

**WHITEWATER TOWNSHIP BOARD**  
**AGENDA REGULAR MEETING – April 09, 2024 & May 14, 2024**  
**9:00 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.

Topic: Whitewater Township Board  
Time: May 14, 2024 09:00 AM Eastern Time (US and Canada)

Join Zoom Meeting  
<https://us06web.zoom.us/j/83134416700?pwd=FJdRdIXu3CByCxwMoR1OblJhNmkeG7.1>

Meeting ID: 831 3441 6700 - Passcode: 207924

Dial by your location: 1 312 626 6799 US (Chicago), 1 646 558 8656 US (New York)  
1 646 931 3860 US, 1 301 715 8592 US (Washington DC), 1 720 707 2699 US (Denver)

Find your local number: <https://us06web.zoom.us/u/kdYFZP7qNf>

*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 /Pledge of Allegiance**
- 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.
5. In order to avoid unscheduled debates, the board generally will not comment or respond to public comment. Silence or non-response from the board should not be interpreted as disinterest by the board.

**F. Public Hearing – None**

## **G. Reports/Presentations/Announcements/Comments**

1. County Board of Commissioners -
2. Fire Department Report – See consent calendar
3. Planning Commission Report – See consent calendar
4. Parks & Recreation Advisory Committee Report – See consent calendar

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## **H. Consent Calendar**

Receive and File

- 1.a Supervisor's Report for March 2024
  - b. No report for April 2024
- 2.a. Clerk's Report March 2024 with Attachments
  - b. Clerk's Report April 2024
- 3.a. Treasurer Report 1.31.2024
  - b. Treasurer Report 2.29.2024
  - c. Treas reports March 2024 for May board pkt
  - d. March 31 2024 Board Packet Treasurer Reports
- 4.a. April Trustee Report Vollmuth
  - b. Heidi Trustee Report 5.14.2024
  
5. a. Trustee report for April 2024 – Glenn
  - b. Trustee report for May 2024 - Glenn
6. Zoning 032024-WhtWtr-FINAL-BdRpt
7. a MMR Report February 2024
  - b MMR Report March 2024
  - c MMR Report April
8. a Fire MonthlyReport3,2024
  - b Fire MonthlyReport4,2024
9. a PC Report April Vollmuth
  - b PC liaison reports for April 3 and April 18
  - c PC Report May 1 24
10. a Historical Society Report for February and March 2024
  - b Historical Society Report for April 2024
11. a Park & Recreation Report March 2024 – None provided
  - b Park & Recreation Report April 2024 – None provided
12. PC Minutes
  - a PC Regular Meeting Minutes 2024.02.07
  - b PC Regular Meeting Minutes 2024.03.06
  - c PC Regular Meeting Minutes 2024.04.03
  
13. PRAC Minutes
  - a PRAC Regular Meeting Minutes 2024.02.20
  - b PRAC Regular Meeting Minutes 2024.03.19

## **Correspondence**

1. CLEANUP DAY June 8
2. Treasurer Report 2.29.2024
3. Grand Traverse Sheriff February
4. Park Rec Report Butler January
5. Whitewater Township Park Report given 3.12.2024

6. Heat in the treasurer's office
- 7.a Proposed Credit Card Policy 4.2024
  - b Proposed Credit Card Policy 5.2024
- 8.a Access to Public Records 4.09.2024
  - b Access to Public Records 5.14.2024
- 9.b Interest Reports For May 2024 Board Packet
10. Mika Meyers April 2024
11. a FOIA Request S-22 Follow Up 4.2024
  - b FOIA Request S-22 Follow Up 5.2024
12. a 2024 Memo PRAC 3.27.2024 meeting
13. a Verisk Building Code Effectiveness 3.2024

### **Minutes for Approval**

1. Whitewater Township Special Board Meeting Draft Minutes 2024.03.05
2. Whitewater Township Special Board Meeting Draft Minutes 2024.03.07
3. Whitewater Township Regular Board Meeting Draft Minutes 2024.03.12
4. Whitewater Township Special Board Meeting Draft Minutes 2024.03.18
5. Whitewater Township Special Board Meeting Draft Minutes 2024.03.19
6. Whitewater Township Special Board Meeting Draft Minutes 2024.03.21
7. Whitewater Township Special Board Meeting Draft Minutes 2024.03.26

### **Bills for Approval**

1. Approval of Alden State Bank Voucher # 50270 thru 50383
2. Approval of Alden State Bank Voucher #50384 thru 50476

**Budget Amendments** Budget Amendments re Zon Admr-Planning Dept 05.02.2024.

**Revenue & Expenditure Report** – [Rev/Expdetailreport - rev 02.29 exp 03.17](#)

[Rev/Expdetailreport – rev 02.29 exp 03.31](#)

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### **I. Unfinished Business**

1. Campground Needs 5.14.2024  
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### **J. New Business –**

1. a ZA Computer Cell phone updated 5.14.2024
2. Government Account Cell Phone Devices
3. a Park Ranger Job Descriptions 3.27.2024
4. Parks & Recreation Manager position\_5.14.2024
5. Park employee pay rates\_5.14.2024
6. Dwyer Phone Stipend 5.14.2024
7. Lawn Maintenance Bid Form 5.2024
8. a Traverse City Public Schools Tax Collecting Resolution
9. a Elk Rapids Public Schools Tax Collecting Resolution from April
10. Park Electrical Upgrades 4.27.2024
11. Molon Repairs of Boat Launch 4.21.2024

12. Proposed Tractor Mower Purchase
13. Expense reimbursement Emerson 5.14.2024
14. Ice merchandiser purchase memo\_COMBINED\_5.14.2024
15. Circle Hill Cemetery
16. Authorize ZA to publish her own Legal Notices 5.08.2024
17. Expense reimbursement Popp 5.14.2024
18. Fake Park Facebook 5.07.2024
19. a Memo Lossie Road Nature Trail 4-1-2024
20. Township Hall HVAC 4.27.2024
21. a 2024 Memo PC Annual Report 3.27.2024
22. a Fire Gmail - Agenda Item
23. Whitewater Revised Insurance quote 2024
24. a clean up day Gmail - Request for agenda item April 2024
25. Resolution #24-11 Request for Township Approval of On-Premises Quota License  
Tramonto Hospitality

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**K. Tabled Items**

1. None

**L. Board Comments/Discussion**

**M. Announcements**

1. Regular Township Board Meeting June 11, 2024 at 9:00 a.m.

**N. Public Comment**

**O. Adjournment**

Whitewater Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities who are planning to attend. Contact the township clerk at 231-267-5141.

**To:** Whitewater Township Board

**From:** Ron Popp, Township Supervisor

**Date:** 5.14.2024

**Re:** Proposed Consent Calendar May 14, 2024 Whitewater Township Board Meeting

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### **Consent Calendar**

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[Rev/Expdetailreport – rev 02.29 exp 03.31](#)

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# Whitewater Township Supervisor's Report

## March 2024

### 1) Citizen observations:

- A. An anonymous caller has questions about cleaning up the properties surrounding the Post Office. The caller did want a code enforcement complaint form. The information was passed along to the Zoning Administrator.
- B. Resident had questions about excavation type business being operated in a residential area. A code enforcement complaint form was provided.

### 2) Office duties:

#### A. Meetings:

- 1) Attended the monthly Supervisor's meeting. Regulating development, Board of Review process, and property annexation were the main topics.
- 2) Board of Review meetings were held on March 5, 11, and 14<sup>th</sup> of the month. This group hears citizen petitions on property taxation. This year was a busy one with 10 petitions being addressed.
- 3) The board met a total of 7 times this month between regular meeting, budget work sessions, Interim Fire Chief interviews, Zoning Administrator interviews, and a budget public hearing, March was a busy month.

### 3. Other Items of Interest:

- 1) We say goodbye to Fire Chief Brandon Flynn. His last day was March 31, 2024 with the Whitewater Township Fire Department. Thank you, Brandon, for your all of your work to support the community. We wish you well. You will be missed!
- 2) Thank you to Training Officer Josh Morgan for accepting the duties of Interim Fire Chief while the Township seeks a replacement fire chief.
- 3) We say goodbye to Zoning Administrator Bob Hall and wish him well.
- 4) Welcome Deborah Graber as the new Zoning Administrator for Whitewater Township. Deb's employment with the township brings the Zoning Administrator back inhouse and should provide a better end user experience. Deb has worked in Antrim and Charlevoix Counties in this role and we look forward to that experience being shared here. We expect some lag time with permit requests during the changeover but will work to keep them to a minimum.
- 5) Welcome to Denise Peltonen the Planning Commission. Denise was a member of the resident outreach committee conducting the Master Plan surveys that were circulated last year.

- 6) No FIOA requests were received in February 2024.
- 7) The Park & Recreation Department is busy with all of this mild weather in the late winter. The new online reservation system will be finished up in the next couple of weeks. The State of Michigan waterways grant in the amount of \$200K was received for construction at the boat launch. Thank you very much Curt Wemple for your assistance! C2AE Engineering Consultants has reached out regarding electrical site plans, final questions about the number of sites impacted were answered and we should see some estimates this month. Plans to meet with Molon and F&V to address stormwater damage will take place after April 15, 2024. The pit toilets at the Boat launch will be replaced this year with a trailer mounted ADA accessible portable restroom facility. The unit is expected to arrive late June 2024.
- 8) During budget talks this year the Board decided to bring lawn maintenance back inhouse for all township properties. The current plan relies on Park Rangers to complete much of this work. The township would really like to find a firefighter who likes to work outdoors and enjoys maintenance type work. Both local equipment companies Ginop and Huston have asked to submit equipment pricing.
- 9) Paul Davis completed the ceiling repairs in the Treasurer's Office Township Hall. A previous contractor caused damage to the ceiling structure which also happens to house the building heating system. Needless to say, the Treasurer's office is a bit chilly. An engineering cost estimate from C2AE is expected in the next few weeks to being final repairs.
- 10) The Township currently has openings on the Board of Review, Park & Recreation Advisory Committee, and the Zoning Board of Appeals. If you have any desire to serve the community in this way, please contact the Supervisor's Office at 231.267.5141 ext. 23 for more information.
- 11) Chief Brandon Flynn has submitted his resignation effective March 31, 2024. His foresight and expertise will be greatly missed. Thank you, Brandon, for the service you have provided residents of Whitewater Township and all of the advice you have given over the last 5 years.
- 12) Rachel Steelman Planning Commission Chairwoman has also submitted her resignation effective March 15, 2024. Thank you, Rachel for leading the Planning Commission the last 12 months. You too will be missed!

Respectfully Submitted,



Ron Popp  
FOIA Coordinator  
Board of Review Recording Secretary  
Whitewater Township Supervisor.



## Clerk's Report March 2024

To: Whitewater Township Board and Community

From: Cheryl A. Goss, Township Clerk

Date: 04/01/2024

**Documents** provided to all township board members via e-mail since last report:

- Synopsis of 02/13/2024 Township Board Meeting, sent 3/4
- Revised Notice of Special Meetings 03/18/2024 through 03/26/2024, sent 3/12
- Second Revised Notice of Special Meetings, sent 3/20
- Proposed Budget as of 03/19/2024, sent 3/20
- RevExpDetailReport - Rev 2/29 Exp 3/17, sent 3/20
- Notice of 2024/2025 Regular Meeting Dates, sent 3/28
- Synopsis of 03/12/2024 Township Board Meeting, sent 3/28
- Bills for Approval 04/09/2024, sent 04/1
- RevExpDetail Report – Rev 2/29 Exp 3/31, sent 4/1
- Clerk's Report March 2024 with two attachments, sent 4/1
  - 03/14/2024 Letter to East Bay Township Board re: East Region Early Voting Site
  - Detail of \$67,422.94 Payments to Township Attorney's Office for Hymore Complaint, 6631 Baggs Road Appeal, and Keep White Water (sic) Rural and Vickie Beam Lawsuit (Invoices from November 2022 through February 2024)

Draft minutes of 03/05/2024, 03/07/2024, 03/12/2024, 03/18/2024, and 03/19/2024 are on the township website. Draft minutes of 03/21/2024 and 03/26/2024 will be on the website prior to the 04/09/2024 meeting.

**Update on 2018 1099 Issue:** Nothing new since Clerk's Report February 2024.

**2021 941/W3 Issue:** The process of correcting three 941 forms is underway and will be completed by approximately 4/2 or 4/3.

Note: At the time of transmission of documents on 04/01/2024, the agenda-packet for the 04/09/2024 meeting is not on the township website (screenshot taken).

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# WHITEWATER TOWNSHIP

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

March 14, 2024

Beth Friend, Supervisor  
Tracey Bartlett, Treasurer  
Mindy Walters, Trustee  
Glen Lile, Trustee  
Matt Courtade, Trustee  
Matt Cook, Trustee

RE: East Region Early Voting Site

Dear East Bay Township Board Members:

No doubt some of the members of the East Bay Township Board visited, and may have even voted at, the East Region Early Voting Site held in the North Conference Room of the East Bay Township Hall in February. Per Proposal 2022-2 passed by Michigan voters and now part of our Michigan Constitution, voters must be able to vote a ballot and place it into a tabulator during the minimum nine days of early voting required to take place beginning two Saturdays before and continuing every day, weekend and weekday, through the last Sunday before all federal and state elections.

As you can imagine, when the previous task has been to conduct in-person voting on a single day before each election and the polls are open for 13 hours on that day, rolling out nine days of minimum-8-hours-per-day of in-person voting is a daunting task and requires extremely high-level planning, coordination, and implementation to provide this brand-new service to the state's 8+ million voters.

The early voting site established at East Bay Township is a collaboration between five townships, Acme, East Bay, Peninsula, Union, and Whitewater. The site collectively serves 22,000+ voters. Those of us in townships with inadequate facilities for early voting appreciate the willingness of the East Bay Township Board to provide this location.

Beyond the choice of a collaborative site, there are an ever-growing number of duties, details, and deadlines that must be attended to in order that elections run smoothly and seamlessly when the polls are open, both for early voting and on the traditional Election Day, as well as for those voting an absent voter ballot.

Regarding the early voting site, some of the additional duties included:

- Ordering, setup, and testing of new equipment to be used strictly for early voting (tabulators, ExpressVote (touchscreen marking) devices, and laptops.
- Ordering and setup of the ballot-on-demand system with accompanying printers.
- Ordering of numerous miscellaneous items such as early voting signs, carts, special paper, instructional and organizational items.
- Determining staffing needs, reviewing applications for early voting inspectors, scheduling election inspectors to cover all nine days, training all early voting inspectors on new equipment and procedures, including training on the brand-new Early Voting Tool in the ePollbook (completely different than the Election Day ePollbook), as well as setting up and processing payroll for early voting staff.
- Posting all required notices and other by-mail early voting notifications.
- Conducting preliminary accuracy and public accuracy tests for the new Early Voting Site equipment.
- Maintaining security of all early voting equipment, ballots, etc. each day/night of early voting.
- Overseeing daily reports for the nine days of early voting.
- Scheduling separate election inspector staff to tabulate early voting results at 8:00 p.m. on Election Day.

Our purpose for this communication to the East Bay Township Board is to recognize and make you aware that, while all clerks and deputy clerks from the four non-hosting townships assisted to some degree, far and away the largest share of the additional workload involved in getting the East Region Early Voting Site up and running fell to your outstanding Clerk and Deputy Clerk, Sue Courtade and Holly Couturier. The number of hours they put in, starting in November 2023, steadily increased as the early voting period approached, with Sue herself working 168 hours just in the final two weeks (2/15 through 2/28). That is an amazing sacrifice of personal time above and beyond her pay, and we know that Holly worked many of the same hours that Sue did. They are a great team!

Every step of the way in this process, the communications and collaboration between our offices and the East Bay Township Clerk's office were handled by Sue and Holly with true professionalism and exceptional leadership. We cannot thank them enough for their extensive efforts on behalf of us and our voters.

Some jurisdictions in Grand Traverse County have recognized the significant increase in the number of hours required by clerks and deputy clerks to administer elections under the new constitutional requirements and have chosen to provide additional remuneration. While we understand that boards are sometimes reluctant to provide additional compensation to their

East Bay Township Board  
Page 3  
March 14, 2024

clerks for elections, pointing out there are some years with no elections, the additional responsibilities of administering an early voting site will continue to have a dramatic effect on clerk's office staff going forward, particularly with two more elections in this calendar year, both larger than the presidential primary.

East Bay Township is extremely fortunate to have a clerk and deputy clerk who are so completely dedicated to their election duties, and we would request that your board recognize and compensate them for their unwavering commitment to election excellence and the personal sacrifices they made for the East Region Early Voting Site.

Thank you!

*Cheryl*

Cheryl A. Goss  
Whitewater Township Clerk/Backup EV Site Coordinator

*Lisa*

Lisa Swanson  
Acme Township Clerk

*Becky*

Becky Chown  
Peninsula Township Clerk

*Sherry*

Sherry Tillitson  
Union Township Clerk

cc East Bay Township Clerk Sue Courtade  
East Bay Township Deputy Clerk Holly Couturier  
Acme Township Board  
Peninsula Township Board  
Union Township Board  
Whitewater Township Board ✓

# Display Invoices by Vendor

Date: 04/01/2024

Time: 12:21 pm

Page: 1

Whitewater Township

Vendor Name: FAHEY SCHULTZ BURZYCH RHODES

Vendor Number: FAHEY

Invoice Number	Inv. Date	Ref No.	Status	Check No.	Check Date	Net Amt	PO No.	Invoice Description
18005	03/01/2024	29857	C	50318	03/13/2024	352.00		OOSTERHOUSE/LOSSIE RD
18009	03/01/2024	29856	C	50318	03/13/2024	112.50		AMBULANCE LEASE
18008	03/01/2024	29855	C	50318	03/13/2024	112.50		POPP-QUALIFYING STMT
18007	03/01/2024	29854	C	50318	03/13/2024	6,594.50		KWTR/BEAM
	02/14/2024	29829	C	50259	02/27/2024	1,167.94		Whitewater Twp Share of Beam/KWTR Mediation Expense
17248	02/02/2024	29815	C	50208	02/14/2024	135.00		VOLLMUTH
17248	02/02/2024	29814	C	50208	02/14/2024	247.50		POWER OF ATTY
17248	02/02/2024	29813	C	50208	02/14/2024	67.50		SUPERVISOR
17520	02/02/2024	29787	C	50208	02/14/2024	22.00		LOSSIE RD-JACOBSON
17249	02/02/2024	29786	C	50208	02/14/2024	202.50		LOSSIE RD-OOSTERHOUSE
17251	02/02/2024	29785	C	50208	02/14/2024	11,797.50		KWTR/BEAM
16615	01/03/2024	29735	C	50153	01/30/2024	405.00		OPINION RE:PARK RANGER RESPONSIBILITES/EQUIPMENT
16615		29734	C	50153	01/30/2024	112.50		LOSSIE RD
16615		29733	C	50153	01/30/2024	110.00		EMPLOYEE EQUIPMENT
16615		29732	C	50153	01/30/2024	292.50		POPP-PHONE CALL
16615		29731	C	50153	01/30/2024	157.50		GOSS-PHONE CALL
16618	6,594.50 +	29704	C	50107	01/16/2024	1,820.00		KWTR/BEAM
16616	1,167.94 +	29703	C	50107	01/16/2024	22.00		LOSSIE RD/OOSTERHOUSE
16619	11,797.50 +	29702	C	50107	01/16/2024	33.00		AUDIT/QUAL STATEMENT
15828	1,820.00 +	29595	C	49957	12/05/2023	3,720.00		KEEP WHITE WATER RURAL
15826	3,720.00 +	29594	C	49957	12/05/2023	742.50		SHORT TERM RENTALS
15825	6,630.00 +	29593	C	49957	12/05/2023	88.00		EMPLOYEE EQUIPMENT
15825	135.00 +	29592	C	49957	12/05/2023	67.50		SHORT TERM RENTALS
15829	769.00 +	29590	C	49957	12/05/2023	1,513.50		AUDIT FILING FORM/QUALIFYING
15178	7,732.50 +	29490	C	49868	11/07/2023	90.00		SNOWPLOW AGREEMENT
15178	5,910.00 +	29489	C	49868	11/07/2023	6,630.00		KEEP WHITE WATER RURAL/ VICKI BEAM
15176	5,680.00 +	29488	C	49868	11/07/2023	132.00		LOSSIE RD-OOSTERHOUSE
15175	180.00 +	29487	C	49868	11/07/2023	360.00		SHORT-TERM RENTAL
15174	1,682.50 +	29486	C	49868	11/07/2023	1,072.50		SNOWPLOW AGREEMENT
15174	550.00 +	29485	C	49868	11/07/2023	135.00		PARK
15174	2,412.50 +	29484	C	49868	11/07/2023	22.00		EMPLOYMENT MATTER
15179	932.50 +	29483	C	49868	11/07/2023	470.00		QUALIFYING STATEMENT
14454	2,510.00 +	29436	C	49773	10/09/2023	45.00		PHONE CALL WITH CLERK
14456	497.50 +	29421	C	49773	10/09/2023	135.00		KEEP WHITEWATER TWP RURAL
14455	4,435.00 +	29420	C	49773	10/09/2023	769.00		6631 BAGGS RD APPEAL
14454	842.50 +	29419	C	49773	10/09/2023	67.50		AUDIT
13694	381.50 +	29372	C	49715	09/26/2023	375.00		CIVIL INFRACTION ORDINANCE
13694	1,042.50 +	29371	C	49715	09/26/2023	308.00		MUNICIPAL ORDINANCE VIOLATION BUREAU
13694	57,422.94 *	29370	C	49715	09/26/2023	135.00		AUDIT
13694		29369	C	49715	09/26/2023	45.00		CODE ENFORCEMENT
13694		29368	C	49715	09/26/2023	637.00		FOIA S-26
13695		29321	C	49659	09/13/2023	652.50		CODE ENFORCEMENT/CIVIL INFRACTION
13696		29320	C	49659	09/13/2023	7,732.50		6631 BAGGS ROAD APPEAL
13001		29238	C	49544	08/16/2023	5,910.00		6631 BAGGS RD APPEAL
13000	06/01/2023	29237	C	49544	08/16/2023	110.00		LOSSIE RD-OOSTERHOUSE
12999	08/01/2023	29236	C	49544	08/16/2023	1,672.00		FOIA S-26
12313	06/29/2023	29182	C	49424	07/19/2023	5,680.00		Hymore Complaint/BaggsRdAppeal
12312	06/29/2023	29181	C	49424	07/19/2023	998.00		Oosterhouse/Lossie Rd
12311	06/29/2023	29180	C	49424	07/19/2023	44.50		Planning Comm Bylaws
12310	06/29/2023	29179	C	49424	07/19/2023	292.50		PC/ZA Questions
12310	06/29/2023	29178	C	49424	07/19/2023	88.00		Planning Comm Bylaws
12310	06/29/2023	29177	C	49424	07/19/2023	418.00		FOIA
12310	06/29/2023	29176	C	49424	07/19/2023	180.00		Hymore Complaint/BaggsRdAppeal

\$ 67,422.94

Display Invoices by Vendor

Date: 04/01/2024

Time: 12:21 pm

Page: 2

Whitewater Township

Vendor Name: FAHEY SCHULTZ BURZYCH RHODES

Vendor Number: FAHEY

Invoice Number	Inv. Date	Ref No.	Status	Check No.	Check Date	Net Amt	PO No.	Invoice Description
11615	06/01/2023	29111	C	49321	06/20/2023	1,043.00		PLANNING COMM BYLAWS
11613	06/01/2023	29083	C	49321	06/20/2023	880.00		PAVILION CONTRACTS
11613	06/01/2023	29082	C	49321	06/20/2023	245.00		YOUTH EMPLOYMENT
11613	06/01/2023	29081	C	49321	06/20/2023	125.00		SPECIAL MEETINGS
11613	06/01/2023	29080	C	49321	06/20/2023	112.50		WTP IMPROVEMENT PROJECT
11613	06/01/2023	29079	C	49321	06/20/2023	308.00		RELEASE FORMS
11613	06/01/2023	29078	C	49321	06/20/2023	1,682.50		HYMORE COMPLAINT
11613	06/01/2023	29077	C	49321	06/20/2023	1,257.00		FOIA
11616	06/01/2023	29076	C	49321	06/20/2023	2,269.50		OOSTERHOUSE/LOSSIE RD
11617	06/01/2023	29075	C	49321	06/20/2023	66.00		CODE ENFORCEMENT
10908	05/01/2023	28936	C	49135	05/11/2023	22.50		Oosterhouse
10907	05/01/2023	28935	C	49135	05/11/2023	67.50		Zoning Ordinance
10906	05/01/2023	28934	C	49135	05/11/2023	220.00		Employee Release Forms
10906	05/01/2023	28933	C	49135	05/11/2023	66.00		FOIA Phone Records
10906	05/01/2023	28932	C	49135	05/11/2023	765.00		WTP - Molon Excavating Contrac
10906	05/01/2023	28931	C	49135	05/11/2023	550.00		Hymore Complaint
10270	04/03/2023	28845	C	49002	04/12/2023	112.50		OOSTERHOUSE
10269	04/03/2023	28844	C	49002	04/12/2023	260.00		ZONING ORDINANCE
10269	04/03/2023	28843	C	49002	04/12/2023	22.50		INCOMPATIBLE OFFICES
10268	04/03/2023	28842	C	49002	04/12/2023	2,412.50		BAGGS RD CONDOS
10267	04/03/2023	28841	C	49002	04/12/2023	22.50		ZONING ORDINANCE
10267	04/03/2023	28840	C	49002	04/12/2023	932.50		HYMORE COMPLAINT
10267	04/03/2023	28839	C	49002	04/12/2023	2,510.00		LAND DIVISION ACT GENERAL
10267	04/03/2023	28838	C	49002	04/12/2023	45.00		INCOMPATIBLE OFFICES
9645	03/01/2023	28817	C	48953	03/27/2023	202.50		NOISE ORDINANCE VIOLATION
9644	03/01/2023	28816	C	48953	03/27/2023	22.50		CONDOMINIUMS
9644	03/01/2023	28815	C	48953	03/27/2023	135.00		ARTICLE 28
9644	03/01/2023	28814	C	48953	03/27/2023	1,107.50		ZON ORD/PC BYLAWS/COI
9643	03/01/2023	28813	C	48953	03/27/2023	272.50		CONDOMINIUMS
9642	03/01/2023	28812	C	48953	03/27/2023	22.50		OPEN MEETINGS ACT
9642	03/01/2023	28811	C	48953	03/27/2023	125.00		PC BYLAWS
9642	03/01/2023	28810	C	48953	03/27/2023	90.00		ARTICLE 28
9642	03/01/2023	28809	C	48953	03/27/2023	87.50		ZON ORD/PC COI
9642	03/01/2023	28808	C	48953	03/27/2023	497.50		LAND DIVISION GENERAL
9642	03/01/2023	28807	C	48953	03/27/2023	502.50		FLOODPLAIN ORDINANCE
9642	03/01/2023	28806	C	48953	03/27/2023	4,435.00		HYMORE COMPLAINT
9026	02/01/2023	28718	C	48862	02/21/2023	842.50		HYMORE COMPLAINT
9026	02/01/2023	28717	C	48862	02/21/2023	315.00		FIRE DEPT ISSUE
9028	02/01/2023	28716	C	48827	02/15/2023	990.00		NOISE ORDINANCE VIOLATION
9027	02/01/2023	28715	C	48827	02/15/2023	17.50		FLOODPLAIN ORDINANCE
8239	01/04/2023	28643	C	48739	01/17/2023	45.00		LAND DIVISION
8239	01/04/2023	28642	C	48739	01/17/2023	427.50		ARTICLE 28
8238	01/04/2023	28641	C	48739	01/17/2023	45.00		NOISE ORDINANCE TICKET
8238	01/04/2023	28640	C	48739	01/17/2023	381.50		HYMORE COMPLAINT
8240	01/04/2023	28639	C	48739	01/17/2023	180.00		Northpoint Farms v Whitewater
8241	01/04/2023	28638	C	48739	01/17/2023	90.00		NOISE ORDINANCE TICKET G222052
7629	11/30/2022	28547	C	48615	12/06/2022	435.00		OOSTERHOUSE
7628	11/30/2022	28546	C	48615	12/06/2022	232.50		ZONING ORD /ARTICLE 28
7628	11/30/2022	28545	C	48615	12/06/2022	337.50		PLAN COMM COI
7627	11/30/2022	28544	C	48615	12/06/2022	22.50		IRS PENALTY
7627	11/30/2022	28543	C	48615	12/06/2022	650.50		PLAN COMM COI
7627	11/30/2022	28542	C	48615	12/06/2022	1,042.50		HYMORE COMPLAINT
7042	11/01/2022	28497	C	48573	11/22/2022	1,542.50		LOSSIE RD NATURE TRAIL (W/\$175.00 DISCOUNT)
7042	11/01/2022	28496	C	48573	11/22/2022	1,354.50		CODE ENFORCEMENT
7042	11/01/2022	28495	C	48573	11/22/2022	1,628.00		LOSSIE TRAIL SHOOTING RANGE (W/\$210.00 DISCOUNT)
7042	11/01/2022	28494	C	48573	11/22/2022	412.50		OOSTERHOUSE
7043	11/01/2022	28438	C	48504	11/09/2022	45.00		LUP REVIEWS
7043	11/01/2022	28437	C	48504	11/09/2022	180.00		CODE ENFORCEMENT POLICY

## Clerk's Report April 2024

To: Whitewater Township Board and Community  
From: Cheryl A. Goss, Township Clerk  
Date: 05/02/2024

Documents provided to all township board members, including personal e-mail addresses, since Clerk's Report dated 04/01/2024:

- Camper e-mail questioning when 2024 reservations will open, sent 4/3
- Synopsis of 03/21/2024 township board meeting, sent 4/8
- Synopsis of 03/26/2024 township board meeting, sent 4/8
- Clerk e-mails questioning why peak date campers are being charged \$49/night when the approved rate was \$46/night, sent 4/29 and 4/30
- Clerk e-mail questioning hours for new park ranger, sent 4/30
- Clerk's Report April 2024 document, sent 5/2
- Bills for Approval 05/14/2024, sent 5/2
- Revenue/Expenditure Report – 2023/2024 Revenue/Expenditures, sent 5/2
- Revenue/Expenditure Report – Expenditures through 04/30/2024, sent 5/2
- Budget Amendments re: Zoning Administrator/Planning Dept, sent 5/2
- Resolution #24-11 Request for Township Approval of On-Premises Quota License – Tramonto Hospitality LLC, sent 5/2

### Minutes:

March minutes have not been addressed due to no meeting in April. Draft minutes of 03/05/2024, 03/07/2024, 03/12/2024, 03/18/2024, 03/19/2024, 03/21/2024, 03/26/2024 are on the township website.

### Bills for Approval 04/09/2024

Bills for Approval 04/09/2024 have not been addressed due to no meeting in April. This document was e-mailed to all township board members on 4/1.

### Fiscal Year 2024/2025 Adopted Budget

This document was posted to the township website under the Information section on 04/24/2024.

**Update on 2018 1099 Issue:** On 4/22, a document entitled RAVS Requests for Tax Information Documents or Transcripts of Tax Accounts was received from the IRS. The document was scanned and sent to Attorney Chris Patterson.

**2021 941/W3 Issue:** 941-X reports for 2nd Quarter 2021, 3rd Quarter 2021, and 4th Quarter 2021 were completed and submitted, along with payment of Social Security/Medicare taxes in the amounts of \$38.25, \$53.55, and \$68.85 respectively, on 04/03/2024.

### Update on Attorney Fee Expenditures for Hymore Complaint re: Baggs Road Parcel 28-13-136-001-02, 6631 Baggs Road Appeal, Keep Whitewater Township Rural/Vicki Beam Lawsuit

Attached to my Clerk's Report for March was a printout from the Accounts Payable system showing expenditures of \$67,422.94 through the end of February on the above matters. Another \$3,479.50 was paid in attorney fees in March, bringing the total to **\$70,902.44**.

Note: At the time of transmission of meeting documents to the township board for the 05/14/2024 meeting, the agenda-packet for the 5/14 meeting is not on the township website.

**Whitewater Township**  
*Bank Accounts*  
*January 31, 2024*  
**Board Packet Report**  
**Prior to the month end entries**

	Balance
<b>General Fund Checking - ASB</b>	
General Fund-ASB - 101	627,748.04
Road Fund-ASB- 203	(5,109.98)
Road Repair/Rep-ASB - 204	426,389.18
Fire Fund-ASB- 206	377,953.45
Park Fund-ASB - 208	403,206.19
Recreation Fund-ASB - 209	13,739.65
Ambulance Fund-ASB- 210	442,760.85
Public Imprvmt Fund-ASB - 401	130,603.67
Fire Cap Imprvmt Fund-ASB- 406	101,014.39
Payroll Clearing-Gen Fund-750	3,568.75
	2,521,874.19
 <b>General Fund MM - ASB</b>	 <b>157,094.86</b>
 <b>General Fund Savings - FCB</b>	 <b>11,041.28</b>
 <b>Property Tax Fund - FCB</b>	
<b>Property Tax Fund FCB - 703</b>	<b>649,284.60</b>
 <b>Federal Funds (ARPA) - FCB</b>	
<b>Federal Fund FCB 285</b>	<b>174,418.19</b>



**Whitewater Township**  
*Cash Balance Report*  
*January 31, 2024*  
**Board Packet Report**  
**Prior to the month end entries**

**101 General Fund**

101-000-001	General Fund-ASB - 101	\$	627,748.04
101-000-003	General MM - 101		123,096.73
101-000-005	Tower Removal FCB Savings		11,041.28

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**Total 101** **761,886.05**

**203 Road Fund**

203-000-001	Road Fund-ASB- 203		(5,109.98)
203-000-003	Road Fund MM - 203		20.31

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**Total 203** **(5,089.67)**

**204 Road Repair/Replacement Fund**

204-000-001	Road Repair/Rep-ASB - 204		426,389.18
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**Total 204** **426,389.18**

**206 Fire Fund**

206-000-001	Fire Fund-ASB- 206		377,953.45
206-000-003	Fire MM - 206		26,178.72

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**Total 206** **404,132.17**

**208 Park Fund**

208-000-001	Park Fund-ASB - 208		403,206.19
208-000-003	Park MM - 208		469.13

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**Total 208** **403,675.32**

**209 Recreation Fund**

209-000-001	Recreation Fund-ASB - 209		13,739.65
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**Total 209** **13,739.65**

**210 Ambulance Fund**

210-000-001	Ambulance Fund-ASB- 210		442,760.85
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**Total 210** **442,760.85**

**211 Ambulance Replacement Fund**

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**Total 211** **0.00**

**401 Public Improvement Fund**

401-000-001	Public Imprvmt Fund-ASB - 401		130,603.67
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**Total 401** **130,603.67**

**406 Fire Capital Improvement Fund**

406-000-001	Fire Cap Imprvmt Fund-ASB- 406		101,014.39
406-000-003	Fire Cap Imp MM - 406		7,329.97

**Whitewater Township**  
*Cash Balance Report*  
*January 31, 2024*  
**Board Packet Report**  
**Prior to the month end entries**

<b>Total 406</b>		<b>108,344.36</b>
<b>285 Federal Fund (ARPA) - FCB</b>		
285-000-001	Federal Fund FCB 285	174,418.19
		<hr/>
<b>Total 285</b>		<b>174,418.19</b>
<b>703 Property Tax Fund</b>		
703-000-001	Property Tax Fund FCB - 703	649,284.60
		<hr/>
<b>Total 703</b>		<b>649,284.60</b>
<b>750 Payroll Clearing Fund</b>		
750-000-001	Payroll Clearing-Gen Fund-750	3,568.75
		<hr/>
<b>Total 750</b>		<b>3,568.75</b>
<b>Grand Total</b>	<b>\$</b>	<b>3,513,713.12</b>
		<hr/> <hr/>

**Whitewater Township**  
*Bank Accounts*  
*February 29, 2024*  
**Board Packet Report**  
**Prior to the month end entries**

	Balance
<b>General Fund Checking - ASB</b>	
General Fund-ASB - 101	761,740.87
Road Fund-ASB- 203	(5,255.77)
Road Repair/Rep-ASB - 204	427,144.66
Fire Fund-ASB- 206	623,727.56
Park Fund-ASB - 208	385,040.39
Recreation Fund-ASB - 209	10,561.69
Ambulance Fund-ASB- 210	695,349.21
Public Imprvmt Fund-ASB - 401	130,835.07
Fire Cap Imprvmt Fund-ASB- 406	101,193.37
Payroll Clearing-Gen Fund-750	3,735.96
	3,134,073.01
 <b>General Fund MM - ASB</b>	 <b>157,403.16</b>
 <b>General Fund Savings - FCB</b>	 <b>11,041.28</b>
 <b>Property Tax Fund - FCB</b>	
<b>Property Tax Fund FCB - 703</b>	<b>46,544.62</b>
 <b>Federal Funds (ARPA) - FCB</b>	
<b>Federal Fund FCB 285</b>	<b>174,422.34</b>

**Whitewater Township**  
*Cash Balance Report*  
*February 29, 2024*  
**Board Packet Report**  
**Prior to the month end entries**

**101 General Fund**

101-000-001	General Fund-ASB - 101	\$	761,740.87
101-000-003	General MM - 101		123,338.31
101-000-005	Tower Removal FCB Savings		11,041.28

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**Total 101** **896,120.46**

**203 Road Fund**

203-000-001	Road Fund-ASB- 203		(5,255.77)
203-000-003	Road Fund MM - 203		20.31

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**Total 203** **(5,235.46)**

**204 Road Repair/Replacement Fund**

204-000-001	Road Repair/Rep-ASB - 204		427,144.66
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**Total 204** **427,144.66**

**206 Fire Fund**

206-000-001	Fire Fund-ASB- 206		623,727.56
206-000-003	Fire MM - 206		26,230.10

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**Total 206** **649,957.66**

**208 Park Fund**

208-000-001	Park Fund-ASB - 208		385,040.39
208-000-003	Park MM - 208		470.08

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**Total 208** **385,510.47**

**209 Recreation Fund**

209-000-001	Recreation Fund-ASB - 209		10,561.69
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**Total 209** **10,561.69**

**210 Ambulance Fund**

210-000-001	Ambulance Fund-ASB- 210		695,349.21
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**Total 210** **695,349.21**

**211 Ambulance Replacement Fund**

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**Total 211** **0.00**

**401 Public Improvement Fund**

401-000-001	Public Imprvmt Fund-ASB - 401		130,835.07
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**Total 401** **130,835.07**

**406 Fire Capital Improvement Fund**

406-000-001	Fire Cap Imprvmt Fund-ASB- 406		101,193.37
406-000-003	Fire Cap Imp MM - 406		7,344.36

**Whitewater Township**  
*Cash Balance Report*  
*February 29, 2024*  
**Board Packet Report**  
**Prior to the month end entries**

	<b>Total 406</b>	<b>108,537.73</b>
<b>285 Federal Fund (ARPA) - FCB</b>		
285-000-001	Federal Fund FCB 285	174,422.34
		<b>174,422.34</b>
<b>703 Property Tax Fund</b>		
703-000-001	Property Tax Fund FCB - 703	46,544.62
		<b>46,544.62</b>
<b>750 Payroll Clearing Fund</b>		
750-000-001	Payroll Clearing-Gen Fund-750	3,735.96
		<b>3,735.96</b>
	<b>Grand Total</b>	<b>\$ 3,523,484.41</b>

**Whitewater Township**

Bank Accounts

March 31, 2024

	Balance
<b>General Fund Checking - ASB</b>	
General Fund-ASB - 101	577,588.87
Road Fund-ASB- 203	29,657.82
Road Repair/Rep-ASB - 204	428,006.77
Fire Fund-ASB- 206	472,097.28
Park Fund-ASB - 208	344,989.00
Recreation Fund-ASB - 209	134,306.78
Ambulance Fund-ASB- 210	705,637.21
Public Imprvmt Fund-ASB - 401	106,149.59
Fire Cap Imprvmt Fund-ASB- 406	429,549.74
Payroll Clearing-Gen Fund-750	848.55
	<hr/>
<b>Total General Fund Checking</b>	<b>3,228,831.61</b>
<b>General Fund MM - ASB</b>	<b>157,733.36</b>
<b>General Fund Savings - FCB</b>	<b>11,042.10</b>
<b>Property Tax Fund - FCB</b>	
<b>Property Tax Fund FCB - 703</b>	<b>27,643.14</b>
<b>Federal Fund (ARPA)</b>	

**Whitewater Township**

*Cash Balance Report*

*March 31, 2024*

**101 General Fund**

101-000-001	General Fund-ASB - 101	\$	577,588.87
101-000-003	General MM - 101		123,597.08
101-000-005	Tower Removal FCB Savings		11,042.10

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**Total 101** **712,228.05**

**203 Road Fund**

203-000-001	Road Fund-ASB- 203		29,657.82
203-000-003	Road Fund MM - 203		20.31

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**Total 203** **29,678.13**

**204 Road Repair/Replacement Fund**

204-000-001	Road Repair/Rep-ASB - 204		428,006.77
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**Total 204** **428,006.77**

**206 Fire Fund**

206-000-001	Fire Fund-ASB- 206		472,097.28
206-000-003	Fire MM - 206		26,285.13

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**Total 206** **498,382.41**

**208 Park Fund**

208-000-001	Park Fund-ASB - 208		344,989.00
208-000-003	Park MM - 208		471.07

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**Total 208** **345,460.07**

**209 Recreation Fund**

209-000-001	Recreation Fund-ASB - 209		134,306.78
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**Total 209** **134,306.78**

**210 Ambulance Fund**

210-000-001	Ambulance Fund-ASB- 210		705,637.21
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**Total 210** **705,637.21**

**211 Ambulance Replacement Fund**

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**Total 211** **0.00**

**285 Federal Fund**

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**Total 285** **0.00**

**401 Public Improvement Fund**

401-000-001	Public Imprvmt Fund-ASB - 401		106,149.59
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**Total 401** **106,149.59**

**406 Fire Capital Improvement Fund**

**Whitewater Township**  
*Cash Balance Report*  
*March 31, 2024*

406-000-001	Fire Cap Imprvmt Fund-ASB- 406	429,549.74
406-000-003	Fire Cap Imp MM - 406	7,359.77
	<b>Total 406</b>	<b>436,909.51</b>
<b>703 Property Tax Fund</b>		
703-000-001	Property Tax Fund FCB - 703	27,643.14
	<b>Total 703</b>	<b>27,643.14</b>
<b>750 Payroll Clearing Fund</b>		
750-000-001	Payroll Clearing-Gen Fund-750	848.55
	<b>Total 750</b>	<b>848.55</b>
	<b>Grand Total</b>	<b>\$ 3,425,250.21</b>



**Whitewater Township**  
*Bank Accounts*  
*March 31, 2024*  
**Board Packet Report**  
**Prior to the month end entries**

	Balance
<b>General Fund Checking - ASB</b>	
General Fund-ASB - 101	553,712.66
Road Fund-ASB- 203	29,657.82
Road Repair/Rep-ASB - 204	428,006.77
Fire Fund-ASB- 206	472,097.28
Park Fund-ASB - 208	344,989.00
Recreation Fund-ASB - 209	134,306.78
Ambulance Fund-ASB- 210	705,637.21
Public Imprvmt Fund-ASB - 401	156,149.59
Fire Cap Imprvmt Fund-ASB- 406	429,549.74
Payroll Clearing-Gen Fund-750	848.55
	3,254,955.40
<b>Total General Fund Checking</b>	<b>3,254,955.40</b>
<b>General Fund MM - ASB</b>	<b>157,733.36</b>
<b>General Fund Savings - FCB</b>	<b>11,042.10</b>
<b>Property Tax Fund - FCB</b>	
<b>Property Tax Fund FCB - 703</b>	<b>51,519.35</b>
<b>Federal Funds (ARPA) - FCB</b>	

**Whitewater Township**  
Cash Balance Report  
March 31, 2024  
**Board Packet Report**  
Prior to the month end entries

**101 General Fund**

101-000-001	General Fund-ASB - 101	\$	553,712.66
101-000-003	General MM - 101		123,597.08
101-000-005	Tower Removal FCB Savings		11,042.10
<b>Total 101</b>			<b>688,351.84</b>

**203 Road Fund**

203-000-001	Road Fund-ASB- 203		29,657.82
203-000-003	Road Fund MM - 203		20.31
<b>Total 203</b>			<b>29,678.13</b>

**204 Road Repair/Replacement Fund**

204-000-001	Road Repair/Rep-ASB - 204		428,006.77
<b>Total 204</b>			<b>428,006.77</b>

**206 Fire Fund**

206-000-001	Fire Fund-ASB- 206		472,097.28
206-000-003	Fire MM - 206		26,285.13
<b>Total 206</b>			<b>498,382.41</b>

**208 Park Fund**

208-000-001	Park Fund-ASB - 208		344,989.00
208-000-003	Park MM - 208		471.07
<b>Total 208</b>			<b>345,460.07</b>

**209 Recreation Fund**

209-000-001	Recreation Fund-ASB - 209		134,306.78
<b>Total 209</b>			<b>134,306.78</b>

**210 Ambulance Fund**

210-000-001	Ambulance Fund-ASB- 210		705,637.21
<b>Total 210</b>			<b>705,637.21</b>

**211 Ambulance Replacement Fund**

<b>Total 211</b>			<b>0.00</b>
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**401 Public Improvement Fund**

401-000-001	Public Imprvmt Fund-ASB - 401		156,149.59
<b>Total 401</b>			<b>156,149.59</b>

**406 Fire Capital Improvement Fund**

406-000-001	Fire Cap Imprvmt Fund-ASB- 406		429,549.74
406-000-003	Fire Cap Imp MM - 406		7,359.77

**Whitewater Township**  
*Cash Balance Report*  
*March 31, 2024*  
**Board Packet Report**  
**Prior to the month end entries**

	<b>Total 406</b>	<b>436,909.51</b>
<b>285 Federal Fund (ARPA) - FCB</b>		
	<b>Total 285</b>	<b>0.00</b>
<b>703 Property Tax Fund</b>		
703-000-001	Property Tax Fund FCB - 703	51,519.35
	<b>Total 703</b>	<b>51,519.35</b>
<b>750 Payroll Clearing Fund</b>		
750-000-001	Payroll Clearing-Gen Fund-750	848.55
	<b>Total 750</b>	<b>848.55</b>
	<b>Grand Total</b>	<b>\$ 3,475,250.21</b>

## TRUSTEE REPORT FROM HEIDIVYOURTRUSTEE

Monthly recap for the month of March 2024

\*Budget\*\*\*\*\*Budget\*\*\*\*Budget. Completed

\*The Master Plan is Out For Review\*\*\*\*\* (A must read)

\*Develop a site plan model to train and aid the Plan Commission members\*

\*Interviewed and hired Interim Fire Chief-Whitewaters own Josh Morgan\*

\*Interviewed and hired Zoning Administrator Deb Graber\*\*\*\*\*

\*Continue to work on a solution to short term rentals\*\*\*

\*Continue to aid and assist parks and recreational facilities with any requests\*\*\*

\*Everyone Traveling For Spring Break Stay Safe and Enjoy\*\*

Till month

HeidiVyourtrustee

Happy spring from Heidi V your Trustee. Here's Your April report 2024.

\*\*\*\*\*Have had several conversations with the new interim fire cheif  
Josh and he appears to be adjusting nicely. We are working on upgrading some mutual aid  
agreements that seem to be very old.

\*\*\*\* Got to meet with the new zoning administrator and reviewed several items for PC meeting.  
We have a very busy next two months :see reports

\*\*\*Walked both parks and noticed the awesome improvements

\*\*\*\*Had a wonderful Vacation too...

Regards

HeidiVyourtrustee

April 2024

Whitewater Township Trustee report – Don Glenn

**Citizen communications and/or observations**

- Direct communications with citizens were significantly less than the previous month, however, the overall majority of the calls were about the 2024 election of township officials as we begin to move closer to the end of April filing deadline.

**Other activities**

- Opportunities for “other activities” in the month of March was virtually non-existent as work and research on the 2024-2025 township budget was time consuming. Adding to this time constraint was the preparation for multiple interviews during the course of the month which resulted in the hiring of an Interim Fire Chief and a new Zoning Administrator.
-

May 2024

Whitewater Township Trustee report – Don Glenn

**Citizen communications and/or observations**

- Direct communications with citizens went the “other way” during the month of April as phone calls were made to recruit new Rangers for the 2024 camping & boating season.

**FOR THOSE THAT MAY KNOW OF A PERSON THAT WOULD ENJOY WORKING AS A PARK RANGER, THE JOB DESCRIPTION CAN BE VIEWED ON THE TOWNSHIP HOMEPAGE at:**

<https://www.whitewatertownship.org/>

For more details regarding the position, please have them e-mail their contact information to [parksmanager7@gmail.com](mailto:parksmanager7@gmail.com) or call and leave a message at (231) 633-0170 to discuss this opportunity, thanks.

**Educational opportunities**

Attended the **May MTA meeting** that featured members from the Grand Traverse County Road Commission. Dan Watkins and his staff presented a myriad of items including a map of the 2024 GTC road projects, a review of the citizen portal to address immediate road concerns such as pot holes...these items as well as the township road condition ratings can be found on the GTC Road Commission web-site.

**NOTE:** Mr. Watkins did state that due to the brine shortage, the 1<sup>st</sup> brining of the roads this summer will not begin until June 1<sup>st</sup>.

**Other activities**

- Opportunities for “other activities” in the month of April were again non-existent due to providing assistance to the Supervisor to initiate the Park opening process for the 2024 boating and camping season.
-



# WHITEWATER TOWNSHIP

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267-5141 • FAX (231) 267-9020

[www.whitewatertownship.org](http://www.whitewatertownship.org)

[zoning@whitewatertownship.org](mailto:zoning@whitewatertownship.org)

## Zoning Administrator Staff Report MARCH 2024

### Year-to-date Land Use Permit Activity

ZONE	PERMIT #	TAX ID #	2024 - OWNER NAME and SITE ADDRESS	PROJECT DESCRIPTION
RC	2024-01	28-13-015-007-15	Ross, James and Anna: 9136 Wheeler Oaks Drive	24' x 32' Acc. Bldg.
RC	2024-02	28-13-021-001-95	Wilkes, Kevin and Jill: 8938 Wheeler Pines Road	48' x 48' Acc. Bldg.
A1	2024-03	28-13-002-022-00	Woods, Benjamin: 10684 Deal Road	32' x 48' Acc. Bldg.
A1	<b>LD-2024-01</b>	28-13-121-016-01	McColley, Lewis: 8392 Elk Lake Road (adjacent)	<b>LAND DIVISION</b>
R1	2024-04	28-13-124-013-05	Laramie, Patricia (Trust): 8580 Skegemog Point Road	Acc. Bldg. / Res. Add.
R1	2024-05	28-13-230-007-00	Wolf, Brian: 9877 Elk Lake Trail	30' x 20' Acc. Bldg.
R1	2024-06	28-13-270-007-00	Romeo, Laura: 9882 Elk Lake Trail	Fence Installation
R1	2024-07	28-13-800-043-00	Morrison, Jeff and Kathy: 4738 Truax Lake Road	12' x 24' Acc. Bldg.
C1	SLUP-2024-01	28-13-005-008-25	Westwind Const. & Dev., Inc.: M-72	SLU-Retail
R1	ZBA-2024-02	28-13-127-017-00	Brier, David: 7923 Cook Road	NonConform Ext
R1	2024-08	28-13-550-012-00	Holt, Douglas: 7722 Timberline Road	16' x 50' Acc. Bldg.
A1	<b>LD-2024-02</b>	28-13-002-015-30	Gravis, Sandra: 5100   5193 Samels Road	<b>LAND DIVISION</b>
A1	SLUP-2024-02	28-13-109-010-12	Trumbull, Scott: 10890 Munro Road	Major Home Occ
RC	2024-09	28-13-021-001-30	Bergel, Alexander: 8555 Wheeler Pine Road	50' x 72' Acc. Bldg.
A1	2024-10	28-13-001-014-11	Brugger, Mike and Taylor, Laura: 5168 Buck Road	32' x 40' Acc. Bldg.
A1	2024-11	VARIOUS	High Pointe Golf Club: Not Assigned	See Site Plan:03/28/2024
R1	2024-12	28-13-800-018-00	Pitman, Zachary: 11095 French Court	1812 Sq. Ft. Dwelling

### Planning and Zoning

The High Pointe Golf Course received FINAL site plan review and approval at the March meeting of the Planning Commission. Initial concerns dealt primarily with setbacks from property lines of the main buildings and a traffic study. The only issue of concern to any PC member was possible road impacts. However, the 'final' packet included a comprehensive traffic impact study using 'high-seasonal' baselines and it was determined that the scope of activity, as presented, was well within the 'norms', contrary to some 'personal' opinions.

The Zoning Administrator has continued communications with an applicant and is expecting final site plan packets to be delivered to Whitewater Township not later than Thursday, April 11<sup>th</sup> for an anticipated May public hearing. The application is for a special use (retail in the vicinity of the casino).



## Code Enforcement

The ZA spent an inordinate amount of time with Zoning and Land Use inquiries and has not had adequate time to focus on related enforcement issues during the past month. This may present an opportune time to once again review a recommendation that additional time either be devoted to Zoning Administration (allotting sufficient time for enforcement), or, that another person / entity be dedicated solely to the administration of the Whitewater Township Code Enforcement Policy and Procedures Manual

---

As mentioned in the January / February report to the Board, the ZA responded to a written / anonymous complaint that involved two separate but contiguous parcels of land. The ZA met with the property owner(s) in the office on Thursday, March 14<sup>th</sup>, 2024 to discuss the 'alleged' violations of the zoning ordinance. It was determined that this particular activity has been occurring at this / these locations for several years (prior to August of 2019). It was discovered that the property owners are engaged in a business that provides wireless and wired connectivity and that the property was admittedly being used as a staging area for supplies and materials.

---

Supervisor Popp presented the ZA with a copy of the current contract (with no expiry) and a copy of a new 'identical' contract requesting CZS to continue under a new contract (with no incentive) for a period of two months pending termination for convenience while Whitewater Township seeks a replacement for CZS. Having previously provided Whitewater Township with not less than 120 +/- days to discuss the mutual opportunities to continue providing services, CZS was not inclined to respond.

