

**WHITEWATER TOWNSHIP BOARD
REGULAR MEETING AGENDA MARCH 26, 2026
9:00 a.m. at the Whitewater Township Hall
5777 Vinton Road, Williamsburg, MI 49690
Phone: 231-267-5141 / Fax: 231-267-9020**

View Meeting on Zoom

1. Join Automatically (computer, tablet, or smartphone):

Click this link to join: <https://us02web.zoom.us/j/83616183946>

2. Join Manually (computer, tablet, or smartphone):

- Open the Zoom app or go to: <https://www.zoom.us/join> and enter
- Meeting ID: 836 1618 3946

3. Join by Phone (audio only; works on landlines and mobile phones):

- Dial: +1 312 626 6799 US (Chicago)
- When prompted, enter Meeting ID: 836 1618 3946, then press #

At this time, the Board invites everyone to silence their electronic devices

Whitewater Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities upon reasonable advance notice. Contact the Township Clerk at clerk@whitewatertownshipmi.gov at least 5 days in advance of the meeting.

A. Call to Order / Pledge of Allegiance

B. Roll Call of Board Members

C. Set / Adjust / Approve Meeting Agenda

D. Declaration of Conflict of Interest

E. Public Comment. Any person shall be permitted to address a meeting of the township board. Public comment shall be carried out in accordance with the following board rules and procedures:

- a. Comments shall be directed to the board, with questions directed to the chair.
- b. Any person wishing to address the board shall speak from the lectern and state his or her name and address.
- c. Persons may address the board on matters that are relevant to township government issues.
- d. The chair shall control the amount of time each person shall be allowed to speak, which shall not exceed five (5) minutes, excluding the time needed to answer board member's questions.
- e. In order to avoid unscheduled debates, the board generally will not comment or respond to presenters. Silence or non-response from the board should not be interpreted as disinterest or disagreement by the board.

F. Public Hearing – NONE

G. Reports/Presentations/Announcements/Comments

1. Fire / Emergency Services Report – Chief Morgan
2. Planning Commission Annual Report - Mielnik
3. Zoning Reports – Deb Graber

H. Consent Calendar: Approve/Receive and File

1. Treasurer Report
2. MMR (Ambulance) Report
3. GT County Sherrif Report
4. PC Minutes <https://www.whitewatertownshipmi.gov/planning-commission.html>
5. ZBA Minutes <https://www.whitewatertownshipmi.gov/zoning-board-of-appeals.html>
6. Correspondence:
7. Minutes for Approval: **March 12, 2026 Regular Meeting**
<https://www.whitewatertownshipmi.gov/township-board--subcommittee-meeting-minutes.html>
9. Budget Amendments

I. Items Removed from Consent Calendar

- 1.
- 2.

J. Unfinished Business

1. Ordinance Enforcement
 - a. Ordinance Enforcement Policy
 - b. Zoning Ordinance Article 22 - Violations
2. ANY PARK & RECREATION ITEMS:
 - a. Fulltime Firefighter/Parks Manger Job Description – Fire Chief

K. New Business

- a. Budget Transfer Request – Arends
- b. Resolution 2026-02 Regular Meeting Dates for 2026/2027
- c. Resolution 2026-06 General Appropriations Act
- d. Graded Wage Scale 2026/2027
- e. Salary Schedule 2026/2027
- f. Deputy Supervisor Wage Change
- g. 2026 Cleanup Day – Arends
- h. Policies & Procedures Manual Section 3.0 Personnel Administration Revisions
- i. Zoom meeting access public comment policy - Arends
- j. **CLOSED SESSION:** Written Legal Opinion re: 6631 Baggs Road
- k.

L. Tabled Items - none

M. Board Comments/Discussion

N. Announcements:

Next Township Board Meetings:

MARCH 31, 2026, SPECIAL MEETING, 9:00 AM (if needed)
APRIL 9, 2026, REGULAR MEETING, 6:30 PM

Board Member Announcements

O. Public Comment

P. Adjournment



WHITewater TOWNSHIP FIRE DEPARTMENT

8380 Old M-72 | PO Box 9 | Williamsburg, MI 49690
Phone: 231-534-2419 Email: firechief@whitewatertownshipmi.gov

Monthly Board Report – February 2026

Prepared for: Whitewater Township Board

Executive Summary

In February 2026, the Whitewater Township Fire Department responded to 25 emergency calls, an increase from 14 calls in January. Medical calls made up 76% of the total workload, and our crews continued to arrive before the ambulance on most incidents.

Ninety percent of all calls were reached in about eleven minutes or less, showing improved response performance compared to January, even with increased call volume. All weekend staffing shifts were filled with no gaps in coverage.

The department also installed two in-station data hubs connected to our dispatch system, improving real-time situational awareness for responding personnel.

Members participated in multi-agency training at Turtle Creek Casino focused on mid-rise operations, along with additional hands-on forcible entry training. The department also began a new training cycle focused on fire attack considerations, including scene size-up and apparatus placement.

The new Engine 3 build continues to progress and remains on track for delivery in late April or early May.

Overall, the department remains operationally stable, with increasing EMS demand and continued improvements in response performance.

Incident Volume Overview

Total Valid Incidents: 25

EMS Incidents: 19 (76%)

Fire Incidents: 6 (24%)

Mutual Aid Given (Out of County): 1

Transports to Munson Medical Center by MMR: 17

Whitewater Fire Response Times

Average Response Time (Township Only): 6 minutes 54 seconds

90th Percentile Response Time: 11 minutes 11 seconds

In February, 90% of our calls were reached in about 11 minutes or less.



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This improvement in response time occurred despite a significant increase in call volume from January. As with prior reporting, these measurements reflect incidents within Whitewater Township only and exclude mutual aid responses to ensure accuracy in evaluating service to township residents.

Ambulance (MMR) Response Times

Average MMR Response Time: 9 minutes 52 seconds

90th Percentile MMR Response Time: 15 minutes 24 seconds

Ambulance response times improved compared to January; however, Whitewater firefighters continued to arrive ahead of ambulance units on most EMS incidents.

On average, our crews arrived several minutes before the ambulance, providing early patient care during critical portions of the incident.

Call Patterns

Call activity increased across all days of the week, with a continued concentration on weekends.

Weekend Calls

January: 43%

February: 48%

Combined (Jan–Feb): 46%

Busiest Day: Sunday

Call volume remains evenly distributed throughout the day:

Midnight–6 AM: 26%

6 AM–12 PM: 26%

12 PM–6 PM: 26%

6 PM–Midnight: 23%

This distribution shows that emergency demand occurs consistently across all hours and is not limited to specific times of day.

Staffing & Personnel

Department staffing remained stable in February.



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All weekend staffing shifts were filled with no gaps in coverage, maintaining consistent response capability during the highest demand periods.

The department continues to monitor participation levels and staffing availability to ensure operational readiness.

Training

Training remained a priority throughout February, with a focus on both internal skill development and regional collaboration.

The department hosted a multi-agency training at Turtle Creek Casino and Resort. A total of 38 firefighters from 7 departments across 4 counties participated in mid-rise operations training. This training focused on a low-frequency, high-risk incident type and included skills such as lobby control, sprinkler room operations, standpipe use, and hallway hose advancement.

Additional joint training was conducted with Otsego County Fire Department, building on an established training relationship developed through Chief Morgan's time instructing at North Central Michigan College. This partnership has continued through ongoing collaboration between departments that share a strong commitment to training and professional development.

Chief Morgan previously assisted Otsego County with hazardous materials instruction, and in return, their instructors came to Whitewater to lead hands-on forcible entry training using the department's Woods Forcible Entry prop. This exchange reflects a mutually beneficial relationship between two departments that prioritize aggressive training and maintaining a high level of operational readiness.

Internally, the department began implementation of a new training cycle titled "Fire Attack Considerations," with an emphasis on scene size-up and apparatus placement.

Fire Prevention & Inspections

The department continues transitioning from paper-based pre-plans to digital site plans and inspection records within First Due. This effort is improving accessibility of information, consistency in documentation, and long-term tracking capabilities.



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Apparatus & Equipment

The new Engine 3 build continues to progress and is moving forward on schedule. The apparatus is currently in production with major components being installed. Chief Morgan conducted an in-person inspection during February and finalized several specification details to ensure the unit meets operational needs.

Delivery is expected in late April or early May.

Grants & Projects

The FEMA Fire Protection & Safety Grant for the Wildland Risk Reduction Program remains active, with planning and implementation continuing.

At the federal level, recent disruptions have temporarily limited access to FEMA GO and paused reimbursement processing. At this time, there is no indication that awarded funding is at risk; however, reimbursement timelines may be delayed. The department will continue to move the project forward while monitoring the situation and managing expenditures accordingly until normal processing resumes once DHS is funded.

The department will continue to monitor and prepare for the upcoming Assistance to Firefighters Grant (AFG) cycle, with timing dependent on federal funding through DHS.

Administrative Updates

All new hires have been onboarded and entered into First Due and PSTrax. They have been assigned task books and EMS orientation materials and are progressing through their initial training requirements.

The department has also begun reviewing its current roster and organizational structure. Internal discussions have started regarding the addition of a Lieutenant position to improve span of control, with a target ratio of approximately 5:1 to 7:1 for effective supervision and operational oversight.

WWT Planning Commission Annual Report for 2025

1. Introduction

The purpose of the Planning Commission is to recommend to the Township Board land use practices, design standards, ordinances, and amendments that will protect and enhance the natural and built environment, and which are fiscally responsible, consistent with the Master Plan, and will protect the long-term health, safety, and welfare of the residents of Whitewater Township. Planning Commission members are appointed by the Supervisor with the Township Board's approval. The term of office is 3 years.

Regular meetings of the Planning Commission are held on the first Wednesday of each month in the Whitewater Township Hall at 7:00 p.m. Notices of special meetings are posted on the website home page under Regular and Special Meeting Notices and in the display case next to the South entrance of the Township Hall.

2. Outline the purpose of this report

- It's called for in the Michigan Planning Enabling Act: "A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development."
- Increases information-sharing between staff, boards, commission, and the governing body
- Allows for anticipation of upcoming issues and priorities, to prepare and budget, if necessary
- Opportunity to thank board and commission members for their time and good work

3. Membership

Planning Commission Member	Term expiration
Keith DeYoung, Chair	12/31/2028
Rene Stratton, Vice Chair	12/31/2027
Denise Peltonen, Secretary	12/31/2026
Sadie Merchant, member	12/31/2026
Carl Wroebel, member	12/31/2025
Trustee Randy Mielnik - Township Board Rep	
David Boesler, member	Former Member
Michael Jacobson	Former Member
Al Keaton	Former Member

Special thanks to Mike Jacobson, Al Keaton and David Boesler for their service. Also thank you to the ROWG members: Barbara Dean, Debbie McKeon, Rod Rebant, Bill

WWT Planning Commission Annual Report for 2025

Clark, Heidi Vollmuth, Mark Krinock, and Rachel Steelman

4. Meetings (MPEA requires four meetings annually)

The 2025 planning commission had 11 regular meetings and 4 special meetings. This meets the requirements of the MPEA.

5. Master Plan

The Planning Commission completed the 5-year review and adopted the Whitewater Township Master Plan on 2/5/2025. Networks Northwest (community survey) and LIAA (open house and workshop) supported the review process led by North Place Planning.

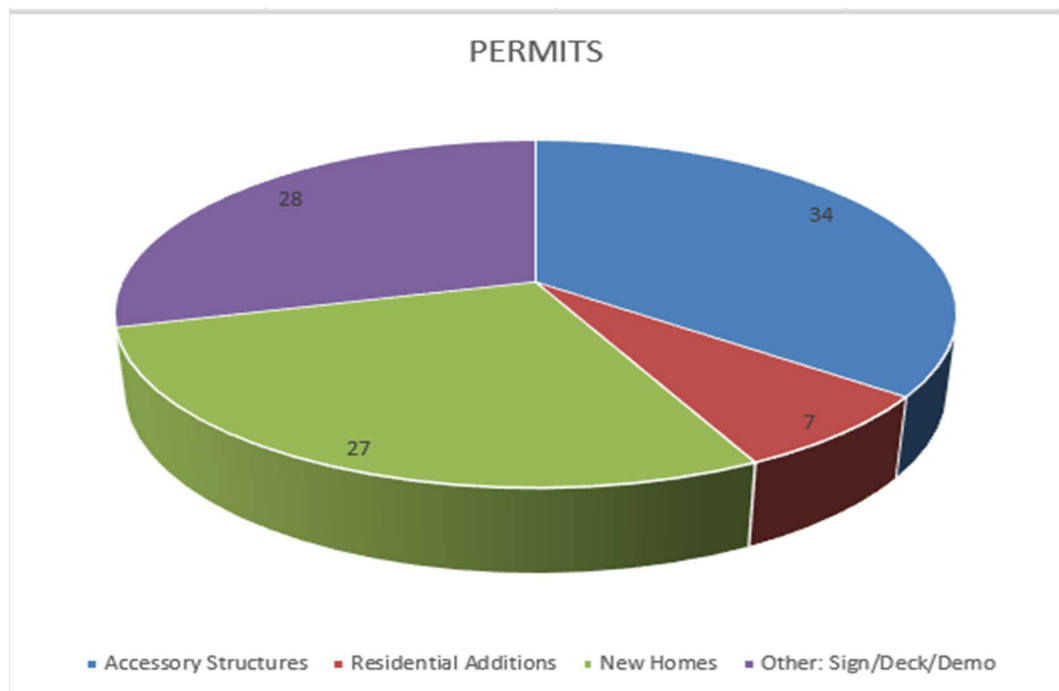
6. Zoning

Zoning activity in Whitewater Township has increased over the past few years. Land use permits are up significantly. Below is a summary of activity during the past six years:

Activity	2020	2021	2022	2023	2024	2025
Land Use Permits	55	61	62	46	85	96
Site Plan & Special Use Reviews	0	2	3	0	4	6
ZBA Appeals	0	2	3	4	3	2
Land Divisions	10	6	13	8	15	13

The most significant increase for 2025 was the addition of several new homes followed closely by the number of accessory structures added to the township.

ZONING – ANNUAL REPORT OF ACTIVITY



WWT Planning Commission Annual Report for 2025

7. Zoning Ordinance Amendments

Three Zoning Ordinance Amendments were approved in 2025. Two rezonings changed the zoning classifications on property. One zoning amendment was a text amendment. The Planning Commission also reviewed a proposed text amendment proposed by a property owner, which was not approved.

DATE	ZONE	ZONING DISTRICT AMEND	TAX ID #	OWNER NAME	ADDRESS	PROJECT DESCRIPTION
5/30/2025	C1	ZDA 2025-1	28-13-005-003-00 & 28-13-005-006-	Grand Traverse Plastics (GTP) Real Estate	Moore Road	Amend Zoning District to N
7/30/2025	A1 R2	ZDA 2025-2	28-13-004-015-21	Behrenwald Realty/AIS	Crisp Road	Amend Zoning District to N
6/4/2025	ALL	ZA - 2025-3	ALL	Steelman -	none provided	Amend Zoning Ordinance -
7/9/2025	ALL	ZA - 2025-4	ALL	Whitewater Township		Amend Article 21

The Zoning Ordinance is being reviewed with the professional services of Giffels Webster, in alignment with the Master Plan Vision and Goals for strategy and implementation. Areas given particular attention included the site plan review process, PUD provisions, Commercial PUD corridor overlay, and Condominium Development Standards. The planning commission also worked on an amendment addressing wineries and cideries and is in the process of addressing short-term rentals.

Although technically a general ordinance, the Planning Commission responded to a request from the Township Board and developed a proposed private road ordinance for consideration and has reviewed other general ordinances related to noise and events.

8. Development reviews

DATE	ZONE	SPECIAL USE/SPR PERMIT #	TAX ID #	OWNER NAME	ADDRESS	PROJECT DESCRIPTION
3/5/2025	C1	SLUP 2025-01	28-13-004-001-20	FRF Properties LLC	8976 M72 E	Back Room 72 - Events
5/14/2025	A1	SLUP 2025-02	28-13-121-018-00	Uncle Bills, McColley, Lewis	8150 Elk Lake Road	Major Home Based Business
10/9/2025	N	SPR 2025-04	28-13-004-015-21	Behrenwald Realty/AIS	M72	\$1000

9. Variances / ZBA

The Zoning Board of Appeals (ZBA) met three times in 2025 and acted on three variance requests. The ZBA also received training from Fahey, Schultz, Burzych, and Rhodes, LLC, on ZBA functions and processes.

10. Actions by Township Board

The Township Board took several development-related actions in 2025. These included action on the four proposed zoning amendments and the following:

- Zoning Ordinance Amendment Consolidation & Renumbering of Ordinances (January 2025)
- Passed Resolution 25-01 regarding new Master Plan (February 2025)
- Approved distribution of RFP for a Planning Consultant (March 2025 and hired Giffels Webster in May 2025)
- Updated Zoning Fee Schedule (April 2025)

WWT Planning Commission Annual Report for 2025

- Township Board authorized PC work on a new Private Road Ordinance with Gourdie Fraser (October 2025)

11. Zoning Map

A new Zoning Map will be produced in early 2026, showing recent rezonings approved in 2025 and updated parcel lines. Over the long term, the goal of reducing the large number of split-zoned parcels exists.

