WHITEWATER TOWNSHIP BOARD
Whitewater Township Hall, 5177 Vinton Road, Williamsburg, MI 49690
231-267-5141 Phone

REGULAR MEETING
APPROVED MINUTES
Thursday, December 11, 2025, 6:30 p.m.

CALL TO ORDER: Supervisor Slopsema called the meeting to order at 6:30 p.m. The Pledge of Allegiance was recited.

ROLL CALL: Clerk Wendy Hoeksema called Roll.

Present:
Supervisor Linda Slopsema
Clerk Wendy Hoeksema
Treasurer Jill Koester

A quorum was established.

Absent:
Trustee Tim Arends (excused)
Trustee Randy Mielnik (excused)

ALSO PRESENT:
Zoning Administrator Deb Graber
Recording Secretary Kay Held

1 **SET/ADJUST/APPROVE AGENDA:**
-Add after first Public Comment: "Board of Review Appointment"
-Add "Recording Secretary Invoice" under Bills for Approval in Consent Calendar.

-Add to Correspondence
E. Johnson – STRs
R. Bridgeforth – Campground

Board Action:
Ms. Slopsema made a motion to approve the Agenda as amended. Ms. Koester seconded the motion
VOTE: YEAS: All. NAYES: None. Motion carried.

CONFLICT OF INTEREST: None.

PUBLIC COMMENT:

Mr. M. Jacobson: Opposes SASE to receive a paid tax receipt. Concerns about Lossie Road Trail access.

Ms. M. Melton: Addressed Board Member concerns and comments regarding the Parks & Recreation 5-Year Plan. Believes it meets DNR requirements and is ready for Public Review process.

BOARD OF REVIEW APPOINTMENT:

Board Action:
Mr. Hoeksema made a motion to confirm the recommendation of the Supervisor appointing Mr. Jason Acker to a two (2) year term on the Whitewater Township Board of Review as an Alternate. The term will end on December 31, 2027. Ms. Koester seconded the motion.

ROLL CALL VOTE: Koester-Y, Slopsema-Y, Hoeksema-Y. Motion carried.

REPORTS/PRESENTATIONS/ANNOUNCEMENTS/COMMENTS:

Fire / Emergency Services Report – Chief Morgan: Report in meeting packet. Chief Morgan additionally reported on a mutual aid call to a serious accident in Kalkaska, new fire truck production status and his recent experience as an instructor. Staff at the casino will be recognized on 11/22 for their use of the on-site AED equipment.

Planning Commission Report – Mr. Mielnik: Report in meeting packet.

Zoning Report – Zoning Administrator Graber: Report in meeting packet. ZA Graber additionally reported there are numerous additional training programs she has been taking. There have been 94 Permits issued YTD. She will prepare a year-end Zoning summary for the Township Board and Planning Commission.

Parks Report – Mr. Bartnicki: Report in meeting packet.

PRAC Report – Ms. Koester (verbal):
The Parks & Recreation 5-year Plan Draft is completed. This is an Agenda item later in the meeting.

Tri-County Resident Waste Recycling Report: Information and QR Code in meeting packet.

Antrim County Dams Update: Diving In: A Lake Level Update newsletter from Antrim County Drain Commissioner Leslie Meyers is in meeting packet. Ms. Meyers presented at the Township Board last month and will be providing additional information on the anticipated Special Assessment District (SAD).

CONSENT CALENDAR – Receive and File:

Treasurer's Report: Report in meeting packet.

Trustee Report: Report in meeting packet.

2 MMR (Ambulance) Report: Report in meeting packet.

GT County Sheriff's Report: Report in meeting packet.

PC Minutes: https://www.whitewatertownshipmi.gov/planning-commission.html

ZBA Minutes: https://www.whitewatertownshipmi.gov/zoning-board-of-appeals.html

Park and Recreation Minutes: https://www.whitewatertownshipmi.gov/advisory-committee.html

Correspondence: J. Zenas – Resident Outreach Work Group (ROWG)

Minutes for Approval: https://www.whitewatertownshipmi.gov/township-board--subcommittee-meeting-minutes.html
November 13, 2025, Regular Meeting Minutes. – Pulled from Consent Calendar

Budget Amendments – Clerk Hoeksema: None at this time.

Bills for Approval – Clerk Hoeksema: - Pulled from Consent Calendar.

Revenue and Expenditure Report – Clerk Hoeksema: Pulled from Consent Calendar.