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The following 'pending' business items may be of immediate interest to a successor providing zoning administration services to Whitewater Township:

28-13-005-008-25 | Special Land Use request (10,000 + square foot) retail

28-13-127-017-00 | Zoning Board of Appeals: Expansion / Extension of a nonconforming use

28-13-109-010-12 | Special Land Use for Major Home Occupation

Respectfully,



Robert (Bob) Hall  
Whitewater Township – Zoning Administrator

# Whitewater Response Times

## February 2024



Response Time Minutes	Call Count	Cumulative Call Count	Percentage	Cumulative Percentage
02:00 - 02:59	1	1	6%	6.25 %
03:00 - 03:59	1	2	6%	12.50 %
05:00 - 05:59	1	3	6%	18.75 %
06:00 - 06:59	1	4	6%	25.00 %
07:00 - 07:59	2	6	13%	37.50 %
09:00 - 09:59	1	7	6%	43.75 %
10:00 - 10:59	1	8	6%	50.00 %
11:00 - 11:59	1	9	6%	56.25 %
13:00 - 13:59	2	11	13%	68.75 %
15:00 and up	5	16	31%	100.00 %

# Whitewater Twp Responses February 2024

Nature of Call	WW	Total
10-Chest Pain (Non-Traumatic)	3	3
12-Convulsions/Seizures	1	1
14-Drowning (near)/Diving/ Scuba Accid	1	1
17-Falls	1	1
19-Heart Problems / A.I.C.D.	1	1
1-Abdominal Pain/Problems	1	1
28-Stroke (CVA)	1	1
29-Traffic/Transportation/Accidents	2	2
31-Unconscious/Fainting (Near)	1	1
9-Cardiac or Respiratory Arrest/Death	1	1
<b>Total</b>	<b>13</b>	<b>13</b>

Call Disposition	WW	Total
Transport	8	8
Refusal	2	2
Cancelled	3	3
<b>Total</b>	<b>13</b>	<b>13</b>

Response Priority	WW	Total
P-1 Emergency ALS	6	6
P-2 Emergency BLS	5	5
P-3 Non-Emergent	2	2
<b>Total</b>	<b>13</b>	<b>13</b>

Run#	Date	Priority	Nature of Call	Dispatch Zone	Unit	Disposition	Dispatch Time	Scene Time	Response Time
15,429	02/01/2024	P-1	19-Heart Problems / A.I.C.D.	Whitewater	10 GTA3 A	Transport	17:55:33	18:04:41	00:09:08
16,405	02/03/2024	P-1	9-Cardiac or Respiratory Arrest/I	Whitewater	10 GTA3 B	Refusal	18:45:12	19:02:55	00:17:43
19,081	02/09/2024	P-2	29-Traffic/Transportation/Accider	Whitewater	10 GTA3 C	Refusal	10:10:00	10:21:32	00:11:32
19,248	02/09/2024	P-1	31-Unconscious/Fainting (Near)	Whitewater	10 GTA3 C	Transport	13:35:22	13:48:40	00:13:18
19,405	02/09/2024	P-3	12-Convulsions/Seizures	Whitewater	10 GTA3 C	Transport	19:40:55	19:47:41	00:06:46
19,784	02/10/2024	P-2	17-Falls	Whitewater	10 GTA3 A	Transport	17:08:57	17:19:39	00:10:42
20,605	02/12/2024	P-3	1-Abdominal Pain/Problems	Whitewater	10 GTA3 A	Transport	18:55:21	19:00:21	00:05:00
22,118	02/15/2024	P-1	29-Traffic/Transportation/Accider	Whitewater	10 GTA3 A	Canceled	20:27:15	20:29:59	00:02:44
23,207	02/18/2024	P-1	10-Chest Pain (Non-Traumatic)	Whitewater	10 GTA3 A	Canceled	1:40:15		
26,000	02/23/2024	P-1	10-Chest Pain (Non-Traumatic)	Whitewater	10 GTA3 B	Transport	17:35:44	17:43:21	00:07:37
27,146	02/26/2024	P-2	14-Drowning (near)/Diving/ Scub	Whitewater	10 GTA3 A	Canceled	16:15:09	16:28:34	00:13:25
27,541	02/27/2024	P-2	28-Stroke (CVA)	Whitewater	10 GTA3 C	Transport	14:52:32	14:56:02	00:03:30
27,782	02/28/2024	P-2	10-Chest Pain (Non-Traumatic)	Whitewater	10 GTA3 C	Transport	1:14:37	1:22:00	00:07:23

13

# GT-A3 Activity (February 2024)

Call Disposition	Acme	WW	Elk Rapids	Elk Rapids	East Bay	GT-Blair	Total
Transport	23	8	0	0	0	0	31
Refusal	4	2	1	0	0	0	7
Cancelled	3	3	0	1	1	1	9
<b>Total</b>	30	13	1	1	1	1	47

Response Priority	Acme	WW	Elk Rapids	Elk Rapids	East Bay	GT-Blair	Total
P-1 Emergency ALS	12	6	1	0	0	1	20
P-2 Emergency BLS	10	5	0	1	0	0	16
P-3 Non-Emergent	8	2	0	0	1	0	11
<b>Total</b>	30	13	1	1	1	1	47

Nature of Call	Acme	WW	Elk Rapids	Elk Rapids	East Bay	GT-Blair	Total
10-Chest Pain (Non-Traumatic)	6	3	0	0	0	0	9
12-Convulsions/Seizures	2	1	1	0	0	0	4
14-Drowning (near)/Diving/ Scuba Accid	0	1	0	0	0	0	1
17-Falls	6	1	0	0	1	0	8
19-Heart Problems / A.I.C.D.	1	1	0	0	0	0	2
1-Abdominal Pain/Problems	1	1	0	0	0	0	2
21-Hemorrhage/Lacerations	1	0	0	0	0	0	1
26-Sick Person (Specific Diagnosis)	6	0	0	0	0	0	6
28-Stroke (CVA)	1	1	0	0	0	0	2
29-Traffic/Transportation/Accidents	0	2	0	0	0	0	2
31-Unconscious/Fainting (Near)	1	1	0	0	0	0	2
32-Unknown Problem (Man Down)	1	0	0	0	0	0	1
6-Breathing Problems	4	0	0	0	0	0	4

	Acme	WW	Elk Rapids	Elk Rapids	East Bay	GT-Blair	Total
7-Burns (Scalds) /Explosion	0	0	0	1	0	1	2
9-Cardiac or Respiratory Arrest/Death	0	1	0	0	0	0	1
<b>Total</b>	30	13	1	1	1	1	47

Run#	Date	Priority	Nature of Call	Dispatch Zone	Unit	Disposition	Dispatch Time	Scene Time	Response Time
14,922	02/01/2024	P-1 I	12-Convulsions/Seizures	Elk Rapids	10 GTA3 C	Refusal	0:49:51	1:05:09	00:15:18
15,261	02/01/2024	P-3 I	17-Falls	Acme	10 GTA3 A	Transport	11:21:07	11:24:41	00:03:34
15,429	02/01/2024	P-1 I	19-Heart Problems / A.I.C.D.	Whitewater	10 GTA3 A	Transport	17:55:33	18:04:41	00:09:08
15,492	02/01/2024	P-1 I	12-Convulsions/Seizures	Acme	10 GTA3 A	Transport	20:19:19	20:26:08	00:06:49
15,969	02/02/2024	P-1 I	21-Hemorrhage/Lacerations	Acme	10 GTA3 C	Transport	17:14:20	17:19:08	00:04:48
16,405	02/03/2024	P-1 I	9-Cardiac or Respiratory Arrest/I	Whitewater	10 GTA3 B	Refusal	18:45:12	19:02:55	00:17:43
16,648	02/04/2024	P-2 E	10-Chest Pain (Non-Traumatic)	Acme	10 GTA3 A	Refusal	12:14:10	12:18:54	00:04:44
16,702	02/04/2024	P-2 E	32-Unknown Problem (Man Dow	Acme	10 GTA3 A	Transport	15:13:47	15:16:48	00:03:01
17,291	02/06/2024	P-3 I	26-Sick Person (Specific Diagno:	Acme	10 GTA3 B	Transport	2:50:59	3:03:34	00:12:35
17,967	02/07/2024	P-1 I	7-Burns (Scalds) /Explosion	GT-Blair	10 GTA3 C	Canceled	8:42:54		
18,524	02/08/2024	P-1 I	26-Sick Person (Specific Diagno:	Acme	10 GTA3 A	Transport	11:58:36	12:01:53	00:03:17
19,081	02/09/2024	P-2 E	29-Traffic/Transportation/Accider	Whitewater	10 GTA3 C	Refusal	10:10:00	10:21:32	00:11:32
19,248	02/09/2024	P-1 I	31-Unconscious/Fainting (Near)	Whitewater	10 GTA3 C	Transport	13:35:22	13:48:40	00:13:18
19,405	02/09/2024	P-3 I	12-Convulsions/Seizures	Whitewater	10 GTA3 C	Transport	19:40:55	19:47:41	00:06:46
19,572	02/10/2024	P-2 E	17-Falls	Acme	10 GTA3 C	Canceled	6:07:50		
19,784	02/10/2024	P-2 E	17-Falls	Whitewater	10 GTA3 A	Transport	17:08:57	17:19:39	00:10:42
19,873	02/10/2024	P-2 E	26-Sick Person (Specific Diagno:	Acme	10 GTA3 A	Transport	22:36:06	22:46:00	00:09:54
20,605	02/12/2024	P-3 I	1-Abdominal Pain/Problems	Whitewater	10 GTA3 A	Transport	18:55:21	19:00:21	00:05:00
20,809	02/13/2024	P-2 E	1-Abdominal Pain/Problems	Acme	10 GTA3 A	Transport	8:40:27	8:42:13	00:01:46
21,077	02/13/2024	P-3 I	6-Breathing Problems	Acme	10 GTA3 A	Refusal	19:21:05	19:35:18	00:14:13
21,367	02/14/2024	P-3 I	17-Falls	Acme	10 GTA3 B	Refusal	11:54:23	12:05:08	00:10:45
21,774	02/15/2024	P-3 I	26-Sick Person (Specific Diagno:	Acme	10 GTA3 A	Transport	7:17:21	7:27:05	00:09:44
21,903	02/15/2024	P-3 I	17-Falls	East Bay	10 GTA3 A	Canceled	11:58:22	12:07:37	00:09:15
22,118	02/15/2024	P-1 I	29-Traffic/Transportation/Accider	Whitewater	10 GTA3 A	Canceled	20:27:15	20:29:59	00:02:44
22,371	02/16/2024	P-1 I	6-Breathing Problems	Acme	10 GTA3 C	Canceled	9:50:15	10:13:08	00:22:53
22,856	02/17/2024	P-3 I	17-Falls	Acme	10 GTA3 A	Refusal	9:06:47	9:12:29	00:05:42
23,207	02/18/2024	P-1 I	10-Chest Pain (Non-Traumatic)	Whitewater	10 GTA3 A	Canceled	1:40:15		
23,334	02/18/2024	P-2 E	17-Falls	Acme	10 GTA3 C	Transport	12:44:21	12:48:52	00:04:31
23,547	02/19/2024	P-1 I	19-Heart Problems / A.I.C.D.	Acme	10 GTA3 C	Transport	1:38:28	1:48:55	00:10:27
23,619	02/19/2024	P-1 I	10-Chest Pain (Non-Traumatic)	Acme	10 GTA3 A	Transport	8:56:49	8:59:22	00:02:33
23,803	02/19/2024	P-1 I	6-Breathing Problems	Acme	10 GTA3 A	Transport	15:57:52	16:03:10	00:05:18
24,108	02/20/2024	P-1 I	10-Chest Pain (Non-Traumatic)	Acme	10 GTA3 C	Transport	8:33:47	8:37:19	00:03:32

Run#	Date	Priority	Nature of Call	Dispatch Zone	Unit	Disposition	Dispatch Time	Scene Time	Response Time
24,666	02/21/2024	P-1 L	26-Sick Person (Specific Diagno:	Acme	10 GTA3 C	Transport	6:05:08	6:18:23	00:13:15
24,745	02/21/2024	P-2 E	26-Sick Person (Specific Diagno:	Acme	10 GTA3 B	Transport	9:44:28	9:46:44	00:02:16
25,022	02/21/2024	P-2 E	31-Unconscious/Fainting (Near)	Acme	10 GTA3 B	Transport	19:32:48	19:42:27	00:09:39
25,066	02/21/2024	P-2 E	7-Burns (Scalds) /Explosion	Elk Rapids Twp	10 GTA3 B	Canceled	21:27:23		
25,241	02/22/2024	P-2 E	10-Chest Pain (Non-Traumatic)	Acme	10 GTA3 A	Transport	8:14:15	8:24:43	00:10:28
25,660	02/23/2024	P-1 L	10-Chest Pain (Non-Traumatic)	Acme	10 GTA3 A	Transport	2:01:18	2:12:46	00:11:28
25,798	02/23/2024	P-1 L	6-Breathing Problems	Acme	10 GTA3 B	Transport	10:11:24	10:15:00	00:03:36
26,000	02/23/2024	P-1 L	10-Chest Pain (Non-Traumatic)	Whitewater	10 GTA3 B	Transport	17:35:44	17:43:21	00:07:37
26,196	02/24/2024	P-3 L	17-Falls	Acme	10 GTA3 B	Canceled	4:21:12		
26,379	02/24/2024	P-2 E	28-Stroke (CVA)	Acme	10 GTA3 A	Transport	15:23:48	15:25:59	00:02:11
27,146	02/26/2024	P-2 E	14-Drowning (near)/Diving/ Scub	Whitewater	10 GTA3 A	Canceled	16:15:09	16:28:34	00:13:25
27,541	02/27/2024	P-2 E	28-Stroke (CVA)	Whitewater	10 GTA3 C	Transport	14:52:32	14:56:02	00:03:30
27,782	02/28/2024	P-2 E	10-Chest Pain (Non-Traumatic)	Whitewater	10 GTA3 C	Transport	1:14:37	1:22:00	00:07:23
27,866	02/28/2024	P-3 L	10-Chest Pain (Non-Traumatic)	Acme	10 GTA3 A	Transport	8:18:51	8:30:02	00:11:11
27,934	02/28/2024	P-1 L	12-Convulsions/Seizures	Acme	10 GTA3 A	Transport	11:07:39	11:10:55	00:03:16

# A-3 Transports By Month (Billable Calls)

February

Dispatch Zone	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Total
Antrim-City of Elk Rapids	0	3	1	0	1	1	2	0	0	0	1	1	1	1	12
Antrim-Elk Rapids	0	0	0	2	0	1	0	1	0	1	1	0	0	0	6
Antrim-Milton	0	2	1	0	1	0	1	1	1	1	3	1	0	0	12
GT-Acme	19	30	36	33	37	33	42	36	30	28	33	27	27	1	412
GT-Blair	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
GT-East Bay	0	0	1	1	2	4	4	3	0	3	0	3	0	0	21
GT-Green Lake	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
GT-Traverse City	1	0	0	0	3	0	0	1	0	0	0	0	0	0	5
GT-Union	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
GT-Whitewater	13	14	17	18	11	22	16	13	14	13	18	18	10	2	199
Kalkaska-Clearwater	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
<b>Total</b>	<b>33</b>	<b>49</b>	<b>57</b>	<b>54</b>	<b>55</b>	<b>62</b>	<b>65</b>	<b>55</b>	<b>45</b>	<b>47</b>	<b>57</b>	<b>50</b>	<b>38</b>	<b>4</b>	<b>671</b>



# Whitewater Response Times

## March 2024



Response Time Minutes	Call Count	Cumulative Call Count	Percentage	Cumulative Percentage
02:00 - 02:59	2	2	13%	12.50 %
03:00 - 03:59	1	3	6%	18.75 %
05:00 - 05:59	2	5	13%	31.25 %
06:00 - 06:59	1	6	6%	37.50 %
08:00 - 08:59	2	8	13%	50.00 %
09:00 - 09:59	1	9	6%	56.25 %
10:00 - 10:59	2	11	13%	68.75 %
12:00 - 12:59	2	13	13%	81.25 %
15:00 and up	3	16	19%	100.00 %

# Whitewater Twp Responses March 2024

Nature of Call	WW	Total
11-Choking	1	1
17-Falls	2	2
18-Headache	1	1
19-Heart Problems / A.I.C.D.	1	1
26-Sick Person (Specific Diagnosis)	1	1
30-Traumatic Injuries (Specific)	1	1
31-Unconscious/Fainting (Near)	1	1
32-Unknown Problem (Man Down)	3	3
6-Breathing Problems	3	3
7-Burns (Scalds) /Explosion	1	1
9-Cardiac or Respiratory Arrest/Death	1	1
<b>Total</b>	<b>16</b>	<b>16</b>

Call Disposition	WW	Total
Transport	11	11
Refusal	3	3
Cancelled	2	2
<b>Total</b>	<b>16</b>	<b>16</b>

Response Priority	WW	Total
P-1 Emergency ALS	7	7
P-2 Emergency BLS	5	5
P-3 Non-Emergent	4	4
<b>Total</b>	<b>16</b>	<b>16</b>

Run#	Date	Priority	Nature of Call	Dispatch Zone	Unit	Disposition	Dispatch Time	Scene Time	Response Time
29,524	03/02/2024	P-2	7-Burns (Scalds) /Explosion	Whitewater	10 GTA3 A	Canceled	13:16:36		
29,605	03/02/2024	P-1	6-Breathing Problems	Whitewater	10 GTA3 A	Transport	17:07:18	17:13:07	00:05:49
29,688	03/02/2024	P-1	19-Heart Problems / A.I.C.D.	Whitewater	10 GTA3 A	Transport	21:55:04	21:57:19	00:02:15
29,808	03/03/2024	P-2	18-Headache	Whitewater	10 GTA3 A	Transport	9:21:00	9:41:00	00:20:00
31,030	03/05/2024	P-1	32-Unknown Problem (Man Dow	Whitewater	10 GTA3 C	Transport	19:43:41	19:56:13	00:12:32
31,088	03/06/2024	P-1	31-Unconscious/Fainting (Near)	Whitewater	10 GTA3 C	Refusal	1:02:24	1:12:57	00:10:33
32,664	03/08/2024	P-1	6-Breathing Problems	Whitewater	10 GTA3 A	Transport	23:57:32	23:59:57	00:02:25
34,403	03/13/2024	P-3	17-Falls	Whitewater	10 GTA3 B	Refusal	5:43:47	6:56:11	01:12:24
35,158	03/14/2024	P-2	17-Falls	Whitewater	10 GTA3 C	Transport	14:21:36	14:32:19	00:10:43
35,317	03/14/2024	P-3	32-Unknown Problem (Man Dow	Whitewater	10 GTA3 C	Transport	21:54:55	21:58:47	00:03:52
35,962	03/16/2024	P-1	6-Breathing Problems	Whitewater	10 GTA3 C	Transport	12:52:11	13:00:57	00:08:46
37,357	03/20/2024	P-3	9-Cardiac or Respiratory Arrest/I	Whitewater	10 GTA3 C	Refusal	1:56:24	2:06:00	00:09:36
38,327	03/21/2024	P-2	32-Unknown Problem (Man Dow	Whitewater	10 GTA3 B	Canceled	21:27:22	21:36:20	00:08:58
39,850	03/25/2024	P-1	30-Traumatic Injuries (Specific)	Whitewater	10 GTA3 C	Transport	12:48:40	13:00:44	00:12:04
40,722	03/27/2024	P-2	11-Choking	Whitewater	10 GTA3 C	Transport	12:49:34	12:56:05	00:06:31
42,439	03/31/2024	P-3	26-Sick Person (Specific Diagno:	Whitewater	10 GTA3 A	Transport	6:55:18	7:00:35	00:05:17

# GT-A3 Activity (March 2024)

Call Disposition	Acme	WW	Elk Rapids	Milton	East Bay	GT-Garfield	GT-Traverse	Total
Transport	20	11	0	0	1	1	1	34
Refusal	7	3	1	0	0	0	0	11
Cancelled	9	2	0	1	1	1	0	14
<b>Total</b>	<b>36</b>	<b>16</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>59</b>

Response Priority	Acme	WW	Elk Rapids	Milton	East Bay	GT-Garfield	GT-Traverse	Total
P-1 Emergency ALS	12	7	1	0	0	0	0	20
P-2 Emergency BLS	16	5	0	1	2	1	1	26
P-3 Non-Emergent	8	4	0	0	0	1	0	13
<b>Total</b>	<b>36</b>	<b>16</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>59</b>

Nature of Call	Acme	WW	Elk Rapids	Milton	East Bay	GT-Garfield	GT-Traverse	Total
10-Chest Pain (Non-Traumatic)	1	0	0	0	1	0	0	2
11-Choking	0	1	0	0	0	0	0	1
17-Falls	16	2	0	0	0	0	0	18
18-Headache	1	1	0	0	0	0	0	2
19-Heart Problems / A.I.C.D.	1	1	0	0	0	0	0	2
1-Abdominal Pain/Problems	1	0	0	0	0	0	0	1
21-Hemorrhage/Lacerations	1	0	0	0	0	0	0	1
26-Sick Person (Specific Diagnosis)	5	1	0	1	0	2	1	10
28-Stroke (CVA)	1	0	1	0	0	0	0	2
29-Traffic/Transportation/Accidents	1	0	0	0	0	0	0	1
2-Allergies (Reactions)/Envenomations (	1	0	0	0	0	0	0	1
30-Traumatic Injuries (Specific)	0	1	0	0	0	0	0	1
31-Unconscious/Fainting (Near)	2	1	0	0	1	0	0	4

	Acme	WW	Elk Rapids	Milton	East Bay	GT-Garfield	GT-Traverse	Total
32-Unknown Problem (Man Down)	1	3	0	0	0	0	0	4
6-Breathing Problems	1	3	0	0	0	0	0	4
7-Burns (Scalds) /Explosion	2	1	0	0	0	0	0	3
9-Cardiac or Respiratory Arrest/Death	1	1	0	0	0	0	0	2
<b>Total</b>	36	16	1	1	2	2	1	59

Run#	Date	Priority	Nature of Call	Dispatch Zone	Unit	Disposition	Dispatch Time	Scene Time	Response Time
29,524	03/02/2024	P-2 E	7-Burns (Scalds) /Explosion	Whitewater	10 GTA3 A	Canceled	13:16:36		
29,577	03/02/2024	P-1 L	10-Chest Pain (Non-Traumatic)	Acme	10 GTA3 A	Transport	15:41:00	15:44:55	00:03:55
29,605	03/02/2024	P-1 L	6-Breathing Problems	Whitewater	10 GTA3 A	Transport	17:07:18	17:13:07	00:05:49
29,688	03/02/2024	P-1 L	19-Heart Problems / A.I.C.D.	Whitewater	10 GTA3 A	Transport	21:55:04	21:57:19	00:02:15
29,709	03/02/2024	P-1 L	28-Stroke (CVA)	Elk Rapids	10 GTA3 A	Refusal	23:25:18	23:41:55	00:16:37
29,808	03/03/2024	P-2 E	18-Headache	Whitewater	10 GTA3 A	Transport	9:21:00	9:41:00	00:20:00
30,431	03/04/2024	P-2 E	32-Unknown Problem (Man Dow	Acme	10 GTA3 A	Canceled	16:04:17	16:10:02	00:05:45
30,782	03/05/2024	P-3 L	17-Falls	Acme	10 GTA3 C	Refusal	11:20:57	11:26:42	00:05:45
30,891	03/05/2024	P-2 E	26-Sick Person (Specific Diagno:	Acme	10 GTA3 C	Transport	14:43:48	14:51:49	00:08:01
31,030	03/05/2024	P-1 L	32-Unknown Problem (Man Dow	Whitewater	10 GTA3 C	Transport	19:43:41	19:56:13	00:12:32
31,088	03/06/2024	P-1 L	31-Unconscious/Fainting (Near)	Whitewater	10 GTA3 C	Refusal	1:02:24	1:12:57	00:10:33
31,822	03/07/2024	P-2 E	26-Sick Person (Specific Diagno:	Milton	10 GTA3 C	Canceled	9:54:31		
32,096	03/07/2024	P-2 E	21-Hemorrhage/Lacerations	Acme	10 GTA3 C	Transport	20:17:08	20:26:41	00:09:33
32,203	03/08/2024	P-2 E	7-Burns (Scalds) /Explosion	Acme	10 GTA3 C	Transport	2:23:43	2:40:34	00:16:51
32,229	03/08/2024	P-1 L	7-Burns (Scalds) /Explosion	Acme	10 GTA3 C	Canceled	4:59:04	4:59:09	00:00:05
32,664	03/08/2024	P-1 L	6-Breathing Problems	Whitewater	10 GTA3 A	Transport	23:57:32	23:59:57	00:02:25
32,943	03/09/2024	P-3 L	17-Falls	Acme	10 GTA3 C	Canceled	16:54:33		
33,022	03/09/2024	P-2 E	17-Falls	Acme	10 GTA3 C	Canceled	19:59:19		
33,183	03/10/2024	P-2 E	28-Stroke (CVA)	Acme	10 GTA3 A	Transport	7:05:45	7:18:26	00:12:41
33,459	03/10/2024	P-3 L	26-Sick Person (Specific Diagno:	Acme	10 GTA3 A	Transport	22:34:36	22:46:39	00:12:03
33,547	03/11/2024	P-1 L	2-Allergies (Reactions)/Envenorr	Acme	10 GTA3 A	Transport	7:02:44	7:14:02	00:11:18
33,598	03/11/2024	P-2 E	17-Falls	Acme	10 GTA3 A	Transport	9:53:53	10:05:40	00:11:47
33,932	03/12/2024	P-1 L	26-Sick Person (Specific Diagno:	Acme	10 GTA3 A	Refusal	1:12:57	1:23:00	00:10:03
33,973	03/12/2024	P-2 E	17-Falls	Acme	10 GTA3 A	Transport	6:15:23	6:15:27	00:00:04
34,087	03/12/2024	P-2 E	31-Unconscious/Fainting (Near)	Acme	10 GTA3 B	Refusal	12:28:57	12:31:15	00:02:18
34,157	03/12/2024	P-2 E	26-Sick Person (Specific Diagno:	GT-Traverse City	10 GTA3 B	Transport	14:38:52	14:44:48	00:05:56
34,209	03/12/2024	P-2 E	31-Unconscious/Fainting (Near)	East Bay	10 GTA3 B	Transport	16:22:07	16:22:12	00:00:05
34,403	03/13/2024	P-3 L	17-Falls	Whitewater	10 GTA3 B	Refusal	5:43:47	6:56:11	01:12:24
34,606	03/13/2024	P-2 E	17-Falls	Acme	10 GTA3 A	Refusal	14:01:01	14:06:28	00:05:27

Run#	Date	Priority	Nature of Call	Dispatch Zone	Unit	Disposition	Dispatch Time	Scene Time	Response Time
34,657	03/13/2024	P-1 L	17-Falls	Acme	10 GTA3 A	Canceled	15:54:27	16:23:11	00:28:44
34,715	03/13/2024	P-2 E	17-Falls	Acme	10 GTA3 A	Transport	17:54:57	18:06:04	00:11:07
35,158	03/14/2024	P-2 E	17-Falls	Whitewater	10 GTA3 C	Transport	14:21:36	14:32:19	00:10:43
35,317	03/14/2024	P-3 L	32-Unknown Problem (Man Dow	Whitewater	10 GTA3 C	Transport	21:54:55	21:58:47	00:03:52
35,394	03/15/2024	P-3 L	17-Falls	Acme	10 GTA3 C	Canceled	6:15:25	6:23:33	00:08:08
35,662	03/15/2024	P-1 L	18-Headache	Acme	10 GTA3 A	Transport	17:09:49	17:09:55	00:00:06
35,837	03/16/2024	P-3 L	1-Abdominal Pain/Problems	Acme	10 GTA3 A	Transport	5:06:36	5:17:58	00:11:22
35,962	03/16/2024	P-1 L	6-Breathing Problems	Whitewater	10 GTA3 C	Transport	12:52:11	13:00:57	00:08:46
36,407	03/17/2024	P-1 L	17-Falls	Acme	10 GTA3 B	Transport	17:14:32	17:27:04	00:12:32
37,047	03/19/2024	P-2 E	10-Chest Pain (Non-Traumatic)	East Bay	10 GTA3 C	Canceled	11:02:22		
37,357	03/20/2024	P-3 L	9-Cardiac or Respiratory Arrest/I	Whitewater	10 GTA3 C	Refusal	1:56:24	2:06:00	00:09:36
37,787	03/20/2024	P-2 E	17-Falls	Acme	10 GTA3 A	Transport	21:27:15	21:40:45	00:13:30
38,060	03/21/2024	P-1 L	6-Breathing Problems	Acme	10 GTA3 B	Transport	14:09:37	14:13:24	00:03:47
38,327	03/21/2024	P-2 E	32-Unknown Problem (Man Dow	Whitewater	10 GTA3 B	Canceled	21:27:22	21:36:20	00:08:58
38,343	03/21/2024	P-2 E	26-Sick Person (Specific Diagno:	Acme	10 GTA3 B	Refusal	22:08:52	22:17:11	00:08:19
38,831	03/22/2024	P-3 L	26-Sick Person (Specific Diagno:	GT-Garfield	10 GTA3 A	Canceled	22:15:56		
38,834	03/22/2024	P-3 L	26-Sick Person (Specific Diagno:	Acme	10 GTA3 A	Canceled	22:24:05		
38,841	03/22/2024	P-2 E	17-Falls	Acme	10 GTA3 A	Canceled	22:41:09		
39,110	03/23/2024	P-2 E	17-Falls	Acme	10 GTA3 C	Transport	12:38:53	12:40:41	00:01:48
39,409	03/24/2024	P-1 L	29-Traffic/Transportation/Accider	Acme	10 GTA3 C	Canceled	5:28:45		
39,599	03/24/2024	P-3 L	17-Falls	Acme	10 GTA3 A	Refusal	19:21:35	19:33:26	00:11:51
39,777	03/25/2024	P-1 L	31-Unconscious/Fainting (Near)	Acme	10 GTA3 C	Transport	9:59:31	10:02:00	00:02:29
39,850	03/25/2024	P-1 L	30-Traumatic Injuries (Specific)	Whitewater	10 GTA3 C	Transport	12:48:40	13:00:44	00:12:04
40,236	03/26/2024	P-2 E	26-Sick Person (Specific Diagno:	GT-Garfield	10 GTA3 A	Transport	10:40:48	10:49:20	00:08:32
40,722	03/27/2024	P-2 E	11-Choking	Whitewater	10 GTA3 C	Transport	12:49:34	12:56:05	00:06:31
40,990	03/28/2024	P-2 E	17-Falls	Acme	10 GTA3 C	Transport	2:17:23	2:29:24	00:12:01
41,584	03/29/2024	P-3 L	17-Falls	Acme	10 GTA3 A	Transport	7:03:37	7:10:59	00:07:22
41,637	03/29/2024	P-1 L	9-Cardiac or Respiratory Arrest/I	Acme	10 GTA3 A	Refusal	10:04:28	10:06:19	00:01:51
42,044	03/30/2024	P-1 L	19-Heart Problems / A.I.C.D.	Acme	10 GTA3 A	Transport	5:42:06	5:52:47	00:10:41
42,439	03/31/2024	P-3 L	26-Sick Person (Specific Diagno:	Whitewater	10 GTA3 A	Transport	6:55:18	7:00:35	00:05:17

# A-3 Transports By Month (Billable Calls)

March 2023

Dispatch Zone	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	Total
<b>Antrim-City of Elk Rapids</b>	2	1	0	1	1	2	0	0	0	1	1	1	1	0	11
<b>Antrim-Elk Rapids</b>	0	0	2	0	1	0	1	0	1	1	0	0	0	0	6
<b>Antrim-Milton</b>	2	1	0	1	0	1	1	1	1	3	1	0	0	0	12
<b>GT-Acme</b>	27	36	33	37	33	42	36	30	28	33	27	27	27	2	418
<b>GT-Blair</b>	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
<b>GT-East Bay</b>	0	1	1	2	4	4	3	0	3	0	3	0	1	0	22
<b>GT-Garfield</b>	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
<b>GT-Green Lake</b>	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
<b>GT-Traverse City</b>	0	0	0	3	0	0	1	0	0	0	0	0	1	0	5
<b>GT-Union</b>	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
<b>GT-Whitewater</b>	13	17	18	11	22	16	13	14	13	18	18	10	14	2	199
<b>Kalkaska-Clearwater</b>	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
<b>Total</b>	44	57	54	55	62	65	55	45	47	57	50	38	45	4	678

# Whitewater Response Times

## April 2024



Response Time Minutes	Call Count	Cumulative Call Count	Percentage	Cumulative Percentage
00:00 - 00:59	2	2	11%	10.53 %
03:00 - 03:59	1	3	5%	15.79 %
05:00 - 05:59	1	4	5%	21.05 %
06:00 - 06:59	2	6	11%	31.58 %
07:00 - 07:59	2	8	11%	42.11 %
08:00 - 08:59	1	9	5%	47.37 %
09:00 - 09:59	1	10	5%	52.63 %
10:00 - 10:59	2	12	11%	63.16 %
11:00 - 11:59	1	13	5%	68.42 %
12:00 - 12:59	3	16	16%	84.21 %
13:00 - 13:59	1	17	5%	89.47 %
15:00 and up	2	19	11%	100.00 %



# Whitewater Twp Responses April 2024

Nature of Call	WW	Total
11-Choking	1	1
12-Convulsions/Seizures	1	1
17-Falls	1	1
20-Heat/Cold Exposure	1	1
23-Overdose / Poisoning (Ingestion)	1	1
25-Psychiatric/ Abnormal Behavior/Suici	1	1
26-Sick Person (Specific Diagnosis)	2	2
28-Stroke (CVA)	2	2
29-Traffic/Transportation/Accidents	2	2
31-Unconscious/Fainting (Near)	2	2
32-Unknown Problem (Man Down)	2	2
7-Burns (Scalds) /Explosion	2	2
<b>Total</b>	<b>18</b>	<b>18</b>

Call Disposition	WW	Total
Transport	10	10
Refusal	4	4
Cancelled	4	4
<b>Total</b>	<b>18</b>	<b>18</b>

Response Priority	WW	Total
P-1 Emergency ALS	3	3
P-2 Emergency BLS	12	12
P-3 Non-Emergent	3	3
<b>Total</b>	<b>18</b>	<b>18</b>

Run#	Date	Priority	Nature of Call	Dispatch Zone	Unit	Disposition	Dispatch Time	Scene Time	Response Time
43,130	04/01/2024	P-3	7-Burns (Scalds) /Explosion	Whitewater	10 GTA3 C	Canceled	22:25:18	22:40:38	00:15:20
43,500	04/02/2024	P-1	11-Choking	Whitewater	10 GTA3 A	Canceled	18:51:06		
43,623	04/03/2024	P-2	32-Unknown Problem (Man Dow	Whitewater	10 GTA3 A	Refusal	3:57:19	4:07:51	00:10:32
43,837	04/03/2024	P-2	12-Convulsions/Seizures	Whitewater	10 GTA3 C	Transport	14:23:51	14:30:33	00:06:42
45,835	04/07/2024	P-1	31-Unconscious/Fainting (Near)	Whitewater	10 GTA3 A	Refusal	12:08:05	12:15:25	00:07:20
46,443	04/08/2024	P-2	29-Traffic/Transportation/Accider	Whitewater	10 GTA3 A	Transport	19:10:18	19:22:23	00:12:05
46,457	04/08/2024	P-2	29-Traffic/Transportation/Accider	Whitewater	10 GTA3 A	Transport	19:51:45	19:51:53	00:00:08
46,903	04/09/2024	P-2	23-Overdose / Poisoning (Ingest	Whitewater	10 GTA3 A	Refusal	18:36:59	18:43:26	00:06:27
47,362	04/10/2024	P-2	25-Psychiatric/ Abnormal Behavi	Whitewater	10 GTA3 C	Transport	19:43:53	19:52:24	00:08:31
47,476	04/11/2024	P-1	31-Unconscious/Fainting (Near)	Whitewater	10 GTA3 C	Refusal	1:56:41	2:01:48	00:05:07
48,946	04/13/2024	P-3	32-Unknown Problem (Man Dow	Whitewater	10 GTA3 A	Canceled	23:27:24		
49,443	04/15/2024	P-3	28-Stroke (CVA)	Whitewater	10 GTA3 B	Transport	9:13:07	9:25:35	00:12:28
51,358	04/19/2024	P-2	26-Sick Person (Specific Diagno:	Whitewater	10 GTA3 C	Transport	12:13:56	12:24:46	00:10:50
52,487	04/22/2024	P-2	17-Falls	Whitewater	10 GTA3 B	Transport	7:24:26	7:34:00	00:09:34
52,669	04/22/2024	P-2	28-Stroke (CVA)	Whitewater	10 GTA3 B	Transport	14:48:56	14:56:37	00:07:41
55,380	04/27/2024	P-2	20-Heat/Cold Exposure	Whitewater	10 GTA3 A	Transport	14:33:05	14:44:15	00:11:10
55,430	04/27/2024	P-2	7-Burns (Scalds) /Explosion	Whitewater	10 GTA3 A	Canceled	16:13:10		
56,852	04/30/2024	P-2	26-Sick Person (Specific Diagno:	Whitewater	10 GTA3 C	Transport	20:34:59	20:38:26	00:03:27

# GT-A3 Activity (April 2024)

Call Disposition	Acme	WW	East Bay	Leelanau-Solo	Total
Transport	22	10	2	0	34
Refusal	8	4	0	0	12
Cancelled	2	4	0	1	7
<b>Total</b>	<b>32</b>	<b>18</b>	<b>2</b>	<b>1</b>	<b>53</b>

Response Priority	Acme	WW	East Bay	Leelanau-Solo	Total
P-1 Emergency ALS	18	3	1	1	23
P-2 Emergency BLS	7	12	1	0	20
P-3 Non-Emergent	7	3	0	0	10
<b>Total</b>	<b>32</b>	<b>18</b>	<b>2</b>	<b>1</b>	<b>53</b>

Nature of Call	Acme	WW	East Bay	Leelanau-Solo	Total
10-Chest Pain (Non-Traumatic)	1	0	0	0	1
11-Choking	0	1	0	0	1
12-Convulsions/Seizures	1	1	0	0	2
13-Diabetic Problems	2	0	0	0	2
17-Falls	3	1	0	0	4
20-Heat/Cold Exposure	0	1	0	0	1
21-Hemorrhage/Lacerations	1	0	0	0	1
23-Overdose / Poisoning (Ingestion)	0	1	0	0	1
25-Psychiatric/ Abnormal Behavior/Suici	0	1	0	0	1
26-Sick Person (Specific Diagnosis)	1	2	1	1	5
28-Stroke (CVA)	2	2	0	0	4
29-Traffic/Transportation/Accidents	3	2	0	0	5
2-Allergies (Reactions)/Envenomations (	1	0	0	0	1

	Acme	WW	East Bay	Leelanau-Solo	Total
31-Unconscious/Fainting (Near)	3	2	0	0	5
32-Unknown Problem (Man Down)	0	2	1	0	3
4-Assault/Sexual Assault	1	0	0	0	1
5-Back Pain (Non-traumatic or Non Rece	3	0	0	0	3
6-Breathing Problems	7	0	0	0	7
7-Burns (Scalds) /Explosion	2	2	0	0	4
9-Cardiac or Respiratory Arrest/Death	1	0	0	0	1
<b>Total</b>	32	18	2	1	53

Run#	Date	Priority	Nature of Call	Dispatch Zone	Unit	Disposition	Dispatch Time	Scene Time	Response Time
42,930	04/01/2024	P-1 I	6-Breathing Problems	Acme	10 GTA3 C	Refusal	13:03:15	13:35:53	00:32:38
43,130	04/01/2024	P-3 I	7-Burns (Scalds) /Explosion	Whitewater	10 GTA3 C	Canceled	22:25:18	22:40:38	00:15:20
43,441	04/02/2024	P-3 I	17-Falls	Acme	10 GTA3 A	Refusal	16:09:57	16:13:38	00:03:41
43,500	04/02/2024	P-1 I	11-Choking	Whitewater	10 GTA3 A	Canceled	18:51:06		
43,623	04/03/2024	P-2 E	32-Unknown Problem (Man Dow	Whitewater	10 GTA3 A	Refusal	3:57:19	4:07:51	00:10:32
43,837	04/03/2024	P-2 E	12-Convulsions/Seizures	Whitewater	10 GTA3 C	Transport	14:23:51	14:30:33	00:06:42
44,218	04/04/2024	P-1 L	29-Traffic/Transportation/Accider	Acme	10 GTA3 C	Transport	5:09:55	5:26:08	00:16:13
44,308	04/04/2024	P-1 L	13-Diabetic Problems	Acme	10 GTA3 B	Transport	10:22:17	10:27:11	00:04:54
45,808	04/07/2024	P-2 E	4-Assault/Sexual Assault	Acme	10 GTA3 A	Refusal	11:08:54	11:15:35	00:06:41
45,835	04/07/2024	P-1 L	31-Unconscious/Fainting (Near)	Whitewater	10 GTA3 A	Refusal	12:08:05	12:15:25	00:07:20
46,186	04/08/2024	P-3 I	5-Back Pain (Non-traumatic or N	Acme	10 GTA3 A	Transport	8:32:16	8:41:06	00:08:50
46,409	04/08/2024	P-2 E	5-Back Pain (Non-traumatic or N	Acme	10 GTA3 A	Transport	17:18:14	17:24:35	00:06:21
46,443	04/08/2024	P-2 E	29-Traffic/Transportation/Accider	Whitewater	10 GTA3 A	Transport	19:10:18	19:22:23	00:12:05
46,457	04/08/2024	P-2 E	29-Traffic/Transportation/Accider	Whitewater	10 GTA3 A	Transport	19:51:45	19:51:53	00:00:08
46,491	04/08/2024	P-1 L	13-Diabetic Problems	Acme	10 GTA3 A	Transport	21:39:53	21:48:36	00:08:43
46,540	04/09/2024	P-3 I	28-Stroke (CVA)	Acme	10 GTA3 A	Transport	1:45:05	2:01:02	00:15:57
46,903	04/09/2024	P-2 E	23-Overdose / Poisoning (Ingest	Whitewater	10 GTA3 A	Refusal	18:36:59	18:43:26	00:06:27
47,362	04/10/2024	P-2 E	25-Psychiatric/ Abnormal Behavi	Whitewater	10 GTA3 C	Transport	19:43:53	19:52:24	00:08:31
47,476	04/11/2024	P-1 L	31-Unconscious/Fainting (Near)	Whitewater	10 GTA3 C	Refusal	1:56:41	2:01:48	00:05:07
48,645	04/13/2024	P-1 L	29-Traffic/Transportation/Accider	Acme	10 GTA3 A	Transport	9:40:27	9:42:28	00:02:01
48,737	04/13/2024	P-2 E	28-Stroke (CVA)	Acme	10 GTA3 A	Transport	13:32:21	13:38:16	00:05:55
48,946	04/13/2024	P-3 I	32-Unknown Problem (Man Dow	Whitewater	10 GTA3 A	Canceled	23:27:24		
49,057	04/14/2024	P-1 L	6-Breathing Problems	Acme	10 GTA3 C	Transport	7:43:06	7:50:37	00:07:31
49,443	04/15/2024	P-3 I	28-Stroke (CVA)	Whitewater	10 GTA3 B	Transport	9:13:07	9:25:35	00:12:28
49,596	04/15/2024	P-2 E	7-Burns (Scalds) /Explosion	Acme	10 GTA3 B	Canceled	15:25:00		

Run#	Date	Priority	Nature of Call	Dispatch Zone	Unit	Disposition	Dispatch Time	Scene Time	Response Time
50,107	04/16/2024	P-1 L	9-Cardiac or Respiratory Arrest/I	Acme	10 GTA3 A	Transport	17:57:57	18:07:46	00:09:49
50,288	04/17/2024	P-1 L	32-Unknown Problem (Man Dow	East Bay	10 GTA3 B	Transport	8:05:26	8:12:56	00:07:30
51,248	04/19/2024	P-1 L	2-Allergies (Reactions)/Envenorr	Acme	10 GTA3 C	Transport	8:39:50	8:45:16	00:05:26
51,358	04/19/2024	P-2 E	26-Sick Person (Specific Diagno:	Whitewater	10 GTA3 C	Transport	12:13:56	12:24:46	00:10:50
51,649	04/19/2024	P-1 L	31-Unconscious/Fainting (Near)	Acme	10 GTA3 C	Refusal	22:48:21	22:57:39	00:09:18
51,735	04/20/2024	P-1 L	17-Falls	Acme	10 GTA3 C	Transport	5:23:18	5:30:22	00:07:04
52,083	04/21/2024	P-3 L	5-Back Pain (Non-traumatic or N	Acme	10 GTA3 A	Transport	4:20:25	4:33:40	00:13:15
52,487	04/22/2024	P-2 E	17-Falls	Whitewater	10 GTA3 B	Transport	7:24:26	7:34:00	00:09:34
52,586	04/22/2024	P-2 E	31-Unconscious/Fainting (Near)	Acme	10 GTA3 B	Transport	11:50:28	11:59:52	00:09:24
52,669	04/22/2024	P-2 E	28-Stroke (CVA)	Whitewater	10 GTA3 B	Transport	14:48:56	14:56:37	00:07:41
52,991	04/23/2024	P-3 L	26-Sick Person (Specific Diagno:	Acme	10 GTA3 C	Refusal	11:04:29	11:12:57	00:08:28
53,295	04/23/2024	P-1 L	6-Breathing Problems	Acme	10 GTA3 C	Transport	23:19:40	23:30:44	00:11:04
53,307	04/24/2024	P-1 L	6-Breathing Problems	Acme	10 GTA3 C	Transport	0:45:30	0:58:11	00:12:41
53,694	04/24/2024	P-3 L	6-Breathing Problems	Acme	10 GTA3 A	Transport	10:20:06	10:30:01	00:09:55
53,845	04/24/2024	P-1 L	7-Burns (Scalds) /Explosion	Acme	10 GTA3 A	Canceled	15:21:54	15:29:24	00:07:30
54,717	04/26/2024	P-2 E	31-Unconscious/Fainting (Near)	Acme	10 GTA3 A	Transport	9:53:32	9:58:26	00:04:54
55,081	04/27/2024	P-2 E	21-Hemorrhage/Lacerations	Acme	10 GTA3 A	Refusal	0:31:37	0:42:50	00:11:13
55,201	04/27/2024	P-1 L	6-Breathing Problems	Acme	10 GTA3 A	Transport	3:31:04	3:42:38	00:11:34
55,380	04/27/2024	P-2 E	20-Heat/Cold Exposure	Whitewater	10 GTA3 A	Transport	14:33:05	14:44:15	00:11:10
55,430	04/27/2024	P-2 E	7-Burns (Scalds) /Explosion	Whitewater	10 GTA3 A	Canceled	16:13:10		
55,828	04/28/2024	P-1 L	29-Traffic/Transportation/Accider	Acme	10 GTA3 C	Refusal	15:43:05	15:46:15	00:03:10
55,916	04/28/2024	P-3 L	17-Falls	Acme	10 GTA3 C	Refusal	20:11:25	20:21:17	00:09:52
56,016	04/29/2024	P-1 L	6-Breathing Problems	Acme	10 GTA3 C	Transport	2:33:38	2:53:25	00:19:47
56,073	04/29/2024	P-1 L	10-Chest Pain (Non-Traumatic)	Acme	10 GTA3 A	Transport	8:11:42	8:27:42	00:16:00
56,293	04/29/2024	P-1 L	12-Convulsions/Seizures	Acme	10 GTA3 A	Transport	16:16:16	16:20:56	00:04:40
56,695	04/30/2024	P-1 L	26-Sick Person (Specific Diagno:	Leelanau-Solon	10 GTA3 C	Canceled	14:06:28		
56,787	04/30/2024	P-2 E	26-Sick Person (Specific Diagno:	East Bay	10 GTA3 C	Transport	17:36:27	17:47:01	00:10:34
56,852	04/30/2024	P-2 E	26-Sick Person (Specific Diagno:	Whitewater	10 GTA3 C	Transport	20:34:59	20:38:26	00:03:27

# A-3 Transports By Month (Billable Calls)

April 2023

Dispatch Zone	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	Total
Antrim-City of Elk Rapids	1	0	1	1	2	0	0	0	1	1	1	1	0	9
Antrim-Elk Rapids	0	2	0	1	0	1	0	1	1	0	0	0	0	6
Antrim-Milton	1	0	1	0	1	1	1	1	3	1	0	0	0	10
GT-Acme	32	33	37	33	42	36	30	28	33	27	27	27	30	415
GT-Blair	0	0	0	1	0	0	0	0	0	0	0	0	0	1
GT-East Bay	1	1	2	4	4	3	0	3	0	3	0	1	2	24
GT-Garfield	0	0	0	0	0	0	0	0	0	0	0	1	0	1
GT-Green Lake	1	0	0	0	0	0	0	0	0	0	0	0	0	1
GT-Traverse City	0	0	3	0	0	1	0	0	0	0	0	1	0	5
GT-Union	0	0	0	0	0	0	0	1	0	0	0	0	0	1
GT-Whitewater	16	18	11	22	16	13	14	13	18	18	10	14	14	197
Kalkaska-Clearwater	0	0	0	0	0	0	0	0	1	0	0	0	0	1
<b>Total</b>	52	54	55	62	65	55	45	47	57	50	38	45	46	671



# WHITEWATER TOWNSHIP FIRE DEPARTMENT

8380 OLD M-72 ♦ PO BOX 9 ♦ WILLIAMSBURG, MICHIGAN 49690 ♦ 231.267.5969 ♦ FIRECHIEF@WHITEWATERTOWNSHIP.ORG

March 2024 Monthly Report  
Fire Chief Brandon Flynn

**Alarms:** The fire department responded to 14 calls in March.

- 6 EMS Assists
- 2 Vehicle Crash
- Residential Fire Alarm
- Open Burning Complaint
- 2 CO Alarm
- Tree in the Road
- Mutual Aid to Metro FD for a structure fire

**YTD:** 2024 = 33, 2023 = 24, 2022 = 27

**Training:** 4 training sessions were held in March.

- Monthly vehicle & SCBA maintenance
- Bloodborne Pathogens, Target Solutions
- Communications
- Business meeting

**Meetings/Other:**

- Officer Meeting, March 8
- Fire Investigators, March 15
- Metro FD, After Action Report for the Maplewood fire.
- County Chief's, March 19
- Budget Hearing, March 7, 21 & 26

**General:**

An officer meeting was held on March 8 to discuss the departure of Chief Flynn.

Chief Flynn attended an After Action Report (AAR) for the mutual aid call in Acme Township. A second alarm was called for a duplex structure fire on Maplewood Ln.

Multiple budget sessions were held in March including the Fire Department's.



Committed to proudly serving the community with professionalism and integrity.

The Township Board interviewed Training Officer Josh Morgan on March 21 for the position of Interim Fire Chief. The board unanimously approved this appointment which will begin on April 1, 2024. The Board also decided to post the position of Fire Chief to seek external candidates. The Interims Chiefs position will be in place until a new Fire Chief is hired.

Chief Flynn installed 6 smoke alarms and one CO alarm for a resident on Vinton Rd.

The new brush truck is finally complete. It went to CSI on March 20 to have the reels plumbed and it also went to Fick & Sons for a DOT inspection. The completed truck is now officially in service and ready for wildfire season.

The old brush truck (AM General) was listed on Govdeals.com auction website for 10 days which ended on March 25. The truck was sold for \$5,251.00 and as of the submission of this report, the buyer has not yet made contact with the Chief's office.

Two inspections were completed this month.

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# WHITEWATER TOWNSHIP FIRE DEPARTMENT

8380 OLD M-72 ♦ PO BOX 9 ♦ WILLIAMSBURG, MICHIGAN 49690 ♦ 231.267.5969 ♦ FIRECHIEF@WHITEWATERTOWNSHIP.ORG

April 2024 Monthly Report  
Interim Fire Chief Joshua Morgan

## A Message from the Chief:

It was an eventful first month as Interim Chief of Whitewater Township Fire Department. It only took 12 hours as Chief to get our first run of April. It was an eventful month with our typical calls for the month of April. As Interim Chief I was able to make all 911 calls dispatched while still holding my full-time job.

We have started a recruitment drive and I have tasked some members of our department with helping undertake this. Posters and content will be published throughout the summer. If you or someone you know is interested in becoming a Firefighter please reach out!

One task I have taken on is increasing our social media presence. This increase in content has helped us reach 7,300 people (Up 83%), engagement from 3,300 people (Up 209%) and we have gained 60 new followers this month.

I look forward to serving Whitewater Township and as always, my goal is to create a better community for our citizens.

Thanks,

Josh Morgan, Interim Chief

**Alarms:** The fire department responded to 13 calls in April.

- 3 EMS Assists
- 1 Vehicle Crash
- 1 Canceled Enroute
- 1 Swan Rescue
- 3 Odor Investigations
- 4 Wildfires

**YTD:** 2024 = 46, 2023 = 36

**Training:** 4 training sessions were held in April.

- Monthly vehicle & SCBA maintenance
- Target Solutions, Wildfire Review



Committed to proudly serving the community with professionalism and integrity.

- Communications Review + Brush 3 Operational Check-off
- DNR Wildland Refresher

**Meetings/Other:**

- Mill Creek Fire Alarm Drill, April 22 - Interim Chief Morgan
- County Chief's, April 12 - Interim Chief Morgan / Assistant Chief Nick Carpenter

**Noteworthy Items:**

Chief Morgan taught as lead instructor at North Central Michigan College Fire Academy 5 different dates over the month of April and assisted the Eastern Upper Peninsula Fire Academy on another day as an instructor.

Firefighter David Tilley helped instruct at the Northwest Regional Training Center several times over the month of April.

Whitewater Brush 3 is now operational and all members of Whitewater Township are checked off and certified on using the truck.

Chief Morgan attended one Fire Alarm Drill at Mill Creek Elementary on April 22<sup>nd</sup>.

Breathing Air Systems completed annual maintenance on the SCBA air compressor on April 16<sup>th</sup> with the assistance of FF Michael Stevenson.

\*\*\*

Hello Township Board Members-Here is your update from the PC

This month starts with a new plan and a completed plan. The Planning Commission brings Whitewater Township an updated Master Plan now available for the public's viewing, comments and concerns.

Budget done and here's a perfect chance to sit in the sun and read the Master Plan. Now's the time to examine all the hard work and say thank you to all for a job well done.

- take the time to read the plan
- Understand how the Master Plan Works
- Planning Commission will be examining our Site Plan Skills and training
- The Zoning map project continues it's updates for checks and balances (checking all the lines thru a surveyor)
- Welcome ROS member Denise Pelton to the Plan Commission
- Next comes a hard look at the General Ordinances and Zoning Ordinances

Until next month everyone have a safe and exciting Spring Break!

Heidi\yourtrustee

-



Ron Popp <supervisorwhitewater@gmail.com>

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## PC liaison reports for April 3 and April 18

1 message

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**Heidi Vollmuth** <heidivourtrustee@gmail.com>  
To: Ron Popp <supervisorwhitewater@gmail.com>  
Cc: LindaPC <wwtslopsema@gmail.com>

Sun, May 5, 2024 at 2:13 PM


Team


Exciting things are happening as the Planning Commission moves forward into May. Unfortunately I was traveling and was unable to attend the above meetings  
It is my best practice not to create a report from a meeting I did not attend in person. Please refer to the minutes of those meetings for an accurate account of what took place. Please see attached.

Regards,  
HeidiVyourTrustee

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### 2 attachments

 **wwt\_pc\_mins\_040324\_approved.pdf**  
117K

 **wwt\_pc\_mins\_041824\_draft.pdf**  
73K

WHITEWATER TOWNSHIP PLANNING COMMISSION  
MINUTES FOR REGULAR MEETING  
April 3, 2024

Call to Order at 7:00 p.m.

Roll Call: DeYoung, Jacobson, Keaton, Peltonen, Slopsema, Wroubel

Absent: Vollmuth

Also in attendance: Randy Mielnik of North Place Planning and Recording Secretary MacLean

Set / Adjust Agenda: Set

Declaration of Conflict of Interest: None

Public Comment:

7:02 p.m. begin

Connie Hymore

Vicki Beam

7:08 p.m. end

Public Hearing: None

Approval of Minutes:

**MOTION** by Jacobson second by Wroubel to approve Regular Meeting Minutes of March 6, 2024.

Roll call vote: Wroubel-yes; Peltonen-yes; DeYoung-yes; Slopsema-yes, Keaton-yes; Vollmuth–n/a; Jacobson-yes.

Motion carried.

Correspondence: None

Reports and Presentations:

*Zoning Administrator Report:* No report provided. New ZA has not started yet

*Chair's Report, Keaton:* Rights of the PC to make decisions

*Township Board Rep, Vollmuth:* Written note provided

*ZBA Representative, Wroubel:* No cases in March.

*Committee Reports:* None

Unfinished Business:

1. Zoning Map update and discussion, Mielnik notes that the surveyor has 60 days to complete, should be complete mid-April and will present to the PC.  
Discussion of disclaimer. We use the county GIS mapping system and the assessor also uses the county GIS.  
Our surveyor is mapping the zoning districts.  
Consult attorney regarding the language of a disclaimer, after the map is complete.
2. Zoning Amendment List and Organization of Zoning Ordinance, Mielnik notes that we are likely 30 days out on the reorganizational map. Looking to add it to the June agenda.
3. Special Meeting, April 18, 2024, 7 p.m., for Draft Master Plan review and discussion. Mielnik notes that the draft notes history, Enabling Act requirements, community input and steps to achieve the goals. Chapter 6 is the goals section. Please review for the next meeting. Please offer specifics to any changes you would like. Please include what, why and how.
4. Bylaws: The term “rule of necessity” is in the bylaws. Add the supplied American Bar Association definition to the bylaws. Add a definitions page to the bylaws or include as a footnote.  
**MOTION** by Keaton, second by Peltonen to add the original definition of the rule of necessity on a definitions page with more complete source information.  
Roll call vote: DeYoung-yes; Peltonen-yes; Jacobson-yes Slopsema-no, Keaton-yes; Wroubel-no;  
Vollmuth–n/a. Motion carried.  
DeYoung will create a definitions page to be included in the bylaws and update the date.
5. Traverse Transportation Coordinating Initiative (TTCI) and Metropolitan Planning Organization (MPO) was denied at the board level. Whitewater Township IS part of the MPO, which is the Grand Traverse Area MPO. The township board has decided to NOT take a seat at the table regarding making plans and decisions. Lucas Porath of the MI Dept of Transportation of the TC office would be willing to come speak to the PC

regarding their future plans for M72. Schedule for the May meeting.

New Business:

1. Information for Preparation of forthcoming Special Use Permit Public Hearing, materials provided for PC review
  - a. Amendment 84, Article 25, Site Plan Review (SPR) / Special Use Permit (SUP) – authorization and procedures. Materials provided for reference in preparation for the upcoming meeting. Discussion ensued. The Special Use Permit notes what has to be submitted to the zoning administrator, special use standards are stated. The PC does have the right to request more information (within reason, within the law). A decision does not have to be made on the night of a public hearing. Sometimes the PC may need more time to make a decision. That can be determined on a case-by-case basis. A special meeting can be called. Reasons for approval or disapproval have to be stated along with the findings of fact.
  - b. Fahey Schultz Burzych Rhodes – “Special and Conditional Use Permits – the Do’s and Don’ts. Materials provided for reference in preparation for the upcoming meeting.
2. Define the term “rural”: Page 87, in the Master Plan draft. Highlight what is there. What does our township want?

3. Election of Officers:

Jacobson nominates Slopsema for Chair. Slopsema accepts.

**MOTION** by Jacobson, second by Wroubel to elect Slopsema as Chair.

Roll call vote: Peltonen-yes; DeYoung-yes; Jacobson-yes Slopsema-yes, Keaton-yes; Wroubel-yes; Vollmuth–n/a. Motion carried.

Jacobson nominates DeYoung for Secretary. DeYoung accepts.

**MOTION** by Jacobson, second by Slopsema to elect DeYoung as Secretary.

Roll call vote: Slopsema-yes, Keaton-yes; Vollmuth–n/a; Peltonen-yes; DeYoung-yes; Wroubel-yes; Jacobson-yes; Motion carried.

DeYoung nominates Jacobson for Vice Chair. Jacobson accepts.

**MOTION** by Keaton, second by DeYoung to elect Jacobson as Vice Chair.

Roll call vote: DeYoung-yes; Wroubel-yes; Jacobson-yes; Slopsema-yes, Keaton-yes; Vollmuth–n/a; Peltonen-yes. Motion carried.

Next meeting: Special meeting: April 18, 2024; regular meeting: May 1, 2024.

Public Comment:

None

Commission Discussion/Comments:

Continuing Education:

“Rural definition”

2024 Agritourism Summit, May 8 at Haggerty Center (link provided for registration)

**MOTION** by Jacobson second by DeYoung to adjourn.

Roll call: Jacobson-yes; Keaton-yes; Slopsema-yes; Wroubel-yes; Vollmuth-n/a; Peltonen-yes; DeYoung-yes.

Adjournment: 9:10 p.m.

Tabled items: Article 5 Districts; Article 25, Special Use Permits: Campgrounds

Respectfully Submitted  
Lois MacLean,  
Recording Secretary

**DRAFT**  
WHITEWATER TOWNSHIP PLANNING COMMISSION  
MINUTES FOR SPECIAL MEETING  
April 18, 2024

Call to Order at 7:00 p.m.

Roll Call: Jacobson, Keaton, Wroubel, Peltonen, DeYoung, Slopsema

Absent: Vollmuth

Also in attendance: Planner Mielnik, Acting Recording Secretary Cheryl Goss and Zoning Administrator Graber

Next meeting date corrected to May 1.

Set / Adjust Agenda: Set

Declaration of Conflict of Interest: None

Public Comment:

7:02 p.m. begin

Heidi Vollmuth via Zoom

7:06 p.m. end

Special Meeting Business:

1. Draft Master Plan Review and Discussion. Resident Outreach Subcommittee (ROS) and public invited to share. ROS member McElwee presented written notes and discussion ensued regarding alternative energy, rezoning, zoning districts including Ag and RC, shoreline stewardship and front yard setbacks.

ROS member Buczkowski presented notes. Slopsema presented a picture. Discussion ensued regarding topics on responsibility of roads and non-motorized trails connecting to TART and Nakwema (TC to Charlevoix).

ROS member Stratton presented written notes and discussion ensued regarding rural character, flood plains and survey responses to scenic views.

Kim Mangus via Zoom commented on goals, private property rights, rural character, agri-tourism, environmental protections, front yard setbacks, private roads, M72 corridor plans, picture on page 96 and future land use map.

PC member Keaton commented on and discussion ensued regarding recreational assets.

PC member Peltonen commented on and discussion ensued regarding the 2017 marijuana survey and referendum.

PC member Jacobson commented on and discussion ensued regarding various word changes for clarity, property rights, topographical map, school, housing, infrastructure for electric vehicles, short term rentals, village district, RC district, zoning maps, recent development, zoning, fire department, possibility of a forth coming design guidance manual, flexibility of this document, attendance of outreach events and sewer/septic around lakes.

PC member Wroubel commented on vision and goals.

PC member DeYoung commented on and discussion ensued regarding PUDs and developments.

PC Chair Slopsema presented written notes and discussion ensued regarding lot sizes, goals, zoning terminology, definitions, and zoning maps.

Everyone agreed Mielnik did an excellent job on the Master Plan Draft. Thank you!!  
Mielnik will update the draft with proposed changes.

2. Anything else related to the Master Plan  
Buczkowski noted the lack of private road designations on map 8.  
Mielnik followed up with Barry Hicks of Networks Northwest regarding the Metropolitan Planning Organization (MPO) and Whitewater's eligibility.

Next meeting: May 1, 2024 at 7 p.m.

Public Comment:

9:49 p.m. begin

Deb Graber

Michael Sherman

Kim Mangus

9:55 p.m. end

Commission Discussion/Comments: None

Adjournment:

MOTION by Jacobson, second by DeYoung to adjourn. On voice vote, all in favor.

Meeting adjourned at 9:56 p.m.

Respectfully Submitted

Lois MacLean,

Recording Secretary



## Planning Commission Liaison Report May 1 2024

\*The zoning administrator presented us with some format changes on her zoning reports. Presentation on site plan reviews, and special use permits and packet prep. Packets will be ready tomorrow Thursday by 4pm on both requests.

\*\*All correspondence received by other members will be forwarded to the PC chair for packet placement in the next scheduled meeting.

\*\*\*Planning commission chair will make a yearly Calendar showing all members when packet information is due to eliminate confusion.

\*\*\*\*Zoning Map is almost complete as well as the zoning ordinance clarifications project. All set for upcoming June Meeting planning commission will then have a month to go over for review before final meeting review.

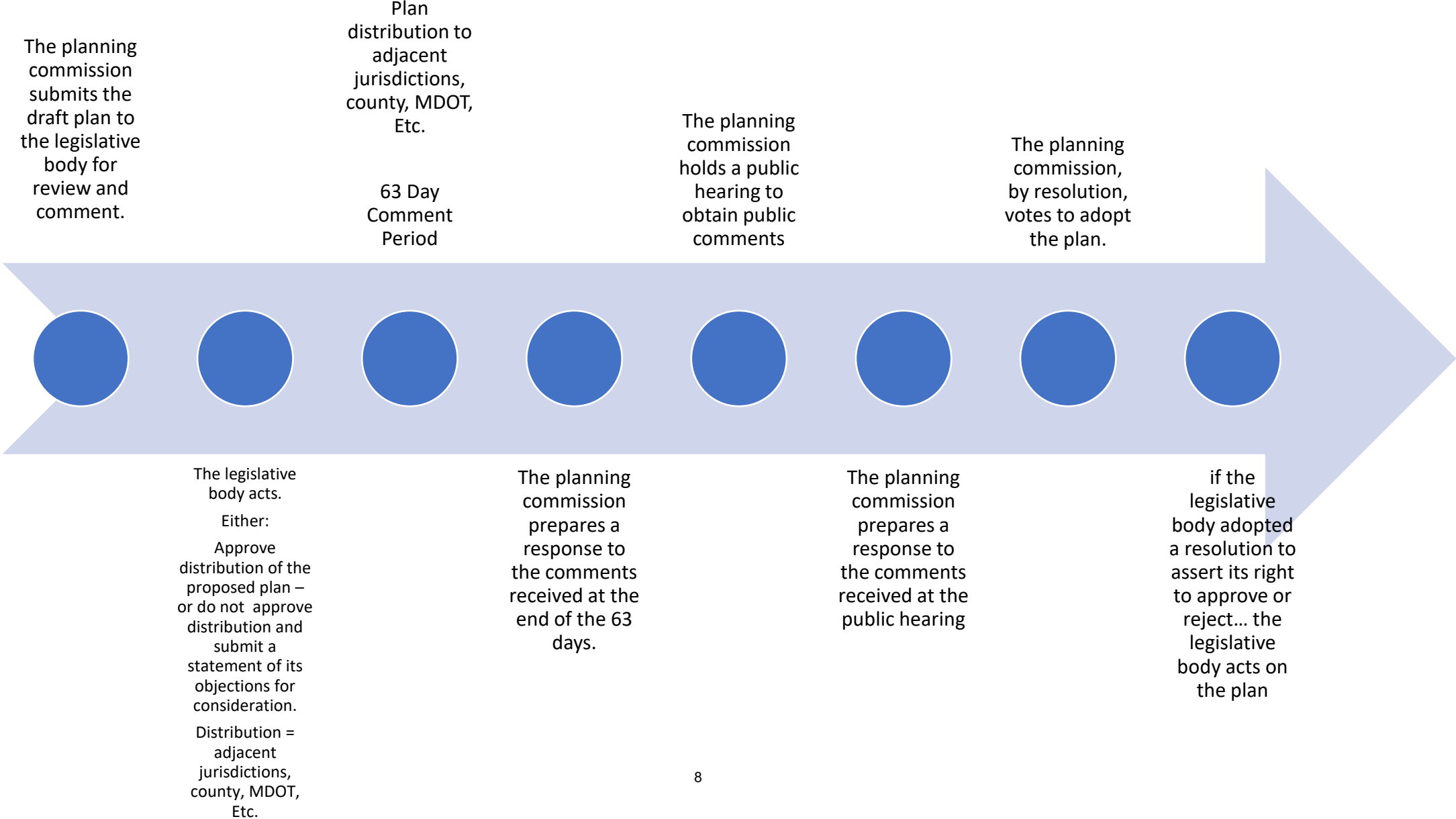
\*\*\*\*\*Summary of Master Plan Approval process flow chart (see attachment)  
Explanation through Michigan State University (see attachment)

\*\*\*\*\* (Master Plan page 84 address definition of rural and definition of short term rentals for definitions for master plan.

\*\*\*\*\*Special Meeting May 29th at 7pm public hearing Midwest V, LLC, property owner, Dennis and Judith Hoxie personal number 28-1 3-0 05-0 08-25 for site plan review and special use Permit.

\*\*\*\*\*Next regular meeting on June 1 Special Land Use case number SLUP 2024-02 applicant will be applying for a special use to operate a major home occupation in an accessory building as a special lane use permit subject to site plan review on personal ID number 28-13-109-010-12.

