WHITEWATER TOWNSHIP BOARD
SPECIAL MEETING AGENDA – AUGUST 11, 2026, 9:00 AM
5777 Vinton Road, Williamsburg, MI 49690
Phone: 231-267-5141 / Fax: 231-267-9020

Click the Link Below to View the Meeting Live

https://www.youtube.com/@whitewatertownship/live

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. 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:
1. Comments shall be directed to the board, with questions directed to the chair.
2. Any person wishing to address the board shall speak from the lectern, please state your name and relationship to the township.
3. Persons may address the board on matters that are relevant to Whitewater Township government issues.
4. No person shall be allowed to speak more than once per comment period. The chair shall control the amount of time each person shall not exceed 3 minutes.
5. 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.
6. To maintain order, comments should be respectful to all parties.

F. Presentations/Announcements

G. Consent Calendar
1. Approval of Bills

H. Approval of Minutes: JULY 23, 2026, REGULAR MEETING
https://www.whitewatertownshipmi.gov/township-board--subcommittee-meeting-minutes.html

I. Unfinished Business
1. ANY PARKS & RECREATION ITEMS

J. New Business

1. Township Treasurer Interviews
    - Andy Tezak
    - Sarah Quigley
2. Assessor Recommendation (Slopsema/Mielnik)
3. Possible Treasurer Resignation Acceptance
4. Possible Appointment of Township Treasurer to Fill Unexpired Term
5. 8/27/2026 Regular Meeting Logistics

K. Announcements

Next Township Board Meeting: **AUGUST 13, 2026, 6:00 PM**

Board Member Announcements

L. Public Comment

M. Board Comments/Discussion

N. Adjournment

INVOICE REGISTER **BILLS FOR APPROVAL** FOR WHITEWATER TOWNSHIP

EXP CHECK RUN DATE 08/13/26

Pay By Type: EFT Transfer

Inv Ref #	Vendor	Description	GL Distribution	Amount Due
5431	AFLAC	MONTHLY FIRE - JULY 2026	206-336-713	395.04
5392	CHARTER COMMUNICATIONS	MAY/JUNE INTERNET TOWN HALL	101-265-851	8.78
5393	CHARTER COMMUNICATIONS	JUNE/JULY INTERNET TOWN HALL	101-265-851	188.56
5394	CHARTER COMMUNICATIONS	WW FIRE/AMB INTERNET	206-336-851, 210-651-851	40.00
5418	CHARTER COMMUNICATIONS	JULY/AUG INTERNET TOWN HALL	101-265-851	188.83
5424	CHERRYLAND ELECTRIC COOP	STREET LIGHTS M72/MOORE RD DUE 8-20	101-446-921	25.49
5425	CHERRYLAND ELECTRIC COOP	STREET LIGHTS M72/COOK RD DUE 8-20	101-446-921	25.49
5426	CHERRYLAND ELECTRIC COOP	STREET LIGHTS M72/SKEGEMOG PT RD DUE 8-20	101-446-921	25.49
5382	CONSUMERS ENERGY	ELECTRICITY PARKS - BALLFIELD - JUL'26	208-756-922	78.87
5383	CONSUMERS ENERGY	ELECTRICITY - TWP PARK SITE A JUL'26	208-756-922	113.53
5384	CONSUMERS ENERGY	ELECTRICITY - TWP PARK PINENEEDLE JUL'26	208-756-922	524.73
5385	CONSUMERS ENERGY	ELECTRICITY - TWP PARK KNOTTYPINE JUL'26	208-756-922	456.65
5411	DTE ENERGY	NATURAL GAS - FIRE/AMB FIRE HALL	206-336-920, 210-651-920	60.69
5422	FUELMAN	FUEL & OIL - FIRE VEHICLES JULY 2026	206-336-739	749.99

