WHITEWATER TOWNSHIP BOARD
AGENDA FOR SPECIAL MEETING – December 18, 2024
8:30 a.m. at the Whitewater Township Hall
5777 Vinton Road, Williamsburg, MI 49690
Phone 231-267-5141/Fax 231-267-9020

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

Whitewater Zoom is inviting you to a scheduled Zoom meeting.
Time: Dec 18, 2024 08:30 AM Eastern Time (US and Canada)

Join Zoom Meeting

https://us06web.zoom.us/j/82508061260?pwd=bpwguZXTCqOmXuVwT6ElbVshCAkAPQ.1

Meeting ID: 825 0806 1260

Passcode: 684785

Dial by your location: 309 205 3325 US, 312 626 6799 US (Chicago),

646 558 8656 US (New York), 301 715 8592 US (Washington DC), 305 224 1968 US

Find your local number: https://us06web.zoom.us/u/keD56Vybrl

Whitewater Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities upon reasonable advance notice. Contact the Township Clerk at 231.267.5141 Ext. 24 at least 5 days in advance of the meeting.

A. Call to Order

B. Roll Call of Board Members

C. Set/Adjust Meeting Agenda

D. Declaration of Conflict of Interest

E. Public Comment. Any person shall be permitted to address a meeting of the township board. Public comment shall be carried out in accordance with the following board rules and procedures:
   1. Comments shall be directed to the board, with questions directed to the chair.
   2. Any person wishing to address the board shall speak from the lectern 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 member's questions. The chair shall control the amount of time each person shall be allowed to speak, which shall not exceed five (5) minutes.

F. Correspondence – None

G. Agenda Items as Listed in the Special Meeting Notice:

1. Lossie Road Nature Trail Improvement Funding – ARPA - Slopsema
2. Laptop Purchase - Slopsema
3. IT Infrastructure Improvement – Koester

H. Board Comments/Discussion

I. Public Comment

J. Adjournment

WHITEWATER TOWNSHIP

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

DATE: 12/16/2024

TO: WHITEWATER TOWNSHIP BOARD

FROM: LINDA SLOPSEMA

SUBJECT: LOSSIE ROAD NATURE TRAIL ARPA FUNDING

The week of December 9, 2024 myself and Treasurer Jill Koester met with and reviewed the attestation memo sent to Grand Traverse County by Supervisor Popp dated 10/23/2024 concerning the Lossie Road Nature Trail (LRNT) Improvement Project status with Grand Traverse County Finance Director Dean Bott and Special Projects Coordinator Jenny McKellar.

Upon detailed review referencing the U.S. DEPARTMENT OF THE TREASURY Coronavirus State & Local Fiscal Recovery Funds (SLFRF): Overview of the Final Rule documentation, it was determined that the LRNT project to-date does not meet the criteria for funds to be fully obligated by 12-31-2024. Specifically, Whitewater Township does not have a contract nor purchase order in place to execute the project and will not be able to do so prior to 12/31/2024.

In order to preserve the benefit of the ARPA grants to the township, I recommend we redirect the $177,153 ARPA funds planned for the LRNT Project (GT County ($95,917) + WWT ($81,236) to the already contracted purchase of a new fire pumper truck which is $549,719.

NOTE: Whitewater Township has already allocated $93,077 of ARPA funding to the fire truck purchase.

Final payment and delivery of the fire truck by CSI Emergency Apparatus, LLC is expected by September 2025, per the agreement in place, which meets the SLFRF requirements to expend all ARPA funds by 12/31/2026.

Recommended motions:

Motion to revise ARPA SLFRF reporting to delete the WWT Recreation project and increase the Fire Engine Replacement project from $93,077.33 to $174,256.10.

Motion to request Grand Traverse County Board of Commissioners to redirect the Whitewater Township $95,917 ARPA award from the Lossie Road Nature Trail project to the Fire Engine Replacement project.