# SUMMARY OF MASTER PLAN APPROVAL PROCESS



## Michigan State University Extension Land Use Series

Check when task is done	Step, or Task	Copy in the permanent file
<input type="checkbox"/> Task is done  <input type="checkbox"/> In the file	<p><b>STEP 5.</b> A plan shall address land use and infrastructure issues and may project 20 years or more into the future. A plan shall include maps, plats, charts, and descriptive, explanatory, and other related matter and shall show the planning commission's recommendations for the physical development of the planning jurisdiction (§ 33(1)).</p> <p>A plan shall also include those of the following subjects that reasonably can be considered pertinent to the future development of the planning jurisdiction (§ 33(2)):</p> <ul style="list-style-type: none"> <li>▪ A land use plan that consists in part of a classification and allocation of land for agriculture, residences, commerce, industry, recreation, ways and grounds, public transportation facilities (as of Dec. 23, 2010), public buildings, schools, soil conservation, forests, woodlots, open space, wildlife refuges, and other uses and purposes. If a county has not adopted a zoning ordinance under former 1943 PA 183 or the Michigan Zoning Enabling Act, 2006 PA 110, M.C.L. 125.3101 <i>et seq.</i>, a land use plan and program for the county may be a general plan with a generalized future land use map (§ 33(2)(a)).</li> <li>▪ The general location, character, and extent of streets, railroads, airports, bicycle paths, pedestrian ways, bridges, waterways, and waterfront developments; sanitary sewers and water supply systems; facilities for flood prevention, drainage, pollution prevention, and maintenance of water levels; and public utilities and structures (§ 33(2)(b)).</li> <li>▪ Recommendations as to the general character, extent, and layout of redevelopment or rehabilitation of blighted areas; and the removal, relocation, widening, narrowing, vacating, abandonment, change of use, or extension of streets, grounds, open spaces, buildings, utilities, or other facilities (§ 33(2)(c)).</li> <li>▪ For a local unit of government that has adopted a zoning ordinance, a zoning plan for various zoning districts controlling the height, area, bulk, location, and use of buildings and premises. The zoning plan shall include an explanation of how the land use categories on the future land use map relate to the districts on the zoning map (§ 33(2)(d)).</li> <li>▪ Recommendations for implementing any of the master plan's proposals (§ 33(2)(e)).</li> <li>▪ If a master plan is, or includes, a master street plan, the means for implementing the master street plan in cooperation with the county road commission and the state transportation department shall be specified in the master street plan in a manner consistent with the respective powers and duties of and any written agreements between these entities and the municipality (§ 33(3)).</li> </ul> <p>There are a number of different types of plans which might be prepared. See Land Use Series: "Checklist #1F; What Should be in a Master Plan."</p>	<p>Copy of the plan.</p>
<input type="checkbox"/> Task is done  <input type="checkbox"/> In the file	<p><b>STEP 6.</b> The planning commission acts to submit the proposed plan to the legislative body for review and comment (§ 41).</p>	<p>Certified copy of the minutes approving the proposed plan which was submitted to the legislative body.</p>

## Michigan State University Extension Land Use Series

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<input type="checkbox"/> Task is done  <input type="checkbox"/> In the file	<p>STEP 7. The legislative body acts on the proposed plan:</p> <ul style="list-style-type: none"> <li>▪ A. Approving distribution of the proposed plan. If approved, the governing body notifies the secretary of the planning commission (§ 41(2)). Then go to Step 8.</li> <li>▪ B. Does not approve distribution (§ 41(1)) and submits to the planning commission a statement of its objections for their consideration and to make revisions to the proposed master plan to address those objections (§ 43(4)). Go back to step 5 (revise the proposed plan) and repeat steps 6 and 7 until the legislative body approves the proposed plan.</li> </ul> <p>At this point, if not already done, the legislative body may consider adopting, or not adopting, a resolution which asserts the right of the legislative body to approve or reject the plan in steps 16 and 17 (§ 43(3)). (The resolution which asserts the right of adoption can take place at any time. For a given plan, this is the step where the plan is before the legislative body, and such a resolution could be considered.)</p>	<p>Certified copy of the legislative body minutes approving distribution of the proposed plan or rejecting the proposed plan with a statement of its objections.</p> <p>If adopted, a certified copy of the legislative body's minutes adopting the resolution which asserts the right of the legislative body to adopt the plan and/or amendments.</p>

## Michigan State University Extension Land Use Series

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<input type="checkbox"/> Task is done  <input type="checkbox"/> In the file	<p><b>STEP 8.</b> The secretary of the planning commission shall submit (§ 39(3)) a proposed copy of the plan for review and comment to (Unless it is a subplan that did not receive objections to a statement of intent not to send out further notices (§ 45(1)(c), see step 2.):</p> <ul style="list-style-type: none"> <li>▪ 1. For any plan, the planning commission, or if there is no planning commission, the legislative body, of each city, village, or township located within or contiguous to the planning commission's local unit of government (§ 41(2)(a)).</li> <li>▪ 2. If it is a county plan, the regional planning commission for the region in which the county is located (§ 41(2)(b)).</li> <li>▪ 3. If it is a county plan the county planning commission, or if there is no county planning commission, the county board of commissioners, of each county contiguous to the planning commission's local unit of government (§ 41(2)(c)).</li> <li>▪ 4. If a municipal plan, the county planning commission for the county in which the planning commission's municipal government is located. If there is no county planning commission, then the notice is sent to both the County Board of Commissioners and the regional planning commission for the region in which the municipality is located (§ 41(2)(d) and § 41(2)(e)).</li> <li>▪ 5. For any plan, each public utility company, railroad company, and public transportation agency owning or operating a public utility, railroad, or public transportation system within the planning commission's local unit of government and any government entity, that registers its name and mailing address for this purpose with the planning commission's local unit of government (§ 41(2)(f)). (Anyone listed in number 5 getting a copy of the plan shall reimburse the planning commission's local unit of government for any copying and postage costs for obtaining a copy of the plan.)</li> <li>▪ 6. If the plan is to include a master street plan/element, to the Michigan Department of Transportation and the county road commission for the county in which the planning commission's local unit of government is located (§ 41(2)(g)).</li> <li>▪ 7. (Optional) For a municipal plan, the planning commission, or if there is no planning commission, the county board of commissioners, of each county contiguous to the planning commission's local unit of government.</li> <li>▪ 8. (Optional) For any plan, each state, federal, Native American tribe government agencies which own more than 10 acres of land within the planning commission's local unit of government; school districts; downtown development authorities; tax increment finance authorities; airport authorities; and other special interest groups.</li> </ul> <p>(Notice of the hearing (step 12) may be included with this submission (§ 43(1)).)</p> <p>At the same time as the above number 4, the secretary of a municipal planning commission shall also submit a signed statement:</p> <ul style="list-style-type: none"> <li>▪ To the county planning commission, that number 1, above, has been done;</li> <li>▪ If there is not a county planning commission that numbers 1 and 4 have been done.</li> </ul> <p>The statement shall include the name and address of each planning commission or legislative body to which a copy of the proposed plan was submitted and the date of submittal (§ 41(2)(e)).</p>	<p>Copy of the submission of the proposed plan, list of who submission was sent to and an affidavit indicating when they were sent.</p> <p>Copy of the statement submitted to the County Planning Commission/ County Board verifying and listing submissions.</p>
<input type="checkbox"/> Task is done  <input type="checkbox"/> In the file	<p><b>STEP 9.</b> Those local units of government, tribal nations, regional planning commissions, public utility companies, and railroads, etc. receiving the plan in step 8 have up to 63 days to submit comments on the proposed plan. Those planning review comments, or submissions, shall be sent to the planning commission which prepared the plan being reviewed (§ 41(3)).</p>	<p>Copy of each comment submitted.</p>

## Michigan State University Extension Land Use Series

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<input type="checkbox"/> Task is done  <input type="checkbox"/> In the file	<p><b>STEP 10.</b> The county planning commission (or county board of commissioners if there is no county planning commission) shall submit comments to the planning commission within 63 days of step 8. The comments shall include, but not be limited to the following, as applicable (§ 41(3)):</p> <ul style="list-style-type: none"> <li>▪ A statement indicating if the county planning commission considers the proposed plan inconsistent with the plan of any city, village, township, or region that received a copy of the plan in step 10 (§ 41(3)(a)).</li> <li>▪ If the county has a county plan, a statement whether the county planning commission considers the proposed plan to be inconsistent with the county plan (§ 41(3)(b)).</li> </ul> <p>The county's comments are advisory only (§ 41(4)).</p>	Copy of each comment submitted.
<input type="checkbox"/> Task is done  <input type="checkbox"/> In the file	<p><b>STEP 11.</b> (Optional) The planning commission prepares a response to the comments received at the end of the 63 days which:</p> <ul style="list-style-type: none"> <li>▪ Changes the proposed plan as a result of the comment submitted,</li> <li>▪ Prepares a preponderance of reasons why the proposed plan should not be changed as a result of the comment submitted.</li> </ul>	Copy of the changes to the proposed plan or reasons why it is not changed, possibly placed in an appendix of the plan.
<input type="checkbox"/> Task is done  <input type="checkbox"/> In the file	<p><b>STEP 12.</b> The planning commission acts to hold a public comment period and then a public hearing on the plan. The public hearing on the plan must occur 63 days after step 8 is done and after steps 9 and 10 are completed (§ 43(1)). Notice for the hearing shall require:</p> <ul style="list-style-type: none"> <li>▪ Publishing a notice of the hearing in a newspaper of general circulation in the local unit of government. The notice is printed not less than 15 days before the hearing by 1 publication in the newspaper and in the official gazette, if any, of the municipality (§ 43(1)).</li> <li>▪ Sending a copy of the notice to each of those entities listed in Step 8 (§ 43(1)) (each city, village, or township located within or contiguous to the city or village; county the city or village is within; regional planning commission; each contiguous county; each public utility company and railroad company). Unless it is a subplan that did not receive objections to a statement of intent not to send out further notices (§ 45(1)(c)), see step 2.</li> <li>▪ (Optional) Send a copy of the notice to each state, federal, Native American tribe governments and agencies which own more than 10 acres of land within the planning commission's local unit of government;</li> <li>▪ (Optional) Additional publicity to whomever and in whatever forms desired.</li> </ul> <p>Notices should include the place (such as a local library or online) and times people can borrow, read, or copy the proposed plan; where to mail comments; and where and when the hearing will be held.</p>	Copy of the notices, list of who notices were sent to and an affidavit indicating when they were sent.  Newspaper affidavits of publication.
<input type="checkbox"/> Task is done  <input type="checkbox"/> In the file	<p><b>STEP 13.</b> The planning commission holds a formal public hearing on the plan (§ 43(1)) more than 63 days after step 8.</p>	Copy of minutes of the hearing.

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Check when task is done	Step, or Task	Copy in the permanent file
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	<p><b>STEP 14.</b> (Optional) The planning commission prepares a response to the comments received at the public hearing which:</p> <ul style="list-style-type: none"> <li>▪ Changes the proposed plan as a result of the comments made at the hearing,</li> <li>▪ Prepares a preponderance of reasons why the proposed plan should not be changed as a result of the comment made at the hearing.</li> </ul>	Copy of the changes to the proposed plan or reasons why it is not changed, possibly placed in an appendix of the plan.
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	<p><b>STEP 15.</b> The planning commission, by resolution, votes to adopt the plan. For the plan to be adopted (§ 43(2)):</p> <ul style="list-style-type: none"> <li>▪ A city or village planning commission resolution of plan adoption must have <math>\frac{2}{3}</math> vote in favor.</li> <li>▪ A township or county planning commission resolution of plan adoption must have a majority of the entire membership vote in favor.</li> </ul> <p>The resolution shall refer expressly to the maps and descriptive and other matter intended by the planning commission to form the whole or part of the plan. A statement recording approval, signed by the chairperson or secretary of the planning commission, shall be included on the inside of the front or back cover of the master plan and, if the future land use map is a separate document, on the future land use map (§ 43(2)).</p> <p>On the date of adopting the above resolution, if the legislative body did not adopt a resolution to assert its right to approve or reject the plan (step 7), then skip to step 18. If the legislative body did adopt such a resolution, go to step 16.</p>	Certified copy of minutes where vote is made to adopt the resolution.  A copy of the resolution of adoption should be reproduced on the plan's inside front cover and on any separate plan maps.  Copy of the plan.
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	<p><b>STEP 16.</b> The planning commission secretary shall submit the plan to the legislative body (§ 43(2)).</p>	Certified copy of Planning Commission minutes where vote is made to adopt the plan by resolution.
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	<p><b>STEP 17.</b> If the legislative body adopted a resolution to assert its right to approve or reject the plan (step 7) before step 15 was done, the legislative body acts on the plan (§ 43(3)):</p> <ul style="list-style-type: none"> <li>▪ Rejecting the plan and submitting to the planning commission a statement of objections. The planning commission shall consider the objections and revise the plan to address the objections, then go to step 12.</li> <li>▪ Approves the Plan (Go to step 18.)</li> </ul> <p>If adopted, a copy of the resolution of adoption shall be reproduced on the amended plan's inside front cover or inside of the plan's back cover and on any separate plan maps. (§ 43(2)).</p>	Certified copy of legislative body minutes of when adoption took place.

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<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	<p><b>STEP 18.</b> After adoption of the plan the secretary of the planning commission sends (§ 39(3)) a copy of the adopted plan to the following (§ 43(5)). (Unless it is a subplan that did not receive objections to a statement of intent not to send out further notices (§ 45(1)(c), see step 2.):</p> <ul style="list-style-type: none"> <li>▪ 1. The legislative body and/or the clerk of the local unit of government, and in the case of a county a certified copy of the plan to the County Board.</li> <li>▪ 2. For any plan, the planning commission, or if there is no planning commission, the legislative body, of each city, village, or township located within or contiguous to the planning commission's local unit of government (§ 41(2)(a)).</li> <li>▪ 3. If it is a county plan, the regional planning commission for the region in which the county is located (§ 41(2)(b)).</li> <li>▪ 4. If it is a county plan the county planning commission, or if there is no county planning commission, the county board of commissioners, of each county contiguous to the planning commission's local unit of government (§ 41(2)(c)).</li> <li>▪ 5. If a municipal plan, the county planning commission for the county in which the planning commission's municipal government is located. If there is not a county planning commission, then the notice is sent to both the County Board of Commissioners and regional planning commission for the region in which the municipality is located (§ 41(2)(d) and § 41(2)(e)).</li> <li>▪ 6. For any plan, each public utility company, railroad company, and public transportation agency owning or operating a public utility, railroad, or public transportation system within the planning commission's local unit of government and any government entity, that registers its name and mailing address for this purpose with the planning commission's local unit of government (§ 41(2)(f)). (Anyone listed in number 6 getting a copy of the plan shall reimburse the planning commission's local unit of government for any copying and postage costs for obtaining a copy of the plan.)</li> <li>▪ 7. If the plan is to include a master street plan/element, to the Michigan Department of Transportation and the county road commission for the county in which the planning commission's local unit of government is located (§ 41(2)(g)).</li> <li>▪ 8. (Optional) For a municipal plan, the planning commission, or if there is no planning commission, the county board of commissioners, of each county contiguous to the planning commission's local unit of government.</li> <li>▪ 9. (Optional) For any plan, each state, federal, Native American tribe government agencies which own more than 10 acres of land within the planning commission's jurisdiction; school districts; downtown development authorities; tax increment finance authorities; airport authorities; and other special interest groups.</li> <li>▪ 10. (Optional) Library of Michigan, Michigan State University Library, and all libraries which are in or near the local unit of government.</li> <li>▪ 11. Others.</li> </ul>	<p>Copy of the submission of the adopted plan, list of who submission was sent to and an affidavit indicating when they were sent.</p>
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	<p><b>STEP 19.</b> (Optional) If a county plan covers incorporated areas (city or village) within the county, the county plan may be adopted by the city or village by following the same steps as found in this checklist (§ 47(1)). If that is done, then the county plan can serve as the city or village plan.</p> <p>A county plan is automatically part of a city or village plan if the city or village is subject to county zoning through an Urban Cooperation Act agreement for having county zoning in the city or village (§ 47(2)).</p>	<p>Copy of the respective municipal legislative body's minutes.</p>



# Michigan State University Extension Land Use Series

Check when task is done	Step, or Task	Copy in the permanent file
<input type="checkbox"/> Task is ongoing	<p><b>STEP 20. Implementation of the Plan.</b> This step includes ongoing activities of the planning commission, zoning administrator, downtown development authorities, regional planning commission and all partners who provided input on said Plan. All implementation activities can be reported at monthly meetings and recorded within a planning commission or other body's annual reports.</p> <ul style="list-style-type: none"> <li>▪ 1. Coordination/Cooperation:             <ul style="list-style-type: none"> <li>▪ A. The planning commission can promote the plan, publish copies, summaries, and distribute information on the plan (§ 51(1))</li> <li>▪ B. The planning commission shall consult and advise public officials, agencies, public utilities, civic, educational, professional, and other organizations concerning promotion and implementation of the plan (§ 51(2));</li> <li>▪ C. If the planning commission is a county planning commission, request and keep copies of all zoning ordinances adopted in the county (§ 69);</li> <li>▪ D. Submitting comment during a 63 day period (42 days for amendments) of proposed plans for local units of governments located within or contiguous to the planning commission's local unit of government (§ 41(3)).</li> </ul> </li> <li>▪ 2. Infrastructure:             <ul style="list-style-type: none"> <li>▪ A. proceeding to write and adopt a capital improvements program (new upgrading roads, parks, sewer, water drainage, buildings, etc.) (§ 65 - § 67);</li> <li>▪ B. Infrastructure review (§ 61(1), § 61(2), and § 63). A street; square, park, playground, public way, ground, or other open space; or public building or other structure shall not be constructed or authorized for construction in an area covered by a municipal master plan unless the location, character, and extent of the street, public way, open space, structure, or utility have been submitted to the planning commission by the legislative body or other body having jurisdiction over the authorization or financing of the project and has been approved by the planning commission. The planning commission shall submit its reasons for approval or disapproval to the body having jurisdiction. If the planning commission disapproves, the body having jurisdiction may overrule the planning commission:                 <ul style="list-style-type: none"> <li>▪ i. For a township that on the enactment date of this act had a planning commission created under former PA 285 of 1931 or for a city or village; by a vote of not less than 2/3 of its entire membership.</li> <li>▪ ii. For any other township; by a vote of not less than a majority of its membership.</li> <li>▪ iii. For a county; unspecified..</li> </ul> </li> </ul> <p>If the planning commission fails to act within 35 days after submission of the proposal to the planning commission, the project shall be considered to be approved by the planning commission.</p> <li>▪ 3. Taxation:             <ul style="list-style-type: none"> <li>▪ A. proceeding to write and adopt various tax incentive policies,</li> <li>▪ B. Other: neighborhood improvement program, blighted area rehabilitation program, economic development corporations, plant rehabilitation and industrial development programs, commercial redevelopment act and brownfield redevelopment and so on.</li> </ul> </li> <li>▪ 4. Police Powers:             <ul style="list-style-type: none"> <li>▪ A. proceeding to write and adopt a subdivision control ordinance/rules (§ 71),</li> <li>▪ B. proceeding to write and adopt a zoning ordinance (see <i>Land Use Series</i>, "Checklist #2; for Adoption of a Zoning Ordinance in Michigan."), or amend existing zoning ordinances (see <i>Land Use Series</i>, "Checklist #4; for Adoption of a Zoning Ordinance Amendment (Including PUD) in Michigan").</li> </ul> </li> </li></ul>	<p>A copy of annual reports, meeting minutes, record of zoning ordinance amendments, capital improvement program (CIP), etc. related to various implementation activities.</p>

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<input type="checkbox"/> Task is done  <input type="checkbox"/> In the file	<b>STEP 21.</b> At least every five years after adoption of the plan the planning commission shall review the plan and determine whether to amend the plan, prepare a new plan, or consider the existing plan still valid as is (§ 45(2)). (See Land Use Series: “Checklist #1H; The Five Year Plan Review.”)	Certified copy of Planning Commission minutes showing the motion.

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## Appendix A - Glossary

The following terms are used in this publication, and have the following specific meanings.

**§** means the section number of Public Act 110 of 2006, as amended, (being the Michigan Zoning Enabling Act, M.C.L. 125.3101 et. seq.),

**Chief administrative official** means the manager or other highest nonelected administrative official of a city or village.

**Chief elected official** means the mayor of a city, president of a village, supervisor of a township, or chair of a county board of commissioners.

**Ex officio member** means a member of a planning commission, with full voting rights unless otherwise specified by city or village charter, by virtue of holding another office.

**Legislative Body** means the county board of commissioners of a county, the board of trustees of a township, the council of a city or village, or other similar duly elected representative body of a county, township, city, or village.

**Local Unit of Government** means a county, township, city, or village.

**Municipality** means a city, village or township.

**Plan** means any plan adopted under the Michigan Planning Enabling Act or one of the three former planning acts, regardless of what it is titled.

**Planning Commission** means the local unit of government planning commission created under the Michigan Planning Enabling Act or one of the three former planning acts, regardless of what it is titled. In a few communities it may still be a “zoning board” (townships) or “zoning commission” (city and villages). Has used here, the use of the term “planning commission” includes all of these terms.

**Zoning jurisdiction** means the area encompassed by one of the following:

- legal boundaries of a city or village for a city or village respectively;
- legal boundaries of a township outside the limits of a city(ies) and village(s) for a township;
- legal boundaries of a county outside the limits of a city(ies) and village(s); or the county including any city(ies) and village(s) which has adopted the county plan (See §209, M.C.L. 125.3209).

## Appendix B – Related Publications

There are also separate procedural checklists for performing other planning and zoning functions. They are:

- *Land Use Series*: “Check List #1A; To Create a Planning Commission or Amend an Existing Planning Commission Ordinance.”
- *Land Use Series*: “#1B; Sample Ordinance to create a planning commission”
- *Land Use Series*: “#1C; Summary of changes between new Michigan Planning Enabling Act and the three old planning acts: Municipal Planning Act, County Planning Act, and Township Planning Act.”
- *Land Use Series*: “Checklist #1D; Steps to Transition an Existing Planning Commission to Comply with the Michigan Planning Enabling Act”

- *Land Use Series*: “#1E; Sample Bylaws for a planning commission.”
- *Land Use Series*: “Checklist #1F; What Should be in a Master Plan”
- *Land Use Series*: “Checklist #1G; For Adoption of a Plan in Michigan”
- *Land Use Series*: “Checklist #1H; The Five Year Plan Review.”
- *Land Use Series*: “Checklist #1I; For Adoption of an Amendment to a Plan”
- *Land Use Series*: “Checklist #1J; Adopting and Updating a Capital Improvement Program”
- *Land Use Series*: “Checklist #1K; Review of Infrastructure and Public Capital Expenditure”
- *Land Use Series*: “Checklist #1L; Adoption or Amendment of Subdivision Rules”
- *Land Use Series*: “#1M; How Governments Make Submissions on a Neighbor’s or County’s Proposed Plan”
- *Land Use Series*: “#1N; How a Planning Commission Should Respond to Submissions”
- *Land Use Series*: “#1O; Sample joint Planning Commission Ordinance and Agreement”
- *Land Use Series*, “Checklist #2; for Adoption of a Zoning Ordinance in Michigan.”
- *Land Use Series*, “Checklist #3; for Adoption of an Interim Zoning Ordinance in Michigan.”
- *Land Use Series*, “Checklist #4; for Adoption of a Zoning Ordinance Amendment (Including PUD) in Michigan”
- *Land Use Series*, “Checklist #5: for Processing a Special Use Permit (Including PUD) Application in Michigan.”
- *Land Use Series*, “Checklist #6: for Processing a Zoning Appeal and Variance in Michigan.”
- *Land Use Series*, “#7: Sample Zoning Board of Appeals Rules of Procedure”
- *Land Use Series*, “#8: Sample Planning Commission and Zoning Board of Appeals Code of Conduct”

All of these are available at: <https://www.canr.msu.edu/planning>.

**MICHIGAN PLANNING ENABLING ACT (EXCERPT)**  
**Act 33 of 2008**

**125.3841 Preparation of proposed master plan; submission to legislative body for review and comment; approval required; notice; submission of comments; statements as advisory.**

Sec. 41. (1) After preparing a proposed master plan, a planning commission shall submit the proposed master plan to the legislative body for review and comment. The process of adopting a master plan shall not proceed further unless the legislative body approves the distribution of the proposed master plan.

(2) If the legislative body approves the distribution of the proposed master plan, it shall notify the secretary of the planning commission, and the secretary of the planning commission shall submit, in the manner provided in section 39(3), a copy of the proposed master plan, for review and comment, to all of the following:

(a) For any local unit of government proposing a master plan, the planning commission, or if there is no planning commission, the legislative body, of each municipality located within or contiguous to the local unit of government.

(b) For a county proposing a master plan, the regional planning commission for the region in which the county is located, if any.

(c) For a county proposing a master plan, the county planning commission, or if there is no county planning commission, the county board of commissioners, for each county located contiguous to the county.

(d) For a municipality proposing a master plan, the regional planning commission for the region in which the municipality is located, if there is no county planning commission for the county in which that local unit of government is located. If there is a county planning commission, the secretary of the municipal planning commission may submit a copy of the proposed master plan to the regional planning commission but is not required to do so.

(e) For a municipality proposing a master plan, the county planning commission, or if there is no county planning commission, the county board of commissioners, for the county in which that municipality is located. The secretary of the municipal planning commission shall concurrently submit to the county planning commission, in the manner provided in section 39(3), a statement that the requirements of subdivision (a) have been met or, if there is no county planning commission, shall submit to the county board of commissioners, in the manner provided in section 39(3), a statement that the requirements of subdivisions (a) and (d) have been met. The statement shall be signed by the secretary and shall include the name and address of each planning commission or legislative body to which a copy of the proposed master plan was submitted under subdivision (a) or (d), as applicable, and the date of submittal.

(f) For any local unit of government proposing a master plan, each public utility company, railroad company, and public transportation agency owning or operating a public utility, railroad, or public transportation system within the local unit of government, and any government entity that registers its name and address for this purpose with the secretary of the planning commission. An entity described in this subdivision that receives a copy of a proposed master plan, or of a final master plan as provided in section 43(5), shall reimburse the local unit of government for any copying and postage costs thereby incurred.

(g) If the proposed master plan is or includes a proposed master street plan, the county road commission and the state transportation department.

(3) An entity described in subsection (2) may submit comments on the proposed master plan to the planning commission in the manner provided in section 39(3) within 63 days after the proposed master plan was submitted to that entity under subsection (2). If the county planning commission or the county board of commissioners that receives a copy of a proposed master plan under subsection (2)(e) submits comments, the comments shall include, but need not be limited to, both of the following, as applicable:

(a) A statement whether the county planning commission or county board of commissioners considers the proposed master plan to be inconsistent with the master plan of any municipality or region described in subsection (2)(a) or (d).

(b) If the county has a county master plan, a statement whether the county planning commission considers the proposed master plan to be inconsistent with the county master plan.

(4) The statements provided for in subsection (3)(a) and (b) are advisory only.

**History:** 2008, Act 33, Eff. Sept. 1, 2008;—Am. 2010, Act 306, Imd. Eff. Dec. 17, 2010.

**MICHIGAN PLANNING ENABLING ACT (EXCERPT)**  
**Act 33 of 2008**

**125.3843 Proposed master plan; public hearing; notice; approval by resolution of planning commission; statement; submission of copy of master plan to legislative body; approval or rejection by legislative body; procedures; submission of adopted master plan to certain entities.**

Sec. 43. (1) Before approving a proposed master plan, a planning commission shall hold not less than 1 public hearing on the proposed master plan. The hearing shall be held after the expiration of the deadline for comment under section 41(3). The planning commission shall give notice of the time and place of the public hearing not less than 15 days before the hearing by publication in a newspaper of general circulation within the local unit of government. The planning commission shall also submit notice of the public hearing in the manner provided in section 39(3) to each entity described in section 39(2). This notice may accompany the proposed master plan submitted under section 41.

(2) The approval of the proposed master plan shall be by resolution of the planning commission carried by the affirmative votes of not less than 2/3 of the members of a city or village planning commission or not less than a majority of the members of a township or county planning commission. The resolution shall refer expressly to the maps and descriptive and other matter intended by the planning commission to form the master plan. A statement recording the planning commission's approval of the master plan, signed by the chairperson or secretary of the planning commission, shall be included on the inside of the front or back cover of the master plan and, if the future land use map is a separate document from the text of the master plan, on the future land use map. Following approval of the proposed master plan by the planning commission, the secretary of the planning commission shall submit a copy of the master plan to the legislative body.

(3) Approval of the proposed master plan by the planning commission under subsection (2) is the final step for adoption of the master plan, unless the legislative body by resolution has asserted the right to approve or reject the master plan. In that case, after approval of the proposed master plan by the planning commission, the legislative body shall approve or reject the proposed master plan. A statement recording the legislative body's approval of the master plan, signed by the clerk of the legislative body, shall be included on the inside of the front or back cover of the master plan and, if the future land use map is a separate document from the text of the master plan, on the future land use map.

(4) If the legislative body rejects the proposed master plan, the legislative body shall submit to the planning commission a statement of its objections to the proposed master plan. The planning commission shall consider the legislative body's objections and revise the proposed master plan so as to address those objections. The procedures provided in subsections (1) to (3) and this subsection shall be repeated until the legislative body approves the proposed master plan.

(5) Upon final adoption of the master plan, the secretary of the planning commission shall submit, in the manner provided in section 39(3), copies of the adopted master plan to the same entities to which copies of the proposed master plan were required to be submitted under section 41(2).

**History:** 2008, Act 33, Eff. Sept. 1, 2008.

The Planning Commission plans to see the new clarified Zoning Ordinance at the June Meeting (in its entirety). This document aims to provide a single searchable document with all known amendments. Material is reorganized to make it easier to find, and hyperlinks have been added to better navigate the document. This work will take a giant step forward toward clarifying zoning requirements.

At the June Meeting, we are also planning to have Mr. Scott McClain attend. He is the surveyor who has been hired to review legal descriptions associated with the zoning districts. The new zoning ordinance eliminates the legal descriptions and will rely on a zoning map that is officially part of the zoning ordinance going forward. This will better serve residents and others seeking to develop property.

**Randy A. Mielnik, AICP**  
North Place Planning, LLC

## Historical Society Report for February and March 2024

To: Whitewater Township Board Members

From: Luann Snider, Historical Society Director

Date: March 26, 2024

**Meetings: Because of not having a quorum no meetings were held in February or March 2024.**

**Public Inquiries:** No public inquiries for February or March 2024.

**Scan/Catalog Documents:** A few hours were spent in March typing out papers.

**New Documents/Items Received:** No new items or documents were received in February or March 2024.

**Williamsburg School Reunion:** No new information regarding the school reunion.

**Other News:** No other news to report at this time.



## **Historical Society Report for April 2024**

To: Whitewater Township Board Members

From: Luann Snider, Historical Society Director

Date: April 30, 2024

**Meetings: Because of not having a quorum no meetings were held in April 2024.**

**Public Inquiries:** No public inquiries in April 2024.

**Scan/Catalog Documents:** A couple hours were spent sorting through files and typing out hard to read papers that are in the file, (the original version stays along with the typed one).

**New Documents/Items Received:** No new items were received in April 2024.

**Williamsburg School Reunion:** No new information regarding the school reunion.

**Other News:** No other news to report at this time.

WHITEWATER TOWNSHIP PLANNING COMMISSION  
MINUTES FOR REGULAR MEETING  
February 7, 2024

Call to Order at 7:00 p.m.

Roll Call: Jacobson, Keaton, Wroubel, Steelman, Vollmuth

Absent: DeYoung, Slopsema

Also in attendance: Planner Mielnik, Recording Secretary MacLean, Laura Rigan of Grand Traverse Regional Land Conservancy, Michael Sherman regarding Millbrook

Four on Zoom at the start of the meeting.

Set / Adjust Agenda: Move all of New Business after Public Comment before approval of minutes.

Declaration of Conflict of Interest: None

Public Comment:

7:03 p.m. begin

via zoom:

Connie Hymore

7:03 p.m. end

New Business 1

Laura Rigan Farmland manager of GT Regional Land Conservancy presentation with Q&A with the PC.

Public Q&A:

7:31 p.m. begin

via zoom:

Vern Gutknecht

in person:

Tom McElwee

Denise Peltonen

Michael Sherman

7:47 p.m. end

New Business 2

Michael Sherman, Millbrook property owner, 8956 Church St., presentation of a brief history, current status and future ideas / plans to preserve the history.

New Business 3

Annual report of 2023 discussion, keep it simple and provide the highlights.

Public Hearing: None

Approval of Minutes:

**MOTION** by Jacobson second by Keaton to approve the Special Joint Meeting Minutes of December 13, 2023, as amended, and the Regular Meeting Minutes of January 3, 2024.

Roll call vote: Wroubel-yes; Steelman-yes; DeYoung-N/A; Slopsema-N/A, Keaton-yes; Vollmuth-yes; Jacobson-yes.

Motion carried.

Correspondence: None

Reports and Presentations:

*Zoning Administrator Report, Hall:* Written report presented, read by Steelman: great progress on projects; final site plan coming on High Pointe Golf Course; conversation in progress regarding a special use in the commercial zoning district; no continuation of contract with Hall for zoning administrator services after March 31.

*Chair's Report, Steelman:* Resignation submitted to the board

*Township Board Rep, Vollmuth:* Read the township board packet for February meeting regarding deed restrictions and property restrictions, capital expenditures with lots of budget information pages. Recommends everyone focus on homework and make sure you have it all.

*ZBA Representative, Wroubel:* No cases in January. There is a circuit court case on the Baggs Road variance that was granted at the August meeting. No word on any outcome of that yet.

*Committee Reports:* None

Unfinished Business:

1. Zoning Ordinance Project
  - a. Map, surveyor, RFP discussion – Mielnik, presented the information to get the zoning districts surveyed, by Scott McLane who quoted \$3,800 and would be done within 60 days and would present at a PC meeting. Get a purchase order for Scott McLane and get it moving forward.  
**MOTION** by Keaton, second by Jacobson, to request a purchase order for Scott McLane survey work to convert the legal descriptions to a zoning map for \$3,800.  
Roll call: Wroubel-yes; DeYoung-N/A; Keaton-yes; Slopsema-N/A; Steelman-yes; Vollmuth-yes; Jacobson-yes.  
Motion carried.
  - b. Supply Road set back discussion – Mielnik, the PC may want to address the 150' set back on Supply Road.
  - c. Anything else related to the ZO Project, updated the zoning ordinance chart/spreadsheet.
2. Master Plan
  - a. Chapter 5 follow-up discussion, clarifications and typos have been addressed.
  - b. Anything else related to the MP project: Mielnik indicates that he has made progress on chapters six and seven. Still on track to present the draft to the PC at the April meeting. Make sure the PC takes ownership of the document, make sure it addresses things the way you want so when it comes time for the public hearing you can know that you can stand behind what is presented.  
Discussion of Ag lot sizes, PUDs, cluster zoning, etc. Lot sizes are part of the zoning. It does not stop the MP project moving forward.
3. Submission to the township board for the February meeting: PC Bylaws as adopted 1/3/2024, PC 2024/2025 Budget recommendations, Rachel Steelman resignation effective 3/15/2024.  
Will review additional bylaws updates on another agenda.

New Business:

1. Guest: Laura Rigan from GT Regional Land Conservancy (GTRLC), reference Ordinance 33, presentation after public comment, before approval of minutes.
2. Guest: Michael Sherman, introduction of plans for the Millbrook property located at 8596 Church St., presentation after public comment, before approval of minutes.
3. Planning Commission Annual Report 2023 presentation after public comment, before approval of minutes.

Next meeting: March 6, 2024

Public Comment:

9:31 p.m. begin  
in person:  
Denise Peltonen  
via zoom:  
Linda Slopsema  
Connie Hymore  
9:43 p.m. end

Commission Discussion/Comments:

Keynotes to share with TB and Action items reviewed: GTRLC presentation, information on the zoning map including PO, annual plan, MP still on schedule, Millbrook home owner presentation regarding conservancy and easement.

Continuing Education:

In the packet:

Citizen Planner – Linda Slopsema email

Training Workshops Pamphlet – Mielnik, availability of some excellent trainings.

MSU Extension information – Hall

Planning and Zoning News, Regulating Non-Conformities - Hall

Adjournment: 9:52 p.m.

Tabled items: Article 5 Districts; Article 25, Special Use Permits: Campgrounds

Respectfully Submitted

Lois MacLean,

Recording Secretary

WHITEWATER TOWNSHIP PLANNING COMMISSION  
MINUTES FOR REGULAR MEETING  
March 6, 2024

Call to Order at 7:00 p.m.

Roll Call: Jacobson, Keaton, Wroubel, Slopsema, Vollmuth

Absent: Steelman, DeYoung

Also in attendance: Recording Secretary MacLean and Zoning Administrator Hall

Set / Adjust Agenda: Move Unfinished Business Final Site Plan Review after the first Public Comment

Declaration of Conflict of Interest: None

Public Comment:

7:05 p.m. begin

Matt Conrad, reminder of the Master Plan review for Elk Rapids. Requesting the Whitewater Township zoning map for the school map appendix in their Master Plan. matt.conrad@elkrapids.org

Connie Hymore

7:12 p.m. end

Final Site Plan Review – High Pointe Golf Course

Parcels: 28-13-005-014-00, 28-13-005-015-00, 28-13-005-019-01 and 28-13-005-019-02

Zoning Administrator Hall notes in addition to the staff report in the packet that the requested road study has been completed and is part of the presented packet. Another noted concern from the preliminary site plan review that was completed in November 20, 2022, was the side yard set back which has been addressed by the applicant purchasing the property.

Scott Jozwiak of Jozwiak Consulting on behalf of High Pointe Holdings ran through a quick history.

Preliminary Site Plan Review was approved in November 2022.

With final approval Acme Township, they have been working in Acme Township already. The intent is that the main club house will be in Whitewater Township.

State land and Ag surround the property.

DNR has access to the state land for logging. It will be accessed only by the DNR.

All of the main irrigation is from the original pond in Acme Township.

The additional property purchase helps with the setback and with the drive/entrance. The drive will be gravel and blacktop. The drive will be named Doak Way even though it is considered a private drive not a private road.

The second lodge will be built later, likely next year.

Fire Department site review is approved and included. They have their own fire suppression, distribution and fire pumps. When necessary, there will be grass parking available that will not impact emergency vehicle access.

Actively working on addressing the abandoned section of Arnold Road when the DNR is done with that entrance.

Planning Commission discussion:

Is there a plan for additional brining? Communication is planned with the County Road Commission for options as they do not want the neighbors or their own members to deal with bad roads. They do have plans to work with the county.

Lighting will be compliant with “dark sky”.

Traffic study indicates Draft. The final, verbatim study will be supplied.

Plan was put together well – thank you.

The commission is pleased with the offer of addressing possible road degradation with the accompanied cover letter to the road survey.

**MOTION** by Jacobson second by Slopsema to approve as presented and based upon the following conditions and/or stipulations:

\*All lighting installed on site shall comply with the Whitewater Township Zoning Ordinance and shall be downward shielded to prevent light trespass as well as to prevent a luminaire from being visible beyond the property lines.

\*All signage shall be installed in compliance with the Whitewater Township zoning Ordinance.

\*All notes presented in the Whitewater Township Fire Department site plan review of February 7, 2024, shall be adhered to.

\*A verbatim copy of the traffic report without the word Draft will be provided with the provided cover letter.

The final approval will be presented upon adherence to the aforementioned items in the motion.

Roll call vote: DeYoung-N/A; Slopsema-yes, Wroubel-yes; Steelman-N/A; Keaton-yes; Vollmuth-yes; Jacobson-yes.  
Motion carried.

Public Hearing: None

Approval of Minutes:

**MOTION** by Jacobson second by Vollmuth to approve as amended the Regular Meeting Minutes of February 7, 2024.  
Roll call vote: Wroubel-yes; Steelman-N/A; DeYoung-N/A; Slopsema-yes, Keaton-yes; Vollmuth-yes; Jacobson-yes.  
Motion carried.

Correspondence: None

Reports and Presentations:

*Zoning Administrator Report, Hall:* Responded to a public comment regarding findings of fact.

Praised the PC regarding the work on the Master Plan with the help of Mielnik of North Place Planning.

The township board was presented with a contract for their November 2023 meeting. The contract, in which he agreed to stay on until March 31, 2024, if it was not addressed, has not been addressed by the board.

Working on a special use application for the April PC agenda. Bob will provide as much of his zoning administrator report as possible before the end of the month. If the proposal is complete it will be posted as a public hearing 15 days before the meeting and everyone will have the information available.

Keaton asked if there would be a month-to-month opportunity for Bob to continue until a new ZA is brought on board. Keaton will plan to communicate with the Supervisor.

*Chair's Report, Steelman:* Farewell but not goodbye.

*Township Board Rep, Vollmuth:* PC annual report and budget turned in on time. Included the PC agenda in the Board report. Looking for input from the board on the private road ordinance. Vollmuth believes the private road ordinance needs to be addressed for the Master Plan. The county has standards.

Discussion ensued regarding private road ordinances.

*ZBA Representative, Wroubel:* Three cases in February. Approved two and did not approve one. Briefly, explained the three cases. Repeated concerns at the ZBA should be addressed by the planning commission.

*Committee Reports:* None

Unfinished Business:

1. Final Site Plan Review – High Pointe Golf Course, handled previously, see above.
2. Annual Report reviewed. Include verbiage that the zoning map being created is for the Master Plan and for the Zoning Ordinance. Remove the word “been” in ZA section.  
Consensus to approve with corrections and present to the board.
3. Zoning Ordinance Project
  - a. Map, surveyor, updates – Mielnik. The map work is coming along very well. Present next month.
  - b. Zoning Amendment List and organization tabled to April.
  - c. Schedule special meeting for sole purpose of reviewing the Draft zoning project. No special meeting for zoning at this time. The priority is the Master Plan.
  - d. Anything else related to the ZO Project, nothing added.
4. Master Plan
  - a. Schedule a special meeting for the sole purpose of reviewing the Draft master plan. April 18, 2024, 7-9 p.m.
  - b. Anything else related to the MP project: nothing added.

New Business:

1. Preparation of forthcoming Special Use Permit Public Hearing, materials provided for PC review -
  - a. Amendment 84, Article 25, Site Plan Review (SPR) / Special Use Permit (SUP) – authorization and procedures. Materials provided for reference in preparation for the upcoming meeting.

b. Fahey Schultz Burzych Rhodes – “Special and Conditional Use Permits – the Do’s and Don’ts. Materials provided for reference in preparation for the upcoming meeting.

Next meeting: Regular meeting: April 3, 2024; special meeting scheduled for April 18, 2024.

Public Comment:

9:17 p.m. begin  
Connie Hymore  
9:19 p.m. end

Commission Discussion/Comments:

Keynotes to share with TB and Action items reviewed: approval of the High Pointe Golf Course site plan; request of zoning map for Elk Rapids Master Plan for appendix; PC request to keep Hall on a month-to-month basis until a new ZA is hired; present annual report with noted changes.

Continuing Education:

In the packet:

Leelanau Ticker article and discussion provided by Linda Slopsema, be aware of what is happening in our region. Regional issues discussed.

**MOTION** by Jacobson second by Vollmuth to adjourn.

Roll call: Jacobson-yes; Keaton-yes; Slopsema-yes; Wroubel-yes; Vollmuth-yes; Steelman-N/A; DeYoung-N/A.

Adjournment: 9:35 p.m.

Tabled items: Article 5 Districts; Article 25, Special Use Permits: Campgrounds

Respectfully Submitted  
Lois MacLean,  
Recording Secretary

WHITEWATER TOWNSHIP PLANNING COMMISSION  
MINUTES FOR REGULAR MEETING  
April 3, 2024

Call to Order at 7:00 p.m.

Roll Call: DeYoung, Jacobson, Keaton, Peltonen, Slopsema, Wroubel

Absent: Vollmuth

Also in attendance: Randy Mielnik of North Place Planning and Recording Secretary MacLean

Set / Adjust Agenda: Set

Declaration of Conflict of Interest: None

Public Comment:

7:02 p.m. begin

Connie Hymore

Vicki Beam

7:08 p.m. end

Public Hearing: None

Approval of Minutes:

**MOTION** by Jacobson second by Wroubel to approve Regular Meeting Minutes of March 6, 2024.

Roll call vote: Wroubel-yes; Peltonen-yes; DeYoung-yes; Slopsema-yes, Keaton-yes; Vollmuth–n/a; Jacobson-yes.

Motion carried.

Correspondence: None

Reports and Presentations:

*Zoning Administrator Report:* No report provided. New ZA has not started yet

*Chair's Report, Keaton:* Rights of the PC to make decisions

*Township Board Rep, Vollmuth:* Written note provided

*ZBA Representative, Wroubel:* No cases in March.

*Committee Reports:* None

Unfinished Business:

1. Zoning Map update and discussion, Mielnik notes that the surveyor has 60 days to complete, should be complete mid-April and will present to the PC.  
Discussion of disclaimer. We use the county GIS mapping system and the assessor also uses the county GIS.  
Our surveyor is mapping the zoning districts.  
Consult attorney regarding the language of a disclaimer, after the map is complete.
2. Zoning Amendment List and Organization of Zoning Ordinance, Mielnik notes that we are likely 30 days out on the reorganizational map. Looking to add it to the June agenda.
3. Special Meeting, April 18, 2024, 7 p.m., for Draft Master Plan review and discussion. Mielnik notes that the draft notes history, Enabling Act requirements, community input and steps to achieve the goals. Chapter 6 is the goals section. Please review for the next meeting. Please offer specifics to any changes you would like. Please include what, why and how.
4. Bylaws: The term “rule of necessity” is in the bylaws. Add the supplied American Bar Association definition to the bylaws. Add a definitions page to the bylaws or include as a footnote.  
**MOTION** by Keaton, second by Peltonen to add the original definition of the rule of necessity on a definitions page with more complete source information.  
Roll call vote: DeYoung-yes; Peltonen-yes; Jacobson-yes Slopsema-no, Keaton-yes; Wroubel-no;  
Vollmuth–n/a. Motion carried.  
DeYoung will create a definitions page to be included in the bylaws and update the date.
5. Traverse Transportation Coordinating Initiative (TTCI) and Metropolitan Planning Organization (MPO) was denied at the board level. Whitewater Township IS part of the MPO, which is the Grand Traverse Area MPO. The township board has decided to NOT take a seat at the table regarding making plans and decisions. Lucas Porath of the MI Dept of Transportation of the TC office would be willing to come speak to the PC



regarding their future plans for M72. Schedule for the May meeting.

New Business:

1. Information for Preparation of forthcoming Special Use Permit Public Hearing, materials provided for PC review
  - a. Amendment 84, Article 25, Site Plan Review (SPR) / Special Use Permit (SUP) – authorization and procedures. Materials provided for reference in preparation for the upcoming meeting. Discussion ensued. The Special Use Permit notes what has to be submitted to the zoning administrator, special use standards are stated. The PC does have the right to request more information (within reason, within the law). A decision does not have to be made on the night of a public hearing. Sometimes the PC may need more time to make a decision. That can be determined on a case-by-case basis. A special meeting can be called. Reasons for approval or disapproval have to be stated along with the findings of fact.
  - b. Fahey Schultz Burzych Rhodes – “Special and Conditional Use Permits – the Do’s and Don’ts. Materials provided for reference in preparation for the upcoming meeting.
2. Define the term “rural”: Page 87, in the Master Plan draft. Highlight what is there. What does our township want?

3. Election of Officers:

Jacobson nominates Slopsema for Chair. Slopsema accepts.

**MOTION** by Jacobson, second by Wroubel to elect Slopsema as Chair.

Roll call vote: Peltonen-yes; DeYoung-yes; Jacobson-yes Slopsema-yes, Keaton-yes; Wroubel-yes; Vollmuth–n/a. Motion carried.

Jacobson nominates DeYoung for Secretary. DeYoung accepts.

**MOTION** by Jacobson, second by Slopsema to elect DeYoung as Secretary.

Roll call vote: Slopsema-yes, Keaton-yes; Vollmuth–n/a; Peltonen-yes; DeYoung-yes; Wroubel-yes; Jacobson-yes; Motion carried.

DeYoung nominates Jacobson for Vice Chair. Jacobson accepts.

**MOTION** by Keaton, second by DeYoung to elect Jacobson as Vice Chair.

Roll call vote: DeYoung-yes; Wroubel-yes; Jacobson-yes; Slopsema-yes, Keaton-yes; Vollmuth–n/a; Peltonen-yes. Motion carried.

Next meeting: Special meeting: April 18, 2024; regular meeting: May 1, 2024.

Public Comment:

None

Commission Discussion/Comments:

Continuing Education:

“Rural definition”

2024 Agritourism Summit, May 8 at Haggerty Center (link provided for registration)

**MOTION** by Jacobson second by DeYoung to adjourn.

Roll call: Jacobson-yes; Keaton-yes; Slopsema-yes; Wroubel-yes; Vollmuth-n/a; Peltonen-yes; DeYoung-yes.

Adjournment: 9:10 p.m.

Tabled items: Article 5 Districts; Article 25, Special Use Permits: Campgrounds

Respectfully Submitted  
Lois MacLean,  
Recording Secretary

**Whitewater Township  
Parks and Recreation Advisory Committee  
Minutes for Regular Meeting  
February 20, 2024**

**Call to order 7:00 p.m.**

**Roll Call:** Melton, Voice, Buczkowski, Fran Butler

Absent: Cosgrove, Hubbell

Also present: Recording Secretary MacLean, Parks Manager Andrew Butler

**Set / Approve Agenda:**

**Declaration of Conflict of Interest:** None

**Public Comment:**

Begin: 7:04 p.m.

Heidi Vollmuth, 8388 Winnie Lane, Private citizen

End: 7:06 p.m.

**Approval of minutes:**

**MOTION** by Voice, second by Butler to approve January 24, 2024, meeting minutes.

On voice vote, all in favor. Motion carried.

**Reports/Presentations/Announcements/Comments/Correspondence:**

None

**Unfinished Business:**

1. Lossie Road Nature Trail (LRNT) What rights does the township have? What rights do the property owners have? Non-motorized issue still needs to be addressed. Need legal documents to be presented to legal and Gosling Czubak.
2. Grand Traverse ARPA agreement update: Melton will reconnect with the Supervisor.
3. BCNA trail design, the loop trail design and cost analysis. Sustainability and low maintenance is a priority with GT Regional Land Conservancy (GTRLC). A loop or a "lollipop loop" shape is preferred. The cost estimates are through SEEDS. The estimate includes funds for wetland delineation and a small boardwalk. There may be a wet spot area that would need a slightly raised boardwalk. To complete the New South Loop project via a "lollipop loop" would be \$60,977. To complete the loop via the Skegemog Point Road Right of Way (ROW) it is approximately \$147,000 because it would require a retaining wall the whole distance. To complete the loop via an easement with the property owner would be \$22,227. To reroute the existing path it would be \$14,135.00. Excellent work. Thank you, Gary!! Will get this in to the Board for the 2024/2025 budget. The township ARPA funds have not been specifically designated. Will need to look into how the ARPA funds can be used as far as using a non-profit (SEEDS) and / or needing a full on bidding process. Boardwalk = Richter and Woodcraft Present the different options to the Board. Present it all to them and give them the PRAC recommendation. All estimates include a 15% contingency.

**Recommendation:**

New South Loop at \$60,977 and

Re-route the existing path at \$14,135.00 and

The true loop crossing the private property at \$22,227.00

4. WWT park playground toddler equipment addition update. Brandon has not gotten any reply from the company. Will add 25% to last year's budget amount.

5. 2024 Budget: toddler playground equipment (Park fund); BCNA proposal as being recommended above - plus parking lot; LRNT is County ARPA funding; did not get a price back on covering the bleachers for Hi Pray Park; still need an estimate on the cutting, grinding and removal of shrub from around the ball field fence; full bleacher replacements including shipping \$10,000 X 4 = \$40,000 (high estimate).

Request Hi Pray walking trail seed money to investigate the feasibility of the path, \$5,000. The high level whole project guestimate ended up \$400,000 to nearly \$1 mil.

**New Business:**

1. Bylaws changes will be updated by Melton who will bring them back for approval at the March meeting.

**Committee Comment and Discussion:** None

**Next regular meeting:** Tuesday, March 19, 2024.

**Public Comment:**

None

**Adjournment at 9:35 p.m.**

Respectfully submitted,  
Lois MacLean  
Recording Secretary

**Whitewater Township  
Parks and Recreation Advisory Committee  
Minutes for Regular Meeting  
March 19, 2024**

**Call to order 5:00 p.m.**

**Roll Call:** Melton, Voice, Buczkowski, Fran Butler, Hubbell

Absent: Cosgrove

Also present: Recording Secretary MacLean, Parks Manager Andrew Butler

**Set / Approve Agenda:** Set

**Declaration of Conflict of Interest:** None

**Public Comment:** None

**Approval of minutes:**

**MOTION** by Melton, second by Buczkowski to approve February 20, 2024, meeting minutes.

On voice vote, all in favor. Motion carried.

**Reports/Presentations/Announcements/Comments/Correspondence:**

None

**Unfinished Business:**

1. Bylaw revisions / Comments: Parks Manager Butler indicates that he will communicate with the Board since we currently do not have a Board liaison. A decision needs to be made at the Board level if they are interested in having Andrew fill that role. Agreement to hold off approving the bylaws, keeping them in a draft form, until the Board gives a decision on providing a representative or a liaison.

PRAC can include the Parks Manager in discussions. The Parks Manager reports to the Board and is willing to report the PRAC meeting information to the Board.

Communicate via memo to keep things clear.

List of goals is current in the Rec Plan.

Budget information was presented in a general format. The Board puts the information into the line-item detail.

Buczkowski recommends presenting the formal memo to the Board requesting the parks manager be the liaison if the Board is not going to supply a Township Board Representative.

**MOTION** by Buczkowski, second by Fran Butler to send the memo regarding the park manager being the designated liaison between the Board and PRAC with necessary verbiage adjustments made by the Chair.

On voice vote, all in favor. Motion carried.

2. GT ARPA – no update, still looking to get the final signed agreement from the supervisor.

3. Lossie Road Motorized vehicle access memo: Buczkowski will be looking at all of the LRNT documents.

Popp has indicated that through his research he has found that motorized vehicle access for property owners would be handled on a case-by-case basis.

The management plan (LRNT/BCNA) clearly states it is a non-motorized trail. The plan also indicates that adjacent property owners could have access for maintenance. The trail itself is an easement on other peoples' properties. The property owner access would only be up to a specific point. An agreement could include verbiage that the property owners would be responsible for damage that they may cause to the trail.

4. BCNA Trail design and funding options discussion. Amounts will be adjusted on the budget information to be presented again to the board for a total of \$110,955.

**MOTION** by Buczkowski second by Voice to recommend the Township Trustees earmark funds in the 2024/2025 budget to improve the existing paths and/or construct new paths: #1=\$76,810 #2=14,135 and the ADA parking improvement=\$20,010 as outlined for the Battle Creek Natural Area according to included plans and documents with a total project budget cost of \$110,955.

On voice vote, all in favor. Motion carried.

5. WWT Park playground equipment. Play structure quote came through from Burke for \$24,344 delivered and installed.

Sand landing zones passed inspections at the last inspections at both playground parks.

Wood chip/fiber landing zone depth question.

Discussion of ADA landing zone compliant material. Currently none of the equipment or access is ADA.

6. 2024/2025 Budget discussion handled during #4, BCNA Trail design and funding options and a couple changes.

Request the survey of Hi Pray for board proposed \$25,000 and the \$5,000 for feasibility study for Hi Pray.

Present additionally discussed budget amounts.

**Committee Comment and Discussion:** None

**Next regular meeting:** April 16, 2024, agenda items Bylaws

**Public Comment:** None

**Adjournment at 7:00 p.m.**

Respectfully submitted,  
Lois MacLean  
Recording Secretary

**CLEANUP DAY June 8**

1 message

**Ardella M Benak** <treasurer@whitewatertownship.org>  
To: Ardella M Benak <treasurer@whitewatertownship.org>

Wed, May 1, 20

**Saturday, June 8, 2024**

**WHITEWATER TOWNSHIP ANNUAL  
CLEANUP DAY**

**8:00 am to 12:00 pm**

**at Mill Creek Elementary School on Old M-72**

**ITEMS TO BE ACCEPTED**

Wood & Construction Debris (limit of 2 cubic yards) Household Furniture • Metals • Plastics  
Water Heaters • Large Appliances  
Titled Junk Vehicles

**ITEMS NOT ACCEPTED**

Hazardous Waste • Household Garbage • Brush  
Leaves & Other Yard Waste • Concrete • Car Batteries



**NO TIRES WILL BE ACCEPTED THIS YEAR!**

**PLEASE BRING HELP FOR LARGE ITEMS**



Fire & EMS

Vehicles will be there. Bring the kids for a tour!  
Refreshments will be provided by the Whitewater Emergency  
Services Auxiliary (WESA)

**Volunteers are always Appreciated**



image001.jpg  
20K



image004.jpg  
51K



image006.png  
29K

**MINUTES**  
FOR THE BOARD OF COUNTY ROAD COMMISSIONERS OF  
GRAND TRAVERSE COUNTY  
REGULAR BOARD MEETING OF  
THURSDAY, MARCH 28, 2024 – 6:00 P.M.  
1881 LAFRANIER ROAD, TRAVERSE CITY MI 49696

**1. CALL TO ORDER**

Commissioner Kazim called the meeting to order.

**2. PLEDGE OF ALLEGIANCE**

Commissioner Kazim led in the Pledge of Allegiance.

**3. ROLL CALL**

Jason Gillman - Present  
Haider Kazim – Present  
Alisa Korn – Present  
Alan Leman – Present  
Joe Underwood - Present

---

**4. APPROVAL OF AGENDA**

Motion by Leman, seconded by Korn to approve the agenda with the addition of Proposal for Structural Steel Fabrication – Diamond Park Road Bridge as new Item N and the removal of Item O, Tractor Mower Purchase. (The new Item O is the Disposal of Equipment)

CARRIED Unanimously.

**5. CONFLICT OF INTEREST**

No conflict of interest was offered at this time.

**6. PUBLIC COMMENT**

No public comment was offered at this time.

**7. ACTION ITEMS**

**A. Appointments**

No appointments were scheduled for this meeting.

**B. Consent Calendar**

Motion by Korn, seconded by Underwood to approve the Consent Calendar.

1. Minutes

The Board approves the minutes of Regular Meeting of February 22, 2024

2. Payroll

The Board approves Payroll #24-4, #24-5 and #24-6 for \$183,029.67, \$180,293.35 and \$179,327.19, respectively.



3. Accounts Payable

The Board approves Accounts Payable in the amounts of \$203,470.52, \$1,714,046.45, \$133,822.27 and \$725,361.67.

4. Financial Reports

The Board approves the January MTF Report.

5. Communications

The Board directed staff to receive, file and respond to communications, as necessary.

**ROLL CALL VOTE:**

YEAS: Korn, Leman, Underwood, Gillman, Kazim

NAYS: None

ABSENT: None

CARRIED Unanimously

**C. Items Removed From The Consent Calendar**

No items were removed from the Consent Calendar.

**D. Reports**

No discussion on staff reports was offered at this time.

---

**E. Commissioners Updates**

Korn stated that they had a Bluff Road meeting that went well.

Underwood attended the CRA Conference. He added that the airport is looking to expand, therefore something needs to be done to prepare.

Gillman stated he attended the Engineering Committee. They discussed Bluff Road and Jefferson Road.

Leman spoke about Hampshire. He would like to see staff offer them an option, so they are able to move forward with the project.

Kazim stated there is a proposed development going in by Costco. He asked about a traffic study on South Airport Road. Schoonover stated one was done when Costco went in, and it is a requirement to do another traffic study before that property can get developed.

**F. Commissioners' Discussion**

Commissioners had no further discussions at this time.

**G. Resolution 2024-03-05 Decertification of a Portion of Old County Road 611**

Schoonover stated that the property owner contacted GTCRC regarding this section of road. Over time, a natural turnaround developed onto his property. He requested it be scaled back to his property line. He handled survey and tree removal. We now have a proper turnaround.

Motion by Underwood, seconded by Gillman to adopt Resolution 2024-03-05 Decertification of a portion of Old County Road 611 from the Public Road System.

**ROLL CALL VOTE:**

YEAS: Lemman, Underwood, Gillman, Korn, Kazim  
NAYS: None  
ABSENT: None  
CARRIED Unanimously

**H. ACT 51 Resolution 2024-03-06**

Schoonover stated the previous mileage that was accepted was for 1021.50 miles. Our corrected map is now 1021.17 miles, with a difference of .33 miles from Bluff Road and Old County Road 611.

Motion by Gillman, seconded by Korn to adopt Resolution 2024-03-06 Amendment to ACT 51 Road Mileage for 2023.

**ROLL CALL VOTE:**

YEAS: Underwood, Gillman, Korn, Lemman, Kazim  
NAYS: None  
ABSENT: None  
CARRIED Unanimously

**I. Safety Grant For Corridor Safety Improvement – Safe Streets (20% Match)**

Schoonover stated there are funds available for multiple grants. The grant requires that the agency must apply for a Planning Grant to create a Comprehensive Safety Action Plan. This will help steer the Road Commission to where funds should be spent. Our local match would be around \$72,200.

Motion by Korn, seconded by Underwood to approve of the 20% match contribution to the Safety Improvement Application.

**ROLL CALL VOTE:**

YEAS: Gillman, Korn, Lemman, Underwood, Kazim  
NAYS: None  
ABSENT: None  
CARRIED Unanimously

**J. Safety Program Submittals Discussion**

Weichlein spoke on the Safety Program. He stated that he spoke with TCAPS and they are committed to the Herkner/TCAPS/N. Long Lake road project in 2025.

Commissioners discussed the three projects remaining.

Motion by Underwood, seconded by Korn to apply for the Three Mile Road at Potter Road Roundabout Safety Project.

**ROLL CALL VOTE:**

YEAS: Korn, Underwood, Kazim  
NAYS: Lemman, Gillman,  
ABSENT: None  
CARRIED

Motion by Underwood, seconded by Gillman to approve submission of the road safety grant for the N. Long Lake at Herkner/TCAPS Project, contingent upon an agreement between the Road Commission and TCAPS.

**ROLL CALL VOTE:**

YEAS: Lemman, Underwood, Gillman, Korn, Kazim

NAYS: None

ABSENT: None

CARRIED Unanimously

Motion by Underwood, seconded by Korn to apply for the Cedar Run Road, Gray Road to E. of Harris Road Safety Audit.

**ROLL CALL VOTE:**

YEAS: Underwood, Gillman, Korn, Lemman, Kazim

NAYS: None

ABSENT: None

CARRIED Unanimously

**K. As-Needed Professional Services**

Schoonover stated that there were 12 interested firms that sent in proposals.

---

Motion by Lemman, seconded by Gillman to approve staff's recommendation for As-Needed Professional Services.

CARRIED Unanimously

**L. MDOT 24M101 M-113 Culvert Replacement**

Schoonover stated that 2 bids were received.

Motion by Lemman, seconded by Gillman to award the MDOT M-113 Culvert Replacement to Elmer's Crane and Dozer, Inc. in the amount of \$71,721.87, more or less, authorizing the County Highway Engineer and the Clerk of the GTCRC Board to execute the contract.

**ROLL CALL VOTE:**

YEAS: Gillman, Korn, Lemman, Underwood, Kazim

NAYS: None

ABSENT: None

CARRIED Unanimously

**M. MDOT 24M102 M-72 Elk Lake Rd/Williamsburg Rd Intersection Improvements**

Schoonover stated that bids were received on March 22, 2024.

Motion by Korn, seconded by Gillman to award the MDOT M-72 Elk Lake Rd/Williamsburg Road Intersection improvements to Elmer's Crane and Dozer, Inc., in the amount of \$159,734.88, more or less, authorizing the County Highway Engineer and the Clerk of GTCRC Board to execute the contract.