12. Training Attended

Topic /description	Date
MSUE Citizen Planner Course completed by Peltonen	12/2025
MSUE Short Term Rental Ordinance Course	11/2025

13. Potential training topics in the upcoming year, based on goals and priorities

Topic /description
How to request a Purchase Order within WWT
MSUE Citizen Planner Course beginning in April 2026: Stratton, Merchant, Trumbull

14. Zoning Map

A new Zoning Map will be produced in early 2026, showing recent rezonings approved in 2025 and updated parcel lines. Over the long term, the goal of reducing the large number of split-zoned parcels exists.

15. Training Attended

Topic /description	Date
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MSUE Short Term Rental Ordinance Course	11/2025

16. Potential training topics in the upcoming year, based on goals and priorities

Topic /description
How to request a Purchase Order within WWT
MSUE Citizen Planner Course beginning in April 2026: Stratton, Merchant, Trumbull

WWT Planning Commission Annual Report for 2025

17. Joint meetings

A Joint Township Board and Planning Commission Meeting took place in May of 2025. The primary purpose of this meeting was to discuss how to address short-term rentals and to create the Resident Outreach Work Group (ROWG).

The ROWG was formed to collect data and information to be used by the Planning Commission in the creation of recommendations to the Township Board on various topics such as Short-term Rentals and a Capital Improvement Plan. Applications were made available to Whitewater Residents, and the Work Group members were selected by the PC from applications received.

The ROWG wrote a series of white papers: A spreadsheet of collected information on STR and General Ordinances on 16 Michigan Towns, State of Michigan court decisions in STR related cases, Grand Traverse County STR related regulations, and existing Whitewater Township STR ordinances related to a possible STR ordinance. These white papers are available in the Township Hall.

18. Goals

The Planning Commission has the following goals for 2026:

- Continued research and collection of public input on Short-term Rentals
- Continued development and public review of a Winery and Tasting Room Special Use Ordinance
- Develop a Capital Improvement Plan
- Research and create an Outdoor Venue Ordinance
- Review of existing noise ordinance in relation to STRs and Outdoor Venues
- Review of possible Stormwater Ordinance
- Review Master Plan for possible revisions
- Perform quarterly review of annual budget by executive committee

19. Other Notable Items

The Planning Commission continues to carry a heavy workload to address existing and emerging community development issues. Recent appointments to the Planning Commission provide needed agricultural perspectives, along with professional insights to help us balance diverse interests and improve our effectiveness and efficiency. The coming years will likely continue to challenge everyone in leadership positions, and PC members look forward to helping to lead by developing planning and regulatory tools that shape growth and change in desirable ways.



WHITEWATER TOWNSHIP

5777 Vinton Road • P.O. Box 159 • Williamsburg, MI 49690 (231)
267-5141 • FAX (231) 267-9020

www.whitewatertownshipmi.gov

zoning@whitewatertownshipmi.gov

Zoning Administrator Report as of February 23, 2026

Planning and Zoning

Reporting three new permits as of this report.

DATE	ZONE	LU PERMIT #	TAX ID #	OWNER NAME	ADDRESS	PROJECT DESCRIPTION
2/15/2026	A1	2026-05	28-13-136-002-07	Foster, Jacob	M72 E, Williamsburg	14.5'x64' Living Space
2/15/2026	C1	2026-06	28-13-003-008-01	Maitland, James	M72 E, Williamsburg	4'x6' sign on property
2/23/2026	R1	2026-07	28-13-113-011-01	Zundel, Andrew & Lisa	9218 Skegemog Pt Rd	Replace patio stones 2700sf

Land Division – None

Zoning Board of Appeals – None

Code Enforcement Complaints Closed – None

Miscellaneous

Received an application for a Zoning District Amendment. Parcels, 28-13-003-008-01 & 23-13-003-008-02, both have split zoned property. Amendment requests the property at the corner of Broomhead and E M72 be entirely zoned Commercial. Public hearing during the Planning Commission meeting March 4, 2026.

Zoning Ordinance Amendment to add Wineries and Tasting Rooms. Public hearing during the Planning Commission meeting March 4, 2026.

Sincerely,

Deb Graber
Whitewater Township
Zoning Administrator



WHITEWATER TOWNSHIP

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Whitewater Township Zoning Annual Report – 2025

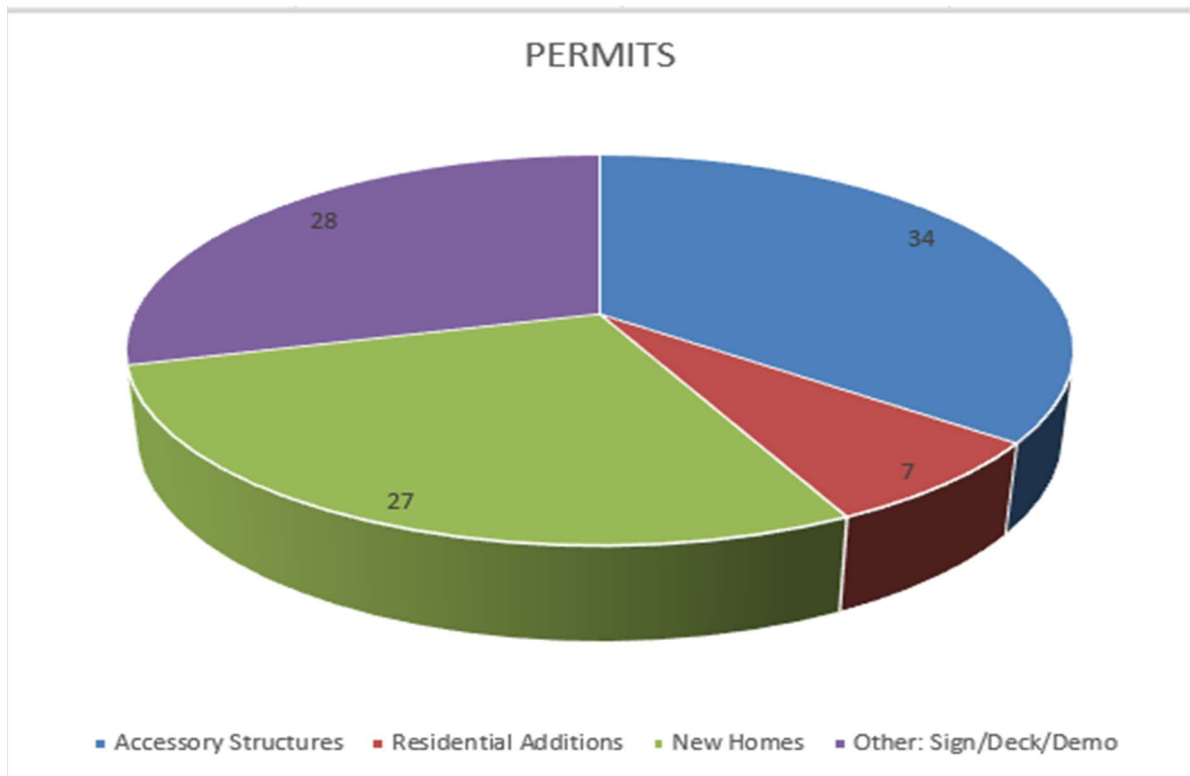
ZONING

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The most significant increase for 2025 was the addition of several new homes followed closely by the number of accessory structures added to the township.

ZONING – ANNUAL REPORT OF ACTIVITY



Inquiries about development potential of various properties in our community are received regularly. There is potential growth coming in areas of the Commercial, Industrial, and Agricultural zoning districts.

PLANNING

Giffels Webster, Planner, has been hired to assist the Planning Commission in reviewing all the zoning ordinances.

Jennifer Graham, Civil Engineer with Gourdie-Fraser, has been selected to assist the Planning Commission and the Zoning Administrator on future projects.

ZONING BOARD OF APPEALS

The Zoning Board of Appeals meets when there is an appeal and in January to set the meeting dates for the next fiscal year. There were two appeals in 2025, one was denied and one was approved.

Respectfully,



Deb Graber
Zoning Administrator
Whitewater Township

2025 WHITEWATER TOWNSHIP ZONING REPORT

DATE	ZONE	LU PERMIT #	TAX ID #	OWNER NAME	ADDRESS	PROJECT DESCRIPTION
1/22/2025	R1	2025-01	28-13-270-006-00	Gillesby, Scott & Lisa	9900 Elk Lake Trail	52'x28' Addition/Garage
1/29/2025	R1	2025-02	28-13-150-019-00	Cheney, Colleen	10202 Elk Lake Trail	52'x23' new deck & steps
1/23/2025	A1	2025-03	28-13-128-003-02	Nowak, Joseph	7735 Elk Lake Road	40'x28' addition to Barn
1/29/2025	R1	2025-04	28-13-800-043-00	Morrison, Jeff & Kathy	4738 Truax Lake Rd	20'x40' in ground pool
1/31/2025	A1	2025-05	28-13-005-019-02	High Pointe Golf Club	7711 Doak Way	13'8"x16'6" Pump House
3/5/2025	RC1	2025-06	28-13-023-002-01	Sommerville, Marcia & Steve	10515 Sand Lakes Rd	12'x24' Shed LATE FEE
3/5/2025	RC1	2025-07	28-13-023-002-01	Sommerville, Marcia & Steve	10515 Sand Lakes Rd	58'x34' Home
2/26/2025	A1	2025-08	28-13-136-008-30	Leahy, Mike & Sand	11447 M72 E	12'x24' Shed
3/12/2025	RC1	2025-09	28-13-021-001-00	McLain, Allen	2976 Williamsburg Road	16'x24'x8' Greenhouse
3/12/2025	A1	2025-10	28-13-121-018-00	McColley, Lewis	8392 Elk Lake Rd	56'x38' Kitchen/Retail Space
3/26/2025	C1	2025-11	28-13-003-010-12	True North Shell	9051 M72 E	Comm Sign on Bldg 26"x150"
3/19/2025	A1	2025-12	28-13-003-021-61 62	Gravis, Susan	Deal Road	Comm Sign - For Sale
3/26/2025	A1	2025-13	28-13-121-016-07	Ammond, John/Elizabeth	8649 Monarch Ln	52'x80' New Home/Garage
3/26/2025	A1	2025-14	28-13-125-021-00	Simpson, Jon	7014 Skegemog Point	40'x40' Addition
3/30/2025	A1	2025-15	28-13-002-010-00	Eckerdt, Christopher	Deal Road	30'x40' Horse Barn
3/30/2025	A1	2025-16	28-13-002-010-00	Eckerdt, Christopher	Deal Road	60'x86' New Home & Garage
4/7/2025	A1	2025-17	28-13-134-008-03	Hazergian, Mikaela	6158 Cook Road	13'x15' shed (plusLATE FEE)
4/4/2025	R1	2025-18	28-13-630-015-00	Kosiorek, Roman	608 Shelly B Lane	1426 sq ft Home & Garage
4/4/2025	RC1	2025-19	28-13-009-015-02	Fetter, Darin	4148 Williamsburg Rd	40'x50' Addition
4/13/2025	A1	2025-20	28-13-121-016-05	Bourdeau, Ronnie	8637 Monarch Ln	52'x80' New Home/Garage
4/11/2025	A1	2025-21	28-13-005-019-01	High Pointe Golf Club	7640 Doak Way	9800 sq ft Clubhouse
4/16/2025	A1	2025-22	28-13-109-021-09	DCHJ Don Hayden Jr	10100 Kestrel Lane	31'x42 Home
4/16/2025	A1	2025-23	28-13-109-021-08	DCHJ Don Hayden Jr	10134 Kestrel Lane	31'x42 Home
4/18/2025	R1	2025-24	28-13-590-002-00	Fox, Shawn & Julie	9875 Miami Beach	fence
4/18/2025	RC1	2025-25	28-13-017-004-62	Carter, Scott	3205 Heiges Trail	16'x16' access structure
4/26/2025	RC1	2025-26	28-13-003-027-01	Bruner, Benjamin	5029 Samels	40'x80' house & garage
4/26/2025	RC1	2025-27	28-13-016-008-03	Baker, Josh	8752 Wheeler Oaks	60'x32' House 42'x28' Garage
5/1/2025	A1	2025-28	28-13-122-022-10	Anderson, Suzanne	9483 Palaestrum	40'x64' pole barn
DENIED	A1	2025-29	28-13-109-017-30	Hogarth, Kenneth & Holly	10283 Elk Lake Road	Gate/Fence 6'5"x11' TOO HIGH After the
5/11/2025	RC1	2025-30	28-13-008-003-01	Evina, Rob	4575 Moore Rd	house 1700, 623 garage & deck 690
5/11/2025	RC1	2025-31	28-13-008-003-01	Evina, Rob	4575 Moore Rd	30'x80' Utility Barn
5/7/2025	A1	2025-32	28-13-675-002-00	Lattig, Derrick	9168 Merrill Ridge	3805 sq ft House & Garage

DATE	ZONE	LU PERMIT #	TAX ID #	OWNER NAME	ADDRESS	PROJECT DESCRIPTION
5/9/2025	A1	2025-33	28-13-136-017-01	Boyd, Cameron	6365 Baggs Rd	60'x40' access struture
5/11/2025	R1	2025-34	28-13-875-005-00	Hansel, Dan	6406 Cook Rd	15'x15' Roof over Patio
ON HOLD	A1	2025-35	28-13-126-012-20	Oosterhouse, Roland	7185 Skegemog Pt	house --- on hold til spring 2026
6/4/2025	R1	2025-36	28-13-340-032-00	Murray, Judy	11542 Top View Dr	55'x57' house & garage
6/4/2025	A1	2025-37	28-13-136-011-12	Morris, Greg	6248 Skegemog Pt	fence 500'x4.5'
6/7/2025	R1	2025-38	28-13-430-015-00	Edmund, Fred	8222 Lakeside Trl	Shed 12x16
6/7/2025	R2	2025-39	28-13-830-024-00	Marks, Todd Golden Rule Constr	5825 Vinton Road	30'x70' home/barn 30x30 residence
6/11/2025	A1	2025-40	28-13-109-010-02/13	Orchard View Farms RE LLC	10937 Elk Lake Rd	2 signs 27.5 sq feet
6/21/2025	A1	2025-41	28-13-104-012-10	Ballard, Thomas & Kathleen	8231 Gay Rd	24'x40' pole barn
6/19/2025	R1	2025-42	28-13-550-008-00	Schulz, Rob	7646 Timberline Rd	12'x22' new deck
6/21/2025	R2	2025-43	28-13-004-042-00	Smith, Chad	Vinton Rd	10x10 shed
6/25/2025	R1	2025-44	28-13-350-002-00	Schade, Steve	9590 Elk Lake Trail	Demolish Existing Home
7/2/2025	R1	2025-45	28-13-350-002-00	Schade, Steve	9590 Elk Lake Trail	32'x50' home 20'x24' att garage
6/26/2025	RC1	2025-46	28-13-016-006-15	Lutzke, Jeffrey	3110 Williamsburg Rd	30'x40' Garage
6/29/2025	A1	2025-47	28-13-128-012-20	Jensen, Jami - Basset Properties	8550 Sunflower Peak	40'x74' home 26'x36' att garage
7/16/2025	C1	2025-48 2025-49	28-13-005-008-20	Classic Equine	7542 E M72 HWY	fence property NEED APP
7/9/2025	A1	2023-27	28-13-001-008-00	Emond, Peter and Patricia	11252 Watson road	House & Garage - Renewal
7/3/2025	A1	2025-50	28-13-136-002-08	Zebolsky, Michael & Tamara	11811 E M72	Temp Camping Permit
7/16/2025	R1	2025-51	28-13-127-017-00	Brier, David	7923 Cook Road	renewal and temp construction trailer
7/16/2025	R1	2025-52	28-13-127-017-00	Brier, David	7923 Cook Road	Temp Camping Permit
7/23/2025	RC-1	2025-53	28-13-015-001-10	VanDeusen, Kurt & Patricia	3953 N Broomhead Rd	Demo barn
7/23/2025	RC-1	2025-54	28-13-015-001-10	VanDeusen, Kurt & Patricia	3953 N Broomhead Rd	14'x20' 20' high
7/30/2025	A-1	2025-55	28-13-122-022-43	Soper, Matthew	9345 Palaestrum	90'x64' House/Garage Shop
7/28/2025	R-1	2025-56	28-13-127-015-00	Moothart, Nancy	7811 Cook Rod	DEMO Garage near private road
8/14/2025	A-1	2025-57	28-13-003-023-22	Oliver, Mark & Ashley	9694 Deal Rd	Temp Structure
8/14/2025	A-1	2025-58	28-13-003-023-22	Oliver, Mark & Ashley	9694 Deal Rd	40x24 home 40x60 gar renew 2024-26
8/7/2025	A-1	2025-59	28-13-002-15-33	Gravis, Stefan	5074 Samels road	60'x104' Home 60'x20' & Shop 60'x84'
8/14/2025	R1	2025-60	28-13-332-004-00	Pro Build	9890 Cushman Court	1300 sq ft new home & garage
8/7/2025	R-1	2025-61	28-13-332-005-00	Gysbers, Simon	9872 Cushman Court	finish basement
8/18/2025	A-1	2025-62	28-13-121-016-440	Thompson, Tom	8366 Elk Lk Rd = Monarch L	48'x28' Accessory Structure
8/14/2025	A-1	2025-63	28-13-128-012-20	Jensen, Jami - Basset Properties	8550 Sunflower Peak	2 campers
8/22/2025	RC-1	2025-64	28-13-035-007-00	Hutchison, Randall & Katy	100 Broomhead Rd	Addition - 592 sq ft to home
8/22/2025	A1	2025-65	28-13-136-017-02	Boyd, Shaun	6393 Baggs Rd	Event 9/13/2025 Hayfield Shootout
9/8/2025	RC1	2025-66	28-13-008-003-01	Evina, Rob	4575 Moore Rd	15'x36' pavilion

