

**WHITEWATER TOWNSHIP BOARD
AGENDA REGULAR MEETING – SEPTEMBER 11, 2025
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/88499379134>

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

- Open the Zoom app or go to <https://www.zoom.us/join> and enter
- Meeting ID: 884 9937 9134

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

- Dial: +1 312 626 6799 US (Chicago)
- When prompted, enter Meeting ID: 884 9937 9134, then press #

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

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

A. Call to Order / Pledge of Allegiance

B. Roll Call of Board Members

C. Set / Adjust / Approve Meeting Agenda

D. Declaration of Conflict of Interest

E. Public Comment. Any person shall be permitted to address the board at 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 and state his or her name and address.
3. Persons may address the board on matters that are relevant to township government issues.
4. No person shall be allowed to speak more than once on the same matter, excluding the time needed to answer board members' questions. The chair shall control the amount of time each person shall be allowed to speak, which shall not exceed five (5) 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 by the board.

F. Reports/Presentations/Announcements/Comments

1. Planning Commission Report – Mielnik

G. Consent Calendar: Receive and File

1. Correspondence: Myler, Hill, Ford – Short Term Rentals
Chadha – Proposed Special Assessment District
2. Minutes for Approval: August 14, 2025, Regular Meeting
<https://www.whitewatertownshipmi.gov/township-board--subcommittee-meeting-minutes.html>
3. Bills for Approval

H. Unfinished Business

1. Any Parks & Recreation Items
2. Consideration of Resolution to Adopt the Whitewater Township Code of Ethical Conduct and Governance Policy - Mielnik
3. PRAC Bylaws Discussion/Review - Hoeksema

I. New Business

1. Consideration of public comment rules change – Arends
2. Discussion of LIAA video/audio meeting service continuation

J. Tabled Items - none

K. Board Comments/Discussion

L. Announcements

Next Township Board Meeting(s):

Thursday, September 25, 2025, Regular Board Meeting 9:00 a.m. (Township Hall)

Tuesday, September 30, 2025, Special Board Meeting – Civil Fraction Ordinance
Public Hearing 6:00 p.m. (Mill Creek Academy – Old M-72)

M. Public Comment

N. Adjournment



WHITEWATER TOWNSHIP

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

Planning Commission Report

<i>To</i>	Board Members /Public
<i>From</i>	Randy Mielnik
<i>Date</i>	September 2, 2025
<i>Re</i>	PC Report

The PC has been highly active in the Month of August with 3 meetings.

- The regular meeting on August 6 was not held as it included a public hearing on the proposed STR ordinance, and the number of attendees exceeded the room capacity (by six).
- The August 14 meeting was a special meeting held to take care of other items we could not address on August 6. This included selection of members to serve on the Resident Outreach Subcommittee Work Group. Five people were selected to join two members of the Planning Commission. The first meeting of the ROS Work Group was scheduled for 9-2-25.
- On August 26 we held the rescheduled public hearing on the STR Ordinance (rescheduled from August 6). It was held at Woodland School. We had a count of 87 people. The venue was great, and the zoom facilitation from LIAA seems to work well except for a few minor problems with microphones from time to time. We also had a public hearing on a proposed amendment to eliminate the specific fee amount for zoning amendments. This change allows us to rely on the approved fee schedule passed by the township board – rather than a specific amount in the ordinance. Most zoning ordinances do not list specific fees – and only refer to a separate resolution passed by the governing body.

The next PC meeting again on September 3. Included on the agenda is discussion of the two zoning amendments, the winery ordinance, outside venue ordinance, and a site plan for Grand Traverse Plastics (this item was pulled just before the meeting because of missing information). This matter is expected in October now. Also included on the agenda is a conversation with Giffels Webster on next steps on the Zoning Updates.

It should also be mentioned that the Rural Readiness Grant we applied for was not approved. They had 700K available to approve – but almost 8 million in funding requests. Competition was very stiff.



MEMO To Whitewater Township Board

Re: Proposed adoption of Code of Ethical Conduct & Governance Policy

Resolution #2025-14

Policy and Procedure Manual APPENDIX M

September 11, 2025

Purpose

The Michigan township Association (MTA), the Michigan Municipal League (MML) and Michigan Law (MCL 15) set standards and emphasize the need for a formal Code of Ethical Conduct to protect public trust. A code ensures that elected and appointed officials, employees, and volunteers conduct township business truthfully, free from undue influence, and with full transparency as expected under their Oath of Office.