Total Pay By EFT Transfer: 2,882.14

Pay By Type: Paper Check

Inv Ref #	Vendor	Description	GL Distribution	Amount Due
5391	AD ASSESSING INC	ASSESSING SERVICES - JULY 2026	101-209-807	2,950.00
5386	GRAND TRAVERSE COUNTY CLERK	2026 TOWNSHIP TAX MAP UPDATES	101-209-727	35.31
5423	GRAND TRAVERSE COUNTY ROAD	ROAD BRINING - 1ST APP SUMMER 2026	101-446-846	18,203.34
5362	HOME CITY ICE COMPANY	PARK JULY'26 ICE 2ND DELIVERY	208-756-741	577.50
5381	HURST MECHANICAL	PARK BATHHOUSE AND DUMP STATION	208-756-740	674.72
5414	JILL KOESTER	MILEAGE FOR APRIL MMTA CONF & CASH DEPOSITS	101-253-860	168.00
5420	KIM FINCH	CUSTODIAL SERVICES JUNE 2026	101-265-810	160.00
5421	KIM FINCH	CUSTODIAL SERVICES JULY 2026	101-265-810	160.00
5388	MANER COSTERISAN	CPA JUNE INVOICE - SVC THRU 6/30/26	101-101-802	6,541.25
5364	MCCARDEL CULLIGAN WATER COND	TWP HALL WATER COOLER	101-265-740	23.00
5419	MCCARDEL CULLIGAN WATER COND	TWP HALL WATER COOLER	101-265-740	12.00

5390	NFPA	ANNUAL MEMBERSHIP - FIRE CHIEF	206-336-840	225.00
5428	QUIGLEY, SARA	REIMB for ELECTION WORKER BREAKFAST & VOTER CANI	101-195-865	41.97
5430	QUIGLEY, SARA	RECORDING SECRETARY SVC - 7/9 & 7/23	101-101-804	587.50
5427	SECURITY SANITATION	PARK BOAT LAUNCH PORT-A-JOHNS(2)	208-756-740	330.00
5415	STAPLES	PARK CLEANING/OFFICE SUPPLIES	208-756-727, 208-756-740	536.82
5416	STAPLES	PARK CLEANING/OPERATING SUPPLIES	208-756-740	634.26
5417	STAPLES	PARK CLEANING/OFFICE SUPPLIES	208-756-727, 208-756-740	179.64
5363	WENDY HOEKSEMA	MILEAGE REIMB ELECTION-RELATED	101-195-860	59.45

Total Pay Type Paper Check: 32,099.76

101 Township Board	7,128.75
195 Elections	41.97
209 Assessor	2,985.31
215 Clerk	59.45
253 Treasurer	168.00
265 Township Hall & Grounds	741.17
336 Fire Dept	1,420.37
446 Road Right of Way	18,279.81
651 Ambulance	50.35
756 Township Park	4,106.72

101 GENERAL FUND	29,404.46
206 FIRE FUND	1,420.37
208 PARK FUND	4,106.72
210 AMBULANCE FUND	50.35

		POST AUDIT		
PAYROLL	7/24/2026			
	GROSS	$7,032.00		
FED TAX		$1,797.20	FIRE	$6,207.90
JH PENSION		$878.00	HOURLY	$4,677.31
MI STATE TAX		$1,016.13	SALARY	$9,201.93
VOYA		$1,350.00	PARK	$7,725.11
	NET	$5,669.28		
GROSS YTD		$42,558.37		

Linda Slopsema

From: Andrew Tezak [redacted]
Sent: Wednesday, July 22, 2026 10:35 PM
To: Linda Slopsema; Wendy
Subject: Whitewater Township Treasurer Appointment

Follow Up Flag: Follow up
Flag Status: Flagged

Andy Tezak
[redacted]
Williamsburg, MI 49699

July 22, 2026

Whitewater Township Board
5777 Vinton Rd
Williamsburg, MI 49690

Dear Members of the Board,

I am writing to formally express my interest in being appointed the Whitewater Township Treasurer.

Over the last several years, I have gained experience in municipal government and township administration. I currently serve as the deputy treasurer for the township and perform the day to day duties of the office. Upon my appointment, you will rest assured that processes, operations, and statutory procedures of the Treasurer's office will be upheld without months of training another candidate may require.

