

**Whitewater Township Board
Minutes of Regular Meeting held September 10, 2024**

Call to Order/Pledge of Allegiance

Via Zoom, Supervisor Popp called the meeting to order at 9:00 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: Clerk Goss, Treasurer Benak, Trustee Glenn, Trustee Vollmuth. Popp present via Zoom only.

Board members absent: None

Others present: Fire Chief Josh Morgan and 3 others

Set/Adjust Meeting Agenda

Motion by Popp to move Josh Morgan above Public Comment and strike New Business #5; second by Glenn.

Roll call vote: Vollmuth, yes; Benak, absent; Popp, yes; Glenn, yes; Goss, yes. Motion carried.

Fire Department Report

Fire Chief Josh Morgan gave the following report:

- 21.69% increase in calls.
- Will be looking at box alarm assignments.
- New data has been added to his report.
- He completed Fire Officer III, tested last week. Will be gone next week for fire inspection class.
- Has been accepted into Executive Chief Officer course in Maryland. No township funds will be expended.
- Reviewing SOPs. He is developing a probationary manual; they don't have one.
- Reviewed recent training activities and recruitment.

Brief discussion followed. Firefighter Strine will be covering Morgan's 8 days away.

Declaration of Conflict of Interest

Not addressed.

Public Comment

Public comment began at 9:08 a.m.

Gary Buczkowski
Connie Hymore
Vicki Beam
Karin Boyd

Public comment ended at 9:23 a.m.

Public Hearing

None

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

Darryl Nelson is not present.

Fire Department Report

See page 4264.

Planning Commission Report

No report from Vollmuth.

Parks & Recreation Advisory Committee Report

The township board liaison position is vacant.

Consent Calendar

Receive and File

1. Supervisor Report August 2024 (not available)
2. Clerk's Report August 2024
3. Treasurer's Reports August 2024 (not available)
4. Trustee Vollmuth Report August 2024
5. Trustee Glenn Report August 2024
6. Zoning Administrator Report 08/29/2024
7. Fire Department Report August 2024
8. Mobile Medical Response August 2024 Activity Reports
9. Historical Society Report August 2024 (not available)
10. Parks & Recreation Report August 2024 (not available)
11. Draft 07/10/2024 Planning Commission Regular Meeting Minutes
12. Approved 07/16/2024 Parks & Recreation Advisory Committee Minutes
13. Draft 08/07/2024 Planning Commission Regular Meeting Minutes

Correspondence

1. Grand Traverse County Sheriff Statistics June 2024, July 2024, Second Quarter Totals April to June 2024
2. Grand Traverse County Road Commission Update 08/16/2024
3. Grand Traverse County Road Commission Update 08/23/2024
4. Access to Public Records 08/27/2024
5. Fire Chief Job Offer Documents 08/27/2024
6. Proposed Credit Card Policy 08/27/2024
7. Cell Phone Stipend Form 08/27/2024
8. Authorize.net Agreement 08/27/2024

Minutes

Recommend approval of 08/13/2024 regular meeting minutes

Whitewater Township Board - Minutes of 09/10/2024

Bills for Approval

1. Approval of Corrected Check Range for 08/13/2024 Bills for Approval
2. Approval of Alden State Bank voucher #s 50895 through 51021

Budget Amendments (none)

Revenue & Expenditure Detail Report – Rev 7/31 / Exp 8/31

Motion by Glenn to approve the Consent Calendar as presented; second by Vollmuth.

Roll call vote: Glenn, yes; Popp, no; Benak, absent; Vollmuth, no; Goss, yes. Motion failed.

Unfinished Business**TAX BILL UNFINISHED BUSINESS ITEM PLEASE REVISIT**

Motion by Popp to discuss were there added expenses and costs or did we just make a mistake; second by Vollmuth.

The motion was not voted on.

Vollmuth will bring this agenda item back next month.

PARK ELECTRICAL UPGRADES 08/22/2024

Motion by Popp authorizing the supervisor to sign the C2AE Professional Service Agreement dated 04/04/2024 in the amount of \$21,500; second by Vollmuth.

Roll call vote: Popp, yes; Goss, no; Vollmuth, yes; Benak, absent; Glenn, yes. Motion carried.

LOSSIE ROAD NATURE TRAIL 09/13/2024

Motion by Popp to approve the supervisor's ARPA report to Grand Traverse County; second by Vollmuth.

Popp wants to include the date of the report.

Vollmuth rescinded her second and put it back on with the date of 6/27.

Motion by Popp to approve the supervisor's ARPA report dated June 27 to Grand Traverse County; second by Vollmuth.

Roll call vote: Glenn, yes; Popp, yes; Benak, absent; Goss, no; Vollmuth, yes. Motion carried.

TOWNSHIP HALL HVAC 08/22/2024

Motion by Popp to seek three electrical and mechanical bids to supply and install one 12,000

BTU Energy Star certified ductless mini-split system with a SEER2 rating => than 18 and a HSPF2 rating => 9 in the treasurer's office; second by Glenn.

Roll call vote: Benak, absent; Vollmuth, yes; Popp, yes; Glenn, yes; Goss, no. Motion carried.

New Business

MEMO DESIGNATING MIKE DWYER PARKS & RECREATION MANAGER

08/28/2024

Michael Dwyer is present.

Motion by Glenn to remove the "interim" label and approve Mike Dwyer as the township's designated Parks and Recreation Manager at his current annual salary rate of \$47,700 per the adopted Salary/Wage Schedule for 2024/2025; second by Vollmuth.