**ROLL CALL VOTE:**

YEAS: Korn, Leman, Underwood, Gillman, Kazim  
NAYS: None  
ABSENT: None  
CARRIED Unanimously

**N. Proposal for Structural Steel Fabrication (MDOT) – Diamond Park Road Bridge over Little Betsie River**

Schoonover stated that a proposal was received for the fabrication inspection of structural steel for the upcoming Diamond Park Road Bridge Project.

Motion by Korn, seconded by Leman to award the Structural Steel Fabrication for Diamond Park Road Bridge to SME, in the amount of \$29,425.00, more or less.

**ROLL CALL VOTE:**

YEAS: Leman, Underwood, Gillman, Korn, Kazim  
NAYS: None  
ABSENT: None  
CARRIED Unanimously

**O. Disposal of Equipment**

Motion by Underwood, seconded by Leman to dispose of Equipment #639, 2017 Schulte XH1000 mower to Chippewa County Road Commission for \$30,000.

**ROLL CALL VOTE:**

YEAS: Underwood, Gillman, Korn, Leman, Kazim  
NAYS: None  
ABSENT: None  
CARRIED Unanimously

The Board of Commissioners took a short break at 7:42PM.

The meeting resumed at 7:49PM.

**P. Policy Updates**

Commissioners' discussed some changes to the Vehicle Usage, Mobile Phone and Mailbox Damage Policies.

Motion by Korn, seconded by Leman to approve the Vehicle Usage Policy.

CARRIED Unanimously

Motion by Gillman, seconded by Underwood to approve the Mobile Phone Policy.

CARRIED Unanimously

Motion by Underwood, seconded by Korn to approve the Mailbox Damage Policy.

CARRIED Unanimously

**8. INFORMATIONAL ITEMS**

**A. Manager's Comments**

- i. Watkins stated that the South Airport Road Grant was submitted.
- ii. Watkins stated that there is a shortage on brine and contractor will not be able to meet specific amounts requested. He has reached out to the other bidders and they are in the same situation.
- iii. Watkins stated that the soil underneath Zue Road is not good, so that will add additional costs.
- iv. Watkins stated that funding assistance is looking promising for Ramsay Road Bridge and West County Line Bridge.

Watkins added that Stop Signs were placed at Gonder Road and Riley Road and that the SAD Process has been added to the website.

**B. Commissioners' Comments, Questions and Future Agenda Items**

Commissioners agreed to cancel the Special Meeting of April 11<sup>th</sup>.

Leman had no additional comments.

Gillman questioned selling the house on N. Long Lake Road.

Underwood had no additional comments.

Korn stated that the policy committee is always open for communication.

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Kazim stated that he would like to see a sub-committee for the Corridor Study.

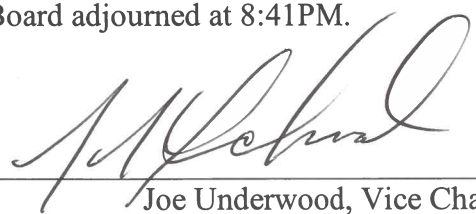
**9. PUBLIC COMMENT**

Joe Slonecki with Wade Trim thanked the commissioners for giving them an opportunity for professional services.

**10. ADJOURNMENT**

Upon a motion made by Leman and seconded by Gillman, the Board adjourned at 8:41PM.

  
Kylie Hendges, Clerk

  
Joe Underwood, Vice Chair

# Grand Traverse Sheriff's Office Citation, Accident & Arrest Statistics

February 2024

Location	Citations	Traffic Crashes			Arrests		Traffic Crash Totals
		Fatal	PIA	PDA	OWI	Criminal	
01 Acme	10	0	1	14	0	3	15
02 Blair	23	0	3	15	1	10	18
03 East Bay	17	0	3	27	2	12	30
04 Fife Lake	2	0	0	3	0	6	3
05 Garfield	45	0	7	79	7	37	86
06 Grant	1	0	1	5	0	1	6
07 Green Lake	4	0	3	8	0	3	11
08 Long Lake	2	0	1	13	1	0	14
09 Mayfield	11	0	0	4	0	1	4
10 Peninsula	2	0	2	6	0	2	8
11 Paradise	9	0	1	6	0	4	7
12 Union	0	0	2	2	0	0	4
13 Whitewater	4	1	1	12	1	2	14
29 Fife Lake Vlg	0	0	0	1	1	0	1
30 Kingsley Vlg	2	0	0	0	0	3	0
66 Traverse City	1	0	0	0	1	36	0
84 Out of County	0	0	0	0	0	18	0
<b>Totals</b>	133	1	25	195	14	138	221

Ticket stats are based on what District Court has entered as of 3/01/24.

Arrest stats are as of 3/01/24.

# Grand Traverse Sheriff's Office Citation, Accident & Arrest Statistics

April 2024

Location	Citations	Traffic Crashes			Arrests		Traffic Crash Totals
		Fatal	PIA	PDA	OWI	Criminal	
01 Acme	4	0	2	13	3	10	15
02 Blair	45	0	4	15	1	15	19
03 East Bay	33	0	2	18	4	16	20
04 Fife Lake	4	0	0	8	0	1	8
05 Garfield	79	0	15	72	9	71	87
06 Grant	2	0	1	3	0	0	4
07 Green Lake	17	0	0	10	2	14	10
08 Long Lake	1	0	1	6	4	5	7
09 Mayfield	8	0	2	4	1	2	6
10 Peninsula	2	0	0	4	0	1	4
11 Paradise	3	0	1	4	1	0	5
12 Union	0	0	0	1	0	0	1
13 Whitewater	2	0	1	1	2	1	2
29 Fife Lake Vlg	0	0	0	0	0	1	0
30 Kingsley Vlg	3	0	0	1	0	5	1
66 Traverse City	13	0	0	0	3	42	0
84 Out of County	0	0	0	0	0	15	0
<b>Totals</b>	216	0	29	160	30	199	189

Ticket stats are based on what District Court has entered as of 5/01/24.

Arrest stats are as of 5/01/24.

# Whitewater Township Parks and Recreation Manager Report

January 2024

To: Whitewater Township Board and Public

From: Andrew Butler; Parks and Recreation Manager

Date: 2/12/2024

## General:

With the recent improvement in weather conditions, we have been getting things cleaned up for the upcoming season. This includes clearing ground debris, general maintenance, and cleanup of trails and sites at the campground.

After using Beds24.com for several years, we have decided to try to move our online reservations to a new and exciting company. With new companies coming up and getting established, we have found a few possible replacements for our booking needs. We are attempting to move to a new, more user-friendly platform. There are two companies that are very exciting to learn about. Roverpass and Campspot. Both companies would be a great fit for our park.

We have been receiving many more inquiries lately, regarding the upcoming camping season. Everyone is very excited to get to camp at our beautiful park. I have been fielding several emails and phone calls daily to answer and assist these possible campers.

I am currently researching the plausibility of re opening the pit toilets for boaters to use this season. I have made several calls regarding new or existing safety codes needed for this type of vault toilet to be sure it would meet all required state safety codes.

## Meetings:

Roverpass Demo 1.22.24

Roverpass Demo-Continued 1.24.24

Campspot Demo 1.24.24

Meet with Mike Dwyer regarding park ideas 1.22.24



# Whitewater Township

## Parks and Recreation Report

### General:

I am sorry that this report was not included in the packet this month. I was waiting to report with the most up to date information.

I have spoken with Northshore Docks about having them put the new docks in the water. I am waiting on a quote from them to move forward with this project. I should have that information to me within the next few days. Once I receive the quote, I will submit information for approval. Upon receipt of purchase order, I will move forward and get a set date from Northshore Docks. It has been brought to my attention that there are not any bumpers on the dock at this time. I am researching to see if that was part of the build, or if that is a task we will do at the park.

We are very close to completing the transition over to Roverpass, the booking agency. We ran into a few issues about a week ago with our progress. The person from Roverpass that was in charge of our website left the company, and left our site incomplete. It took a few calls to find out what was happening with our account. Our new onboarding specialist has shown great knowledge, and has been very helpful. I am confident with her abilities and am sure she will be a great help to us. I am waiting on a few changes in wording, and also a few changes that need to be made to the park map. After those things happen, we will be able to set a date to start taking reservations for the park.

I am waiting on liability paperwork from seasonal campers so I can start processing payments for the 2024 seasonal campers. We had a few people back out of being seasonal campers this year. They backed out due to the cost of being a seasonal camper and due to family issues. I will complete this process as soon as all necessary paperwork is received and payments are processed.

### Meetings:

2.26.24--Roverpass onboarding meeting.

3.5.24—Meeting with ESLA regarding the boat wash station.

3.6.24—Meeting with Roverpass regarding site map needs.

3.8.24—Phone meeting with Roverpass.



Ron Popp <supervisorwhitewater@gmail.com>

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## Heat in the treasurer's office

1 message

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**Lois Maclean** <loismaclean@sbcglobal.net>

Thu, Mar 21, 2024 at 7:18 AM

To: treasurer@whitewatertownship.org, clerk@whitewatertownship.org, supervisor@whitewatertownship.org, Don Glenn 6542Yahoo <dglenn6542@yahoo.com>, trustee01@whitewatertownship.org, TWP TRUSTEE VOLLMUTH 2 <heidivyourtrustee@gmail.com>, zoning@whitewatertownship.org, trustee02@whitewatertownship.org, Ron Popp <supervisorwhitewater@gmail.com>

March 20, 2024,

Whitewater Township Board members,

It has been brought to my attention that the no heat situation currently in the treasurer / zoning office is being addressed in conjunction with changing the heat system throughout the whole building. I am familiar with the fact that this has been a topic of discussion for many years and fear that it would take at least a year, likely two or more, to get a complete redo of the whole township building.

I am making a request that the heat situation in the office shared by the treasurer and zoning administrator be addressed immediately. The board can then possibly work toward an add on to that system for the rest of the building at a future date. It is inappropriate for an office to be without a regular heat source for this long during cold, windy, winter weather. A couple weeks is understandable, especially not knowing for certain if the old system would be able to be reconnected. Using space heaters is dangerous and inefficient. The heaters cannot be left on so it is extremely cold in the office every day for hours while the air and everything in the room warms up. Now that we know the old system is not going to be able to be reconnected it would be appropriate to quickly move forward on a heat system for that office even if the rest of the building is not immediately addressed.

I definitely appreciate your attention to this very important, timely and chilly matter! Your zoning administrator will appreciate it, also!

Sincerely,

***Lois MacLean***

Deputy Treasurer  
Recording Secretary  
Whitewater Township

# Memo

**To:** Whitewater Township Board  
**From:** Ron Popp, Supervisor  
**CC:** None  
**Date:** 3.28.2024  
**Re:** Township Credit Card Policy 9<sup>th</sup> Follow up

---

Board Members –

Still waiting for the Clerk to provide this material.

At the 7.11.2023 Whitewater Township Board Meeting the need to update the credit card policy was acknowledged and approved by Board action. This process is waiting for a current copy of the policy from the Clerk's Office.

Respectfully submitted,



Ron Popp  
Board of Review Recording Secretary  
Whitewater Township FOIA Coordinator  
Supervisor, Whitewater Township

# Memo

**To:** Whitewater Township Board  
**From:** Ron Popp, Supervisor  
**CC:** None  
**Date:** 5.08.2024  
**Re:** Township Credit Card Policy 10<sup>th</sup> Follow up

---

Board Members –

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Respectfully submitted,



Ron Popp  
Board of Review Recording Secretary  
Whitewater Township FOIA Coordinator  
Supervisor, Whitewater Township

# Memo

**To:** Whitewater Township Board of Trustees  
**CC:** None  
**Date:** 3.28.2024  
**Re:** Access to Public Records – 9<sup>th</sup> Reminder

---

Board Members –

Here is a reprint of correspondence contained in the August 8, 2023 Whitewater Township Agenda Packet. This request is unfulfilled as of this writing.

Here is a reprint of Whitewater Township Board approved business from 6.13.2023. We are awaiting receipt of the recordings as of this date.

***“ACCESS TO PUBLIC RECORDS***

***Motion by Popp directing the clerk to provide digital copies of audio recordings for all meetings that have taken place in the township hall since and including 05/09/2023 to all board members; second by Glenn. Discussion followed.***

***Popp refused to list the meeting dates he is requesting.***

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

Respectfully submitted,



Board of Review Recording Secretary  
Whitewater Township FOIA Coordinator  
Supervisor, Whitewater Township

# Memo

**To:** Whitewater Township Board of Trustees  
**CC:** None  
**Date:** 5.08.2024  
**Re:** Access to Public Records – 10<sup>th</sup> Reminder

---

Board Members –

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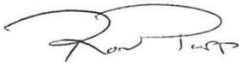
***“ACCESS TO PUBLIC RECORDS***

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***Popp refused to list the meeting dates he is requesting.***

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

Respectfully submitted,



Board of Review Recording Secretary  
Whitewater Township FOIA Coordinator  
Supervisor, Whitewater Township

**INTEREST FOR FISCAL YEAR 2023 / 2024  
ALL ACCOUNTS - YTD**

<b>Fund</b>	<b>ASB Checking Account</b>	<b>ASB Money Market</b>		<b>FCB Checking</b>	<b>FCB Savings</b>	<b>Total</b>
General Fund- - 101	21299.26	2790.80				24090.06
						0.00
Tower Removal					3.31	3.31
Road Fund-- 203	230.00					230.00
Road Repair Fund-- 204	9896.58					9896.58
Fire Fund-- 206	8390.49	601.92				8992.41
Park Fund- - 208	4517.79	50.51				4568.30
Recreation Fund- - 209	743.75					743.75
Ambulance Fund-- 210	11944.25					11944.25
Public Imprvmt Fund- - 401	3081.78					3081.78
Fire Cap Imprvmt Fund-- 406	3852.16	168.54				4020.70
<b>Total</b>						67571.14
Property Tax Ckg -FCB -- 703				191.82		191.82
Fed - ARPA -FCB -- 285				55.02		55.02
						0.00
						0.00
<b>GRAND TOTAL ALL INTEREST</b>	<b>63956.06</b>	<b>3611.77</b>		<b>246.84</b>	<b>3.31</b>	<b>67817.98</b>

Whitewater Township  
ASB Interest Investment Report  
April 2023 - March 2024

	April '23	May '23	June '23	July '23	Aug '23	Sept '23	Oct '23	Nov '23	Dec '23	Jan '24	Feb '24	March '24	GR TOTAL
General Fund-- 101	1,030.17	1,910.18	2,160.53	2,080.14	2,266.99	2,330.46	2,197.66	1,800.99	1,832.70	1,227.85	1,344.58	1,117.01	21,299.26
Road Fund-- 203	18.43	35.71	52.16	48.88	15.08	0.00	0.00	0.00	0.00	0.00	0.00	59.74	230.00
Road Rep-- 204	384.11	749.01	886.02	834.75	879.83	915.16	984.32	878.71	934.15	832.93	755.48	862.11	9,896.58
Fire Fund-- 206	362.66	626.97	740.68	665.46	686.06	671.72	689.00	579.64	575.91	738.31	1,103.17	950.91	8,390.49
Park Fund-- 208	198.79	418.67	448.16	416.89	446.98	429.36	0.00	0.00	0.00	783.05	681.00	694.89	4,517.79
Recreation Fund-- 209	35.33	64.53	63.27	55.02	50.34	44.30	44.72	36.05	34.14	26.84	18.68	270.53	743.75
Ambulance Fund-- 210	579.52	861.03	1,021.27	961.44	1,015.06	1,056.37	1,138.93	1,017.42	777.14	864.91	1,229.84	1,421.32	11,944.25
Public Imprvmt Fund-- 401	117.65	229.42	271.39	255.69	269.49	280.31	301.50	269.15	286.13	255.13	231.40	314.52	3,081.78
Fire Cap Imprvmt Fund-- 406	173.13	337.59	399.34	376.23	396.55	260.65	235.39	209.42	222.34	197.33	178.98	865.21	3,852.16
<b>Total</b>	<b>2,899.79</b>	<b>5,233.11</b>	<b>6,042.82</b>	<b>5,694.50</b>	<b>6,026.38</b>	<b>5,988.33</b>	<b>5,591.52</b>	<b>4,791.38</b>	<b>4,662.51</b>	<b>4,926.35</b>	<b>5,543.13</b>	<b>6,556.24</b>	<b>63,956.06</b>



Whitewater Township  
ASB Money Market Interest Report  
April 2023 - March 2024

	April '23	May '23	June '23	July '23	Aug '23	Sept '23	Oct '23	Nov '23	Dec '23	Jan '24	Feb '24	March '24	GR TOTAL
General Fund-- 101	110.82	202.08	246.29	233.60	250.19	250.68	243.15	243.63	252.27	257.74	241.58	258.77	2,790.80
Fire Fund-- 206	24.02	43.81	53.39	50.64	54.24	54.39	52.71	52.82	54.69	54.80	51.38	55.03	601.92
Park Fund-- 208	2.59	4.73	5.77	5.47	5.86	5.87	5.69	5.70	5.91	0.98	0.95	0.99	50.51
Fire Cap Imprvmt Fund-- 406	6.73	12.27	14.95	14.18	15.19	15.22	14.76	14.79	15.31	15.34	14.39	15.41	168.54
Road Fund-- 203													0.00
													0.00
<b>Total</b>	<b>144.16</b>	<b>262.89</b>	<b>320.40</b>	<b>303.89</b>	<b>325.48</b>	<b>326.16</b>	<b>316.31</b>	<b>316.94</b>	<b>328.18</b>	<b>328.86</b>	<b>308.30</b>	<b>330.20</b>	<b>3,611.77</b>

Whitewater Township  
FCB Interest Report  
April 2023 - March 2024

	April '23	May '23	June '23	July '23	Aug '23	Sept '23	Oct '23	Nov '23	Dec '23	Jan '24	Feb '24	March '24	GR TOTAL
Tower Removal Qtly			0.83			0.83			0.83			0.82	3.31
Property Tax Ckg-- 703	0.35	0.01	0.01	11.68	18.71	97.89	<b>17.44</b>	<b>0.46</b>	<b>4.33</b>	21.39	17.87	1.68	191.82
Fed - ARPA -- 285	<b>6.91</b>	4.44	4.30	4.44	4.44	4.30	<b>4.44</b>	<b>4.30</b>	4.44	4.43	4.15	4.43	55.02
													0.00
													0.00
<b>Total</b>	7.26	4.45	5.14	16.12	23.15	103.02	21.88	4.76	9.60	25.82	22.02	6.93	250.15



## LOCAL GOVERNMENT LAW BULLETIN **APRIL 2024**

### **Mika Meyers to Host Hospitality Reception at 2024 MTA Educational Conference**

The 2024 Michigan Townships Association Educational Conference will be held at the Grand Traverse Resort from April 22 through April 25. The Conference features educational programs and workshops for township officials, appointed personnel, and township employees. Our firm will host its annual hospitality reception at the Grand Traverse Resort in Suite 1259 on Tuesday, April 23 from 4:00 to 8:00 p.m. If you will be attending the Conference, we invite you to visit us at our hospitality reception for snacks and refreshments. We look forward to seeing you.

Mark Nettleton will be speaking on Tuesday, April 23 from noon to 1:00 on "The Benefits and Burdens of Using Special Assessments for Improvement Projects." Ron Redick will also be speaking on Tuesday, April 23 from 2:45 to 4:00 p.m. on "Go With the Flow: Water Resources and Your Township." We hope you have a chance to sit in on these sessions.

### **Reviewing the Doctrine of Preemption through the Lens of a Local Fireworks Ordinance**

The Michigan Court of Appeals recently concluded that a local fireworks ordinance was preempted by state law in *Sterling Heights v Bahnke*, \_\_\_ Mich App \_\_; \_\_\_ NW2d \_\_ (2024). The ordinance in question required sellers of fireworks to provide informational flyers relating to fireworks laws to buyers when selling fireworks. Michigan municipalities are able to address local concerns by enacting ordinances pursuant to their police power. Under the doctrine of preemption, however, federal or state law can preclude a municipality from enacting (or enforcing) an ordinance. There are two forms of preemption: conflict preemption and field preemption.

#### **Conflict Preemption**

The first type of preemption is conflict preemption. Conflict preemption occurs when an ordinance "directly conflicts with state law." A direct conflict occurs when "the ordinance permits what the statute prohibits, or the ordinance prohibits what the statute permits."

Generally, an ordinance that merely adds to the regulations that state law imposes does not give rise to a direct conflict, unless the state has acted to prevent such additional regulation by occupying the field.

## Field Preemption

The second type of preemption is field preemption. "Field preemption occurs when the state has occupied the entire field of regulation in a certain area." It is often difficult to determine if the state has "occupied the field." Thankfully, the Michigan Supreme Court has provided a guide. First, a state law may expressly provide that the state's authority to regulate in a specified area of the law is to be exclusive. If it is not expressly provided, the legislative history may show that preemption of a field of regulation was intended by the Legislature. A statutory scheme that completely regulates the subject matter may also support a finding of preemption even where the above factors are absent. Last, some subjects demand exclusive state regulation to achieve the state's purpose or interest.

## Other Recent Instances Involving Preemption

- Portions of a City of Grand Rapids PILOT Ordinance were deemed to be preempted by the PILOT provisions in the State Housing Development Authority Act of 1966.
- An ordinance prohibiting the sale of tobacco to persons under the age of 21 was found to be preempted by the Age of Majority Act.

## Preemption in *People of the City of Sterling Heights v Bahnke*

In *Bahnke*, the Code of Ordinances of the City of Sterling Heights (the "City") required fireworks vendors to distribute a flyer to purchasers and to display information on state law regarding fireworks usage. The defendant operated a fireworks retail business, but did not comply with the City's requirement to distribute flyers to customers. The defendant was issued a citation for violating the City Code, was found responsible by a magistrate and issued a fine of \$150.

The defendant challenged the citation by arguing that the requirements of the City Code were preempted by the Michigan Fireworks Safety Act, Public Act 256 of 2011 ("Act 256"). Under Act 256, "[e]xcept as provided in [Act 256], a local unit of government shall not enact or enforce an ordinance, code, or regulation pertaining to or in any manner regulating the sale, display, storage, transportation, or distribution of fireworks regulated under this act." MCL 28.457(1). Local governments may enact ordinances regulating the ignition, discharge and use of consumer fireworks, except for on the days listed in Act 256. MCL 28.547(2).

In *Bahnke*, the City argued that their fireworks ordinance constituted additional regulation that did not conflict with Act 256. The City also argued that the requirement to distribute flyers does not occur until after the sale of fireworks, and that the requirement did not regulate the "sale" of fireworks.

The Court of Appeals disagreed and concluded that the requirement to distribute flyers was preempted by Act 256. The Court noted the broad language of MCL 28.457(1), which prevents a local unit of government from enacting any "regulation pertaining to or in any manner regulating" the sale of fireworks. It concluded that the City Code was in direct conflict with the Michigan Fireworks Safety Act. Because the Court recognized a direct conflict, it did not rule on whether the ordinance had been field-preempted by Act 256.

## Conclusion

Fireworks safety education is a valid public purpose, but Act 256 contains broad restrictions on the authority of local government to regulate the sale of fireworks. In this circumstance, the Court of Appeals concluded that the local ordinance was preempted by state law. A well-meaning public policy can be thwarted if it is found to be in conflict, direct or otherwise, with state law. When developing ordinances, it is important to review the proposed regulation to ensure that it is consistent with all relevant laws.

Should you have any questions regarding preemption or its effect on ordinances in your municipality, please contact our Local Government Practice Group.

# Michigan Court of Appeals Concludes That Statutory Process to Claim Surplus Proceeds Resulting From Tax Foreclosure is Not Unconstitutional

The Michigan General Property Tax Act, Public Act 206 of 1893, as amended (the "GPTA"), allows a foreclosing governmental unit, which is usually the county treasurer, to seek a judgment of foreclosure and ultimately sell real property at a foreclosure sale for delinquent taxes. However, when properties are sold for delinquent taxes, the proceeds from the sale often exceed the amount of the delinquent taxes. For example, if a property with \$25,000 in delinquent taxes is sold at foreclosure sale for \$100,000, there would be \$75,000 in surplus proceeds over the amount of delinquent taxes. Before 2020, it was unclear whether the county treasurer could keep that money and transfer it into a county fund. In 2020, the Michigan Supreme Court concluded that the former owners of the property had a vested property right to the surplus proceeds resulting from a tax foreclosure sale of their properties. It also stated that property owners were entitled to have the surplus proceeds returned to them.

In response to Michigan Supreme Court decision, the Michigan Legislature passed amendments to the GPTA including the addition of MCL 211.78t, which contains procedural requirements that a former property owner must follow in order to claim surplus proceeds for a property sold at a tax foreclosure sale after July 17, 2020. It requires a former property owner to submit a notice of intention to claim the surplus proceeds to the foreclosing governmental unit by July 1 immediately following the effective date of foreclosure of the property. After filing the notice of intention to claim the surplus proceeds, the former owner must continue to follow all of the procedural requirements in the GPTA in order to receive the surplus funds.

Recently, an estate of a former property owner whose property was sold at tax foreclosure sued a county treasurer who had retained the surplus proceeds, and argued that MCL 211.78t was unconstitutional because it violated due process. In that case, the relevant property was sold at a tax foreclosure sale in August 2021, but the estate of the former property owner did not file a notice of intention to claim the surplus proceeds by July 1, 2021. Instead, the estate filed a motion to force the county treasurer to distribute the surplus proceeds from the sale in the spring of 2022. The Michigan Court of Appeals concluded in a published opinion that MCL 211.78t was not unconstitutional and specifically noted that there was "no room for a successful Takings claim," under the United States or Michigan Constitutions.

The case, *In re Petition of Barry Co Treasurer for Foreclosure*, confirms that MCL 211.78t is the sole mechanism by which a former owner may obtain surplus proceeds from a tax foreclosure sale. Governmental foreclosing units are not required to return surplus proceeds unless the former owners follow the requirements to claim surplus proceeds under the GPTA. Local government officials are encouraged to contact Mika Meyers with any questions regarding surplus proceeds resulting from the tax foreclosure process or any other question involving the tax foreclosure process.

## Liability Standards for a Public Official's Social Media Activity

On March 15, 2024, the U.S. Supreme Court issued its opinion in *Lindke v. Freed*, which involves the important issue of whether a municipal official's social media activity may be considered "state action," and thereby possibly give rise to viable First Amendment claims against the official and the official's governmental employer.

The *Lindke v. Freed* case involved a situation where James Freed, the City Manager of Port Huron, Michigan, maintained a personal Facebook page where he posted about his family and job. A member of the public, Kevin Lindke, who was unhappy with the City's pandemic response, commented critically on some of Freed's posts. Freed deleted Lindke's comments and eventually blocked him from commenting further. As a result, Lindke sued Freed in federal court under 42 U.S.C. § 1983, alleging that Freed violated his First Amendment rights

When deciding this case, the Supreme Court developed a two-part test for determining whether liability could arise from a public official's social media activity. It held that a public official's social media activity constitutes state action under § 1983 only if the official (1) possessed actual authority to speak on the state's behalf, and (2) purported to exercise that authority when speaking on social media. The Court clarified that the appearance and function of the social media activity are relevant at the second step, but cannot make up for a lack of state authority at the first.

In developing this test, the Court reasoned that the state action doctrine requires a public official's conduct to be fairly attributable to the official's governmental employer. This requires the official to have actual authority from his or her governmental employer to speak on its behalf regarding the matter at issue. Merely having a job description that could encompass such authority is insufficient. The official must also purport to exercise that authority in the specific social media

posts at issue, as evidenced by factors such as expressly invoking governmental authority or using government resources. The Court ultimately remanded the case back to the District Court, so that the District Court could apply these standards to the City Manager's disputed Facebook activity.

Municipal officials should clearly understand these standards, before using social media to comment on municipal affairs. Please contact your municipal attorney at Mika Meyers if you have questions about this topic.

## ANNOUNCEMENTS

Member attorneys, **Elizabeth K. Bransdorfer and Nikole L. Canute**, were recently selected for inclusion in *Crain's* Notable Women in the Law. These attorneys were selected as Notable Women in the Law for their impact in the types of cases and clients assisted, serving as role models and mentors to other attorneys and assuming leadership roles in professional organizations and community service initiatives.

Attorney, **Yue (April) Li**, was recently admitted to practice in Michigan and was officially welcomed to the firm as an associate attorney. April received her juris doctorate from the University of Iowa College of Law, where she served as student writer for the *Journal of Corporation Law* and published her student note "Variable Interest Entity Risks and Governance" in Volume 48. She obtained an LL.M from UCLA School of Law and holds a bachelor of laws from China University of Political Science and Law. In addition to being licensed in Michigan, April is also licensed to practice law in Iowa and is fluent in Mandarin Chinese.



900 Monroe Ave NW  
Grand Rapids, MI 49503  
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[mikameyers.com](http://mikameyers.com)

If you have any questions or need further information regarding anything in this issue of the *Local Government Law Bulletin*, please contact one of the following members of our local government practice group.

Richard M. Wilson, Jr.  
Scott E. Dwyer  
James F. Scales  
Ross A. Leisman  
Mark E. Nettleton  
Ronald M. Redick  
Joshua D. Beard  
Bradley A. Fowler  
Timothy J. Figura

Curtis L. Underwood  
Dominic T. Clolinger  
Kathryn Z. Stegink  
Jonathan D. Tromp  
James R. Brown  
James K. White  
John H. Gretzinger  
Mark A. Van Allsburg  
William A. Horn  
George V. Saylor, III

# Memo

**To:** Whitewater Township Board of Trustees  
**CC:** None  
**Date:** 3.28.2024  
**Re:** FOIA Request S-22 Follow Up – 9<sup>th</sup> Reminder

---

Board Members –

Here is a reprint of two items we are waiting on from the Clerk's Office.

Here is a reprint of two Whitewater Township Board approved business items from 6.13.2023. We are awaiting the documents as of this date.

*“Motion by Popp directing the clerk to provide all responsive documents provided to the requestor for FOIA Request S-22 to the Whitewater Township FOIA Coordinator for further processing; second by Glenn. It was clarified that S-22 is the thumb drive to Altonen. Discussion followed.*

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

*“Motion by Popp directing the clerk to certify those documents provided to the FOIA Coordinator for FOIA Request S-22 are a true, accurate, and a complete copy of what was provided to the requestor using attached certification form; second by Vollmuth.*

*Goss will provide her own certification form.*

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

Respectfully submitted,



Board of Review Recording Secretary  
Whitewater Township FOIA Coordinator  
Supervisor, Whitewater Township

# Memo

**To:** Whitewater Township Board of Trustees  
**CC:** None  
**Date:** 5.08.2024  
**Re:** FOIA Request S-22 Follow Up – 10<sup>th</sup> Reminder

---

Board Members –

Here is a reprint of two items we are waiting on from the Clerk's Office.

Here is a reprint of two Whitewater Township Board approved business items from 6.13.2023. We are awaiting the documents as of this date.

*“Motion by Popp directing the clerk to provide all responsive documents provided to the requestor for FOIA Request S-22 to the Whitewater Township FOIA Coordinator for further processing; second by Glenn. It was clarified that S-22 is the thumb drive to Altonen. Discussion followed.*

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

*“Motion by Popp directing the clerk to certify those documents provided to the FOIA Coordinator for FOIA Request S-22 are a true, accurate, and a complete copy of what was provided to the requestor using attached certification form; second by Vollmuth.*

*Goss will provide her own certification form.*

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

Respectfully submitted,



Board of Review Recording Secretary  
Whitewater Township FOIA Coordinator  
Supervisor, Whitewater Township



# Memo

**To:** Whitewater Township Board of Trustees  
**CC:** Citizens of Whitewater Township  
**Date:** 4.01.2024  
**Re:** Park & Recreation Advisory Committee 3.19.2024 Meeting

---

Board Members –

Park & Recreation Advisory Committee (PRAC) changed the time of their March 19, 2024 from 7:00 PM to 5:00PM. As we all know, the only way that a regular meeting can be changed is to have a meeting to change it. I cannot find minutes of a meeting where the time was changed. There is a Sunday afternoon email from clerk Goss announcing to PRAC members of the reschedule. I believe this meeting was a violation of the open meetings act additional research is pending on the matter.

Respectfully submitted,



Recording Secretary  
Whitewater Township FOIA Coordinator  
Supervisor, Whitewater Township



1000 Bishops Gate Blvd., Suite 300  
Mt. Laurel, NJ 08054

tel. 1 800 444-4554

March 1, 2024

Mr. Ron Popp, Supervisor  
Whitewater Ts  
5777 Vinton Road, PO Box 159  
Williamsburg, MI 49690

RECEIVED  
3/1/24  
CB

RE: Building Code Effectiveness Grading Schedule Program  
Whitewater Ts, Grand Traverse County, MI

Dear Mr. Popp:

ISO is in the process of evaluating building code enforcement departments throughout the United States. The legacy code organizations and the insurance industry worked cooperatively to develop ISO's Building Code Effectiveness Grading Schedule (BCEGS®) program in 1995. The advisory program assesses adopted building codes and the degree of enforcement of those codes, with a focus on natural hazard mitigation. That assessment translates into a classification of 1 to 10, with class 1 representing excellent code enforcement and adoption efforts.

ISO has completed an analysis of the building codes adopted by Whitewater Ts and the efforts put forth by Grand Traverse Co to enforce those codes. The resulting BCEGS Class 09 for commercial and industrial properties and Class 09 for one- and two-family residential properties will apply to your community.

Insurers may use the BCEGS classifications to help them determine premium credits. While individual insurers may use different credits or different effective dates to assess risk, the ISO BCEGS program will apply credits to new construction within Whitewater Ts where the building code department has issued a Certificate of Occupancy in the year of publication and thereafter.

If you're planning on any future changes to your building codes or their enforcement, please advise us, as those changes may affect our analysis and your community's classification. If you have questions about the classifications that we developed, feel free to contact us at the phone number on our letterhead.

Sincerely,

National Processing Center  
BCEGS Building Codes Department

*DRAFT MINUTES***Whitewater Township Board  
Minutes of Special Meeting held March 5, 2024****Call to Order**

Supervisor Popp called the meeting to order at 9:02 a.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan.

**Roll Call of Board Members**

Board members present: Clerk Goss, Treasurer Benak, Trustee Glenn, Trustee Vollmuth, Popp

Board members absent: None

Others present in person: Fire Chief Brandon Flynn, Park Manager Andrew Butler

**Set/Adjust Meeting Agenda**

There were no adjustments.

**Declaration of Conflict of Interest**

None

**Public Comment**

None

**Agenda Items as Listed in Special Meeting Notice****CAMPGROUND NEEDS (added to agenda after notice)**

No action taken.

**BUDGET WORK SESSION – ALL FUNDS**

Fire Fund revenues and expenditures were reviewed and adjusted per discussion.

It was noted that Fire Chief Flynn submitted his resignation on 02/20/2024, effective 03/31/2024.

A deficit still exists after adjustment of revenue and expenditure figures.

Fire Capital Improvement Fund was reviewed. The transfer from other funds is the 0.5 mill increase in the special assessment district levy, current amount projected to be \$145,753.

The 970 line item will be \$202,000, which covers the \$201,569 due on the new fire engine in the 2024/2025 fiscal year.

General Fund will be addressed at the next meeting on 3/7.

**Board Comments/Discussion**

Vollmuth commented on the private road ordinance.

**Public Comment**

None

*DRAFT MINUTES***Adjournment**

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

Meeting adjourned at 11:56 a.m.

Cheryl A. Goss  
Whitewater Township Clerk

*DRAFT MINUTES***Whitewater Township Board  
Minutes of Special Meeting held March 7, 2024****Call to Order**

Supervisor Popp called the meeting to order at 9:05 a.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan.

**Roll Call of Board Members**

Board members present: Clerk Goss, Treasurer Benak, Trustee Glenn, Trustee Vollmuth, Popp

Board members absent: None

Others present in person: None

**Set/Adjust Meeting Agenda**

Goss requested to add appointment of Josh Morgan as Whitewater Township Fire Chief as of 04/01/2024.

Discussion followed.

Goss rescinded her request.

**Declaration of Conflict of Interest**

None

**Public Comment**

None

**Agenda Items as Listed in Special Meeting Notice****BUDGET WORK SESSION – ALL FUNDS**

General Fund revenue and expenditure line items were reviewed and adjusted per discussion.

At 11:50 a.m., the meeting recessed.

At 12:02 p.m., the meeting reconvened.

Discussion of General Fund revenues and expenditures was completed.

**Board Comments/Discussion**

None

**Public Comment**

Public comment began at 12:54 p.m.

Denise Peltonen

Public comment ended at 12:55 p.m.

*DRAFT MINUTES***Adjournment**

*Motion by Vollmuth to adjourn at 12:55 p.m. Roll call vote: Benak, yes; Goss, yes; Glenn, yes; Vollmuth, yes; Popp, yes.*

Meeting adjourned at 12:56 p.m.

Cheryl A. Goss  
Whitewater Township Clerk

*DRAFT MINUTES*

**Whitewater Township Board  
Minutes of Regular Meeting held March 12, 2024**

**Call to Order/Pledge of Allegiance**

Supervisor Popp called the meeting to order at 9:03 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

Board members absent: None

Others present in person: Fire Chief Brandon Flynn, Grand Traverse County Road Commission representatives Dan Watkins and Jason Gillman, and 2 others (Parks Manager Andrew Butler arrived after the start of the meeting.)

Others present via Zoom: 5

**Set/Adjust Meeting Agenda**

Benak handed out January and February treasurer reports, requested they be added to Consent Calendar under Receive & File, and added electronically in April.

Benak requested the addition of #7 under New Business, ZA Extension Month to Month.

Vollmuth requested to move up the PC appointment.

Glenn requested moving the .GOV scheduling date to Unfinished Business #3.

*Motion by Popp to approve agenda as amended; second by Vollmuth.*

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

**Declaration of Conflict of Interest**

None

**Public Comment**

Public comment began at 9:07 a.m.

Connie Hymore

Public comment ended at 9:09 a.m.

**PLANNING COMMISSION APPOINTMENT (moved up)**

*Motion by Glenn to confirm the recommendation of the supervisor appointing Denise Peltonen to a partial 3-year term position on the Whitewater Township Planning Commission. The term shall end 12/31/2024; second by Popp.*

The proposed candidate answered questions from several board members.

*DRAFT MINUTES*

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

**Public Hearing**

None

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

Darryl Nelson is not present.

**Fire Department Report**

Brandon Flynn gave the following report:

- February was a business-as-usual month. He attended the Grand Traverse Band media event where the fire department received \$16,548 toward four sets of firefighter structural turnout gear.
- VASA race was cancelled.
- He has submitted his resignation.
- Brush truck scheduled to go in on 3/20 and should be done by 3/31.

Chief Flynn was thanked for his service over the past six years.

**Planning Commission Report**

Heidi Vollmuth gave the following report:

- Quorum established but some things postponed at the last meeting.
- Had final site plan review with the golf course. It was passed with stipulations.
- PC has homework re: looking over an ordinance and getting ready for a possible special use hearing in April.
- Hall offered his condolences.
- A correction was made on the annual report.

Brief discussion followed.

**Parks & Recreation Advisory Committee Report**

The township board liaison position is vacant.

Parks Manager Andrew Butler gave the following report:

- He will provide the definitive date for dock install once he has it.
- Close to finishing changeover to RoverPass.
- Waiting on liability paperwork from a few seasonal campers; expect 13-15.

Brief discussion followed.

**Grand Traverse County Road Commission**

Dan Watkins gave the following report:

- He has been at the road commission for 9 years, first as fleet manager, then superintendent, and has been the manager since the first of the year. Was a firefighter/EMT for Metro. Has lived in northern Michigan his entire life.



*DRAFT MINUTES*

- There is going to be a brine shortage this year. They are trying to get the brine orders in quickly. A lot of controversy about using oil well brine. They are using calcium chloride mix. Others are changing over and causing the shortage.
- They have been doing tree maintenance, moving into doing high ridge and ditching. Frost laws came off Monday. Will see increased truck traffic around.
- Has taken a couple educational sessions. Value of asphalt roads is \$1 billion.
- They are getting SADs for subdivisions.
- He is always available and is looking forward to working with everybody.

Brief discussion followed.

**Consent Calendar**

## Receive and File

1. Supervisor's Report February 2024
2. Clerk's Report February 2024
3. Treasurer Report January 2024 **(added)**
4. Treasurer Report February 2024 **(added)**
5. Trustee Vollmuth's Report February 2024
6. Trustee Glenn's Report March 2024
7. Zoning Administrator Staff Report January/February 2024
8. Fire Department Report February 2024
9. Mobile Medical Response February 2024 Activity Reports (none)
10. Planning Commission Report for 03/06/2024 Meeting
11. Historical Society Report February 2024 (none)
12. Park & Recreation Report February 2024 (none)
13. Approved 01/03/2024 Planning Commission Minutes
14. Approved 01/23/2024 Parks & Recreation Advisory Committee Minutes

## Correspondence

1. Supervisor Popp MMR Extended Response Times
2. Hymore August 2023 ZBA Meeting Violations
3. Grand Traverse County Sheriff January 2024
4. Hymore 2 August 2023 ZBA Meeting Violations
5. Access to Public Records 03/12/2024
6. FOIA Request S-22 Follow Up 03/2024
7. Corr 7 Proposed Credit Card Policy 03/2024

## Minutes for Approval

1. Draft 02/13/2024 Minutes

## Bills for Approval

1. Approval of Alden State Bank Voucher #s 50166 thru 50269

## Budget Amendments (none)

## Revenue &amp; Expenditure Report (none)

*DRAFT MINUTES*

*Motion by Benak to approve the Consent Calendar; second by Glenn.*

Discussion followed.

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

**Unfinished Business**

**CAMPGROUND NEEDS 03/2024**

No motion(s) provided in the packet. Parks Manager Andrew Butler is present.

Butler reports there are no items to take up at this time.

**COUNTEROFFER NO. 2 TO MMR FOR AMBULANCE PURCHASE**

*Motion by Popp to sell the 2010 ambulance; second by Vollmuth.*

Goss noted the motion is very nonspecific. The ambulance referred to is the Type III Chevrolet 4500 Marque Ambulance, VIN # 1GB9G5B68A1119335, and all of its onboard equipment, listed or not, and the sale is to Mobile Medical Response.

*Popp amended the motion to read exactly as printed in the packet (2010 Type III Chevrolet 4500 Marque Ambulance VIN # 1GB9G5B68A1119335 and all of its onboard equipment, listed or not, to Mobile Medical Response, 834 South Washington Avenue, Saginaw, Michigan 48601 for \$48,475); second by Vollmuth.*

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

**.GOV SCHEDULING (added)**

*Motion by Popp to set the .GOV migration schedule; second by Glenn.*

*The motion was not voted on.*

Discussion followed.

4/17, 4/18, and 4/19 were set aside for Netlink to perform the .GOV migration on township desktop and laptop computers.

*Popp amended his motion to discuss .GOV migration dates to a motion making 4/17, 4/18 and 4/19 the days set aside for .GOV migration; re-seconded by Glenn.*

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

**New Business**

**FIRE DEPARTMENT SALE OF AM GENERAL BRUSH TRUCK**

*Motion by Goss to permit Chief Flynn to sell the 1969 AM General brush truck on govdeals.net auction website with no reserve price set, VIN #052522279; second by Benak.*

**DRAFT MINUTES**

Discussion followed.

***Goss withdrew the motion.***

***Motion by Vollmuth to auction off the 1969 AM General VIN #052522279 with a reserve amount of \$5,000; second by Popp.***

***Motion not voted on.***

***Motion by Vollmuth to sell the 1969 AM General on govdeals.net auction website with a reserve of \$5,000, VIN 052522279.***

***Motion re-read twice by Goss.***

***Motion by Vollmuth to permit Chief Flynn to sell the 1969 AM General VIN 052522279 on govdeals.net auction website with a reserve price of \$5,000; re-seconded by Popp.***

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

**FIRE CHIEF FLYNN'S RESIGNATION LETTER**

***Motion by Goss to accept the resignation of Fire Chief Brandon Flynn; second by Benak.***

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

**PLANNING COMMISSION CHAIRPERSON STEELMAN'S RESIGNATION LETTER**

***Motion by Popp to accept Rachel Steelman's resignation from the planning commission; second by Vollmuth.***

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

**GRAND TRAVERSE COUNTY ROAD COMMISSION BRINE AGREEMENT 2024**

No motion(s) provided in the packet.

***Motion by Popp to sign the County Road Improvement Agreement between the Grand Traverse County Road Commission and Whitewater Township; second by Vollmuth.***

Discussion followed.

Two brine applications will be requested. The road commission will be asked to delay the first brine date, currently anticipated to be the middle to end of April.

***Popp amended the motion to include supervisor and clerk to sign the document.***

***Popp rescinded the previous motion.***

**DRAFT MINUTES**

***Motion by Popp authorizing the clerk and supervisor to sign the County Road Improvement Agreement between Grand Traverse County Road Commission and Whitewater Township in the amount of \$38,000 for two brines on 20.86 miles of gravel road in Whitewater Township; second by Benak.***

Discussion followed.

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

**PLANNING COMMISSION APPOINTMENT**

See page 4211.

**SCHEDULE WORK SESSION TO REVIEW ZONING ADMINISTRATOR RÉSUMÉS AND FIRE CHIEF JOB DESCRIPTION**

No motion(s) provided in the packet.

***Motion by Popp to schedule a work session to review ZA resumes; second by Glenn.***

***The motion was not voted on.***

Discussion followed.

Goss and Vollmuth requested the zoning administrator résumés be provided to the board today.

***Motion by Popp that we have ZA interviews beginning 3/18 at 11 a.m. to 4:00 p.m. and then we will have ZA interviews 3/21 beginning from 9:00 a.m. to 4:00 p.m.; second by Glenn.***

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

***Motion by Popp that on the same dates and times that we just approved that we look over the fire chief job description in the ordinance and then we have a member of the community who wants to step forward and pick up this post. Chief Flynn has written a letter of support.***

***There was no second or vote.***

***Popp withdrew the motion.***

***Motion by Vollmuth to discuss the topic of the fire chief's job description and possible interviews; second by Benak.***

***The motion was not voted on.***

Discussion followed.

Vollmuth requested that Popp provide prospective candidate Morgan's résumé.

*DRAFT MINUTES*

Chief Flynn will provide his policy document containing the fire chief job description.

Discussion followed.

On 3/18 at 11 a.m., the agenda items are:

1. Zoning Administrator Interviews
2. Interim Fire Chief Interview/Possible Job Offer
3. Budget Work Session – All Funds

On 3/21 at 9:00 a.m., the agenda items are:

1. Zoning Administrator Interviews/Possible Job Offer
2. Interim Fire Chief Interview/Possible Job Offer
3. Budget Work Session – All Funds

03/26 at 7:00 p.m., agenda items are

1. Budget Public Hearing
2. Zoning Administrator Interviews/Possible Job Offer
3. Interim Fire Chief Interview/Possible Job Offer

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

***Motion by Goss to amend 3/18, 3/21, and 3/26 meeting notices as set forth above; second by Popp.***

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

**ZA EXTENSION MONTH TO MONTH (added)**

***Motion by Benak to extend the current ZA contract to a month to month until the ZA position is decided; second by Vollmuth.***

Benak indicated Hall is willing to do that.

Discussion followed.

Benak proposed adding to the motion that we put this together and give it to him, and if he agrees with it, he signs it.

***Benak withdrew her motion.***

Lengthy discussion followed.

**Motion by Benak to offer to extend the current ZA contract pending successful ZA interviews a termination notice under provision 5A termination of convenience will be provided; second by Popp.**

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

*DRAFT MINUTES***Tabled Items**

None

**Board Comments/Discussion**

None

**Announcements**

Next township board meeting is on 03/18/2024 at 11:00 a.m.

**Public Comment**

Public comment began at 12:51 p.m.

Lois MacLean

Public comment ended at 12:53 p.m.

**Adjournment**

*Motion by Vollmuth to adjourn at 12:54 p.m.; second by Popp. Roll call vote: Popp, yes; Goss, yes; Vollmuth, yes; Benak, yes; Glenn, yes.*

Meeting adjourned at 12:53 p.m.

Cheryl A. Goss  
Whitewater Township Clerk

*DRAFT MINUTES*

**Whitewater Township Board  
Minutes of Special Meeting held March 18, 2024**

**Call to Order**

Supervisor Popp called the meeting to order at 11:00 a.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan.

**Roll Call of Board Members**

Board members present: Clerk Goss, Treasurer Benak, Trustee Glenn, Trustee Vollmuth, Popp

Board members absent: None

Others present in person: Parks Manager Andrew Butler and 1 other

**Set/Adjust Meeting Agenda**

It was noted the schedule will be flexible due to zoning administrator interviews scheduled in the afternoon.

**Declaration of Conflict of Interest**

None

**Public Comment**

None

**Agenda Items as Listed in Special Meeting Notice****ZONING ADMINISTRATOR INTERVIEWS**

See below and next page.

**INTERIM FIRE CHIEF INTERVIEW/POSSIBLE JOB OFFER**

This interview is scheduled for 03/21/2024.

**BUDGET WORK SESSION – ALL FUNDS**

Benak provided an update with respect to Cleanup Day vendor prices and availability. She has an appointment Wednesday with BS&A to talk about cloud prices. Noted we do not have a tire vendor for cleanup day.

Park Fund revenues and expenditures were reviewed and adjusted per discussion.

At 12:58 p.m., the meeting recessed.

At 1:04 p.m., the meeting reconvened.

Deb Graber is present.

She was questioned by board members regarding her qualifications and experience.

At 2:12 p.m., the interview concluded.

*DRAFT MINUTES*

At 2:13 p.m., the meeting recessed.

At 2:38 p.m., the meeting reconvened.

Discussion of park expenditures continued.

At 2:59 p.m., interview of Christina Deeren began.

She was questioned by board members regarding her qualifications and experience.

At 3:44 p.m., the interview concluded.

The remainder of Park Fund expenditures were reviewed and adjusted per discussion.

**Board Comments/Discussion**

None

**Public Comment**

None

**Adjournment**

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

Meeting adjourned at 4:15 p.m.

Cheryl A. Goss  
Whitewater Township Clerk



***DRAFT MINUTES*****Whitewater Township Board  
Minutes of Special Meeting held March 19, 2024****Call to Order**

Supervisor Popp called the meeting to order at 9:02 a.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan.

**Roll Call of Board Members**

Board members present: Clerk Goss, Treasurer Benak, Trustee Glenn, Trustee Vollmuth, Popp  
Board members absent: None  
Others present in person: None

**Set/Adjust Meeting Agenda**

There were no adjustments.

**Declaration of Conflict of Interest**

None

**Public Comment**

None

**Agenda Items as Listed in Special Meeting Notice****BUDGET WORK SESSION – ALL FUNDS**

Recreation Fund revenues and expenditures were reviewed and adjusted per discussion.

Ambulance Fund revenues and expenditures were reviewed and adjusted per discussion.

There was consensus that an Ambulance Capital Improvement Fund will be established.

Federal Fund revenues and expenditures were reviewed and adjusted per discussion.

Public Improvement Fund was reviewed and adjusted per discussion.

Fire Capital Improvement Fund was reviewed a second time.

At 12:15 p.m., the meeting recessed.

At 12:30 p.m., the meeting reconvened.

The Road Fund was reviewed and adjusted per discussion.

The Road Repair/Replacement Fund was reviewed and adjusted per discussion.

The proposed Graded Wage Scale for 2024/2025 was reviewed and a couple corrections made.

The proposed Salary/Wage Schedule for 2024/2025 was reviewed and adjusted per discussion.

***DRAFT MINUTES*****Board Comments/Discussion**

Popp provided info on restroom trailers.

Benak will run the numbers for GFL re: Cleanup Day cost.

Campground Needs will be added to Thursday's agenda.

**Public Comment**

None

**Adjournment**

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

Meeting adjourned at 1:54 p.m.

Cheryl A. Goss  
Whitewater Township Clerk

***DRAFT MINUTES*****Whitewater Township Board  
Minutes of Special Meeting held March 21, 2024****Call to Order**

Supervisor Popp called the meeting to order at 9:10 a.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan.

**Roll Call of Board Members**

Board members present: Clerk Goss, Treasurer Benak, Trustee Glenn, Trustee Vollmuth, Popp

Board members absent: None

Others present in person: Fire Chief Brandon Flynn, Training Officer Josh Morgan

**Set/Adjust Meeting Agenda**

*Motion by Popp to approve the agenda the way it is with no changes; second by Benak. Roll call vote: Vollmuth, yes; Benak, yes; Glenn, yes; Popp, yes; Goss, yes. Motion carried.*

**Declaration of Conflict of Interest**

None

**Public Comment**

None

**Agenda Items as Listed in Special Meeting Notice****ZONING ADMINISTRATOR INTERVIEWS/POSSIBLE JOB OFFER**

See pages 4224 and 4225.

**INTERIM FIRE CHIEF INTERVIEW/POSSIBLE JOB OFFER**

Whitewater Township Fire Department Training Officer Josh Morgan is present.

Mr. Morgan was questioned by board members regarding his qualifications and experience.

*Motion by Popp to offer Josh the interim fire chief post; second by Vollmuth.*

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

*Motion by Popp to follow our existing wage/salary schedule.*

*The motion was not seconded or voted on.*

Morgan requested \$35 per hour or give him a stipend.

*Motion by Goss to pay Josh Morgan \$35 per hour for the Interim Fire Chief position.*

*The motion was not seconded or voted on.*

**DRAFT MINUTES**

*Popp stated his motion is to follow the current wage/salary schedule in place for budget year 2023/2024; rate of pay would be \$18 an hour.*

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

*Motion by Popp to pay the interim fire chief \$35 per hour beginning 04/01/2024; second by Vollmuth.*

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

Morgan indicated he accepts the position.

**BUDGET WORK SESSION – ALL FUNDS**

Chief Flynn said it is his position the interim fire chief absorbs the duties of the training officer and does not get the training stipend in addition to the interim fire chief pay. Also, if Morgan does not become the chief, he will go back to being the training officer. The lieutenant position will be the training officer and, therefore, no need to have a separate line item for training officer.

There was board agreement with Flynn's statements.

The training officer line item will be dropped from the salary/wage schedule.

Line item 706 will be added for someone who is a support person so the fire chief does not have to respond. The position will be called Part-Time Firefighter. Hourly wage will be \$27.50, budgeted at \$42,000.

Discussion moved to BS&A Cloud.

*Motion by Popp to take line item 970 of the General Fund to \$145,000, \$60,000 for upgrade to BS&A Cloud; second by Vollmuth.*

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

**ZONING ADMINISTRATOR INTERVIEWS/POSSIBLE JOB OFFER**

Current Whitewater Township Zoning Administrator Robert Hall is present.

Mr. Hall was questioned by board members regarding his qualifications and experience.

**CAMPGROUND NEEDS**

*Motion by Popp authorizing the supervisor to sign National Restroom Trailer purchase agreement dated 2024.3.19.2 dated 03/19/2024 in the amount of \$67,986; second by Glenn.*

50% deposit is required.

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

*DRAFT MINUTES*

At 12:15 p.m., Goss left the meeting table.

At 12:38 p.m., Goss returned to the meeting table.

Park and Recreation funds were discussed, with several changes made.

At 1:11 p.m., Benak, Glenn, and Vollmuth left the meeting table.

At 1:24 p.m., Glenn and Vollmuth returned to the meeting table.

At 1:29 p.m., Benak returned to the meeting table.

Further budget discussions took place.

At about 2:00 p.m., the meeting recessed.

At about 3:55 p.m., the meeting reconvened, with Popp absent.

Goss asked for a motion to appoint someone to conduct the rest of the meeting.

***Motion by Benak to have Don Glenn continue to conduct the rest of the meeting; second by Vollmuth.***

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

**ZONING ADMINISTRATOR INTERVIEWS/POSSIBLE JOB OFFER**

Zoning Administrator candidate Alycia Reiten is present.

Ms. Reiten was questioned by board members regarding her qualifications and experience.

**Board Comments/Discussion**

None

**Public Comment**

None

**Adjournment**

***Motion by Vollmuth to adjourn at 4:37 p.m.; second by Benak. Roll call vote: Benak, yes; Goss, yes; Glenn, yes; Vollmuth, yes; Popp, absent.***

Meeting adjourned at 4:37 p.m.

Cheryl A. Goss  
Whitewater Township Clerk

*DRAFT MINUTES*

**Whitewater Township Board  
Minutes of Special Meeting held March 26, 2024**

**Call to Order**

Supervisor Popp called the meeting to order at 7:00 p.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan.

**Roll Call of Board Members**

Board Members present: Clerk Goss, Treasurer Benak, Trustee Glenn, Trustee Vollmuth, Popp

Board Members absent: None

Others present in person: Fire Chief Brandon Flynn, Deputy Treasurer Lois MacLean, and 3 others

Others present via Zoom: 2

**Set/Adjust Meeting Agenda**

There were no adjustments.

**Declaration of Conflict of Interest**

None

**Public Comment**

Public comment began at 7:01 p.m.

Lois MacLean

Public comment ended at 7:03 p.m.

**Agenda Items as Listed in Special Meeting Notice****PUBLIC HEARING - 2024/2025 FIRE SPECIAL ASSESSMENT DISTRICT BUDGET**

Public hearing was opened at 7:06 p.m. A sign-in sheet is available.

Legal notice of the budget public hearing was published in the Traverse City Record-Eagle on 03/20/2024 and in the Elk Rapids News on 03/14/2024.

The property tax millage rate proposed to be levied to support the proposed Fire Special Assessment District budget is 1.5000 mills.

Estimated revenues are \$466,325.

Estimated expenditures are \$518,946.

No written comments were received on the Fire Special Assessment District Budget.

There was no public comment.

The public hearing was closed at 7:08 p.m.

**PUBLIC HEARING - 2024/2025 AMBULANCE MILLAGE BUDGET**

Public hearing was opened at 7:08 p.m. A sign-in sheet is available.

Legal notice of the budget public hearing was published in the Traverse City Record-Eagle on 03/20/2024 and in the Elk Rapids News on 03/14/2024.

The property tax millage rate proposed to be levied to support the proposed Ambulance Millage Budget is 1.5000 mills, as reduced by MCL 211.34d.

*DRAFT MINUTES*

Estimated revenues are \$441,934.

Estimated expenditures are \$873,950.

No written comments were received on the Ambulance Millage Budget.

Public comment:

1. Lois MacLean, 5919 Linderleaf Lane, Williamsburg – Does not remember what the special assessment was approved by the voters. Was it 1.5?

The public hearing was closed at 7:12 p.m.

**PUBLIC HEARING – 2024/2025 GENERAL FUND BUDGET AND ALL OTHER TOWNSHIP BUDGETS**

Public hearing was opened at 7:12 p.m. A sign-in sheet is available.

Legal notice of the budget public hearing was published in the Traverse City Record-Eagle on 03/20/2024 and in the Elk Rapids News on 03/14/2024.

The property tax millage rate proposed to be levied to support the proposed General Fund Budget and all Other Township Budgets is 1.0000 mills, as reduced by MCL 211.34d.

Estimated revenues General Fund are \$667,827.

Estimated expenditures General Fund are \$1,009,535.

Estimated revenues Road Fund are \$60,620.

Estimated expenditures Road Fund are \$77,500.

Estimated revenues Road Repair/Replacement Fund are \$6,500.

Estimated expenditures Road Repair/Replacement Fund are \$355,000.

Estimated revenues Park Fund are \$341,100.

Estimated expenditures Park Fund are \$700,624.

Estimated revenues Recreation Fund are \$181,642.

Estimated expenditures Recreation Fund are \$268,961.

Estimated revenues Ambulance Replacement Fund are \$0.

Estimated expenditures Ambulance Replacement Fund are \$0.

Estimated revenues Federal Fund are \$0.

Estimated expenditures Federal Fund are \$0.

Estimated revenues Public Improvement Fund are \$2,000.

Estimated expenditures Public Improvement Fund are \$50,000.

Estimated revenues Fire Capital Improvement Fund are \$150,275.

Estimated expenditures Fire Capital Improvement Fund are \$202,000.

Estimated revenues Ambulance Capital Improvement Fund are \$500,000.

Estimated expenditures Ambulance Capital Improvement Fund are \$0.

*DRAFT MINUTES*

No written comments were received on the General Fund or Other Township Budgets.

Public comment:

1. Lois MacLean, 5919 Linderleaf, confused on federal fund because that was ARPA funding. She does not know how we can spend more than we receive and is sitting in the budget. She is baffled how we can be running negative. Is it a farewell to the township for everybody, a farewell gift to the township to be running negative? She is completely stumped and dumbfounded and does not understand what the board members are doing. Where did this mentality come from to be running negative? She has to find out if it is even legal. Just baffled.
2. Linda Slopsema, she has not been able to attend the previous budget meetings. But the township has a history of creating red budgets and spending more than they receive, and the justification is that you do not actually spend what you budget. She is concerned these are some pretty big numbers. Knows the township has special projects to complete the work on the park, but finds it disappointing it is not consolidated and more understandable by the public. Maybe it could be explained in a future newsletter.

The public hearing was closed at 7:22 p.m.

Popp asked for board member comments or discussion.

Benak and Goss commented on the Federal Fund.

Changes to the proposed budget are as follows:

- 101-101-715 and 101-101-716 were changed to \$1,054 and \$247. Total expenditures in the Township Board department are now \$70,701.

***Motion by Popp directing the clerk to correctly assign Verizon cell phone charge to Park Fund 208-756-925; second by Vollmuth.***

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

- Assessor department total is confirmed to be \$36,441.
- \$60,000 will be added to 101-901-970 for BS&A Cloud, for a total of \$145,000 in that line item.
- Under Transfers Out, 999, Popp wants to add \$70,000 to transfers out to Park Fund to cover final bills on the boat launch/entryway improvement project. Popp requests 999 go to \$255,000. There was consensus of three board members to change line item 999 to \$255,000. The description is "Completion of Project 842850 Molon."
- Fire Fund line items 715 and 716 were modified based on total wages of \$172,512 to \$10,696 and \$2,502 respectively. Total expenditure in the Fire Fund is now \$519,285, per Popp.
- Park Fund 208-000-699 will go to \$170,000, increasing total revenue to \$411,100.
- Park Fund 715 and 716 will be adjusted to \$9,482 and \$2,218 respectively.
- Park Fund 208-756-970 will be increased to \$378,000. \$769,860 is the new bottom line, per Popp and Glenn.