Prior to accepting my current position as deputy treasurer, I worked for Garfield Township in Traverse City. At Garfield, I worked closely with the Treasurer and Clerk. This experience gave me a well rounded perspective on local government in respect to workflow between the Clerk's and Treasurer's offices. I have also served as a precinct chair for numerous elections in Garfield Township.

In addition to my municipal experience, I earned a degree in Finance with a minor in Legal Studies from Central Michigan University. After graduation, I worked in the corporate finance sphere for two major corporations. Wanting to return to Whitewater Township, I ran operations for several years at my family farm before ultimately starting my own business. Owning my business has strengthened my time management skills, financial responsibility, and organization.

If appointed, I will continue to serve Whitewater Township with integrity, professionalism, and transparency in the future. I appreciate your consideration of my appointment to be the next Whitewater Township Treasurer.

Respectfully,

Andy Tezak
Deputy Treasurer
Whitewater Township

Sara L. Quigley
[redacted] Williamsburg, Michigan
[redacted]
[redacted]

July 14, 2026

Whitewater Township
5777 Vinton Road
Williamsburg, MI 49690

Dear Whitewater Township Board Members,

I am pleased to submit my application for the position of Whitewater Township Treasurer. Serving as Deputy Clerk and Recording Secretary has provided me with a strong foundation in township operations, municipal financial administration, and public service. I welcome the opportunity to continue serving Whitewater Township in this expanded role by providing careful financial stewardship, fiscal accountability, and responsible management of public funds.

As Deputy Clerk, I actively support township financial operations by processing accounts payable through BS&A Cloud, performing General Ledger coding, maintaining vendor records, assisting with biweekly payroll administration, organizing financial documentation, and participating in established internal controls and payment verification procedures. These responsibilities have given me practical experience with the financial systems, documentation, and recordkeeping that support accountability, transparency, and sound municipal financial management.

My qualifications also include bookkeeping experience supporting multiple small businesses using Peachtree Accounting, where I was responsible for accounts payable, payroll preparation, financial recordkeeping, check preparation, and reconciliation support. In addition, I have managed the financial administration of my own business and have independently overseen a complex real estate asset for more than four years, maintaining comprehensive financial documentation and accountability for every expenditure. Throughout my 25-year professional career, I have developed organized administrative systems, maintained confidential records, and managed complex programs requiring accuracy, consistency, and sound judgment.

I understand that the Township Treasurer serves as a fiduciary for the residents of Whitewater Township. My experience in municipal administration, bookkeeping, financial recordkeeping, and business management has reinforced the importance of professionalism, transparency, internal controls, and safeguarding public funds. I am committed to carrying out those responsibilities with integrity and diligence.

Thank you for your consideration. I would welcome the opportunity to discuss how my experience, commitment to public service, and dedication to responsible financial management can contribute to the continued success of Whitewater Township.

Sincerely,

Sara Quigley

Sara L. Quigley

~~ Sara L. Quigley ~~

Williamsburg, Michigan (USA) ~ [redacted]

PROFESSIONAL SUMMARY

Municipal finance and administrative professional with experience in supporting township financial operations with approved budgets and board-authorized expenditures including accounts payable, payroll administration, General Ledger coding, records management, and public-sector documentation.

Maintains organized financial documentation to support audits, transparency and statutory record retention requirements. Demonstrated commitment to safeguarding public funds through accurate documentation, internal controls, and financial accountability.

Combines prior bookkeeping experience, business administration training, independent business ownership, and more than 25 years of administrative leadership managing complex programs, communications, and operational systems. Recognized for accuracy, organization, and process improvement.

