

**WHITEWATER TOWNSHIP BOARD**  
**AGENDA REGULAR MEETING – FEBRUARY 12, 2026**  
**6:30 p.m. at the Whitewater Township Hall**  
**5777 Vinton Road, Williamsburg, MI 49690**  
**Phone: 231-267-5141 / Fax: 231-267-902**

**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](mailto: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 comments shall be made 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 and state his or her name and address.
3. People may address the board on matters that are relevant to township government issues.
4. 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.
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 by the board.

**F. Public Hearing - None**

**G. Presentations/Announcements**

- Elk Rapids Lions Club Check Presentation – Arends/Emerson
- Maner Costerisan, CPA's Payroll Audit Update – Hoeksema (Verbal)
- Maner Costerisan, CPA's Bank Account Reconciliation Update – Koester (Verbal)

**H. Consent Calendar: Receive and File**

1. Correspondence: - VanSolkema – Baggs Rd ZBA; DeLong – Private Road Ordinance
2. Minutes for Approval: **January 20, 2026, Special Meeting**  
**January 22, 2026, Regular Meeting**  
<https://www.whitewatertownshipmi.gov/township-board--subcommittee-meeting-minutes.html>
3. Bills for Approval – Hoeksema

**I. Items Removed from Consent Calendar**

- 1.
- 2.

**J. Unfinished Business**

1. Any Park & Recreation Items
  - RoverPass Reservation Status Update

**K. New Business**

1. Principles of Governance Resolution – Hoeksema
2. Parks & Recreation Advisory Committee Status - Arends
3. Consideration of Approving Firefighter/Park Manager Job Description – Arends/Chief Morgan
4. Consideration of the Hiring of New Firefighters – Chief Morgan
5. Introduction of a Private Road Ordinance – Mielnik
6. Consideration of Change to Regular Meeting Schedule and Adopting Resolution 2026-02 Setting Regular Meeting Dates for Fiscal Year 2026-27- Hoeksema

**L. Tabled Items - none**

**M. Board Comments/Discussion**

**N. Announcements**

Next Township Board Meeting: **February 26, 2026, 9:00 a.m.**

Board Member Announcements

**O. Public Comment**

**P. Adjournment**

	BILLS FOR APPROVAL	2/12/2026	Meeting	BANK ACCT: ALDEN STATE BANK			
Inv Ref #	Vendor	Invoice Date	Invoice Amount	Description			
<b>EFT TRANSFER</b>							
4864	CHERRYLAND ELECTRIC COOP	01/28/2026	\$25.49	M72AND COOK ST LIGHT			
4865	CHERRYLAND ELECTRIC COOP	01/28/2026	\$25.49	M72 AND SKEGEMOG ST LIGHT			
4866	CHERRYLAND ELECTRIC COOP	01/28/2026	\$25.49	M72 AND MOORE RD ST LIGHT			
4850	CONSUMERS ENERGY	02/13/2026	\$57.04	BALLFIELD-12/19/2025/01/21/2026			
4862	CONSUMERS ENERGY	01/31/2026	\$78.28	STREETLIGHTS			
4863	CONSUMERS ENERGY	01/31/2026	\$18.37	STREETLIGHTS			
4849	DTE ENERGY	01/22/2026	\$561.69	FIRE/AMBULANCE HALL HEAT			
4879	AFLAC	01/30/2026	\$421.32	FIRE ACCIDENT INSURANCE			
4873	VERIZON WIRELESS	01/23/2026	\$461.84	CELL PHONES/IPADS TB PARK FIRE			
<b>EFT TOTAL</b>			<b>\$1,675.01</b>				
<b>PAPER CHECKS</b>							
4879	AD ASSESSING	12/31/2025	\$2,800.00	JANUARY ASSESSING			
4876	AXES AND IRONS, LLC	01/01/2026	47.93	FIRE PATCHES			
4839	C2AE ARCHITECTURE-	01/13/2026	\$1,500.00	BOAT WASH STUDY			
4853	CHARTER COMMUNICATIONS	01/21/2026	\$180.00	HALL INTERNET			
4867	DEBORAH GRABER	01/26/2026	\$58.00	MILEAGE			
4874	EAST BAY CHARTER TOWNSHIP	04/22/5355	\$668.13	2025 ELECTION REIMB			
4833	EPICENTER GRAPHICS	01/13/2026	\$115.00	FIRE PATCH LOGO			
	KIM FINCH	01/31/2026	\$200.00	JANITORIAL HALL- JAN			
4836	GFL ENVIRONMENTAL, INC	12/31/2025	\$26.73	FIRE/AMBULANCE GARBAGE			
4837	GFL ENVIRONMENTAL, INC	12/31/2025	\$26.73	HALL GARBAGE			
4872	GOURDIE FRASER	01/30/2026	\$500.00	PC HELP ORDINANCE			
4835	GRAND TRAVERSE FIRE CHIEFS-EMS	01/21/2026	\$200.00	2026 ANNUAL ASSOC DUES			
4834	JENTEES	01/12/2026	\$2,573.31	SCREEN PRINTING FIRE UNIFORM			
4838	LAND INFORMATION ACCESS	01/15/2026	\$750.00	PC&BOARD RECORD MEETING			
4851	LAND INFORMATION ACCESS	01/13/2026	\$5,881.60	AUDIO EQUIPMENT PURCHASE			
4832	MAPLE RIVER DIRECT	12/03/2025	\$2,194.25	TAX BILL PRINTING AND MAILING			
4869	MCCARDEL CULLIGAN WATER COND	01/30/2026	\$12.00	HALL WATER			
4875	MEGA- MONUMENT ENG GP ASSOC	01/27/2026	\$3,150.00	BOAT WASH SURVEY			
4868	RANDY MIELNIK	01/26/2026	\$17.40	MILEAGE			
4870	VISA	01/28/2026	\$18.74	SUPERVISOR CC COURT SEARCH FEES			
4877	VISA	01/28/2026	\$1,349.81	CLERK CC DUES/CONF HALL SUPPLIES			
4878	VISA	01/28/2026	\$506.33	FIRE CC VEHICLE HALL MAINTEN			
4840	WENDY HOEKSEMA	01/13/2026	\$46.40	MILEAGE			
<b>PAPER CHECK TOTAL</b>			<b>\$22,274.43</b>				