**DRAFT MINUTES**

- Recreation Fund, the \$67,000 in 209-757-970 includes \$45,000 for new bleachers, \$5,000 feasibility for HPP walking trail, and \$15,000 for bollards. This detail will be added to the budget page.
- In the new Ambulance Capital Improvement Fund, the words “for new facility” will be crossed out in the 410-000-699 detail.

**FISCAL YEAR 2023/2024 BUDGET AMENDMENTS**

*Motion by Goss to approve the Fiscal Year 2023/2024 Budget Amendments as recommended; second by Benak.*

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

**FISCAL YEAR 2023/2024 BUDGETED TRANSFERS**

*Motion by Popp to transfer \$35,000 from the General Fund to the Road Fund; second by Benak.*

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

*Motion by Popp to transfer \$18,742 from the General Fund to the Recreation Fund; second by Benak.*

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

*Motion by Vollmuth to transfer \$100,000 from the General Fund to the Fire Capital Improvement Fund; second by Benak.*

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

*Motion by Vollmuth to transfer \$137,082 from the Fire Fund to the Fire Capital Improvement Fund; second by Benak.*

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

*Motion by Vollmuth to transfer \$93,073 from the Federal Fund to the Fire Capital Improvement Fund; second by Popp.*

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

*Motion by Vollmuth to transfer \$81,258 from the Federal Fund to the Recreation Fund; second by Popp.*

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

*Motion by Vollmuth to transfer \$25,000 from the Public Improvement Fund to the Recreation Fund; second by Benak.*

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

**RESOLUTION #24-04 SALARY FOR SUPERVISOR 2024/2025**

*Motion by Vollmuth to adopt Resolution #24-04 Salary for Supervisor; second by Benak.*

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

**DRAFT MINUTES****RESOLUTION #24-05 SALARY FOR CLERK 2024/2025**

*Motion by Vollmuth to adopt Resolution #24-05 Salary for Clerk; second by Benak.*

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

**RESOLUTION #24-06 SALARY FOR TREASURER 2024/2025**

*Motion by Glenn to adopt Resolution #24-06; second by Popp.*

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

**RESOLUTION #24-07 SALARY FOR TRUSTEES 2024/2025.**

*Motion by Popp to adopt Resolution #24-07 Salary for Trustees; second by Benak.*

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

**RESOLUTION #24-08 GENERAL APPROPRIATIONS ACT 2024/2025**

*Motion by Popp to adopt Resolution #24-08 General Appropriations Act 2024/2025 as amended; second by Goss.*

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

**GRADED WAGE SCALE 2024/2025**

*Motion by Popp to adopt the proposed Graded Wage Scale for 2024/2025; second by Glenn.*

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

**SALARY/WAGE SCHEDULE 2024/2025**

*Motion by Popp to adopt the proposed Salary/Wage Schedule for 2024/2025; second by Glenn.*

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

**ZONING ADMINISTRATOR INTERVIEWS/POSSIBLE JOB OFFER**

*Motion to discuss the zoning administrator interviews with a possible job offer; second by Glenn.*

*There was no vote on the motion.*

Discussion followed.

*Motion by Popp to extend the job offer to Deb Graber; second by Vollmuth.*

Discussion followed.

*Popp amended the motion to offer her an employee position with Whitewater Township as zoning administrator for the annual sum of \$45,000, effective 04/01/2024.*

*Vollmuth re-seconded the motion.*

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

**~~INTERIM FIRE CHIEF INTERVIEW/POSSIBLE JOB OFFER~~**

This position was filled on 03/21/2024.

*DRAFT MINUTES*

The fire chief position will be posted.

Benak requested it be put on the April agenda.

**Board Comments/Discussion**

None

**Public Comment**

Public comment began at 9:22 p.m.

Lois MacLean

Public comment ended at 9:24 p.m.

**Adjournment**

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

Meeting adjourned at 9:25 p.m.

Respectfully submitted,

Cheryl A. Goss  
Whitewater Township Clerk

**Bills for Approval  
April 9, 2024**

<b>ALDEN STATE BANK</b>	<b>50270 - 50383</b>	
PAYROLL 3/8	50270 - 50298	Gross Payroll \$13,166.95
ELECTION PAYROLL 3/11	50299 - 50308	Gross Payroll \$3,554.00
ACCTS PAYABLE 3/13	50309 - 50338	Grand Total \$27,059.36
PAYROLL 3/22	50339 - 50365	Gross Payroll \$14,681.20
ACCTS PAYABLE 3/26	50366 - 50383	Grand Total \$67,082.61

**ALDEN STATE BANK - MONEY MARKET**

**FIRST COMMUNITY BANK - FEDERAL FUND**

# Check Register Report

Bills for Approval 04/09/2024

Date: 04/01/2024

Time: 11:43 am

Page: 1

Whitewater Township

BANK: ALDEN STATE BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>ALDEN STATE BANK Checks</b>								
50309	03/13/24	Printed			AD ASSESS	AD ASSESSING INC	MAR. 2024	2,525.00
50310	03/13/24	Printed			BRANDON F	BRANDON FLYNN	MAR. 2024	50.00
50311	03/13/24	Printed			BRANDON	BRANDON FLYNN, PETTY CASHIER	MISC EXPENSES	138.13
50312	03/13/24	Printed			BRICK HOUS	BRICK HOUSE INTERACTIVE	Hosting Renewal For Meeting Videos Website 03/24-03/25	310.00
50313	03/13/24	Printed			CHARTER	CHARTER COMMUNICATIONS	03/01-03/31/2024	369.95
50314	03/13/24	Printed			CHERRYLANI	CHERRYLAND ELECTRIC COOP	M72 & COOK RD	64.33
50315	03/13/24	Printed			C GOSS	CHERYL GOSS	02/14-02/27/2024	149.41
50316	03/13/24	Printed			CONSUMERS	CONSUMERS ENERGY	02/01-02/29/2024	81.82
50317	03/13/24	Printed			EFTPS	EFTPS	02/23/24 PAYROLL	6,070.79
50318	03/13/24	Printed			FAHEY	FAHEY SCHULTZ BURZYCH RHODES	OOSTERHOUSE/LOSSIE RD	7,171.50
50319	03/13/24	Printed			FUELMAN	FUELMAN	FEB 2024	373.73
50320	03/13/24	Printed			GFL ENVIR	GFL ENVIRONMENTAL	MARCH 2024	50.42
50321	03/13/24	Printed			GILL-ROY	GILL-ROY'S HARDWARE 6737	PAINT BRUSHES AND STAIN	65.06
50322	03/13/24	Printed			GOSLING	GOSLING CZUBAK ENGINEERING	DESIGN SERVCS/SITE PLAN FOR LOSSIE TRAIL	560.00
50323	03/13/24	Printed			HEIDI V	HEIDI VOLLMUTH	CITIZEN PLANNER COURSE REIMBURSEMENT	250.00
50324	03/13/24	Printed			JENTEES	JENTEES	24 HATS	1,443.39
50325	03/13/24	Printed			GOBER	KATHLEEN GOBER	01/31-02/27/2024	213.06
50326	03/13/24	Printed			KRAFT BUS	KRAFT BUSINESS SYSTEMS	REPAIR & SERVICE POSTAGE METER	225.00
50327	03/13/24	Printed			CULLIGAN	MCCARDEL CULLIGAN WATER COND	03/01-03/31/2024	24.00
50328	03/13/24	Printed			POSTMASTEI	POSTMASTER	POSTAGE DUE FOR ELECTION RETURNED APPS/BALLOTS	58.12
50329	03/13/24	Printed			QUAD FINAN	QUADIENT FINANCE USA, INC	POSTAGE ADDED TO METER	1,000.00
50330	03/13/24	Printed			ROBERT HA	ROBERT A. HALL-CZS	FEB. 2024	2,010.85
50331	03/13/24	Printed			PAYR/SALES	STATE OF MICHIGAN - TREASURY	SALES TAX DUE ON 2023 ANNUAL RETURN	1.43
50332	03/13/24	Printed			STATEWIDE	STATEWIDE COMMUNICATIONS INC	02/14-3/13/2024	180.91
50333	03/13/24	Printed			STEVE'S L	STEVE'S LAWN CARE LLC	02/15-02/29/2024	605.00
50334	03/13/24	Printed			TC RECORD	TC RECORD-EAGLE, INC.	NTC OF PUBLIC ACCURACY TEST	507.65
50335	03/13/24	Printed			VERIZON	VERIZON WIRELESS	01/24-02/23/2024	88.16
50336	03/13/24	Printed			VISA	VISA	ELECTION/CLERK/TREAS/ TWP BRD	2,246.28
50337	03/13/24	Printed			WELLS F	WELLS FARGO FINANCIAL	02/29-03/28/2024	83.60
50338	03/13/24	Printed			WITMER P	WITMER PUBLIC SAFETY GROUP	SAFETY VESTS/BOLT CUTTER MOUNTING KIT/WRENCHES	141.77
50366	03/26/24	Printed			AFLAC	AFLAC	FEB 2024	232.56
50367	03/26/24	Printed			AFP SPEC	AFP SPECIALTIES, INC	SERVICE/REPAIR SPRINKLER SYSTEM	275.00
50368	03/26/24	Printed			CARTRIDGE	CARTRIDGE WORLD	5 INK CARTRIDGES	188.99
50369	03/26/24	Printed			CHARTER	CHARTER COMMUNICATIONS	03/30-04/29/2024	179.98
50370	03/26/24	Printed			CONSUMERS	CONSUMERS ENERGY	02/08-03/07/2024	1,423.73
50371	03/26/24	Printed			CSI EMERG	CSI EMERGENCY APPARATUS, LLC	BRUSH 3-METAL FABRICATION AND PLUMBING FOR HOSE REELS	2,663.84
50372	03/26/24	Printed			EAST BAY	EAST BAY CHARTER TOWNSHIP	WWT SHARE OF EXPRESSVOTE KIOSKS	2,521.00
50373	03/26/24	Printed			EFTPS	EFTPS	03/22/2024 PAYROLL	3,126.72
50374	03/26/24	Printed			KEITH DEY	KEITH DEYOUNG	CITIZEN PLANNER ONLINE PROGRAM	250.00
50375	03/26/24	Printed			NATIONAL R	NATIONAL RESTROOM TRAILERS LLC	50% DOWN ON RESTROOM TRAILER	33,993.00
50376	03/26/24	Printed			NETLINK	NETLINK BUSINESS SOLUTIONS	.GOV DOMAIN	292.50
50377	03/26/24	Printed			NORTH PL	NORTH PLACE PLANNING LLC	16 HRS MASTER PLAN 6 HRS ZONING UPDATE	1,650.00
50378	03/26/24	Printed			QUAD LEAS	QUADIENT LEASING USA, INC	04/13-07/12/2024	322.89
50379	03/26/24	Printed			ROBERT HA	ROBERT A. HALL-CZS	03/01-03/31/2024	1,726.90
50380	03/26/24	Printed			PAYR/SALES	STATE OF MICHIGAN - TREASURY	02/09/24 & 02/23/24 PAYROLLS	1,054.10

# Check Register Report

Bills for Approval 04/09/2024

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Whitewater Township

BANK: ALDEN STATE BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>ALDEN STATE BANK Checks</b>								
50381	03/26/24	Printed			STATEWIDE	STATEWIDE	03/14-04/13/2024	180.91
50382	03/26/24	Printed			VOYA INSTI	VOYA INSTITUTIONAL TRUST CO	JAN/FEB/MAR 2024	150.00
50383	03/26/24	Printed			WEST SHORE	WEST SHORE FIRE, INC	TURNOUT GEAR	16,850.49
					<b>Total Checks: 48</b>	<b>Checks Total (excluding void checks):</b>		<b>94,141.97</b>
					<b>Total Payments: 48</b>	<b>Bank Total (excluding void checks):</b>		<b>94,141.97</b>
					<b>Total Payments: 48</b>	<b>Grand Total (excluding void checks):</b>		<b>94,141.97</b>

**INVOICE APPROVAL LIST BY FUND REPORT**

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Whitewater Township

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
<b>Fund: 101 GENERAL FUND</b>							
<b>Dept: 000</b>							
101-000-015	Prepaid Postage						
	QUADIENT FINANCE USA, INC.	WAMSBU0000011465695	POSTAGE ADDED TO METER	50329	02/22/2024	03/13/2024	1,000.00
							<u>1,000.00</u>
						<b>Total Dept. 000:</b>	<b>1,000.00</b>
<b>Dept: 101 Township Board</b>							
101-101-727	Office Supplies & Exp						
	VISA		PARK/TWP BRD	50336	02/26/2024	03/13/2024	15.99
	VISA		ELECTION/CLERK/TREAS/	50336	02/26/2024	03/13/2024	142.76
							<u>158.75</u>
101-101-940	Equipment Rental						
	WELLS FARGO FINANCIAL	5028884525	02/29-03/28/2024	50337	03/02/2024	03/13/2024	83.60
							<u>83.60</u>
101-101-941	Postage Meter Rental						
	QUADIENT LEASING USA, IN	Q1245490	04/13-07/12/2024	50378	03/12/2024	03/26/2024	322.89
							<u>322.89</u>
						<b>Total Dept. Township Board:</b>	<b>565.24</b>
<b>Dept: 171 Supervisor</b>							
101-171-925	Cellular Phone						
	VERIZON WIRELESS	9957466674	01/24-02/23/2024	50335	02/23/2024	03/13/2024	48.15
							<u>48.15</u>
						<b>Total Dept. Supervisor:</b>	<b>48.15</b>
<b>Dept: 195 Elections</b>							
101-195-703	Wages						
	EAST BAY CHARTER TOWN:	2024-15	WWT SHARE OF EV INSPECTO	50372	03/18/2024	03/26/2024	1,315.26
							<u>1,315.26</u>
101-195-727	Office Supplies & Exp						
	EAST BAY CHARTER TOWN:	2024-33	WWT SHARE OF EV BALLOT	50372	03/18/2024	03/26/2024	800.80
	EAST BAY CHARTER TOWN:	2024-20	WWT SHARE OF EV PRINTER	50372	03/18/2024	03/26/2024	33.81
	EAST BAY CHARTER TOWN:	2024-21	WWT SHARE OF EV MISC ITEI	50372	03/18/2024	03/26/2024	34.93
	EAST BAY CHARTER TOWN:	2024-28	WWT SHARE OF EV NAME BA	50372	03/18/2024	03/26/2024	20.86
	EAST BAY CHARTER TOWN:	2024-32	WWT SHARE OF EXPRESSVO	50372	03/18/2024	03/26/2024	315.34
	VISA		ELECTION/CLERK/TREAS/	50336	02/26/2024	03/13/2024	1,156.98
							<u>2,362.72</u>
101-195-728	Postage						
	POSTMASTER		POSTAGE DUE FOR ELECTIO	50328	03/06/2024	03/13/2024	58.12
							<u>58.12</u>
101-195-860	Mileage Reimburse						
	CHERYL GOSS		02/14-02/27/2024	50315	02/29/2024	03/13/2024	149.41
	KATHLEEN GOBER		01/31-02/27/2024	50325	02/27/2024	03/13/2024	213.06
							<u>362.47</u>
101-195-865	Meal/Lodging Expens						
	VISA		ELECTION/CLERK/TREAS/	50336	02/26/2024	03/13/2024	140.06
							<u>140.06</u>
101-195-901	Publishing						
	TC RECORD-EAGLE, INC.	02242055	NTC OF PUBLIC ACCURACY TI	50334	02/29/2024	03/13/2024	106.80
							<u>106.80</u>
						<b>Total Dept. Elections:</b>	<b>4,345.43</b>

Dept: 209 Assessor

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Bills for Approval 04/09/2024

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
101-209-807	Assessing Services AD ASSESSING INC		MAR. 2024	50309	03/01/2024	03/13/2024	2,525.00
							<u>2,525.00</u>
						<b>Total Dept. Assessor:</b>	<b>2,525.00</b>
<b>Dept: 210 Attorney</b>							
101-210-801	Legal Services						
	FAHEY SCHULTZ BURZYCH	18007	KWTR/BEAM	50318	03/01/2024	03/13/2024	6,594.50
	FAHEY SCHULTZ BURZYCH	18008	POPP-QUALIFYING STMT	50318	03/01/2024	03/13/2024	112.50
	FAHEY SCHULTZ BURZYCH	18009	AMBULANCE LEASE	50318	03/01/2024	03/13/2024	112.50
	FAHEY SCHULTZ BURZYCH	18005	OOSTERHOUSE/LOSSIE RD	50318	03/01/2024	03/13/2024	352.00
							<u>7,171.50</u>
						<b>Total Dept. Attorney:</b>	<b>7,171.50</b>
<b>Dept: 215 Clerk</b>							
101-215-727	Office Supplies & Exp VISA		ELECTION/CLERK/TREAS/	50336	02/26/2024	03/13/2024	61.36
							<u>61.36</u>
						<b>Total Dept. Clerk:</b>	<b>61.36</b>
<b>Dept: 253 Treasurer</b>							
101-253-728	Postage VISA		ELECTION/CLERK/TREAS/	50336	02/26/2024	03/13/2024	108.80
							<u>108.80</u>
						<b>Total Dept. Treasurer:</b>	<b>108.80</b>
<b>Dept: 265 Township Hall &amp; Groun</b>							
101-265-740	Operating Expense &						
	MCCARDEL CULLIGAN WATI	1041299	02/01-02/29/2024	50327	01/31/2024	03/13/2024	12.00
	MCCARDEL CULLIGAN WATI	1042733	03/01-03/31/2024	50327	02/29/2024	03/13/2024	12.00
	VISA		WTP HALL/FIRE	50336	02/26/2024	03/13/2024	64.35
							<u>88.35</u>
101-265-811	Waste Removal Servi GFL ENVIRONMENTAL	0064957360	MARCH 2024	50320	02/29/2024	03/13/2024	25.21
							<u>25.21</u>
101-265-845	Snowplowing Service STEVE'S LAWN CARE LLC	493873	02/15-02/29/2024	50333	03/06/2024	03/13/2024	290.00
							<u>290.00</u>
101-265-851	Internet/Website						
	BRICK HOUSE INTERACTIVE	030624WWT	Hosting Renewal For Meeting	50312	03/06/2024	03/13/2024	310.00
	CHARTER COMMUNICATION	005358401022124	03/01-03/29/2024	50313	02/21/2024	03/13/2024	129.99
	CHARTER COMMUNICATION	005358401032124	03/30-04/29/2024	50369	03/21/2024	03/26/2024	129.99
	NETLINK BUSINESS SOLUTI	148238	.GOV DOMAIN	50376	03/19/2024	03/26/2024	292.50
							<u>862.48</u>
101-265-922	Electricity CONSUMERS ENERGY	203945081275	02/08-03/07/2024	50370	03/07/2024	03/26/2024	152.76
							<u>152.76</u>
101-265-923	Electric Heat CONSUMERS ENERGY	203945081276	02/08-03/07/2024	50370	03/07/2024	03/26/2024	400.89
							<u>400.89</u>
101-265-924	Telephone						
	CHARTER COMMUNICATION	005358401022124	03/01-03/29/2024	50313	02/21/2024	03/13/2024	49.99
	CHARTER COMMUNICATION	005358401032124	03/30-04/29/2024	50369	03/21/2024	03/26/2024	49.99





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<b>Total Dept. Road Right of Way:</b>							<b>146.15</b>
<b>Total Fund ROAD FUND:</b>							<b>146.15</b>
<b>Fund: 206 FIRE FUND</b>							
<b>Dept: 336 Fire Dept</b>							
206-336-713	Other Benefits AFLAC	157756	FEB 2024	50366	02/26/2024	03/26/2024	232.56
							<u>232.56</u>
206-336-727	Office Supplies & Exp CARTRIDGE WORLD	954285	5 INK CARTRIDGES	50368	03/04/2024	03/26/2024	188.99
							<u>188.99</u>
206-336-728	Postage BRANDON FLYNN, PETTY C/		MISC EXPENSES	50311	03/11/2024	03/13/2024	37.00
							<u>37.00</u>
206-336-739	Fuel & Oil BRANDON FLYNN, PETTY C/ FUELMAN	66066948995401	MISC EXPENSES FEB 2024	50311 50319	03/11/2024 03/04/2024	03/13/2024 03/13/2024	50.00 373.73
							<u>423.73</u>
206-336-740	Operating Expense & BRANDON FLYNN, PETTY C/ WITMER PUBLIC SAFETY GI	INV432635	MISC EXPENSES SAFETY VESTS/BOLT CUTTER	50311 50338	03/11/2024 03/05/2024	03/13/2024 03/13/2024	51.13 141.77
							<u>192.90</u>
206-336-745	Turnout Gear WEST SHORE FIRE, INC	32344	TURNOUT GEAR	50383	03/20/2024	03/26/2024	16,850.49
							<u>16,850.49</u>
206-336-747	Uniforms JENTEES JENTEES	36674 36685	13 SWEATSHIRTS 24 HATS	50324 50324	02/27/2024 02/27/2024	03/13/2024 03/13/2024	864.99 578.40
							<u>1,443.39</u>
206-336-804	Professional Services VERIZON WIRELESS	9957466674	01/24-02/23/2024	50335	02/23/2024	03/13/2024	40.01
							<u>40.01</u>
206-336-811	Waste Removal Servi GFL ENVIRONMENTAL	0064956600	MARCH 2024	50320	02/29/2024	03/13/2024	12.60
							<u>12.60</u>
206-336-845	Snowplowing Service STEVE'S LAWN CARE LLC	493874	02/15-02/29/2024	50333	03/06/2024	03/13/2024	157.50
							<u>157.50</u>
206-336-851	Internet/Website CHARTER COMMUNICATION	005358201030124	03/01-03/31/2024	50313	03/01/2024	03/13/2024	89.99
							<u>89.99</u>
206-336-922	Electricity CONSUMERS ENERGY	204479009976	02/08-03/07/2024	50370	03/07/2024	03/26/2024	303.73
							<u>303.73</u>
206-336-924	Telephone CHARTER COMMUNICATION	005358201030124	03/01-03/31/2024	50313	03/01/2024	03/13/2024	99.98
							<u>99.98</u>
206-336-925	Cellular Phone BRANDON FLYNN		MAR. 2024	50310	03/01/2024	03/13/2024	50.00
							<u>50.00</u>

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Whitewater Township

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
206-336-930	Facility Repairs/Maint AFP SPECIALTIES, INC	9720	SERVICE/REPAIR SPRINKLER	50367	03/23/2024	03/26/2024	275.00
							<u>275.00</u>
206-336-933	Vehicle Repair & Mair VISA		WTP HALL/FIRE	50336	02/26/2024	03/13/2024	70.44
							<u>70.44</u>
						<b>Total Dept. Fire Dept:</b>	<b>20,468.31</b>
						<b>Total Fund FIRE FUND:</b>	<b>20,468.31</b>

**Fund: 208 PARK FUND**

**Dept: 756 Township Park**

208-756-740	Operating Expense & GILL-ROY'S HARDWARE 673	2403-698545	PAINT BRUSHES AND STAIN	50321	03/07/2024	03/13/2024	65.06
							<u>65.06</u>
208-756-748	Sales Tax STATE OF MICHIGAN - TREA	SMIBUS010707985	SALES TAX DUE ON 2023 ANN	50331	02/28/2024	03/13/2024	1.43
							<u>1.43</u>
208-756-922	Electricity CONSUMERS ENERGY	206347547028	02/09-03/10/2024	50370	03/10/2024	03/26/2024	49.35
	CONSUMERS ENERGY	206347547029	02/09-03/10/2024	50370	03/10/2024	03/26/2024	78.40
							<u>127.75</u>
208-756-924	Telephone STATEWIDE COMMUNICATC	3196301	02/14-3/13/2024	50332	02/14/2024	03/13/2024	30.15
	STATEWIDE COMMUNICATC	3231710	03/14-04/13/2024	50381	03/14/2024	03/26/2024	30.15
							<u>60.30</u>
208-756-925	Cellular Phone VISA		PARK/TWP BRD	50336	02/26/2024	03/13/2024	14.00
							<u>14.00</u>
208-756-970	Capital Expenditure NATIONAL RESTROOM TRAI		50% DOWN ON RESTROOM	50375	03/19/2024	03/26/2024	33,993.00
							<u>33,993.00</u>
						<b>Total Dept. Township Park:</b>	<b>34,261.54</b>
						<b>Total Fund PARK FUND:</b>	<b>34,261.54</b>

**Fund: 209 RECREATION FUND**

**Dept: 757 Recreation**

209-757-922	Electricity CONSUMERS ENERGY	204746004854	02/21-03/20/2024	50370	03/20/2024	03/26/2024	77.32
	CONSUMERS ENERGY	203945081274	02/08-03/07/2024	50370	03/07/2024	03/26/2024	28.77
							<u>106.09</u>
209-757-970	Capital Expenditure GOSLING CZUBAK ENGINEE	94418	DESIGN SERVCS/SITE PLAN	50322	02/21/2024	03/13/2024	560.00
							<u>560.00</u>
						<b>Total Dept. Recreation:</b>	<b>666.09</b>
						<b>Fund RECREATION FUND:</b>	<b>666.09</b>

**Fund: 210 AMBULANCE FUND**

**Dept: 651 Ambulance**

210-651-811	Waste Removal Servi GFL ENVIRONMENTAL	0064956600	MARCH 2024	50320	02/29/2024	03/13/2024	12.61
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							<b>12.61</b>
210-651-845	Snowplowing Service STEVE'S LAWN CARE LLC	493874	02/15-02/29/2024	50333	03/06/2024	03/13/2024	157.50
							<b>157.50</b>
210-651-922	Electricity CONSUMERS ENERGY	204479009976	02/08-03/07/2024	50370	03/07/2024	03/26/2024	303.74
							<b>303.74</b>
							<b>Total Dept. Ambulance: 473.85</b>
							<b>Fund AMBULANCE FUND: 473.85</b>
<b>Fund: 406 FIRE CAPITAL IMPROV</b>							
<b>Dept: 000</b>							
406-000-970	Capital Expenditure CSI EMERGENCY APPARATU	70274	BRUSH 3-METAL FABRICATION	50371	03/25/2024	03/26/2024	2,663.84
							<b>2,663.84</b>
							<b>Total Dept. 000: 2,663.84</b>
							<b>AL IMPROVEMENT FUND: 2,663.84</b>
<b>Fund: 750 PAYROLL CLEARING F</b>							
<b>Dept: 000</b>							
750-000-238	Pension Withheld VOYA INSTITUTIONAL TRUS		JAN/FEB/MAR 2024	50382	03/26/2024	03/26/2024	150.00
							<b>150.00</b>
750-000-258	Accrued Payroll Tax:						
	EFTPS	270447252643402	03/11/24 ELECTION & 03/08/20:	50317	03/12/2024	03/13/2024	3,142.42
	EFTPS	27044595447190	02/23/24 PAYROLL	50317	02/28/2024	03/13/2024	2,928.37
	EFTPS	270448674720063	03/22/2024 PAYROLL	50373	03/26/2024	03/26/2024	3,126.72
	STATE OF MICHIGAN - TREA	SMIBUS010749732	02/09/24 & 02/23/24 PAYROLLS	50380	03/13/2024	03/26/2024	1,054.10
							<b>10,251.61</b>
							<b>Total Dept. 000: 10,401.61</b>
							<b>PAYROLL CLEARING FUND: 10,401.61</b>
							<b>Grand Total: 94,141.97</b>

**Bills for Approval  
May 14, 2024**

<b>ALDEN STATE BANK</b>	<b>50384 - 50476</b>	
PAYROLL 4/5	50384 - 50410	Gross Payroll \$14,843.00
ACCTS PAYABLE 4/8	50411 - 50433	Grand Total \$13,744.11
PAYROLL 4/19	50434 - 50457	Gross Payroll \$13,105.40
ACCTS PAYABLE 4/23	50458 - 50475	Grand Total \$21,646.36
VOID/REPLACE CK 50338	50476	Grand Total \$141.77

**ALDEN STATE BANK - MONEY MARKET**

<b>FIRST COMMUNITY BANK - FEDERAL FUND</b>	<b>1002</b>	
ACCTS PAYABLE 4/10	1002	Grand Total \$174,426.77

# Check Register Report

Bills for Approval 05/14/2024

Date: 05/01/2024

Time: 1:04 pm

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Whitewater Township

BANK: ALDEN STATE BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>ALDEN STATE BANK Checks</b>								
50411	04/08/24	Printed			AD ASSESS	AD ASSESSING INC	APR 2024	2,650.00
50412	04/08/24	Printed			AFLAC	AFLAC	MAR 2024	253.32
50413	04/08/24	Printed			CHARTER	CHARTER COMMUNICATIONS	04/01-04/30/2024	189.97
50414	04/08/24	Printed			CHERRY C	CHERRY CAPITAL COMMUNICATIONS	04/01/24-04/01/25	624.00
50415	04/08/24	Printed			CHERRYLANI	CHERRYLAND ELECTRIC COOP	M72 & COOK RD	63.97
50416	04/08/24	Printed			GOSS	CHERYL A GOSS, PETTY CASHIER	ELECTION/TWP BRD	215.17
50417	04/08/24	Printed			CONSUMERS	CONSUMERS ENERGY	03/01-03/31/2024	92.31
50418	04/08/24	Printed			DEBORAH G	DEBORAH GRABER, PETTY CASHIER	POSTAGE	10.40
50419	04/08/24	Printed			DTE ENERGY	DTE ENERGY	02/22-03/20/2024	213.31
50420	04/08/24	Printed			EFTPS	EFTPS	PAYROLL 04/05/2024	3,301.69
50421	04/08/24	Printed			ER NEWS	ELK RAPIDS NEWS LLC	NTC OF 3/26/24 BUDGET PUB HRG	165.00
50422	04/08/24	Printed			FICK & SON	FICK & SONS DIESEL GARAGE INC.	BRUSH 3 OIL CHG & DOT INSPECT	345.42
50423	04/08/24	Printed			GFL ENVIR	GFL ENVIRONMENTAL	APR 2024	50.42
50424	04/08/24	Printed			HOME CITY	HOME CITY ICE COMPANY	ICE COOLER ANNUAL RENTAL	106.00
50425	04/08/24	Printed			LOIS MAC	LOIS MACLEAN	01/11-03/28/2024	117.92
50426	04/08/24	Printed			CULLIGAN	MCCARDEL CULLIGAN WATER COND	1 BOTTLE WATER	43.00
50427	04/08/24	Printed			PAUL DAVIS	PAUL DAVIS RESTORATION, INC	BAL DUE FOR TREAS OFC CEILING REPAIR	720.00
50428	04/08/24	Printed			POPP	RON POPP	01/04-01/29/2024	694.55
50429	04/08/24	Printed			PAYR/SALES	STATE OF MICHIGAN - TREASURY	03/08/24 & 03/11/24 & 03/22/24 PAYROLLS	1,195.06
50430	04/08/24	Printed			TARGET SOL	TARGET SOLUTIONS LLC	RENEWAL ANNUAL MAINT- VECTOR LMS & 7S PREMIER	1,830.20
50431	04/08/24	Printed			TC RECORD	TC RECORD-EAGLE, INC.	03/12/24 MTG SYNOPSIS	690.10
50432	04/08/24	Printed			VERIZON	VERIZON WIRELESS	02/24-03/23/2024	88.70
50433	04/08/24	Printed			WELLS F	WELLS FARGO FINANCIAL	03/29-04/28/2024	83.60
50458	04/23/24	Printed			ARDELLA	ARDELLA BENAK	01/17 - 03/11/24	166.83
50459	04/23/24	Printed			C GOSS	CHERYL GOSS	Election Training Lunch (2)	197.02
50460	04/23/24	Printed			CONSUMERS	CONSUMERS ENERGY	03/08 - 04/08/24	1,421.51
50461	04/23/24	Printed			EFTPS	EFTPS	04/19/2024 Payroll Taxes	2,883.03
50462	04/23/24	Printed			FAHEY	FAHEY SCHULTZ BURZYCH RHODES	Lossie Rd - Oosterhouse	5,559.50
50463	04/23/24	Printed			FUELMAN	FUELMAN	Mar 2024	498.28
50464	04/23/24	Printed			GILL-ROY	GILL-ROY'S HARDWARE 6737	Painting Supplies	111.05
50465	04/23/24	Printed			GOSLING	GOSLING CZUBAK ENGINEERING	WTP Toddler Playground Design	1,740.00
50466	04/23/24	Printed			GTC TREAS	GRAND TRAVERSE CO TREASURER	Publish Mar BOR Notices	33.13
50467	04/23/24	Printed			GT BAND	GT BAND OTTAWA & CHIPPEWA	01/01/24 - 03/31/24	122.16
50468	04/23/24	Printed			JOHN HANCC	JOHN HANCOCK LIFE INS CO	JanFebMar 2024 Fees	3,441.93
50469	04/23/24	Printed			LOIS MAC	LOIS MACLEAN	MTA Workshop	150.00
50470	04/23/24	Printed			MUNSON OH	MUNSON OCCUPATIONAL HEALTH	Graber Physical Exam/Testing	152.00
50471	04/23/24	Printed			NETLINK	NETLINK BUSINESS SOLUTIONS	.GOV Email	715.00
50472	04/23/24	Printed			NORTH PL	NORTH PLACE PLANNING LLC	19 Hours Master Plan 5 Hours Zoning Update	1,800.00
50473	04/23/24	Printed			STATEWIDE	STATEWIDE COMMUNICATIONS INC	04/14/24 to 05/13/24	182.82
50474	04/23/24	Printed			SUB AQ	SUB-AQUATICS, INC	Compressor Annual Maintenance/ Repair Valve on Fill Station	1,097.12
50475	04/23/24	Printed			VISA	VISA	Twp Board/Park PO 6014	1,374.98
50476	04/25/24	Printed			WITMER P	WITMER PUBLIC SAFETY GROUP	SAFETY VESTS/BOLT CUTTER MOUNTING KIT/WRENCHES	141.77

**Total Checks: 42**

**Checks Total (excluding void checks):**

**35,532.24**

# Check Register Report

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Whitewater Township

BANK: ALDEN STATE BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>Total Payments: 42</b>							<b>Bank Total (excluding void checks):</b>	<b>35,532.24</b>

# Check Register Report

Bills for Approval 05/14/2024

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Whitewater Township

BANK: FIRST COMMUNITY BANK FEDERAL

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
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**FIRST COMMUNITY BANK FEDERAL Checks**

1002	04/10/24	Printed				WHITEWATER TOWNSHIP	For Deposit to Alden Bank General Fund	174,426.77
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<b>Total Checks: 1</b>	<b>Checks Total (excluding void checks):</b>	<b>174,426.77</b>
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<b>Total Payments: 1</b>	<b>Bank Total (excluding void checks):</b>	<b>174,426.77</b>
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<b>Total Payments: 43</b>	<b>Grand Total (excluding void checks):</b>	<b>209,959.01</b>
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**INVOICE APPROVAL LIST BY FUND REPORT**

Bills for Approval 05/14/2024

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Whitewater Township

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
<b>Fund: 101 GENERAL FUND</b>							
<b>Dept: 101 Township Board</b>							
101-101-727	Office Supplies & Exp VISA		Twp Board/Park	50475	04/22/2024	04/23/2024	15.99
							<u>15.99</u>
101-101-728	Postage CHERYLA GOSS, PETTY CA		ELECTION/TWP BRD	50416	03/27/2024	04/08/2024	0.68
							<u>0.68</u>
101-101-830	Pension Plan JOHN HANCOCK LIFE INS C		JanFebMar 2024 Contributions	50468	04/22/2024	04/23/2024	803.88
	JOHN HANCOCK LIFE INS 0240329-A12139-JHFE-A		JanFebMar 2024 Fees	50468	04/22/2024	04/23/2024	27.50
							<u>831.38</u>
101-101-901	Publishing ELK RAPIDS NEWS LLC		NTC OF 3/26/24 BUDGET PUB	50421	03/29/2024	04/08/2024	165.00
	TC RECORD-EAGLE, INC.	03242055	NTC OF 3/26/24 PUB HRG	50431	03/31/2024	04/08/2024	120.20
							<u>285.20</u>
101-101-940	Equipment Rental WELLS FARGO FINANCIAL	5029293587	03/29-04/28/2024	50433	04/04/2024	04/08/2024	83.60
							<u>83.60</u>
							<b>Total Dept. Township Board: 1,216.85</b>
<b>Dept: 171 Supervisor</b>							
101-171-860	Mileage Reimburse RON POPP		01/04-03/13/2024	50428	03/25/2024	04/08/2024	60.30
	RON POPP		04/12-08/24/2023	50428	03/25/2024	04/08/2024	138.20
	RON POPP		08/28-12/30/2023	50428	03/25/2024	04/08/2024	186.02
							<u>384.52</u>
							<b>Total Dept. Supervisor: 384.52</b>
<b>Dept: 195 Elections</b>							
101-195-727	Office Supplies & Exp CHERYLA GOSS, PETTY CA		ELECTION/TWP BRD	50416	03/27/2024	04/08/2024	14.49
	VISA		Elections/Clerk/Park	50475	04/22/2024	04/23/2024	100.00
							<u>114.49</u>
101-195-860	Mileage Reimburse CHERYL GOSS		04/09 - 04/18/24	50459	04/22/2024	04/23/2024	143.38
							<u>143.38</u>
101-195-865	Meal/Lodging Expens CHERYLA GOSS, PETTY CA		ELECTION/TWP BRD	50416	03/27/2024	04/08/2024	200.00
							<u>200.00</u>
							<b>Total Dept. Elections: 457.87</b>
<b>Dept: 209 Assessor</b>							
101-209-807	Assessing Services AD ASSESSING INC		APR 2024	50411	04/01/2024	04/08/2024	2,650.00
							<u>2,650.00</u>
101-209-901	Publishing GRAND TRAVERSE CO TRE	1002035	Publish Mar BOR Notices	50466	04/22/2024	04/23/2024	33.13
							<u>33.13</u>
							<b>Total Dept. Assessor: 2,683.13</b>
<b>Dept: 210 Attorney</b>							
101-210-801	Legal Services						

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Whitewater Township

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
	FAHEY SCHULTZ BURZYCH	18877	IRS Form 2848	50462	04/22/2024	04/23/2024	199.50
	FAHEY SCHULTZ BURZYCH	18878	KWTR/Beam	50462	04/22/2024	04/23/2024	3,479.50
	FAHEY SCHULTZ BURZYCH	18879	Qualifying Statement	50462	04/22/2024	04/23/2024	1,049.50
	FAHEY SCHULTZ BURZYCH	18881	Lossie Rd - Oosterhouse	50462	04/22/2024	04/23/2024	831.00
							<b>5,559.50</b>
							<b>Total Dept. Attorney: 5,559.50</b>
<b>Dept: 215 Clerk</b>							
101-215-860	Mileage Reimburse CHERYL GOSS		04/09 - 04/18/24	50459	04/22/2024	04/23/2024	20.10
							<b>20.10</b>
101-215-865	Meal/Lodging Expens CHERYL GOSS		Election Training Lunch (2)	50459	04/22/2024	04/23/2024	33.54
							<b>33.54</b>
101-215-880	Education & Training VISA VISA		Elections/Clerk/Park Elections/Clerk/Park	50475 50475	04/22/2024 04/22/2024	04/23/2024 04/23/2024	50.00 50.00
							<b>100.00</b>
101-215-901	Publishing TC RECORD-EAGLE, INC. TC RECORD-EAGLE, INC. TC RECORD-EAGLE, INC. TC RECORD-EAGLE, INC.	03242055 03242055 03242055 03242055	02/13/2024 MTG SYNOPSIS 03/05/2024 MTG MINUTES 03/07/2024 MTG MINUTES 03/12/24 MTG SYNOPSIS	50431 50431 50431 50431	03/31/2024 03/31/2024 03/31/2024 03/31/2024	04/08/2024 04/08/2024 04/08/2024 04/08/2024	136.90 161.40 159.65 111.95
							<b>569.90</b>
							<b>Total Dept. Clerk: 723.54</b>
<b>Dept: 247 Board of Review</b>							
101-247-860	Mileage Reimburse RON POPP		01/18/2024	50428	03/25/2024	04/08/2024	60.30
							<b>60.30</b>
							<b>Total Dept. Board of Review: 60.30</b>
<b>Dept: 253 Treasurer</b>							
101-253-860	Mileage Reimburse ARDELLA BENAK LOIS MACLEAN		01/17 - 03/11/24 01/11-03/28/2024	50458 50425	04/22/2024 03/28/2024	04/23/2024 04/08/2024	166.83 117.92
							<b>284.75</b>
101-253-880	Education & Training LOIS MACLEAN		MTA Workshop	50469	04/22/2024	04/23/2024	150.00
							<b>150.00</b>
							<b>Total Dept. Treasurer: 434.75</b>
<b>Dept: 265 Township Hall &amp; Groun</b>							
101-265-740	Operating Expense & MCCARDEL CULLIGAN WATI MCCARDEL CULLIGAN WATI MCCARDEL CULLIGAN WATI	1044175 61531TN 64418TN	04/01-04/30/2024 COOLER REN 2 BOTTLES 1 BOTTLE WATER	50426 50426 50426	03/29/2024 03/04/2024 03/25/2024	04/08/2024 04/08/2024 04/08/2024	12.00 19.00 12.00
							<b>43.00</b>
101-265-811	Waste Removal Servi GFL ENVIRONMENTAL	0065352896	APR 2024	50423	03/31/2024	04/08/2024	25.21
							<b>25.21</b>
101-265-922	Electricity CONSUMERS ENERGY	205546904090	03/08 - 04/08/24	50460	04/22/2024	04/23/2024	157.54
							<b>157.54</b>

**INVOICE APPROVAL LIST BY FUND REPORT**

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Whitewater Township

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
101-265-923	Electric Heat CONSUMERS ENERGY	205546904091	03/08 - 04/08/24	50460	04/22/2024	04/23/2024	417.45
							<u>417.45</u>
101-265-924	Telephone STATEWIDE COMMUNICATC	3267017	04/14/24 to 05/13/24	50473	04/22/2024	04/23/2024	152.35
							<u>152.35</u>
101-265-930	Facility Repairs/Maint PAUL DAVIS RESTORATION,	24-0039-R2	BAL DUE FOR TREAS OFC	50427	03/27/2024	04/08/2024	720.00
							<u>720.00</u>
							<b>Total Dept. Township Hall &amp; Grounds: 1,515.55</b>
<b>Dept: 276 Cemetery</b>							
101-276-922	Electricity CONSUMERS ENERGY	204924014533	03/08 - 04/08/24	50460	04/22/2024	04/23/2024	28.77
							<u>28.77</u>
							<b>Total Dept. Cemetery: 28.77</b>
<b>Dept: 400 Planning Commission</b>							
101-400-804	Professional Services NORTH PLACE PLANNING LI		19 Hours Master Plan	50472	04/22/2024	04/23/2024	1,800.00
							<u>1,800.00</u>
							<b>Total Dept. Planning Commission: 1,800.00</b>
<b>Dept: 405 Zoning Administrator/F</b>							
101-405-728	Postage DEBORAH GRABER, PETTY		POSTAGE	50418	03/28/2024	04/08/2024	10.40
							<u>10.40</u>
101-405-803	Medical Professional MUNSON OCCUPATIONAL H	00220908-00	Grabber Physical Exam/Testing	50470	04/22/2024	04/23/2024	152.00
							<u>152.00</u>
							<b>Dept. Zoning Administrator/Planning: 162.40</b>
<b>Dept: 890 Contingency</b>							
101-890-890	Contingency NETLINK BUSINESS SOLUTI	148239	.GOV Email	50471	04/22/2024	04/23/2024	715.00
							<u>715.00</u>
							<b>Total Dept. Contingency: 715.00</b>
							<b>tal Fund GENERAL FUND: 15,742.18</b>
<b>Fund: 203 ROAD FUND</b>							
<b>Dept: 446 Road Right of Way</b>							
203-446-921	Street Lights						
	CHERRYLAND ELECTRIC CC		M72 & SKEGEMOG PT RD	50415	03/27/2024	04/08/2024	24.34
	CHERRYLAND ELECTRIC CC		M72 & MOORE RD	50415	03/27/2024	04/08/2024	24.34
	CHERRYLAND ELECTRIC CC		M72 & COOK RD	50415	03/27/2024	04/08/2024	15.29
	CONSUMERS ENERGY	205279922443	03/01-03/31/2024	50417	03/31/2024	04/08/2024	74.29
	CONSUMERS ENERGY	206703402883	03/01-03/31/2024	50417	03/31/2024	04/08/2024	18.02
							<u>156.28</u>
							<b>Total Dept. Road Right of Way: 156.28</b>
							<b>Total Fund ROAD FUND: 156.28</b>

**Fund: 206 FIRE FUND**

**Dept: 336 Fire Dept**

**INVOICE APPROVAL LIST BY FUND REPORT**

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Whitewater Township

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
206-336-713	Other Benefits AFLAC	500603	MAR 2024	50412	03/26/2024	04/08/2024	253.32
							<b>253.32</b>
206-336-739	Fuel & Oil FUELMAN	66211821995401	Mar 2024	50463	04/22/2024	04/23/2024	498.28
							<b>498.28</b>
206-336-740	Operating Expense & WITMER PUBLIC SAFETY GI	INV432635	SAFETY VESTS/BOLT CUTTER	50476	03/05/2024	04/25/2024	141.77
							<b>141.77</b>
206-336-804	Professional Services VERIZON WIRELESS	9959953893	02/24-03/23/2024	50432	03/23/2024	04/08/2024	40.01
							<b>40.01</b>
206-336-811	Waste Removal Servi GFL ENVIRONMENTAL	0065352142	APR 2024	50423	03/31/2024	04/08/2024	12.60
							<b>12.60</b>
206-336-830	Pension Plan JOHN HANCOCK LIFE INS C		JanFebMar 2024 Contributions	50468	04/22/2024	04/23/2024	1,557.09
	JOHN HANCOCK LIFE INSURANCE	240329-A12139-JHFE-A	JanFebMar 2024 Fees	50468	04/22/2024	04/23/2024	7.50
							<b>1,564.59</b>
206-336-851	Internet/Website CHARTER COMMUNICATION	005358201040124	04/01-04/30/2024	50413	04/01/2024	04/08/2024	89.99
							<b>89.99</b>
206-336-865	Meal/Lodging Expens VISA		FIRE	50475	04/22/2024	04/23/2024	21.35
							<b>21.35</b>
206-336-880	Education & Training TARGET SOLUTIONS LLC	INV92159	RENEWAL ANNUAL MAINT-	50430	03/31/2024	04/08/2024	1,830.20
							<b>1,830.20</b>
206-336-920	Natural Gas DTE ENERGY		02/22-03/20/2024	50419	03/22/2024	04/08/2024	106.66
							<b>106.66</b>
206-336-922	Electricity CONSUMERS ENERGY	204924014532	03/08 - 04/08/24	50460	04/22/2024	04/23/2024	328.46
							<b>328.46</b>
206-336-924	Telephone CHARTER COMMUNICATION	005358201040124	04/01-04/30/2024	50413	04/01/2024	04/08/2024	99.98
							<b>99.98</b>
206-336-928	Water GT BAND OTTAWA & CHIPPE		01/01/24 - 03/31/24	50467	04/22/2024	04/23/2024	61.08
							<b>61.08</b>
206-336-932	Equipment Repair & M SUB-AQUATICS, INC	INV-OH76-289	Compressor Annual Maintenance	50474	04/22/2024	04/23/2024	1,097.12
							<b>1,097.12</b>
206-336-933	Vehicle Repair & Mair FICK & SONS DIESEL GARAGE	33323572	BRUSH 3 OIL CHG & DOT INSF	50422	03/22/2024	04/08/2024	345.42
	VISA		FIRE	50475	04/22/2024	04/23/2024	63.46
							<b>408.88</b>
							<b>6,554.29</b>

**Total Dept. Fire Dept: 6,554.29**

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Whitewater Township

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
<b>Total Fund FIRE FUND:</b>							<b>6,554.29</b>
<b>Fund: 208 PARK FUND</b>							
<b>Dept: 756 Township Park</b>							
208-756-727	Office Supplies & Exp						
	VISA		Elections/Clerk/Park	50475	04/22/2024	04/23/2024	74.19
							<u>74.19</u>
208-756-740	Operating Expense &						
	GILL-ROY'S HARDWARE 673	2404-804601	Paint Brushes	50464	04/22/2024	04/23/2024	10.78
	GILL-ROY'S HARDWARE 673	2404-837635	Painting Supplies	50464	04/22/2024	04/23/2024	100.27
	VISA		Twp Board/Park	50475	04/22/2024	04/23/2024	999.99
							<u>1,111.04</u>
208-756-741	Ice						
	HOME CITY ICE COMPANY	BOX0029585	ICE COOLER ANNUAL RENTAL	50424	02/29/2024	04/08/2024	106.00
							<u>106.00</u>
208-756-804	Professional Services						
	GOSLING CZUBAK ENGINEE	94619	WTP Toddler Playground Design	50465	04/22/2024	04/23/2024	1,740.00
							<u>1,740.00</u>
208-756-830	Pension Plan						
	JOHN HANCOCK LIFE INS C		JanFebMar 2024 Contributions	50468	04/22/2024	04/23/2024	934.61
	JOHN HANCOCK LIFE INS C	240329-A12139-JHFE-A	JanFebMar 2024 Fees	50468	04/22/2024	04/23/2024	7.50
							<u>942.11</u>
208-756-851	Internet/Website						
	CHERRY CAPITAL COMMUN	122095	04/01/24-04/01/25	50414	04/01/2024	04/08/2024	624.00
							<u>624.00</u>
208-756-860	Mileage Reimburseme						
	RON POPP		10/25-12/28/2023	50428	03/25/2024	04/08/2024	45.85
	RON POPP		06/09-09/05/2023	50428	03/25/2024	04/08/2024	137.55
	RON POPP		01/04-01/29/2024	50428	03/25/2024	04/08/2024	66.33
							<u>249.73</u>
208-756-922	Electricity						
	CONSUMERS ENERGY	205101962817	03/11 - 04/09/24	50460	04/22/2024	04/23/2024	53.65
	CONSUMERS ENERGY	205101962818	0311 - 04/09/24	50460	04/22/2024	04/23/2024	78.40
							<u>132.05</u>
208-756-924	Telephone						
	STATEWIDE COMMUNICAT	3267017	04/14/24 to 05/13/24	50473	04/22/2024	04/23/2024	30.47
							<u>30.47</u>
208-756-925	Cellular Phone						
	VERIZON WIRELESS	9959953893	02/24-03/23/2024	50432	03/23/2024	04/08/2024	48.69
							<u>48.69</u>
<b>Total Dept. Township Park:</b>							<b>5,058.28</b>
<b>Total Fund PARK FUND:</b>							<b>5,058.28</b>
<b>Fund: 209 RECREATION FUND</b>							
<b>Dept: 757 Recreation</b>							
209-757-830	Pension Plan						
	JOHN HANCOCK LIFE INS C		JanFebMar 2024 Contributions	50468	04/22/2024	04/23/2024	103.85
							<u>103.85</u>
209-757-922	Electricity						
	CONSUMERS ENERGY	205546904089	03/08 - 04/08/24	50460	04/22/2024	04/23/2024	28.77
							<u>28.77</u>

**INVOICE APPROVAL LIST BY FUND REPORT**

Bills for Approval 05/14/2024

Date: 05/01/2024

Time: 1:05 pm

Page: 6

Whitewater Township

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
<b>Total Dept. Recreation:</b>							<b>132.62</b>
<b>Fund RECREATION FUND:</b>							<b>132.62</b>
<b>Fund: 210 AMBULANCE FUND</b>							
<b>Dept: 651 Ambulance</b>							
210-651-811	Waste Removal Servi						
	GFL ENVIRONMENTAL	0065352142	APR 2024	50423	03/31/2024	04/08/2024	12.61
							<u>12.61</u>
210-651-920	Natural Gas						
	DTE ENERGY		02/22-03/20/2024	50419	03/22/2024	04/08/2024	106.65
							<u>106.65</u>
210-651-922	Electricity						
	CONSUMERS ENERGY	204924014532	03/08 - 04/08/24	50460	04/22/2024	04/23/2024	328.47
							<u>328.47</u>
210-651-928	Water						
	GT BAND OTTAWA & CHIPPE		01/01/24 - 03/31/24	50467	04/22/2024	04/23/2024	61.08
							<u>61.08</u>
<b>Total Dept. Ambulance:</b>							<b>508.81</b>
<b>Fund AMBULANCE FUND:</b>							<b>508.81</b>
<b>Fund: 285 FEDERAL FUND</b>							
<b>Dept: 966 Transfers Out</b>							
285-966-999	Transfers To Other Fl						
	WHITEWATER TOWNSHIP		For Deposit to Alden Bank	1002	04/10/2024	04/10/2024	93,073.00
	WHITEWATER TOWNSHIP		For Deposit to Alden Bank	1002	04/10/2024	04/10/2024	81,258.00
	WHITEWATER TOWNSHIP		For Deposit to Alden Bank	1002	04/10/2024	04/10/2024	95.77
							<u>174,426.77</u>
<b>Total Dept. Transfers Out:</b>							<b>174,426.77</b>
<b>Total Fund FEDERAL FUND:</b>							<b>174,426.77</b>
<b>Fund: 750 PAYROLL CLEARING F</b>							
<b>Dept: 000</b>							
750-000-258	Accrued Payroll Taxes:						
	EFTPS	270449481041727	941-X 2Q 2021 TAX DUE	50420	04/03/2024	04/08/2024	38.25
	EFTPS	270449534691537	941-X 3Q 2021 TAX DUE	50420	04/04/2024	04/08/2024	53.55
	EFTPS	270449504220432	941-X 4Q 2021 TAX DUE	50420	04/04/2024	04/08/2024	68.85
	EFTPS	270449921042076	PAYROLL 04/05/2024	50420	04/08/2024	04/08/2024	3,141.04
	EFTPS	270451351663825	04/19/2024 Payroll Taxes	50461	04/22/2024	04/23/2024	2,883.03
	STATE OF MICHIGAN - TREA	SMIBUS010806155	03/08/24 & 03/11/24 & 03/22/24	50429	03/27/2024	04/08/2024	1,195.06
							<u>7,379.78</u>
<b>Total Dept. 000:</b>							<b>7,379.78</b>
<b>PAYROLL CLEARING FUND:</b>							<b>7,379.78</b>
<b>Grand Total:</b>							<b>209,959.01</b>

**MEMO**

**To:** Whitewater Township Board

**From:** Cheryl A. Goss, Clerk

**Date:** 05/02/2024

**Re:** Budget Amendments re: Zoning Administrator/Planning Department

---

The following budget amendments are recommended.

**GENERAL FUND:**

<b>GL#</b>	<b>Description</b>	<b>Debit</b>	<b>Credit</b>
<b>101-405-702</b>	<b>Salaries</b>	<b>\$45,000</b>	
<b>101-405-715</b>	<b>Social Security (Employer)</b>	<b>2,790</b>	
<b>101-405-716</b>	<b>Medicare (Employer)</b>	<b>653</b>	
<b>101-405-804</b>	<b>Professional Services</b>		<b>\$48,443</b>

Since Budget Amendments fall under the Consent Calendar, a separate motion is not required to approve these amendments.

###

**Revenue & Expenditure Report** – [Rev/Expdetailreport - rev 02.29 exp 03.17](#)

[Rev/Expdetailreport – rev 02.29 exp 03.31](#)



# Memo

**To:** Whitewater Township Board of Trustees  
**CC:** None  
**Date:** 5.08.2024  
**Re:** Campground & Park Improvement Project Needs 5.14.2024

---

Board Members –

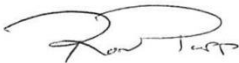
This business item is presented to allow any relevant Park matters to be discussed by the board.

- 1) It has come to our attention a pricing error for peak season per night camping fee was made during the programming of the new reservation system. The issue appears to stem from a technical support phone call from former park manager Andrew Butler to a Roverpass programming technician. Instead of the \$46.00 per night fee for peak season a \$49.00 dollar value was programmed.

All peak season rates on the reservation system were advertised as \$49.00 per night so anyone booking a stay, knew in advance of their booking what the fee was going to be.

Motion: Motion updating the 2.13.2024 park rate for peak season per night camping from \$46.00 to \$49.00 per night.

Respectfully submitted,



Recording Secretary  
Whitewater Township FOIA Coordinator  
Supervisor, Whitewater Township

# Memo

**To:** Whitewater Township Board of Trustees  
**CC:** None  
**Date:** 5.08.2024  
**Re:** ZA Laptop and Cell Phone

---

Board Members –

Deb Graber, our new Zoning Administrator is requesting a laptop computer and a dedicated township cell phone. Both devices are aimed at increasing efficiency of the zoning office. The Township has a government account with Verizon with the plans costing between \$41.00 ~ \$55.00 per month. This includes an up to date android based smart phone with talk, text, and data.

Looking at the 2024/2025 budget for Planning & Zoning, it does not contemplate moving this service back in house. As the year progresses, we will likely have to visit several line items within this department. Addition of line 925 cell phone may also be something the board wishes track like we do for fire department.

For the purpose of this business item, I recommend adding chart of account line item 101.405.925 Cellular Phone and transferring \$660.00 to it from contingency line item 101.890.890. The second recommendation is to transfer \$3,500.00 to line item 101.405.727 also from contingency 101.890.890 for the purchase of a laptop computer.

Motion One: Motion to have the clerk create budget line item 101.405.925 Cellular Phone in the Planning & Zoning Department of the budget.


Motion Two: Motion to transfer \$660.00 to line item 101.406.925 from contingency line item 101.890.890.

Motion Three: Motion to expand the government Verizon account by one device and associated number or line. All Future fees for this device will be assigned to budget line item 101.405.925

Motion Four: Motion to transfer \$3500.00 to line item 101.405.727 from contingency line item 101.890.890.

Motion Five: Motion to purchase from Netlink Business Solutions 1 Laptop outfitted with Microsoft Office 365, Access to Microsoft Cloud, and Adobe Pro 2020 or better, not to exceed \$3,500.00

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ron Tapp". The signature is stylized with a large, looping initial "R" and "T".

Recording Secretary  
Whitewater Township FOIA Coordinator  
Supervisor, Whitewater Township

# Memo

**To:** Whitewater Township Board of Trustees  
**CC:** None  
**Date:** 5.07.2024  
**Re:** Government Account Cell Devices

---

Board Members –

This business item is presented to obtain approval for additional cell phone devices be added to our existing Verizon government account. The Park System needs an additional device as the current park manager's phone is used for all reservation communication which keeps the device busy. The park will be replacing the outdated wireless internet connection with a mobile hotspot which will provide enhanced mobility to the reservation system and require much less equipment in the ranger station to operate.

As with many new electronics, new devices do not come with chargers or protective cases. Those items are purchased locally and are at extra expense. Pending what device is selected I estimate an additional \$150.00 per device will be need to secure these items.

**Motion One:** Motion to activate a new cell phone for the Parks Department on the township's existing government Verizon account at \$55.00 dollars per month with data and to purchase necessary charging device and protective case not to exceed \$150.00.

**Motion Two:** Motion to activate a new cell phone hotspot for the Parks Department on the township's existing government Verizon account at \$55.00 dollars per month and to purchase necessary charging device and protective case not to exceed \$150.00.

Respectfully submitted,



Recording Secretary  
Whitewater Township FOIA Coordinator  
Supervisor, Whitewater Township

# Memo

**To:** Whitewater Township Board  
**From:** Ron Popp, Supervisor  
**CC:** None  
**Date:** 3-27-2024  
**Re:** Proposed Park Ranger Job Descriptions

---

Board Members,

This business item is presented to address the need for additional park ranger categories on the graded wage scale and to create new job descriptions. Due to physical changes in the park, I recommend separating the current Park Ranger job description as last adopted in 7.2020 into two classifications, Youth Park Ranger and Park Ranger. Youth Park Rangers are a valuable resource to the ongoing success of the camping park. The 2020 the Park Ranger job description was changed to accommodate the 16- to 17-year-old age group however; we have out grown that combination of age groups. [Here is an image of that 2020 business item.](#)

Michigan Employment Law looks at youth employment in two different age classifications, between 14 and 15 and the second class being 16 to 17 years of age. Each age classification has different rules and restrictions as to what duties the youth can perform. The current Township's Park Ranger job description recognizes a minimum age of 16 years for employment eligibility. In this age group the employee cannot be exposed to common household cleaners, saws, or sanders. Youth Park Rangers cannot operate boats, other watercraft or garbage collection carts. [Here is some more information on the topic.](#) Youth employees and their employers are subject to Federal rules and regulations as well. [Here is some additional Federal Employment Information.](#) These two examples of rules are a fraction of the additional information from both the State of Michigan and the Federal Government those who employ youths must fully understand. The 7.2020 Park Ranger job description is vague on the duties of a Minor Park Ranger "*Minors shall not engage in any work activities prohibited or restricted by law or administrative rule.*" What does this mean? Who monitor's the Minor Park Ranger? Using the 7.2020 Park Ranger job description as a base, I recommend a comprehensive Youth Park Ranger job description be developed listing the prohibited occupations as updated from 2020. The township may actually find it easier to define what tasks or occupations a Youth Ranger is eligible for. Policy will need to be reviewed to ensure a Youth Ranger is properly chaperoned for times and tasks as required by law. This information will have to communicated and thoroughly understood by those creating work schedules. In the short term, I don't believe we have

staff under the age of 18 scheduled to work which will provide some time to nail this process down. [Here is a sample Youth Park Ranger job description.](#)

Motion One: Motion to create a Youth Park Ranger Job Description.

The park is growing and along with that growth so are the duties of Park Rangers. Moving forward, we will be depending on our park rangers to take a hands-on approach to lawn maintenance, landscaping, and property maintenance duties at all township venues. New tools and equipment will be introduced with a significant increase of skilled labor demands. Our Park Ranger job description needs to keep up with these changes further necessitating a separation of the minor employee into its own classification. I am recommending the Park Ranger job description revert back to the pre7.2020 version which will reestablishes the 18 years of age minimum, the 50-pound lift, and the 80-pound push/pull physical demand requirement. With these changes, a new occupational medical protocol should be established to accommodate the changes. [The proposed Park Ranger job description would look like this.](#)

Motion Two – Motion to accept the Park Ranger job description as amended 04.09.2024


Our Park Ranger job descriptions mentions a Lead Ranger position that was once used in the park. I recommend we bring that back to the graded wage scale and provide a job description for that post. This post is a leadership role requiring a range of talents from maintenance to management. This post would serve directly under the park and recreation manager and would serve as a plan of secession for the park and recreation manager. [The proposed Lead Park Ranger job description looks like this.](#)

Motion Three – Motion to approve the Lead Park Ranger job description as amended 04.09.2024

The Youth Park Ranger was placed in the Grade 1 line and that line value was increased to equal Grade 2 which is about a \$2.00 per hour increase. The black numbers are the current values for the 2024/2025 budget. If adopted the proposed stating wage is far below the \$19.00 per hour, we used last year to be a competitive employer. Grade 4 line was reactivated for the Lead Park Ranger position. [Here is what the proposed Graded Wage Scale looks like.](#)

Motion Four -Motion to approve the proposed Graded Wage Scale as amended

Many Thanks,



Ron Popp  
FOIA Coordinator  
Board of Review Recording Secetary  
Supervisor, Whitewater Township

# Memo

**To:** Whitewater Township Board  
**From:** Don Glenn, Trustee  
**Date:** April 29, 2024  
**Re:** Parks & Recreation Manager position

---

I am writing to recommend Mike Dwyer for the position of Interim Parks & Recreation Manager.