CORE QUALIFICATIONS:

- Municipal Financial Administration
- Accounts Payable & Invoice Processing
- General Ledger Coding
- Payroll Administration
- Vendor Records & Compliance Documentation
- Financial Records Management
- Internal Controls & Payment Verification
- Long-Term Financial Documentation
- Public Records Management / FOIA Support
- Board Meeting Documentation
- Process Improvement
- Human Resources Records Administration
- Microsoft Excel & Digital Systems
- Cross-Department Communication

TECHNOLOGY SKILLS

- BS&A Cloud Financial Management (Accounts Payable, Human Resources)
- Peachtree Accounting
- Microsoft Office Suite (including Excel, Word, Teams, Outlook, PowerPoint)
- Google Workspace
- Digital records management systems – Archival database creation
- Canva and document design tools

ADDITIONAL CREDENTIALS

- Michigan Notary Public Commission
- Spanish Language - Fluent

MUNICIPAL GOVERNMENT EXPERIENCE:

Deputy Clerk / Recording Secretary (Whitewater Township) **March 2026 – Present**

Support township operations through financial administration, records management, vendor coordination, payroll support, and official board documentation.

Municipal Financial Operations

- Process approximately 70–100 township invoices monthly through BS&A Cloud, including General Ledger coding, documentation review, purchase order matching, and digital record retention.
- Create and maintain vendor records and collect required W-9 documentation to support IRS compliance.
- Prepare invoice documentation and payment materials following board approval procedures.
- Serve as an authorized township check signer, verifying supporting documentation and participating in established internal financial controls prior to payment issuance.
- Identified and corrected a $2,243 vendor payment discrepancy through detailed financial research, documentation review, and coordination with vendors.

Payroll Administration & Employee Records

- Support biweekly payroll administration for approximately 50 township employees across multiple departments.
- Review timecards, verify approvals and signatures, resolve discrepancies, and assign payroll expenses to appropriate General Ledger categories.
- Review, organize, and digitize employee records to improve accessibility and compliance.

Municipal Records Administration

- Maintain accurate digital and paper records through BS&A Cloud and administrative filing systems.
- Assist with FOIA documentation requests through records gathering and organization.
- Process daily township correspondence and maintain organized document distribution systems.
- Serve as Recording Secretary for Township Board meetings, ensuring accurate documentation of official proceedings and decisions.

ACCOUNTING & BUSINESS EXPERIENCE

Bookkeeper / Accounting Assistant (I&S Company) **2004-2008**
Utilized Peachtree Accounting to provide bookkeeping and administrative support across approximately 10 small business clients.

- Managed accounts payable processes, including invoice review, payment preparation, and check preparation.
- Assisted with payroll preparation through timecard review, calculations, and documentation management.
- Supported financial record organization and bookkeeping accuracy.
- Assisted with reviewing reconciliation discrepancies and identifying potential accounting errors.

Financial Administration (Complex Real Estate Asset Management) **April 2022–Present**
Managed financial administration/documentation for a complex real estate asset during a multi-year probate process.

- Maintained complete financial records documenting mortgage obligations, property expenses, insurance, taxes, repairs, improvements, and related transactions.
- Developed and maintained organized documentation systems to support accurate reconciliation, accountability, and future financial review.
- Managed recurring financial obligations and tracked expenses over an extended period requiring consistent attention to detail.
- Researched financial discrepancies, reviewed account records, and coordinated corrective action when payment issues affected the asset.
- Maintained comprehensive supporting documentation demonstrating financial stewardship and accountability.

Business Owner (Sarandipity Music Studio) **2003-2009**
Managed administrative and financial operations for a small service-based business.

- Maintained client records, scheduling systems, payment tracking, and business documentation.
- Managed customer communication, enrollment processes, and operational logistics.
- Maintained accurate financial records associated with business income and expenses.

ADMINISTRATIVE LEADERSHIP EXPERIENCE

International Educator & Program Coordinator **2009–2024**
Managed complex programs and administrative systems in diverse educational organizations in Paraguay, Vietnam, Pakistan, and Myanmar (formerly Burma).

- Developed and maintained detailed documentation systems, including curriculum records, procedures, reports, assessments, and historical institutional records.
- Created organized workflows for tracking information, managing projects, and supporting accountability.
- Coordinated large-scale programs requiring scheduling, resource allocation, communication, and collaboration among multiple stakeholders.
- Managed confidential records while following institutional policies regarding privacy and information security.
- Supported organizational improvement through process development, documentation, and team collaboration.