DATE	ZONE	LU PERMIT #	TAX ID #	OWNER NAME	ADDRESS	PROJECT DESCRIPTION
9/3/2025	R1	2025-67	28-13-510-006-00	Ratterman, Drew	Miami Beach	Addition
9/25/2025	R1	2025-68	28-13-630-025-10	Vuillemot, Kirk & Risa	400 Island View Drive	Accessory Structure apprvd ZBA 2025-02 22'x28' 9' in east setback
9/8/2025	RC1	2025-69	28-13-009-014-30	Nienhouse, Adam	4093 Williamsburg Rd	12'x20'x8' shed
9/8/2025	R1	2025-70	28-13-630-030-02	Dennis, Maurice & Tara	368 Island View Dr	7'2"x9'8" accessory
9/11/2025	R1	2025-71	28-13-590-002-00	Fox, Shawn & Julie	9875 Miami Beach	12'x18' Shed
9/11/2025	R1	2025-72	28-13-350-008-00	Buczkowski, Gary & Lisa	9496 Elk Lake Trail	12'x16' shed
INCOMPLETE	R1	2025-73	28-13-390-005-01	Washburne, Tom & Lynne	Island View Dr	1993 sq ft New Home
9/11/2025	R1	2025-74	28-13-390-002-01	Wistrand, Marc	10400 Orchard Lane	Demo House
9/11/2025	A1	2025-75	28-13-134-009-01	Stibbs, Ryan	9675 Old M 72	36'x45'x20' Barn for cattle
9/15/2025	A1	2025-76	28-13-135-010-04	Savage, Brian	10096 Latham Ct	42'x60' Access Structure lean to
9/12/2025	C1	2025-77	28-13-003-010-21	Renee's Quilt Shop	8995 E M72	Event 9/13 & 9/14 Tent Sale
11/3/2025	A1	2025-78	28-13-002-002-03	Fitzpatrick, Angela	5849 Mabel Rd	30'x40' House
11/3/2025	A1	2025-79	28-13-002-002-03	Fitzpatrick, Angela	5849 Mabel Rd	30'x40' Barn
11/3/2025	A1	2025-79	28-13-002-002-03	Fitzpatrick, Angela	5849 Mabel Rd	ESCROW build b4 House
11/3/2025	A1	2025-79	28-13-002-002-03	Fitzpatrick, Angela	5849 Mabel Rd	ESCROW build b4 House
10/20/2025	A1	2025-80	28-13-122-022-43	Soper, Matthew	9345 Palaestrum	Accessory Structure
9/25/2025	A1	2025-81	28-13-109-010-05	Merchant, Steven	10961 Elk Lake Rd	2300 sf Ag Barn
9/29/2025	A1	2025-82	28-13-134-008-03	Hazergian, Mikaela	6158 Cook Road	Garbage enclosure
INCOMPLETE	A1	2025-83	28-13-134-008-03	Hazergian, Mikaela	6158 Cook Road	Fence on North side
9/25/2025	R1	2025-84	28-13-110-002-01	Wistrand, Marc	10400 Orchard Lane	3400 sf New Home/Garage
10/2/2025	R1	2025-85	28-13-115-001-00	Whitewater Twp Park	9500 Park Road	Event 10/4 - Halloween Party
10/13/2025	A1	2025-86	28-13-136-001-03	Cianciolo, Eileen & Vince	11670 Lossie Rd	1100 sf home/covered porch
10/13/2025	A1	2025-87	28-13-136-001-03	Cianciolo, Eileen & Vince	11670 Lossie Rd	84'x58' Ag Barn 10 stalls
10/20/2025	R1	2025-88	28-13-630-027-00	Schwartz, Peter	398 Island View Dr	Replace Existing Deck
10/20/2025	A1	2025-89	28-13-003-023-05	Williams, Todd	5474 N Broomhead	30'x40' Garage/barn
11/6/2025	A1	2025-90	28-13-001-007-00	Brown, Dennis	11066 Watson Rd	40'x32'x12' Garage

DATE	ZONE	LU PERMIT #	TAX ID #	OWNER NAME	ADDRESS	PROJECT DESCRIPTION
11/11/2025	C1	2025-91	28-13-009-010-13	Hellebuyck, Joe	9009 E M72	Temp Comm Sign 4'x8' no movement
11/20/2025	R2	2025-92	28-13-004-024-07	Sherman, Michael	8596 Church St	86'x24' Garage
11/17/2025	V	2025-93	28-13-133-026-20	Rudolph, Holly	Old M72	Outdoor Event Tree Lghtg
12/15/2025	R2	2025-94	28-004-006-00	Gmoser, Michael Joyce	5206 Vinton Rd	38'x30'8" New House
12/22/2025	C1	2025-95	28-13-009-010-13	Hellebuyck, Joe	9009 E M72	TempBanner Sign 6'x7' no movement
12/24/2025	A1	2025-96	28-13-002-015-32	Willey, Tom & Lisa	5156 Samels Rd	28'x56' Home/Barn

DATE	ZONE	ZONING DISTRICT AMEND	TAX ID #	OWNER NAME	ADDRESS	PROJECT DESCRIPTION
			28-13-005-003-00 &	Grand Traverse Plastics (GTP) Real		
5/30/2025	C1	ZDA 2025-1	28-13-005-006-00	Estate	Moore Road	Amend Zoning District to N
7/30/2025	A1 R2	ZDA 2025-2	28-13-004-015-21	Behrenwald Realty/AIS	Crisp Road	Amend Zoning District to N
6/4/2025	ALL	ZA - 2025-3	ALL	Steelman -	none provided	Amend Zoning Ordinance - STR
7/9/2025	ALL	ZA - 2025-4	ALL	Whitewater Township		Amend Article 21
DENIED	A1	ZA - 2025-5	28-13-109-017-30	Hogarth, Kenneth & Holly	Elk Lake Road	Amend ZO 5.12C

DATE	ZONE	SPECIAL USE/SPR PERMIT #	TAX ID #	OWNER NAME	ADDRESS	PROJECT DESCRIPTION
3/5/2025	C1	SLUP 2025-01	28-13-004-001-20	FRF Properties LLC	8976 M72 E	Back Room 72 - Events
5/14/2025	A1	SLUP 2025-02	28-13-121-018-00	Uncle Bills, McColley, Lewis	8150 Elk Lake Road	Major Home Based Business
on hold	N	SPR 2025-03	28-13-005-003-00	Grand Traverse Plastics (GTP)	Moore Road	New Facility - Storage Dock
on hold	N	SPR 2025-03	28-13-005-003-00	Grand Traverse Plastics (GTP)	Moore Road	ESCROW - ENGINEERING FEES
10/9/2025	N	SPR 2025-04	28-13-004-015-21	Behrenwald Realty/AIS	M72	New Structure & ESCROW \$1000
HRG 1/14/26	A1	SLUP 2025-05	28-13-127-026-02	Galligan, Paul & Rebecca Romine	7497 Cram Road	Major Home Based Business

DATE	ZONE	LAND DIVISION #	TAX ID #	OWNER NAME	ADDRESS	DESCRIPTION
12/8/2025	A1	LD 2025-12	28-121-016-64/63	Andreasson, Marilyn & Roland	8750 Monarch Lane	Combine
12/22/2025	A1	LD 2025-13	28-13-122-008-00	Burpee, Rush, Lana, Robin	Cram & Paelaestrum Rd	Split into 2

DATE	ZONE	ZBA Appeal	TAX ID #	OWNER NAME	ADDRESS	DESCRIPTION
1/23/2025	R1	ZBA-2025-01	28-13-134-008-03	Hazergian, Mikaela - DENIED	6158 Cook Road	VAR - 9'Side & 24' rear
10/23/2025	R1	ZBA 2025-02	28-13-630-025-10	Vuillemot, Kirk & Susan	400 Island View Dr	VAR - Accessory Structure no House



WHITEWATER TOWNSHIP

5777 Vinton Road • P.O. Box 159 • Williamsburg, MI 49690 (231)
267-5141 • FAX (231) 267-9020

TREASURER'S REPORT

For the Month of February 2026

Report Date: 03/19/2026

Prepared By: Jill Koester

BANK BALANCES AS OF <u>2/28/2026</u>			
Account	Balance	Rate	Interest Earned
Alden Bank			
General Fund Acct	\$3,994,820.43	2.2	\$6,536.75
Money Market	\$165,023.55	2.2	\$275.52
First Community Bank			
Tax Acct	\$1,230,766.00	1.51	\$1,171.00
Tower Acct	\$11,286.74	2.52	\$70.68
Total Interest Earned:			\$8,053.95

TAX ACTIVITY	
Tax Amount Collected in Month:	\$905,248.89
Tax Amount Dispersed in Month:	\$252,929.18

DISBURSEMENT BREAKDOWN	
PTAF	\$1,888.45
WWT Operating	\$12,928.59
Fire Dept	\$34,580.28
Ambulance	\$32,228.98
Total Property Tax Kept in Township	\$81,626.30

OTHER REVENUE	
Tower Revenue	\$4,208.40
MMR	\$600.00
Camp Revenue	\$115,991.37
Franchise Fees	\$5,966.84
Grants <u>Lion's Club - Park</u>	\$2,500.00
Zoning Fees Collected	\$850.00
Misc Revenue 1 <u>DNR PILT</u>	\$29,855.50
Misc Revenue 2 <u>QHERPP</u>	\$24,175.07
Misc Revenue 3 <u>2% Tribal Grant</u>	\$26,439.40
Misc Revenue 4 <u>Description</u>	\$0.00
State Revenue Sharing Program	\$48,618.00
Swamp Revenue	\$0.00
Total Other Revenue	\$259,204.58

NOTES / ADDITIONAL COMMENTS
Enter any notes or additional comments here...

GT-A3 Activity (February 2026)



Call Disposition	Acme	Whitewater	City of Elk Rapids	East Bay	Traverse City	Blair	Elk Rapids	Milton
Canceled En Route	2	1	0	0	0	1	1	0
Disregard	3	1	0	0	0	0	0	0
No Transport	2	0	0	0	0	0	0	0
Refusal	5	3	0	0	0	0	0	1
Transport	18	17	1	3	1	0	1	0
Total	30	22	1	3	1	1	2	1

Response Priority	Acme	Whitewater	Blair	City of Elk Rapids	East Bay	Elk Rapids	Milton	Traverse City
P-1	13	6	0	0	1	0	0	1
P-2	10	11	1	1	1	1	1	0
P-3	7	5	0	0	1	1	0	0
Total	30	22	1	1	3	2	1	1

Nature of Call	Acme	Whitewater	Blair	City of Elk Rapids	East Bay	Elk Rapids	Milton	Traverse City
10-Chest Pain (Non-Traumatic)	1	2	0	0	0	0	0	1
13-Diabetic Problems	0	0	0	0	1	0	0	0
14-Drowning (near)/Diving/ Scuba Accid	1	0	0	0	0	0	0	0
17-Falls	7	5	0	0	0	0	0	0
18-Headache	0	1	0	0	0	0	0	0
19-Heart Problems / A.I.C.D.	2	0	0	0	1	0	0	0
1-Abdominal Pain/Problems	1	0	0	0	0	0	0	0
24-Pregnancy/Childbirth/Miscarriage	2	0	0	0	0	0	0	0
25-Psychiatric/ Abnormal Behavior/Suici	0	0	0	0	0	1	0	0
26-Sick Person (Specific Diagnosis)	5	4	0	0	1	1	1	0
29-Traffic/Transportation/Accidents	2	4	1	0	0	0	0	0
30-Traumatic Injuries (Specific)	1	2	0	0	0	0	0	0
31-Unconscious/Fainting (Near)	4	3	0	0	0	0	0	0
32-Unknown Problem (Man Down)	1	0	0	0	0	0	0	0
5-Back Pain (Non-traumatic or Non Rece	0	0	0	1	0	0	0	0
6-Breathing Problems	1	1	0	0	0	0	0	0
9-Cardiac or Respiratory Arrest/Death	2	0	0	0	0	0	0	0
Total	30	22	1	1	3	2	1	1