Key Standards/ Legal Basis

- Establishes a formal Ethics policy for Policy and Procedure Manual
- Defines Conflict of Interest & Perceived Conflicts
- Proper use of position & Resources-prohibit use of authority for personal gain
- Requires compliance with
 - o Michigan Compiled Laws (MCL15.321-15.342)
 - o Open Meetings Act (OMA)
 - o Grand Traverse County Code of Ethics Policy
 - o Other applicable state and federal ethics regulations
- Establishes a framework for addressing complaints and taking corrective action
- Aligns township policies with Grand Traverse County ethics standards and MTA, MML recommendations
- Mandates a signed annual compliance form for board members and appointees
- Promotes public trust by ensuing fairness, transparency and accountability

Suggested Motion

"I move that the Whitewater Township Board adopt Resolution 2025-14, approving the Whitewater Township Code of Ethical Conduct and Governance Policy, effective immediately"

WHITEWATER TOWNSHIP CODE OF ETHICAL CONDUCT & GOVERNANCE POLICY

Effective Date: [Insert Date]

Adopted by: Whitewater Township Board, Grand Traverse County, Michigan

1. Purpose and Legal Authority

This Code is adopted to promote integrity, public trust, and compliance with Michigan law. It is authorized under:

- MCL 15.342 (Standards of Conduct for Public Officers and Employees)
- MCL 15.321 et seq. (Contracts of Public Servants with Public Entities)
- MCL 15.231 et seq. (Freedom of Information Act)
- MCL 15.261 et seq. (Open Meetings Act)
- MCL 41.65 & 41.75a (Township governance and employee standards)

It reflects best practices from the Michigan Townships Association (MTA), Grand Traverse County ethics policy, and legal guidance from Fahey Schultz Burzych Rhodes.

2. Who Must Follow This Policy

This policy applies to:

- Township Board Members
- Appointed Board or Commission Members
- Employees and Volunteers acting on behalf of Whitewater Township

Everyone covered must read, understand, and sign this policy each year.

3. Key Principles

- Act Lawfully: Follow all applicable laws and township policies.

- Avoid Conflicts: Put township interest above personal gain.
- Be Transparent: Conduct business openly unless privacy is required by law.
- Use Resources Properly: Do not use township assets for personal or political reasons.
- Respect Others: Be civil, fair, and professional in all dealings.

4. Definitions

- Conflict of Interest: A situation in which a person has a personal, financial, or familial interest that may interfere with their duty to act in the township's best interest.
- Refusal: A deliberate failure or unwillingness to carry out a legal or ethical duty required of a township official or employee.
- Recusal: The act of removing oneself entirely from participation in a matter due to a real or perceived conflict of interest, including discussion, voting and presence during deliberations.
- Violation: Any action or omission that breaches this code, Michigan law, or township policy, including misuse of position, failure to disclose conflicts, or inappropriate use of resources.

-Fiduciary Duty: Township officials must act in the best interests of the Township and its residents, avoiding personal or financial conflicts that could compromise their ability to remain impartial or erode public trust.

5. Conflict of Interest (MCL 15.321-15.330)

- Disclose any personal, family, or financial interest related to township business.
- Do not vote or participate in decisions where a conflict exists.
- Do not use your position for personal benefit or that of others.

6. Gifts and Gratuities (MCL 15.342(6))

- Do not accept gifts, meals, or favors from anyone doing business with the township.
- Gifts over \$25 must be reported to the Township Clerk within 7 days.

7. Use of Public Resources (MCL 15.342a)

- Township property, staff time, email, or equipment must not be used for personal, political, or campaign activity.

8. Confidential Information (MCL 15.342(8))

- Do not share or misuse township records or conversations.
- Information learned as an official must not be used for personal gain.

9. Meetings and Public Conduct (MCL 15.261 et seq.)

- Follow the Open Meetings Act.
- Speak respectfully.
- Focus debate on policies and ideas—not individuals.
- Attend meetings prepared and on time.

10. Public Statements

- Clearly state when you are expressing a personal opinion.
- Do not misrepresent township policies.

11. Reporting Violations and Enforcement

- Report suspected violations to the Township Supervisor or Clerk.
- The Township Board may investigate and act according to MCL and township rules.
- Consequences may include warnings, censure, removal from committees, referral to legal authorities, or other actions permitted by law.