EDUCATION & PROFESSIONAL DEVELOPMENT

Associate of Applied Science – *Business Management*
Northwestern Michigan College | 2025
Relevant Coursework:

- Accounting Principles I & II
- Business Law I
- Contemporary Ethics
- Business Math
- Microsoft Office – Excel
- Principles of Management
- Human Resources Management
- Professional Communications
- Business Administration Internship

Master of Arts – *Education* – Michigan State (MSU)
Focus Topics:

- Systems design
- Digital documentation
- Information organization
- Process improvement

Michigan Townships Association – Coursework
Pathway to the Future 2026

- Mapping the Money: Strengthening & Streamlining Financial Oversight
- Is it Fun or Fund Accounting? Why Can't it be Both?
- Mind the Gaps: Where Audits End and Board Oversight Begins
- Beyond Minutes and the Money
- What Your Board Needs to Know About the Evolving OMA
- FOIA in the Digital Age
- Wait, Where Does it Say That? Laws, Rules and Online Resources
- Managing Civil Rights Complaints
- Protecting Inland Lakes and Natural Shorelines

Bachelor of Arts – *Education* – Michigan State (MSU)
Certified to Teach:

- Secondary Mathematics
- K–12 Music Education

DATE: 08.05.2026

TO: WWT Board

FROM: Supervisor Linda Slopsema

SUBJECT: Assessor Recommendation

Pursuant to the contract termination notice received on 6/29/2026 from Assessor Kuhns on 6/25/2026, the WWT Assessor position was advertised via the Michigan Assessors Association and the Elk Rapids news during the month of July. This generated 10 qualified candidates. Candidate submissions were reviewed and review discussions took place with the most suitable candidates. Second round interviews took place with (4) applicants via zoom and included Trustee Randy Mielnik.

Applicants were evaluated based on:

- STC Certification (minimum MAAO)
- Total relevant experience
- Assessor experience
- Equalization experience
- Land Division experience
- Compensation
- Experience “fit” to WWT

A final recommendation will be presented to the board for consideration on 8/11/2026.

MOTIONS:

Motion to appoint _____ as the Whitewater Township certified assessor as provided for in MCL 41.61(1) and authorize the Supervisor to sign the employment agreement.

Motion to authorize the Supervisor to sign a ____ year assessing agreement with _____ beginning _____ through _____in the amount of _____ for the term.

Assessor Job Descriptions

Title: Township Assessor

BROAD STATEMENT OF RESPONSIBILITIES:

Responsible for overall direction and management of Township's property appraisal program. Oversees identifying, inventorying, determining market values and calculating assessed valuation for all Township properties in accordance with the State Tax Commission regulations, methods and procedures to ensure fair and equitable assessments. Maintains accurate Homestead and property transfer information in compliance with applicable State laws. Also responsible for the supervision.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Plans, administers, and provides overall supervision of property appraisal programs for assessment purposes; maintains appropriate level of qualified staff to ensure work is completed to achieve overall department goals.

2. Develops policies and procedures for staff in determining true cash value of assessable real and personal property including locating, identifying and inventorying quantity and characteristics of the property for determining appropriate value and classification.

3. Responds to inquiries and requests for assessment information from the public.

4. Oversees maintenance of departmental files including property records/cards, physical data, legal descriptions, splits and combinations of parcels, and ownership transfers; strives to identify new/improved methods for carrying out responsibilities of the department.

5. Represents the Township in defending assessments appealed to the Michigan Small Claims Tax Tribunal

6. Conducts field inspections all classes of property; gathers, analyzes data and performs assessment ratio studies to determine true market values; may input data in to computer system; updates personal property records and supervises sending of assessment notices annually to notify property owners regarding assessed values.

7. Ensures that periodic checks are performed with home and business owners regarding changes made to facilities;

8. Supervises and participates in the preparation of the property assessment roll for presentation to the Board of Review; supervises adjustments of the tax roll directed by the Board of Review; participates in Board of Review sessions and compiles results and oversees preparation of letters and reports associated with this process.