Total
5
4
2
9
41
61

Total
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14
61

Total
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61

Run #	Date	Priority	Nature of Call	Dispatch Zone	Unit	Dispatch Time	Scene Time	Response Time	Status
14622	02/01/2026	P-3	26-Sick Person (Specific Diagnosis)	Whitewater	GTA3	2:26:08	2:31:45	00:05:37	Refusal
14777	02/01/2026	P-1	10-Chest Pain (Non-Traumatic)	Whitewater	GTA3	13:24:09	13:37:50	00:13:41	Transport
15141	02/02/2026	P-2	10-Chest Pain (Non-Traumatic)	Whitewater	GTA3	10:59:13	11:09:22	00:10:09	Transport
15643	02/03/2026	P-2	26-Sick Person (Specific Diagnosis)	Acme	GTA3	10:42:26	10:47:00	00:04:34	Transport
15766	02/03/2026	P-1	10-Chest Pain (Non-Traumatic)	Traverse City	GTA3	15:01:37	15:11:06	00:09:29	Transport
15935	02/03/2026	P-1	19-Heart Problems / A.I.C.D.	Acme	GTA3	21:34:51	21:43:54	00:09:03	Transport
16110	02/04/2026	P-1	26-Sick Person (Specific Diagnosis)	Acme	GTA3	10:27:28	10:30:02	00:02:34	Transport
16638	02/05/2026	P-2	26-Sick Person (Specific Diagnosis)	Milton	GTA3	12:44:48	13:04:47	00:19:59	Refusal
16755	02/05/2026	P-3	32-Unknown Problem (Man Down)	Acme	GTA3	16:59:54	17:09:45	00:09:51	Refusal
16836	02/05/2026	P-1	6-Breathing Problems	Acme	GTA3	19:49:55	19:57:25	00:07:30	Transport
17255	02/06/2026	P-1	31-Unconscious/Fainting (Near)	Acme	GTA3	16:01:55	16:08:26	00:06:31	Transport
17775	02/07/2026	P-2	29-Traffic/Transportation/Accidents	Whitewater	GTA3	19:31:15			Canceled En Rou
17814	02/07/2026	P-1	29-Traffic/Transportation/Accidents	Whitewater	GTA3	21:26:37	21:28:11	00:01:34	Transport
17857	02/08/2026	P-2	29-Traffic/Transportation/Accidents	Whitewater	GTA3	0:28:45	0:29:55	00:01:10	Transport
17884	02/08/2026	P-1	31-Unconscious/Fainting (Near)	Whitewater	GTA3	2:21:51	2:37:55	00:16:04	Refusal
18720	02/10/2026	P-2	17-Falls	Acme	GTA3	5:18:53			Canceled En Rou
18820	02/10/2026	P-2	10-Chest Pain (Non-Traumatic)	Acme	GTA3	9:56:26	10:04:31	00:08:05	Transport
19016	02/10/2026	P-2	29-Traffic/Transportation/Accidents	Blair	GTA3	16:34:21			Canceled En Rou
19020	02/10/2026	P-2	31-Unconscious/Fainting (Near)	Whitewater	GTA3	16:47:43	17:12:15	00:24:32	Transport
19258	02/11/2026	P-1	9-Cardiac or Respiratory Arrest/Death	Acme	GTA3	7:42:44	7:50:53	00:08:09	No Transport
19279	02/11/2026	P-3	17-Falls	Acme	GTA3	8:58:00	9:08:00	00:10:00	Transport
19427	02/11/2026	P-3	26-Sick Person (Specific Diagnosis)	East Bay	GTA3	13:29:41	13:37:07	00:07:26	Transport
19702	02/12/2026	P-1	19-Heart Problems / A.I.C.D.	Acme	GTA3	3:07:26	3:19:00	00:11:34	Transport
19821	02/12/2026	P-1	31-Unconscious/Fainting (Near)	Acme	GTA3	10:48:17	10:51:06	00:02:49	Transport
20295	02/13/2026	P-2	17-Falls	Whitewater	GTA3	11:03:52	11:11:39	00:07:47	Refusal
20475	02/13/2026	P-2	30-Traumatic Injuries (Specific)	Whitewater	GTA3	16:40:08	17:02:37	00:22:29	Transport
20541	02/13/2026	P-2	17-Falls	Acme	GTA3	19:55:17	20:06:30	00:11:13	Disregard
20651	02/14/2026	P-3	17-Falls	Whitewater	GTA3	2:28:01	2:39:02	00:11:01	Transport
20768	02/14/2026	P-2	26-Sick Person (Specific Diagnosis)	Acme	GTA3	10:40:51	10:53:13	00:12:22	Transport
21040	02/15/2026	P-1	31-Unconscious/Fainting (Near)	Acme	GTA3	0:37:13	0:51:22	00:14:09	Refusal
21177	02/15/2026	P-1	26-Sick Person (Specific Diagnosis)	Whitewater	GTA3	10:18:17	10:30:34	00:12:17	Transport
21391	02/15/2026	P-3	17-Falls	Acme	GTA3	21:14:08	21:25:57	00:11:49	Disregard
21487	02/16/2026	P-3	17-Falls	Acme	GTA3	4:10:12	4:23:25	00:13:13	Transport
21627	02/16/2026	P-2	14-Drowning (near)/Diving/ Scuba A	Acme	GTA3	11:43:55			Canceled En Rou
21919	02/17/2026	P-3	17-Falls	Acme	GTA3	1:35:45	1:48:22	00:12:37	Disregard
21955	02/17/2026	P-2	24-Pregnancy/Childbirth/Miscarriage	Acme	GTA3	5:01:44	5:12:37	00:10:53	Transport
21970	02/17/2026	P-1	17-Falls	Whitewater	GTA3	7:04:47	7:07:30	00:02:43	Transport
22045	02/17/2026	P-2	26-Sick Person (Specific Diagnosis)	Elk Rapids	GTA3	10:43:19			Canceled En Rou
22119	02/17/2026	P-2	13-Diabetic Problems	East Bay	GTA3	13:22:05	13:26:54	00:04:49	Transport
22340	02/17/2026	P-1	9-Cardiac or Respiratory Arrest/Death	Acme	GTA3	23:13:20	23:28:38	00:15:18	No Transport
22360	02/18/2026	P-1	17-Falls	Acme	GTA3	0:41:35	0:48:42	00:07:07	Refusal
22616	02/18/2026	P-1	1-Abdominal Pain/Problems	Acme	GTA3	13:42:13	13:49:25	00:07:12	Transport
22714	02/18/2026	P-2	5-Back Pain (Non-traumatic or Non RCity of Elk Rapids		GTA3	17:23:54	17:33:29	00:09:35	Transport
23041	02/19/2026	P-2	30-Traumatic Injuries (Specific)	Acme	GTA3	11:15:31	11:17:36	00:02:05	Transport
23130	02/19/2026	P-1	19-Heart Problems / A.I.C.D.	East Bay	GTA3	14:28:27	14:32:13	00:03:46	Transport
23520	02/20/2026	P-2	6-Breathing Problems	Whitewater	GTA3	11:24:34	11:30:55	00:06:21	Transport
23960	02/21/2026	P-2	26-Sick Person (Specific Diagnosis)	Acme	GTA3	8:54:15	9:01:56	00:07:41	Transport
24001	02/21/2026	P-3	26-Sick Person (Specific Diagnosis)	Acme	GTA3	10:20:52	10:28:13	00:07:21	Refusal
24013	02/21/2026	P-1	29-Traffic/Transportation/Accidents	Acme	GTA3	11:03:01	11:24:11	00:21:10	Transport
24327	02/21/2026	P-1	29-Traffic/Transportation/Accidents	Acme	GTA3	11:03:01	11:24:11	00:21:10	Transport
24209	02/21/2026	P-2	24-Pregnancy/Childbirth/Miscarriage	Acme	GTA3	20:37:45	20:49:52	00:12:07	Transport
24272	02/22/2026	P-2	29-Traffic/Transportation/Accidents	Whitewater	GTA3	0:49:00	0:54:24	00:05:24	Disregard
24305	02/22/2026	P-2	26-Sick Person (Specific Diagnosis)	Whitewater	GTA3	4:06:14	4:16:29	00:10:15	Transport
24466	02/22/2026	P-2	26-Sick Person (Specific Diagnosis)	Whitewater	GTA3	14:10:12	14:19:42	00:09:30	Transport
24673	02/23/2026	P-3	17-Falls	Whitewater	GTA3	4:49:30	4:54:51	00:05:21	Transport
25549	02/25/2026	P-2	30-Traumatic Injuries (Specific)	Whitewater	GTA3	4:34:00	4:44:12	00:10:12	Transport
25825	02/25/2026	P-3	31-Unconscious/Fainting (Near)	Acme	GTA3	16:23:47	16:31:36	00:07:49	Refusal
25889	02/25/2026	P-1	18-Headache	Whitewater	GTA3	18:52:58	19:01:40	00:08:42	Transport
26225	02/26/2026	P-3	31-Unconscious/Fainting (Near)	Whitewater	GTA3	12:10:15	12:24:45	00:14:30	Transport
26430	02/26/2026	P-3	25-Psychiatric/ Abnormal Behavior/Si	Elk Rapids	GTA3	19:25:00	21:00:00	01:35:00	Transport
27221	02/28/2026	P-3	17-Falls	Whitewater	GTA3	14:14:03	14:24:48	00:10:45	Transport

Responses in Whitewater Twp (February 2026)



Call Nature	Whitewater	Total
10-Chest Pain (Non-Traumatic)	2	2
17-Falls	5	5
18-Headache	1	1
26-Sick Person (Specific Diagnosis)	4	4
29-Traffic/Transportation/Accidents	4	4
30-Traumatic Injuries (Specific)	2	2
31-Unconscious/Fainting (Near)	3	3
6-Breathing Problems	1	1
9-Cardiac or Respiratory Arrest/Death	1	1
Total	23	23

Call Status	Whitewater	Total
Canceled En Route	1	1
Disregard	1	1
No Transport	1	1
Refusal	3	3
Transport	17	17
Total	23	23

Call Priority	Whitewater	Total
P-1	7	7
P-2	11	11
P-3	5	5
Total	23	23

Assigned Unit	Whitewater	Total
GTA1	1	1
GTA3	22	22
Total	23	23

<u>Run #</u>	<u>Date</u>	<u>Priority</u>	<u>Nature of Call</u>	<u>Dispatch Zone</u>	<u>Unit</u>	<u>Dispatch Time</u>	<u>Scene Time</u>	<u>Response Time</u>	<u>Status</u>
14622	02/01/2026	P-3	26-Sick Person (Specific Diagnosis)	Whitewater	GTA3	2:26:08	2:31:45	00:05:37	Refusal
14777	02/01/2026	P-1	10-Chest Pain (Non-Traumatic)	Whitewater	GTA3	13:24:09	13:37:50	00:13:41	Transport
15141	02/02/2026	P-2	10-Chest Pain (Non-Traumatic)	Whitewater	GTA3	10:59:13	11:09:22	00:10:09	Transport
17775	02/07/2026	P-2	29-Traffic/Transportation/Accidents	Whitewater	GTA3	19:31:15			Canceled En Route
17814	02/07/2026	P-1	29-Traffic/Transportation/Accidents	Whitewater	GTA3	21:26:37	21:28:11	00:01:34	Transport
17857	02/08/2026	P-2	29-Traffic/Transportation/Accidents	Whitewater	GTA3	0:28:45	0:29:55	00:01:10	Transport
17884	02/08/2026	P-1	31-Unconscious/Fainting (Near)	Whitewater	GTA3	2:21:51	2:37:55	00:16:04	Refusal
19020	02/10/2026	P-2	31-Unconscious/Fainting (Near)	Whitewater	GTA3	16:47:43	17:12:15	00:24:32	Transport
20295	02/13/2026	P-2	17-Falls	Whitewater	GTA3	11:03:52	11:11:39	00:07:47	Refusal
20475	02/13/2026	P-2	30-Traumatic Injuries (Specific)	Whitewater	GTA3	16:40:08	17:02:37	00:22:29	Transport
20651	02/14/2026	P-3	17-Falls	Whitewater	GTA3	2:28:01	2:39:02	00:11:01	Transport
21177	02/15/2026	P-1	26-Sick Person (Specific Diagnosis)	Whitewater	GTA3	10:18:17	10:30:34	00:12:17	Transport
21970	02/17/2026	P-1	17-Falls	Whitewater	GTA3	7:04:47	7:07:30	00:02:43	Transport
22003	02/17/2026	P-1	9-Cardiac or Respiratory Arrest/Deat	Whitewater	GTA1	9:00:41	9:08:06	00:07:25	No Transport
23520	02/20/2026	P-2	6-Breathing Problems	Whitewater	GTA3	11:24:34	11:30:55	00:06:21	Transport
24272	02/22/2026	P-2	29-Traffic/Transportation/Accidents	Whitewater	GTA3	0:49:00	0:54:24	00:05:24	Disregard
24305	02/22/2026	P-2	26-Sick Person (Specific Diagnosis)	Whitewater	GTA3	4:06:14	4:16:29	00:10:15	Transport
24466	02/22/2026	P-2	26-Sick Person (Specific Diagnosis)	Whitewater	GTA3	14:10:12	14:19:42	00:09:30	Transport
24673	02/23/2026	P-3	17-Falls	Whitewater	GTA3	4:49:30	4:54:51	00:05:21	Transport
25549	02/25/2026	P-2	30-Traumatic Injuries (Specific)	Whitewater	GTA3	4:34:00	4:44:12	00:10:12	Transport
25889	02/25/2026	P-1	18-Headache	Whitewater	GTA3	18:52:58	19:01:40	00:08:42	Transport
26225	02/26/2026	P-3	31-Unconscious/Fainting (Near)	Whitewater	GTA3	12:10:15	12:24:45	00:14:30	Transport
27221	02/28/2026	P-3	17-Falls	Whitewater	GTA3	14:14:03	14:24:48	00:10:45	Transport

Response Times Within Whitewater Twp (February 2026)



Unit	Priority	Response Time Minutes	Call Count	Cumulative Call Count	Percentage	Cumulative Percentage
GTA1		1 Calls				
	P-1	07:00 - 07:59	1	1	100%	100%
GTA3		22 Calls				
	P-1	01:00 - 01:59	1	1	5%	17%
		02:00 - 02:59	1	2	5%	33%
		08:00 - 08:59	1	3	5%	50%
		12:00 - 12:59	1	4	5%	67%
		13:00 - 13:59	1	5	5%	83%
		15:00 and Up	1	6	5%	100%
	P-2	01:00 - 01:59	1	1	5%	9%
		05:00 - 05:59	1	2	5%	18%
		06:00 - 06:59	1	3	5%	27%
		07:00 - 07:59	1	4	5%	36%
		09:00 - 09:59	1	5	5%	45%
		10:00 - 10:59	3	8	14%	73%
		15:00 and Up	2	10	9%	91%
		Canceled En Route (PTA)	1	11	5%	100%
	P-3	05:00 - 05:59	2	2	9%	40%
		10:00 - 10:59	1	3	5%	60%
		11:00 - 11:59	1	4	5%	80%
		14:00 - 14:59	1	5	5%	100%

Grand Traverse Sheriff's Office Citation, Accident & Arrest Statistics

February 2026

Location	E-Citations	Traffic Crashes			Arrests		Traffic Crash Totals
		Fatal	PIA	PDA	OWI	Criminal	
01 Acme	13	0	3	7	3	1	10
02 Blair	44	0	2	14	2	17	16
03 East Bay	25	1	3	27	0	9	31
04 Fife Lake	3	0	1	2	0	0	3
05 Garfield	75	0	8	67	3	44	75
06 Grant	4	0	0	2	0	0	2
07 Green Lake	12	0	0	5	0	6	5
08 Long Lake	3	0	0	10	1	2	10
09 Mayfield	1	0	2	6	0	3	8
10 Peninsula	1	0	1	3	0	1	4
11 Paradise	13	0	2	6	0	4	8
12 Union	3	0	2	1	0	0	3
13 Whitewater	6	0	1	6	0	2	7
29 Fife Lake Vlg	1	0	0	0	0	0	0
30 Kingsley Vlg	4	0	0	1	0	0	1
66 Traverse City	8	0	0	0	2	29	0
84 Out of County	0	0	0	0	0	1	0
Totals	216	1	25	157	11	119	183

Ticket stats do not include paper tickets issued.



Whitewater Township Board Communication

Date: March 20, 2026
From: Tim Arends, Trustee/Deputy Supervisor
Subject: Budget Amendments for 2025-26

In reviewing the current Y-T-D expenditure activity and projections for year-end, I recommend that the following Budget Amendments be approved:

GENERAL FUND:

1. Assessor Department:

Postage	101-209-728	\$ 1,000	Increase
Software Support	101-209-847	\$ 5,000	Increase

2. Attorney Department:

Legal Services	101-210-801	\$ 8,000	Increase
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3. Clerk Department:

Salaries	101-215-702	\$15,400	Increase
Wages	101-215-703	\$ 3,000	Increase
Social Security	101-215-715	\$ 1,200	Increase
Pension Plan	101-215-830	\$ 1,600	Increase
Software Support	101-215-847	\$ 6,500	Decrease
Publishing	101-215-901	\$ 1,000	Increase

4. Cemetery Department:

Cemetery Sexton	101-276-808	\$ 2,000	Decrease
Lawn Maintenance	101-276-809	\$ 7,500	Increase
Facility Repairs	101-276-930	\$ 2,000	Decrease

6. Insurance

Liability Insurance	101-865-820	\$ 9,600	Increase
Workers Comp.	101-865-821	\$ 1,350	Increase

7. Capital Expenditure	101-901-970	\$14,100	Increase
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8. Transfers Out

Transfers to Other	101-966-999	\$10,000	Increase
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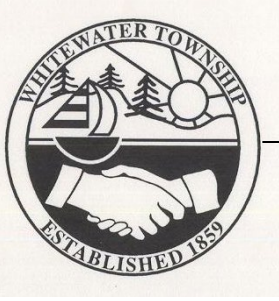
9. Contingencies	101-890-890	\$ 5,800	Decrease
Net General Fund Budget Amendments		\$62,450	Increase

SAD FUND:

1. Transfer from Other Funds	811-000-699	\$10,000	Increase
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If this item is removed from the Consent Calendar for full discussion the following motion would be appropriate to approve the budget amendments for 2025-26:

MOTION TO APPROVE THE 2025-26 BUDGET AMENDMENTS AS PRESENTED (or as amended).



WHITEWATER TOWNSHIP

5777 Vinton Road • P.O. Box 159 • Williamsburg, MI 49690 (231)
267-5141 • FAX (231) 267-9020

DATE: 03/19/2026

TO: WWT Board

FROM: Supervisor Linda Slopema

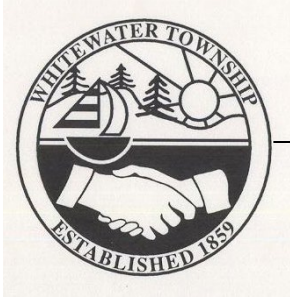
SUBJECT: Ordinance Enforcement

I have been working our attorney and Zoning Administrator Graber reviewing our ordinance enforcement documentation and setting a plan to get the various documents updated. Per our attorney, a Municipal Civil Infraction General Ordinance is not required.

The mechanism for ordinance enforcement is already civil infraction for all but (1) general ordinance. Our zoning ordinance addresses numerous land use requirements (some of which are similar to the general ordinances). ZO Article 22 - Violations specifies a misdemeanor charge and includes "Nuisances Per Se".

Review of Ordinances:

Number	Topic	Year	Penalty	Recommendation
35	Regulate use: Tennis and Basketball Courts	2004	Misdemeanor	Repeal - Replace with sign on courts
38	Junk	2005	Civil Infraction	Standardize wording "not more than \$500"
39	Noise	2005	Civil Infraction	Standardize wording "not more than \$500"
40-07	Storm Water Control	2007	Civil Infraction	Standardize wording "not more than \$500"
49	Abandoned Buildings	2012	Civil Infraction	Standardize wording "not more than \$500"
63	Parking of Vehicles	2023	Civil Infraction	Standardize wording "not more than \$500"
Zoning	Land Use	1972	Misdemeanor	Amend article 22 to Civil Infraction. PC must conduct public hearing



WHITEWATER TOWNSHIP

5777 Vinton Road • P.O. Box 159 • Williamsburg, MI 49690 (231)
267-5141 • FAX (231) 267-9020

Code Enforcement Policy and Procedures Manual (01/02/2012):

Update to conform to attorney recommendations and input from Zoning Administrator Graber. Per citizen input (public hearing) – looking for a simple process to assure fairness and consistency and include a flow chart (visual) of the process steps.

Ticket Book

There is a standard ticket book and source to order it from – attorney provided standard source, clerk requested to order.

Action Requested:

1. The Ordinance Enforcement Policy has been revised and the draft is presented today for review and approval along with the existing document.

Motion to approve the Ordinance Enforcement Policy replacing the Code Enforcement Policy and Procedures Manual Adopted 12/31/2011 Effective 01/02/2012.

2. **Motion to direct the Planning Commission to review and amend the ZO per attorney recommendation and proceed to public hearing and follow on recommendation to the township board.**

**Whitewater Township
Ordinance Enforcement Policy
Adopted 3-29-2026
Effective 4-1-2025**

A. Purpose

The purpose of ordinance enforcement is to enhance Whitewater Township's livability by protecting the health, safety and welfare of Township residents and visitors by assuring compliance with the Township's Zoning and General Ordinances.