Roll call vote: Popp, yes; Benak, absent; Vollmuth, yes; Goss, no; Glenn, yes. Motion carried.

SLOPSEMA RESIGNATION FROM PC 08/2024

Motion by Popp to accept Linda Slopsema's resignation letter dated 08/08/2024 from the Whitewater Township Planning Commission; second by Vollmuth.

Roll call vote: Vollmuth, yes; Goss, yes; Glenn, yes; Benak, absent; Popp, yes. Motion carried.

MACLEAN RESIGNATION 08/10/2024

Motion by Popp to open a board discussion regarding the resignation process and recording secretary duties; second by Vollmuth.

Roll call vote: Goss, no; Glenn, yes; Benak, absent; Popp, yes; Vollmuth, yes. Motion carried.

Deb Graber is present.

Goss read into the record an e-mail received from Cindy Dodge at the MTA on 08/26/2024 in response to Goss's question to the MTA regarding who is responsible for the minutes of bodies other than the township board, "Those public bodies are responsible for their own minutes. It is not the responsibility of the clerk. They should have an appointed secretary and their bylaws should state their responsibilities are for the minutes. It is common for the township board to budget a recording secretary to help these boards out, but it is not required. If they do not have recording secretary assistance, they would keep their own minutes based on their bylaws."

Motion by Vollmuth to offer the 6-month position of recording secretary to our zoning administrator for \$53 an hour for 6 months until someone can be trained or hired before then.

The motion was not seconded.

Motion by Vollmuth to \$53 an hour to execute the entire process of minutes for said committees, PRAC, ZBA, and planning commission as needed.

Motion re-read by Goss.

The motion was not seconded.

Vollmuth rescinded her motion.

Motion by Popp, effective immediately, assign recording secretary duties of the planning commission, zoning board of appeals, and park & recreation advisory committee to the secretaries of the respective bodies; second by Glenn.

Roll call vote: Glenn, yes; Popp, yes; Goss, yes; Vollmuth, no; Benak, absent. Motion carried.

Motion by Popp to accept Lois MacLean's resignation e-mail dated 08/10/2024 for all bodies in Whitewater Township; second by Glenn.

The motion was not seconded or voted on.

At 11:03 a.m., Vollmuth left the board table.

At 11:04 a.m., Vollmuth returned to the board table.

Motion by Popp to no longer use Lois MacLean as recording secretary for Whitewater Township.

The motion was not seconded or voted on.

Motion by Glenn to accept Lois MacLean's resignation e-mail dated 08/10/2024 for all bodies in Whitewater Township based on the board's previous immediate action to designate the secretaries of the bodies to prepare the minutes; second by Vollmuth.

Roll call vote: Vollmuth, yes; Benak, absent; Popp, no; Glenn, yes; Goss, yes. Motion carried.

ADMINISTRATIVE POLICY PROCEDURE SECTION 1.0 AND 7.0

Motion by Popp to adopt the Whitewater Township Administrative Policy and Procedure Manual Section 1.0 as written; second by Vollmuth.

Roll call vote: Goss, no; Vollmuth, yes; Glenn, yes; Popp, yes; Benak, absent. Motion carried.

Motion by Popp to adopt Whitewater Township Administrative Policy and Procedure

Manual Section 7.0 as written; second by Vollmuth.

Roll call vote: Benak, absent; Glenn, yes; Goss, no; Vollmuth, yes; Popp, yes. Motion carried.

PROJECT 842850 CLOSEOUT

Agenda item stricken.

CLERK REFUSING TO TAKE MINUTES MACLEAN RESIGNATION

Motion by Popp directing the Whitewater Township Clerk to complete her statutory duties as defined by MCL 41.66 and further defined by the Michigan Township Association publication Authorities & Responsibilities of Michigan Townships page 162 of the 2020 edition; second by Vollmuth.

Roll call vote: Popp, yes; Goss, stupid motion; Vollmuth, yes; Benak, absent; Glenn, yes. Motion carried.

Goss re-read the MTA guidance of 08/26/2024.

2024 COMMUNITY HALLOWEEN EVENT

Motion by Popp due to the resignation of Ardella Benak & Lois MacLean from the planning phase of the WESA 2024 Community Halloween Event, a motion to cancel the event is made; second by Vollmuth.

Vollmuth read Chief Morgan's e-mail to the township board.

Roll call vote: Glenn, yes; Popp, yes; Benak, absent; Goss, yes; Vollmuth, yes. Motion carried.

Motion by Popp to replace all advertisement for this event with a cancellation notice of the event and process for claiming a refund on all township websites and media outlets; second by Vollmuth.

Roll call vote: Benak, absent; Vollmuth, yes; Popp, yes; Glenn, yes; Goss, no. Motion carried.

Tabled Items

None

Board Comments/Discussion

None

Announcements

Next regular meeting 10/08/2024 @ 9:00 a.m.

Public Comment

Public comment began at 11:48 a.m.

Gary Buczkowski
Lois MacLean
Heidi Vollmuth
Ron Popp

Public comment ended at 11:57 a.m.

Adjournment

Motion by Popp to adjourn; second by Glenn. Roll call vote: Benak, absent; Goss, yes; Glenn, yes; Popp, yes; Vollmuth, yes.

Meeting adjourned at 11:57 a.m.

Cheryl A. Goss
Whitewater Township Clerk