 09/27/2024
10. Proposed Credit Card Policy 09/27/2024
11. Cell Phone Stipend Form 09/27/2024
12. Authorize.net Agreement 09/27/2024

Minutes
Recommend approval of draft 09/10/2024 regular meeting minutes

Bills for Approval
1. Approval of Alden State Bank voucher #s 51022 through 51124

Budget Amendments (none)

Revenue & Expenditure Detail Report – Rev 8/31 / Exp 9/30

Motion by Popp to approve the Consent Calendar; second by Glenn.

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

Reports/Presentations/Announcements/Comments (continued)
Planning Commission Report
Heidi Vollmuth gave the following report:
- Master plan is done.
- Worked on definitions for the zoning project.
- Hoping board will send this out for the public to view.

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

Mike Dwyer provided a chronological listing of events for the 2024 season.

Unfinished Business
TAX BILL UNFINISHED BUSINESS ITEM
Motion by Popp to discuss where the added expenses and costs or did we just make a mistake are; second by Vollmuth.

Vollmuth will remove this item from the agenda.

Motion by Goss to permanently dispose of this agenda item by not having it on another agenda.

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

PROJECT 842850 CLOSEOUT (WHITEWATER TOWNSHIP PARK BOAT LAUNCH/ENTRYWAY IMPROVEMENT PROJECT)
Motion by Popp authorizing payment of pay application number 4 dated 09/30/2024 in the amount of $9,473.11 for contract 842850; second by Glenn.

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

Motion by Popp authorizing payment of pay application number 5 dated 09/30/2024 in the amount of $58,159.58; second by Glenn.

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

Motion by Popp authorizing payment of Molon Invoice 9231 dated 09/30/2024 in the amount of $400; second by Vollmuth.

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

New Business
MASTER PLAN DRAFT
Motion by Popp to discuss and review Whitewater Township Draft Master Plan version; second by Glenn.

The motion was not voted on.

Discussion followed.

Motion by Goss to give the planning commission authorization to distribute the draft master plan for comment to all entities previously notified of the intent to adopt and amend the Master Plan in accordance with the Michigan Planning Enabling Act.

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

Goss repeated her motion.

Second by Vollmuth.

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

Motion by Popp to discuss bullet point #3 planning commission's request for the board to formally act to assert its right or not to approve the master plan; second by Vollmuth.

The motion and second were rescinded.

PURCHASE OF LOCAL STORAGE CONNEX (SIC) BOX

Motion by Glenn to authorize the supervisor to purchase a locally sourced Connex (sic) box, relocation of the unit, site preparation to place the unit (if necessary), painting of the unit and the purchase of shelving units at a cost not to exceed $10,300; second by Vollmuth.

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

FULL-TIME EMPLOYEE BENEFITS – PERSONNEL POLICY NO. 4 AND NO. 6

Motion by Popp to remove the 05/09/2023 temporary suspension of healthcare provision in the Whitewater Township Personnel Policy Manual and to make Fire Chief Josh Morgan and Park Manager Michael Dwyer eligible for all township sponsored full-time employee benefits upon completion of their 90-day probationary period; second by Glenn.

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

Motion by Popp making Whitewater Township Personnel Policy Number 4, paragraph Jury Duty read as follows: If any full-time employee is ordered and reports for jury duty, that employee will be paid by the township at their regular pay rate for each day of jury duty that the employee would have been scheduled to work. The employee shall give prior written notice to the township supervisor and present proper evidence as to the jury duty performed; second by Vollmuth.

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

Motion by Popp to make the Funeral Leave paragraph read as follows: A full-time employee will be allowed a paid leave of absence of three days funeral leave for a death in the immediate family. Immediate family is defined as the employee's current spouse or any of the following relatives of the employee or their current spouse: son/daughter, grandchild, parent, grandparent, son/daughter-in-law, brother, sister, or a member of the employee's immediate household. Funeral leave will not be deducted from any other leave time. Additional leave may be granted without pay or charged to sick leave with written notice to the township supervisor. Time off for funeral leave will not be counted as hours worked for the purpose of overtime; second by Glenn.

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

Motion by Popp to make the health insurance paragraph read as presented; second by Glenn.

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

Motion by Popp adopting the proposed Whitewater Township Health Care Coverage Waiver Declaration Form as proposed and add it to the Whitewater Township Personnel Policy Manual Table of Contents under the attachment section; second by Glenn.

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

Motion by Popp relocating text from Whitewater Township Personnel Policy Manual Policy Number 6 Pension Plan to Policy Number 4 Employee Benefits. The new paragraph would read as presented; second by Glenn.