B. Applicability

This policy applies to all ordinance enforcement carried out by the Zoning Administrator / Code Enforcement Officer.

C. Process Overview – see page 4

D. Initiation of Enforcement

Code Enforcement violations can be reported by either citizens or Township staff or Officials. ALL complaints must be filed in writing on a Township complaint form. These forms can be found on the Township website or are available at the Township Hall.

E. Ordinance Enforcement Record and Investigation

Once a complaint is received, it shall be recorded in the Township Code Enforcement Records and shall include the following:

1. Assigned case number
2. Complainant's name and contact information
3. The subject property address
4. Type of complaint with ordinance and sections being violated

Field Investigation

The Zoning Administrator / Code Enforcement Officer must conduct a field investigation to determine if the complaint is valid. If the complaint is not valid, the case will be closed. If the complaint is valid, the severity of the violation will be noted with pictures and other supporting information.

*** NOTE: Investigator should verify complaint from a public right-of-way if possible. Township Employee should take whatever precautions are necessary to remain safe.

**Whitewater Township
Ordinance Enforcement Policy
Adopted 3-29-2026
Effective 4-1-2025**

F. Verified Complaint – Field Report

Once a complaint is noted and verified, the Zoning Administrator / Code Enforcement Officer will prepare a report on the field investigation to be kept in the file. Such information shall include:

- Date and time of field visit
- Violation(s) observed
- Witnesses interviewed if any
- Evidence obtained i.e. photos or measurements
- Any discussion with owners or occupants
- Recommended enforcement action and timeline
- Any referrals given to other agencies

G. Contact Owner(s)

1. Obtain property deed to determine ALL owners of property in violation
2. Summarize the nature of the violation in a letter to the property owner. This letter shall include the nature of the violation, methods for complying and proposed timelines for compliance.
3. Zoning Administrator / Code Enforcement Officer can make contact with property owner once all information is gathered. Such contact can be in person, but should include the written letter outlining the concern. Voluntary compliance is the goal and the case can be closed.

H. Formal Letter to Owner(s)

If property owner does not respond to personal contact, the letter should be sent via USPS with a proof of service. All mailing and proof of service should be retained in the file to prove that these steps were taken before issuing any tickets. If property owner fails to respond to the mailed letter, the letter can be mailed a second time. If the mail comes back undeliverable, a process server or sheriff's deputy may be obtained to personally serve the letter to the property owner. If this does not produce a response or compliance, a ticket may be issued.

I. Voluntary Compliance Agreement

The responsible party shall enter into a Voluntary Compliance Agreement that will be signed by both the responsible party and the Township. Under

**Whitewater Township
Ordinance Enforcement Policy
Adopted 3-29-2026
Effective 4-1-2025**

special circumstances deadlines may be extended. The extended deadline shall be determined on a case-by-case basis contingent upon the effort already made to correct the violation, severity and extent of the violation, whether the violation is a repeat offense, weather, etc.

J. Compliance Verification

If the Zoning Administrator / Code Enforcement Officer determines that required corrections have been made, the date and method of compliance shall be noted in the file, and the case shall be closed.

1. Permit Requirements: In some cases, corrective action may consist of applying for and obtaining necessary permits. Any violation shall be corrected prior to issuance of any additional permits.

K. Issue a Ticket

If steps toward voluntary compliance have not been successful, a Municipal Civil Infraction Ticket may be issued.

When posting the ticket directly on the property, it must be posted clearly onto the building or structure, light pole or tree and a picture should be taken of the posting. The posting may not be placed on a mailbox. The ticket must **also** be mailed with a proof of service to the property owner. Pictures of the violation(s) must be taken on the day that the ticket is issued.

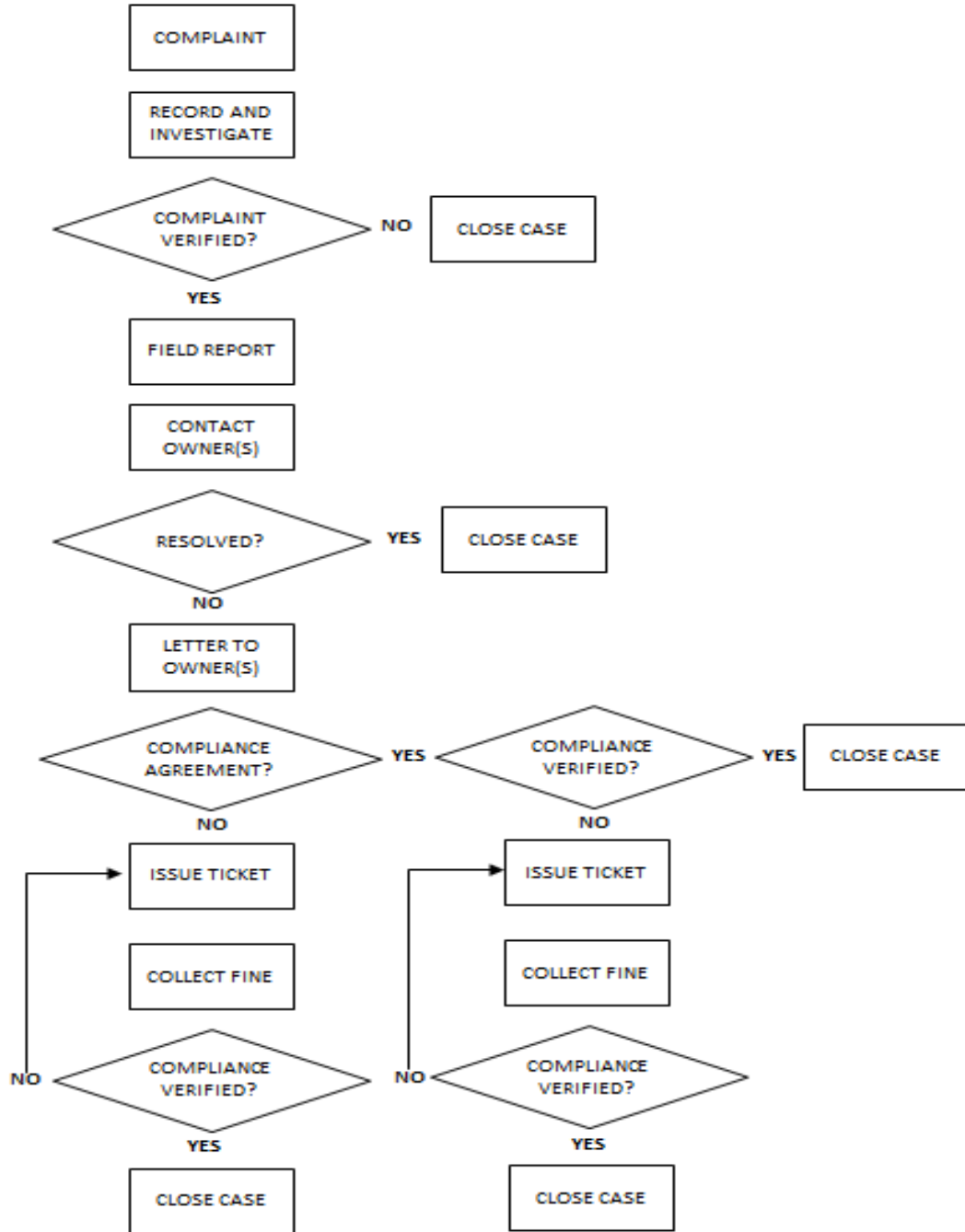
If mail is returned as undeliverable, the ticket may need to be personally served by a process server or a sheriff's deputy. Proof of service is needed in either case.

L. Resolution

It is the Township's policy to attempt to reach final, satisfactory resolutions of all violation complaints based on the resources of the Township. Where the Township determines that a violation may not be successfully resolved within the established reasonable timelines, alternative methods of enforcement may be pursued.

**Whitewater Township
Ordinance Enforcement Policy
Adopted 3-29-2026
Effective 4-1-2025**

Ordinance Enforcement Process



Whitewater Township
Code Enforcement Policy and Procedures Manual
(Adopted on 12/13/2011 by the Whitewater Township Board)
Effective 01/02/2012

I. Mission

The mission of Code Enforcement is to enhance Whitewater Township's livability by protecting the health, safety and welfare of Township residents and visitors by assuring compliance with the Township's Zoning and General Ordinances. The Township will assure compliance both by encouraging voluntary compliance and by following progressive steps, including legal action for Ordinance violators.

II. Purpose

The purpose of Whitewater Township's Code Enforcement Policy and Procedures Manual (hereafter "manual") is to provide written guidelines for:

- The prioritization of code enforcement cases;
- Investigation of violation complaints;
- Enforcement of Township Ordinances through voluntary compliance;
- Prosecution of violators who do not comply.

These written guidelines are intended to assure consistency within the Township's Code Enforcement Program and to educate the Township's citizens and property owners about code enforcement.

III. Code Enforcement Philosophy

The Township's policy is to achieve compliance with ordinances in cases of reported and discovered violations. However, not all violations have the same degree of severity. As such, the Township has established, through this manual, priority ranking and procedures. The intent is to allow the level of enforcement that best fits the type and circumstances of the violations within clear and objective criteria consistent with the established priorities and maximize available resources. It is the Township's policy that code enforcement follows the priority rankings set forth in this manual.

IV. Priorities for Code Enforcement

It is the Township's policy to investigate and attempt to resolve all reported and discovered violations. There may be times when code violations cannot be given the same level of attention, when some violations may receive no attention at all, or when the Township may be unable to carry out the proactive code enforcement activities outlined in this manual. In such circumstances, the most serious violations, as determined through application of the priorities and criteria in this section, shall be addressed before the less serious violations are addressed.

Priority of Violations

1. Violations that present an imminent threat to public health and safety or welfare;
2. Violations affecting storm drainage, wetlands, and/or adjacent areas;
3. Construction of non-permitted structures;
4. Multiple complaints received on the same property;
5. Zoning and Junk violations;
6. All other violations.

V. Criteria for Establishing Priority

Violations listed lower in the priority list may be moved to a higher ranking if they have one or more of the following aggravating circumstances:

1. The actions leading to the violation (s) are deliberate;
2. The violation causes economic harm to individuals or the Township as a whole;
3. The alleged violator is receiving significant economic benefit from the continued violation;
4. The physical size or extent of the violation is significant;
5. The violation has existed uncorrected for a significant period of time;
6. There is a previous history of complaints and code enforcement on the subject property and/or with the alleged violator;
7. There is community interest in the violation expressed by the receipt of multiple complaints from separate individuals or by a complaint by a citizens group;
8. After reasonable efforts have been made, there is little likelihood of obtaining voluntary compliance;
9. The violation(s) is flagrant and visible to the public.

VI. Applicability

1. General Applicability. The manual applies to all code enforcement carried out by Township employees and/or officials.
2. Non-Applicability to Deeds, Covenants and Restrictions. Many subdivisions, site condominiums and planned unit developments are subject to private deeds, covenants and restrictions. These conditions are enforceable through private legal action and not the Township.

VII. Initiation of Code Enforcement

Code Enforcement will be initiated by the following methods:

1. Citizen Complaints. Any person can make a complaint to the Township alleging one or more code violations. The complaint must be filed on a Township complaint form. The form is available at Township Hall and on the Township website. Citizens may attach a supplemental information sheet to the form.
2. Anonymous Complaints. Anonymous complaints will be accepted, but may or may not be investigated at the discretion of the employees/officials depending on the following factors:
 - The reliability of the complaint;
 - Whether the complaint alleges an imminent threat to public health and safety or welfare;
 - The ease or difficulty with which the complaint can be verified.
3. Report by Township Staff or Official. Township staff or officials may report a potential violation. Such complaints shall be filed on the Township complaint form or reported at a Township Board meeting.

VIII. Recording and Files

1. To the extent possible, all complaints received shall be recorded in the Township Code Enforcement records. Recording the complaint shall consist of the following:
 - a. An assigned case number;
 - b. Complainant's name and telephone number;
 - c. The subject property address; and
 - d. Type of complaint.
2. Files shall be kept within the property files already maintained by the Township and shall consist of the following:

- a. The complaint form, which shall include the report of the field investigation as described within this manual;
- b. Any supporting documentation.

IX. Investigation

1. Before contact or notice of violation is sent, it must be determined whether the complaint, if valid, establishes a violation. If it does not, the case will be closed.
2. Field Investigation. The purpose of a field investigation is to:
 - a. Verify the existence and severity of a code violation;
 - b. Document code violations by means of written notes, photographs, witness interviews, etc. All investigations shall include pictures, if possible.
 - c. If possible, contact and discuss with the property owner, occupant or other responsible person:
 - The nature of the violation(s);
 - Methods for complying;
 - Timelines for compliance;
 - Enforcement procedures; and
 - Potential consequences for failure to comply.
3. Preparations and Precautions. Employees/officials shall take whatever actions are reasonable and necessary to minimize any potential risk of violent confrontation or injury to themselves when conducting their field investigation.
 - a. Law Enforcement Assistance. When appropriate, Township employees/officials may request law enforcement assistance in conducting the field investigation.
 - b. Entering upon Property or Premises. Township employees/officials shall not enter upon private property or premises to conduct a field investigation without permission to enter. Unless permission is granted, the investigation shall be conducted from the right-of-way or property where permission to enter has been granted.
4. Report of Field Investigation. Upon completion of the field investigation, employee/officials shall enter the information onto or attach to the Code Enforcement Complaint Form. The information shall include:
 - a. Name of the investigator;
 - b. Date, time and place of field visit;
 - c. Violation(s) observed;
 - d. If no violation(s) are observed, an explanation of conditions observed;
 - e. Witnesses, if any interviewed;
 - f. Evidence obtained, if any (photographs, measurements, etc.);
 - g. Discussions, if any, with owners, occupants or other responsible persons;
 - h. Action necessary to correct violation(s);
 - i. Recommended enforcement action and timeline;
 - j. Referrals, if any, to other agencies such as social services, environmental health, construction codes, etc.

X. Enforcement Levels

1. Obtaining voluntary compliance after initial contact.
2. Written Notice to Correct.
3. Second Written Notice to Correct.
4. Township Board directs the Grand Traverse County Sheriff's Department to issue a ticket or to file action with the Circuit Court.

XI. Enforcement Procedures

1. Initial Contact. When the employee/official determines that there are reasonable grounds to believe a violation did or does occur, based upon the information in the complaint and any field investigation, notice shall be given by the Township. The initial notice may be provided by means of personal contact with the violator, an informal "door hanger" or US mail.
2. Written Notice. If compliance is not met after the initial contact, a written notice shall be sent to the person who is or may be legally responsible for the alleged violation. Separate notice shall also be sent to the property owner(s). This notice shall be sent by certified mail to the best available address for the property owner(s) and other responsible person(s).
3. Followup. The date in the notice for corrective action shall be entered in the enforcement records. After the deadline, if the employee/official determines that the required corrections have not been made, a second written notice shall be sent in the matter consistent with the written notice as stated above.
4. Voluntary Compliance Agreement. Under special circumstances, deadlines may be extended. The responsible party shall enter into a Voluntary Compliance Agreement that will be signed by both the responsible party and the Township. The extended deadline shall be determined on a case-by-case basis contingent upon the effort already made to correct the violation, severity and extent of the violation, whether the violation is a repeat offense, weather, etc.
5. Compliance. If the employee/official determines that required corrections have been made, the date and method of compliance shall be noted in the file and the case shall be closed.
6. Permit Requirements. In some cases, corrective action may consist of applying for and obtaining necessary permits. Any violation not related to permitting shall be corrected prior to issuance of a permit.

XII. Resolution of Violations

It is the Township's policy to attempt to reach final, satisfactory resolutions of all violation complaints. However, the Township recognizes that not all complaints can be resolved successfully, due to factors outside the Township's control. These factors include the indigence of the violator, the lack of Township resources to assist the violators, and the number of complaints received. Where the Township determines that a violation may not be successfully resolved within the established reasonable timelines, the file will either be closed or alternative methods of enforcement pursued.

The Township Board shall review the list of unresolved violations and determine if the file(s) shall be turned over to the Grand Traverse County Sheriff's Department or legal counsel for further action through the Grand Traverse Circuit Court.

Section I. Amendment of Article 22.01.

Section 22.01 Penalties

1. Any person, limited liability company, corporation, or association who creates or maintains a nuisance per se or who violates or fails to comply with this Ordinance or any permit issued pursuant to this Ordinance shall be responsible for a municipal civil infraction as defined in Public Act 12 of 1994, amending Public Act 236 of 1961, being Sections 600.101-600.9939 of the Michigan Compiled Laws, and shall be subject to a fine of not more than Five-Hundred and 00/100 (\$500.00) Dollars. Every day that such a violation continues shall constitute a separate and distinct offense under the provisions of this Ordinance. Nothing in this section shall exempt the offender from compliance with provisions of this Ordinance.
2. The Township Zoning Administrator is hereby designated as the authorized Township official to issue municipal civil infraction citations directing alleged violators of this Ordinance to appear in court.
3. In addition to enforcing this Ordinance as a municipal civil infraction, the Township may initiate proceedings in any court of competent jurisdiction to abate, eliminate or enjoin the nuisance per se or any other violation of this Ordinance.