COPY

EMPLOYMENT AGREEMENT

1. This agreement is effective _____and is between Whitewater Township Board of Trustees, representing Whitewater Township ("Township"), and _____, of insert address ("name").

2. The Township wishes to employ name as the Township's certified assessor, as provided for in MCL 41.61(1). The Township and name agree that this employment shall be at will, terminable by either party for any or no reason, with or without cause.

3. name will prepare and certify the assessment roll and tax roll for the Township, and will deposit them with the Township Supervisor. This work is expected to include duties and responsibilities listed in Whitewater Township Job Description herein attached.

4. The Township will compensate name in the amount of $1,200.00 per year.

5. It is anticipated that in preparing and certifying the assessment roll and tax roll, name will rely on the services and work product of Company name , a firm of which he/she is a co-owner and which has an independent contractor agreement with the Township.

6. This Agreement shall continue in effect until the contract with Company Name is terminated.

WHITEWATER TOWNSHIP

By:

_____
SUPERVISOR

_____
Assessor

INDEPENDENT CONTRACTOR CONTRACT

THIS CONTRACT **is effective April 1, 2024 and is between Whitewater Township Board of Trustees, representing the people of Whitewater Township, a Michigan Municipal Corporation, PO Box 159, Williamsburg MI 49690. ("Whitewater Township"), and AD Assessing Incorporated, of PO Box 1506, Kalkaska MI 49646**

RECITALS

1. Whitewater Township is a Michigan Municipal Corporation that seeks to contract with AD Assessing Incorporated as independent contractors to provide assessing services.

2. AD Assessing Incorporated agree to become independent contractors of Whitewater Township and render assessing services to Whitewater Township subject to the terms and conditions contained in this Contract

TERMS

Whitewater Township and AD Assessing Incorporated agree as follows:

1. Services. Whitewater Township is contracting AD Assessing Incorporated to provide assessing services to Whitewater Township. AD Assessing Incorporated agree to provide assessing services to Whitewater Township pursuant to the terms of this Contract. The assessing services to be provided by AD Assessing Incorporated under this Contract include best efforts to promote, support and assist Whitewater Township in the following activities:

1. AD Assessing staff will be assisting Dawn Kuhns with fieldwork and consultation with township residents.

2. Locate, identify and value all property, including new construction that is completed or partially completed on December 31, of each year.

3. Maintain current information on all parcels including but not limited to ownership, addresses, principal resident exemption status, taxable status.

4. Complete all forms required by the State Tax Commission.

5. Assist with Board of Review.

6. Process all personal property statements.

7. Assist with the Land Division Act as needed.

8. Prepare the July and December Board of Review information.

2. **Term.** This Contract shall continue in effect until terminated under the terms of Paragraph 15 of this Contract.

3. **Duties**. AD Assessing Incorporated agrees to render the assessing services to Whitewater Township set forth above. AD Assessing Incorporated will conform their activities to the policies and procedures established by Whitewater Township. AD Assessing Incorporated will use their best efforts on behalf of Whitewater Township.

4. **Compensation**. AD Assessing Incorporated shall be entitled to total compensation from Whitewater Township at the rate of

$31,800 for the period from April 1, 2024 – March 31, 2025, payable in equal monthly installments ($2,650 per month)

$33,600 for the period, April 1, 2025 – March 31, 2026, payable in equal monthly installments ($2,800 per month)

$35,400 for the period April 1, 2026 – March 31, 2027, payable in equal monthly installments ($2,950 per month)

5. **Authority of AD Assessing Incorporated** AD Assessing Incorporated will not hold themselves out as having the authority, right or power to contract, bind or obligate Whitewater Township.

6. **Expenses**. Whitewater Township shall not have any obligation to pay for or reimburse AD Assessing Incorporated for any expenses incurred in performing services under this Contract, except that Whitewater Township hereby agrees to provide AD Assessing Incorporated, at Whitewater Township's Expense, ordinary office supplies, paper, folders, labels, postage, and notice forms and reimburse said Corporation for same upon presentation of receipts on the conditions that such supplies be used only on behalf of Whitewater Township. AD Assessing Incorporated hereby agree to provide, at their expense, a digital camera and one seat for Apex software for their use which shall remain the property of AD Assessing Incorporated after the termination of this Contract.