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

Motion by Popp to include all John Hancock applications and opt out forms for the Whitewater Township Pension Plan to the Whitewater Township Personnel Policy Manual under the attachment section of the Table of Contents; second by Glenn.

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

Motion by Popp amending Whitewater Township Personnel Policy Number 6 Pension Plan to read as follows: Pension Plan relocated to Policy Number 4 10/08/2024 in its entirety. Policy Number 6 title remains in the manual for future use; second by Vollmuth.

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

FULL-TIME EMPLOYEE BENEFITS ADMINISTRATION

Motion by Popp modifying Whitewater Township Administrative Policy & Procedure Manual Section 3.2(b)(4) to read as follows: Keep a record of paid holidays, vacation time, sick days, jury duty pay, funeral leave, health insurance and pension plan participation forms for employees pursuant to the township personnel policy manual; second by Vollmuth.

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

Motion by Popp modifying Whitewater Township Administrative Policy & Procedure Manual Section 3.3(a)(15) to read as follows: A complete executed copy of the Whitewater Township

Personnel Policy Manual each employee was presented with during the hiring process; second by Vollmuth.

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

Motion by Popp modifying Whitewater Township Administrative Policy & Procedure Manual Section 3.3(a)(21) to read as follows: Health insurance and pension plan participation records. Keep a record of paid holidays, vacation time, sick days, jury duty pay, funeral leave, health insurance and pension plan participation forms for employees pursuant to the Whitewater Township Personnel Policy Manual; second by Vollmuth.

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

TREE WORK AT CIRCLE HILL CEMETERY

Due to the memo and supporting documentation provided to board members on 09/04/2024 not being in the 10/8 board packet, Goss rescinded the agenda item.

Motion by Popp to remove New Business #5 Clerk's agenda item Tree Work at Circle Hill Cemetery as requested by the clerk 10/08/2024; second by Glenn.

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

WHITEWATER BOARD MEETING 10/08/2024

Motion by Popp to follow Whitewater Township Code Enforcement Policy and Procedure Manual dated 01/02/2012; second by Glenn.

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

Popp will bring Graber's item two back next month.

Motion by Popp approving a repair purchase order for Netlink Business Services for the zoning computer; second by Vollmuth.

Popp noted Graber was given the former deputy supervisor's laptop.

Popp amended his motion: Motion by Popp approving a repair purchase order not to exceed $400 to Netlink Business Services for zoning computer repair; second by Glenn.

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

Motion by Popp to begin a 10-minute break at 12:02 p.m.; second by Vollmuth.

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

At about 12:02 p.m., the meeting recessed.

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

WHITEWATER TOWNSHIP PARK TODDLER PLAYGROUND EQUIPMENT RECOMMENDATION
Motion by Goss to approve $9,766.09 for the township portion of this purchase of Burke SY-3431 play structure; second by Popp.

The motion and second were rescinded.

Discussion followed.

LOSSIE ROAD NATURE TRAIL CONCEPTUAL ENGINEERED DRAWINGS
Motion by Popp to approve Gosling Czubak's preliminary/conceptual drawings dated 07/09/2024 to allow the Parks & Recreation Advisory Committee to use as the guideline to create a full engineering request for proposal to put out for bids, for discussion purposes; second by Glenn.

Lengthy discussion.

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

Motion by Popp to generate RFP for engineering services for Lossie Road Nature Trail west 2300 feet incorporating the 15% gradient slope of the trail and wetlands section of the trail; second by Glenn.

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

Popp said PRAC is going to generate an RFP.

Melton noted she will take it to the PRAC and give them the motion set forth by the board.

REQUEST FOR ARPA STATUS UPDATE
Popp said he will complete the attestation.

Motion by Glenn authorizing the supervisor to provide an ARPA funds status update to Grand Traverse County Administrator Nate Alger regarding the township's Grand Traverse County ARPA project by 10/30/2024; second by Popp.

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

NEW FIREFIGHTER WHISLER
See page 4271.

RESIGNATION OF SAMUEL ROJEWSKI
See page 4271.

Tabled Items
None

Board Comments/Discussion
None

Announcements
Next regular meeting 11/12/2024 at 9:00 a.m.

Public Comment
Public comment began at 3:53 p.m.

Melissa Melton
Lois MacLean
Heidi Vollmuth

Public comment ended at 4:00 p.m.

At about 4:00 p.m., Goss left the meeting room.

Adjournment
Motion by Vollmuth to adjourn at 4:01 p.m.; second by Popp. Roll call vote: Goss, absent; Benak, absent; Popp, yes; Vollmuth, yes; Glenn, yes.

Meeting adjourned at 4:02 p.m.

Cheryl A. Goss
Whitewater Township Clerk