ARTICLE 22 - VIOLATIONS

22.01 PENALTIES

Any person who shall violate any provision of this Ordinance in any particular, or who fails to comply with any of the regulatory measures or conditions of the Board of Appeals adopted pursuant hereto, shall, upon conviction thereof, be fined not to exceed \$100.00 or may be imprisoned not to exceed ninety (90) days, or may be both fined and imprisoned in the discretion of the court, and each day such violation continues shall be deemed a separate offense.

22.02 NUISANCE PER SE

Uses of land, dwellings, buildings or structures, including tents and trailer coaches used, erected, altered, razed or converted in violation of any provision of this Ordinance or the regulatory measures or conditions of the Board of Appeals adopted pursuant hereto are hereby declared to be nuisances per se.



WHITewater TOWNSHIP FIRE DEPARTMENT

8380 Old M-72 | PO Box 9 | Williamsburg, MI 49690
Phone: 231-534-2419 Email: firechief@whitewatertownshipmi.gov

Memorandum

To: Whitewater Township Board

From: Josh Morgan, Fire Chief

Date: 3/16/2026

Subject: Adoption of SOP 800.15 – Full-Time Firefighter / Park Manager Job Description

The purpose of this memo is to present for Board consideration the adoption of SOP 800.15 – Full-Time Firefighter / Park Manager Job Description.

This policy formally establishes the duties, responsibilities, qualifications, and authority for the proposed full-time Firefighter / Park Manager position. This position is designed to support two ongoing operational needs within the Township: consistent fire department staffing and year-round parks and facilities management.

The job description defines the position as a non-exempt, full-time (40-hour per week) employee assigned jointly to fire operations and parks/facilities responsibilities, with all duties reporting directly to the Fire Chief. It also establishes clear expectations related to supervision, scheduling, qualifications, and operational responsibilities.

This SOP is structured to align with:

- Township ordinances and personnel policies
- Applicable federal labor standards (FLSA)
- NFPA and MIOSHA requirements
- Existing WTFD SOP framework

The intent of this policy is to ensure the position is clearly defined, administratively consistent, and operationally effective prior to implementation.

Additional items related to compensatory time, scheduling flexibility, and benefit structure are currently under review with legal counsel. Any necessary updates resulting from that review will be incorporated and presented to the Board as needed.

Recommendation:

It is recommended that the Township Board approve SOP 800.15 as presented to establish the job description for this position.



Whitewater Township Fire Department

Standard Operating Procedures



Policy 800.15 – Full-Time Firefighter - Park Manager Job Description

Effective Date:
Last Revised Date: ---
Approved by: Whitewater Township Board
Issued by: Fire Chief

PURPOSE

To establish the duties, responsibilities, qualifications, and authority of the Full-Time Firefighter / Park Manager position within the Whitewater Township Fire Department (WTFD). This SOP ensures compliance with Township ordinances, applicable labor standards, and NFPA and MIOSHA requirements.

SCOPE

This policy applies to the Full-Time Firefighter / Park Manager position, a non-exempt, full-time employee assigned to both fire department operations and township parks/facilities support.

AUTHORITY & REFERENCES

Michigan Public Act 33 of 1951 (MCL 41.801 et seq.)
Whitewater Township Ordinance 52 – Fire Department Establishment
Whitewater Township Ordinance 57 – Fire Prevention
Fair Labor Standards Act (FLSA) – Non-Exempt Classification
NFPA 1001 – Firefighter Professional Qualifications
NFPA 1500 – Fire Department Occupational Safety and Health Program
MIOSHA Part 74 – Fire Fighting
Applicable WTFD SOPs (100, 200, 400, 700 Series)

POLICY

The Full-Time Firefighter / Park Manager is a joint operational position responsible for providing year-round fire department staffing support while also performing parks and facilities maintenance and operational duties.

This position is classified as non-exempt under the Fair Labor Standards Act and is scheduled for 40 hours per week. All hours worked are subject to standard wage and overtime provisions as required by law.

The position reports directly to the Fire Chief for all assigned duties, including both fire department operations and parks/facilities responsibilities.

Work assignments are determined based on operational need, with seasonal workload influencing the balance between fire and parks functions.

RESPONSIBILITIES

Whitewater Township Fire Department

Standard Operating Procedures



Fire Department Responsibilities

- Serve as an operational firefighter in accordance with departmental SOPs
- Staff assigned shifts, including weekday and weekend coverage as scheduled
- Respond to emergency incidents during assigned duty hours in coordination with Fire Chief
- Participate in required training, drills, and meetings
- Maintain readiness of apparatus, equipment, and station facilities
- Assist with inspections, pre-incident planning, and fire prevention activities
- Perform additional duties as assigned by the Fire Chief

Parks & Facilities Responsibilities

- Perform routine maintenance of township parks and facilities
- Maintain park grounds, including landscaping, minor repairs, and general upkeep
- Coordinate and support seasonal park operations, including opening and closing procedures
- Assist with facility inspections, vendor coordination, and maintenance tracking
- Support township events and periods of increased park usage
- Provide recommendations for the hiring of Park Rangers and Lead Rangers
- Administer and maintain the park reservation system
- Manage payroll processing for parks personnel
- Assist with capital improvement planning and development of the Parks Five-Year Strategic Plan
- Support marketing efforts and maintain the department's online presence
- Compile and analyze annual operational data and performance metrics for park operations
- Perform additional duties as assigned by the Fire Chief or Township Board

CHAIN OF COMMAND

Reports to: Fire Chief

Administrative coordination with: Township Supervisor, Clerk, Treasurer, and other Township officials as appropriate within their respective statutory and policy roles.

Supervises: Park Rangers

REQUIRED QUALIFICATIONS

- Minimum 18 years of age
- State of Michigan Firefighter I & II certification
- EMT-B certification
- Valid Michigan driver's license with acceptable record
- Ability to meet all medical and physical requirements for fire service duties
- Ability to perform physical labor associated with parks and facilities work
- Completion of NIMS IS-100, IS-200, IS-700 (IS-800 preferred)

Whitewater Township Fire Department

Standard Operating Procedures



PREFERRED QUALIFICATIONS

- Experience in parks, facilities, or grounds maintenance
- Mechanical, construction, or equipment operation experience
- Experience in a combination or paid-on-call fire department
- Ability to work independently and manage varied responsibilities

WORK SCHEDULE & CONDITIONS

- Standard schedule: 40 hours per week
- Work hours may include weekdays, weekends, and adjusted schedules based on operational need
- Seasonal workload determines primary assignment focus
- Overtime shall be compensated in accordance with FLSA requirements

PHYSICAL & WORK ENVIRONMENT REQUIREMENTS

- Ability to perform fire suppression, rescue, and EMS activities
- Ability to lift, carry, push, and pull equipment
- Ability to work outdoors in varying weather conditions
- Ability to operate tools, machinery, and fire apparatus
- Ability to wear required personal protective equipment

RECORDKEEPING

- Time worked recorded in accordance with Township payroll procedures
- Training, certifications, and incident participation documented per SOPs
- Maintenance and operational activities documented as required

COMPLIANCE & ENFORCEMENT

Failure to fulfill the duties of this position may result in corrective or disciplinary action in accordance with Township policy, WTFD SOPs, and applicable law.

REVISION & ADOPTION:

Draft Version: 800.15_v1.0

Prepared by: Joshua Morgan, Fire Chief

Adoption Pending: Whitewater Township Board



Whitewater Township Board Communication

Date: March 12, 2026
From: Tim Arends, Trustee/Deputy Supervisor
Subject: Budget Transfer Request

For the 2025/26 fiscal year there were some expenses related to the Skegemog Point Road Special Assessment. Those included legal fees and office supplies/postage. These costs were anticipated and were included in the approved assessment. Since no budget for the SAD fund exists in the current year for these expenditures, I have prepared that board request in another memo.

These funds will eventually be repaid to the general fund when assessments have been paid. The transfer of these funds will keep the SAD Fund from having a negative fund balance at end of the year, which could cause a corrective action plan to be filed with the state. I have reviewed this with the auditor, and he believes this is the best way to handle it for this current fiscal year.

Motion to approve a budgeted transfer from the General Fund (101-966-999) to the Special Assessments Fund (811-000-699) in the amount of \$10,000.

WHITEWATER TOWNSHIP

MEMORANDUM

To: Whitewater Township Board

From: Wendy Hoeksema, Township Clerk

Date: March 26, 2026

Re: Resolution 2026-02 - Proposed Change to One Regular Board Meeting Per Month

I'm recommending adoption of **Resolution 2026-02** to move the Township Board to **one regular meeting per month**, because I truly believe we are now in a place where this can work well for everyone.

Over the past year, the Board has accomplished a great deal. We have made major progress in improving Township processes, organization, and overall direction. With that foundation now in place, I believe we can continue to get Township business done efficiently with **one well-prepared monthly meeting**, rather than maintaining two standing meetings every month.

From the Clerk's perspective, two meetings per month has become extremely difficult to sustain. Each meeting requires significant preparation and follow-up work-agenda coordination, public posting requirements, minutes, resolutions, and record-keeping. Having two meetings a month nearly doubles that workload and increases wage costs, while also reducing the time available to complete other important Township responsibilities during regular office hours.

This proposal still gives the Board flexibility. If additional business comes up, the Board can always schedule a **special meeting**, such as a morning work session on the **fourth Thursday**, particularly during months like July when the time between meetings can become longer.

That said, it is also important to keep in mind that the **fourth Thursday is already a regular ZBA meeting date**, which the Clerk is required to attend, and it often falls during a busy period of end-of-month deadlines. For that reason, special meetings should remain an option when truly needed, rather than a standing expectation.

Overall, I believe this change supports efficiency, reduces unnecessary costs of approximately \$12,500 annually, and creates a more sustainable workload while still allowing the Board to meet as often as needed to serve the Township effectively.

Resolution #2026-02

**Whitewater Township
Grand Traverse County, Michigan**

Board 2026/2027 Regular Meeting Dates

IT IS HEREBY RESOLVED that the Whitewater Township Board will meet in regular session for the 2026/2027 fiscal year on the following dates at 6:30 p.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, MI 49690:

Thursday, April 9
Thursday, May 14
Thursday, June 11
Thursday, July 9
Thursday, August 13
Thursday, September 10
Thursday, October 8
Thursday, November 12
Thursday, December 10
Thursday, January 14
Thursday, February 11
Thursday, March 11

A motion to adopt the foregoing resolution was made by _____, seconded by _____.

Upon voice vote, the following voted:

YEAS: _____

NAYS: _____

Absent: _____

RESOLUTION DECLARED ADOPTED/rejected

Certificate

I, Wendy Hoeksema, Clerk of Whitewater Township, Grand Traverse County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the Whitewater Township Board of said municipality at a regular meeting held on March 26, 2026, relative to the adoption of Resolution #2026-02.

Wendy Hoeksema, Clerk

RESOLUTION #2026-06

General Appropriations Act 2026/2027

Whitewater Township
Grand Traverse County, Michigan

A resolution to establish a general appropriations act for Whitewater Township, to define the powers and duties of the Whitewater Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

The Board of Trustee of Whitewater resolves:

Section 1: Title

This resolution shall be known as the Whitewater Township General Appropriations Act.

Section 2: Chief Administrative Officer

The Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

Section 3: Fiscal Officer

The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4: Public Hearings on the Budget

Pursuant to MCLA 141.412; MCLA 141.413, notice of a public hearing on the proposed fire special assessment district budget, the ambulance millage budget, the general fund millage budget and all other township budgets was published in the Traverse City Record Eagle on March 11, 2026, and in the Elk Rapids News on March 12, 2026, and a public hearing on the proposed said budgets was held on March 19, 2026.

Section 5: Millage Levy

The Whitewater Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount equal to 1.0000 mills, as reduced by MCL 211.34d, as set forth by the Tax Allocation Board.

The Whitewater Township Board shall cause to be levied and collected the fire special assessment on all real property within the township upon the current tax roll an amount equal to **1.2500 mills (change from 1.5 in 2025-26)** set forth by the Tax Allocation Board.

The Whitewater Township Board shall cause to be levied and collected the ambulance millage tax on all real and personal property within the township upon the current tax roll an amount equal to **0.5000 mills (change from 1.5 in 2025-26)**, as reduced by MCL 211.34d, as set forth by the Tax Allocation Board.

Section 6: Estimated Revenues for Fiscal Year 2026/2027

General Fund	\$ 1,216,550
Fire Fund	500,600
Parks & Recreation Fund	353,750
Ambulance Fund	391,000
Public Improvement Fund	113,800
Fire Capital Improvement Fund	450,000
Special Assessment Fund	517,800

Section 7: Estimated Expenditures for Fiscal Year 2026/2027

General Fund:

Township Board	\$ 67,300
Supervisor	53,050
Elections	26,400
Assessor	41,800
Attorney	80,000
Clerk	94,050
Board of Review	4,200
Treasurer	77,300
Township Hall & Grounds	55,200
Cemetery	18,750
Planning Commission	107,750
Zoning Administrator	58,400
Zoning Board of Appeals	6,250
Road & Road Repairs	223,000
Insurance	32,100
Contingency	34,000
Capital Expenditure	20,000
Transfers Out	<u>217,000</u>
Total General Fund	\$ 1,216,550

Fire Fund	480,400
Parks & Recreation Fund	353,750
Ambulance Fund	391,000
Public Improvement Fund	113,800
Fire Capital Improvement Fund	391,950
Special Assessment Fund	511,000

Section 8: Bank Depositories

Depositories for the funds of Whitewater Township shall be Alden State Bank and First Community Bank.

Section 9: Adoption of Budget by Reference

The general fund budget, fire special assessment district budget, ambulance millage budget, and all other township budgets of Whitewater Township are hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 6 and 7 of this act.

Section 10: Adoption of Budget by Cost Center

The Board of Trustees of Whitewater Township adopts the 2026/2027 fiscal year general fund budget, fire special assessment district budget, ambulance millage budget, and all other township budgets by cost center. Township officials responsible for the expenditures in the authorized budget may expend township funds up to, but not to exceed, the total appropriation authorized for each cost center and may make transfers among the various line items contained in the cost center appropriation. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior board approval by budget amendment.

Section 11: Appropriation Not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations.

Section 12: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 13: Periodic Fiscal Reports

The fiscal officer shall transmit/submit to the board at the end of each month a report of financial operations, in accordance with Whitewater Township Policy & Procedure Manual Section 4.5.

Section 14: Budget Monitoring

Whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears expenditures shall exceed an appropriation, the Chief Administrative officer shall present to the township board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 15: Violations of this Act

Any obligation incurred or payment authorized in violation of this resolution shall be void and subject any responsible official(s) or employee(s) to disciplinary action as outlined in P.A. 621 (1978) and the Whitewater Township Policies and Procedures Manual.

Section 16: Board Adoption

A motion to adopt the foregoing resolution was made by _____, seconded by _____.

Upon roll call vote, the following voted:

Yes:

No:

Absent:

RESOLUTION DECLARED ADOPTED

Certificate

I, Wendy Hoeksema, Clerk of Whitewater Township, Grand Traverse County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the Whitewater Township Board of said municipality at a special meeting held on March 26, 2026, relative to the adoption of Resolution #2026-06.

Wendy Hoeksema



Whitewater Township Board Communication

Date: March 18, 2026
From: Tim Arends, Trustee/Deputy Supervisor
Subject: 2026-2027 Salary Schedule and Graded Wage Scale

Attached are the Graded Wage Scale and Salary Schedule for the 2026-2027 budget year, as discussed in our recent budget sessions. If you are in agreement to approve these documents the following motions would be appropriate:

Graded Wage Scale 2026-2027:

The following motion would be appropriate:

Motion to adopt the proposed Graded Wage Scale for the 2026-2027 Fiscal Year.

Salary Schedule 2026-2027:

The following motion would be appropriate:

Motion to adopt the proposed Salary Schedule for the 2026-2027 Fiscal Year.