12. Relationship to Other Laws and Policies

This Code works alongside:

- Michigan's Ethics Act (MCL 15.341 et seq.)
- Township employment policies and ordinances
- Grand Traverse County Code of Ethics

13. Annual Agreement

All covered individuals must sign the following each year:

I have read and agree to follow the Whitewater Township Code of Ethical Conduct. I understand it is my duty to serve with honesty, fairness, and in compliance with the law.

Signature

Date

Adopted on

[Insert Date]

By

Whitewater Township Board

www.whitewatertownshipmi.gov

WHITEWATER TOWNSHIP BOARD

RESOLUTION #2025-14

Resolution to Adopt the Whitewater Township Code of Ethical Conduct

****WHEREAS****, the Whitewater Township Board of Trustees recognizes the importance of maintaining public trust, transparency, and integrity in all township operations; and

****WHEREAS****, the Board acknowledges its responsibility to adopt clear ethical standards to ensure that elected officials, appointed officials, employees act in the best interests of the residents of Whitewater Township; and

****WHEREAS****, the Michigan Compiled Laws (MCL 15.321-15.342) and the Open Meetings Act (OMA) establish legal frameworks for transparency, conflicts of interest, and ethical obligations of public officials; and

****WHEREAS****, the Whitewater Township Board seeks to align township policy with best practices, consistent with Grand Traverse County's Code of Ethics and the Michigan Township Association's recommendations;

****NOW, THEREFORE, BE IT RESOLVED**** that the Whitewater Township Board of Trustees hereby adopts the attached ****Whitewater Township Code of Ethical Conduct & Governance Policy****, effective immediately upon passage of this resolution.

****YEAS:**** _____ ****NAYS:**** _____

State of Michigan }
Grand Traverse County}
 }

****CERTIFICATION****

I hereby certify that the foregoing is a true and complete copy of Resolution #2025-14 adopted by the Whitewater Township Board of Trustees at a meeting held on September 11, 2025, at which a quorum was present.

Wendy Hoeksema
Whitewater Township Clerk

Code of Ethics

I. PURPOSE

The purpose of this policy is to establish guidelines for public officers and employees of Grand Traverse County. Public office and public employment must maintain public confidence in the integrity of government. Therefore, it is expected that all County Commissioners, County-wide Elected Officials, appointees of the Board of Commissioners and employees of Grand Traverse County will perform the duties of their office or employment with an emphasis on fair dealing, responsibility, accountability and transparency. The purpose of this policy is to set forth the standards of ethical conduct in matters related to county affairs.

II. GUIDELINES

- A. Work for the common good of the people of Grand Traverse County and not for any private or personal interest and strive to provide fair and equal treatment for all people, claims and transactions coming before the Board of Commissioners.
- B. Comply with the Constitution of the United States, the Michigan Constitution, Michigan and Federal law, and Grand Traverse County policies and procedures in the performance of their public duties. Commissioners shall also comply with the Rules and Regulations adopted by the Board of Commissioners.
- C. Not solicit or accept a gift or loan of money, goods, services, benefits, privileges, favors or any other thing of value which tends to influence the way official duties are performed. Excepting the following:
 - 1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
 - 2. Any contribution that is lawfully made or event that is lawfully held under the Campaign Finance Laws of the State of Michigan.
 - 3. Anything provided by an individual based on a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position of the recipient and not because of personal friendship.
 - 4. Food or refreshments not exceeding \$200.00 per person in value on a single calendar day.
- D. Use County resources, property, and funds judiciously and solely in accordance with prescribed constitutional, statutory, and regulatory procedures and not for personal gain or benefit.
- E. Not engage in a business transaction which may profit from his or her official position or authority or benefit financially from confidential information which has been obtained by

reason of that position or authority, and such information has not come into the public domain at the point at which the transaction occurred.