Board Action:
Ms. Slopsema made a motion to remove the Regular Meeting Minutes of 11/13/25, Bills for Approval and Revenue and Expenditure Report from the Consent Calendar. Ms. Koester seconded the motion.
YEAS: All. NAYES: None. Motion carried.

Board Action:
Ms. Slopsema made a motion to approve the Consent Calendar as amended. Ms. Koester seconded the motion.

Items Removed from Consent Calendar:

11/13/25 Regular Meeting Minutes – Amendments: Yes and discussed/clarified.

Board Action:
Ms. Hoeksema made a motion to approve the November 13, 2025, Regular Meeting Minutes as amended. Ms. Slopsema seconded the motion.
VOTE: YEAS: 2 (Slopsema, Hoeksema). NAYES: 1 (Koester). Motion carried.

Bills for Approval: The Clerk added the recent invoice from the Recording Secretary.
Revenue and Expense Report: Included in meeting packet.

Board Action:
Ms. Slopsema made a motion to approve the Revenue & Expense Report as presented and Bills Payable as amended. Ms. Hoeksema seconded the motion.
VOTE: YEAS: All. NAYES: None. Motion carried.

UNFINISHED BUSINESS:

Any Parks & Recreation Items:

C2AE WWTP Contract Addendum – Boat Wash Station:
There was discussion regarding Engineering services for Boat Wash Station drawings and quotation requirements. Documentation was included in the meeting packet.

Board Action:
Ms. Koester made a motion to approve the proposed C2AE Campground Electrical Upgrade Contract Addendum to include the Boat Wash Station design for $15,000 which revises the total contract amount to the $47,200. Ms. Slopsema seconded the motion.
VOTE: YEAS: All. NAYES: None. Motion carried.

CPA Maner Costerisan Payroll Review Update – Supervisor Slopsema: (verbal)
There was discussion regarding consideration of CPA services through Maner Costerisan to assist in auditing the 2025-2026 budget year and subsequent purchase order to fund services. Board Members discussed work to date and monitoring of expenses.

Additional P.O. Request:

Board Action:
Ms. Slopsema made a motion to authorize an additional Purchase Order for $10,000 for CPA services through Maner Costerisan. Ms. Koester seconded the motion
VOTE: YEAS: All. NAYES: None. Motion carried.

Civil Infraction Ordinance – Next Steps: Verbal Discussion
There was Board discussion summarizing prior comments regarding concerns about the prospective preparation of a Civil Infractions Ordinance.

Ms. Slopsema made a motion to authorize the Supervisor move forward to contact an attorney other than Fahey Schutz to discover options for a Civil Infractions Ordinance (CIO) for Board review. Ms. Hoeksema seconded the motion.
VOTE: YEAS: 2. NAYES: 1.

A roll call vote was called:
ROLL CALL VOTE: Koester – No, Slopsema – Yes, Hoeksema – Yes. Motion carried.

Consideration of Parks & Recreation 5-year Plan – Approval for Public Comment: (In meeting packet)
Ms. Koester reported to the Board PRAC is in the final stages of completion of their Parks & Recreation 5-year Plan, and it is ready for the required Public Review period. The Board was distributed the current copy of the document on 10/25/25 after determining an earlier draft had inadvertently been included in the last meeting packet. Requested revisions have been made. It has been accessible in the One Drive shared file since 10/25/25,

Ms. Koester stated the DNR's preliminary review was positive, stating it was well done, meets their criteria and went above and beyond requirements. The next steps involve the Public Comment period.

PRAC would like to meet approval deadlines through the remainder of the process and asked for authorization for a Special Meeting Public Hearing. There was additional discussion among Board Members with concerns on specific verbiage to ensure grant readiness, long-term grant asset management and grant maintenance, a Civil Infractions Plan, etc. There are timing concerns to meet the DNR deadline given prospective changes, the Public Comment/Review period and mandated posting requirement timelines.

Board Action:
Ms. Koester made a motion to approve the Parks & Recreation Five-Year Plan Draft for Public Comment for the next 30 days, with a Public Hearing at a Special Meeting on Tuesday, 1/20/26, at 7:00 p.m. at the Township Hall. Ms. Slopsema seconded the motion.
VOTE: YEAS: All. NAYES: None. Motion carried.

NEW BUSINESS:

Post Office Property Inquiry – Ms. Slopsema: (Verbal)
Supervisor Slopsema provided informational data to Board Members regarding the Post Office and the company that manages their property. The Township owns two parcels on Old M-72 for Fire Department Training. The Assessor determined the property value is approximately $100k. The USPS property management company has been in touch with the Supervisor. This subject will be revisited in the future.