Whitewater Township, Michigan
Graded Wage Scale
Proposed for Fiscal Year 2026-27

Grade	Job Description	MIN	YEARS OF SERVICE				MID	← MERIT BASED INCREASES →	MAX
		1	2	3	4	5			
Grade I	Clerical Worker	\$12.73	\$13.11	\$13.50	\$13.91	\$14.33		\$19.83	
	General Laborer	"	"	"	"	"		"	
Grade II	Historical Society Director	\$15.05	\$15.49	\$15.97	\$16.44	\$16.93		\$23.45	
		\$15.46	\$15.91	\$16.40	\$16.88	\$17.39		\$24.08	
Grade III V	Deputy Clerk	\$16.55	\$17.05	\$17.55	\$18.08	\$18.62		\$25.79	
"	Deputy Treasurer	"	"	"	"	"		"	
"	Deputy Supervisor	"	"	"	"	"		"	
		\$22.00	\$22.66	\$23.34	\$24.04	\$24.76		\$35.41	
Grade IV II	Election Inspector	\$19.65	\$20.24	\$20.85	\$21.47	\$22.12		\$30.63	
Grade V	Interim Fire Captain	\$19.08							
"	Interim Deputy Fire Chief	"							
Grade VI III	Park Ranger	\$19.67	\$20.26	\$20.88	\$21.50	\$22.15		\$30.68	
		\$20.20	\$20.81	\$21.44	\$22.08	\$22.75		\$31.51	
Grade VII IV	Election Chairperson	\$21.84	\$22.49	\$23.17	\$23.86	\$24.58		\$35.06	
"	Building & Grounds Worker	"	"	"	"	"		"	
VIII VI	Lead Park Ranger	\$23.09	\$23.78	\$24.50	\$25.23	\$25.99		\$37.06	
		\$23.71	\$24.42	\$25.16	\$25.91	\$26.69		\$38.06	
Grade VII	Firefighter	\$20.00	\$22.00	\$23.50	\$25.00	\$27.50		\$38.50	

Whitewater Township, Michigan
Graded Wage Scale
Proposed for Fiscal Year 2026-27

Grade	Job Description	MIN	YEARS OF SERVICE				MID	← MERIT BASED INCREASES →	MAX
		1	2	3	4	5			
Grade IX	Firefighter—Training Time (including probationary)	\$26.50							
Grade X	Part-Time Firefighter	\$27.50							
Grade XI	Firefighter—Response Time	\$31.80							
Grade XII	Interim Fire Chief	\$35.00							

(CPI Midwest Region CPI-U 2025 - 12 month inflation rate = 2.7%)

Guidelines:

1. Steps Numbers 1 through 5 in the top row represent years of service. Returning Park Rangers count as years of service for each full or partial camping season.
2. This Graded Wage Scale applies to all hourly employees, whether full-time, part-time, or seasonal.
3. The increases for steps 1 through 5 shown are automatic on April 1st of each year after 6 months of employment **(except for election employees)**, not on an employee's anniversary date.
4. Employees must have a minimum of 6 months of service in order to be eligible for a wage increase, unless approved by the board.
5. Future increases for employees beyond step 5 shall be merit based. All steps including the maximum, shall be increased annually based on CPI Midwest Region CPI-U or 2.5%, whichever is greater not to exceed 5%.
6. It is possible that employees who have attained 5 years of service will move to a higher wage on the Graded Wage Scale, subject to board approval.
7. When an employee moves from one grade level to another, they move vertically on the scale (i.e., there is no loss of years of service.)
8. The board reserves the right to start an employee anywhere on the Graded Wage Scale based on his/her experience.
9. The township board has discretion to review and modify the Graded Wage Scale as it deems appropriate.

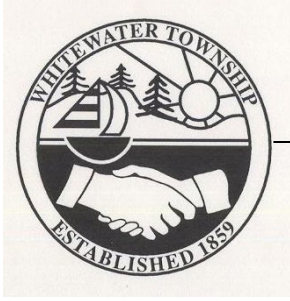
Whitewater Township, Michigan
PROPOSED SALARY SCHEDULE FOR FISCAL YEAR 2026-27
 Adopted by the Board on: _____

Mid Year Adjustments

SALARIES:	2025/2026	2026/2027
Supervisor	\$23,000	\$23,000
Clerk	\$46,600	\$46,600
Treasurer	\$31,000	\$31,000
Trustee	\$225/meeting	\$225/meeting
Recording Secretary	\$200/Regular 2 hour meeting. \$75/ hour beyond 2 hours. \$125/Special 1 hour meeting and \$75/hour beyond 1 hour.	\$200/Regular 2 hour meeting. \$75/ hour beyond 2 hours. \$125/Special 1 hour meeting and \$75/hour beyond 1 hour.
Board of Review	\$75/meeting or \$16/hour	\$75/meeting or \$25/hour
Assessor	\$100/month or \$25/hour	\$100/month N/A
Abandoned Buildings Hearing Officer	\$109 per case	\$109 per case
Planning Commission Chairperson - Regular Meetings	\$175/meeting	\$300/meeting
Planning Commission Chairperson - Special Meetings	\$175/meeting	\$175/meeting
Planning Commission Members	\$95/meeting	\$95/meeting
Planning Commission Subcommittee (including chair)	\$95/meeting	\$95/meeting
Planning Commission Recording Secretary	\$200/Regular 2 hour meeting. \$75/hour beyond 2 hours. \$125/Special 1 hour meeting and \$75/hour beyond 1 hour.	\$200/Regular 2 hour meeting. \$75/hour beyond 2 hours. \$125/Special 1 hour meeting and \$75/hour beyond 1 hour.
Township Board Rep to Planning Commission	\$225/meeting	\$225/meeting
Zoning Board of Appeals Member	\$75/meeting	\$95/meeting
Zoning Board of Appeals Chairperson	\$120/meeting	\$120/meeting
Zoning Board of Appeals Recording Secretary	\$200/Regular 2 hour meeting. \$75/hour beyond 2 hours. \$125/Special 1 hour meeting and \$75/hour beyond 1 hour.	\$200/Regular 2 hour meeting. \$75/hour beyond 2 hours. \$125/Special 1 hour meeting and \$75/hour beyond 1 hour.
Township Board Rep to Zoning Board of Appeals	\$225/meeting	\$225/meeting

SALARIES:	2025/2026	2026/2027
Parks & Recreation Advisory Committee Member	\$75/meeting	\$75/meeting
Parks & Recreation Advisory Committee Chairperson	\$120/meeting	\$120/meeting
Twp Board Rep to Parks & Recreation Adv Committee	\$225/meeting	\$225/meeting
Subcommittee Member (ROS & ROWG)	\$75/meeting	\$75/meeting
Subcommittee Chairperson (ROS & ROWG)	\$120/meeting	\$120/meeting
Parks Manager	\$47,700	N/A
Zoning Administrator	\$51,000	\$51,000
Firefighter/Parks Manager	N/A	\$57,200
Fire Chief	\$73,700	\$77,800
Assistant Fire Chief	\$4,420/year	\$4,420/year
Fire Lieutenant (Training Officer)	\$4,000/year	\$4,000/year
Fire Dept. On-Call Wages	\$106/24-hour shift	N/A
Additional Activities Compensation Program	\$25.00/hour	\$27.50/hour

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WHITEWATER TOWNSHIP

5777 Vinton Road • P.O. Box 159 • Williamsburg, MI 49690 (231)
267-5141 • FAX (231) 267-9020

DATE: 03/19/2026

TO: WWT Board

FROM: Supervisor Linda Slopsema

SUBJECT: Deputy Supervisor Arends Wage Adjustment

Deputy Supervisor Arends has over 30 years of broad local governmental experience. Tim's role as deputy supervisor has resulted in rapid continuous improvements to WWT operations and has assured compliance over the past 15 months.

The initial wage for Deputy Supervisor Arends was set at the end of December 2024.

After review of the Proposed 2026/2027 Graded Wage Scale (Deputy Supervisor) and the Proposed Salary Schedule for Fiscal Year 2026/2027 (Additional Activities Compensation Program), I recommend Deputy Supervisor Tim Arends wage be increased from \$25.04 to \$27.50.

Motion to increase Deputy Supervisor Arends's wage from \$25.04 to 27.50 per hour effective 04/01/2026



Whitewater Township Board Communication

Date: March 20, 2026
From: Tim Arends, Trustee/Deputy Supervisor
Subject: 2026 Township Cleanup Day

The annual township cleanup day has been a popular event in the community and has helped to minimize blight within the township. I have obtained permission from Elk Rapids Public Schools to once again hold the event at Mill Creek Academy on **Saturday, June 13th 8 AM to Noon.** Set-up will begin on Friday with all items removed by end of day Sunday or Monday, as was done in prior years.

I contacted Bay Area Recycling (BAR) to seek a bid and confirm that they could commit to that date. They did Commit to the date and informed me that they will hold their pricing to what was charged last year. The cost last year was budgeted for \$12,500 but came in at \$14,750, based on their yardage pricing. This indicates that more people used the service than in prior years.

Since there are limited vendors that can or will provide this service to the township I recommend that we once again use Bay Area Recycling. Bids from GFL the past two years have been more than double that of BAR. We will also be accepting tires again this year with a minimal cost paid by the residents directly to BAR at the event.

Erickson's Salvage of Williamsburg will take all metals at no charge, thus reducing the compact yardage. They provide their own helpers to unload vehicles.

The following is the historical expense information for the event:

- 2021 - 250 compact yards @ \$47/yard = \$11,750 (GFL/American Waste)
- 2022 - 270 compact yards @ \$29.79/yard = \$8,042 (Bay Area Recycling)
- 2023 - 390 compact yards @ \$30.45/yard = \$11,875 (Bay Area Recycling)
- 2024 – 360 compact yards @ \$32.22/yard = \$11,600 (Bay Area Recycling)
- 2025 – 450 compact yards @ \$32.50/yard = \$14,625 (Bay Area Recycling)

There will also be the need for a one-day rental of a porta potty (about \$125).

Based on the information above I recommend the township select Bay Area Disposal for the 2026 cleanup day event. If you agree with this recommendation the following motion would be appropriate:

Motion: That the board contract with Bay Area Disposal for the 2026 township cleanup day at the estimated rate of \$15,000 to be held at Mill Creek Academy on Saturday, June 13, 2026, from 8:00 AM to Noon.



WHITEWATER TOWNSHIP
ANNUAL CLEANUP DAY

SATURDAY, JUNE 13, 2026

8:00 AM to Noon

MILL CREEK ACADEMY

OLD M-72

Items NOT allowed:

- Yard waste (Leaves, dirt, branches)
- Fluorescent Lightbulbs/Ballasts
 - Wet Paint
 - Harmful Chemicals
 - Flammable Liquids
- Materials containing Asbestos
 - Firearms/Ammunition

Tires Will Be Accepted This Year

- \$5 Passenger Tire
- \$10 per semi OR 35" – 40"
- Rims add \$5

PROOF OF RESIDENCY IS REQUIRED

Please bring assistance for larger items

WHITEWATER
TOWNSHIP

SPRING CLEANUP!

Brought to you by:

Bay Area Disposal

Items NOT allowed:

Yard Waste (Leaves, dirt, branches)

Fluorescent Lightbulbs/Ballast

Wet Paint

Harmful chemicals

Flammable liquids

Materials containing Asbestos

Firearms

TIRES:

\$5 per passenger tire

\$10 per semi OR 35"-40"

Add \$5 for rims.



tcbayareadisposal@gmail.com



WHITEWATER TOWNSHIP CHAPTER 3 – PERSONNEL
ADMINISTRATION

3.0 Personnel Administration

3.1 Personnel Director

3.1(a) Designation of Personnel Director

To provide for efficient and uniform administration of personnel matters, the township board appoints the township supervisor as the township personnel director.

3.1(b) Personnel Director’s Duties

The personnel director shall do the following:

1. Work with Personnel Administrator to develop and recommend to the township board job descriptions for all township positions; update as needed.
2. Work with Personnel Administrator to recruit applicants for position vacancies in accordance with Section 3.6.
3. Work with Personnel Administrator to recommend to the township board necessary changes in the personnel policies manual.
4. Discuss with Personnel Administrator and provide interpretations of the township personnel policies and procedures when requested by department heads or employees. The interpretation of the personnel director shall be considered final, unless an appeal of the interpretation is filed with the township board.
5. Work with the personnel administrator to recommend to the township board appropriate pay grade or compensation for employees.
6. Develop and implement a standard employee evaluation form.
7. Oversee disciplinary actions for employee misconduct pursuant to the township personnel policies manual.
8. Prepare and present letters of appreciation to terminating employees.

3.2 Personnel Administrator

3.2(a) Designation of Personnel Administrator

To provide for efficient and uniform administration of personnel matters, the township board appoints the township clerk as the township personnel administrator.

3.2(b) Personnel Administrator’s Duties

The personnel administrator shall do the following:

1. Provide new employees with a current copy of the township personnel policies manual; provide all employees with copies of amendments made to the township personnel policies manual.
2. Maintain a permanent personnel record of each township employee.

3. Work with the personnel director to recommend to the township board appropriate pay grade or compensation for employees.
4. Keep a record of paid holidays, vacation time, sick days, jury duty pay, and funeral leave for employees pursuant to the township personnel policies manual.
5. Monitor changes in state and federal law that impact ~~on~~ township personnel practices.
6. Work with Personnel Director to develop and recommend to the township board job descriptions for all township positions; update as needed.
7. Work with Personnel Director to recruit applicants for position vacancies in accordance with Section 3.6.
8. Work with Personnel Director to recommend to the township board necessary changes in the personnel policies manual.
9. Discuss with Personnel Director and provide interpretations of the township personnel policies and procedures when requested by department heads or employees.
10. Designated as chief privacy officer, responsible for coordinating the township's privacy policies and compliance with those policies.

3.3 Employee Recordkeeping

3.3(a) Personnel Records

The township clerk (personnel administrator) shall maintain a permanent personnel record for each township employee. Each employee's personnel file shall contain the following:

1. Application and/or resume submitted
2. Licensure records, if applicable
3. Employment interview record, if available
4. Reference check
5. Offer of employment
6. Contract/salary resolution, if applicable
7. Job description
8. Applicant release form; employee release form(s), if applicable
9. Background and driver record checks
10. Physical examination information, if applicable (to be kept in separate file)
11. Employee information sheet
12. Record of township asset issued
13. Beneficiary information
14. Federal W-4, Michigan W-4, and I-9 forms and documentation
15. A complete executed receipt ~~copy~~ of the Whitewater Township Policy Manual each employee was presented with during the hiring process.
16. New hire checklist
17. Record of positions held
18. Performance evaluations
19. Use of authorized leaves
20. Commendations and/or disciplinary actions
21. Health insurance and pension plan participation records
22. Record of paid holidays, sick days, jury duty pay, funeral leave

23. Letter of resignation/notice of termination

3.3(c) Freedom of Information Act Requests for Personnel Files

Requests for copies of documents contained in the personnel files that are made pursuant to the Freedom of Information Act will be released only after confidential information that may be contained on the document is deleted. The clerk may contact the township attorney for advice in responding to a Freedom of Information Act request involving personnel records. Pursuant to the Michigan Freedom of Information Act, the township supervisor, after consulting with the township attorney, shall notify in writing any party requesting confidential information that the request is denied, unless disclosure is required by court order. In such cases the clerk shall inform the employee of the information release.

3.3(d) Social Security Number Privacy Policy

Only personnel who have legitimate business reasons to know will have access to records containing Social Security numbers. The department heads having access to records containing Social Security numbers shall determine which other personnel within their departments have a legitimate reason in the Township's ordinary course of business to have access to such Social Security numbers. Personnel using records containing Social Security numbers must take appropriate steps to secure such records when not in immediate use.

3.4 Classification and Compensation ~~(amended 5/18/2004)~~ ~~(amended 03/08/2022)~~

The township board shall establish an equitable compensation system for township employees. The board shall determine a pay range for all township positions. Each employee shall be entitled to the annual salary or hourly wage determined by the township board and as appropriated in the township budget.

Merit increases may be given ~~at the employee's anniversary date~~ after six months of service. A merit increase is one given for a job performance that is clearly outstanding and is granted in addition to any adjustment or progression increase for which the employee may otherwise be eligible. Requests for merit increases shall be recommended by the department head and/or personnel director at the time of the employee's evaluation and shall be approved by the township board.

Any non-salaried board, commission, committee, or society member who accepts additional occasional duties assigned by the body is eligible to request compensation through the Additional Activities Compensation Program. The request must be prepared by the body's chairperson and submitted to the supervisor or clerk for approval. The request shall be submitted in accordance with Whitewater Township's Policy and Procedure Manual Section 4.2 on an approved time sheet.

Rate of compensation shall be set annually in the Salary/Wage Schedule. It is strictly understood the Additional Activities Compensation Program does not create an ongoing employment agreement of any type or establish eligibility to any benefit program offered by the township.

3.5 Employee Safety

It shall be the duty of the supervisor and clerk, working cooperatively, to assess the general working conditions of the township on a continual basis and comply with related state and federal laws.

3.6 Employee Selection *(amended 10/08/2019)*

The personnel director and/or the official/committee designated by the personnel director shall utilize the following procedures in filling any vacant employment positions (except for the deputy supervisor, deputy clerk and deputy treasurer who are selected by the supervisor, clerk and treasurer, respectively, appointed officials who are selected in accordance with section 3.10, firefighters and park personnel):

3.6(a) A notice of position vacancy shall be developed based on the current job description. The posting shall provide the title, brief position description, education and experience requirements, application deadline and state that the township is an EOE.

3.6(b) The position vacancy shall be published in the Traverse City Record-Eagle or the Elk Rapids News and, with board approval, in selected trade journals.

3.6(c) The applications and/or resumes submitted will be screened and a list of qualified candidates will be developed.

3.6(d) Interviews will be conducted and references contacted.

3.6(e) The selected candidate shall be submitted to the township board, who may schedule an interview with the candidate at a board meeting. Following board concurrence, the candidate will be offered the position, pending a suitable background check, driver record check, when applicable, and satisfactory completion of a physical examination, when applicable.

3.6(f) In the case of firefighters and park personnel, applications and/or résumés may be submitted at any time, without the requirement of publishing a notice of position vacancy.

3.6(g) In the case of firefighters, the Whitewater Township Fire Chief shall conduct interviews, contact references, and, if he/she finds the applicant to be a suitable candidate, recommend hiring of the applicant and starting pay rate to the Township Board, pending a suitable background check, driver record check, when applicable, and satisfactory completion of a physical examination, when applicable.