- F. Except as otherwise permitted by law, not participate in the negotiation or execution of contracts, making of loans, granting of subsidies, fixing of rates, issuance of permits or certificates, or other regulation or supervision relating to a business entity in which he or she has a personal financial interest.
- G. Not participate in approving, disapproving, voting upon, recommending or otherwise acting upon any matter in which he or she has a direct or indirect financial interest or there is a personal conflict without disclosing the full nature and extent of the interest to the Board of Commissioners on record and complying with any other Michigan statutory requirements which may apply.
- H. Not engage in or accept private employment or render services for private interest when such employment or service is incompatible or in conflict with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties.
- I. Treat all individuals fairly and with respect, regardless of their race, religion, national origin, culture, age, sex, gender identity, disability, or any other factor.
- J. Not engage in harassment or harassing behavior of any other person having dealings with the County.
- K. Respect the privacy of employees. Employee records will be used only as necessary for business needs. Employee information shall only be shared for business reasons consistent with applicable law.
- L. Protect County assets, such as equipment, supplies, cash, inventory, and information against misuse and/or misappropriation.
- M. Maintain security for all County information which is confidential or sensitive in nature. Such information includes documents, files, and databases that may be kept on paper, electronically, or on film. Retention and destruction of such information shall be done in accordance with guidelines set by state laws and regulations.
- N. Use of E-mail, Internet, and County Intranet – Grand Traverse County has developed specific policies regarding use of County e-mail, the Internet, and the County's Intranet while on County time or using County computers. All data stored on County computers and networks, including email either received or sent is County property and is not private, unless required by law.
- O. Unless expressly authorized by the County Administrator, an employee or elected or appointed official shall not use the official County seal for any private use.
- P. An employee or elected or appointed official may express personal views with respect to public issues. However, he or she shall not, by use of his or her position or otherwise, represent those personal opinions or views as those of the County.

III. DEFINITIONS

- A. "Conflict of Interest" means either of the following (*Note "Commissioner" is used below but these definitions may also apply to County-wide elected officials, appointees and county employees):
1. A direct personal interest of the Commissioner, a current business partner of the Commissioner, a Commissioner's immediate family member, or a Commissioner's immediate family member's current business partner in the outcome of a cause, proceeding, application, or other matter pending before the body. Although the facts of a given situation may not rise to a legally prohibited conflict of interest, these types of direct personal interests should be disclosed and reviewed prior to acting on a matter before the Board of Commissioners.
 2. A direct financial interest of the Commissioner, a current business partner of the Commissioner, a Commissioner's immediate family member, or a Commissioner's immediate family member's current business partner in the outcome of a cause, proceeding, application, or other matter pending before the body. Although the facts of a given situation may not rise to a legally prohibited conflict of interest, these types of direct financial interests should be disclosed and reviewed prior to acting on a matter before the Board of Commissioners.
- B. "Current Business Partner" means a person or company with which the Commissioner or the Commissioner's immediate family member is sharing business ownership or management. This would also include the Commissioner's or immediate family member's employer.
- C. "Direct Interest" whether personal or financial, is direct if all of the following apply: (1) not common to other members of the Commission, (2) connected to the Commissioner, immediate family member, or current business partner without conjecture, and (3) connected to the Commissioner, immediate family member, or current business partner without multiple intervening parties or factors.
- D. "Disclose" means a full and honest description of the relationship or interest that underlies the conflict of interest or reasonable appearance of a conflict of interest. This disclosure must take place either (1) in writing prior to an open meeting where the matter or cause is to be deliberated or acted upon, or (2) during the open meeting but prior to the matter or cause being deliberated or acted upon.
- E. "Financial Interest" means a pecuniary interest that could accrue gain or suffer loss due to the outcome of the cause, proceeding, application, or other matter.
- F. "Gift" does not include promotional items of nominal value such as calendars or pens. "Gift" also does not include "give-away" items or prizes that are provided at conferences, seminars, formal training sessions, so long as such items are equally available to all attendees. "Gift" also does not include any donations that have been made to a county office or department for the general use by the office, or persons served by the office.
- G. "Immediate Family Member" means a spouse, domestic partner, child (including stepchild), parent (including stepparent), grandparent, sibling, aunt or uncle, or brother or sister-in-law.

- H. "Personal Interest" is an interest where a non-financial benefit would inure to the Commissioner, immediate family member, or current business partner.