New Deputy Clerk Wage Approval – Clerk Hoeksema:
Clerk Hoeksema has appointed Ms. Amanda Fenlon as Deputy Clerk for Whitewater Township. She will be working 20-25 hours/week.

Board Action:
Ms. Hoeksema made a motion to approve the Deputy Clerk starting pay rate of $22.00 per hour for Ms. Amanda Fenlon, effective immediately.

Ms. Fenlon introduced herself to the Board and provided an overview of her background.

Ms. Slopsema seconded the motion.
VOTE: YEAS: All. NAYES: None. Motion carried.

Attorney Proposal – Clerk Hoeksema:
Clerk Hoeksema reported one response was received from the proposals distributed seeking legal counsel. The Clerk and Supervisor interviewed responding Attorney Peter Wendling.

Board Action:
Ms. Hoeksema made a motion to approve Resolution #2025-21 the Retainer Agreement with Marshall & Bruce Law Firm, P.C., and authorize the Supervisor and Clerk to sign on behalf of Whitewater Township. Ms. Slopsema seconded the motion.

Clerk Hoeksema read Resolution #2025-21 aloud.

ROLL CALL VOTE: Slopsema-Y, Koester-Y, Hoeksema-Y. Motion carried.

Supervisor Salary Reduction Resolution – Supervisor Slopsema:
Supervisor Slopsema reported she will be reducing her work schedule to two days per week and reducing her annual salary to $23,000, effective 1/4/26. Supervisor Slopsema read proposed Resolution #2025-22 Salary for Supervisor 2025/2026 Amended 12/11/2025 aloud.

Board Action;
Ms. Slopsema made a motion to adopt Resolution #2025-22 Salary for Supervisor 2025/2026 Amended 12/11/2025. Ms. Koester seconded the motion.
ROLL CALL VOTE: Hoeksema-Y, Koester-Y, Slopsema-Y. Motion carried.

TABLED ITEMS: None.

BOARD COMMENTS / DISCUSSION:
Treasurer Koester noted she is willing to enter revenue numbers if given administrative access to BS&A, which can be authorized by the Clerk. She expressed issues regarding completing reconciliations through 3/26/25. Ms. Koester has inquired with Gabridge about the Audit. No new timeline for completion has been advised. The Supervisor instructed the Clerk and Treasurer to meet to resolve accounting, payroll and reconciliation complications.

Treasurer Koester suggested a wage increase for Deputy Supervisor Tim Arends based on his performance and extra work load. No increase was provided last year. Supervisor Slopsema stated Mr. Arends is working on a wage study. The Supervisor and Clerk will be discussing the budget. The Township is awaiting the final audit;.

ANNOUNCEMENTS:

Township Board Regular Meeting: **Thursday, 1/8/26, 6:30 p.m., Whitewater Township Hall.**

PRAC Special Meeting and Public Hearing: **Tuesday, 1/20/26, 7:00 p.m., Whitewater Township Hall.**

Notice: The Township office will be closed on December 24, 25, 26 and 31, 2025 as well as January 1 and 2, 2026. This notice will be posted.

Treasurer Koester noted the last day to collect property taxes is February 14, 2026. There will be no late fees assessed until 2/17/26. Note: taxes will also be collected on December 30, 2025, 9 a.m. – 5:00 p.m.

Board Member Announcements: None.

PUBLIC COMMENT:

Ms. J. Zenas: Appreciates efforts the Civil Infractions Ordinance is moving forward and facilitating an attorney search to focus on this matter. She is concerned at the 11/13/25 ROWG Board the Treasurer referenced a CIO is not needed because an STR Ordinance would take care of it. She has concerns about how the ROWG may provide unbiased research information. She questioned if conversations outside of the ROWG may be taking place.

M. Jacobson: Appreciates no Public Hearing during daytime meetings. Believes Board Members interrupting and speaking over each other is embarrassing and inconsiderate. The Battle Creek Natural Area was purchased through a DNR grant, with Conditions, all of which have not been met.

ADJOURNMENT:
Ms. Slopsema made a motion to adjourn the meeting. Ms. Hoeksema seconded the motion.
VOTE: YEAS: All. NAYES: None. Motion carried.

The meeting adjourned at 8:15 p.m.

Submitted by Kay Z. Held, Recording Secretary