--- TOTALS BY FUND ---									
	101 GENERAL FUND			\$15,353.22					
	206 FIRE FUND			\$3,652.00					
	208 PARK FUND			\$4,650.00					
	210 AMBULANCE FUND			\$294.22					
--- TOTALS BY DEPT/ACTIVITY ---									
	101 Township Board			\$317.67					
	171 Supervisor			\$18.74					
	195 Elections			\$678.12					
	209 Assessor			\$2,800.00					
	215 Clerk			\$1,269.55					
	253 Treasurer			\$2,194.25					
	265 Township Hall & Grounds			\$218.73					
	336 Fire Dept			\$4,668.10					
	405 Zoning Administrator/Planning			\$467.40					
	410 Zoning Board of Appeals			\$58.00					
	448 STREET LIGHTING			\$173.12					
	651 Ambulance			\$294.22					
	756 Township Park			\$4,806.04					
	901 Capital Expenditure			\$5,881.60					
		TOTAL		\$23,845.54					
POST AUDIT	PAYROLL								
	1/23/2026	GROSS	\$15,866.54	NET	\$12,286.83				
						PENSION	\$ 761.11	FIRE	\$3,876.40
						VOYA	\$ 900.00	HOURLY	\$3,154.74
						MTO	\$ 608.35	SALARY	\$8,835.40
						EFTPS	\$ 3,285.17		
	2/6/2026	GROSS	\$18370.49	NET	\$14,465.18				
						PENSION	\$874.23	FIRE	\$4,609.10
						VOYA	\$900.00	HOURLY	\$3,962.54
						MTO	\$689.29	SALARY	\$8,935.40
						EFTPS	\$4,411.25	PARK	\$863.95



# Whitewater Township Parks

9500 Park Road, Williamsburg MI 49690

## Parks Report

To: Township Board

From: Tom Bartnicki, Lead Ranger

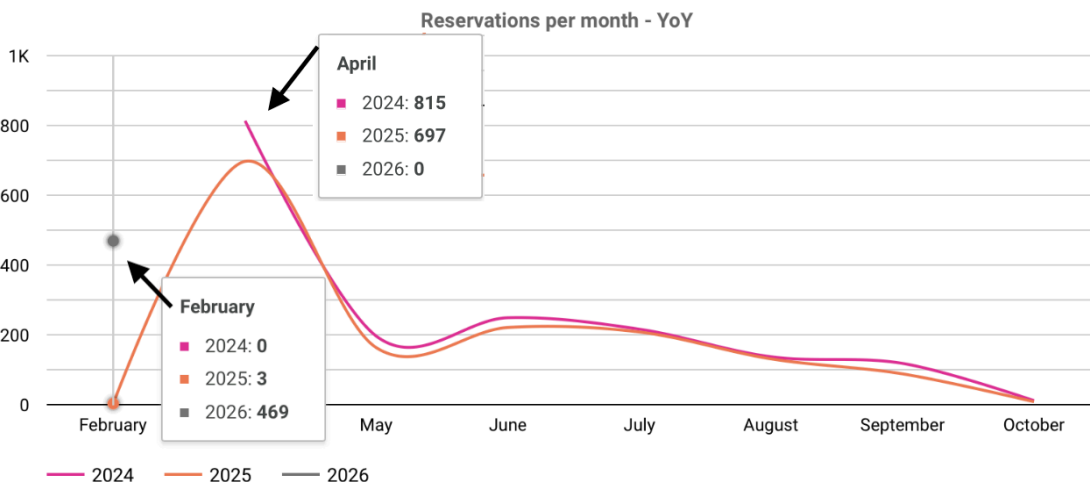
Date: 2/04/2025

Reservations for the 2026 season opened February 1st at 5pm. The first hour was very busy. Reservations opened two months earlier than past years.

Many of the calls we took were due to a glitch on Roverpass. Customers were able to add a site to their cart but could not complete the checkout process. Some customers reported a continuous loading symbol. This was due to the site already booked and paid for by another customer. I'm not sure how long this lag time was, it could have been a matter of minutes. Roverpass attributed this error to Stripe, the credit card processing system.

Another minor issue we ran into was with the \$8 camping weekend. Campers were charged \$11.50 by Roverpass. This was due to their \$3.50 platform fee being deducted from the nightly rate therefore it charged customers \$3.50 plus the \$8 revelations fee. I will go through those reservations and issue a \$3.50 refund.

\*The data below is as of 2/04/2026



# WHITEWATER TOWNSHIP

## MEMORANDUM

**To:** Whitewater Township Board

**From:** Wendy Hoeksema, Township Clerk

**Date:** February 12, 2026

**Re:** Adoption of MTA Principles of Governance (Resolution 2026-05)

### **PURPOSE**

The purpose of this memorandum is to recommend adoption of Resolution 2026-05, formally approving the Michigan Townships Association (MTA) Principles of Governance as an official policy statement of the Whitewater Township Board.

### **BACKGROUND**

The Michigan Townships Association encourages township boards across Michigan to adopt a shared set of governance principles that promote ethical leadership, transparency, professionalism, and lawful decision-making. These principles reflect widely accepted best practices for public service and are intended to strengthen both board operations and public confidence.

While the MTA governance document may be signed voluntarily, adopting it by formal board resolution ensures the Township creates a clear and permanent record that the Board has intentionally committed to these standards.