IV. Reporting Process

County Commissioners, County-wide Elected Officials, appointees of the Board of Commissioners and employees of Grand Traverse County have a responsibility to report concerns about potential unethical behavior. Additionally, any person may complain in writing that one or more County Commissioners, County-wide Elected Officials, appointees of the Board of Commissioners and employees of Grand Traverse County have acted unethically. Such concerns or questions about whether actions are considered unethical or a violation of applicable law or this Code of Ethics Policy can be reported to the Human Resources Director or County Administrator, and they will investigate claims deemed credible and may resolve them through internal processes. However, if the Human Resources Director or County Administrator believes that a particular ethics complaint poses a potential conflict for an internal investigation by their respective offices, either the County Administrator or the Human Resources Director may refer the complaint to an ethics panel to complete an investigation. Notice will be provided to a complainant in the event the complaint is resolved Administratively along with information for an appeal procedure to the Board of Commissioners. The appeal shall be in writing and submitted to the Chair of the Board of Commissioners within 21 calendar days from the date of the notice. Upon receipt of a timely appeal the Chair of the Board of Commissioners shall determine whether to refer the matter to the ethics panel. If the appeal is not timely or not referred to the ethics panel, the matter will be deemed resolved based on the original notice of the complainant.

It shall also be a violation of this policy for any complainant to make a baseless allegation of unethical behavior that is made with reckless disregard for the truth and that is intended to be disruptive or to cause harm to another individual. Any violation of this section may result in enforcement action under the Code of Ethics.

V. Investigative Procedure

- A. Administrative investigations (i.e. those not referred by either the Human Resources Director or County Administrator to an ethics panel) will be handled in accordance with applicable law and policy. In the event the investigation results in the finding of a policy violation of the Code of Ethics by a County Commissioner, County-wide Elected Official or an appointee of the Board of Commissioners this information will be submitted to the Board of Commissioners for review and consideration.
- B. If the County Administrator or Human Resources Director elects to refer to a Code of Ethics complaint to an ethics panel, the allegations of violations shall be promptly investigated.
 - 1. The Chairperson of the Board of Commissioners, or the Vice-Chairperson, if the complaint involves the Chairperson, shall appoint a chairperson and two additional members to an ethics panel. The members of the ethics panel may be a member of the Board of Commissioners, an employee of the County, or any other suitable person. In naming members of the panel, the Chairperson of the Board of Commissioners shall consider the nature of the complaint, and the identity of the person or persons complained of and shall endeavor to select persons in a position to render independent, informed and considered judgment.
 - 2. The ethics panel shall consider the original complaint as well as such additional matters as are necessary to understand and take measures to resolve the complaint. The ethics panel may act with the degree of formality they deem appropriate under the circumstances.

3. Ordinarily, in conducting the investigation, the ethics panel or designated corporate counsel or special legal counsel engaged for such purpose, should contact the person making the written complaint, as well as the person named or specified in it, and if deemed appropriate and necessary set up interviews in which the complaint and any response may be heard.
4. At the conclusion of the investigation, the ethics panel shall document its findings along with its recommendations to the County Administrator and Board of Commissioners, along with any other appropriate designated personnel. By way of illustration, the ethics panel may recommend that the Board of Commissioners take one or more of the following actions:
 - a. Determine whether the complaint was not well-founded or that the actions complained of in it were not unethical, and therefore no corrective measures are necessary.
 - b. Determine that although the Code of Ethics was infringed upon in a technical sense, the matter complained of is immaterial, unavoidable, or insubstantial, and then decide that no corrective action is warranted.
 - c. Mediate or seek a resolution of a disagreement between the writer of the complaint and the person named in it.
 - d. Accept an assurance from the person named in the complaint that such a situation will or shall not arise again.
 - e. Make appropriate suggestions to County staff as to improve methods of handling similar situations in the future.
 - f. Suggest possible amendments to Board Rules, of this Code of Ethics, or any other policies of the County to minimize the likelihood of future issues.
 - g. Issue a public statement or letter regarding the person's conduct, including, but not limited to, findings regarding the alleged ethical violation, and provide supporting documentation and detail as warranted.
 - h. Recommend adoption by the Board of Commissioners of a resolution of formal censure.
 - i. Contact appropriate prosecutorial agencies regarding potential criminal investigation and charges.

VI. Enforcement

County Commissioners, County-wide Elected Officials, appointees of the Board of Commissioners and employees of Grand Traverse County who violate the provisions of this Code of Ethics may be subject to censure from the Board of Commissioners for an elected official, removal for an appointed official subject to MCL 46.11(n) or disciplinary action up to and including discharge or termination for an employee. County-wide Elected Officials may be required to make a report under oath to the County Board of Commissioners pursuant to MCL 46.11(k).