3.6(h) In the case of park personnel, the Parks & Recreation ManagerAdministrator shall conduct interviews, contact references and, if he/she finds the applicant to be a suitable candidate, recommend hiring of the applicant and starting pay rate to the Township Board,

pending a suitable background check, driver record check, when applicable, and satisfactory completion of a physical examination, when applicable.

3.7 Employee Supervision

Department heads shall provide direction to employees in a manner that complies with the provisions of this administrative policies and procedures manual, as well as all federal and state laws, township ordinances, and the township personnel policies manual.

In the absence of a department head, the personnel director will assume this role.

3.8 Employee Evaluation

Employees shall be evaluated by their department head (or the personnel director in the absence of a department head). During the ninety (90) day probationary period for all new employees, the employee's job performance shall be reviewed at thirty (30) days and sixty (60) days, with an employee performance evaluation at ninety days. Following the probationary period, evaluations will be done at the discretion of the department head, but at least yearly, within one month of the employee's anniversary date. An evaluation shall be signed by both the department head/personnel director and the employee, and placed in the employee's personnel file. Department heads shall be evaluated by the personnel director with input of the board.

3.9 Employee Discipline

3.9(a) Warnings

The personnel director and department heads may administer verbal or written warnings pursuant to guidelines adopted in the township personnel policies manual. A warning shall be documented, signed by both the personnel director/department head and the employee, and placed in the employee's personnel file.

3.9(b) Suspension

The application of suspension shall be authorized by the personnel director after consultation with the department head, pursuant to guidelines adopted in the township personnel policies manual. All relevant facts that gave rise to the suspension shall be documented, signed by both the personnel director and the employee, and placed in the employee's personnel file.

A suspension may be appealed within three (3) days or at the next township board meeting, whichever comes first. An appeal shall be requested in writing to the personnel director, who shall promptly notify the board of the appeal and all relevant facts that gave rise to the suspension. The appeal shall be heard at the next township board meeting or at a special meeting called for that purpose. (closed session/attorney?)

3.9(c) Discharge

The application of discharge shall be authorized by the personnel director after consultation with the department head, pursuant to guidelines adopted in the township personnel policies manual. All relevant facts that gave rise to the discharge shall be documented, signed by the personnel director and the employee, and placed in the employee's personnel file.

A discharge may be appealed within three (3) days or at the next township board meeting, whichever comes first. An appeal shall be requested in writing to the personnel director, who shall promptly notify the board of the appeal and all relevant facts that gave rise to the suspension. The appeal shall be heard at the next township board meeting or at a special meeting called for that purpose. (closed session/attorney?)

3.10 Appointments

The supervisor shall oversee the appointment of members to boards, commissions and committees. Where procedure is not specified in state statute, the supervisor shall recommend appointments to the township board for their approval.

3.11 Elected Officials

While recognizing that the duties of the supervisor, clerk, and treasurer are defined by state statute, the township board expects that each official will devote sufficient hours of work, including appropriate office hours, to effectively perform the duties of their office.

3.12 Employee Recognition

The supervisor will present a letter of appreciation from the township board to any township employee, volunteer or appointed official who resigns from their township position.

Appointments, resignations and other special recognition given to any township employee, volunteer or appointed/elected official will be published in the township newsletter.

3.13 Ethical Standards

All elected and appointed officials, employees and volunteers shall fulfill their duties with the utmost attention to serving the best interests of the township citizens, and no official, employee or volunteer shall participate in a decision or transaction on behalf of the township that would result in a direct financial benefit to the township official, employee or volunteer.

Any official, employee or volunteer who believes that he or she may be placed in a potential conflict of interest shall immediately notify the township board, and any subsequent action shall be in conformance with state law.

No employee shall accept employment that conflicts with performing his or her township duties.

No officer or employee shall accept any gift or consideration over \$25 from a person or company providing goods or services to the township, or who is soliciting township business.

3.0 Personnel Administration

3.1 Personnel Director

3.1(a) Designation of Personnel Director

To provide for efficient and uniform administration of personnel matters, the township board appoints the township supervisor as the township personnel director.

3.1(b) Personnel Director's Duties

The personnel director shall do the following:

1. Work with Personnel Administrator to develop and recommend to the township board job descriptions for all township positions; update as needed.
1. Work with Personnel Administrator to recruit applicants for position vacancies in accordance with Section 3.6.
2. Work with Personnel Administrator to recommend to the township board necessary changes in the personnel policies manual.
- ~~4.3.~~ Discuss with Personnel Administrator and provide interpretations of the township personnel policies and procedures when requested by department heads or employees. ~~The interpretation of the personnel director shall be considered final. Such interpretations are administrative guidance and remain subject to review and modification by the Township Board.~~ The interpretation of the personnel director shall be considered final, unless an appeal of the interpretation is filed with the township board.
- ~~5.4.~~ Work with the personnel administrator to recommend to the township board appropriate pay grade or compensation for employees.
- ~~6.5.~~ Develop and implement a standard employee evaluation form.
- ~~7.6.~~ Oversee disciplinary actions for employee misconduct pursuant to the township personnel policies manual.
- ~~8.7.~~ Prepare and present letters of appreciation to terminating employees.

3.2 Personnel Administrator

3.2(a) Designation of Personnel Administrator

To provide for efficient and uniform administration of personnel matters, the township board appoints the township clerk as the township personnel administrator.

3.2(b) Personnel Administrator's Duties

The personnel administrator shall do the following:

1. Provide new employees with a current copy of the township personnel policies manual; provide all employees with copies of amendments made to the township personnel policies manual.

2. Maintain a permanent personnel record of each township employee.
3. Work with the personnel director to recommend to the township board appropriate pay grade or compensation for employees.
4. Keep a record of paid holidays, vacation time, sick days, jury duty pay, and funeral leave for employees pursuant to the township personnel policies manual.
5. Monitor changes in state and federal law that impact on township personnel practices.
6. Work with Personnel Director to develop and recommend to the township board job descriptions for all township positions; update as needed.
7. Work with Personnel Director to recruit applicants for position vacancies in accordance with Section 3.6.
8. Work with Personnel Director to recommend to the township board necessary changes in the personnel policies manual.
9. Discuss with Personnel Director and provide interpretations of the township personnel policies and procedures when requested by department heads or employees.
10. Designated as chief privacy officer, responsible for coordinating the township's privacy policies and compliance with those policies.

3.3 Employee Recordkeeping

3.3(a) Personnel Records

The township clerk (personnel administrator) shall maintain a permanent personnel record for each township employee. Each employee's personnel file shall contain the following:

1. Application and/or resume submitted
2. Licensure records, if applicable
3. Employment interview record, if available
4. Reference check
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6. Contract/salary resolution, if applicable
7. Job description
8. Applicant release form; employee release form(s), if applicable
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10. Physical examination information, if applicable (to be kept in separate file)
11. Employee information sheet
12. Record of township asset issued
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14. Federal W-4, Michigan W-4, and I-9 forms and documentation
15. A complete executed copy of the Whitewater Township Policy Manual each employee was presented with during the hiring process.
16. New hire checklist
17. Record of positions held
18. Performance evaluations
19. Use of authorized leaves
20. Commendations and/or disciplinary actions
21. Health insurance and pension plan participation records

22. Record of paid holidays, sick days, jury duty pay, funeral leave
23. Letter of resignation/notice of termination

3.3(c) Freedom of Information Act Requests for Personnel Files

Requests for copies of documents contained in the personnel files that are made pursuant to the Freedom of Information Act will be released only after confidential information that may be contained on the document is deleted. The clerk may contact the township attorney for advice in responding to a Freedom of Information Act request involving personnel records. Pursuant to the Michigan Freedom of Information Act, the ~~township supervisor~~ **FOIA Coordinator**, after consulting with the township attorney, shall notify in writing any party requesting confidential information that the request is denied.

3.3(d) Social Security Number Privacy Policy

Only personnel who have legitimate business reasons to know will have access to records containing Social Security numbers. The department heads having access to records containing Social Security numbers shall determine which other personnel within their departments have a legitimate reason in the Township's ordinary course of business to have access to such Social Security numbers. Personnel using records containing Social Security numbers must take appropriate steps to secure such records when not in immediate use **and in compliance with the Michigan Identity Theft Protection Act (MCL 445.81 – 445.87)**.

3.4 Classification and Compensation *(amended 5/18/2004) (amended 03/08/2022)*

The township board shall establish an equitable compensation system for township employees. The board shall determine a pay range for all township positions. Each employee shall be entitled to the annual salary or hourly wage determined by the township board and as appropriated in the township budget.

Merit increases may be given at the employee's anniversary date. A merit increase is one given for a job performance that is clearly outstanding and is granted in addition to any adjustment or progression increase for which the employee may otherwise be eligible. Requests for merit increases shall be recommended by the department head and/or personnel director at the time of the employee's evaluation and shall be approved by the township board.

Any non-salaried board, commission, committee, or society member who accepts additional occasional duties assigned by the body is eligible to request compensation through the Additional Activities Compensation Program. The request must be prepared by the body's chairperson and submitted to the supervisor or clerk for approval. The request shall be submitted in accordance with Whitewater Township's Policy and Procedure Manual Section 4.2 on an approved time sheet.

Rate of compensation shall be set annually in the Salary/Wage Schedule. It is strictly understood the Additional Activities Compensation Program does not create an ongoing employment agreement of any type or establish eligibility to any benefit program offered by the township.

3.5 Employee Safety

It shall be the duty of the supervisor and clerk, working cooperatively, to assess the general working conditions of the township on a continual basis and comply with related state and federal laws.

3.6 Employee Selection *(amended 10/08/2019)*

The personnel director and/or the official/committee designated by the personnel director shall utilize the following procedures in filling any vacant employment positions (except for the deputy supervisor, deputy clerk and deputy treasurer who are selected by the supervisor, clerk and treasurer, respectively, appointed officials who are selected in accordance with section 3.10, firefighters and park personnel):

3.6(a) A notice of position vacancy shall be developed based on the current job description. The posting shall provide the title, brief position description, education and experience requirements, application deadline and state that the township is an EOE.

3.6(b) The position vacancy shall be published in the Traverse City Record-Eagle and, with board approval, in selected trade journals.

3.6(c) The applications and/or resumes submitted will be screened and a list of qualified candidates will be developed.

3.6(d) Interviews will be conducted and references contacted.

3.6(e) The selected candidate shall be submitted to the township board, who may schedule an interview with the candidate at a board meeting. Following board concurrence, the candidate will be offered the position, pending a suitable background check, driver record check, when applicable, and satisfactory completion of a physical examination, when applicable.

3.6(f) In the case of firefighters and park personnel, applications and/or résumés may be submitted at any time, without the requirement of publishing a notice of position vacancy.

3.6(g) In the case of firefighters, the Whitewater Township Fire Chief shall conduct interviews, contact references, and, if he/she finds the applicant to be a suitable candidate, recommend hiring of the applicant and starting pay rate to the Township Board, pending a suitable background check, driver record check, when applicable, and satisfactory completion of a physical examination, when applicable.

3.6(h) In the case of park personnel, the Parks & Recreation Administrator shall conduct interviews, contact references and, if he/she finds the applicant to be a suitable candidate,

recommend hiring of the applicant and starting pay rate to the Township Board, pending a suitable background check, driver record check, when applicable, and satisfactory completion of a physical examination, when applicable.

3.7 Employee Supervision

Department heads shall provide direction to employees in a manner that complies with the provisions of this administrative policies and procedures manual, as well as all federal and state laws, township ordinances, and the township personnel policies manual.

In the absence of a department head, the personnel director will assume this role.

3.8 Employee Evaluation

Employees shall be evaluated by their department head (or the personnel director in the absence of a department head). During the ninety (90) day probationary period for all new employees, the employee's job performance shall be reviewed at thirty (30) days and sixty (60) days, with an employee performance evaluation at ninety days. Following the probationary period, evaluations will be done at the discretion of the department head, but at least yearly, within one month of the employee's anniversary date. An evaluation shall be signed by both the department head/personnel director and the employee, and placed in the employee's personnel file. Department heads shall be evaluated by the personnel director.

3.9 Employee Discipline

3.9(a) Warnings

The personnel director and department heads may administer verbal or written warnings pursuant to guidelines adopted in the township personnel policies manual. A warning shall be documented, signed by both the personnel director/department head and the employee, and placed in the employee's personnel file.

3.9(b) Suspension

The application of suspension ~~shall be authorized~~ **may be recommended** by the personnel director after consultation with the department head, pursuant to guidelines adopted in the township personnel policies manual **and implemented consistent with township personnel policies and oversight of the Township Board.** All relevant facts that gave rise to the suspension shall be documented, signed by both the personnel director and the employee, and placed in the employee's personnel file.

A suspension may be appealed within three (3) days or at the next township board meeting, whichever comes first. An appeal shall be requested in writing to the personnel director, who shall promptly notify the board of the appeal and all relevant facts that gave rise to the suspension. The appeal shall be heard at the next township board meeting or at a special meeting called for that purpose. **This may be in closed session if the employee so chooses.**

3.9(c) Discharge

The application of discharge shall be authorized by the personnel director after consultation with the department head, pursuant to guidelines adopted in the township personnel policies manual. All relevant facts that gave rise to the discharge shall be documented, signed by the personnel director and the employee, and placed in the employee's personnel file.

A discharge may be appealed within three (3) days or at the next township board meeting, whichever comes first. An appeal shall be requested in writing to the personnel director, who shall promptly notify the board of the appeal and all relevant facts that gave rise to the suspension. The appeal shall be heard at the next township board meeting or at a special meeting called for that purpose.

3.10 Appointments

The supervisor shall oversee the appointment of members to boards, commissions and committees. Where procedure is not specified in state statute, the supervisor shall recommend appointments to the township board for their approval.

3.11 Elected Officials

While recognizing that the duties of the supervisor, clerk, and treasurer are defined by state statute, the township board expects that each official will devote sufficient hours of work, including appropriate office hours, to effectively perform the duties of their office **as established under Michigan law and township operations.**

3.12 Employee Recognition

The supervisor will present a letter of appreciation from the township board to any township employee, volunteer or appointed official who resigns from their township position.

Appointments, resignations and other special recognition given to any township employee, volunteer or appointed/elected official will be published in the township newsletter.

3.13 Ethical Standards

All elected and appointed officials, employees and volunteers shall fulfill their duties with the utmost attention to serving the best interests of the township citizens, and no official, employee or volunteer shall participate in a decision or transaction on behalf of the township that would result in a direct financial benefit to the township official, employee or volunteer.

Any official, employee or volunteer who believes that he or she may be placed in a potential conflict of interest shall immediately notify the township board, and any subsequent action shall be in conformance with state law **including the Michigan Public Officers and Employees Conflict of Interest Act (MCL 15.321 – 15.330).**

No employee shall accept employment that conflicts with performing his or her township duties.

No officer or employee shall accept any gift or consideration from a person or company providing goods or services to the township, or who is soliciting township business.



Whitewater Township Board Communication

Date: March 20, 2026
From: Tim Arends, Trustee/Deputy Supervisor
Subject: Zoom Meeting Access Public Comment Policy

As you may recall, in March 2025 the Board approved disallowing public comment via Zoom to be more consistent with what most, if not, all other local municipalities practice. Later, the Board made an exception, due to the limited capacity of the township hall, to allow Zoom public comments for public hearings. The Planning Commission also adopted these policies.

Recently, a member of the public commented on his inability to attend night meetings and requested an American with Disabilities Act (ADA) accommodation to allow him to give general public comment over Zoom. This request was sent to our new legal counsel who opined that he knows of no other clients that still allow Zoom public comment post-Covid. Further, counsel indicated that ADA accommodations for meetings are for equal access to the meeting place, not via any recording. He recommended that Zoom be eliminated other than for presenters of agenda items as is the township's current practice, but not for public comment. It was suggested to go to livestream of our meetings or use Traverse Area Community Media (LIAA) or allow Zoom including public comment.

YouTube streaming is a concept we have been moving toward with assistance from LIAA. Now that we have reliable audio, we are going to be working on stationary cameras to record our meetings. They can be streamed live on YouTube and be preserved for a period of time. However, there will be no option for public comment.

Following is the information survey I previously provided in March 2025:

Whitewater Township – Zoom – Yes public comment (Public Hearings)

City of Traverse City – LIAA – No public comment
Grand Traverse County – LIAA - No public comment
East Bay Township – YouTube – No public comment
Green Lake Township – No Video
Peninsula Township - YouTube - No public comment
Acme Township – No Video
Blair Township – No Video
Long Lake Township – YouTube – No public comment
Elmwood Township – LIAA – No public comment

It is my recommendation that we continue on the path to direct streaming of our meetings on YouTube, as many other governmental entities have done. In addition, we will be able to handle this in-house without the cost of having LIAA staff at our meetings.

While there are some residents that desire public comment via Zoom, they are still able to communicate with the Board by attending the meetings in person, mailing or emailing a letter to Board members or calling Board members.

If you agree with my recommendation, the following motion would be appropriate (or you can propose an alternate motion):

Motion that the Board resolves to move toward recording township meetings via YouTube direct streaming service as soon as practicable and retain a Zoom account for presenters of agenda items, only.