AD Assessing Incorporated shall not be reimbursed for mileage or other expenses unless specifically listed otherwise in this Contract.

7. **Nonexclusive Contract**. This is a nonexclusive Contract. Whitewater Township may contract and/or enter into any other Contracts, as it deems appropriate.

8. **Third-Party Beneficiary**. This Contract shall not create nor be construed to create any rights in any manner whatsoever in any other person or entity as a third-party beneficiary.

9. **Confidentiality**. During and after the term of this Contract AD Assessing Incorporated shall not use or disclose to any person or organization, without prior written consent from Whitewater Township, any secrets, information or other confidential information relating to Whitewater Township that AD Assessing Incorporated may acquire during the performance of services under this Contract. Whitewater Township shall be entitled to injunctive relief, reasonable attorney fees and costs if AD Assessing Incorporated violates this Contract, in addition to any other remedy provided by law. Any records or other documents (including copies, summaries, or diskettes or other medium for electronic storage of information) prepared or acquired by AD Assessing Incorporated in performing services for Whitewater Township shall belong to Whitewater Township and shall be surrendered to it upon termination of this Contract.

10. **Indemnification**. AD Assessing Incorporated agree to, and do hereby, hold harmless and fully indemnify Whitewater Township and its trustees, officers, employees and successors of and from any and all liability, damage, cost, or expense whatsoever incurred, relating to, or by reason of, wrongful acts or omissions (including allegations and claims of wrongful acts or omissions) of AD Assessing Incorporated in the course of performing their duties pursuant to this Contract. Whitewater Township agrees to, and does hereby, hold harmless and fully indemnify AD Assessing Incorporated and their successors of and from any and all liability, damage, cost, or expense whatsoever incurred, relating to, or by reason of, wrongful acts or omissions (including allegations and claims of wrongful acts or omissions) of Whitewater Township and its trustees, officers, employees and successors in the course of performing their duties pursuant to this Independent Contractor Agreement.

11. **Independent Contractor Status**.

A. In performing their responsibilities pursuant to this Contract, it is understood and agreed that AD Assessing Incorporated are at all times acting as independent contractors of Whitewater Township. AD Assessing Incorporated are
not partners, joint-venturers, or employees of Whitewater Township. The parties recognize and agree that Whitewater Township shall neither have nor exercise any control or direction over the methods or manner by which AD Assessing Incorporated performs their work and functions under this Contract.

B. AD Assessing Incorporated understand and agree that: (1) Whitewater Township will not pay any compensation to them other than as set forth in Paragraph 4 of this Contract; and (2) Whitewater Township will not withhold any sums for income tax, unemployment insurance, social security or any other withholding or make available any benefits afforded to Whitewater Township's employees (including disability, life insurance, pension and annuity benefits, workers' compensation, health insurance, professional membership dues and sick, holiday and vacation pay).

12. Insurance. AD Assessing Incorporated agree to maintain general liability insurance in the amount of at least Five Hundred Thousand Dollars ($500,000).

13. Jurisdiction. This Independent Contractor Contract shall be subject to and governed by the laws of the State of Michigan. The parties consent to the jurisdiction of the Grand Traverse County Circuit Court and the United States District Court for the Western District of Michigan for all proceedings to enforce this Contract.

14. Records. All records relating to services performed by AD Assessing Incorporated under this Contract shall remain the sole property of Whitewater Township.

15. Termination of Contract. This Contract shall be effective on April 1, 2024 and terminate March 31, 2027 unless earlier terminated by the occurrence of any of the following events:

A. Mutual Contract. At any time by mutual Contract, in writing, between Whitewater Township and AD Assessing Incorporated with a 60 day notice.