### **WHY THIS MATTERS**

Whitewater Township residents expect their elected officials to conduct Township business with integrity, respect, and accountability. By adopting the MTA Principles of Governance, the Township Board demonstrates that it is committed to ethical decision-making, transparency, responsible stewardship of taxpayer resources, and respectful governance.

Adopting this resolution also supports consistent expectations for how Township officials conduct business and work together on behalf of the public, reinforcing trust and stability in Township operations.

### **PROPOSED MOTION**

To adopt Resolution 2026-05 approving the MTA Principles of Governance and authorize Board members to sign the certificate for inclusion in Township records.

# Whitewater Township

## Principles of Governance

To maintain the highest standards and traditions of Michigan townships, we embrace these principles to guide our stewardship, deliberations and constituent services as we commit to safeguard our community's health, safety and general welfare.

We pledge to:

- Insist on the highest standards of ethical conduct by all who act on behalf of this township
- Bring credit, honor and dignity to our public offices through collegial board deliberations and diligent, appropriate responses to constituent concerns
- Actively pursue education and knowledge, and embrace best practices
- Treat all persons with dignity, respect and impartiality, without prejudice or discrimination
- Practice openness and transparency in our decisions and actions
- Cooperate in all reasonable ways with other governmental entities and consider the impact our decisions may have outside our township's borders
- Communicate to the public township issues, challenges and successes, and welcome the active involvement of stakeholders to further the township's well-being
- Strive for compliance with all state and federal statutory requirements
- Refuse to participate in any decisions or activities for personal gain, at the expense of the best interests of the township
- Further the understanding of the obligations and responsibilities of American citizenship, democratic government and freedom

These principles we pledge to our township, our state and our country.

\_\_\_\_\_  
Linda Slopsema, Supervisor

\_\_\_\_\_  
Jill Koester, Treasurer

\_\_\_\_\_  
Wendy Hoeksema, Clerk

\_\_\_\_\_  
Randy Mielnik, Trustee

\_\_\_\_\_  
Tim Arends, Trustee

\_\_\_\_\_  
Date





Dear Township Board:

The Michigan Townships Association is again encouraging every township board to deliberate on and adopt the enclosed Principles of Governance. MTA members throughout the state have enthusiastically embraced these Principles as their own code of conduct, and the MTA Board of Directors urges you to reaffirm, or adopt for the first time, these Principles of Governance as an official policy of your township board.

Our objective in promulgating Principles of Governance for our members is straightforward: Township boards can be much more efficient and effective when there is a high degree of trust among board members, and between the board and those whom they are elected to serve. Township boards earn trust by demonstrating their commitment to effectively solving problems and conducting their business in a manner consistent with their community's expectations and values—and then faithfully delivering on those commitments.

The MTA Board affirms in our mission and values statements that township government embodies efficient, effective, economical, ethical and accountable local government in Michigan. The Principles of Governance embody these core values, and can guide board members toward consistent actions and deeds that reflect well on the township and on themselves. The MTA Board strongly believes that a township board that publicly adopts and adheres to these Principles will enjoy strong public support and be better positioned to achieve great things on behalf of its residents.

As a key part of our collective commitment to fostering efficient and effective township government that has earned the public's trust, the MTA Board invites your board to affirm and practice the enclosed Principles of Governance through formal ratification at a board meeting. By signing this certificate, board members denote their personal pledges to adhere to the Principles. Following board action, we encourage you to frame and proudly post the document in a prominent place for all to see.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Beeson", with a long horizontal flourish extending to the right.

Kevin Beeson  
2025 MTA President

# WHITEWATER TOWNSHIP

## RESOLUTION NO. 2026-05

A RESOLUTION TO ADOPT THE MICHIGAN TOWNSHIPS ASSOCIATION (MTA) PRINCIPLES OF GOVERNANCE

At a regular/special meeting of the Whitewater Township Board held at the Whitewater Township Hall, **Grand Traverse County**, Michigan, on **February 12, 2026**.

**PRESENT:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**WHEREAS**, the Whitewater Township Board is committed to ethical leadership, transparency, professionalism, and responsible stewardship of public resources; and

**WHEREAS**, the Michigan Townships Association (MTA) has published Principles of Governance and encourages township boards across Michigan to adopt them as a guiding policy statement.

**NOW, THEREFORE, BE IT RESOLVED** that the Whitewater Township Board hereby adopts the **Michigan Townships Association (MTA) Principles of Governance** as an official policy statement of the Township Board.

**BE IT FURTHER RESOLVED** that the Clerk is authorized to maintain this policy in the Township's permanent records, and the Township may publicly post the signed Principles document for resident viewing.

**BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately upon adoption.

### CERTIFICATION

I duly qualified and elected Clerk of Whitewater Township, **Grand Traverse County**, Michigan, hereby certify that the foregoing is a true and complete copy of Resolution No. 2026-05 adopted by the Whitewater Township Board at a meeting held on **February 12, 2026**.

\_\_\_\_\_  
**Wendy Hoeksema, Township Clerk**

Date: \_\_\_\_\_

**BOARD VOTE RECORD**

<b>Trustee/Officer</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>
Supervisor			
Clerk			
Treasurer			
Trustee			
Trustee			



## Whitewater Township Board Communication

**Date:** February 4, 2026  
**From:** Tim Arends, Trustee/Deputy Supervisor  
**Subject:** Parks and Recreation Advisory Committee Status

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The Parks and Recreation Advisory Committee (PRAC) was originally established by General Ordinance #48 in February 2012 and subsequently amended twice that same year. The purpose of the Committee per the Ordinance is:

*An Ordinance to create a Parks and Recreation Advisory Committee for the Township of Whitewater, Grand Traverse County, Michigan for the purpose of preparing, reviewing and updating a Recreation Plan for the Township Parks and Recreation areas as a guide for recreational development within the Township for consideration by the Township Board. Further, the Parks and Recreation Advisory Committee shall recommend recreation programs, policies, acquisitions and improvements to the Township Board as well as other duties that the Township Board may assign.*

This Committee creates its own bylaws, meets monthly or more often, is staffed by one board member representative and up to five regular community volunteers and two alternates, as appointed by the board.