VII. Implementation

As an expression of the standards of conduct for County Commissioners, County-wide Elected Officials, appointees of the Board of Commissioners and employees of Grand Traverse County employees, this Code of Ethics and Conduct is intended to be self-enforcing. For this reason, the Code of Ethics shall be included in the regular orientations for County Commissioners, County-wide Elected Officials, appointees of the Board of Commissioners and employees of Grand Traverse County. At the first organizational meeting of the County of Commissioners in January of each year, County Commissioners' entering office shall sign a statement affirming that they have read and understand the Code of Ethics for Grand Traverse County.

Note: Any questions related to the content of this policy, or its interpretation, should be directed to Human Resources.

Whitewater Township Parks and Recreation Advisory Committee

Bylaws

The following rules of procedure are hereby adopted for the Whitewater Township Parks and Recreation Advisory Committee to facilitate the performance of its duties as outlined by the Whitewater Township Board of Trustees and General Ordinance No. 48.

SECTION 1: Membership

- A. Membership Size** The Parks and Recreation Advisory Board shall consist of five (5) members and may have two (2) alternate members.
- B. Membership Terms of Office** Members are appointed by the Whitewater Township Board of Trustees for staggered three year terms and expire on December 31. Members are expected to serve until their term expires and a successor has been appointed as provided above.
- C. Membership Departure** Members who are unable or unwilling to serve the entire terms for which they were appointed or who do not wish to be considered for reappointment shall provide sixty (60) days advance written notice of that fact to the Whitewater Township Board of Trustees so that a successor may be appointed and approved in a timely manner that does not require the Committee to function with less than the five (5) members provided.
- D. Membership Qualification** All members shall be either qualified electors of the Township of Whitewater or a property owner within the Township.
- E. Liaisons** The Township Board Representative (including agents or consultants) shall have the ability to participate in discussions of the Committee during their meetings.
- F. Park Manager** The Township Park Manager shall attend meetings, update PRAC on current projects or needs, have the ability in discussions of the Committee during their meetings.

Section 2: Officers

- A. Selection and Tenure** At the first regular meeting each January, the Parks and Recreation Advisory Committee shall select a Chairperson, Vice Chairperson, and Secretary. All officers shall serve a term of one year and shall be eligible for re-election for consecutive terms for the same office. The newly elected officers shall assume their responsibilities at the next regular meeting. If due to unforeseen circumstances, the Parks and Recreation Advisory Committee is unable to elect officers at the January meeting, those officers whose terms as officers have expired and who remain as active members of the Parks and Recreation Advisory Committee shall continue their services as officers until elections are held.

PRAC
approved 5-20-25

- B. Chairperson** The chairperson shall prepare the agenda for the meetings, shall preside at all meetings and perform such other duties as may be ordered by the Township Board of Trustees.
- C. Vice Chairperson** The Vice Chairperson shall act in the capacity of the chairperson in his/her absence.
- D. Secretary** The Secretary shall be responsible for secretarial duties, including signing official committee documents, taking roll call, recording any motions and votes, taking record of the meeting discussions, recommendations and actions taken by the Committee in form of draft meeting minutes.

SECTION 3: Meetings

The business of the Parks and Recreation Advisory Committee shall be conducted at a public meeting held in compliance with the Open Meetings Act.

- A. Regular Meetings** Meetings of the Parks and Recreation Advisory Committee shall be held on the third Tuesday of each month. All meetings shall take place at Whitewater Township Hall, 5777 Vinton Road, Williamsburg, MI 49690 at 7:00 P.M. When a regular meeting falls on a legal holiday or upon a day resulting in a conflict, the Parks and Recreation Advisory Committee shall, if possible, select a suitable alternate meeting date in the same month as the originally scheduled meeting. If a meeting is to be held at a location other than the Township Hall, notice shall be posted at the Township Hall and on the Township website.

Notice of regular Parks and Recreation Advisory Committee meetings shall be posted at the Township Hall each year in accordance with the Open Meetings Act and on the Township website.

- B. Special Meetings** Special meetings may be called by written request to the clerk, by the Chairperson, or by at least two members of the Parks and Recreation Advisory Committee. Notice of special meetings shall be given to the members of the Parks and Recreation Advisory Committee at least 48 hours prior to the meeting. Such notice shall state the purpose, time and location of the special meeting and shall be posted at the Township Hall and on the Township website in accordance with the Open Meetings Act.
- C. Agenda** The chairperson shall be responsible for preparing a tentative agenda, with the input of the board representative, for Parks and Recreation Advisory Committee meetings. The agenda may be modified by quorum of the Committee. In the instance of a special meeting, the agenda may be modified only with all members present at the meeting and in agreement.
- D. Quorum** Three (3) members of the Parks and Recreation Advisory Committee shall constitute a quorum for transacting business.
- E. Voting** Actions or motions placed before the Parks and Recreation Advisory Committee may be adopted by a majority vote of the members present and voting, as long as a quorum is present. Voting shall be by voice vote; by consensus, or a roll call vote shall be

required if requested by any Committee member or directed by the Chairperson. Except in the case of conflict of interest, all Parks and Recreation Advisory Committee members, including the Chairperson shall vote on all matters.

- F. **Public Records** All meetings, minutes, records, documents, correspondence and other materials of the Parks and Recreation Advisory Committee shall be open to public inspection in accordance with the Freedom of Information Act, except as may otherwise be provided by law.
- G. **Parliamentary Procedure** Parliamentary procedure in Parks and Recreation Advisory Committee meetings shall be governed by Roberts Rules of Order.

SECTION 4: Duties of the Parks and Recreation Advisory Committee

The Parks and Recreation Advisory Committee shall perform the following duties:

- A. Prepare, review and update a Recreation Plan as a guide for development of recreation areas within the Township's jurisdiction.
- B. Prepare an annual report to the Township Board of Trustees of the Parks and Recreation Advisory Committee's operations and the status of planning activities, including recommendations regarding actions by the Township Board related to parks and recreation.
- C. Perform other duties and responsibilities or respond as requested by the Township Board or the board liaison to the Parks & Recreation Advisory Committee.

SECTION 5: Absences and Removals

- A. To be excused, members of the Committee shall notify the Parks and Recreation Advisory Committee Chairperson when they intend to be absent from a meeting. Failure to make this notification prior to the meeting shall result in an unexcused absence.
- B. Members may be removed by the Township Board of Trustees for misfeasance, malfeasance or nonfeasance in office upon written charges and after a public hearing.

SECTION 6: Conflict of Interest

During the Declaration of Conflict of Interest portion of the agenda, Parks and Recreation Advisory Committee member (s) shall disclose the potential conflict of interest to the Committee. Failure of a member to disclose a potential conflict of interest as required by these bylaws constitutes malfeasance in office.

In the event that a conflict is declared, the member shall remove themselves from the meeting table until the agenda item is concluded.

SECTION 7: Compensation

Parks and Recreation Advisory Committee Members, the Board Liaison and will receive compensation on a per meeting basis as determined by the Township of Whitewater Board of Trustees. Advisory Committee Members may receive reimbursement for travel and expenses with recommendation by the Advisory Committee and approval by the Township Board of Trustees.

SECTION 8: Order of Business

The order of business shall be as follows:

1. Call to Order
2. Roll Call of Advisory Committee Members
3. Set/Adjust Meeting Agenda
4. Declaration of Conflict of Interest
5. Public Comment
6. Approval of Minutes of Previous Meeting (s)
7. Correspondence
8. Reports/Presentations/Announcements/Comments
9. Unfinished Business
10. New Business
11. Public Comment
12. Adjournment

SECTION 10: Amendments

These bylaws may be amended at any time following a recommendation of the majority of the membership of the Parks and Recreation Advisory Committee. A copy of amended Bylaws to be sent to the Clerk to have on file and sent to the board for their reference.

Adopted by the Parks & Recreation Advisory Committee at their regular meeting held on May 20, 2025

Whitewater Township

Board Communication



Date: September 3, 2025
From: Tim Arends, Trustee/Deputy Supervisor
Subject: Board Rules – Public Comment

At a recent meeting of the Planning Commission there was confusion between the commission and a public commentor regarding the rules for public comment. Specifically, what “No person shall be allowed to speak more than once on the same matter.” We have two public comment periods, and I would guess that it means you can’t talk about one issue in your first public comment, and again in your second public comment? If so, why not?

The following change I propose would create more clarity for the board and public on the conduct of public comment (agenda item E.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 need to answer board member questions.”

This would be a change to section 2.4d in the Policy and Procedure manual. If you agree to this change the following motion would be appropriate:

Motion to approve a change to policy rule 2.4d - meeting agendas part E.4. to read “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 questions.”