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October 23, 2024

Ms. McKellar -

At the October 8, 2024 meeting of the Whitewater Township Board, the following motion was offered by Glenn and seconded by Popp. Motion authorizing the supervisor to provide an ARPA Fund Status Update to Grand Traverse County Administrator Nate Alger regarding the Township's Grand Traverse County ARPA Project by October 30, 2024. After approximately 6 minutes of board discussion a roll call vote was held with Glenn, Popp, and Vollmuth supporting the motion and Goss dissenting. Note, the clerk did not call board member Benak's name (absent) and therefore was not part of the roll call vote. The motion passed.

As requested, here is a list of activities and milestones thus far attributed to the Grand Traverse ARPA Funds Grant process, immediately followed by the attestation statement.

Now the list:

1) Submitted two requests on September 29, 2022 to Grand Traverse County ARPA Funds Grant Process for consideration. One for Battle Creek Natural Area Trail Restoration and Improvements and the second for Lossie Road Nature for Trail Wetlands Mitigation and Improvements.

2) January 11, 2023 Whitewater Township received notice from Grand Traverse County the township had been selected as a recipient of the ARPA grant money for the Lossie Road Nature Trail Wetlands and Improvements Project.

3) April 11, 2023 Members of the Whitewater Township's Park and Recreation Advisory Committee (PRAC) met with representatives from EGLE and the Grand Traverse Conservation District to walk the trail as a preapplication meeting to assess the trail conditions, the EGLE permit process, and general discussions of this project.

4) Summer of 2023 PRAC sought estimates on trail engineering services as detailed in the ARPA Funds Grant Application. Multiple bids that varied greatly on work scope and projects costs resulted. To further define the project, township general funds were used to commission Gosling Cuzbak for preliminary engineering services. Once completed a project scope of work (SOW) could be determined and a comprehensive request for proposal (RFP) for project engineering could be generated.

5) December 2023 an agreement to accept a grant of $95,917 Grand Traverse County ARPA funds was signed by two Whitewater Township board members, and by Grand Traverse County.

6) July 2024 Gosling Cuzbak's preliminary engineering report was presented to PRAC. The report put the township on notice of the following:

   a) The preliminary engineering was performed utilizing field observations and aerial imagery only, no topographic survey or wetland delineation were performed for this work.

   b) Lossie Road Nature Trail was not 3 miles in length as defined in the Townships 2021-2025 Recreation Plan and on the Grand Traverse County ARPA Fund Grant Application. The actual length is 1.75 miles.

   c) At the request of a single PRAC member, preliminary engineering would not include the east 1/3 third of the existing Lossie Road Nature Trail.

   d) Trail widths vary from 5 to 7 feet. The lower areas in wet conditions are not favorable or appropriate for a proper nature trail and are not traversable with typical hiking boots. It is estimated that approximately 1,620' of existing trail exhibits these wet trail conditions.

   e) The existing trail surface does not meet accessibility standards nor do the existing west and east unimproved gravel-grass parking areas.

   f) There is an approximate 350' section of trail, 0.12 miles from the main west parking area, that exhibits trail grades in excess of 15% which does not meet accessibility standards regardless of trail surfacing type.

   g) To overcome the steeper trail grades of this section, would require a significant amount of cut/fill, tree removal, and disturbance of the natural area, increasing potential for erosion issues and long-term maintenance concerns and costs. It is our opinion that the work needed to make this section accessible would not be practical due to the terrain, and would fundamentally alter the function and purpose of the facility setting. Since this section of trail is not intended to be made accessible, adjacent trail accessibility upgrades may appear misleading, i.e. creating an accessible west parking area with accessible aggregate trail section only to encounter the steep section that cannot be overcome. We would suggest focusing accessibility efforts for this trail on other sections during future projects if feasible, potentially the east side parking area to Battle Creek bridge, or at other Township nature trail facilities that may not have the difficult terrain conditions that are present along this current project's route.

   h) Proposed trail treatments are to address the 1620 feet of low wet trail areas and replace the pedestrian timber bridge.

   i) Future wetland delineation of the project area as well as discussion with EGLE permitting agents will help determine the limits of wetland and floodplain areas that would be of concern during the EGLE permitting process. The actual presence and location of any regulated floodplain will help determine final floodplain fill quantities, and amount of project fill could be reduced by modifying the total length of trail improvements.

   j) Utilizing the provided conceptual design and cost information, the Township should review and determine if they wish to pursue future phases of final engineering, permitting, bidding, and project implementation.

k) Estimated project cost $150,000.00

7) October 2024 Whitewater township Board reviewed the July 9, 2024 Gosling Cuzbak preliminary engineering report with two members of PRAC. Following significant often contentious debate on the topics listed above, plus others, a majority of the board members compromised to pass the following motion:

Motion by Popp second by Glenn to generate a request for proposal for engineering services for Lossie Road Nature Trail west 2,300 feet incorporating 15% grade slope of trail and wetland section of trail. A roll call vote was held with Glenn, Popp, and Vollmuth supporting the motion and Goss dissenting. The motion passed.

Attestation, the Whitewater Township Board will expend the Grand Traverse ARPA Fund Grant Funds of $95,917 in combination with 27.5% of Whitewater Township's $295,404.38 direct ARPA award funds ($81,236.20) to make a trail improvement project of the west most 2,300 feet of Lossie Road Nature Trail consistent with Township or Funding Agency procurement and construction requirements by December 31, 2026.

Whitewater Township Supervisor

Attest By: Michael S. Dwyer

Printed Name Michael S. Dwyer

Date: Oct, 23 2024

By:

Ron Popp

Date: Oct 23, 2024

WHITEWATER TOWNSHIP

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12/17/2024

TO: Township Board

FROM: Supervisor Linda Slopsema

SUBJECT: LAPTOPS FOR TREASURER'S OFFICE

Due to the age of the Treasurer's office computer equipment, 2 laptops are requested:

ITEM	COST
(2) LAPTOPS	2550
(1) DOCKING STATION	115
SOFTWARE – (2) LAPTOPS	870
CARBONITE BACKUP – 500 GIG	850
10 HOURS OF SUPPORT	1600
TOTAL	**$5,985**

Motion to approve urgent purchase of (2) laptops from Social Explorations per quotes provided on 12/16/2024 not to exceed $7,500.

ESTIMATE

Social Explorations, LLC
12007 S. Tager Road
Cedar, MI 49621

noah@socialexplorations.org
231-313-6761
www.socialexplorations.org

Bill to
Jill Koester
Whitewater Township
5777 Vinton Road
Williamsburg, MI 49690

Ship to
Jill Koester
Whitewater Township
5777 Vinton Road
Williamsburg, MI 49690

Estimate details

Estimate no.: 5232054
Estimate date: 12/16/2024
Expiration date: 12/24/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		**hardware**	ASUS Vivobook Pro Business 16" WUXGA AI Ultra Laptop, Intel Core 5 120U, 40GB RAM, 2TB SSD, Fingerprint Reader, Facial Recognition, Privacy Camera	3	$1,275.00	$3,825.00
2.		**hardware**	Docking Station USB C Laptop Docking Station, 14 in 1 Type C Hub Multiport Adapter Dongle with 3 Monitors, Dual HDMI, VGA, PD, Ethernet, SD/TF, USB C/A Ports, Mic/Audio	1	$115.00	$115.00

Total **$3,940.00**

Expiry date 12/24/2024

Note to customer

Please note: This is for a box sale of three laptops and docking stations. Tax and shipping is built into price. This is only a hardware price and does not involve setting up each PC, copying data, etc. Labor is billed separately

Accepted date **Accepted by**

ESTIMATE

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Estimate details

Estimate no.: 5232055
Estimate date: 12/17/2024
Expiration date: 12/24/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		**Trend Worry Free Hosting**	Trend Worry Free Business Solutions - AntiVirus Hosting and Subscription per 12 month calendar year.	10	$45.00	$450.00
2.		**exchange**	GOVERNMENT ED - From Ingram Micro via Social Explorations Partner - PER YEAR - 12 Month Calendar Year Microsoft Office 365 Standard Desktop versions of Word, Excel, PowerPoint, and Outlook Webinars with attendee registration and reporting Collaborative workspaces to co-create using Microsoft Loop Video editing and design tools with Microsoft Clipchamp Identity, access, and user management for up to 300 employees Custom business email (you@yourbusiness.com) Web and mobile versions of Word, Excel, PowerPoint, and Outlook Chat, call, and video conference with Microsoft Teams 1 TB of cloud storage per employee.	10	$150.00	$1,500.00
3.		**software**	Adobe Acrobat PRO 12 Month Subscription 12 Month Calendar Renewal	1	$2,398.80	$2,398.80

4.	**carbonite**	Carbonite 500 GIG Shared Plan. PER 12 month calendar year Additional 100 GB storage can be purchased for an additional $99 per 100GB annually	1	$850.00	$850.00

Total **$5,198.80**

Expiry date 12/24/2024

Note to customer

Basing this on a total user count of 10. This number can be increased or decreased easily.
Carbonite is an annual renewal and is billed for 12 months at a time.

Microsoft and Adobe can be billed monthly, but price will change slightly as per month is more expensive than a 12 month purchase.

Using this estimate, your hypothetical monthly outlay for Microsoft, Trend Micro and Adobe would be: ($450+1,500+2398.80)/12 = $362.40 per month

This estimate is for software and services only. Labor to install and setup is not included and will be billed at either a standard hourly rate or deducted from a pre-purchased block of time.

• 10 Hour Prepaid Block of time: $1,600 ($160/hr)
• 15 Hour Prepaid Block of time: $2,250 ($150/hr)
• 20 Hour Prepaid Block of time: $2,800 ($140/hr)
• 50+ Hour Prepaid Block of time: $6,500 ($130/hr)
• Contract clients have priority support over non contract clients. Weekend or after hours support billed at same rate.
• We only sell a limited number of contra

Accepted date **Accepted by**

Social Explorations, LLC
Noah Creamer

12.17.2024

Whitewater Township
Attention: Jill & Linda
RE: Existing Network vs. Plan

Existing Network:

1. No onsite or cloud server.
    a. No domain controller, no DNS server present
2. Wired & WiFi network.
    a. Cat 5e/6 Cable terminating into a main switch (GIG E)
    b. WiFi Access Point
3. No Backups present on the network.
4. Antivirus software is outdated and or missing and or a different product all together.
5. Microsoft Office software is a mix of Office 2010/2016, and 365 Home.
6. Computers are primarily laptops with mixed operating systems ranging from Windows 10 to Windows 11. Home and PRO mixed in.
7. Little to any security on the laptops.
8. No administration panel for email and other software present.

Proposed Plan:

1. Purchase a Microsoft Office 365 Standard Business license for all users on the network. It has been estimated to be 10 computers.
    a. Current .GOV domain which is not being used, will be configured for use with Microsoft Exchange with 10 email accounts setup.
        i. Existing .ORG email accounts will need to stay where they are, but forwarded individually to each new .GOV email account for a period of time.
    b. PC Login will be unified to use the actual users @gov email address with a unified/synced password for both PC and Exchange Email.
    c. Microsoft OneDrive (1TB) will be setup for each user on their respective computer using the same unified @GOV username and password.
2. Computer Names will be changed to reflect the actual username or the department that the PC belongs to.
3. Trend Micro WorryFree Business security will be installed on all computers. Admin control panel will be enabled for an onsite admin if needed. Otherwise, offsite admin will be Social Explorations, LLC.
4. Data from PC will be moved into the users OneDrive folder.
5. A shared OneDrive folder will be created and designated users will be accessed access or limited access to files/folders. Security permissions are not necessary if you just want an open share.

12007 S. Tager Road – Cedar, MI 49621

Tel: 231.313.6761 – Email: Noah@SocialExplorations.org – Web: www.socialexplorations.com

6. Carbonite 500 GIG Business backup will be installed on all computers. The total combined space for all users is 500 Gigabytes. Additional storage can be purchased in blocks of 100 Gigabytes for an additional $99 per year.
7. In addition to this list, additional software will be installed where needed, such as Adobe PRO, etc. Accounting software is being handled by an outside firm that is working with you to migrate the data to the cloud, an estimated 9 months.

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