Over this past year there has been a disconnect between the Board and the PRAC, in my opinion. Some members of PRAC have expressed frustration with how some of their proposed projects were vetted at the board level and they would like to know what the Board wants from its members. I have witnessed this disconnect with prior board(s) as well, in reviewing meeting materials.

At our most recent meeting the Board did not move forward with approving the 5 Year Parks & Recreation Plan, for a variety of reasons. PRAC spent a lot of time and effort updating this Plan for submission and I feel not approving it deflated the PRAC members. Again, what does the Board want from PRAC? This is a question we as a board need to address to make the best use of our community volunteers before they spend their time, expertise and energy into issues/projects.

For these reasons, and others I think it's time to "pause" operations of the PRAC until the Board has spent some time to discuss and decide what it wants from PRAC, how it should be structured, and who they should report to (the Planning Commission or the Board?). If you agree with my recommendation the following motion would be appropriate:

**Motion: That the Township Board places PRAC on inactive status until further notice pending Board review and clarification of PRAC's role and structure.**

# Whitewater Township Fire Department Whitewater Township Parks and Recreation

Full-Time Firefighter / Park Manager

Proposed by:  
Chief Joshua Morgan





# WHITewater TOWNSHIP FIRE DEPARTMENT

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

**TO:** Whitewater Township Board

**FROM:** Fire Chief Joshua Morgan

**DATE:** 02/03/2026

**SUBJECT:** Creation of Full-Time Firefighter / Park Manager Position

## **Purpose of This Memo**

The purpose of this memo is to present for Board consideration a proposal to create a Full-Time Firefighter / Park Manager position. This position is designed to meet two ongoing operational needs—fire department staffing support and parks/facilities management—through a single, permanent township role.

## **Summary**

The proposed position is structured as a 40-hour salaried role with seasonal duty emphasis. Fire and Parks responsibilities are coordinated through a defined supervisory and scheduling framework, with compensation costs allocated proportionally between the Fire Fund and Parks budget.

## **Recommendation**

Approval of the attached proposal is recommended.





# WHITewater TOWNSHIP FIRE DEPARTMENT

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

## EXECUTIVE SUMMARY

### What is being proposed?

Creation of one permanent Full-Time Firefighter / Park Manager position.

### Why this position?

Both Township operations have consistent year-round needs:

- Parks and facilities require ongoing oversight, maintenance planning, vendor coordination, and seasonal preparation/closeout activities that extend beyond the summer months.
- Fire operations require consistent readiness work year-round, with peak demand periods where staffing support has greater impact—particularly during winter staffing periods and weekend coverage needs.

This joint role allows the Township to meet both needs through one full-time position while aligning day-to-day workload with seasonal priorities.

### How will it work?

The position uses a seasonal duty framework:

- During peak park season, the role emphasizes parks and facilities operations while maintaining scheduled fire training and weekday fire coverage.
- During peak fire staffing periods, the role emphasizes fire station coverage and may be assigned weekend duty as part of scheduled hours to reduce staffing pressure.

### Does this replace the Weekend Coverage Program?

No. The Weekend Coverage Program remains in place year-round. This position supplements coverage when needed and reduces pressure on the program during peak staffing periods.

### What is the cost?

- Annual salary: \$57,200
- Pension: 10%
- Health insurance stipend: \$5,000
- Costs allocated are approximately 60% Fire Fund / 40% Parks for budgeting purposes.





# WHITEWATER TOWNSHIP FIRE DEPARTMENT

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

## POSITION PROPOSAL

### Purpose

To create a joint Firefighter / Park Manager position that provides year-round fire staffing support and seasonal parks/facilities management.

### Effective Date

June 2026

### Position Overview

- Full-Time, Salaried Township Employee
- 40 hours/week
- Joint Fire & Parks role
- Permanent year-over-year program

Seasonal workload determines which function takes precedence at a given time.

### Scheduling Coordination

The Firefighter / Park Manager and Fire Chief will develop and maintain the employee's schedule. The employee may be scheduled for weekday or weekend daytime work within the regular 40-hour work week to meet operational needs. Scheduling conflicts will be resolved between the Fire Chief and Township Supervisor.

### Supervision

- Fire and Park duties: Fire Chief
- Parks and Facilities Performance: Township Board

### Weekend Coverage Program

This position may be scheduled to work a half day or full day on a weekend as part of the regular 40-hour work week to address Fire or Parks staffing needs. This is situational and scheduled in advance where possible and is not a standing or automatic requirement.

### After-Hours Emergency Response

- Paid-on-call compensation applies only to responses occurring outside of scheduled work days or assigned shifts.
- After-hours emergency response outside scheduled shifts is voluntary.
- Voluntary responses are compensated at the established paid-on-call rate and are not considered overtime or scheduled work time unless otherwise required by law.

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Committed to proudly serving the community with professionalism and integrity.





# WHITewater TOWNSHIP FIRE DEPARTMENT

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

## BUDGET IMPACT SUMMARY

### Annual Compensation

Item	Amount
Salary	\$57,200
Pension (10%)	\$5,720
Health Stipend	\$5,000
<b>Total</b>	<b>\$67,920</b>

### Allocation

Fund	Percentage	Amount
Fire Fund	~60%	~\$40,752
Parks Budget	~40%	~\$27,168

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# WHITEWATER TOWNSHIP FIRE DEPARTMENT

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

## Job Description

### Full-Time Firefighter / Park Manager

#### Township Operations

#### Position Summary

The Full-Time Firefighter / Park Manager is a joint township position responsible for providing year-round fire department staffing support while also performing ongoing parks and facilities management duties. The position is structured to align work effort with seasonal operational demand, recognizing that both Fire and Parks have consistent year-round needs with periods of peak activity.

This is a permanent, full-time, salaried position intended to efficiently meet two operational needs through one role while maintaining clear supervision, predictable budgeting, and operational flexibility.

#### Employment Status

- **Status:** Full-Time, Salaried
- **Full-Time Definition:** 40 hours per week
- **Department Assignment:** Joint – Fire Department and Township Parks/Facilities
- **FLSA Status:** Exempt

#### Reporting, Supervision, and Evaluation

- **Fire Department Duties:**
  - Reports to and is supervised by the Fire Chief
  - Fire performance evaluated by the Fire Chief
- **Parks & Facilities Duties:**
  - Reports to and is supervised by the Township Supervisor
  - Parks and facilities performance evaluated by the Township Supervisor

Work schedules are developed collaboratively between the employee and the Fire Chief and coordinated with the Township Supervisor. In the event of conflicting direction, resolution occurs administratively between the Fire Chief and Township Supervisor.

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# WHITEWATER TOWNSHIP FIRE DEPARTMENT

8380 Old M-72 | PO Box 9 | Williamsburg, MI 49690  
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## Seasonal Duty Framework

This position operates under a seasonal duty framework, with priority determined by operational demand:

- **Parks Season (generally May–October):**
  - Emphasis on parks and facilities operations
  - Fire training and scheduled fire coverage maintained
- **Fire Staffing Periods (generally November–April):**
  - Emphasis on fire station coverage and readiness
  - Weekend and weekday fire shifts may be assigned as part of scheduled duty hours when operationally necessary

Schedules are not fixed and may be adjusted seasonally.

## Essential Duties & Responsibilities

### Fire Department Responsibilities

- Serve as an operational firefighter in accordance with departmental SOPs and standards
- Staff assigned fire shifts, including weekday and weekend coverage as scheduled
- Participate in required training, drills, and departmental meetings
- Support emergency response operations during assigned duty hours
- Maintain readiness of fire apparatus, equipment, and facilities
- Assist with inspections, pre-incident planning, and other fire department functions as assigned
- Perform related duties as assigned by the Fire Chief

### Parks & Facilities Responsibilities

- Provide year-round support for township parks and facilities operations
- Perform routine park and facility maintenance, grounds care, and upkeep
- Coordinate seasonal park preparation, opening, operation, and closure activities

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Committed to proudly serving the community with professionalism and integrity.





# WHITewater TOWNSHIP FIRE DEPARTMENT

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

- Assist with inspections, repairs, vendor coordination, and operational readiness
- Support special events and periods of increased park usage
- Seasonal staff recruitment for hiring, weekly scheduling and submitting payroll
- Perform related duties as assigned by the Township Supervisor

## After-Hours Emergency Response

- After-hours emergency response outside assigned duty hours is completely voluntary
- Voluntary after-hours responses are compensated at the established paid-on-call response rate
- Voluntary responses are not scheduled, assigned, or tracked as part of regular duty expectations
- Voluntary responses do not count toward regular duty hours, overtime, or compensatory time unless otherwise required by law
- No adverse action results from an employee's decision not to respond while off duty

## Compensation & Benefits

- **Annual Salary:** \$57,200 (40 hours/week equivalent at \$27.50/hour)
- **Benefits Include:**
  - Pension contribution (10%)
  - \$5,000 annual health insurance stipend
  - Standard employer payroll contributions

Compensation costs are allocated between the Fire Fund and Parks budget for accounting purposes only.

## Required Qualifications

- Michigan Firefighter I and II, and EMT-B
- Ability to meet all physical and medical requirements for fire service duties
- Valid Michigan driver's license with acceptable driving record
- Ability to perform physical labor related to parks and facilities operations
- Ability to work flexible schedules, including nights and weekends as assigned

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Committed to proudly serving the community with professionalism and integrity.





# WHITEWATER TOWNSHIP FIRE DEPARTMENT

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## Preferred Qualifications

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

## Knowledge, Skills, and Abilities

- Knowledge of fire department operations and emergency response practices
- Working knowledge of parks and facilities maintenance principles
- Ability to prioritize tasks based on operational demand
- Strong communication and coordination skills
- Ability to work collaboratively across departments
- Ability to adapt to changing seasonal workloads
- Microsoft Office proficiency, record keeping experience and analysis of data including trends, financial reporting.

## Physical & Work Environment Requirements

- Ability to perform physically demanding fire suppression and rescue activities
- Ability to work outdoors in varied weather conditions
- Ability to lift, carry, push, and pull equipment associated with fire and parks duties
- Ability to wear required personal protective equipment

## Conditions of Employment

- Subject to all Township personnel policies and procedures
- Subject to background checks, medical evaluations, and training requirements
- Continued employment contingent upon maintaining required certifications and qualifications

## Position Intent Statement

This position is intended as a joint operational role that provides long-term staffing stability and year-round value to the Township. Seasonal workload determines operational emphasis, and duties are assigned to best support Township needs while maintaining clear supervision, accountability, and fiscal transparency.

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Committed to proudly serving the community with professionalism and integrity.





# WHITewater TOWNSHIP FIRE DEPARTMENT

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

## Firefighter Hiring Recommendation and Board Action

**Submitted by:** Fire Chief

**Action Requested:** Approval of Firefighter Hires

### Background and Recommendation

I recommend hiring the following individuals to join the Whitewater Township Fire Department. These candidates sought out Whitewater through referrals and direct participation, including attending trainings and engaging with the department prior to any hiring action. This recommendation is based on observed commitment and operational need.

### Candidate Summaries

#### Jacob Chappelle

Jacob is currently enrolled in the Fire Academy and holds a law degree with a focus on township government. He has attended recent department trainings to integrate with the team and has been an excellent fit. Jacob represents a strong long-term investment for the department, bringing both operational potential and administrative insight. He would be a valuable addition to the paid-on-call ranks.

#### Emry Kiley

Emry holds Firefighter I and II certifications and is currently completing her EMT-B. She is employed by Peninsula Fire and is highly active at the regional fire academy, assisting with instruction and mentoring new recruits. Emry has attended multiple Whitewater trainings and has been an excellent cultural and operational fit. She would be a strong asset to the Weekend Coverage Program and would also support development of the department's Fitness Program.

#### Tylus Francisco

Tylus is Firefighter I and II and EMT-B certified and is employed full-time by the Grand Traverse Band Fire Department. He also assists at the Regional Training Center and is employed by Mobile Medical Response (MMR). Adding Tylus to the Weekend Coverage Program provides added value through experience, certifications, and strengthened regional and Tribal partnerships, particularly during trainings and operations at Turtle Creek Casino.

#### Will Weiss

Will resides in the Island Lake Subdivision and completed fire school in 2007 before relocating out of the area. He has followed the department's recent progress and expressed interest in becoming involved again. Will has been attending trainings consistently and has integrated well with the team. His return brings experience and community connection to the department.

#### Andrew Dangel

Andrew was referred to Whitewater Township Fire Department through recommendations from other firefighters. He lives in the Holiday Hills area and is currently employed as a chef at Flying Noodle. Andrew has no prior fire service experience but has expressed a strong desire to give back to his community and pursue the fire service. With nearby departments no longer accepting non-certified applicants, Whitewater represents the closest opportunity for him to obtain certification and begin building experience. Andrew has expressed interest in enrolling in Mobile Medical Response's EMT



# WHITEWATER TOWNSHIP FIRE DEPARTMENT

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program. Following two interviews, I believe Andrew is a good fit and recommend investing in his training and development as a future firefighter.

## **Department Impact**

When I began at Whitewater Township Fire Department, the roster consisted of nine members. Approval of these hires would bring the department to twenty-one active members. This growth reflects a meaningful increase in staffing capacity, resilience, and sustainability. It also demonstrates a shift in how Whitewater is viewed within the regional fire service community, reinforcing the culture and expectations we are intentionally building.

## **Proposed Board Motion – Firefighter Hiring**

### **Motion:**

I move to hire the following individuals as firefighters as recommended by the Fire Chief, contingent on completion of required checks, physicals, and onboarding, and to place them on the wage scale at the appropriate step (subject to the FY 2026/2027 step scale adopted by the Board).

- Jacob Chappelle
- Emry Kiley
- Tylus Francisco
- Will Weiss
- Andrew Dangel



# WHITEWATER TOWNSHIP

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

**To** Whitewater Township Board Members

**From** Rene Stratton, PC Chairperson & Randy Mielnik, Township Board Representative.

**Date** February 5, 2026

**Re** **Private Road Ordinance - DRAFT ATTACHED**

Whitewater Township does not now have a Private Road Ordinance, and there is a long history of action (and inaction) on this topic that is familiar to many. A prior adopted private road ordinance was repealed and was never replaced (despite some efforts). Today, this is problematic because there are essentially no standards or review processes defining how new private roads may be built. This issue is important for many reasons, not the least of which relates to the issue of whether emergency vehicles can easily access lots next to new private roads.

Months ago, the Township Board asked the Whitewater Township Planning Commission to consider this issue and prepare a draft Private Road Ordinance for consideration. Historically, private road standards have been adopted as a police power (or general) ordinance. Since then, a new private road ordinance has been an active topic of conversation at planning commission meetings at meetings. Additionally, in October of last year a contract was signed with Gourdie Fraser (GFA) to review past local private road ordinances, and develop a simple, understandable, and basic set of regulations we can rely on to ensure that future private roads are built to typical standards with basic approval procedures. GFA has related experience with several area townships, and they offer engineering expertise related to typical road construction standards (horizontal and vertical geometry, base and subbase materials, etc.). GFA produced drafts that were reviewed at meetings and edits were discussed and made. At the January 14<sup>th</sup> Planning Commission meeting, it was determined that the attached draft should be forwarded to the township board for review.

The planning commission has held the opinion that the goal of this effort was to develop a *basic and practical* private road ordinance. Members recognized that a new private road ordinance could be much more involved and complex. However, adding layers of requirements increases ordinance complexity and the potential that progress toward adopted ordinance could slow. It should also be clear that the attached draft has not been reviewed for legal issues, and it is likely that the attached document could be better formatted.

As a general ordinance, the Township Board may proceed with steps toward adoption as you find necessary and desirable. This might include holding a public hearing before adoption and requesting GFA to attend a meeting to help answer technical questions and share information about common practices in the area. If the Board wishes to have the Planning Commission take additional steps, please advise.

**Township of Whitewater**  
**County of Grand Traverse – State of Michigan**

**Adopted:**

**Effective:**

**Private Road Ordinance**

**Section I**

Title

This Ordinance shall be known and cited as the Whitewater Township Private Road Ordinance

**Section II**

Purpose

This Ordinance is intended to protect and promote the public health, safety, comfort, convenience and general welfare of the Township by regulating the location and design of private roads and establishing minimum standards and specifications for the construction of private roads. Such regulations and minimum standards are necessary to ensure that private roads remain passable in all weather conditions and are adequate to provide safe, year-round access by property owners, fire, police and other public and emergency vehicles.

**Section III**

Definitions

The following words, terms and phrases, when used in this Ordinance, shall have the following meaning:

- A. Applicant means a person who holds a legal interest in land and submits an application seeking approval for a private road on the land.
- B. Land means the surface area known as real estate.
- C. Parcel means a unit of land described by metes and bounds or described in a recorded plat, or condominium plan pursuant to Article 8 of the Zoning Ordinance or Land Division pursuant to Ordinance 26.
- D. Road means any public or private thoroughfare or right-of-way dedicated to or designed for travel and access to any land, lot or parcel, whether designated as a road, avenue, highway, boulevard, lane, court or any similar designation. As used in this Ordinance, the term "road" shall not include driveways which are intended to provide access to two (2) or fewer parcels or dwelling units.

- E. Private road means any road that is to be privately maintained and has not been accepted for maintenance by the county road commission or state, but which meets the requirements of this Ordinance.
- F. Public road means any road, or portion thereof, which has been dedicated to and accepted for maintenance by the county road commission or the state.
- G. Vertical Clearance means the minimum available height between the ground/road surface and the lowest overhead obstruction.

#### **Section IV**

##### Application for Private Road Approval

- A. An application shall be made to the Township for the establishment and construction of a Private Road on a form provided by the Township. The submission shall include:
  - 1. Engineered road construction plans including drainage plans and legal description of the private road easement prepared by a Professional Engineer licensed in the State of Michigan.
  - 2. Signed maintenance agreement acceptable to the Township.
  - 3. Proposed road name which has been approved by the Grand Traverse County GIS.
  - 4. Grand Traverse County Soil Erosion determination and/or permit, as applicable.
  - 5. Construction permits from the Grand Traverse County Road Commission are required for connections to county roads.
- B. The Zoning Administrator will review the submitted application for compliance with the applicable Ordinance(s) and submit a copy of the plans for review by the Whitewater Township Fire Department and Township Engineer.
- C. Road name will be submitted to the Township Board for approval.
- D. No land use permit shall be issued for any development to be accessed by a private road until the application is approved by the Zoning Administrator, Township Engineer and Fire Department and road name approved by the Township Board.
- F. Following construction, a final site inspection of the private road shall be made by applicable agencies and the Registered Professional Engineer that designed the private road shall certify that the private road was built in compliance with the approved plans, specifications and the Township's standards. When the Zoning Administrator receives confirmation of completion from applicable agencies and certification from the Registered Professional Engineer that designed the private road, the Zoning Administrator shall issue a certificate of completion for the road.
- G. The Township Board may require a performance bond or other surety to insure completion of the private road or private drive in accordance with the approved plans. If the Township Board requires a performance bond or other surety in a form satisfactory to the Township to ensure completion of the private road or private drive, land use permits may be issued prior to the

issuance of a certificate of completion. In no event shall an occupancy permit for any structure be issued until the certificate of completion is issued by the Zoning Administrator for the private road.

- H. A fee may be required, and updated from time to time, as established by resolution of the Whitewater Township Board.

## **Section V**

### Standards for Approval of Private Road

- A. **Applicability:** This section applies to any application for development approval required by this Ordinance, Section 6.10 of the Zoning Ordinance or any request to construct, connect, expand or extend a private road.
- B. **General Requirements:** All private roads in the Township shall comply with the standards of this section. No parcels or lots shall be created by land divisions, subdivisions or condominium subdivisions unless road access is provided by a private road in accordance with the zoning Ordinance Section 6.10, or by a public road compliant with the County Road Commission standards.
- C. **Location and Arrangement:** The proposed road configuration shall be considered in relation to the existing and planned major thoroughfares and collector roads. Preference shall be made to those configurations that provide connectivity to neighborhoods, public parks and open spaces when possible. All private roads shall be centered within a permanent right-of-way easement duly recorded with the Grand Traverse County Register of Deeds.
- D. **Road Names:** Road names shall not duplicate any existing road in the county, except where a new road is a continuation of an existing road. Road names that may be spelled differently but sound the same shall also be avoided. Road Names shall be submitted to the Whitewater Township Board for approval after first obtaining approval from the Grand Traverse County Equalization/ G.I.S. Dept.
- E. **Private Roads:** Private roads are permitted in accordance with the terms of the zoning Ordinance Section 6.10.
- F. **Construction and Design Standards:** All private roads shall conform to the required construction and design standards for roads and intersections identified by the Design Guidelines – AASHTO Interim Structural Pavement Design Procedure Adopted for All Season County Roads, adopted by the Grand Traverse County Road Commission except as otherwise provided in Table A which pertains to Dimensional Standards for Easements and Surface Width.
- G. All private roads shall be designed and constructed to meet the IFC International Fire Code and Whitewater Township's Fire Prevention Ordinance No. 57. The Fire Chief has the authority to waive IFC requirements as appropriate for unique circumstances such as a narrow parcel with steep topography.
- H. **Storm Water Drainage:** Private roads shall be designed to control storm water drainage utilizing

collection and storage systems or seepage systems in accordance with Michigan Best Management Practices. An engineer licensed in the State of Michigan shall prepare the storm water control plan and submit final signed and sealed plans to the Zoning Administrator for referral to the Township’s Engineer for review and approval as part of the approval process. The storm water control plan shall be approved by the Grand Traverse County Soil Erosion and Sedimentation Control Officer and Township Engineer.

**TABLE A**

**Design Standards**

Property Development Type	Minimum Width of Right-of-Way or Easement	Minimum Road Surface Width	Vertical Clearance	Maximum Grade	Surface Type	Minimum Setbacks
<b>Residential</b>						
Serving two or fewer parcels and/or dwelling units	Driveway - Exempt					
Private Roads serving three or more parcels and/or dwelling units	66'	20'	13'-6"	10%	Gravel / Paved	*10'
<b>Commercial &amp; Industrial Developments</b>						
Private Roads serving one parcel and/or dwelling unit	Driveway - Exempt					
Private Roads serving more than one parcel and/or dwelling units	66'	24'	13'-6"	10%	Paved	*10'

\*Measured from the edge of gravel/pavement to the property line.

**Section VII**

Additional Requirements

- A. **Special Assessment District:** An applicant for approval of a private road shall submit a completed petition for a special assessment district to support any future costs of road repair, maintenance and/or reconstruction to be activated in the event that the abutting property owners fail to perform under the terms of the private road maintenance agreement, and the Township determines that such failure to perform has created, or is contributing to, an unsafe or detrimental situation in the community. Said petition for establishment of a special assessment district shall be submitted on forms prepared by the Township's attorney and shall be properly signed by all owners of record of the parcel or parcels to be served by the private road. Said petition shall be accepted by the Township and held in abeyance for use only in the event the owners of the property fail to perform under the terms of the Private Road Maintenance Agreement.
- B. **Private Road Maintenance Agreement:** Continued maintenance of private roads shall be the responsibility of the property owner(s) served by the private road. Prior to the issuance of any land use permit or Land Division for parcels or lots abutting a private road, said property owner(s) shall enter into a legally binding Private Road Maintenance Agreement. The Agreement shall include, but not be limited to the following:

1. The owner of each parcel will be responsible for payment of the share of costs apportioned and assessed to his or her parcel. The Agreement shall also state the method by which the costs of maintenance including snowplowing, grading, brining, sealing, etc. shall be apportioned to the parcels abutting the private road. This formula can be based on a pro-rata front footage or equally shared, etc. but the Agreement must define the method to share the costs.
  2. The Agreement shall be recorded with the County Register of Deeds and shall run with the land and bind and benefit the parcels, and the owners thereof, in perpetuity.
  3. The owner or owners of the land served by the road shall provide for the requirement to grade, drain, and otherwise maintain the private road including the road name sign, and emergency service access, in accordance with public agency requirements.
  4. A statement that the Township may intervene to repair or maintain the road if the Township, or representative of the Township, determines repairs or maintenance are considered emergency in nature and if the owners fail to do so. The Township will then assess the owners for the cost of doing so. It should state further that if the Township exercises discretion to intervene, that there is, nevertheless, no further obligation to maintain or repair the road on the part of the Township.
  5. The Easement and Road Maintenance Agreement may be reviewed and approved by the Township Attorney, at the Township's discretion, for compliance with the Township regulations. Following approval of the Township Attorney, when required, the Agreement shall be recorded with the Grand Traverse County Register of Deeds before issuance of a land use permit
- C. Performance Guarantees: As a condition of approval, the Township may require a bond or letter of credit be provided by the developer equivalent to costs to make the road improvements shown on the site plan and to insure completion of filing requirements.

## **Section VIII**

### **Existing Conditions**

- A. Application to existing private: Existing private roads are exempt, unless extending, reconstructed, or posing imminent hazards. If an existing private road is proposed to be extended, then the existing private road as well as the new portion shall comply with the standards of this Ordinance. Where a driveway in existence prior to the effective date of this Ordinance is to be extended or altered to serve a total of two (2) or more parcels and/or dwelling units, the existing driveway may only be extended or altered if the entire private drive or private road is improved to meet the requirements of this Ordinance

## Section IX

### Consequences of Noncompliance with Private Road Approval Requirements

- A. Any parcel created in noncompliance with this Ordinance shall not be eligible for any building permits, or zoning approvals, such as special land use approval or site plan approval, and shall not be recognized as a separate parcel on the assessment roll. In addition, violation of this Ordinance shall subject the violator to the penalties and enforcement actions set forth in Section XI of this Ordinance and may otherwise be provided by law.

## Section X

### Exceptions

- A. Where there are practical difficulties in the way of carrying out the strict letter of this Ordinance, the Township Board shall have the power to vary or modify the application of the provisions of this Ordinance so that the intent and purpose of the Ordinance is observed, public safety secured and substantial justice done. The Township Board may attach reasonable conditions in approving any exceptions from any provision. The breach of any condition or the failure of any applicant to comply with conditions shall void the exception.
1. In order for an exception to be granted, evidence must be presented at a public hearing that all of the following conditions exist:
    - i. Exceptional or extraordinary circumstances exist such as exceptional topographical or physical conditions; or that the greater ratio would be reasonably compatible with the surrounding lands.
    - ii. Strict compliance with the regulations of this Ordinance will unreasonably prevent the applicant from developing the property or will render conformity with the regulations of this Ordinance unreasonably burdensome.
    - iii. The requested exception will not cause an adverse impact on the development of surrounding property, property values or the use and enjoyment of property in the immediate area.
    - iv. Health, safety and welfare will not be compromised.
    - v. The requested exception is the minimum necessary to permit reasonable use of the land.
- B. Further, in the event that an exception is granted under this Section, said exception and any conditions, if applicable, shall be recorded with the Grand Traverse County Register of Deeds by the seller and/or proprietor.

**Section XI**

Penalties and Enforcement

Any person who violates any of the provisions of this Ordinance shall be deemed guilty of a misdemeanor and shall be punished by a fine of not more than \$500.00 or by imprisonment in the County Jail not to exceed 90 days or by both such fine and imprisonment.

**Section XII**

Severability

The provisions of this Ordinance are hereby declared to be severable and if any clause, sentence, word, section or provision is declared void or unenforceable for any reason by any court of competent jurisdiction, it shall not affect any portion of this Ordinance other than said part of portion thereof.

**Section XIII**

Repeal

All Ordinances or parts of Ordinance in conflict with this Ordinance are hereby repealed, except that this Ordinance shall not be construed to repeal any provision in the Township Zoning Ordinance, the Township Subdivision Control Ordinance, or the Grand Traverse County Building Code.

**Section XIV**

Effective Date

This Ordinance shall take effect 30 days following its publication after adoption.

## WHITEWATER TOWNSHIP

### MEMORANDUM

**To:** Whitewater Township Board

**From:** Wendy Hoeksema, Township Clerk

**Date:** February 12, 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, 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 February 12, 2026, relative to the adoption of Resolution #2026-02.

\_\_\_\_\_  
Wendy Hoeksema, Clerk