In his tenure as a Park Ranger, Mike has consistently demonstrated the qualities, skills, and dedication necessary to fulfill this leadership role.

One of Mike's most commendable attributes is his ability to effectively communicate and collaborate with his fellow Rangers, the public and township personnel. His approachability and willingness to listen make him an asset in this managerial role.

Furthermore, his ability to prioritize tasks and adapt to evolving challenges has been instrumental in the execution of the day-to-day operations in the Park and on numerous projects.

Given Mike's performance, I believe he is more than capable of stepping into the role of Interim Parks & Recreation Manager. Moreover, I strongly recommend considering him for the permanent position, as I am confident, he will continue to excel and make significant contributions to this department's success.

---

*Motion to approve Mike Dwyer as the Interim Parks and Recreation Manager with an effective date of April 16, 2024 at the annual salary rate of \$47,700 per the adopted Salary/Wage Schedule for 2024/2025.*

# Memo

**To:** Whitewater Township Board  
**From:** Don Glenn, Trustee  
**Date:** May 3, 2024  
**Re:** 2024 Park employees

---

Below is the list to-date of recruited Park Rangers for the 2024 camping and boating season which are needed to begin operating the facility. All hourly wages listed below are from the adopted Graded Wage Scale as approved by the Board on March 26, 2024 with an effective date of April 1, 2024.

We will have a Park Ranger returning for his 3<sup>rd</sup> year and three (3) returning Park Rangers for their 2<sup>nd</sup> year.

1. David (Tripp) Wagner is a returning Park Ranger who will be at the Grade 3 hourly wage level which is \$20.27 per hour;
  2. Vickie Emerson is a returning Park Ranger who will be at the Grade 2 hourly wage level which is \$19.67 per hour;
  3. Thomas Olds is a returning Park Ranger who will be at the Grade 2 hourly wage level which is \$19.67 per hour;
  4. Rod Langbo will be a returning Park Ranger who will be at the Grade 2 hourly wage level which is \$19.67 per hour. **NOTE:** Rod was apparently deleted from the payroll system at the request of former Parks & Recreation Manager for reasons unknown last year. As such, Rod will need to complete an employment package to reestablish his payroll status. Also, since Rod's physical on file is less than 1-year old, I believe there is no need to conduct another physical and thereby save the township over \$350 in an unnecessary expense.
- 

*Motion to approve the four (4) Park Rangers hourly pay rates effective April 1, 2024: David Wagner at \$20.27 per hour, Vickie Emerson at \$19.67 per hour, Thomas Olds at \$19.67 per hour and Rod Langbo at \$19.67 per hour.*



# Memo

**To:** Whitewater Township Board of Trustees  
**CC:** None  
**Date:** 5.08.2024  
**Re:** Mike Dwyer Cell Phone Stipend

---

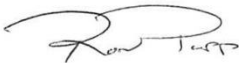
Board Members –

Mike Dwyer has stepped up to the plate in a big way and has assumed many of the park manager job duties. While we were trying to figure out how the credit card processing account had been set up, the park manager cell phone was in use as a third-party verification device and could not be used by Mike to set up the various vendors and orders necessary for park opening. Mike used his personal pay by the minute phone to make many of these connections. Now that the credit card process is operational, we are working on a report structure to facilitate daily reporting. This does not require third party verification and Mike now has the park manager cell phone full time. This business item is asking for board approval to provide a one-time \$50.00 stipend to Mike for the use of his personal phone.

Motion One: Motion directing the clerk to provide a blank cell phone stipend work sheet to the supervisor.

Motion Two: Motion authorizing a one-time \$50.00 dollar payment to Mike Dwyer for personal cell phone usage performing official park business.

Respectfully submitted,



Recording Secretary  
Whitewater Township FOIA Coordinator  
Supervisor, Whitewater Township

# Memo

**To:** Whitewater Township Board of Trustees  
**CC:** None  
**Date:** 5.08.2024  
**Re:** Proposed Lawn Maintenance Specifications

---

Board Members –

While original plans to internalize lawn maintenance beginning with the 2024 season may still be a possibility, this business item is presented as a backup plan. Please review the current lawn maintenance and clean up specifications and provide recommendations. If approved for publication, final contractor selection will likely take place at a special meeting due to this late date. Additionally, estimates have been requested from multiple lawn care businesses to get the cemeteries cleaned up before the Memorial Day Holiday. Thus far two entities have agreed to provide estimates.

You will notice the specification/bid form is a fillable version. Attempting to make responsive bids easy is the goal, and I ask the Board to accept (consensus) a type name as signature form.

**Motion One:** Motion authorizing the Supervisor to publish the following legal notice: *LEGAL NOTICE Whitewater Township is seeking bids for 2024 lawn maintenance and cleanup services at various township facilities and parks. The bid form listing all specifications and contractor requirements can be found on the home page of the township website at [www.whitewatertownship.org](http://www.whitewatertownship.org). Questions should be directed to Township Supervisor Ron Popp, 231-267-5141 ext 23 or [supervisorwhitewater@gmail.com](mailto:supervisorwhitewater@gmail.com). Deadline for submission of bids is Monday, May 27, 2024, by 5:00p.m.*

in the Traverse City Record Eagle and the Elk Rapids News for bidding purposes.

**Motion Two:** Motion directing the Clerk to issue two purchase orders one to the Traverse City Record Eagle in the amount not to exceed \$500.00. The second to the Elk Rapids News in the amount not to Exceed \$400.00

Respectfully submitted,



Board of Review Recording Secretary  
Whitewater Township FOIA Coordinator  
Supervisor, Whitewater Township



# WHITEWATER TOWNSHIP

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

## 2024 Specifications for Lawn Maintenance and Cleanups

### **Circle Hill Cemetery** — 5194 Vinton Road, Williamsburg 49690

1. Mow every two weeks or as needed.

*Price per mow:* \_\_\_\_\_

2. Spring and fall cleanups. (see requirements below)

*Price per cleanup:* \_\_\_\_\_

### **Williamsburg Cedar Rapids Cemetery** — Old M-72, just east of Fire Station

1. Mow every two weeks or as needed.

*Price per mow:* \_\_\_\_\_

2. Spring and fall cleanups. (see requirements below)

*Price per cleanup:* \_\_\_\_\_

### **Township Hall** — 5777 Vinton Road, Williamsburg 49690 (Irrigation present but not used)

1. Mow as needed.

*Price per mow:* \_\_\_\_\_

2. Spring and fall cleanups. (see requirements below)

*Price per cleanup:* \_\_\_\_\_

### **Hi Pray Park** — 6075 Elk Lake Road, Williamsburg 49690

1. Front ballfield (irrigated) - Mow once a week.

*Price per mow:* \_\_\_\_\_

2. Mow other areas as needed (small ballfield, tennis and basketball court areas, common areas)

*Price per cleanup:* \_\_\_\_\_

### **Whitewater Township Park** — 9500 Park Road, Williamsburg 49690

1. Mow common areas and nature trails — once a week at beginning of season; as needed throughout season

*Price per mow:* \_\_\_\_\_

2. Mow grassy areas in campground interior at Parks & Recreation Administrator request.

*Price per mow:* \_\_\_\_\_

### **Petobego Natural Area** – South side of Angell Road, 1 mile west of Elk Lake Road

1. Mow parking lot on south side of Angell Road approximately once per month.

*Price per mow:* \_\_\_\_\_

### **Lossie Road Nature Trail** – East side of Cook Road, 1.5 miles north of M-72

1. Mow entrance/small parking area off Cook Road.

*Price per mow:* \_\_\_\_\_

Submitted by: \_\_\_\_\_

Representing: \_\_\_\_\_

**SPRING AND FALL CLEANUP REQUIREMENTS:** Spring and fall cleanups of the cemeteries and township hall property should include all of the following:

1. Gathering of all leaves, sticks, pine cones, pine needles, and other natural debris, including along fence lines and around headstones.
2. Trim low-hanging branches which interfere with mowing.
3. Remove all remnants of snowplow damage to mowed areas at township hall.
4. Gather trash and place in trash containers on site. If an item is too large for the container, leave it next to the container.
5. Advise Township Supervisor of damage to headstones at cemeteries.

**OTHER REQUIREMENTS:**

1. As an independent contractor, you must carry liability insurance and workers' compensation for employees and provide proof of current insurance to Township Supervisor.
2. Must bid all areas, with separate quotes for each area.

**BIDS ARE DUE MONDAY, MAY 27, 2024 by 5:00 PM**

**Send Bids to Township Supervisor Ron Popp:**

1. **E-mail to [supervisorwhitewater@gmail.com](mailto:supervisorwhitewater@gmail.com)  
OR**
2. **Fax to 231-267-9020, Attention Supervisor Popp  
OR**
3. **Hand delivered proposals should be in a sealed envelope marked with company name and "2024" LAWN MAINTENANCE BID. Envelopes are to be placed in outside drop box marked Zoning at south entrance of township hall, 5777 Vinton Road, Williamsburg.**

**If you have questions, please call Supervisor Popp at 231-267-5141, ext 23.**

**###**

*Form approved by Whitewater Township Board on \_\_\_\_\_*

## **INDEPENDENT CONTRACTOR AGREEMENT**

Whitewater Township ("Township") intends to contract with **Successful Bidder**, an independent contractor (the "IC"), whose address is XXXXXXXX, City, State, Zip Code, for the performance of certain tasks or services.

The Township and the IC both agree to the following terms:

1. **SERVICES TO BE PERFORMED.** The TOWNSHIP engages IC to perform the following tasks or services:

- Mowing services in 2024, per attached 2024 Specifications for Lawn Maintenance and Cleanups.
- Spring and Fall Cleanup services in 2024, per attached 2024 Specifications for Lawn Maintenance and Cleanups.

2. **PERMITS AND LICENSES.** IC is engaged in an independent business and has complied with all federal, state and local laws regarding business permits and licenses of any kind that may be required to carry out the business, the tasks to be performed under this Agreement, and will provide confirming documentation promptly at the Township's request.

3. **TERMS OF PAYMENT.** IC will invoice Township on a biweekly basis for each service performed. Invoices will be paid no later than thirty (30) days after each is submitted in writing (including via email) to Township Clerk. The following rates are agreed to:

- a. Circle Hill Cemetery mowing: \$XXX per mow.
- b. Circle Hill Cemetery cleanups: \$XXX per cleanup.
- c. Williamsburg Cedar Rapids Cemetery mowing: \$XXX per mow.
- d. Williamsburg Cedar Rapids Cemetery cleanups: \$XXX per cleanup.
- e. Township Hall mowing: \$XXX per mow.
- f. Township Hall cleanups: \$XXX per cleanup.
- g. Hi Pray Park front ballfield mowing: \$XXX per mow.
- h. Hi Pray Park other areas mowing: \$XXX per mow.
1. Whitewater Township Park common areas & nature trails mowing: \$XXX per mow.
- J. Whitewater Township Park interior campground mowing: \$XXX per mow.
- k. Petobego Natural Area parking lot mowing: \$XXX per mow.
- l. Lossie Road Nature Trail parking lot mowing: \$XXX per mow.
- m. Emergency Services Building mowing: \$XXX per mow.

4. **INSTRUMENTALITIES.** IC will supply all equipment, tools, materials and supplies necessary to accomplish the designated tasks, services and/or projects.

5. **EXPENSES.** IC is responsible for all expenses incurred while performing services under this Agreement. This includes but is not limited to license fees, memberships and dues; automobile and other travel expenses; meals and entertainment; insurance premiums; telephone service cost; and all salary, expenses, and other compensation paid to employees or contract personnel that IC hires to complete the work under this Agreement.

6. GENERAL SUPERVISION. IC retains the sole right to control or direct the way the tasks or services described herein are to be performed, so long as IC does so in a lawful manner that is consistent with industry standards. Subject to the foregoing, Township retains the right to inspect at intervals of its own choosing, to stop work, to prescribe alterations, and generally to approve the work to ensure its conformity with the terms specified in this Agreement.

7. INDEPENDENT CONTRACTOR STATUS. IC agrees to and represents the following:

- IC fully intends to perform services for third parties during the term of this Agreement.
- The services required by this Agreement will be performed by IC, or IC's employees or contract personnel, and Township will not hire, supervise, or pay any assistants to help IC.
- Neither IC nor IC's employees or contract personnel (if any) will receive any training from Township in the professional skills necessary to perform the services required by this Agreement.
- Neither IC nor IC's employees or contract personnel (if any) is required to devote full time to the performance of the services required by this Agreement.
- IC does not receive the majority of its annual compensation from Township.

8. NO PAYROLL TAXES, EMPLOYMENT TAXES, WORKERS' COMPENSATION or UNEMPLOYMENT COMPENSATION. The Township will not withhold or pay payroll or employment taxes of any kind for or on behalf of IC. The payroll or employment taxes that are the subject of this paragraph include but are not limited to FICA, federal personal income tax, state personal income tax, state disability insurance tax, and state unemployment insurance tax. The Township has not and will not obtain workers' compensation insurance on behalf of IC or IC's employees or contract personnel. The Township will not make state or federal unemployment compensation payments on behalf of IC or IC's employees or contract personnel. IC will not be entitled to these benefits in connection with work performed under this Agreement.

9. LIABILITY INSURANCE. During the term of this Agreement, IC shall maintain comprehensive general liability, auto and professional insurance, as is appropriate to furnish comprehensive coverage for all work to be performed under this Agreement by IC, and providing for minimum amounts of Five Hundred Thousand Dollars (\$500,000) per occurrence and One Million Dollars (\$1,000,000) annual aggregate limits. Such insurance obtained by IC shall name Township as an additional insured by means of an appropriate certificate and/or endorsement in a form acceptable to the Township. IC will supply Township with evidence of such insurance for verification from time to time as Township may request.

10. COMMENCEMENT. This Agreement will become effective when signed by both parties.

11. TERMINATION. This Agreement shall end at the conclusion of the mowing/cleanup season in 2024 and may not be terminated earlier (except for breach of this Agreement) without 30 days' prior written notice from one party to the other. This Agreement may be extended or renewed by written agreement signed by both parties. All provisions of this Agreement shall apply to all services and all periods of time during which IC provides services to the Township.

12. APPLICABLE LAW and WAIVER. This Agreement will be governed by the laws of the State of Michigan. The waiver of a breach or violation of any provision of this Agreement will not operate as or be construed to be a waiver of any subsequent breach.

13. NOTICES. All notices or other communications required or permitted to be given by IC or Township under this Agreement shall be in writing and shall be (a) personally delivered; (b) sent by registered or certified mail, postage prepaid, return receipt requested; or (c) sent by an overnight express courier service that provides written confirmation of delivery to Township at P.O. Box 159, Williamsburg, MI 49690 and to IC at the address shown below IC's signature. Notice of any change of address by IC must be promptly given to Township.

AGREED to this XX day of Month, 2024, at Whitewater Township, State of Michigan.

TOWNSHIP:

INDEPENDENT CONTRACTOR:

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Approved and authorized by the Whitewater Township Board on Month, Day, 2024.



## WHITEWATER TOWNSHIP

# Memo

To: Board Members  
From: Ardella M. Benak, Treasurer  
Date: April 25, 2024  
Re: Resolution #24-10

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Each year Whitewater Township Treasurer and Traverse City Area Public Schools (TCAPS) and Northwest Education Services, *formerly Traverse Bay Area Intermediate School District* sign an agreement for a fee to collect the summer tax levy. These taxes are billed on the summer tax bill and the fee will be billed at \$2.50 per parcel rate.

An appropriate motion: To adopt Resolution #24-10 for collection of TCAPS and Northwest Education Services taxes for 2024.



**RESOLUTION #24-10**

**Resolution Approving Agreement for collection of 2024 Summer School Property Taxes  
Between Traverse City Area Public Schools, Northwest Education Services and Whitewater  
Township**

**Whitewater Township  
Grand Traverse County, Michigan**

Be It Resolved that the Whitewater Township Board approves the Agreement for Collection of 2024 Summer School Property Taxes in the amount of \$2.50 per parcel, dated January 9, 2023 (TCAPS) and November 14, 2023 (Northwest Education Services) and Whitewater Township.

Be It Further Resolved that the Whitewater Township Board authorizes the Treasurer and the Supervisor to sign said agreement for Northwest Education Services.

A motion to adopt the foregoing resolution was made by \_\_\_\_\_ and seconded by \_\_\_\_\_.

**Upon roll call vote, the following voted:**

YES:

No:

Absent:

**RESOLUTION DECLARED ADOPTED.**

**Certificate**

I, Cheryl A Goss, 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 May 14, 2024 relative to the adoption of Resolution #24-10

\_\_\_\_\_  
Cheryl A Goss  
Whitewater Township Clerk



Traverse City Area Public Schools  
**Great Community, Great Schools**

---

**Sandra Low**  
Director of Finance

Della Benak, Treasurer  
WHITEWATER TOWNSHIP  
5777 Vinton Road  
P.O. Box 159  
Williamsburg, MI 49690

November 21, 2023

Dear Della,

Enclosed is a copy of the 2024 Summer Tax Resolution adopted by our Board of Education on January 9, 2023. We are required by State Statute to notify each collecting unit of our intent to levy a summer tax and this must be done no later than January 1<sup>st</sup> of each year.

I would like to take this opportunity to thank you for the extra effort you put forth to make our summer tax collection a real success.

Sincerely,

TRAVERSE CITY AREA PUBLIC SCHOOLS

A handwritten signature in blue ink that reads "Sandra Low".

Sandra Low  
Director of Finance

Enclosures  
SL/jg



THE UNIVERSITY OF CHICAGO

PHYSICS DEPARTMENT

5720 S. UNIVERSITY AVENUE

CHICAGO, ILLINOIS 60637

TEL: 773-936-3700

FAX: 773-936-3700

WWW: WWW.PHYSICS.UCHICAGO.EDU

WWW: WWW.PHYSICS.UCHICAGO.EDU

WWW: WWW.PHYSICS.UCHICAGO.EDU

WWW: WWW.PHYSICS.UCHICAGO.EDU

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# TRAVERSE CITY AREA PUBLIC SCHOOLS

## ANNUAL SUMMER TAX RESOLUTION

*Grand Traverse, Leelanau and Benzie Counties, Michigan*

A regular meeting of the Board of Education (the "Board") of the School District (the "District") was held in the Tompkins Administration Center, within the boundaries of the District, on the 9<sup>th</sup> day of January 2023, at 6:00 o'clock in the p.m.

The meeting was called to order by Dr. Vanwagoner, Superintendent

Present: Bird, Ballenger, Humphreys, Moon Mohr, Newman-Bale, Pack, Raymond

Absent:

The following preamble and resolution were offered by Member Humphreys and supported by Member Ballenger.

**WHEREAS**, this Board, by previously adopted resolution of December 12, 1994, determined to impose a summer tax levy to collect 100% of school property taxes, including debt service, upon property located within the school district, beginning with 1995 and continuing from year to year until specifically revoked by the Board.

### **NOW, THEREFORE, BE IT RESOLVED THAT:**

1. This Board, pursuant to 1976 PA 451, as amended (the "Revised School Code"), hereby invokes for 2024 its previously adopted ongoing resolution imposing a summer tax levy of all of school property taxes, including debt service, beginning with 1995 and continuing from year to year until specifically revoked by this Board, and requests each city and/or township in which this District is located to collect those summer taxes.
2. The Superintendent or designee is authorized and directed to forward to the governing body of each city and/or township in which this District is located a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2024 in the amount specified on the Tax Rate Request (L-4029). Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the appropriate governing bodies before January 1, 2024.

3. Pursuant to and in accordance with Section 1613(1) of the Revised School Code, the Superintendent or designee is authorized and directed to negotiate on behalf of the District with the governing body of each city and/or township in which the District is located for the reasonable expenses for collection of the District's summer tax levy that the city and/or townships may bill under MCL 380.1611 or MCL 380.1612. Any such proposed agreement shall be brought before the Board for its approval or disapproval.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: *Bird, Ballenger, Humphreys, Moon Mohr, Newman-Bale  
Pack and Raymond*

Nays:

Resolution declared adopted.

  
Secretary, Board of Education  
Traverse City Area Public Schools

*The undersigned, duly qualified and acting Secretary of the Board of Education of Traverse City Area Public Schools, Grand Traverse, Leelanau and Benzie Counties, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a regular meeting held on January 9, 2023, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, PA 1976, as amended).*

  
Secretary, Board of Education  
Traverse City Area Public Schools

Traverse City Area Public Schools, Grand Traverse, Leelanau and Benzie Counties, Michigan.

A regular meeting of the board of education (the "Board") of the School District (the "District") was held in the Central Administration Building, in the District, on the 12th day of December, 1994, at 7:30 o'clock in the p.m.

The meeting was called to order by Thomas R. Alward, President.

Present: Members Berry, Crampton, Hayes, Howard, Mann, Alward

Absent: Members Mendez, with notice

The following preamble and resolution were offered by Member Berry and supported by Member Mann:

WHEREAS, this Board of Education by resolution of December 12, 1994, determined to impose a summer tax levy to collect all of school property taxes, including debt service, upon property located within the school district, beginning with 1995 and continuing from year to year until specifically revoked by this Board of Education.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. This Board of Education, pursuant to 1976 PA 451, as amended (the "School Code"), hereby invokes for 1995 its previously adopted ongoing resolution imposing a summer tax levy of all of school property taxes, including debt service, upon property located within the school district and continuing from year to year until specifically revoked by this Board of Education and requests each city and/or township in which this district is located to collect those summer taxes.

2. The Superintendent or his/her designee is authorized and directed to forward to the governing body of each city and/or township in which this district is located a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 1995 in the amount as specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be sent so that they are received by the appropriate governing bodies before January 1, 1995.

3. Pursuant to and in accordance with Section 1613(1) of the School Code, the Superintendent or his/her designee is authorized and directed to negotiate on behalf of this district with the governing body of each city and/or township in which the district is located for the reasonable expenses for collection of the district's summer tax levy that the city and/or township may bill under MCLA 280.1611 or MCLA 280.1612. Any such proposed agreement shall be brought before the Board for its approval or disapproval.

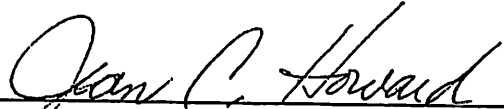
THRON, MAATSCHE AND NORDBERG, P.C.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

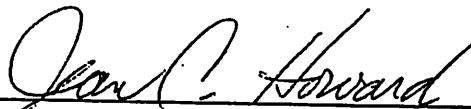
Ayes: Members Berry, Crampton, Hayes, Howard, Mann, Alward

Nays: Members None

Motion declared adopted.

  
Secretary, Board of Education

The undersigned, duly qualified and acting Secretary of the Board of Education of Traverse City Area Public Schools, Grand Traverse, Leelanau and Benzie Counties, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a regular meeting held on December 12, 1994, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, PA 1976, as amended).

  
Secretary, Board of Education



**NORTHWEST EDUCATION SERVICES  
And  
WHITEWATER TOWNSHIP**

**Agreement for Collection of Summer School Property Taxes**

AGREEMENT made this 14th day of November, 2023 by and between the Northwest Education Services, with offices located at 1101 Red Drive, Traverse City, MI, 49684 (hereinafter called "School District") and Whitewater Township with offices PO Box 159, Williamsburg, MI 49690, (hereinafter called "Township"), pursuant to 1976 PA 451, as amended, for the providing for the collection by Township of summer levy on all (100%) of School District taxes for the year 2024.

**THE PARTIES AGREE AS FOLLOWS:**

- The Township agrees to assess and collect all (100%) of the total school property taxes as certified by the School District for levy on or about July 1, 2024 on property located within the Township.
- The fee for collecting the School District Summer Tax Levy is included in the per parcel payment as negotiated by the Traverse City Area Public Schools.
- No later than the third Thursday of June, the School District shall certify to the Township Clerk the school millage to be levied on property for summer collection.
- The Township Treasurer shall account for and remit to the School District summer school tax collections on the same schedule as agreed upon with the Traverse City Area Public Schools. In return for the timely payment, the School District waves any claim to interest earned during the time the money is in Township accounts.
- General conditions of this agreement negotiated by Township Treasurer and Traverse City Area Public Schools, subject to approval of both Boards.
- This Agreement shall renew annually for the year 2024, as negotiated by the Traverse City Area Public Schools.



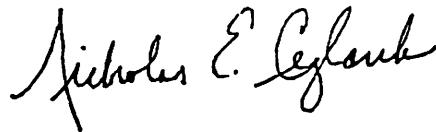
Northwest Education Services

Northwest Education Services and Whitewater Township Agreement for  
Collection of Summer School Property Taxes

Page: 2

**TOWNSHIP:**

**SCHOOL DISTRICT:**



\_\_\_\_\_  
(Treasurer)

\_\_\_\_\_  
(Nick Ceglarek, Superintendent)

SIGNATURE AUTHORIZED BY BOARD OF  
TRUSTEE RESOLUTION OF

SIGNATURE AUTHORIZED BY  
BOARD OF EDUCATION  
RESOLUTION OF

\_\_\_\_\_, 20\_\_\_\_

November 14, 2023.

\_\_\_\_\_  
(Supervisor)

\_\_\_\_\_  
(Clerk)



November 20, 2023

Dear Township Treasurer:

Northwest Education Services, *formerly Traverse Bay Area Intermediate School District*, following a public hearing on December 8, 1994, determined that it would be in the best interest of the District to impose a summer property tax levy to collect all (100%) of the school property taxes. Pursuant to statute a copy of the resolution, as adopted, is enclosed. I am instructed to follow the lead of the school districts constituent to the Intermediate District in that **where a local district determines to impose a summer property tax levy the Intermediate district will do likewise.**

In accordance with the resolution adopted December 8, 1994 (copy enclosed), and reaffirmed by the board on November 14, 2023, (copy enclosed), Northwest Education Services Board, *formerly Traverse Bay Area Intermediate School District*, is requesting that each city and each township or part thereof agree to collect the summer tax levy for the 2024 tax year **if that city or township agrees to collect summer taxes for a school district constituent to the Intermediate.**

Pursuant to 1982 PA 333, an Intermediate School District may restrict the areas in which the levy is imposed and collected to those areas in which a school district or city is concurrently imposing a summer property tax levy.

I have been authorized to negotiate an agreement containing reasonable expenses for the collection of the district's summer tax levy.

Respectfully,

  
Nick Ceglarek  
Superintendent

Board of Education  
Summer Property Tax Levy Resolution

A regular meeting of the Traverse Bay Area Intermediate School District Board of Education was held at the Administration Building, in said district, on the 8 day of December, 1994 at 8:00 a.m.

The meeting was called to order by Harry Volter, Vice President.

Members Present: Aldon, Danley, Bevan, Fisher, Volter

Members Absent: Anderson, Thompson

The following preamble and resolution were offered by Member Volter, and supported by Member Bevan:

MICHIGAN, Act 333, Public Acts of Michigan, 1982, provides that an intermediate school district may determine by resolution to impose a summer property tax levy, including debt service, which resolution shall be applicable until revoked by the Board of Education; and

MICHIGAN, for each year such a resolution applies the intermediate school district must request, before January 1, each city and township in which it is located to agree to collect the summer tax levy in that year or either the local or one-half (1/2) of school property taxes, including debt service; and

MICHIGAN, this Board of Education has determined that it would be in the best interest of this intermediate school district to impose a summer property tax levy to collect all (100%) of school property taxes, including debt service, and

MICHIGAN, said act 333 provides for certain procedural steps to be taken by this Board of Education in connection with the imposition of a summer property tax levy and also provides for the manner in which such property tax levy shall be collected;

NOW THEREFORE, BE IT RESOLVED THAT:

1. This Board of Education pursuant to 1982 PA 333, hereby imposes a summer property tax levy of all (100%) of school property taxes, including debt service upon property located within the intermediate school district in connection with the 1995 and continuing from year to year until the intermediate school district takes will also be specifically revoked by the Board of Education.

2. The Superintendent or his/her designee is authorized and directed to annually forward a copy of this resolution to the governing body of each city and/or township in which this district is located, together with this Board of Education, a request that each such city and/or township agree to collect the summer tax levy for the ensuing year in the amount as specified in this resolution. Such annual forwarding of this resolution and the request to collect the summer tax levy shall be sent so that they are received by the appropriate governing bodies before January 1 of each year.

3. The Superintendent or his/her designee is/are authorized and directed to negotiate on behalf of this district with the governing body of each city and/or township in which the district is located for the reasonable expenses for collection of the district's summer property tax levy that the city and/or township may bill under MCL 200.1611 or MCL 200.1612. Any such proposed agreement shall be brought before this Board for its approval or disapproval.

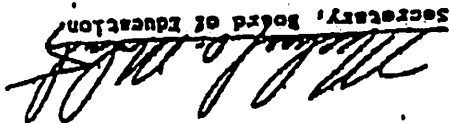
(Over)

4. If no agreement can be reached between this Board and any city or township within the time limits set forth in said Act 333, this Board shall then take such further action as is required and/or permitted under said Act 333.
5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution, including this Board's prior resolution, establishing a summer property tax levy of 50¢ of school property taxes, including debt service, be and the same are hereby rescinded.

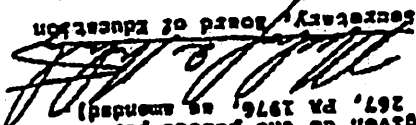
Agnes Yalson, Bevan, Daniels, Fisher, Volco

Hayes Kone.

Resolution declared adopted.

  
Secretary, Board of Education

The undersigned, duly qualified and acting secretary of the Board of Education of Traverse Bay Area Intermediate School District, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a regular meeting held on December 8, 1994, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the Open Meetings Act (Act 267, PA 1976, as amended)

  
Secretary, Board of Education

Annual Summer Tax Resolution

Northwest Education Services (the "District")

A regular meeting of the board of education of the District (the "Board") was held in the Northwest Education Services Conference Center, 1101 Red Drive, Traverse City, Michigan, 49684, within the boundaries of the District, on the 14 day of November, 2023, at 4:30 o'clock in the p.m. (the "Meeting").

The Meeting was called to order by Joseph Fisher, President.

Present: Members Fisher, Scherrer, Petrella, Brown, Lajko, Thomas  
Absent: Members Birgy

The following preamble and resolution were offered by Member Petrella and supported by Member Brown:

WHEREAS, this Board previously adopted a resolution to impose a summer tax levy to collect 100% of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Pursuant to the Revised School Code, MCL 380.1 et seq., the Board invokes for 2024 its previously-adopted ongoing resolution imposing a summer tax levy of 100% of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board and requests that each city and/or township in which the District is located collect those summer taxes.

2. The Superintendent or designee is authorized and directed to forward to the governing body of each city and/or township in which the District is located a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2024 in the amount specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the appropriate governing bodies on or before December 31, 2023.

3. Pursuant to and in accordance with Revised School Code Section 1613(1), the Superintendent or designee is authorized and directed to negotiate on behalf of the District with the governing body of each city and/or township in which the District is located for the reasonable expenses for collection of the District's summer tax levy that the city and/or township may bill under Revised School Code Sections 1611 or 1612. Any such proposed agreement shall be brought before this Board for its approval or disapproval.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

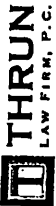
Ayes: Members Fisher, Scherrer, Petrella, Brown, Lajko, Thomas  
Nays: Members

Resolution declared adopted.

*Rachael Birgy*  
Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Northwest Education Services, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

*Rachael Birgy*  
Secretary, Board of Education





## WHITEWATER TOWNSHIP

# Memo

To: Board Members  
From: Ardella M. Benak, Treasurer  
Date: April 25, 2024  
Re: Resolution #24-09

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Each year Whitewater Township Treasurer negotiates with the Elk Rapids Public Schools on a per parcel rate for collection of Elk Rapids Debt and Operational taxes. These taxes are billed on the summer tax bill.

The after correspondence between myself and Laurie McCann, Finance Director for Elk Rapids Public Schools, I'm proposed a \$2.50 per parcel rate that has been accepted.

An appropriate motion: To approve resolution 24-09 for collection of Elk Rapids Public Schools taxes for 2024/2025.

**RESOLUTION #24-09**

**Resolution Approving Agreement for collection of 2024 Summer School Property Taxes  
Between Elk Rapids Schools and Whitewater Township**

Whitewater Township  
Grand Traverse County, Michigan

Be It Resolved that the Whitewater Township Board approves the Agreement for Collection of 2024 Summer School Property Taxes in the amount of \$2.50 per parcel, dated November 6, 2023, between Elk Rapids Schools and Whitewater Township.

Be It Further Resolved that the Whitewater Township Board authorizes the Treasurer and the Supervisor to sign said agreement for Elk Rapids Schools.

A motion to adopt the foregoing resolution was made by \_\_\_\_\_ and seconded by

\_\_\_\_\_.

**Upon roll call vote, the following voted:**

YES:

No:

Absent:

**RESOLUTION DECLARED ADOPTED.**

**Certificate**

I, Cheryl A Goss, 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 May 14, 2024, relative to the adoption of Resolution #24-09

\_\_\_\_\_

Cheryl A Goss  
Whitewater Township Clerk

**ELK RAPIDS SCHOOLS  
AND  
WHITEWATER TOWNSHIP**

**AGREEMENT FOR COLLECTION OF 2024  
SUMMER SCHOOL PROPERTY TAXES**

**THIS AGREEMENT** made this November 6, 2023, by and between **ELK RAPIDS SCHOOLS**, 308 Meguzee Point Rd, Elk Rapids, MI 49629 (hereinafter described as “School District”) and **WHITEWATER TOWNSHIP**, 5777 Vinton Road, P.O. Box 159, Williamsburg, MI 49690 (hereinafter described as “Township”), pursuant to 1976 PA 451, as amended, providing for the collection by the Township of a summer tax levy of the total (100%) of School District property taxes for the year 2024.

**THE PARTIES AGREE TO THE FOLLOWING:**

1. The Township agrees to collect the total school property taxes as certified by the School District for levy on July 1 of each year on property located within the Township.
2. The School District agrees to pay costs for preparation and collection of summer taxes for the School District as follows:
  - a. The collection fee for 2024 will be a \$2.<sup>50</sup> *amb* per parcel of taxable property (plus the postage rate increase should it become effective prior to the July 1 mailing of the tax bills) within the School District as the cost for preparation of bills and collection of taxes. This fee is also to include the cost of collecting the Northwest Education Services summer tax levy.
  - b. The Township is to submit billing for the total number of parcels with first remittance of tax collections and the School District Business Office will remit to the Township within five (5) business days upon receipt of billing.
3. No later than the second Thursday in June, the School District shall certify to the Township Supervisor the school millage to be levied on property for summer collection.
4. The Township Treasurer agrees to distribute the school tax collection on a timely schedule of 10 business days after the 1<sup>st</sup> and 15<sup>th</sup> day of each month as provided in Section 211.43(3)a of the General Property Tax Act.
5. In return for the bi-weekly payment, the School District waives any claim to interest earned during the time the money is in Township accounts.



6. General conditions of this agreement negotiated by the Township Treasurer and School District Superintendent is subject to approval of both Boards.

**SIGNED BY:**

**TOWNSHIP OF WHITEWATER**

\_\_\_\_\_  
BY: ARDELLA BENAK  
Treasurer

SIGNATURE AUTHORIZED BY  
WHITEWATER TOWNSHIP  
TRUSTEES' RESOLUTION OF


\_\_\_\_\_

\_\_\_\_\_  
BY: RON POPP  
Supervisor

**ELK RAPIDS PUBLIC SCHOOLS**

  
\_\_\_\_\_  
BY: BRYAN MCKENNA  
Superintendent

SIGNATURE AUTHORIZED BY  
ELK RAPIDS PUBLIC SCHOOLS'  
BOARD OF EDUCATION  
RESOLUTION OF November 6,  
2023.

  
\_\_\_\_\_  
BY: Jennifer Brown  
President

  
\_\_\_\_\_  
BY: Sherry Steffen  
Secretary

Annual Summer Tax Resolution

Elk Rapids Schools (the "District")

A regular meeting of the board of education of the District (the "Board") was held in the Elk Rapids High School Library, within the boundaries of the District, on the 6th day of November, 2023, at 6o'clock in the p.m. (the "Meeting").

The Meeting was called to order by Jennifer Brown, President.

Present: Members Brown, Morton, Steffen, Antcliff, McGuire, Moore & Kribs
Absent: Members None

The following preamble and resolution were offered by Member Steffen and supported by Member Antcliff:

WHEREAS, this Board previously adopted a resolution to impose a summer tax levy to collect 100% of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Pursuant to the Revised School Code, MCL 380.1 et seq., the Board invokes for 2024 its previously-adopted ongoing resolution imposing a summer tax levy of 100% of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board and requests that each city and/or township in which the District is located collect those summer taxes.

2. The Superintendent or designee is authorized and directed to forward to the governing body of each city and/or township in which the District is located a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2024 in the amount specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the appropriate governing bodies on or before December 31, 2023.

3. Pursuant to and in accordance with Revised School Code Section 1613(1), the Superintendent or designee is authorized and directed to negotiate on behalf of the District with the governing body of each city and/or township in which the District is located for the reasonable expenses for collection of the District's summer tax levy that the city and/or township may bill under Revised School Code Sections 1611 or 1612. Any such proposed agreement shall be brought before this Board for its approval or disapproval.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members Brown, Morton, Steffen, Antcliff, McGuire, Moore & Kribs
Nays: Members None

Resolution declared adopted.

[Signature]
Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Elk Rapids Schools, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

[Signature]
Secretary, Board of Education



# Memo

**To:** Whitewater Township Board of Trustees  
**CC:** None  
**Date:** 4.27.2024  
**Re:** Whitewater township Park Electrical Upgrades

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Board Members –

The park electrical distribution system is approaching 20 years old. When installed the basic design accommodated 30-amp circuits for the camping units. Today the norm is 50 amp and our system is struggling to accommodate load. Many of the campsites do not have ground fault protection which can create safety issues for the user.

The proposed work looks at designing a new transformer location, load distribution panel and replacement pedestals for the 20 and 30 loop. When completed, the 20 and 30 loop electrical load will be removed from the existing distribution panel therefore reducing the potential for overload conditions.

When contemplating this update, the board may consider the next improvement to the park with full hook ups in these two loops. Combining the work into one project would be a significant price saving adventure. If done properly, the base design documents could be used for this purpose.

Motion Authorizing the Supervisor to sign the C2AE Professional service agreement dated April 4, 2024 in the amount of \$21,500.00

Respectfully submitted,



Whitewater Township FOIA Coordinator  
Supervisor, Whitewater Township



123 W. Main St. Suite 200  
Gaylord, MI 49735  
989.732.8131  
www.c2ae.com

April 4, 2024

Mr. Ron Popp  
Supervisor  
Township of Whitewater  
5777 Vinton Road  
Williamsburg, MI 49690

## **Re: Proposal for Professional Services: Township of Whitewater – Campground Electrical Upgrade Pad and Panel**

Dear Mr. Popp,

C2AE is pleased to provide the Township of Whitewater with our proposal for professional services to design a transformer pad and electrical distribution panel for the Township Campground. We are proud to have played a significant role in the development of several Northern Michigan communities over the past several decades, including your local neighbors, Kalkaska County, the Village of Kalkaska, the Village of Elk Rapids, Grand Traverse County, Traverse City, and Networks Northwest. We have assembled a strong in-house project team that can provide expertise in all of the areas required to complete this effort.

### **Project Understanding**

The Township of Whitewater has a desire to upgrade the electrical service at the Whitewater Township Park and Campground. Peak summertime demands have resulted in service interruptions at the campground due to the current service being undersized and unable to supply the demands on the system. The Township's utility provider will be installing a new 1,200A service at the campground to provide redundancy to the existing electrical supply, and to provide capacity for future campground expansions.

### **Scope**

C2AE will assist the Township designing the campground electrical upgrades as follows:

1. Design a pad for the installation of the new 1,200A service.
2. Design a distribution panel to be fed by the new 1,200A service and to provide 50/20 Amp 120-volt electrical service (camper pedestals) to 23 camp sites in two service loops, 40Amp 240-volt electrical service to a new boat wash station, 30Amp 120-volt service to a storage shed, and 30Amp 120-volt service to a relocated Ranger Station/check-in station/camp store.
3. Prepare plans and specifications for implementing the proposed upgrades and assist the Township with bidding and construction administration services.

## Deliverables

1. Final design for the transformer pad.
2. Final design for the new 1,200 Amp distribution panel.
3. Construction documents and bidding services to implement the proposed upgrades to the Campground Electrical service.

## Schedule

C2AE proposes to complete the condition assessment, recommendations, and cost opinions within ten weeks of authorization.

## Fee

Our lump sum fee for the services outlined is \$21,500.

We have included our Standard Contract Provisions as part of our proposal. If the terms and conditions as stated are acceptable, please countersign and return one (1) copy to our office. Please do not hesitate to contact us should you have any questions or concerns, or if you need additional information.

Sincerely,  
C2AE



Tony Johnson, PE  
Project Manager



Roger F. Marks, PE  
Client Services Leader

Accepted by:

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Township of Whitewater

---

Date

## **C2AE Standard Owner-A/E Contract Provisions, 2024**

The parties to this agreement, Capital Consultants, Inc., dba "C2AE" in Michigan and dba "Capital Consultants Architecture and Engineering" in New York, hereinafter called C2AE and "Township of Whitewater", in Michigan, hereinafter called OWNER, hereby agree to the following conditions:

- A. Scope of Services: OWNER and C2AE have agreed to a written description of services C2AE will provide to OWNER for an established compensation, hereafter referred to as "Scope of Services". Additional Services may be agreed to in writing by OWNER and C2AE in addition to the Scope of Services. Services not set forth in written agreement are specifically excluded from the scope of C2AE's services, including any "financial advising" services. C2AE assumes no responsibility to perform any services not specifically agreed to in writing.
- B. Standard of Care: C2AE shall perform its services consistent with the professional skill, care, and timeliness ordinarily provided by professional engineers and architects practicing in circumstances of similar time and place. C2AE makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by C2AE. However, C2AE shall correct any technical accuracy deficiencies in C2AE's Instruments of Service without additional compensation.
- C. Schedule: C2AE shall ordinarily perform its services within a reasonable time. Upon OWNER's request, C2AE shall prepare and submit for OWNER approval a detailed schedule for the performance of C2AE's services. This schedule shall include reasonable allowances for review and approval times required by OWNER, performance of services by OWNER's consultants, and review and approval times required by public authorities having jurisdiction over the project. This schedule shall be equitably adjusted as the project progresses, allowing for changes in scope, character or size of the project requested by OWNER, or for delays or other causes beyond C2AE's reasonable control.
- D. Changed Conditions: If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to C2AE are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks or other material terms of this Agreement, C2AE may call for renegotiation of appropriate portions of this Agreement. C2AE shall notify OWNER of the changed conditions necessitating renegotiation, and both parties shall promptly and in good faith renegotiate this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement.
- E. Payment Terms: Invoices prepared to C2AE's standard format will typically be submitted by C2AE monthly, are due upon receipt, and shall be considered past due if not paid within thirty (30) calendar days of the due date. If work is abandoned or suspended, C2AE shall be paid in full for services performed prior to receipt of written notice from OWNER of abandonment or suspension. If OWNER fails to make payments when due, C2AE may charge interest at one-and-one-half (1.5) percent or the maximum rate allowable by law, whichever is less, per month on the past due amount, which shall be calculated from the invoice due date. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal. In addition, if OWNER fails to make payments when due or otherwise is in breach of this Agreement, C2AE may suspend performance of services when any invoice for services remains unpaid 60 days after the date of the invoice and upon five (5) calendar days' notice to OWNER. C2AE shall have no liability whatsoever to OWNER for any costs or damages as a result of such suspension caused by any breach of this Agreement by OWNER. Upon payment in full by OWNER, C2AE shall resume services under this Agreement, and the time schedule and compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expense necessary for C2AE to resume performance.
- F. Disputed Invoices: OWNER shall not withhold amounts from C2AE's compensation to impose a penalty or liquidated damages on C2AE, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless C2AE agrees or has been found liable for the amounts in a binding dispute resolution proceeding. If OWNER objects to any portion of an invoice, OWNER shall so notify C2AE in writing within ten (10) calendar days of receipt of the invoice. OWNER shall identify in writing the specific cause of the disagreement and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with other payment terms of this Agreement. Any dispute over invoiced amounts due which cannot be resolved within ten (10) calendar days after presentation of invoice by direct negotiation

## **C2AE Standard Owner-A/E Contract Provisions, 2024**

between the parties shall be resolved within thirty (30) calendar days in accordance with the Dispute Resolution provision of this Agreement.

G. Regulatory Compliance: C2AE shall put forth reasonable professional efforts to comply with applicable laws, codes and regulations in effect as of the date of submission to building authorities, including the Americans with Disabilities Act (ADA) which provides that alterations to a facility must be made in such a manner that, to the maximum extent feasible, the altered portions of the facility are readily accessible to persons with disabilities. Design changes made necessary by newly enacted laws, codes and regulations after submission date shall entitle C2AE to a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Services provision of this Agreement. OWNER acknowledges that the requirements of laws, codes, and regulations, including the ADA, will be subject to various and possibly contradictory interpretations. C2AE, therefore, will use its reasonable professional efforts and judgment to interpret applicable requirements and other federal, state and local laws, rules, codes, ordinances and regulations as they apply to the project. C2AE, however, cannot and does not warrant or guarantee that OWNER's project will comply with all interpretations of all the requirements of federal, state and local laws, rules, codes, ordinances and regulations as they apply to the project.

H. Errors and Omissions and CONSULTANT's Limit of Liability: In recognition of the relative risks and benefits of the Project to both OWNER and C2AE, the risks have been allocated such that OWNER agrees, to the fullest extent permitted by law, to limit the liability of C2AE and its officers, directors, shareholders, employees, and sub-consultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of C2AE and its officers, directors, shareholders, employees, and sub-consultants shall not exceed \$10,000 or C2AE's total fee for services rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

I. Consequential Damages: Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither OWNER nor C2AE nor their respective officers, directors, shareholders, employees, and sub-consultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both OWNER and C2AE shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.

J. Dispute Resolution: OWNER agrees that all claims, disputes, and other matters in question between the parties arising out of or relating to this Agreement or breach thereof first shall be submitted for nonbinding mediation to any one of the following, as agreed to by the parties: American Arbitration Association, American Intermediation Service, Americord, Dispute Resolution, Inc., Endispute, or Judicate. Any party hereto may initiate mediation within the time allowed for filing for arbitration as set forth below and the parties hereto agree to fully cooperate and participate in good faith to resolve the dispute(s). The cost of mediation shall be shared equally by the parties hereto. Any time expended in mediation shall not be included in calculating the time for filing arbitration. If mediation fails to resolve the claim or dispute, the matter shall be submitted to arbitration with the American Arbitration Association under the Construction Industry rules, unless the parties mutually agree otherwise or unless a plaintiff not a party hereto institutes litigation in a court of competent jurisdiction and said court takes personal jurisdiction over one of the parties hereto regarding the same subject matter as in dispute between the parties hereto. No arbitration arising out of or relating to this Agreement shall include, by consolidation, joinder, or in any other manner, any additional person not a party to this Agreement except by written consent of the parties and such consent to arbitration involving an additional person(s) shall not constitute consent to arbitration of any dispute not described therein. This Agreement to arbitrate and any agreement to arbitrate with an additional person(s) shall be specifically enforceable under the prevailing arbitration law. The demand for arbitration shall be made within one (1) year of the date the claimant knew or should have known

## **C2AE Standard Owner-A/E Contract Provisions, 2024**

of the existence of the claim, dispute, or other matter. If the demand for arbitration is not effectuated within one (1) year, the claim, dispute, or other matter shall be forever barred and not mandatory. The decision rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. In the event either party makes a claim or brings action against the other party for any act arising out of the performance of the services hereunder, and the claimant fails to prove such claim or action, then the claimant shall pay all legal and other costs (including attorneys' fees) incurred by the other party in defense of such claim or action.

K. Mutual Indemnification: Neither OWNER nor C2AE shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence. C2AE agrees, to the fullest extent permitted by law, to indemnify and hold harmless OWNER, its officers, directors and employees (collectively, OWNER) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by C2AE's negligent performance of professional services under this Agreement and that of its sub-consultants or anyone for whom C2AE is legally liable. Likewise, OWNER agrees, to the fullest extent permitted by law, to indemnify and hold harmless C2AE, its officers, directors, employees and sub-consultants (collectively, C2AE) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by OWNER's negligent acts in connection with the project and the acts of its contractors, subcontractors or consultants or anyone for whom OWNER is legally liable.

L. Use of Documents: All Documents (data, reports, drawings, specifications, models, and other deliverables, whether in printed or digital format) are Instruments of Service for which C2AE shall retain all common law, statutory and other reserved rights, including copyrights, whether or not the Project is completed. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of C2AE. C2AE grants to OWNER a nonexclusive license to use C2AE's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that OWNER substantially performs its obligations, including prompt payment of all sums when due, under this Agreement. The license granted under this section permits OWNER to authorize the Contractor, Construction Manager, Subcontractors, and material or equipment suppliers, as well as OWNER's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service solely and exclusively for use in performing services or construction for the Project, subject to the following limitations: (1) OWNER acknowledges that such Documents are not intended or represented to be suitable for use on the Project unless completed by C2AE, or for use or reuse by OWNER or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by C2AE; (2) any such use or reuse, or any modification of the Documents, without written verification, completion, or adaptation by C2AE, as appropriate for the specific purpose intended, will be at OWNER's sole risk and without liability or legal exposure to C2AE or to its officers, directors, employees, and sub-consultants; (3) OWNER shall indemnify and hold harmless C2AE and its officers, directors, employees, and sub-consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the Documents without written verification, completion, or adaptation by C2AE; and (4) such limited license to OWNER shall not create any rights in third parties. C2AE and OWNER warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

M. Construction Activities: Neither the professional activities of C2AE nor the presence of C2AE or its employees and sub-consultants at a project site shall relieve the Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the work in accordance with the Contract Documents and any health or safety precautions required by any regulatory agencies. C2AE and its personnel have no authority to approve construction change orders or to issue stop work orders. C2AE and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. OWNER agrees that the Contractor shall be solely responsible for jobsite safety and warrants that this intent shall be carried out in OWNER's contract with the Contractor. OWNER also agrees that OWNER and C2AE and its sub-consultants shall be included as indemnified parties by the Contractor in OWNER-Contractor agreement and shall be made additional insureds under the Contractor's policies of general liability insurance.



## **C2AE Standard Owner-A/E Contract Provisions, 2024**

N. Hazardous Materials: As used in this Agreement, the term *hazardous materials* shall mean any substances, including but not limited to asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the project site. Both parties acknowledge that C2AE's Scope of Services does not include any services related to the presence of any hazardous or toxic materials. In the event C2AE or any other party encounters any hazardous or toxic materials, or should it become known to C2AE that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of C2AE's services, C2AE may, at its option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until OWNER retains appropriate consultants or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations. OWNER agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless C2AE, its officers, directors, employees and sub-consultants (collectively, C2AE) from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability or any other cause of action, except for the sole negligence or willful misconduct of C2AE.

O. Opinions of Probable Construction Cost: When in the Scope of Services C2AE provides opinions of probable construction cost, OWNER understands that C2AE has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that C2AE's opinions of probable construction costs are made on the basis of C2AE's professional judgment and experience. C2AE makes no warranty, express or implied, that the bids or the negotiated cost of the work will not vary from C2AE's opinion of probable construction cost.

P. Distribution of Digital Documents: When in the Scope of Services C2AE provides digital information extracted from its Instruments of Service to OWNER or to others on behalf of OWNER, the recipient of the information will be required to agree to C2AE's Release of Electronic Documents Agreement, including compensation for C2AE to prepare the files. Under no circumstances shall delivery of electronic files by C2AE be deemed a sale, and C2AE makes no warranties, either express or implied, of merchantability and fitness of electronic files for any particular purpose. In no event shall C2AE be liable for any loss of profit or any consequential damages as a result of OWNER's or other's use or reuse of these electronic files.

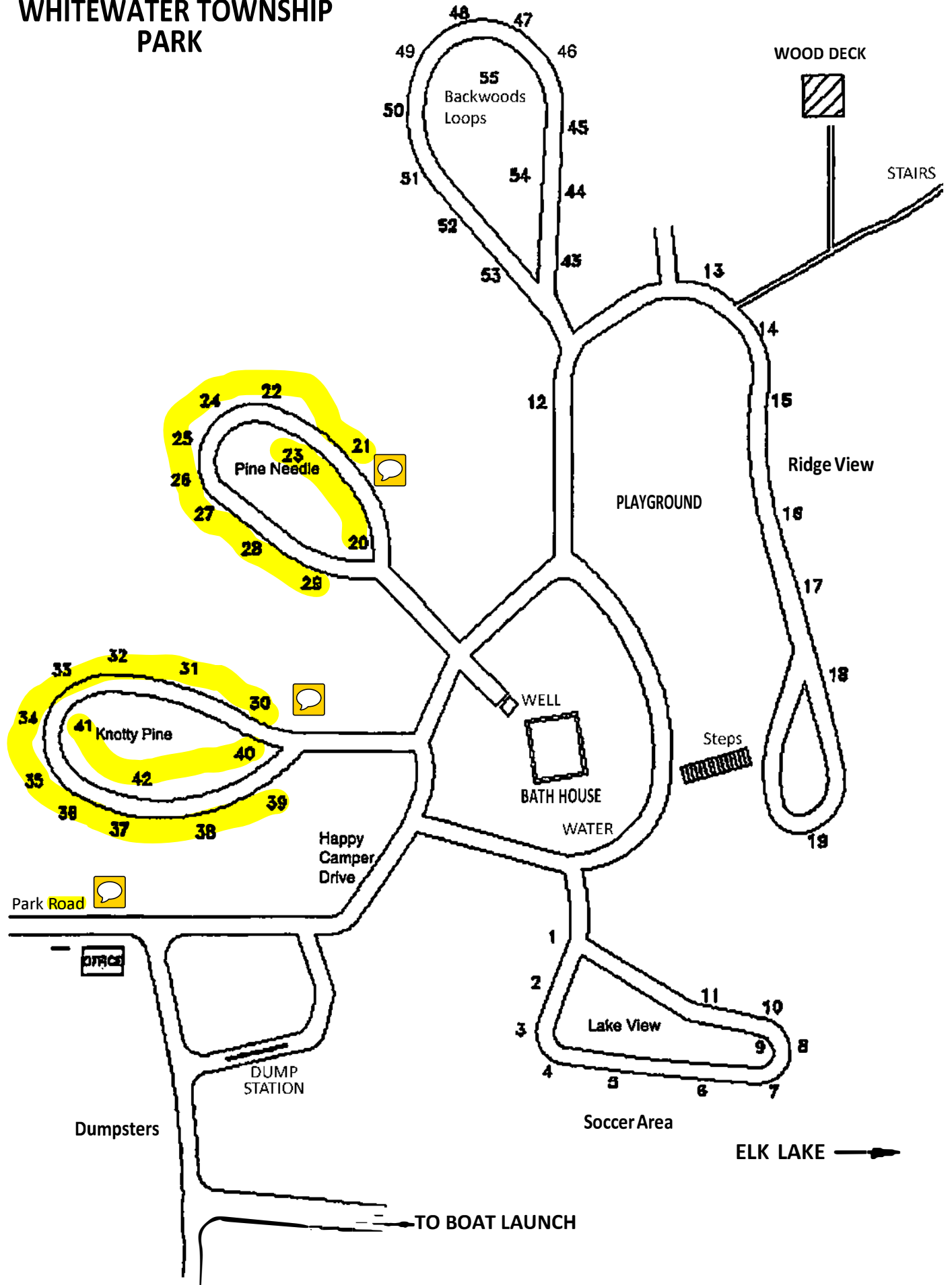
Q. Record Documents: When identified in the Scope of Services and upon completion of the work C2AE shall compile for and deliver to OWNER a reproducible set of Record Documents based upon the marked-up record drawings, addenda, change orders and other data furnished by the Contractor. These Record Documents will show significant changes made during construction. Because these Record Documents are based on unverified information provided by other parties, which C2AE shall assume will be reliable, C2AE cannot and does not warrant their accuracy.

R. Design Without Construction Administration: When the Scope of Services does not include substantial involvement in project observation or review of the Contractor's performance or other construction phase services, OWNER assumes all responsibility for interpretation of the Contract Documents and for construction observation, and OWNER waives any claims against C2AE that may be in any way connected thereto. In addition, OWNER agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless C2AE, its officers, directors, employees and sub-consultants against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments or changes made to the Contract Documents to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of C2AE.

## **C2AE Standard Owner-A/E Contract Provisions, 2024**

S. On-site Construction Observation: When the Scope of Services includes part-time or full-time on-site project representation in order to observe the progress and quality of the work completed by the Contractor such observation is not intended to be an exhaustive check or a detailed inspection of the Contractor's work but rather is to allow C2AE, as an experienced professional, to become generally familiar with the work in progress and to determine, in general, if the work is proceeding in accordance with the Contract Documents. Such observation shall include keeping OWNER informed about the progress of the work and C2AE shall endeavor to guard OWNER against deficiencies in the work. In any case, C2AE shall not supervise, direct or have control over the Contractor's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor in accordance with the Contract Documents. Finally, C2AE shall not be responsible for any acts or omissions of the Contractor, sub-contractor, any entity performing any portions of the work, or any agents or employees of any of them and does not guarantee the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its work in accordance with the Contract Documents or any applicable laws, codes, rules or regulations.

# WHITEWATER TOWNSHIP PARK



# Memo

**To:** Whitewater Township Board of Trustees  
**CC:** None  
**Date:** 4.20.2024  
**Re:** Molon Repairs Boat Launch 4.20.2024

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Board Members –

To close out the Whitewater Township Park Expansion Project No 842850 representatives from Fleis & Vanderbrink, Molon Excavating and Whitewater Township met at the park on April 16, 2024 to create a punch list of items needing correction. Most of the erosion repair and reseeded efforts will be conducted under provisions of the contract and therefore will cost the township nothing. However, the poor stormwater design of the site will ensure their return. The estimate Molon has prepared looks at installing some soil erosion control products that may minimize effects of stormwater but they will not be a substitute for reengineering the park entrance. An alternate solution to reengineering that arose during the meeting is to pave the problematic surfaces and install proper catch basins with underground distribution piping directing the water to a holding area. No estimates have been requested but conversations about cost of paving the park entrance area rose to \$500K very quickly.


We did not specifically allocate funds for either of these proposed additional expenditure in the 2024/2025 budget. However, we did earmark some funds for fixing F&V engineering which may not be used especially if re-engineering results in a \$500K project.

Motion One: Motion to approve \$2,800.00 to Molon Excavating to install 750 sq. yards of mulch blanket on high erosion slopes as discussed 4.16.2024. See [Picture 1](#), [Picture 2](#), and [Picture 3](#) for more information.

Part two of the Molon proposal recommends a second repair solution to correct wave action erosion on the southside of the boat launch ramp. The first repair cost more than 3K and included 15 tons of additional rip rap installed along the edges of the boat ramp pad edges. This did not stop the gravel bed under the new pad from being eroded away to a depth of more than 12". This presents several concerns moving forward. I am not convinced adding an undisclosed amount of material is the answer. The additional fabric may help and the larger stones placed outward of the first repair work scope may help too. See [Picture 4](#). The moral of the story is I believe this will be an ongoing maintenance challenge and we should *order* more material than what is proposed to be used so staff can address future issues. The product will never be less expensive than it is today.

Motion Two: Motion to approve \$2,150 to Molon Excavating to install 6A crushed stone, geotextile fabric, 6"-8" rip rap and relocate the stored onsite large stones in a pattern to reduce wave action erosion on the sought side of the boat ramp. In addition to materials used above, approve the delivery of 15 tons of 6"-8" rip rap and two cubic yards of 6A crushed stone to be stored onsite near the location of existing boulder storage for future erosion repairs. Cost not to exceed \$5,000.00.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ron Tapp". The signature is stylized with a large, looping initial "R" and a cursive "Tapp".

Recording Secretary  
Whitewater Township FOIA Coordinator  
Supervisor, Whitewater Township



Est. 1978

April 17, 2024

**PROPOSAL SUBMITTED TO:**  
**White Water Township**  
**5777 Vinton Road**  
**P.O. Box 159**  
**Williamsburg, MI 49690**

**WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:**

**Re: Whitewater Township Park**

**WORK ITEMS AND SPECIFICATIONS INCLUDE THE FOLLOWING**

**A.** Install approximately 795 SQ Yds of mulch blanket on high erosion slopes as discussed onsite 4/16/2024

**\$2780.33**

**B.** Repair small undermined portion of boat ramp at waterline with 6A crushed stone covered with nonwoven geotextile fabric and 6"-8" rip-rap. Add large boulders from onsite stockpile to each side of ramp at waterline to further protect wave action erosion.

**\$2150.00**

Note: A fuel surcharge in excess of the proposed amount may be invoiced for fuel consumed during the construction of the proposed project. The surcharge is applicable for any fuel consumed where the per gallon amount is in excess of \$5.50 / gallon as per the Midwest average On-Highway Diesel Fuel Price monitored at the following site weekly: <https://www.eia.gov/petroleum/gasdiesel/> The per gallon surcharge will be the difference between the current monitored average and \$5.50/gallon.

If you have any questions feel free to call me at (231) 943-3929 or (231) 218-9357

*This proposal may be withdrawn by us if not accepted within -30- days.*

Signature

MOLON EXCAVATING, INC. (Mike Walton)

April 17, 2024  
Date

**Acceptance of Contract** – The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Signature

(Authorized Signature)

Date

125 Buckshot Drive • Traverse City, Michigan 49685 • P: 231-943-3929 • F: 231-943-3954 • [www.molonexcavating.net](http://www.molonexcavating.net)

SITWORK • SEWER & WATER • MARINE • SHORELINE RESTORATION

# Memo

**To:** Whitewater Township Board of Trustees  
**CC:** None  
**Date:** 4.27.2024  
**Re:** Whitewater Township Park Ground Engaging equipment

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Board Members –

With The park improvement project edging closer to completion, the new gravel parking lot and boat wash area have added a significant amount of work to park road maintenance. Having equipment available to help keep these surfaces graded would be a great advantage that would provide benefit across the park system. Comparison cost estimates were sought from both local dealerships.

It will take a few weeks to assemble the equipment allowing for time to lineup secure storage of the equipment should the board approve the purchase.

With Andrew's departure from the park, internalizing the township's lawncare services has been delayed. Several lawn maintenance companies have been contacted to help with cemetery clean up however, none appear to be taking on more work at this time. If we had the proper equipment the township would have more opportunities for volunteers that could be interested in running a lawn mower.

Motion One: Authorizing the Supervisor to purchase a Kubota LX4020HSDC tractor with the following attachments LA545 loader, 60" bucket, PFL 2042 Forks, RB1672 back blade GS1572 grader blade, 72" York rake, and hydraulic three-point tilt and angle from Ginop Sales of Williamsburg. Not to exceed \$52,000.00

Motion Two: Motion authorizing the Supervisor to purchase a John Deere Z920M Z Trak 54" side Discharge Deck Zero Turn Lawn Mower from Huston Equipment of Williamsburg. Not to exceed \$11,000.00

Respectfully submitted,



Board of Review Recording Secretary.  
Whitewater Township FOIA Coordinator  
Supervisor, Whitewater Township



**GINOP SALES**  
Inc.

www.GINOPSALES.com



Kubota

□ 11274 M-68 WEST  
ALANSON, MI 49706  
(231) 548-2272  
1-800-344-4667

□ 9040 M-72 EAST  
WILLIAMSBURG, MI 49690  
(231) 267-5400  
1-800-304-4667

□ 20831 M-32 WEST  
HILLMAN, MI 49746  
(989) 742-7500  
1-877-334-4667

# SALES ORDER

19475

CUSTOMER ORDER NO.

DATE **3-23**

TAX EXEMPT NO.

SALESPERSON **LORI**

SHIP TO:

**STITES**

SOLD TO:

**WHITEWATER TOWNSHIP**  
**RON POPP**

TERMS:

CASH	CHARGE	C.O.D.	MDSE. RET'D	PAID OUT	SHIP VIA	F.O.B. POINT
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QUANTITY	STOCK NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT
1	KUBOTA	LX4020HSDC 40 HP 4CYL DIESEL 520 RPM, MID+ REAR PTO, REAR LOCKING DIFF, REAR REMOTE, FACTORY CAB W/ A/C+HEAT CAT 1 3PT HITCH, R. LIGHTS + RADIO, F. REMOTE BLOCK HEATER		
4		R4 IND. TIRES		
1		LA545 LOADER		
1		60" BUCKET		
1	LANDPRIDE	PFL2042 FORKS		
1	LANDPRIDE	RB1672 REAR BLADE		
1	LANDPRIDE	G51572 GRADING SCRAPER		
			LIST \$34,000	-
			GOV BID	-6805
			DISC \$	47,495
<hr/>				
1	KUBOTA	ZG227ANC-3-54 ZERO TURN MOWER 26HP, GAS POWERED, 54 INCH DECK, 0-9MPH, 2 HAND LEVER SPEED HYDRAULIC MOWER LIFT SYSTEM		
			LIST \$12,300	-
			GOV BID ASC	-1700
			\$	10,600

Thank You

RECEIVED BY

TOTAL



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**add ons**

1 message

---

**Lori Stites** <lori.stites@ginop.com>  
To: Ron Popp <supervisorwhitewater@gmail.com>

Mon, Mar 25, 2024 at 3:57 PM

Ron,

Glad you are feeling better. If we add the items we were talking about to the tractor and rear blade, we are looking at \$1880.00. The York rake would be \$1500. Let me know if you have any questions.

Thank you,

**Lori Stites****Sales Rep****Ginop Sales, Inc.**[9040 M-72](#)[Williamsburg, MI 49690](#)**O:** 231-267-5400**E:** [lori.stites@ginop.com](mailto:lori.stites@ginop.com)[www.ginopsales.com](http://www.ginopsales.com)

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**RE: Measurements**

1 message

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**Lori Stites** <lori.stites@ginop.com>  
To: Ron Popp <supervisorwhitewater@gmail.com>

Wed, May 1, 2024 at 9:47 AM

Ron,

Sorry this took a bit but you are looking at \$1100 for the power top and side arm

Thank you,

**Lori Stites****Sales Rep****Ginop Sales, Inc.**[9040 M-72 East](#)

Williamsburg, MI 49690

**O:** 231-267-5400**E:** [lori.stites@ginop.com](mailto:lori.stites@ginop.com)[www.ginopsales.com](http://www.ginopsales.com)

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**From:** Ron Popp <[supervisorwhitewater@gmail.com](mailto:supervisorwhitewater@gmail.com)>**Sent:** Wednesday, May 1, 2024 8:24 AM**To:** Lori Stites <[lori.stites@ginop.com](mailto:lori.stites@ginop.com)>**Subject:** Re: Measurements

Well I need to know if kubota can supply the power top and side arm adjustments and what that costs. Our schedule has not changed, this will be I. Front of the board at our may meeting

On Wed, May 1, 2024, 8:05 AM Lori Stites <[lori.stites@ginop.com](mailto:lori.stites@ginop.com)> wrote:

Soooo, I would say 7' 2" for clearance. Any thoughts on when you would want us to start this build?



**Lori Stites**

**Sales Rep**

**Ginop Sales, Inc.**

[9040 M-72](#) East

Williamsburg, MI 49690

**O:** 231-267-5400

**E:** [lori.stites@ginop.com](mailto:lori.stites@ginop.com)

[www.ginopsales.com](http://www.ginopsales.com)

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**From:** Ron Popp <[supervisorwhitewater@gmail.com](mailto:supervisorwhitewater@gmail.com)>

**Sent:** Tuesday, April 30, 2024 7:59 PM

**To:** Lori Stites <[lori.stites@ginop.com](mailto:lori.stites@ginop.com)>

**Subject:** Measurements

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Hello again - When possible can you provide an overall height of the 4020?

Ron Popp

Whitewater Township Supervisor

231.267.5141 Ext. 23

[supervisorwhitewater@gmail.com](mailto:supervisorwhitewater@gmail.com)



**Customer:**

**Quotes are valid for 30 days from the creation date or upon contract expiration, whichever occurs first.**

**A Purchase Order (PO) or Letter of Intent (LOI) including the below information is required to proceed with this sale. The PO or LOI will be returned if information is missing.**

Vendor: Deere & Company

- 2000 John Deere Run  
Cary, NC 27513
  
- Signature on all LOIs and POs with a signature line
- Contract name or number; or JD Quote ID
- Sold to street address
- Ship to street address (no PO box)
- Bill to contact name and phone number
- Bill to address
- Bill to email address (required to send the invoice and/or to obtain the tax exemption certificate)
- Membership number if required by the contract

**For any questions, please contact:**

**Matt Lohone**

Hutson, Inc.  
5858 Moore Road  
Williamsburg, MI 49690

Tel: 231-267-9400

Email: [mlohone@hutsoninc.com](mailto:mlohone@hutsoninc.com)

Quotes of equipment offered through contracts between Deere & Company, its divisions and subsidiaries (collectively "Deere") and government agencies are subject to audit and access by Deere's Strategic Accounts Business Division to ensure compliance with the terms and conditions of the contracts.

**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company  
 2000 John Deere Run  
 Cary, NC 27513  
 FED ID: 36-2382580  
 UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**

Hutson, Inc.  
 5858 Moore Road  
 Williamsburg, MI 49690  
 231-267-9400  
 williamsburg@hutsoninc.com

### Quote Summary

**Prepared For:**

WHITEWATER TOWNSHIP PARK  
 PO BOX 159  
 WILLIAMSBURG, MI 49690  
 Business: 231-267-5091

**Delivering Dealer:**

**Hutson, Inc.**  
 Matt Lohone  
 5858 Moore Road  
 Williamsburg, MI 49690  
 Phone: 231-267-9400  
 mlohone@hutsoninc.com

**Quote ID:** 30635270  
**Created On:** 29 March 2024  
**Last Modified On:** 02 April 2024  
**Expiration Date:** 28 April 2024

Equipment Summary	Suggested List	Selling Price	Qty	=	Extended
JOHN DEERE 3033R Compact Utility Tractor (24 PTO hp) <b>Contract:</b> MI Ag, Grounds, and Roadside 240000000161 (PG 3W CG 22) <b>Price Effective Date:</b> November 1, 2023	\$ 62,721.40	\$ 52,287.38	1	=	\$ 52,287.38
Frontier AP12F Fixed Pallet Fork for Current 200/300/400/500 Series Carrier <b>Contract:</b> MI Ag, Grounds, and Roadside 240000000161 (PG 3W CG 22) <b>Price Effective Date:</b> November 1, 2023	\$ 1,411.00	\$ 1,171.13	1	=	\$ 1,171.13
Frontier RB2160H - 5 Ft. Medium Duty Hydraulic Rear Blade <b>Contract:</b> MI Ag, Grounds, and Roadside 240000000161 (PG 3W CG 22) <b>Price Effective Date:</b> November 1, 2023	\$ 1,907.00	\$ 1,582.81	1	=	\$ 1,582.81
Frontier LR2060L - 5 Ft. Standard Duty Landscape Rake - Limited Category I <b>Contract:</b> MI Ag, Grounds, and Roadside 240000000161 (PG 3W CG 22) <b>Price Effective Date:</b> November 1, 2023	\$ 1,644.31	\$ 1,364.78	1	=	\$ 1,364.78
Frontier LP2172 - 6 Ft. Land Plane <b>Contract:</b> MI Ag, Grounds, and Roadside 240000000161 (PG 3W CG 22) <b>Price Effective Date:</b> November 1, 2023	\$ 2,032.00	\$ 1,686.56	1	=	\$ 1,686.56

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_

**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company  
 2000 John Deere Run  
 Cary, NC 27513  
 FED ID: 36-2382580  
 UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**

Hutson, Inc.  
 5858 Moore Road  
 Williamsburg, MI 49690  
 231-267-9400  
 williamsburg@hutsoninc.com

JOHN DEERE Z930M Z Trak MULCH ON DEMAND DECK	\$ 16,104.00	\$ 12,561.12	X	1	=	\$ 12,561.12
Never Stop (\$249 Value)		\$ 0.00	X	1	=	\$ 0.00

**Contract:** MI Ag, Grounds, and Roadside 240000000161 (PG 3W CG 22)

**Price Effective Date:** November 1, 2023

JOHN DEERE Z930M Z Trak 60" SIDE DISCHARGE DECK	\$ 15,004.00	\$ 11,703.12	X	1	=	\$ 11,703.12
Never Stop (\$249 Value)		\$ 0.00	X	1	=	\$ 0.00

**Contract:** MI Ag, Grounds, and Roadside 240000000161 (PG 3W CG 22)

**Price Effective Date:** November 1, 2023

JOHN DEERE Z920M Z Trak 54" SIDE DISCHARGE DECK	\$ 14,094.00	\$ 10,993.32	X	1	=	\$ 10,993.32
Never Stop (\$249 Value)		\$ 0.00	X	1	=	\$ 0.00

**Contract:** MI Ag, Grounds, and Roadside 240000000161 (PG 3W CG 22)

**Price Effective Date:** November 1, 2023

JOHN DEERE Z920M Z Trak 48" SIDE DISCHARGE DECK	\$ 13,774.00	\$ 10,743.72	X	1	=	\$ 10,743.72
Never Stop (\$249 Value)		\$ 0.00	X	1	=	\$ 0.00

**Contract:** MI Ag, Grounds, and Roadside 240000000161 (PG 3W CG 22)

**Price Effective Date:** November 1, 2023

**Equipment Total** **\$ 104,093.94**

\* Includes Fees and Non-contract items

**Quote Summary**

Equipment Total	\$ 104,093.94
Trade In	
<b>SubTotal</b>	<b>\$ 104,093.94</b>
Est. Service Agreement Tax	\$ 0.00
<b>Total</b>	<b>\$ 104,093.94</b>
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 104,093.94</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_



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**ALL PURCHASE ORDERS MUST BE MADE OUT  
TO (VENDOR):**

Deere & Company  
2000 John Deere Run  
Cary, NC 27513  
FED ID: 36-2382580  
UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT  
TO DELIVERING DEALER:**

Hutson, Inc.  
5858 Moore Road  
Williamsburg, MI 49690  
231-267-9400  
williamsburg@hutsoninc.com

---

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_



# Selling Equipment

Quote Id: 30635270      Customer Name: WHITEWATER TOWNSHIP PARK

**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company  
2000 John Deere Run  
Cary, NC 27513  
FED ID: 36-2382580  
UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**

Hutson, Inc.  
5858 Moore Road  
Williamsburg, MI 49690  
231-267-9400  
williamsburg@hutsoninc.com

## JOHN DEERE 3033R Compact Utility Tractor (24 PTO hp)

<b>Hours:</b>	<b>Suggested List *</b>
<b>Stock Number:</b>	\$ 62,721.40
<b>Contract:</b> MI Ag, Grounds, and Roadside 240000000161 (PG 3W CG 22)	<b>Selling Price *</b>
	\$ 52,287.38

**Price Effective Date:** November 1, 2023

\* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
136ALV	3033R Compact Utility Tractor (24 PTO hp)	1	\$ 30,696.00	17.00	\$ 5,218.32	\$ 25,477.68	\$ 25,477.68
<b>Standard Options - Per Unit</b>							
0202	United States	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
0409	English Operator's Manual and Decal Kit	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
1520	eHydro™	1	\$ 1,698.00	17.00	\$ 288.66	\$ 1,409.34	\$ 1,409.34
1701	Factory Installed Loader with Bucket	1	\$ 7,975.00	17.00	\$ 1,355.75	\$ 6,619.25	\$ 6,619.25
2050	Cab with Standard Seat	1	\$ 10,482.00	17.00	\$ 1,781.94	\$ 8,700.06	\$ 8,700.06
2660	Factory Installed Stereo	1	\$ 705.00	17.00	\$ 119.85	\$ 585.15	\$ 585.15
3320	Dual Mid Selective Control Valve	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
3400	Less Mid PTO	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
4061	Less iMatch™ Quick Hitch Category 1	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
5230	43x16-20 (4PR, R4 Industrial, 2 Position)	1	\$ -95.00	17.00	\$ -16.15	\$ -78.85	\$ -78.85
6230	27x8.50-15 (6PR, R4 Industrial, 2 Position)	1	\$ 165.00	17.00	\$ 28.05	\$ 136.95	\$ 136.95
<b>Standard Options Total</b>			<b>\$ 20,930.00</b>		<b>\$ 3,558.10</b>	<b>\$ 17,371.90</b>	<b>\$ 17,371.90</b>
<b>Dealer Attachments/Non-Contract/Open Market</b>							
LVB25537	Mid Power Take-Off (PTO) Kit	1	\$ 940.50	17.00	\$ 159.89	\$ 780.61	\$ 780.61
BLV10848	Mid PTO Control Kit (Cab Only)	1	\$ 194.70	17.00	\$ 33.10	\$ 161.60	\$ 161.60
BW15056	iMatch™/Quik-Coupler Bushing Kit	3	\$ 291.50	17.00	\$ 49.56	\$ 725.82	\$ 725.82

# Selling Equipment

**Quote Id:** 30635270      **Customer Name:** WHITEWATER TOWNSHIP PARK

**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company  
2000 John Deere Run  
Cary, NC 27513  
FED ID: 36-2382580  
UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**

Hutson, Inc.  
5858 Moore Road  
Williamsburg, MI 49690  
231-267-9400  
williamsburg@hutsoninc.com

LVB25976	iMatch™ Quick-Hitch Category 1 with adjustable top hook	1	\$ 456.50	17.00	\$ 77.61	\$ 378.89	\$ 378.89
BLV10650	Top and Tilt Field Kit	1	\$ 2,102.10	17.00	\$ 357.36	\$ 1,744.74	\$ 1,744.74
BLV10961	EH Third SCV (Cab Only)	1	\$ 1,178.10	17.00	\$ 200.28	\$ 977.82	\$ 977.82
BW16138	Hose Kit - HOSE KIT, OIL TUBES AND HOSES (3RD	1	\$ 550.00	17.00	\$ 93.50	\$ 456.50	\$ 456.50
BLV10649	Solenoid Hydraulic Valve - SOLENOID HYDRAULIC VALVE	1	\$ 1,897.50	17.00	\$ 322.58	\$ 1,574.92	\$ 1,574.92
BW14764	Loader Bucket - LOADER BUCKET, BUCKET, HEAVY DUTY W	1	\$ 1,349.70	17.00	\$ 229.45	\$ 1,120.25	\$ 1,120.25
BW14762	Cutting Edge - CUTTING EDGE, SMALL LOADER	1	\$ 206.80	17.00	\$ 35.16	\$ 171.64	\$ 171.64
OPEN MARKET	AFTER MARKET PARTS NEEDED TO COMPLETE BUILD	1	\$ 600.00	0.00	\$ 0.00	\$ 600.00	\$ 600.00
OPEN MARKET	REAR TIRE BALLAST	1	\$ 745.00	0.00	\$ 0.00	\$ 745.00	\$ 745.00
<b>Dealer Attachments Total</b>			<b>\$ 11,095.40</b>		<b>\$ 1,657.61</b>	<b>\$ 9,437.79</b>	<b>\$ 9,437.79</b>
<b>Value Added Services Total</b>			<b>\$ 0.00</b>			<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Total Selling Price</b>			<b>\$ 62,721.40</b>		<b>\$ 10,434.03</b>	<b>\$ 52,287.37</b>	<b>\$ 52,287.37</b>

**Frontier AP12F Fixed Pallet Fork for Current 200/300/400/500 Series Carrier**

**Equipment Notes:**

**Hours:**

**Stock Number:**

**Contract:** MI Ag, Grounds, and Roadside 240000000161  
(PG 3W CG 22)

**Price Effective Date:** November 1, 2023

**Suggested List \***

\$ 1,411.00

**Selling Price \***

\$ 1,171.13

\* Price per item - includes Fees and Non-contract items

# Selling Equipment

Quote Id: 30635270      Customer Name: WHITEWATER TOWNSHIP PARK

**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company  
2000 John Deere Run  
Cary, NC 27513  
FED ID: 36-2382580  
UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**

Hutson, Inc.  
5858 Moore Road  
Williamsburg, MI 49690  
231-267-9400  
williamsburg@hutsoninc.com

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
2153XF	AP12F Fixed Pallet Fork for Current 200/300/400/500 Series Carrier	1	\$ 1,361.00	17.00	\$ 231.37	\$ 1,129.63	\$ 1,129.63
<b>Standard Options - Per Unit</b>							
1010	48 In. Pallet Tine (QTY of 1 equals a complete set of tines. (2)) Ordering a QTY of 2 would equal a total of 4 tines.	1	\$ 50.00	17.00	\$ 8.50	\$ 41.50	\$ 41.50
<b>Standard Options Total</b>			<b>\$ 50.00</b>		<b>\$ 8.50</b>	<b>\$ 41.50</b>	<b>\$ 41.50</b>
<b>Total Selling Price</b>			<b>\$ 1,411.00</b>		<b>\$ 239.87</b>	<b>\$ 1,171.13</b>	<b>\$ 1,171.13</b>

## Frontier RB2160H - 5 Ft. Medium Duty Hydraulic Rear Blade

**Equipment Notes:**

Hours:

Stock Number:

Contract: MI Ag, Grounds, and Roadside 240000000161  
(PG 3W CG 22)

Price Effective Date: November 1, 2023

Suggested List \*

\$ 1,907.00

Selling Price \*

\$ 1,582.81

\* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
1551XF	RB2160H - 5 Ft. Medium Duty Hydraulic Rear Blade	1	\$ 1,907.00	17.00	\$ 324.19	\$ 1,582.81	\$ 1,582.81
<b>Total Selling Price</b>			<b>\$ 1,907.00</b>		<b>\$ 324.19</b>	<b>\$ 1,582.81</b>	<b>\$ 1,582.81</b>

## Frontier LR2060L - 5 Ft. Standard Duty Landscape Rake - Limited Category I

# Selling Equipment

Quote Id: 30635270      Customer Name: WHITEWATER TOWNSHIP PARK

**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company  
2000 John Deere Run  
Cary, NC 27513  
FED ID: 36-2382580  
UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**

Hutson, Inc.  
5858 Moore Road  
Williamsburg, MI 49690  
231-267-9400  
williamsburg@hutsoninc.com

<b>Equipment Notes:</b>							<b>Suggested List *</b>
<b>Hours:</b>							\$ 1,644.31
<b>Stock Number:</b>							<b>Selling Price *</b>
<b>Contract:</b> MI Ag, Grounds, and Roadside 240000000161 (PG 3W CG 22)							\$ 1,364.78
<b>Price Effective Date:</b> November 1, 2023							
* Price per item - includes Fees and Non-contract items							
Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
1191XF	LR2060L - 5 Ft. Standard Duty Landscape Rake - Limited Category I	1	\$ 1,036.00	17.00	\$ 176.12	\$ 859.88	\$ 859.88
Dealer Attachments/Non-Contract/Open Market							
5WS3434 65	Dual Gauge Wheel Kit (LR2060L)	1	\$ 608.31	17.00	\$ 103.41	\$ 504.90	\$ 504.90
<b>Dealer Attachments Total</b>			<b>\$ 608.31</b>		<b>\$ 103.41</b>	<b>\$ 504.90</b>	<b>\$ 504.90</b>
<b>Total Selling Price</b>			<b>\$ 1,644.31</b>		<b>\$ 279.53</b>	<b>\$ 1,364.78</b>	<b>\$ 1,364.78</b>

<b>Frontier LP2172 - 6 Ft. Land Plane</b>							<b>Suggested List *</b>
<b>Equipment Notes:</b>							\$ 2,032.00
<b>Hours:</b>							<b>Selling Price *</b>
<b>Stock Number:</b>							\$ 1,686.56
<b>Contract:</b> MI Ag, Grounds, and Roadside 240000000161 (PG 3W CG 22)							
<b>Price Effective Date:</b> November 1, 2023							
* Price per item - includes Fees and Non-contract items							
Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
3921XF	LP2172 - 6 Ft. Land Plane	1	\$ 2,032.00	17.00	\$ 345.44	\$ 1,686.56	\$ 1,686.56
Standard Options - Per Unit							
0202	United States	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
0409	English	1	\$ 0.00	17.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Standard Options Total</b>			<b>\$ 0.00</b>		<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Total Selling Price</b>			<b>\$ 2,032.00</b>		<b>\$ 345.44</b>	<b>\$ 1,686.56</b>	<b>\$ 1,686.56</b>



# Selling Equipment

Quote Id: 30635270      Customer Name: WHITEWATER TOWNSHIP PARK

**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company  
2000 John Deere Run  
Cary, NC 27513  
FED ID: 36-2382580  
UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**

Hutson, Inc.  
5858 Moore Road  
Williamsburg, MI 49690  
231-267-9400  
williamsburg@hutsoninc.com

## JOHN DEERE Z930M Z Trak MULCH ON DEMAND DECK

<b>Equipment Notes:</b>	<b>Suggested List *</b>
<b>Hours:</b>	\$ 16,104.00
<b>Stock Number:</b>	<b>Selling Price *</b>
<b>Contract:</b> MI Ag, Grounds, and Roadside 240000000161 (PG 3W CG 22)	\$ 12,561.12

**Price Effective Date:** November 1, 2023

\* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
216CTC	Z930M ZTrak	1	\$ 14,409.00	22.00	\$ 3,169.98	\$ 11,239.02	\$ 11,239.02
<b>Standard Options - Per Unit</b>							
001A	United States/Canada	1	\$ 0.00	22.00	\$ 0.00	\$ 0.00	\$ 0.00
1036	24x12x12 Pneumatic Turf Tire for 54 In. and 60 In. Decks	1	\$ 0.00	22.00	\$ 0.00	\$ 0.00	\$ 0.00
1505	60 In. Mulch On Demand Mower Deck	1	\$ 1,100.00	22.00	\$ 242.00	\$ 858.00	\$ 858.00
2093	Fully Adjustable Suspension Seat with Armrests (24" High Back)	1	\$ 595.00	22.00	\$ 130.90	\$ 464.10	\$ 464.10
<b>Standard Options Total</b>			<b>\$ 1,695.00</b>		<b>\$ 372.90</b>	<b>\$ 1,322.10</b>	<b>\$ 1,322.10</b>
<b>Value Added Services</b>							
	Never Stop (\$249 Value)	1	\$ 0.00			\$ 0.00	\$ 0.00
<b>Value Added Services Total</b>			<b>\$ 0.00</b>			<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Total Selling Price</b>			<b>\$ 16,104.00</b>		<b>\$ 3,542.88</b>	<b>\$ 12,561.12</b>	<b>\$ 12,561.12</b>

## JOHN DEERE Z930M Z Trak 60" SIDE DISCHARGE DECK

# Selling Equipment

Quote Id: 30635270      Customer Name: WHITEWATER TOWNSHIP PARK

**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company  
2000 John Deere Run  
Cary, NC 27513  
FED ID: 36-2382580  
UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**

Hutson, Inc.  
5858 Moore Road  
Williamsburg, MI 49690  
231-267-9400  
williamsburg@hutsoninc.com

<b>Equipment Notes:</b>							<b>Suggested List *</b>
<b>Hours:</b>							\$ 15,004.00
<b>Stock Number:</b>							<b>Selling Price *</b>
<b>Contract:</b> MI Ag, Grounds, and Roadside 240000000161 (PG 3W CG 22)							\$ 11,703.12
<b>Price Effective Date:</b> November 1, 2023							
* Price per item - includes Fees and Non-contract items							
Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
216CTC	Z930M ZTrak	1	\$ 14,409.00	22.00	\$ 3,169.98	\$ 11,239.02	\$ 11,239.02
Standard Options - Per Unit							
001A	United States/Canada	1	\$ 0.00	22.00	\$ 0.00	\$ 0.00	\$ 0.00
1036	24x12x12 Pneumatic Turf Tire for 54 In. and 60 In. Decks	1	\$ 0.00	22.00	\$ 0.00	\$ 0.00	\$ 0.00
1504	60 In. Side Discharge Mower Deck	1	\$ 0.00	22.00	\$ 0.00	\$ 0.00	\$ 0.00
2093	Fully Adjustable Suspension Seat with Armrests (24" High Back)	1	\$ 595.00	22.00	\$ 130.90	\$ 464.10	\$ 464.10
<b>Standard Options Total</b>			<b>\$ 595.00</b>		<b>\$ 130.90</b>	<b>\$ 464.10</b>	<b>\$ 464.10</b>
Value Added Services							
Never Stop (\$249 Value)		1	\$ 0.00			\$ 0.00	\$ 0.00
<b>Value Added Services Total</b>			<b>\$ 0.00</b>			<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Total Selling Price</b>			<b>\$ 15,004.00</b>		<b>\$ 3,300.88</b>	<b>\$ 11,703.12</b>	<b>\$ 11,703.12</b>

## JOHN DEERE Z920M Z Trak 54" SIDE DISCHARGE DECK

<b>Equipment Notes:</b>							<b>Suggested List *</b>
<b>Hours:</b>							\$ 14,094.00
<b>Stock Number:</b>							<b>Selling Price *</b>
<b>Contract:</b> MI Ag, Grounds, and Roadside 240000000161 (PG 3W CG 22)							\$ 10,993.32
<b>Price Effective Date:</b> November 1, 2023							
* Price per item - includes Fees and Non-contract items							

# Selling Equipment

Quote Id: 30635270      Customer Name: WHITEWATER TOWNSHIP PARK

**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company  
2000 John Deere Run  
Cary, NC 27513  
FED ID: 36-2382580  
UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**

Hutson, Inc.  
5858 Moore Road  
Williamsburg, MI 49690  
231-267-9400  
williamsburg@hutsoninc.com

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
2147TC	Z920M ZTrak	1	\$ 13,499.00	22.00	\$ 2,969.78	\$ 10,529.22	\$ 10,529.22
<b>Standard Options - Per Unit</b>							
001A	United States/Canada	1	\$ 0.00	22.00	\$ 0.00	\$ 0.00	\$ 0.00
1036	24x12x12 Pneumatic Turf Tire for 54 In. and 60 In. Decks	1	\$ 0.00	22.00	\$ 0.00	\$ 0.00	\$ 0.00
1502	54 In. Side Discharge Mower Deck	1	\$ 0.00	22.00	\$ 0.00	\$ 0.00	\$ 0.00
2093	Fully Adjustable Suspension Seat with Armrests (24" High Back)	1	\$ 595.00	22.00	\$ 130.90	\$ 464.10	\$ 464.10
<b>Standard Options Total</b>			<b>\$ 595.00</b>		<b>\$ 130.90</b>	<b>\$ 464.10</b>	<b>\$ 464.10</b>
<b>Value Added Services</b>							
	Never Stop (\$249 Value)	1	\$ 0.00			\$ 0.00	\$ 0.00
<b>Value Added Services Total</b>			<b>\$ 0.00</b>			<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Total Selling Price</b>			<b>\$ 14,094.00</b>		<b>\$ 3,100.68</b>	<b>\$ 10,993.32</b>	<b>\$ 10,993.32</b>

## JOHN DEERE Z920M Z Trak 48" SIDE DISCHARGE DECK

**Equipment Notes:**

Hours:

Stock Number:

Contract: MI Ag, Grounds, and Roadside 240000000161  
(PG 3W CG 22)

Price Effective Date: November 1, 2023

Suggested List \*

\$ 13,774.00

Selling Price \*

\$ 10,743.72

\* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
2147TC	Z920M ZTrak	1	\$ 13,499.00	22.00	\$ 2,969.78	\$ 10,529.22	\$ 10,529.22
<b>Standard Options - Per Unit</b>							
001A	United States/Canada	1	\$ 0.00	22.00	\$ 0.00	\$ 0.00	\$ 0.00
1035	24x9.5x12 Pneumatic Turf Tire for 48 In. Decks	1	\$ 0.00	22.00	\$ 0.00	\$ 0.00	\$ 0.00

# Selling Equipment

**Quote Id:** 30635270      **Customer Name:** WHITEWATER TOWNSHIP PARK

**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company  
 2000 John Deere Run  
 Cary, NC 27513  
 FED ID: 36-2382580  
 UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**

Hutson, Inc.  
 5858 Moore Road  
 Williamsburg, MI 49690  
 231-267-9400  
 williamsburg@hutsoninc.com

1500	48 In. Side Discharge Mower Deck	1	\$ -320.00	22.00	\$ -70.40	\$ -249.60	\$ -249.60
2093	Fully Adjustable Suspension Seat with Armrests (24" High Back)	1	\$ 595.00	22.00	\$ 130.90	\$ 464.10	\$ 464.10
<b>Standard Options Total</b>			<b>\$ 275.00</b>		<b>\$ 60.50</b>	<b>\$ 214.50</b>	<b>\$ 214.50</b>
<b>Value Added Services</b>							
	Never Stop (\$249 Value)	1	\$ 0.00			\$ 0.00	\$ 0.00
<b>Value Added Services Total</b>			<b>\$ 0.00</b>			<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Total Selling Price</b>			<b>\$ 13,774.00</b>		<b>\$ 3,030.28</b>	<b>\$ 10,743.72</b>	<b>\$ 10,743.72</b>



Payment is due within 30 days of arrival.

# Memo

**To:** Whitewater Township Board of Trustees  
**CC:** None  
**Date:** 5.08.2024  
**Re:** Expense Reimbursement Popp 5.14.2024

---

Board Members –

This business item is presented to the board for approval of expense reimbursement incurred by park ranger Emerson while using personal equipment on official park business. [Click here for supporting documents](#)

I am requesting a check payable to Viki Emerson in the amount of \$82.79 to be paid by May 20, 2024 for expenses incurred by the employee at Whitewater Township Park.

**Motion:** Motion directing the clerk to issue an expense reimbursement check to Vicki Emerson in the amount of \$82.79 by May 20, 2024.

Respectfully submitted,



Recording Secretary  
Whitewater Township FOIA Coordinator  
Supervisor, Whitewater Township

# Memo

**To:** Whitewater Township Board  
**From:** Don Glenn, Trustee  
**Date:** April 29, 2022  
**Re:** WWTP ice merchandiser purchase approval

---

As was brought to light last summer, our primary vendor of packaged ice for resale at the Park places minimal value on our customer / supplier relationship. We unfortunately ran out of packaged ice to sell several times during last year's camping season and that has been an on-going issue the previous years.

In an effort to minimize or completely eliminate this product outage, a capital expense to purchase a township owned ice merchandiser was presented and approved for the 2024-2025 fiscal year. The acquisition of this ice merchandiser storage unit will enable us to double our inventory capacity and allow us to place orders with our vendor during their off-peak times.

Attached to this memo is the Lear ice merchandiser unit recommended for purchase and two (2) ice merchandiser price quotes for less than the approved \$5,000 capital expense:

WebstaurantStore.com		KaTom Restaurant Supply	
Unit price	\$3,349.00	Unit price	\$3,424.32
<b>LESS:</b> sales tax	\$ -	<b>LESS:</b> sales tax	\$ -
<b>PLUS:</b> delivery	\$ 309.37	<b>PLUS:</b> delivery	\$ 510.35
<b>Estimated total cost</b>	<b>\$3,658.37</b>	<b>Estimated total cost</b>	<b>\$3,934.67</b>
<b>NOTE:</b> regardless of which retailer, a tax exempt form will need to be filed.			

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*Motion for the Supervisor to purchase of an ice merchandiser storage unit from WebstaurantStore.com not to exceed \$5,000 as approved in the 2024-2025 fiscal year budget.*



**OUTDOOR ICE MERCHANDISER**

**MODEL 60**



**We're With You Every  
*Degree* Of The Way**





# OUTDOOR ICE MERCHANDISER

## MODEL 60

### PRODUCT SPECIFICATIONS

#### Standard Model Numbers

Auto Defrost – R404a:	L060UASE
Cold Wall – R404a:	L060UCSE
Auto Defrost – R290:	L060UASP
Cold Wall – R290:	L060UCSP

#### Dimensions & Capacities

7 lb. Bags - Auto Defrost:	180
20 lb. Bags - Auto Defrost:	70
7 lb. Bags - Cold Wall:	200
20 lb. Bags - Cold Wall:	80
Approx. Interior Cubic Feet:	60
Dimensions (W"xD"xH"):	73 x 30 x 76.5
Door Size (W"x H"):	27 x 46

#### Operating Temperature

(X°F - X°F):	16 - 24
Control:	Electronic Control

#### Product Weight

Auto Defrost (lbs.):	455
Cold Wall (lbs.):	425

#### Electrical

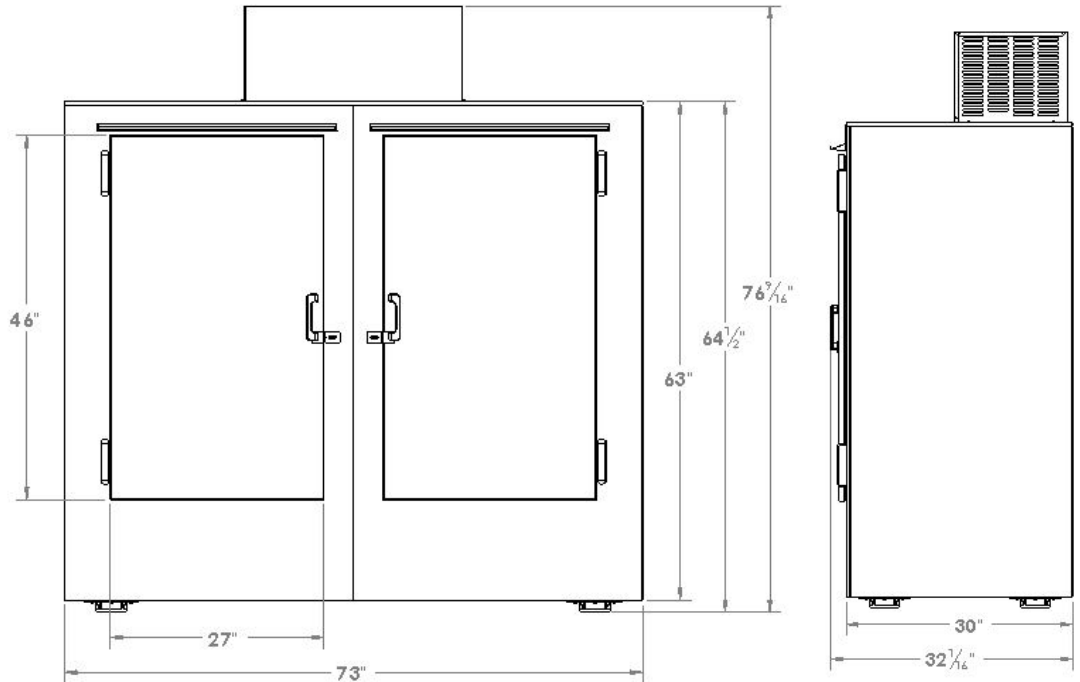
Voltage (V/Hz):	115 / 60
Min. Circuit Required (Amps):	15
Auto Defrost (Amps):	6.3
Cold Wall (Amps):	6.3
230V/50Hz Available:	Upon Request

#### Other

Compressor (HP):	1/3
Refrigerant:	R404a, R290
Certifications:	UL, cUL, CE
DOE Compliant:	Yes
CARB Compliant:	Upon Request
NSF Available:	Upon Request








1. Height Includes Compressor
2. Add 3" to Depth for Condensate Evaporator Pan
3. Add 3" to Depth for Low Profile Raceway
4. Add 3.5" to Depth for Glass Door & Handle
5. Add 3" to Depth for Upright Solid Door & Handle
6. Add 1" to Depth for Slant Solid Door & Handle
7. Merchandiser storage capacities are approximate & may vary due to type of ice, bag size, and methods of loading.

### DIMENSIONAL DRAWINGS



### VIDEO LIBRARY [leerinc.com/video-library](http://leerinc.com/video-library)



ITEM	QTY	PRICE	TOTAL
 <b>Leer 60CS-R290 73" Outdoor Cold Wall Ice Merchandiser with Straight Front and Galvanized Steel Doors</b> #53360CSHC - EAMH Usually Ships in 5 - 7 Bus. Days <b>Ships via Common Carrier</b>	1	\$3,349.00	\$3,349.00
Subtotal			\$3,349.00
Shipping & Handling 		\$309.37: Common Carrier w/ Liftgate 	
FREE Call Before Delivery 			<input type="checkbox"/>
Estimated Tax 			\$200.94
<div style="background-color: #e0f2f1; padding: 10px; border-radius: 5px;"> <p><b>Save \$73.09 in shipping on this order!</b>            Free &amp; Discounted Shipping on eligible items. Guaranteed Savings.</p> <p> <a href="#">Start Saving</a> <a href="#">Learn More</a></p> </div>			
Using a Freight Forwarder? 			<input type="checkbox"/>
<b>Total (USD)</b>			<b>\$3,939.31</b>
<b>Payment Methods</b>			
<input checked="" type="radio"/> <b>Credit Cards</b> We accept all major credit and debit cards			
<input type="radio"/> <b>Pay Over Time</b> As low as \$350.01 per month			
<input type="radio"/> <b>Alternate Payment</b> Pay by check, wire transfer, or ACH			
<a href="#">Select Payment Method</a>			

<https://www.webrestaurantstore.com/cart/>

WebstaurantStore is an online restaurant supply company based in Lititz, Pennsylvania.

## Leer, Inc. L060UCSP 73" Outdoor Ice Merchandiser w/ (155) 10 lb Bag Capacity - Solid Doors, 115v

Write a Review! KaTom #: 891-L060UCSP • MPN: 60CS-R290 (3550301)



Typically ships in 4 - 8 Business Days

Retail Price: ~~\$7,134.00~~  
**\$3,424.32 /Each**

Protect Your Product  
Coverage starting at \$151.65 [Add Protection](#)

1 [Add to Cart](#)

As low as \$317/month with CREDIT KEY

**New!** Earn up to **\$102.73** back with a KaTom MasterCard® Rewards Credit Card

# Memo

**To:** Whitewater Township Board of Trustees  
**CC:** None  
**Date:** 4.27.2024  
**Re:** Whitewater Township Circle Hill Cemetery

---

Board Members –

Attached is a business item that was crafted last year to repair the sexton shed at Circle Hill Cemetery. As the build/bid review suggests several questions were developed about Mr. Wilkinson's proposal, which remain unanswered today. A local contractor has submitted a detailed estimate which answers the all the questions and is presented for board approval.

Motion: Authorizing BG Homes, Inc. to completed the repairs of the Circle Hill Cemetery Sexton Building as detailed on a proposal dated April 26,2024 in the amount \$2400.00.

Motion Two: Motion directing the clerk to issue a purchase order for Circle Hill sexton building roof replacement to BG Homes, Inc. not to exceed \$2,700.00

Respectfully submitted,



Board of Review Recording Secertary.  
Whitewater Township FOIA Coordinator  
Supervisor, Whitewater Township



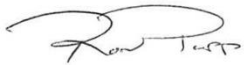
Circle Hill Cemetery Sexton Building Assessment conducted 1.5.22023 –

The building needs many items of which the roof is one. The material estimate dated 9.19.2022 from Robert Wilkinson was reviewed and the following questions are presented for clarification.

- 1) The current 3-tab shingles should be removed before covering them with a metal roof. The moss growth is a future mold concern. The additional weight of a second roof added to the 2" x 6" rafters of the substructure could be an issue. See Image [No.4](#) and [No.9](#).
- 2) As we found out with the fire station, wall panel material was used in the reroofing which caused issues. Gauge information regarding the materials on the estimate needs to be included. Standing seam or corrugated? Information on the attachment process/method is also needed.
- 3) Please supply details of the fascia installation at the intersection of the metal roof panel. Similarly provide detail to the proposed soffit material at the building wall interface.
- 4) On the materials estimate the note towards the middle of the page. The rot talked about is evident from the underneath of the overhang. Image [No.7](#). However, Image [No.8](#) is a picture from inside the building. Comparison of the two images indicates the rot damage is very small. If a metal roofing product is selected spanning this area should be not issue. Once the wood dries out it should stabilize quickly. If replacement is desired a 24" x 24" piece of ½" plywood should cure the issue. Additional labor and materials will be required and should be included in the estimate to us.
- 5) On the material list I see no soffit or fascia material noted. The labor estimate separates these items from the roof work. I am sure there is a cost for this material and it should be added to our proposal.
- 6) The fascia board rot shown in image [No. 2](#) and image [No. 6](#) can be covered up with the aluminum fascia material with little consequence. Once the rot dries out it should stabilize quickly. If you would prefer to have that board replaced now is the time to do that and the labor and materials should be included in the estimate.
- 7) Image [No. 3](#) shows some rot to the roof sheeting on the south side of the building likely from the topside downward. Like the area in image [No.7](#) this area is small and should dry out when properly covered. Once again, would prefer to have the board replaced now is the time to do that and the labor and materials should be included in the estimate.

- 8) The building should be washed clean from the mold growth that is appearing. Depending upon what method of washing is used, a repaint of the exterior is in order.
- 9) Image [No. 10](#) is a safety concern. Exposed electrical connections should be corrected. This could also be part of the original electrical service to the building that has simply been abandoned in place. Either way I recommend elimination of this possible hazard.
- 10) Please supply Mr. Wilkinson's licenses on file, if any.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ron Pelt". The signature is fluid and cursive, with a large initial "R" and "P".

Whitewater Township FOIA Coordinator  
Supervisor, Whitewater Township

# PURCHASE ORDER

**No.5582**

**BILL TO: WHITEWATER TOWNSHIP**

P.O. Box 159  
WILLIAMSBURG, MI 49690  
Tax ID# 38-2043508  
Telephone 231-267-5141 X24  
Fax 231-267-9020

**SHIP TO:**  WHITEWATER TOWNSHIP HALL

5777 VINTON ROAD  
WILLIAMSBURG, MI 49690

EMERGENCY SERVICES BLDG

8380 OLD M-72  
WILLIAMSBURG, MI 49690

WHITEWATER TOWNSHIP PARK

9500 PARK ROAD  
WILLIAMSBURG, MI 49690

HI PRAY PARK

6075 ELK LAKE ROAD  
WILLIAMSBURG, MI 49690

**TO:** Robert Wilkinson

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DATE ORDERED <i>10-3-22</i>	DATE WANTED	MEMO <i>Cemetery</i>
--------------------------------	-------------	-------------------------

PLEASE ENTER OUR ORDER FOR THE FOLLOWING - TO BE SHIPPED AS DIRECTED

QTY ORDERED	QTY RECEIVED	DESCRIPTION	UNIT PRICE	AMOUNT
		<i>Materials for new metal roof on sexton shed, (#983.27 + add'l for price increases)</i>		<i>\$1,100-</i>
		<i>Labor to install metal roof on sexton shed</i>		<i>950-</i>
		<i>OR</i>		
		<i>Labor to add aluminum soffit and fascia</i>		<i>\$1,350-</i>
		<i>Total</i>		<i>\$2,050- OR \$2,450-</i>

Building Locked  
Access SOST - 10.13.2022  
EMM-17 RAYSONY

**CONDITIONS**  
GOODS ARE SUBJECT TO OUR INSPECTION AND APPROVAL. IF SHIPMENT WILL BE DELAYED FOR ANY REASON, ADVISE US IMMEDIATELY, STATING ALL THE NECESSARY FACTS. TO AVOID ERRORS, NOTE SPECIFICATIONS CAREFULLY AND IF UNABLE TO COMPLETE ORDERS AS WRITTEN, NOTIFY US PROMPTLY.

BY *Cheryl Goss*

AUTHORIZED SIGNATURES

Robert B. Wilkinson  
18426 Cinder Rd., Interlochen MI 49643  
231-633-2592

**INVOICE** *Estimate*

*Estimate*  
**Invoice For:**

White Water Township

9-19-77

**Service Description:**

Materials for New Metal Roof at  
Circle Hill Camp

All steel & flashings for shed roof \$983.27

\* Note - does not include any wood (there is 2 small  
spots that may need some New wood. I may have  
The wood needed already, can't know until we open it up.)

**Total Due:**

\$ 983.27

Please make check payable to Robert Wilkinson

Thank you for allowing me to be of service  
Robert Wilkinson

Robert B. Wilkinson  
18426 Cinder Rd., Interlochen MI 49643  
231-633-2592

INVOICE Estate

Estate

**Invoice For:**

White Water Township

9-19-72

**Service Description:**

Install new metal roofing on the  
shed at Circle Hill Cam. Labor \$950.00

Add soffit & fascia \$400.00  
white aluminum

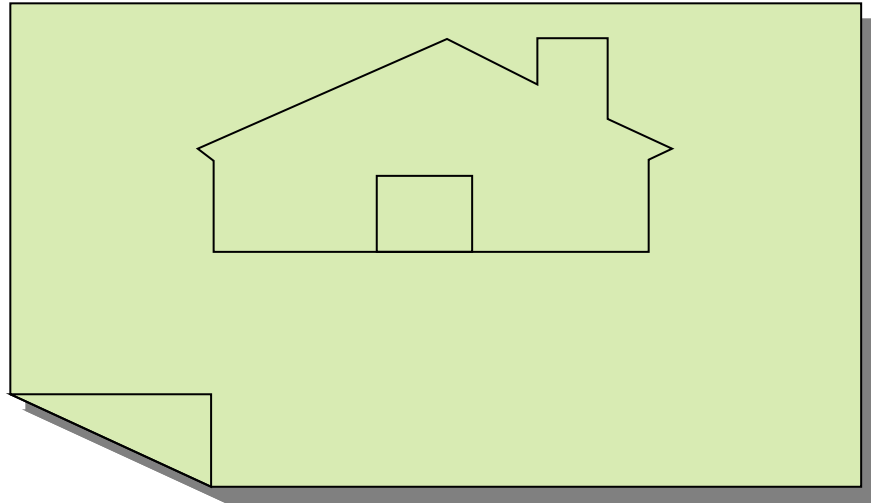
**Total Due:**

\$950.00 OR \$1350.00 w soffit

Please make check payable to Robert Wilkinson

Thank you for allowing me to be of service  
Robert Wilkinson

**A ROOFING PROPOSAL FOR:  
CIRCLE HILL CEMETERY, VINTON ROAD**



**Prepared For:**

**Ron Popp, Whitewater Twp. Supervisor**  
5777 Vinton Road  
P.O. Box 159  
Williamsburg, MI 49690  
Phone: 231.267.5141 ext. 23  
Email: supervisor@whitewatertownship.org

**Prepared By:**

**Brook J. Goss, Owner**  
BG Homes, Inc.  
5000 Buck Road  
P.O. Box 146  
Williamsburg, MI 49690  
Phone: 231.409.1202  
Email: bgbhomefront@gmail.com

April 26, 2024

## PROPOSAL SUMMARY

BG Builders welcomes the opportunity to present this proposal for your roofing requirements.

The following will:

- Provide a description of work to be completed, per our conversation and inspection of the property.
- Provide pricing quote for the labor and material cost of the roofing project.

### DESCRIPTION OF WORK (METAL ROOF OPTION):

- Total tear off of existing shingles and roofing material.
- Remove 1<sup>st</sup> two (2ft) feet of rotted eave sheathing, replace with new plywood.
- Install white Pro Ribbed steal.
- Install side trims and cap.
- Install new white fascia.
- Complete clean up and magnet sweep for nails and metal debris. All roof and related debris hauled away and disposed.

**TOTAL:**

**\$2,800**

### DESCRIPTION OF WORK (SHINGLES OPTION):

- Total tear off of all existing shingles and roofing material.
- Remove 1<sup>st</sup> two (2ft) feet of rotted eave sheathing, replace with new plywood.
- Install new drip edge.
- Apply synthetic underlayment.
- Shingle three (3) Square roof with Landmark Pro Black Shingles. Installation of shingle will be per the manufacture's specifications and guideline, nailed, not stapled.
- Apply new cap
- Install new white aluminum fascia.
- Complete clean up and magnet sweep for nails and metal debris. All roof and related debris hauled away and disposed.

**TOTAL:**

**\$2,400**

Thank you for the opportunity to present this proposal for your review. I look forward to completing this project for you. If you have any questions or concerns, please don't hesitate to contact me at your earliest convenience.

Sincerely,

Brook J. Goss, Owner  
BG Homes, Inc

# Memo

**To:** Whitewater Township Board of Trustees  
**CC:** None  
**Date:** 5.08.2024  
**Re:** Streamlining Planning & Zoning

---

Board Members –

This business item is presented to streamline certain Planning & Zoning Department processes. The following motion(s) grant sole authority the Zoning Administrator or his/her designee to create and publish all special meeting and all legal notices for the Whitewater Township Planning Commission and Zoning Board of Appeals.

Whitewater Township Policy and Procedure Manual indicates the following:

*2.4 (c) Posting Meetings - The township clerk shall be responsible for posting all regular, special and rescheduled meetings of the township board in conformance with the Michigan Open Meetings Act and other state laws.*

*The board requires that all public bodies, including sub-committees, advisory committees and liaison committees comply with the posting requirements of the Open Meetings Act unless otherwise stated at the time the committee is appointed.*

This indicates the clerk's authority for posting is limited to the meetings of the township board. As such no salary reduction is recommended for the clerk.

To memorialize this decision, I recommend the Zoning Administrator's Job Description is updated to specifically include these new duties. If approved, an updated Job Description will be executed with Deb accepting the new duties. [Here is a proposed document.](#)

**Motion One:** Motion to update the Job Description for the Zoning Administrator, General Description provision to include “*Develop and publish all special meeting and all legal notices for the Whitewater Township Planning Commission and Zoning Board of Appeals.*” as amended.



**Motion Two:** Motion authorizing a 10% pay increase to the base salary of \$45,000.00 to the Zoning Administrator for these additional duties. The new base salary for the Zoning Administrator will be \$49,500. This pay increase does not limit any future merit increases.

**Motion Three:** Motion authorizing the Zoning Administrator to have and to hold a key to the outdoor kiosk at the Township Hall. The Clerk shall generate and maintain a township asset record upon transfer of the key.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ron Tapp". The signature is stylized with a large, sweeping initial "R" and a long horizontal stroke.

Recording Secretary  
Whitewater Township FOIA Coordinator  
Supervisor, Whitewater Township

# Memo

**To:** Whitewater Township Board of Trustees  
**CC:** None  
**Date:** 5.08.2024  
**Re:** Expense Reimbursement Popp 5.14.2024

---

Board Members –

This business item is presented to the board for approval of expense reimbursement. On 3.25.2024 a packet of documents detailing supervisor office [mileage and office expenses](#) was turned into the clerk's office.

Mileage expense was paid 4.08.2024 however, the expense request has been ignored by the clerk. I am requesting a check payable to Ron Popp in the amount of \$243.22 to be paid by May 20, 2024 for expenses incurred by the Supervisor's Office during the 2023/2024 fiscal year.

**Motion:** Motion directing the clerk to issue an expense reimbursement check to Ron Popp in the amount of \$243.22 by May 20, 2024.

Respectfully submitted,



Recording Secretary  
Whitewater Township FOIA Coordinator  
Supervisor, Whitewater Township

# Memo

**To:** Whitewater Township Board of Trustees  
**CC:** None  
**Date:** 5.07.2024  
**Re:** Fake Facebook Page emulating the Whitewater Township Park

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Board Members –

Two correspondences have been received thus far indicating they received park information from a Facebook Page. I promptly informed both individuals that this Facebook Page is a fake, operated as a personal soap box by a disgruntled employee. This is a continuation of the negative

While the Facebook author's freedom of speech is protected, SO IS OURS therefore, I recommend we place a notice on the homepage of campground website making page visitors aware of the possible nefarious outcomes when clicking third party pages.

Motion: Motion authorizing changes to the Whitewater Township Park website to:

**Notice** -Whitewater Township Park does not operate a Facebook Page or any other social media platform. Pages looking like Whitewater Township Park are fakes and could expose your email information to third party operators.

**If you have comments, questions, or concerns please email the park manager at [parkmanager7@gmail.com](mailto:parkmanager7@gmail.com)**

Respectfully submitted,



Board of Review Recording Secretary.  
Whitewater Township FOIA Coordinator  
Supervisor, Whitewater Township

# Whitewater Township Park

## Camping on Elk Lake



Camping close to Traverse City and Elk Rapids, Michigan



55 Campsites for Tents and RVs



Elk Lake View Campsites

## Welcome



Free camping weekend is going to occur May 17-19, 2024.

Halloween weekend is happening October 4-5, 2024.

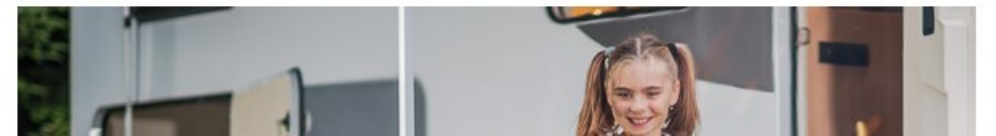
People are encouraged to dress up and decorate your site. Prizes will be awarded.

**Notice** -Whitewater Township Park does not operate a Facebook Page or any other social media platform. Pages looking like Whitewater Township Park are fakes and could expose your email information to third party operators.

**If you have comments, questions, or concerns please email the park manager at [parkmanager7@gmail.com](mailto:parkmanager7@gmail.com)**



Park Policies & Rules



# Memo

**To:** Whitewater Township Board  
**From:** Ron Popp, Supervisor  
**CC:** None  
**Date:** 4-01-2024  
**Re:** Lossie Road Nature Trail

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Board Members,

PRAC has two ARPA grants to work with. The first is an allocation of ARPA funds the Township received directly from the Feds. The second award was a successful grant application to Grand Traverse County for a portion of their federal grant award. The treasurer and the supervisor share reporting duties for both awards. There are two major deadlines with these awards, one is 12.31.2024 and one is 12.31.2025. In simple terms the 12.31.2024 deadline requires a local unit to *commit* funds to a project. The 12.31.2025 deadline requires all the money be spent and, in some cases, provide elements a completed project in the final report. If the deadlines are not met, or the project is not finished, claw back of awards is likely. Even if, the project that was *committed* to turns out to have a greater finical impact than estimated, it must be completed.

As I looked further into PRAC happenings related to grants, we have other issues to deal with. Specifically, regarding project planning for LRNT. I requested Kevin Krogulecki provide all correspondence between his firm Gosling Czubak and Whitewater Township. The November 14, 2023 board packet was also refenced to locate two PRAC items in front of the board. [New Business #4](#) was PRAC's request for site plan generation for the Lossie Road Nature Trail Improvement Project. Page 8 of that business item appears to contemplate work in the low wet area, and the foot bridge area of LRNT. The image also includes the creation of several trails in *Battle Creek Nature Area*. This is where things go wrong, combining work in two parks has created a monumental engineering task and a fiscal responsibility we cannot complete by 12.31.2025. You will also note the map attached to this business item does not indicate any work on the east entrance of LRNT. Why is this end not part of the LRNT Improvement Project? In [email 6, Gosling Czubak's Krogulecki](#), asks about the extent of LRNT work scope and [Melton replies in email 6a](#) it stops at the bridge crossing. Is this what the board approved?

It is my opinion, LRNT Improvements travel from Cook Road to Skegemog Point Road. [Email 7](#) talks about other local units who used federal funds for trail construction and they are required to have 10' wide gravel pathways with 14' wide bridges. We are likely under the same restriction.

[New Business #5](#) item from the same 11.14.2023 board meeting dealt with the ARPA Agreement Grand Traverse County has put into place which exceeds federal requirements. The work scope in that agreement lists LRNT as existing between Cook Road and Skegemog Point Roads equaling about 3 miles in length. So why do the trail improvements stop at the foot bridge? Was this the board's intention?

The Gosling Czubak agreement approved on 11.14.2023 has not been delivered in accordance with the motion.

*Motion by Popp to approve the Gosling Czubak Engineering Sciences proposal dated 08/14/2023 for design services and a site plan in the amount of \$6,800 for the Lossie Road Nature Trail improvement project to be completed no later than 01/22/2024; second by Glenn. Roll call vote: Popp, yes; Benak, absent; Vollmuth, absent; Goss, yes; Glenn, yes. Motion carried.*

It is also clear, that the agreement was first provided to PRAC Augst 14, of 2023 and did not get to the board until November. This delay is likely the reason for the missing deliverables. Considering the current information and deadline, I am recommending this agreement is abandon and a new agreement is sought with a defined project scope of the LRNT 66' wide easement between Cook and Skegemog Point Roads. The Township may be better suited to complete the project detailed in the Grand Traverse County ARPA Agreement both deadline wise and fiscally.

Motion One - Motion to terminate the Gosling Czubak contract for services dated August 14, 2023 to be completed by 1.22.2024 for LRNT Engineering Bid Lossie Road Nature Trail Improvements under the accepted terms of that agreement.

A second motion is contemplated to receive a service contract for engineering services from Gosling Czubak for Lossie Road Nature Trail Improvements within the 66' easement traveling between Cook Road and Skegemog Point Road. However, rules regarding trail/bridge construction using federal funds, deed requirements, estimated timelines for engineering and construction, are questions that need to be addressed.

Respectfully,



Ron Popp  
FOIA Coordinator  
Board of Review Recording Secretary  
Supervisor, Whitewater Township

# Memo

**To:** Whitewater Township Board of Trustees  
**CC:** None  
**Date:** 4.27.2024  
**Re:** Township Hall HVAC Design

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Board Members –

Replacing the HVAC system at the township hall has been on the board's to do list for a few years. The recent contractor caused ceiling damage in the treasurer office has accelerated this process as it has affected the heating source for that office.. Numerous replacement HVAC designs for the Township Hall are available and have been recommended by staff. Choosing what works best in our current structure is the purpose of this work. We know the cost of this project will exceed our sealed bid limitations and the statute requirement for an engineer oversight making a set of design documents a necessity for multiple reasons.

Having been in the attic to review the recent ceiling repairs, the lack of insulation was evident. During this process, we should consider reinsulating of the attic space.

Motion Authorizing the Supervisor to sign the C2AE Professional service agreement dated April 4, 2024 in the amount of \$49,000.00

Respectfully submitted,



Whitewater Township FOIA Coordinator  
Supervisor, Whitewater Township



123 W. Main St. Suite 200  
Gaylord, MI 49735  
989.732.8131  
www.c2ae.com

April 4, 2024

Mr. Ron Popp  
Supervisor  
Township of Whitewater  
5777 Vinton Road  
Williamsburg, MI 49690

## **Re: Proposal for Professional Services: Township of Whitewater – Township Hall Ceiling and HVAC Upgrades**

Dear Mr. Popp,

C2AE is pleased to provide the Township of Whitewater with our proposal for professional services to evaluate, design, and provide construction administration services for improvements to the Township Hall building. C2AE will study and make recommendations on the structural integrity of the Township Hall ceiling and support structure. Additionally, C2AE will study, prepare design and construction documents, and provide contract administration services for upgrades to the Township Hall HVAC system. We are proud to have played a significant role in the development of several Northern Michigan communities over the past several decades, including your local neighbors, Kalkaska County, the Village of Kalkaska, the Village of Elk Rapids, Grand Traverse County, Traverse City, and Networks Northwest. We have assembled a strong in-house project team that can provide expertise in all of the areas required to complete this effort.

### **Project Understanding**

The Township of Whitewater has expressed interest in upgrading the HVAC systems at their Township Hall. The Township Hall building is a re-purposed 100-year-old plus structure with a steep pitched roof. When the building was converted into the Township Hall, a false ceiling was installed which has a span of over 20 feet supported by ceiling rafters and cross ties. The Township has concerns about the condition of the ceiling structure in the building, visual evidence of cracking and movement of the ceiling is evident in the building.

The current heating system is comprised of an electric heating element embedded within in the ceiling system, and window air conditioners are used for cooling in the summer months. Due to the deterioration of the ceiling system, the embedded ceiling heating elements in some parts of the building have failed, providing no heat to these areas. Additionally, the window air conditioners create thermal inefficiencies in the building envelope and are noisy when they operate in the summer months.

The Township Hall is built on a crawl space with limited clearance which may provide challenges for the installation of HVAC equipment and associated ducting. The Township also has concerns about the structural capacity of the ceiling structure to carry additional construction and equipment loads if this space was to be used for HVAC equipment and associated ducting.