B. Death. At Dawn Kuhns's and Amy Jenema's death.

C. Misconduct, Breach, or Negligence. By Whitewater Township after delivery to AD Assessing Incorporated of a written notice stating that such termination has occurred for any of the following reasons:

(I) Professional or personal misconduct that brings discredit to the Whitewater Township.

(ii) Persistent disregard for the terms and conditions of this Contract.

(iii) Demonstrated incompetence or persistent negligence in the performance of their duties.

(iv) Fraud, theft or dishonesty.

16. Contract Not Assignable. This Contract shall be binding upon Whitewater Township and its successors and upon the heirs, representatives, executors and administrators of AD Assessing Incorporated. This Contract is not assignable by either party.

17. Notice. Whenever, under the terms of this Contract, written notice is required to be given by any party to the other party, such notice shall be sufficiently given if personally delivered or if deposited in the United States mail in a properly stamped envelope, certified mail, return receipt requested, addressed to the party to whom it is to be given at the addresses set forth below:

To Whitewater Township:

Whitewater Township Supervisor
Ron Popp
P O Box 159
Williamsburg MI 49690

And to AD Assessing Incorporated:

AD Assessing Incorporated
PO Box 1506
Kalkaska MI 49646

18. Miscellaneous

A. Each party to this Contract agrees to perform any further acts and sign and deliver any documents that may be reasonably necessary to carry out the provisions of this Contract.

B. The provisions of this Contract may be waived, altered, amended, or repealed, in whole or in part, only on the written consent of all parties to this Contract.

C. It is intended that each paragraph of this Contract shall be viewed as separate and divisible, and in the event that any paragraph shall be held to be invalid, the remaining paragraphs shall continue to be in full force and effect.

INDEPENDENT CONTRACTOR CONTRACT

The parties have signed this Independent Contractor Contract on the _____. Each party has signed a copy which shall be considered an original. Each party shall retain a signed copy.

WHITEWATER TOWNSHIP

By: _____ 2.13.2024

Ron Popp, Supervisor Dated:

BOARD APPROVED 2.13.2024

AD Assessing, Incorporated

_____ 1-29-24

Dawn Kuhns, Dated:
President

_____ 1/29/24

Amy Jenema, Dated:
Secretary/Treasurer

Date: July 9, 2026

To: The Residents and Board Members of Whitewater Township

From: Treasurer - Jill Koester

Re: Letter of Resignation

Dear Residents of Whitewater Township and Members of the Board,

Life does not always unfold as we expect, and over the past year my personal and professional priorities have evolved in ways that require more of my time and attention. The increase in my obligations and travel plans will make it difficult to dedicate the time and focus this position deserves. After weighing these changes carefully, I have decided that stepping away from my role as Treasurer is the best path forward. I respectfully ask the board to accept my resignation, effective July 23rd, 2026.

Serving the residents of Whitewater Township has been a privilege. I have had the opportunity to work alongside dedicated board members, employees, volunteers, and residents who genuinely care about the future of our township. I am grateful for those experiences and for the opportunity to serve this community.

I remain committed to fulfilling my responsibilities through my final day in office and to ensuring a smooth and orderly transition. I will fully cooperate in transferring records, responsibilities, and any information necessary to assist the Board in appointing my successor and maintaining continuity of township operations.

My sincere hope is that Whitewater Township continues to move forward with respect, cooperation, and a shared commitment to serving the best interests of our community. I wish the Township Board, staff, and all residents peace and unity in the years ahead.

Respectfully,

Jill Koester

Jill Koester
Treasurer
Whitewater Township

Motion:

I move to accept the written resignation of [**Name of Outgoing Treasurer**], effective [Date/Time]

I move to appoint **[Applicant's Full Name]** to the office of Township Treasurer to fill the vacancy in that office, effective **[effective date]** to complete the unexpired term.

I move to accept the written resignation of [**Name of Outgoing Treasurer**], effective [**Date/Time**,], and to concurrently appoint [**Name of Incoming Successor**] to fill the vacancy in the office of Township Treasurer for the remainder of the unexpired term ending November 20, 2028, contingent upon the appointee taking the constitutional oath of office and filing the required surety bond."

Roll Call Vote: