

**Whitewater Township Board  
Minutes of Regular Meeting held August 9, 2022**

**Call to Order/Pledge of Allegiance**

Supervisor Popp called the meeting to order at 9:01 a.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan, followed by the Pledge of Allegiance.

**Roll Call of Board Members**

Board Members present in person: Popp, Goss, Benak, Glenn, Vollmuth

Board Members absent: None

Others present in person: 9

Others present via Zoom: 5

**Set/Adjust Meeting Agenda**

Goss requested to add Boat Launch/Entryway Improvement Project as Unfinished Business #5 and Baird Engagement Letter as New Business #10.

Popp requested to add Town Hall Meeting as Unfinished Business #6, remove PRAC draft minutes, remove New Business #3 PRAC appointment, add Review of Proposed Ordinance #61 as New Business #11.

*Motion by Popp to approve the agenda as adjusted, second by Glenn.*

*Roll call: Vollmuth-yes; Benak-yes; Popp-yes; Glenn-yes; Goss-yes. Motion carried.*

**Declaration of Conflict of Interest**

None

**Public Comment**

Public comment began at 9:10 a.m.

Rod Rebant commented on public input and budget.

Brian Kelly, Acme Township resident, commented on marihuana vote, public input.

No name given commented on meeting time, planning commission training, conflict of interest, attorney, Baggs Road site condos, Hi Pray Park sign and public input.

Linda Slopsma commented on marihuana vote and survey.

Connie Hymore read a statement from Frank Hymore of 6761 Baggs Road regarding Baggs Road project and zoning administrator.

Karin Boyd commented on misinformation, marihuana odor, Hi Pray Park sign, Planning Commission and township board meeting time.

Public comment ended at 9:32 a.m.

**Public Hearing**

None

**Reports/Presentations/Announcements/Comments****County Commissioner Report**

Darryl Nelson is not present.

**Fire Department Report**

Brandon Flynn is not present.

**Planning Commission Report**

The township board representative to the planning commission position is currently vacant.

Mangus noted amendments 82 and 83 have been forwarded to the board.

**Parks & Recreation Advisory Committee Report**

Cheryl Goss reported that the committee did not meet last night due to lack of quorum.

**Consent Calendar**

## Receive and File

1. Supervisor's Report for July 2022
2. Clerk's Report for July 2022 (none this month)
3. Treasurer Report (none this month)
4. Trustee Vollmuth's July 2022 Report
5. Trustee Glenn's July 2022 Report
6. Zoning Administrator's Report for July 2022
7. Mobile Medical Response's June 2022 Activity Report
8. Fire Department July 2022 Report
9. Planning Commission July 2022 Report
10. Historical Society July 2022 Report

## Correspondence

1. Beam – MSU Link – Difference Between Zoning and Master Plan
2. Mielnik – Meeting Hall TV
3. Beam – Traverse City Ticker Article – Used with Permission
4. Nelson – Grand Traverse County – ARPA
5. Supervisor – Agenda Items
6. Vollmuth – American Rescue Plan – RFI
7. Vollmuth – Timely Packet Materials
8. Grand Traverse County Sheriff's Report

## Minutes

1. Review/approve Whitewater Township Board 7.12.2022 draft Regular Meeting Minutes
2. Review/approve –Whitewater Township Board 7.19.2022 9:00 a.m. draft Special Meeting Minutes

3. Review/approve Whitewater Township Board 7.19.2022 6:00 p.m. draft Special Meeting Minutes
4. ~~Review May 9, 2022, Park & Recreation Advisory Committee Minutes. Note: The minutes are still water marked as draft. They have been that way now for two months. Possible recommendation to review their document status.~~
5. Note: Minutes were not posted on the website as of 4:20 PM 7.29.2022

#### Bills for Approval

1. ~~Note No bills for approval provided by the Clerk's office as of 8.3.2022, 10:15 a.m.~~  
Approval of Alden State Bank vouchers #47996 through 48143

#### Budget Amendments (none this month)

Revenue & Expenditure Report Overdue no report provided by the Clerk's Office as of 8.3.2022, 10:15 a.m.

***Motion by Popp to approve Consent Calendar items as presented; second by Vollmuth.***

Discussion ensued.

***Popp withdrew his motion. Vollmuth withdrew her second.***

***Motion by Goss to approve Consent Calendar items as presented; second by Benak.***

***Roll call vote: Goss-yes; Vollmuth- no; Glenn- no; Popp- no; Benak-yes. Motion failed.***

#### Unfinished Business

#### **HI PRAY PARK – PROPOSED CLOSURE OF PLAYGROUND DUE TO SAFETY CONCERNS**

***Motion by Popp authorizing the supervisor to purchase do not enter tape and signs as presented (below) and to do so using the township's Amazon account and credit card information on file using purchase order 5525 or any number the board chooses. Charges to be assigned to account number 209.757.740 and are not to exceed \$100.00; second by Vollmuth.***

Popp noted the work at the park has been completed so there is no need for the motion.

Discussion ensued.

***Popp withdrew his motion; Vollmuth withdrew her second.***

#### **TOWNSHIP BOARD RECORDING SECRETARY**

***Motion by Popp to make Clerk Goss responsible to take the township board minutes; second by Vollmuth.***

Discussion ensued. Popp will bring this back at another meeting.

*Popp withdrew his motion; Vollmuth withdrew her second.*

**ELECTRONIC MEETING ACCOMMODATION POLICY REVIEW/ADOPTION**

*Motion by Popp to send the proposed electronic meeting accommodation policy back to legal; second by Vollmuth.*

Discussion ensued including verbiage change suggestions.

*Popp withdrew his motion; Vollmuth withdrew her second.*

*Motion by Glenn to approve the proposed electronic meeting accommodation policy as amended; second by Vollmuth.*

*Roll call vote: Benak-yes; Glenn-yes; Goss-yes; Vollmuth-yes; Popp-yes. Motion carried.*

*Motion by Goss to approve the medical accommodation request form; second by Glenn.*

*Roll call vote: Popp-yes; Goss-yes; Vollmuth-yes; Benak-yes; Glenn-yes. Motion carried.*

*Motion by Popp to approve the military duty accommodation request form; second by Goss.*

*Roll call vote: Glenn-yes; Popp-yes; Benak-yes; Goss-yes; Vollmuth-yes. Motion carried.*

**DEPUTY PARK & RECREATION ADMINISTRATOR JOB DESCRIPTION –  
NEWSPAPER AD**

*Motion by Popp to place advertisement for Deputy Park and Recreation Administrator job description in two local newspapers, over two consecutive weekends with a beginning date as determined by the supervisor; second by Vollmuth.*

Discussion ensued.

*Roll call vote: Benak-yes; Vollmuth-yes; Popp-yes; Glenn-yes; Goss-yes. Motion carried.*

**BOAT LAUNCH/ENTRYWAY IMPROVEMENT PROJECT (added)**

*Motion by Vollmuth to schedule a date for a special meeting to discuss the boat launch project in the next 14 days; second by Glenn.*

Discussion ensued.

There was consensus to schedule a special meeting for August 18, 2022 at 9:00 a.m.

*Roll call vote: Popp-yes; Benak-yes; Vollmuth-yes; Goss-yes; Glenn-yes. Motion carried.*

**TOWN HALL MEETING – MASTER PLAN/ARPA FUNDS (added)**

Details of the proposed meeting were discussed.

There was consensus to include the meeting at Mill Creek Elementary School, if available, on September 22, 2022, at 7:00 p.m. The public will be notified via postcard and e-mail.

There was consensus to add town hall meeting details as an agenda item for the August 18 special meeting.

Popp to request Sundberg combine and de-dupe the voter and election lists for mailing labels for \$750.

Goss will issue a PO.

### **New Business (11:37)**

#### **CODE ENFORCEMENT DISCUSSION**

*Motion by Popp to have Whitewater Township's Code Enforcement Policy and Procedures Manual, as amended, reviewed and commented on by the legal team; second by Vollmuth.*

Discussion ensued.

Benak and Popp will bring forward proposals for data storage.

Popp will send his questions to the attorney.

*Roll call vote: Vollmuth-yes; Goss-yes; Glenn-yes; Benak-yes; Popp-yes. Motion carried.*

#### **DEVELOPING GRANT OPPORTUNITIES DISCUSSION**

Discussion ensued concerning local grant opportunities and grant writer services.

Vollmuth volunteered to come back next month with a grant writing process.

#### **PARK & REC ADVISORY COMMITTEE APPOINTMENT**

Removed at Popp's request.

Meeting recessed at 12:13 p.m.

Meeting reconvened at 12:30 p.m.

#### **PLANNING COMMISSION PROPOSED ZONING ORDINANCE AMENDMENT PROCESS**

*Motion by Popp to reject the undated, proposed Whitewater Township process for zoning ordinance amendment adoption as written; second by Goss.*

Discussion ensued.

*Popp withdrew the motion. Goss withdrew the second.*

*Motion by Popp to send board member notes of the proposed zoning ordinance*

*amendment process, dated 8/9/2022, to the PC chair and have them work them into their process; second by Vollmuth.*

Discussion ensued.

*Roll call vote: Goss-yes; Glenn-yes; Benak-yes; Popp-yes; Vollmuth-yes. Motion carried.*

#### **PARKING ORDINANCE**

*Motion by Popp to authorize Chris Patterson of Fahey Schultz to create a draft parking ordinance for Whitewater Township Board to review; second by Vollmuth.*

Discussion ensued.

Goss would like to include parking at the boat launch.

*Roll call vote: Glenn-yes; Popp-yes; Goss-yes; Vollmuth-yes; Benak-yes. Motion carried.*

#### **WEBSITE ACCESS**

*Motion by Popp authorizing Brickhouse Interactive to create a website page level permissions protocol protecting each elected official's page from unauthorized changes while granting access to all other pages of the website. Administration level access shall be reserved to Brickhouse Interactive use only ensuring the board has ultimate control over the communication method; second by Vollmuth.*

*Roll call vote: Vollmuth-yes; Benak-yes; Popp-yes; Glenn-yes; Goss-yes. Motion carried.*

#### **PARK & RECREATION ADMINISTRATOR – WRITTEN REPORT**

*Motion by Popp to modify the Whitewater Township Board of Trustees' Regular Meeting Agenda to incorporate a written monthly report from the Park and Recreation Administrator and place such report in the consent calendar under receive and file below the Historical Society Report at item number 11; second by Glenn.*

Discussion.

*Roll call vote: Goss-yes; Vollmuth-yes; Glenn-yes; Popp-yes; Benak-no. Motion carried.*

*Motion by Popp making the Park and Recreation Administrator responsible to supply a monthly written report of each Parks and Recreation Advisory Committee meeting and to submit such report to the board for inclusion in its next Regular Meeting Agenda; second by Vollmuth.*

*Roll call vote: Benak-yes; Glenn-yes; Goss-yes; Vollmuth-yes; Popp-yes. Motion carried.*

*Motion by Popp to modify the Park and Recreation Administrator Job Description Duties Section to include a monthly written report of each Park and Recreation Advisory Meeting for inclusion in its next Regular Meeting Agenda and requested modifications from July 12, 2022, discussion as written; second by Vollmuth.*

*Roll call vote: Popp-yes; Goss-yes; Vollmuth-yes; Benak-yes; Glenn-yes. Motion carried.*

#### **TABULATION OF ARPA FUND SURVEYS**

*Motion by Vollmuth to discuss ARPA survey tabulations; second by Popp.*

*Roll call vote: Glenn-yes; Popp-yes; Benak-yes; Goss-yes; Vollmuth-yes. Motion carried.*

*Motion by Vollmuth to have one private citizen and one board member present to tally and recommend the end results of the ARPA survey in written form by October 31. Modify motion to September 21, and change to at least one survey team member and at least one board member. Modify motion to change to any ARPA survey team member and board member may work together in township hall to generate a written report and tally to submit to the board no later than September 21, and tabulate in coordination with the treasurer's office.*

Discussion ensued without a second.

*Motion by Vollmuth authorizing any member of the ARPA Fund Survey Writing Team to begin tabulation of the returned surveys at any convenient time coinciding with the Treasurer's weekly office hours; no survey forms are to leave the Township Hall; all tabulated survey forms are to be clearly marked as such and by who, to minimize errors; tabulation to be submitted to the board no later than September 21; second by Glenn.*

*Roll call vote: Benak-yes; Vollmuth-yes; Popp-yes; Glenn-yes; Goss-yes. Motion carried.*

#### **RESOLUTION #22-16 REPEAL OF RESOLUTION #21-14 ARPA FUNDING FOR BROADBAND**

*Motion by Popp to adopt Resolution #22-16; second by Vollmuth.*

*Roll call vote: Popp-yes; Benak-no; Vollmuth-yes; Goss-no; Glenn-yes. Motion carried.*

#### **BAIRD ENGAGEMENT LETTER (added)**

*Motion by Goss to authorize the Clerk to sign the Baird, Cotter and Bishop engagement letter; second by Popp.*

*Roll call vote: Vollmuth-yes; Goss-yes; Glenn-yes; Benak-no; Popp-yes. Motion carried.*

#### **ORDINANCE #61 TO PROHIBIT ADULT USE MARIHUANA ESTABLISHMENTS (added)**

*Motion by Glenn to waive the township's self-imposed public hearing requirement on all non-zoning ordinance and ordinance amendments in the case of proposed Ordinance #61, an ordinance to prohibit adult use marihuana establishments within the boundaries of Whitewater Township; second by Popp.*

Typos pointed out by Glenn, two corrections by Goss.

***Roll call vote: Goss-yes; Glenn-yes; Benak-yes; Popp-yes; Vollmuth-yes. Motion carried.***

***Motion by Glenn to adopt proposed Ordinance #61, an ordinance to prohibit adult use marijuana establishments within the boundaries of Whitewater Township, as amended; second by Vollmuth.***

***Roll call vote: Glenn-yes; Popp-yes; Goss-no; Vollmuth-yes; Benak-yes. Motion carried.***

### **Tabled Items**

None

### **Board Comments/Discussion**

None

### **Announcements**

Special meeting on August 18, 2022, at 9:00 a.m.

Next regular meeting September 13, 2022, at 9:00 a.m.

### **Public Comment**

Public comment began at 1:56 p.m.

Vern Gutknecht commented on electronic accommodation.

Vicki Beam commented on being prepared, getting along, grants, Baggs Road boat ramp and park closure.

No name given commented on being prepared, meeting length, be polite, grant writing, county ARPA funds.

Connie Hymore commented on boat ramp on Baggs Road, site condo and PUD approvals, Grobbel statement, moratorium, volunteer to tidy up the township hall grounds.

Heidi Vollmuth, private citizen, commented on responses to emails and fire truck grant submitted.

Linda Slopsema commented on Ordinance #61.

Public comment ended at 2:14 p.m.

### **Adjournment**

***Motion by Vollmuth to adjourn; second by Popp.***

***Roll call vote: Vollmuth-yes; Benak-yes; Popp-yes; Glenn-yes; Goss-yes. Motion carried.***

**Meeting adjourned at 2:15 p.m.**

Respectfully submitted,  
Lois MacLean  
Recording Secretary