## Scope

C2AE will assist the Township in evaluating the existing Township Hall building as follows:

1. Conduct a condition assessment on the current ceiling and supporting structure (rafters and cross ties) to determine the current condition and structural capacity. Township to provide access through the ceiling including a ladder.
2. Provide a recommendation and cost opinion for any necessary repairs of the current ceiling.
3. Provide a recommendation and cost opinion for the design and installation of a HVAC system to service the building given the potential limitations of structural capacity in the attic and the potential space limitations in the crawl space of the building.
4. Evaluate the current electrical service and distribution panel and provide a recommendation and cost opinion for any improvements or upgrades necessary to support both the existing needs of the building, and if necessary, the recommended HVAC system.
5. Prepare plans and specifications for implementing the proposed upgrades and assist the Township with bidding and construction administration services.

## Deliverables

1. Report outlining the condition assessment of the current Township Hall ceiling and supporting structure with a recommendation and cost opinion for any necessary repairs of the current ceiling.
2. Recommendation and cost opinion for the design and installation of a HVAC system to service the Township Hall.
3. Recommendation and cost opinion for any improvements or upgrades necessary to the electrical system service at the Township Hall.
4. Construction documents and bidding services to implement the proposed upgrades to the Township Hall.

## Schedule

C2AE proposes to complete the condition assessment, recommendations, and cost opinions within ten weeks of authorization.

## Fee

Our lump sum fee for the services outlined is \$49,000.



We have included our Standard Contract Provisions as part of our proposal. If the terms and conditions as stated are acceptable, please countersign and return one (1) copy to our office. Please do not hesitate to contact us should you have any questions or concerns, or if you need additional information.

Sincerely,  
C2AE

Tony Johnson, PE  
Project Manager

Roger F. Marks, PE  
Client Services Leader

Accepted by:

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Township of Whitewater

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Date

## **C2AE Standard Owner-A/E Contract Provisions, 2024**

The parties to this agreement, Capital Consultants, Inc., dba "C2AE" in Michigan and dba "Capital Consultants Architecture and Engineering" in New York, hereinafter called C2AE and "Township of Whitewater", in Michigan, hereinafter called OWNER, hereby agree to the following conditions:

- A. Scope of Services: OWNER and C2AE have agreed to a written description of services C2AE will provide to OWNER for an established compensation, hereafter referred to as "Scope of Services". Additional Services may be agreed to in writing by OWNER and C2AE in addition to the Scope of Services. Services not set forth in written agreement are specifically excluded from the scope of C2AE 's services, including any "financial advising" services. C2AE assumes no responsibility to perform any services not specifically agreed to in writing.
- B. Standard of Care: C2AE shall perform its services consistent with the professional skill, care, and timeliness ordinarily provided by professional engineers and architects practicing in circumstances of similar time and place. C2AE makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by C2AE. However, C2AE shall correct any technical accuracy deficiencies in C2AE's Instruments of Service without additional compensation.
- C. Schedule: C2AE shall ordinarily perform its services within a reasonable time. Upon OWNER's request, C2AE shall prepare and submit for OWNER approval a detailed schedule for the performance of C2AE's services. This schedule shall include reasonable allowances for review and approval times required by OWNER, performance of services by OWNER's consultants, and review and approval times required by public authorities having jurisdiction over the project. This schedule shall be equitably adjusted as the project progresses, allowing for changes in scope, character or size of the project requested by OWNER, or for delays or other causes beyond C2AE's reasonable control.
- D. Changed Conditions: If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to C2AE are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks or other material terms of this Agreement, C2AE may call for renegotiation of appropriate portions of this Agreement. C2AE shall notify OWNER of the changed conditions necessitating renegotiation, and both parties shall promptly and in good faith renegotiate this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement.
- E. Payment Terms: Invoices prepared to C2AE's standard format will typically be submitted by C2AE monthly, are due upon receipt, and shall be considered past due if not paid within thirty (30) calendar days of the due date. If work is abandoned or suspended, C2AE shall be paid in full for services performed prior to receipt of written notice from OWNER of abandonment or suspension. If OWNER fails to make payments when due, C2AE may charge interest at one-and-one-half (1.5) percent or the maximum rate allowable by law, whichever is less, per month on the past due amount, which shall be calculated from the invoice due date. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal. In addition, if OWNER fails to make payments when due or otherwise is in breach of this Agreement, C2AE may suspend performance of services when any invoice for services remains unpaid 60 days after the date of the invoice and upon five (5) calendar days' notice to OWNER. C2AE shall have no liability whatsoever to OWNER for any costs or damages as a result of such suspension caused by any breach of this Agreement by OWNER. Upon payment in full by OWNER, C2AE shall resume services under this Agreement, and the time schedule and compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expense necessary for C2AE to resume performance.
- F. Disputed Invoices: OWNER shall not withhold amounts from C2AE's compensation to impose a penalty or liquidated damages on C2AE, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless C2AE agrees or has been found liable for the amounts in a binding dispute resolution proceeding. If OWNER objects to any portion of an invoice, OWNER shall so notify C2AE in writing within ten (10) calendar days of receipt of the invoice. OWNER shall identify in writing the specific cause of the disagreement and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with other payment terms of this Agreement. Any dispute over invoiced amounts due which cannot be resolved within ten (10) calendar days after presentation of invoice by direct negotiation

## **C2AE Standard Owner-A/E Contract Provisions, 2024**

between the parties shall be resolved within thirty (30) calendar days in accordance with the Dispute Resolution provision of this Agreement.

G. Regulatory Compliance: C2AE shall put forth reasonable professional efforts to comply with applicable laws, codes and regulations in effect as of the date of submission to building authorities, including the Americans with Disabilities Act (ADA) which provides that alterations to a facility must be made in such a manner that, to the maximum extent feasible, the altered portions of the facility are readily accessible to persons with disabilities. Design changes made necessary by newly enacted laws, codes and regulations after submission date shall entitle C2AE to a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Services provision of this Agreement. OWNER acknowledges that the requirements of laws, codes, and regulations, including the ADA, will be subject to various and possibly contradictory interpretations. C2AE, therefore, will use its reasonable professional efforts and judgment to interpret applicable requirements and other federal, state and local laws, rules, codes, ordinances and regulations as they apply to the project. C2AE, however, cannot and does not warrant or guarantee that OWNER's project will comply with all interpretations of all the requirements of federal, state and local laws, rules, codes, ordinances and regulations as they apply to the project.

H. Errors and Omissions and CONSULTANT's Limit of Liability: In recognition of the relative risks and benefits of the Project to both OWNER and C2AE, the risks have been allocated such that OWNER agrees, to the fullest extent permitted by law, to limit the liability of C2AE and its officers, directors, shareholders, employees, and sub-consultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of C2AE and its officers, directors, shareholders, employees, and sub-consultants shall not exceed \$10,000 or C2AE's total fee for services rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

I. Consequential Damages: Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither OWNER nor C2AE nor their respective officers, directors, shareholders, employees, and sub-consultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both OWNER and C2AE shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.

J. Dispute Resolution: OWNER agrees that all claims, disputes, and other matters in question between the parties arising out of or relating to this Agreement or breach thereof first shall be submitted for nonbinding mediation to any one of the following, as agreed to by the parties: American Arbitration Association, American Intermediation Service, Americord, Dispute Resolution, Inc., Endispute, or Judicate. Any party hereto may initiate mediation within the time allowed for filing for arbitration as set forth below and the parties hereto agree to fully cooperate and participate in good faith to resolve the dispute(s). The cost of mediation shall be shared equally by the parties hereto. Any time expended in mediation shall not be included in calculating the time for filing arbitration. If mediation fails to resolve the claim or dispute, the matter shall be submitted to arbitration with the American Arbitration Association under the Construction Industry rules, unless the parties mutually agree otherwise or unless a plaintiff not a party hereto institutes litigation in a court of competent jurisdiction and said court takes personal jurisdiction over one of the parties hereto regarding the same subject matter as in dispute between the parties hereto. No arbitration arising out of or relating to this Agreement shall include, by consolidation, joinder, or in any other manner, any additional person not a party to this Agreement except by written consent of the parties and such consent to arbitration involving an additional person(s) shall not constitute consent to arbitration of any dispute not described therein. This Agreement to arbitrate and any agreement to arbitrate with an additional person(s) shall be specifically enforceable under the prevailing arbitration law. The demand for arbitration shall be made within one (1) year of the date the claimant knew or should have known

## ***C2AE Standard Owner-A/E Contract Provisions, 2024***

of the existence of the claim, dispute, or other matter. If the demand for arbitration is not effectuated within one (1) year, the claim, dispute, or other matter shall be forever barred and not mandatory. The decision rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. In the event either party makes a claim or brings action against the other party for any act arising out of the performance of the services hereunder, and the claimant fails to prove such claim or action, then the claimant shall pay all legal and other costs (including attorneys' fees) incurred by the other party in defense of such claim or action.

K. Mutual Indemnification: Neither OWNER nor C2AE shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence. C2AE agrees, to the fullest extent permitted by law, to indemnify and hold harmless OWNER, its officers, directors and employees (collectively, OWNER) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by C2AE's negligent performance of professional services under this Agreement and that of its sub-consultants or anyone for whom C2AE is legally liable. Likewise, OWNER agrees, to the fullest extent permitted by law, to indemnify and hold harmless C2AE, its officers, directors, employees and sub-consultants (collectively, C2AE) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by OWNER's negligent acts in connection with the project and the acts of its contractors, subcontractors or consultants or anyone for whom OWNER is legally liable.

L. Use of Documents: All Documents (data, reports, drawings, specifications, models, and other deliverables, whether in printed or digital format) are Instruments of Service for which C2AE shall retain all common law, statutory and other reserved rights, including copyrights, whether or not the Project is completed. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of C2AE. C2AE grants to OWNER a nonexclusive license to use C2AE's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that OWNER substantially performs its obligations, including prompt payment of all sums when due, under this Agreement. The license granted under this section permits OWNER to authorize the Contractor, Construction Manager, Subcontractors, and material or equipment suppliers, as well as OWNER's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service solely and exclusively for use in performing services or construction for the Project, subject to the following limitations: (1) OWNER acknowledges that such Documents are not intended or represented to be suitable for use on the Project unless completed by C2AE, or for use or reuse by OWNER or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by C2AE; (2) any such use or reuse, or any modification of the Documents, without written verification, completion, or adaptation by C2AE, as appropriate for the specific purpose intended, will be at OWNER's sole risk and without liability or legal exposure to C2AE or to its officers, directors, employees, and sub-consultants; (3) OWNER shall indemnify and hold harmless C2AE and its officers, directors, employees, and sub-consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the Documents without written verification, completion, or adaptation by C2AE; and (4) such limited license to OWNER shall not create any rights in third parties. C2AE and OWNER warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

M. Construction Activities: Neither the professional activities of C2AE nor the presence of C2AE or its employees and sub-consultants at a project site shall relieve the Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the work in accordance with the Contract Documents and any health or safety precautions required by any regulatory agencies. C2AE and its personnel have no authority to approve construction change orders or to issue stop work orders. C2AE and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. OWNER agrees that the Contractor shall be solely responsible for jobsite safety and warrants that this intent shall be carried out in OWNER's contract with the Contractor. OWNER also agrees that OWNER and C2AE and its sub-consultants shall be included as indemnified parties by the Contractor in OWNER-Contractor agreement and shall be made additional insureds under the Contractor's policies of general liability insurance.

## **C2AE Standard Owner-A/E Contract Provisions, 2024**

N. Hazardous Materials: As used in this Agreement, the term *hazardous materials* shall mean any substances, including but not limited to asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the project site. Both parties acknowledge that C2AE's Scope of Services does not include any services related to the presence of any hazardous or toxic materials. In the event C2AE or any other party encounters any hazardous or toxic materials, or should it become known to C2AE that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of C2AE's services, C2AE may, at its option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until OWNER retains appropriate consultants or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations. OWNER agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless C2AE, its officers, directors, employees and sub-consultants (collectively, C2AE) from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability or any other cause of action, except for the sole negligence or willful misconduct of C2AE.

O. Opinions of Probable Construction Cost: When in the Scope of Services C2AE provides opinions of probable construction cost, OWNER understands that C2AE has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that C2AE's opinions of probable construction costs are made on the basis of C2AE's professional judgment and experience. C2AE makes no warranty, express or implied, that the bids or the negotiated cost of the work will not vary from C2AE's opinion of probable construction cost.

P. Distribution of Digital Documents: When in the Scope of Services C2AE provides digital information extracted from its Instruments of Service to OWNER or to others on behalf of OWNER, the recipient of the information will be required to agree to C2AE's Release of Electronic Documents Agreement, including compensation for C2AE to prepare the files. Under no circumstances shall delivery of electronic files by C2AE be deemed a sale, and C2AE makes no warranties, either express or implied, of merchantability and fitness of electronic files for any particular purpose. In no event shall C2AE be liable for any loss of profit or any consequential damages as a result of OWNER's or other's use or reuse of these electronic files.

Q. Record Documents: When identified in the Scope of Services and upon completion of the work C2AE shall compile for and deliver to OWNER a reproducible set of Record Documents based upon the marked-up record drawings, addenda, change orders and other data furnished by the Contractor. These Record Documents will show significant changes made during construction. Because these Record Documents are based on unverified information provided by other parties, which C2AE shall assume will be reliable, C2AE cannot and does not warrant their accuracy.

R. Design Without Construction Administration: When the Scope of Services does not include substantial involvement in project observation or review of the Contractor's performance or other construction phase services, OWNER assumes all responsibility for interpretation of the Contract Documents and for construction observation, and OWNER waives any claims against C2AE that may be in any way connected thereto. In addition, OWNER agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless C2AE, its officers, directors, employees and sub-consultants against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments or changes made to the Contract Documents to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of C2AE.

## **C2AE Standard Owner-A/E Contract Provisions, 2024**

S. On-site Construction Observation: When the Scope of Services includes part-time or full-time on-site project representation in order to observe the progress and quality of the work completed by the Contractor such observation is not intended to be an exhaustive check or a detailed inspection of the Contractor's work but rather is to allow C2AE, as an experienced professional, to become generally familiar with the work in progress and to determine, in general, if the work is proceeding in accordance with the Contract Documents. Such observation shall include keeping OWNER informed about the progress of the work and C2AE shall endeavor to guard OWNER against deficiencies in the work. In any case, C2AE shall not supervise, direct or have control over the Contractor's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor in accordance with the Contract Documents. Finally, C2AE shall not be responsible for any acts or omissions of the Contractor, sub-contractor, any entity performing any portions of the work, or any agents or employees of any of them and does not guarantee the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its work in accordance with the Contract Documents or any applicable laws, codes, rules or regulations.

# Memo

**To:** Whitewater Township Board of Trustees  
**CC:** None  
**Date:** 3.27.2024  
**Re:** Planning Commission Annual Report

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Board Members –


While some may consider the Planning Commission Annual Report a receive and file document, I believe a strong argument can be made for the board to discuss it in an opening meeting. This should provide the opportunity for each board member to make notes, develop questions and increase their understand of what the Planning Commission does for the township.

I hope you will agree.

Motion One - to discuss the Whitewater Township Planning Commission Annual report for 2023.

Motion two - to receive and file the Whitewater Township Planning Commission Annual Report  
for 2023.

Respectfully submitted,



Recording Secretary  
Whitewater Township FOIA Coordinator  
Supervisor, Whitewater Township





# WHITEWATER TOWNSHIP

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

TO: Whitewater Township Board  
FROM: Whitewater Township Planning Commission  
DATE: March 08, 2024  
RE: Planning Commission Annual Report - 2023

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The Planning Commission (PC) is a body of seven members comprised of six appointed officials and one member of the Board of Trustees. It is created pursuant to The Michigan Planning Enabling Act of 2008 (MPEA) and Whitewater Township Ordinance 42. The PC holds regular monthly meetings on the first Wednesday of the month. The PC is tasked with all responsibilities contained in the MPEA, including reviewing applications for site plan review, special land uses, planned unit developments, and rezonings. The PC is also required to hold necessary public hearings for zoning text amendments and is entrusted to incorporate the application of policies initiated in the Whitewater Township Master Plan while reviewing development decisions.

## PURPOSE OF THE ANNUAL REPORT

The Michigan Planning Enabling Act contains language of the requirement of the PC to prepare an annual report to the Board of Trustees: "A planning commission shall make an annual written report to the legislative body related to planning and development." Benefits of the annual report include increased information sharing between staff, boards, commission, and the governing body, as well as allowing for anticipating upcoming issues and priorities to prepare and budget accordingly.

<b>MEMBERSHIP</b>	<b>TERM EXPIRES</b>	<b>OF NOTE</b>
Rachel Steelman, Chair	12/31/2024	Resignation effective 03/15/2024
Al Keaton, Vice Chair	12/31/2026	Reappointed 12/12/2023
Mike Jacobsen, Secretary	12/31/2024	
Heidi Vollmuth, Board Rep.	11/30/2024	
Carlyle Wroubel	12/31/2025	
Keith DeYoung	12/31/2025	
Linda Slopsema	12/31/2026	Appointed 09/12/23, reappointed 12/12/2023
Rod Rebant	12/31/2023	Resigned 07/11/2023

## II. ZONING ADMINISTRATOR:

### Whitewater Township Zoning Annual Report – 2023

---

#### ZONING

Rather than breaking it down by the exact numbers, it is most important to realize several important trends which were prevalent in the past and continued into this year. Single family home permits are steadily on the rise – this is indicative of a community that is not built out and is still ‘developing’. Agricultural land continues to be divided for the purpose of providing additional parcels which are able to be built upon. In the calendar year 2023, there were 14 ‘new’ parcels added in Whitewater Township.

The Zoning Administrator receives numerous inquiries about development potential of certain properties, mostly along the M-72 corridor between the eastern township boundary near the casino, westward to about Cook Road. This area involves vast areas of the Commercial, Village, Industrial, and R3-Residential zoning districts. One might surmise that there is interest being expressed in this geographical location for just that purpose – potential development to meet area needs.



#### PLANNING

Planning (and planning properly) is the ‘backbone’ of Whitewater Township – great strides have been made towards not only the update of the Whitewater Township Master Plan, but also the reorganization of the Zoning Ordinance into a more user-friendly document. Successful community engagement has been demonstrated and is expected to result in a superb document that is community supported. As the planning commission ventures into goal setting, an attachment to this report: *Implementing Community Vision* is for everyone’s review to help keep us on track.

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#### ZONING BOARD of APPEALS

The Zoning Board of Appeals meets when necessary. While most are familiar with typical ‘dimensional’ variances involving setback constraints, they are charged with many more responsibilities. More often during this past year, the Zoning Board of Appeals was asked to address issues involving nonconforming situations (see attached issue of *Planning and Zoning News*).<sup>1</sup> It is hoped that in the future, nonconforming issues and how to deal with them will be addressed in greater detail in the zoning ordinance.

Robert (Bob) Hall

A handwritten signature in blue ink that reads "Robert Hall".

Zoning Administrator

*Let us not confuse information with knowledge*

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<sup>1</sup> Reprinted with permission of the editor / author

**III. ZONING - PERMIT ACTIVITY:**

▪ Special Use	1	(Major Home Occupation – Myrtle and Maudes)
▪ PUD	0	
▪ Site Plan Review	0	
▪ Subdivision/Site Condo	0	
▪ Land Use Permits:		
➢ New Dwellings	16	
➢ Residential Additions	7	
➢ Accessory Buildings	21	
➢ Other	7	(Examples; fence, roof, deck, gazebo, structural alts., etc.)
➢ Land Division Apps	7	
➢ ZBA Cases	4	(includes 1 referred by the TB)
➢ Demolition	1	

**IV. MASTER PLAN:**

Significant progress was made on the Whitewater Township Master Plan in 2023. By year-end, the planning process had produced a draft of chapters 1-5, a new community survey, a community open house, and a planning workshop. The survey had a high response rate, and both in-person community outreach efforts were well attended. Between 80 and 100 people attended the open house, and about 60 attended the workshop. Written evaluations received from participants at the workshop documented favorable reviews and impressions. The PC is delighted that the planning process has been open, transparent, and collaborative.

With public outreach efforts completed in November, work has progressed toward developing a complete draft Master Plan. This complete draft is expected on or before the end of March 2024. The PC will then review this document and make edits. After the PC accepts the draft, we expect the process to proceed with the required statutory adoption steps and look forward to adoption later in 2024.

The planning process was supported by creating a Resident Outreach Subcommittee (ROS) that included PC members and members of the community at large. This group did terrific work on the community survey and organizing and conducting the public planning events. North Place Planning, Networks Northwest (community survey), and LIAA (open house and workshop) have also supported the planning process.

Recently, Michigan Geomatics was hired to convert all the legal descriptions contained in the current zoning ordinance to a graphic form. This graphic form will be an official Zoning Map that will be an integral part of the Master Plan.

## **V. ZONING UPDATE PROJECT:**

Work on the Zoning project continues. The PC is focused on clarifying requirements, and considerable effort has gone into reviewing past amendments to ensure they are included in new material. North Place Planning is systematically reviewing material previously produced by Muni-code and comparing it to printed documents and other provided materials. Zoning Text is also being reorganized to provide a more logical sequence and code organization. Recently, Michigan Geomatics was hired to convert all the legal descriptions contained in the current zoning ordinance to a graphic form. This graphic form will be an official Zoning Map that will be an integral part of the Zoning Ordinance.

## **VI. MEETINGS:**

- The PC held 12 regular meetings and 4 special meetings.
- The PC hosted 2 joint meetings with the Township Board (TB), enhancing communication, productivity, and teamwork.
- The PC appointed a Resident Outreach Subcommittee (ROS) to assist with Master Plan outreach, and they met a total of 12 times outside of regular PC meetings.
- The PC appointed a Special Subcommittee to assist with preparation for our first Joint TB and PC meeting who met twice.

## **VII. TRAININGS:**

- Most PC agenda packets included educational materials on and/or opportunities to attend education regarding relevant topics.
- Randy Mielnik of North Place Planning provided several resources and PPT's to educate the PC at our meetings throughout the year.
- The PC hosted a "movie and popcorn" night for the commission and public regarding "Understanding Your Role As A Planning Commissioner," recorded by Dickinson Wright, PLLC
- Physical copies of the General Ordinance and Zoning Ordinance were printed, put in 3-ring binders, and given to the Planning Commissioners.
- Rachel and Heidi attended a Wexford County seminar put on by Michigan State University (MSU) Extension, titled Planning Commission Roles, and Responsibilities of Extraordinary Governance.
- Rachel completed MSU Extension's Citizens Planner course.
- Heidi and Linda began MSU Extension's Citizens Planner course.
- Heidi listened to an MSU Extension podcast regarding Land Division and watched a video on "The essentials of being a ZBA member" by Dickinson Wright PLLC
- Carl completed 2 MSU Extension courses Online; Introduction to Lakes and ZBA On-Line Certificate Course.
- Mike attended an in-person training in Gaylord, presenting by Steve Langworthy from Michigan Townships Association (MTA) called Breaking the Zoning Code.

**VIII. 2024 GOALS:**

- Continuing education through reading material, subject matter expert presentations, group training, individual Online courses, and/or in-person training.
- Adoption of the Whitewater Master Plan
- Completion of the Zoning update project and adoption of a user-friendly Zoning Ordinance
- Once the PC has an adopted Zoning Ordinance, amendments will be prioritized and updated to better align with the Master Plan.

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## Agenda Item

1 message

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**firechief@whitewatertownship.org** <firechief@whitewatertownship.org>  
To: Ron Popp <supervisorwhitewater@gmail.com>

Tue, Mar 19, 2024 at 4:25 PM

Please see the attached agenda item for our March packet.

Thank you,



BRANDON FLYNN  
FIRE CHIEF

231-267-5969

[fire chief@whitewatertownship.org](mailto:firechief@whitewatertownship.org)

Whitewater Township Fire Department  
8380 Old M 72, PO Box 9  
Williamsburg, MI 49690

[www.whitewatertownship.org](http://www.whitewatertownship.org)

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 **Lucas\_GLFD.pdf**  
219K



# WHITewater TOWNSHIP FIRE DEPARTMENT

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8380 OLD M-72 ♦ PO Box 9 ♦ WILLIAMSBURG, MICHIGAN 49690 ♦ 231.267.5969 ♦ FIRECHIEF@WHITewaterTOWNSHIP.ORG

## MEMO

**To:** Whitewater Township Board

**From:** Fire Chief Brandon Flynn

**Date:** March 19, 2024

**Subject:** Sale of the LUCAS 2 Resuscitation Device

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Chief Flynn is requesting permission to sell the Fire Departments LUCAS 2 Resuscitation Device to Green Lake Township Fire Department for \$3000.00

At one time, this department had three Physio-Control LUCAS 2 chest compression devices. One was located on our primary MMR transporting unit, one is kept on Engine 3 and the third was in storage as a back-up.

In 2019, the spare device was sold to Peninsula Township and more recently MMR replaced the ambulance's device with a new LUCAS 3 device. I am asking permission from the Township Board to sell this device to Green Lake Township Fire Department for use on their back-up ambulance and to use for educational purposes at the Regional Training Center.

Selling this LUCAS 2 device will still leave the Whitewater Township Fire Department with one device that will remain on Engine 3.

### Possible Motion:

I motion to allow the Interim Fire Chief to sell the LUCAS 2 Resuscitation Device, Serial number 30123979 to Green Lake Township Fire Department in the amount of \$3000.00.



Committed to proudly serving the community with professionalism and integrity.

# Memo

**To:** Whitewater Township Board of Trustees  
**CC:** None  
**Date:** 5.01.2024  
**Re:** Annual Insurance renewal

---

Board Members –

This business item is presented to allow board members to discuss the annual insurance policy.

Motion to approve Municipal Underwriters of West Michigan invoice number 4737 dated 5.2.2024 in the amount of \$50,370.00 for insurance coverage 6.01.2024 to 6.01.2025 for Whitewater Township.

Respectfully submitted,



Recording Secretary  
Whitewater Township FOIA Coordinator  
Supervisor, Whitewater Township





Ron Popp <supervisorwhitewater@gmail.com>

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## Emailing: Whitewater Revised quote 2024

1 message

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**Paul Olson** <polson@muwm.net>  
To: "Cheryl A. Goss" <clerk@whitewatertownship.org>  
Cc: Ron Popp <supervisorwhitewater@gmail.com>

Thu, May 2, 2024 at 5:34 PM

Your message is ready to be sent with the following file or link attachments:  
Whitewater Revised quote 2024

Cheryl and Ron enclosed you will find your [revised premium](#) with the auto changes the 2024 is added at \$250,000 as the chief requested. The addition and deletion of the two old vehicles provided a net increase of \$1,579.00. The first quote was \$49,151.00. The revised quote is \$50,730.00. The new proposal reflects these changes. I am here to answer any questions. Thank you.

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

--

Paul Olson  
Municipal Underwriters of West Michigan  
4171 Wolverine Drive  
Williamsburg, MI 49690  
Toll Free: 888-883-6391  
Local: 231-421-5008  
Fax: 231-421-3509

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 **Whitewater Revised quote 2024.pdf**  
1245K



Ron Popp <supervisorwhitewater@gmail.com>

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## Request for agenda item April 2024

1 message

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**Ardella M Benak** <treasurer@whitewatertownship.org>  
To: Ron Popp <supervisorwhitewater@gmail.com>

Tue, Mar 19, 2024 at 3:35 PM

Ron

Attached is a memo and documentation for Clean Up Day 2024 that I would like added to our April packet. Let me know if you need any additional information.

*Ardella M. Benak*

**Whitewater Township Treasurer**

**5777 Vinton Rd.**

**PO Box 100**

**Williamsburg, MI 49690**

**231-267-5141 ext. 22**

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 **2024 Clean-Up Day TB Memo.pdf**  
307K

# Memo

To: Board Members  
From: Ardella M. Benak, Treasurer  
Date: March 19, 2024  
Re: Clean-up Date & Vendor information

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## History – Hauler Rates

- 2021 - 250 Compacted yards @ \$47.00 per = \$11,750.00 (American Waste/GFL)
  - 2022 - 270 Compacted yards @ \$29.79 per = \$ 8,042.50 (Bay Area Disposal)
  - 2023 – 390 Compacted yards @ \$30.45 per = \$11,875.50 (Bay Area Disposal)
- 

## Vendors Contacted for 2022

### **Erickson Salvage** - Don Erickson, 231-267-5955

- Takes all scrap metal, (this cuts down on the yardage)
- Provides personnel to help unload heavy items
- Takes items with Freon still in them without charge
- 15 Trailer loads of scrap metal hauled away by Erickson Salvage for 2023.

**GFL/American Waste** - Dylan Wimberley, 231-943-8088. GFL will provide 6 trucks with the man power to help unload trailers. GFL has quoted me a price of **\$43.00 per compacted cubic yard @ 390 (2023) = \$16,770. Portal to portal charge of \$5,400 and a Fuel Surcharge of 25% of total charges (new) \$5,542.50 for a grand total of approximately \$22,312.50.**

**Bay Area Disposal** – Kris Wood, 231-709-5895. Bay Area Disposal is located in Interlochen. This company does not have trucks, they have 30 yard containers. Each container is capable of holding 5 tons if compacted. His suggestion would be to for 13 containers, (2023 ), and an excavator on site to compact the containers down. He would supply 8 people for unloading trailers.

\* Basic setup would be 13 containers at \$800 per \$10,400, and a crew for \$1,800. Estimated cost of \$12,200. Each dumpster will include 5 tons of debris. If we go over in weight, it will be \$120 per ton.

**Date Available: Board should vote ASAP so we can lock down the date and the Vendor**

Bay Area Disposal                      June 8, 2024 or June 15, 2024  
GFL/American Waste                      June 22, 2024

**An appropriate motion: Motion to Set clean-up day for 2024 as June , 2024 from 8:00am to 12:00pm.**

---

**An appropriate motion: Motion to contract with Bay Area Disposal for 2024 Annual Clean-up Day services at \$800 per container, estimated to 13 containers and \$1,800 for labor. Total estimated cost of \$12,200.00.**

## Ardella M Benak

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**From:** Traverse City Dumpster Rental Bay Area Disposal <[tcbayareadisposal@gmail.com](mailto:tcbayareadisposal@gmail.com)>  
**Sent:** Wednesday, March 13, 2024 12:12 PM  
**To:** Ardella M Benak <[treasurer@whitewatertownship.org](mailto:treasurer@whitewatertownship.org)>  
**Subject:** Re: 2024 Clean Up Day

Hi Ardella,

Thank you for reaching out!

The labor cost would be comparable to last year, \$1800.00

Last year we did \$775 per 30yd dumpster, our costs have gone up a bit in the last year so we would set the price for \$800 per 30yd dumpster this year. As of right now both of those days work for us!

Please let me know if you have any other questions!

Thank you!

Office Administrator  
Bay Area Disposal  
[tcbayareadisposal@gmail.com](mailto:tcbayareadisposal@gmail.com)

Office: 231-218-0763

On Tue, Mar 12, 2024 at 3:42 PM Ardella M Benak <[treasurer@whitewatertownship.org](mailto:treasurer@whitewatertownship.org)> wrote:

Hi Kris,

Looking for a price on our Township Clean Up Day for 2024. I've attached your invoice from 2023. Are you interested in putting a quote in for 2024. It will be for the same number of containers, workers and location. Dates to consider are June 8<sup>th</sup> or June 15<sup>th</sup>. If you can get me a quote for 2024 sometime this week or early next, I will be able to include it in our budget work sessions and into the April board packet for approval. I'm looking forward to hearing back from you and getting all the details set.

Thank you

*Ardella M. Benak*  
Whitewater Township Treasurer  
5777 Vinton Rd.  
PO Box 100  
Williamsburg, MI 49690  
231-267-5141 ext. 22

**Bay Area Disposal**  
 18657 Honor Highway  
 Interlochen, Michigan 49643  
 (231) 218-0763  
 tcbayareadisposal@gmail.com



**Bay Area Disposal**

*Proposed 2024*

**Bill To:**  
 Whitewater Township

**Invoice No:** 743  
**Invoice Date:** 06/14/2023  
**Due Date:** 07/14/2023

**Contact Information**

(231) 409-4578  
 treasurer@whitewatertownship.org

**Line Items**

DESCRIPTION	QUANTITY	RATE	AMOUNT	
<b>30 Yard Dumpster Rate</b> 13 dumpsters at 30 yard per dumpster for a grand total of 390 yards of waste hauled. <b>Service Date:</b> 06/14/2023	13	<i>800.00</i> \$775.00	\$10,075.00	<i>2024</i> <i>10,400.00</i>
<b>Miscellaneous Fees</b> Labor costs. <b>Service Date:</b> 06/14/2023	1	\$1,800.00	\$1,800.00	<i>1,800.00</i>
		Subtotal	\$11,875.00	
		<b>Total</b>	<b>\$11,875.00</b>	<i>12,200.00</i>

**Payments & Refunds**

DATE	DETAILS	AMOUNT
06/26/2023	<b>Check</b> Check Number #049316 Whitewater Township	\$11,875.00
	<b>Total Paid</b>	<b>\$11,875.00</b>

Balance Due  
**\$0.00**

**Terms and Conditions**

The 30-yard dumpsters will be rented for the price of \$775 each and that price will include the excavator to pack them. If we base our estimates on 250 compacted yards of waste as in previous years we are expecting to have somewhere between 8 and 10



03/19/2024

Ms Ardella M. Benak - Treasurer  
Whitewater Township  
PO box 100  
Williamsburg, MI 49690

Dear Ardella,

We are in the process of finalizing our township cleanup dates for the upcoming 2023 season.

The scheduled date for Whitewater township will be as follows:

June 22<sup>nd</sup>, 2024 from 8:00am to 12:00pm

*only Date Avail.*

The billing rates for 202<sup>4</sup> will be as follows:

Portal to portal: 6 Trucks \$200.00 per hour x 4.5 hrs x 6 Trucks = 5,400

MSW - (Trash) will be: 390 (2023) \$43.00 per compacted yard 16,770.00

Fuel Surcharge: 25% of total charges  $22,170.00 \times 25\% = 5,542.50$

Thank You for the opportunity in providing these services for you, as we are looking forward to the upcoming 2023 season.

If you have any questions, please contact me at the office at 231-943-8088.

Regards,  
Josh Tracey  
General Manager I

*Total Estimated  
Charges  
\$22,312.50*

We the undersign officials would like to confirm and accept this proposal as noted above.

X \_\_\_\_\_ X \_\_\_\_\_

Date Accepted \_\_\_\_\_

Please return a copy of this signed proposal to:

By mail:  
ATTN: Dylan Wimberley  
280 Hughes Dr,  
Traverse City, MI 49696

By email: [dwimberley@gflenv.com](mailto:dwimberley@gflenv.com)

## MEMO

**To:** Whitewater Township Board  
**From:** Cheryl A. Goss, Clerk  
**Date:** 05/02/2024  
**Re:** **Resolution No. 24-11 Request for Township Approval of On-Premises Quota License – Tramonto Hospitality LLC**

---

Recently, Attorney Cortney S. Danbrook contacted me about the process for getting a new on-premises liquor license approved by the township. Ms. Danbrook represents Tramonto Hospitality LLC, operator of the new High Pointe Golf Club. She subsequently submitted all of the attached documentation and requested to be placed on the 05/14/2024 township board agenda for determination.

On 09/18/2001, Whitewater Township was notified by the Michigan Liquor Control Commission that, per the 2000 Census figures, the township had two on-premises liquor licenses available. (letter attached)

Currently, Mr. C's is the only establishment in the township which holds an on-premises license.

An appropriate motion would be: **Motion to adopt Resolution No. 24-11.**

###



State of Michigan  
John Engler, Governor

Department of Consumer & Industry Services  
Kathleen M. Wilbur, Director

Liquor Control Commission  
7150 Harris Drive  
P.O. Box 30005  
Lansing, Michigan 48909-7505  
(517) 322-1345

September 18, 2001

Whitewater Township Board  
Clerk  
P.O. Box 159  
Williamsburg, Michigan 49690-0159

Dear Clerk:

This is correspondence in regard to the federal decennial census counts for Michigan Cities, Villages, and Townships conducted on April 1, 2000 for determination of the population.

Pursuant to certification received from the Michigan Information Center, our records have been amended to reflect that the population of Whitewater Township, Grand Traverse County is 2,467; and the quota based upon said population is two (2).

This adjustment has therefore created one additional opening for a new full year on-premises license under the quota provision. Please mark your records accordingly.

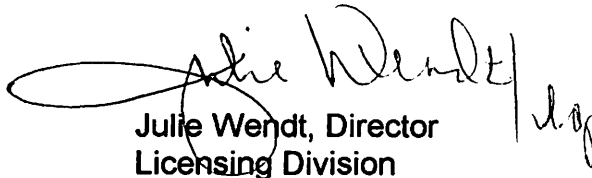
If your Honorable Body intends to approve the issuance of the additional license(s) in your governmental unit, please forward your decision in the form of a resolution certified by the Clerk as the official proceedings of a regular or special meeting, with date of meeting indicated. The resolution should specify which applicant you recommend "above all others" for the two available licenses. The applicant name, type of license being applied for and location should also be indicated.

Enclosed is a resolution form for your convenience.

If you have any questions, please call the Escrow/Quota Unit of Licensing at (517) 322-1400.

Very truly yours,

MICHIGAN LIQUOR CONTROL COMMISSION

  
Julie Wendt, Director  
Licensing Division

lg  
enclosure





**Local Government Approval**  
(Authorized by MCL 436.1501)

**RESOLUTION NO. 24-11**

**Instructions for Applicants:**

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

**Instructions for Local Legislative Body:**

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a Regular meeting of the Whitewater Township council/board  
(regular or special) (name of township, city, village)  
called to order by \_\_\_\_\_ on May 14, 2024 at \_\_\_\_\_  
(date) (time)  
the following resolution was offered:

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the application from Tramonto Hospitality LLC  
(name of applicant - if a corporation or limited liability company, please state the company name)

for the following license(s): New Class C Liquor License and Related Permits  
(list specific licenses requested)

to be located at: 7640 Doak Way (PID:13-005-019-01)

and the following permit, if applied for:

Banquet Facility Permit Address of Banquet Facility: \_\_\_\_\_

It is the consensus of this body that it Recommends this application be considered for  
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are \_\_\_\_\_

**Vote**

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the Whitewater Township  
council/board at a Regular meeting held on May 14, 2024 (name of township, city, village)  
(regular or special) (date)

\_\_\_\_\_  
Print Name of Clerk

\_\_\_\_\_  
Signature of Clerk

\_\_\_\_\_  
Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission  
Mailing address: P.O. Box 30005, Lansing, MI 48909  
Overnight packages: 2407 N. Grand River, Lansing, MI 48906  
Fax to: 517-763-0059



DANBROOK  
ADAMS  
RAYMOND

CORTNEY S. DANBROOK

ATTORNEY

231.714.0163

[cdanbrook@darlawyers.com](mailto:cdanbrook@darlawyers.com)

Also licensed in Montana

April 29, 2024

**VIA EMAIL**

Whitewater Township  
Attn. Ms. Cheryl A. Goss, Township Clerk  
5777 Vinton Road  
PO Box 159  
Williamsburg, MI 49690

RE: Tramonto Hospitality LLC  
Application for New Class C Liquor License  
Request for Township Approval of On-Premises Quota License

Dear Ms. Goss:

Our firm represents Tramonto Hospitality LLC (“Tramonto”) with respect to its liquor license matters. Tramonto will be submitting an application to the Michigan Liquor Control Commission (“MLCC”) for issuance of a new Class C liquor license (the “Liquor License”) to allow on-premises consumption of beer, wine and liquor. In connection with Tramonto’s application to the MLCC, approval from Whitewater Township is required for issuance of a new on-premises liquor license available under the Township’s quota numbers. In support of this request, enclosed is the following background and requisite documentation:

1. Tramonto, a Michigan limited liability company, will own the Liquor License and operate at a newly constructed building located within Whitewater Township, as part of High Pointe Golf Club (“High Pointe”).
2. High Pointe is a private, membership-based national golf course with construction nearing completion on the reincarnation and revival of the original High Pointe Golf Course designed by renowned golf course architect and Traverse City resident, Tom Doak.

P 231.714.0157

F 231.714.0171

625 Second Street  
Traverse City, MI 49684

[darlawyers.com](http://darlawyers.com)

3. The newly constructed clubhouse will be approximately 9,400 square feet, and located on Parcel 13-005-019-01, which is owned by High Pointe Holdings, LLC. The attached site plans confirm the layout and location of the clubhouse on the property.
4. The physical address for the clubhouse is 7640 Doak Way, and will be accessed from Moore Road as depicted on the attached plans.
5. The clubhouse will offer the members of High Pointe a traditional indoor and outdoor restaurant dining experience, with a full selection of food, non-alcoholic and alcoholic beverage options for consumption on-premises.
6. The clubhouse will operate consistent with the schedule and hours of operation for High Pointe, which will be open to serve members from 8:00 a.m. to 10:00 p.m. daily, from early May until late October.

The sale of beer, wine and liquor for consumption on-premises is a standard offering at golf courses throughout the region, and an expected amenity available to patrons of those courses. As a travel destination, High Pointe has made a significant investment in the community and securing a liquor license is critical to the sustainability of its business model. High Pointe's continued viability not only fuels job creation, but serves as an economic driver for local restaurants, hotels and retail stores. It also ensures that local businesses, vendors and contractors are the primary beneficiaries of its operational cash outlays for goods and services, keeping those dollars within the northern Michigan region.

Upon approval by Whitewater Township, the Licensing and Enforcement Division of the MLCC will review Tramonto's application and all supporting documents to ensure the requirements for issuance of the Liquor License have been met. Once licensed, Tramonto must observe all liquor laws and rules as set forth in the Liquor Control Code statutes and administrative rules established by the MLCC. Tramonto is also required to comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules and ordinances as determined by the state and local law enforcement officials with appropriate jurisdiction.

Enclosed for the Township's consideration of Tramonto's request for approval of a new Class C on-premises liquor license is the MLCC's Local Government Approval Form (LCC-106). Once approved by the Township, Tramonto will provide a copy to the MLCC with its complete application.

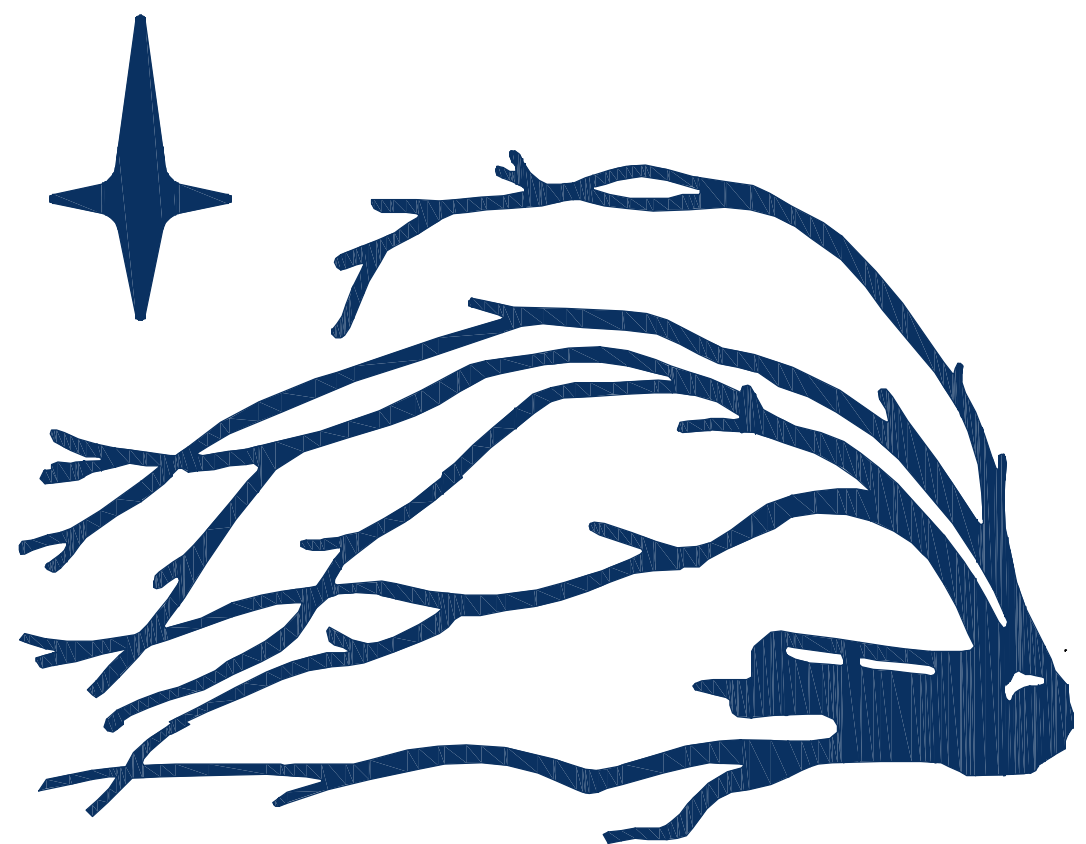
Thank you again for your assistance in advancing this request. Please contact me with questions or if you require any additional information.

Regards,

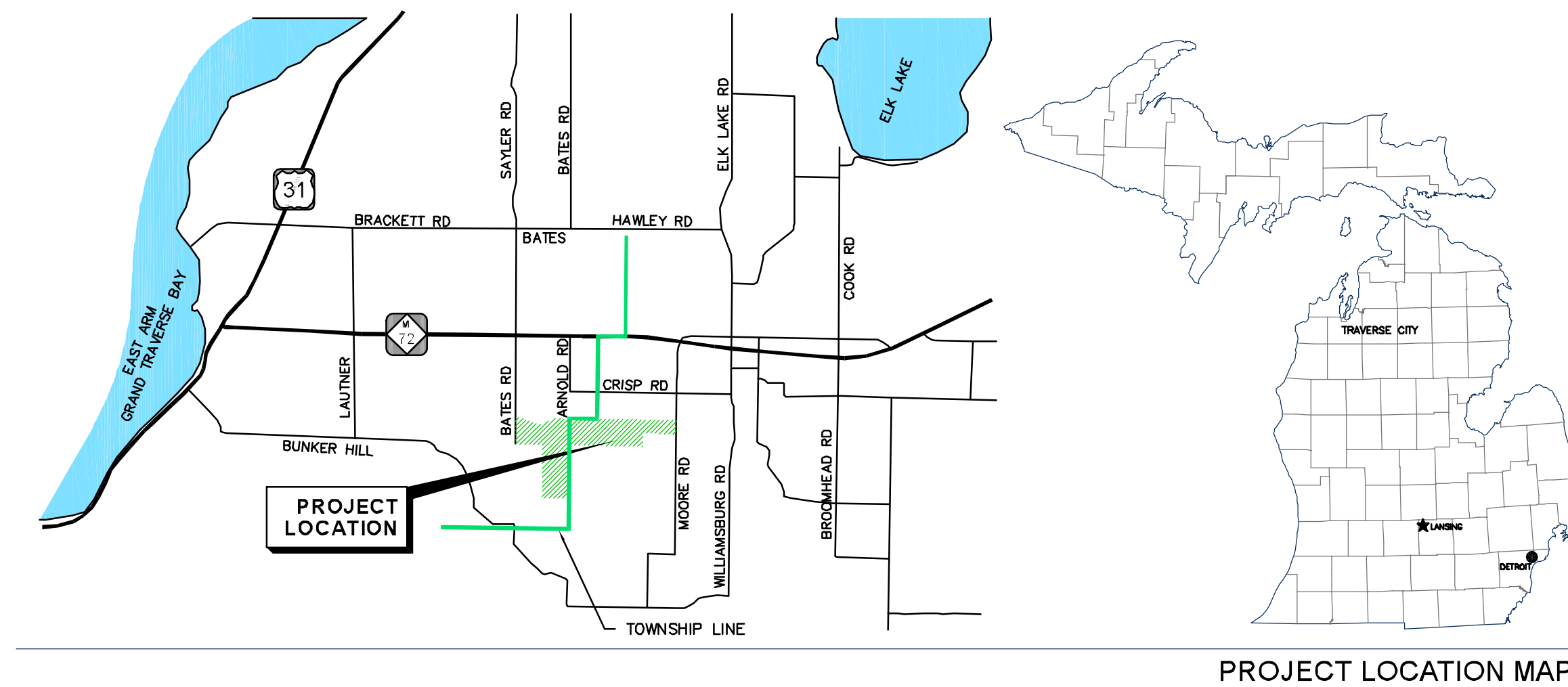
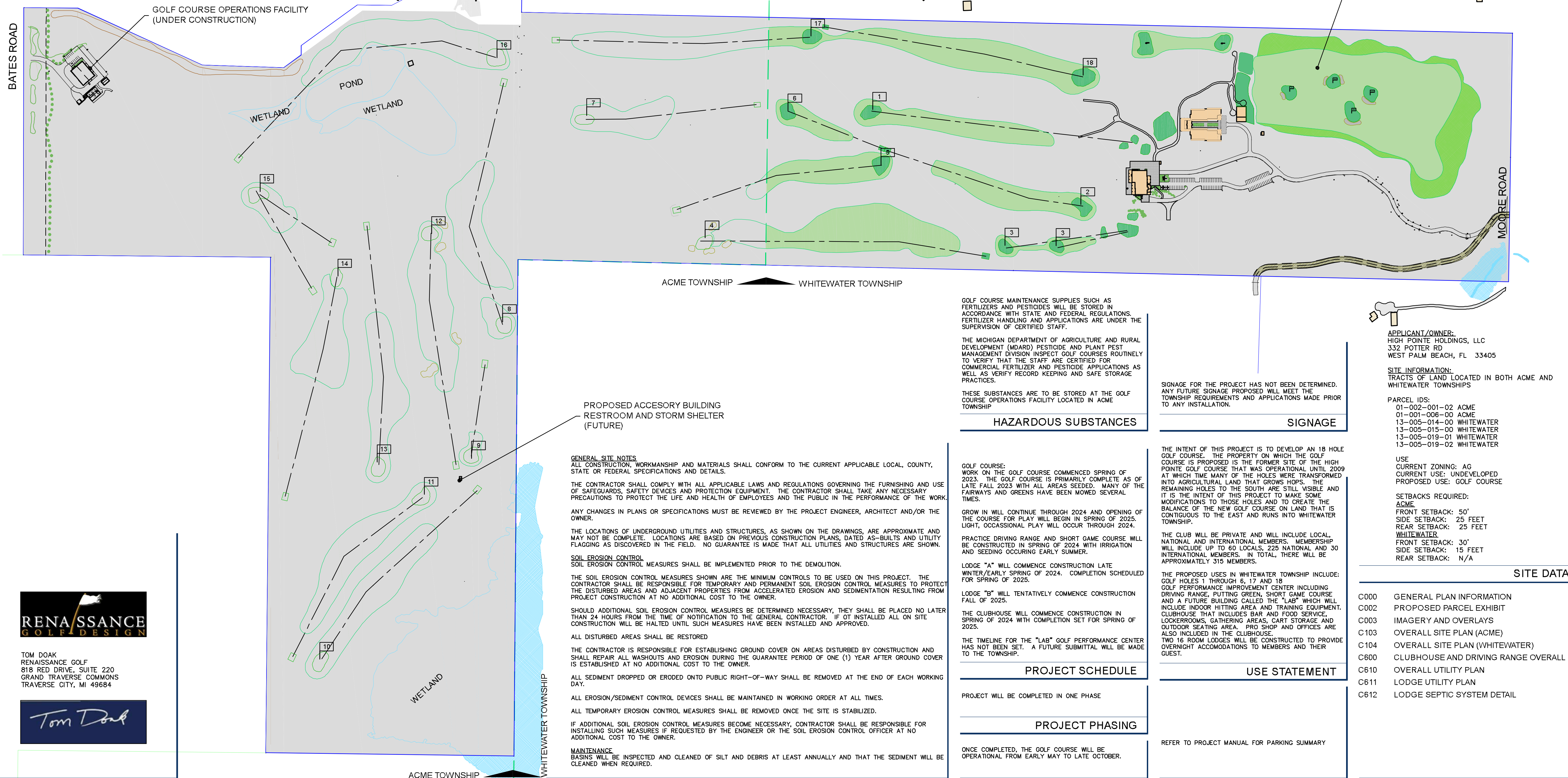


Cortney S. Danbrook





# HIGH POINTE GOLF CLUB



**RENAISSANCE GOLF DESIGN**

TOM DOAK  
RENAISSANCE GOLF  
818 RED DRIVE, SUITE 220  
GRAND TRAVERSE COMMONS  
TRAVERSE CITY, MI 49684

*Tom Doak*

GOLF COURSE ARCHITECT

FORMER CLUBHOUSE

GOLF COURSE OPERATIONS FACILITY (UNDER CONSTRUCTION)

WETLAND

POND

DRIVING RANGE

PROPOSED ACESORY BUILDING  
RESTROOM AND STORM SHELTER (FUTURE)

**GENERAL SITE NOTES**  
ALL CONSTRUCTION, WORKMANSHIP AND MATERIALS SHALL CONFORM TO THE CURRENT APPLICABLE LOCAL, COUNTY, STATE OR FEDERAL SPECIFICATIONS AND DETAILS.

THE CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE LAWS AND REGULATIONS GOVERNING THE FURNISHING AND USE OF SAFEGUARDS, SAFETY DEVICES AND PROTECTION EQUIPMENT. THE CONTRACTOR SHALL TAKE ANY NECESSARY PRECAUTIONS TO PROTECT THE LIFE AND HEALTH OF EMPLOYEES AND THE PUBLIC IN THE PERFORMANCE OF THE WORK.

ANY CHANGES IN PLANS OR SPECIFICATIONS MUST BE REVIEWED BY THE PROJECT ENGINEER, ARCHITECT AND/OR THE OWNER.

THE LOCATIONS OF UNDERGROUND UTILITIES AND STRUCTURES, AS SHOWN ON THE DRAWINGS, ARE APPROXIMATE AND MAY NOT BE COMPLETE. LOCATIONS ARE BASED ON PREVIOUS CONSTRUCTION PLANS, DATED AS-BUILTS AND UTILITY FLAGGING AS DISCOVERED IN THE FIELD. NO GUARANTEE IS MADE THAT ALL UTILITIES AND STRUCTURES ARE SHOWN.

**SOIL EROSION CONTROL**  
SOIL EROSION CONTROL MEASURES SHALL BE IMPLEMENTED PRIOR TO THE DEMOLITION.

THE SOIL EROSION CONTROL MEASURES SHOWN ARE THE MINIMUM CONTROLS TO BE USED ON THIS PROJECT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR TEMPORARY AND PERMANENT SOIL EROSION CONTROL MEASURES TO PROTECT THE DISTURBED AREAS AND ADJACENT PROPERTIES FROM ACCELERATED EROSION AND SEDIMENTATION RESULTING FROM PROJECT CONSTRUCTION AT NO ADDITIONAL COST TO THE OWNER.

SHOULD ADDITIONAL SOIL EROSION CONTROL MEASURES BE DETERMINED NECESSARY, THEY SHALL BE PLACED NO LATER THAN 24 HOURS FROM THE TIME OF NOTIFICATION TO THE GENERAL CONTRACTOR. IF NOT INSTALLED ALL ON SITE CONSTRUCTION WILL BE HALTED UNTIL SUCH MEASURES HAVE BEEN INSTALLED AND APPROVED.

ALL DISTURBED AREAS SHALL BE RESTORED

THE CONTRACTOR IS RESPONSIBLE FOR ESTABLISHING GROUND COVER ON AREAS DISTURBED BY CONSTRUCTION AND SHALL REPAIR ALL WASHOUTS AND EROSION DURING THE GUARANTEE PERIOD OF ONE (1) YEAR AFTER GROUND COVER IS ESTABLISHED AT NO ADDITIONAL COST TO THE OWNER.

ALL SEDIMENT DROPPED OR ERODED ONTO PUBLIC RIGHT-OF-WAY SHALL BE REMOVED AT THE END OF EACH WORKING DAY.

ALL EROSION/SEDIMENT CONTROL DEVICES SHALL BE MAINTAINED IN WORKING ORDER AT ALL TIMES.

ALL TEMPORARY EROSION CONTROL MEASURES SHALL BE REMOVED ONCE THE SITE IS STABILIZED.

IF ADDITIONAL SOIL EROSION CONTROL MEASURES BECOME NECESSARY, CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLING SUCH MEASURES IF REQUESTED BY THE ENGINEER OR THE SOIL EROSION CONTROL OFFICER AT NO ADDITIONAL COST TO THE OWNER.

**MAINTENANCE**  
BASINS WILL BE INSPECTED AND CLEANED OF SILT AND DEBRIS AT LEAST ANNUALLY AND THAT THE SEDIMENT WILL BE CLEANED WHEN REQUIRED.

### NOTES

GOLF COURSE MAINTENANCE SUPPLIES SUCH AS FERTILIZERS AND PESTICIDES WILL BE STORED IN ACCORDANCE WITH STATE AND FEDERAL REGULATIONS. FERTILIZER HANDLING AND APPLICATIONS ARE UNDER THE SUPERVISION OF CERTIFIED STAFF.

THE MICHIGAN DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT (MDARD) PESTICIDE AND PLANT PEST MANAGEMENT DIVISION INSPECT GOLF COURSES ROUTINELY TO VERIFY THAT THE STAFF ARE CERTIFIED FOR COMMERCIAL FERTILIZER AND PESTICIDE APPLICATIONS AS WELL AS VERIFY RECORD KEEPING AND SAFE STORAGE PRACTICES.

THESE SUBSTANCES ARE TO BE STORED AT THE GOLF COURSE OPERATIONS FACILITY LOCATED IN ACME TOWNSHIP

### HAZARDOUS SUBSTANCES

SIGNAGE FOR THE PROJECT HAS NOT BEEN DETERMINED. ANY FUTURE SIGNAGE PROPOSED WILL MEET THE TOWNSHIP REQUIREMENTS AND APPLICATIONS MADE PRIOR TO ANY INSTALLATION.

### SIGNAGE

**GOLF COURSE:**  
WORK ON THE GOLF COURSE COMMENCED SPRING OF 2023. THE GOLF COURSE IS PRIMARILY COMPLETE AS OF LATE FALL 2023 WITH ALL AREAS SEEDED. MANY OF THE FAIRWAYS AND GREENS HAVE BEEN MOWED SEVERAL TIMES.

GROW IN WILL CONTINUE THROUGH 2024 AND OPENING OF THE COURSE FOR PLAY WILL BEGIN IN SPRING OF 2025. LIGHT, OCCASIONAL PLAY WILL OCCUR THROUGH 2024.

PRACTICE DRIVING RANGE AND SHORT GAME COURSE WILL BE CONSTRUCTED IN SPRING OF 2024 WITH COMPLETION SET FOR SPRING OF 2025.

LODGE "A" WILL COMMENCE CONSTRUCTION LATE WINTER/EARLY SPRING OF 2024. COMPLETION SCHEDULED FOR SPRING OF 2025.

LODGE "B" WILL TENTATIVELY COMMENCE CONSTRUCTION FALL OF 2025.

THE CLUBHOUSE WILL COMMENCE CONSTRUCTION IN SPRING OF 2024 WITH COMPLETION SET FOR SPRING OF 2025.

THE TIMELINE FOR THE "LAB" GOLF PERFORMANCE CENTER HAS NOT BEEN SET. A FUTURE SUBMITTAL WILL BE MADE TO THE TOWNSHIP.

### PROJECT SCHEDULE

PROJECT WILL BE COMPLETED IN ONE PHASE

### PROJECT PHASING

ONCE COMPLETED, THE GOLF COURSE WILL BE OPERATIONAL FROM EARLY MAY TO LATE OCTOBER.

### HOURS OF OPERATION

THE INTENT OF THIS PROJECT IS TO DEVELOP AN 18 HOLE GOLF COURSE. THE PROPERTY ON WHICH THE GOLF COURSE IS PROPOSED IS THE FORMER SITE OF THE HIGH POINTE GOLF COURSE THAT WAS OPERATIONAL UNTIL 2009 AT WHICH TIME MANY OF THE HOLES WERE TRANSFORMED INTO AGRICULTURAL LAND THAT GROWS HOPS. THE REMAINING HOLES TO THE SOUTH ARE STILL VISIBLE AND IT IS THE INTENT OF THIS PROJECT TO MAKE SOME MODIFICATIONS TO THOSE HOLES AND TO CREATE THE BALANCE OF THE NEW GOLF COURSE ON LAND THAT IS CONTIGUOUS TO THE EAST AND RUNS INTO WHITEWATER TOWNSHIP.

THE CLUB WILL BE PRIVATE AND WILL INCLUDE LOCAL, NATIONAL AND INTERNATIONAL MEMBERS. MEMBERSHIP WILL INCLUDE UP TO 60 LOCALS, 225 NATIONAL AND 30 INTERNATIONAL MEMBERS. IN TOTAL, THERE WILL BE APPROXIMATELY 315 MEMBERS.

THE PROPOSED USES IN WHITEWATER TOWNSHIP INCLUDING GOLF HOLES 1 THROUGH 6, 17 AND 18 GOLF PERFORMANCE IMPROVEMENT CENTER INCLUDING DRIVING RANGE, PUTTING GREEN, SHORT GAME COURSE AND A FUTURE BUILDING CALLED THE "LAB" WHICH WILL INCLUDE INDOOR HITTING AREA AND TRAINING EQUIPMENT. CLUBHOUSE THAT INCLUDES BAR AND FOOD SERVICE, LOCKERROOMS, GATHERING AREAS, CART STORAGE AND OUTDOOR SEATING AREA. PRO SHOP AND OFFICES ARE ALSO INCLUDED IN THE CLUBHOUSE.

TWO 16 ROOM LODGES WILL BE CONSTRUCTED TO PROVIDE OVERNIGHT ACCOMMODATIONS TO MEMBERS AND THEIR GUEST.

### USE STATEMENT

REFER TO PROJECT MANUAL FOR PARKING SUMMARY

### PARKING INFORMATION

**APPLICANT/OWNER:**  
HIGH POINTE HOLDINGS, LLC  
332 POTTER RD  
WEST PALM BEACH, FL 33405

**SITE INFORMATION:**  
TRACTS OF LAND LOCATED IN BOTH ACME AND WHITEWATER TOWNSHIPS

**PARCEL IDS:**  
01-002-001-02 ACME  
01-001-006-00 ACME  
13-005-014-00 WHITEWATER  
13-005-015-00 WHITEWATER  
13-005-019-01 WHITEWATER  
13-005-019-02 WHITEWATER

**USE:**  
CURRENT ZONING: AG  
CURRENT USE: UNDEVELOPED  
PROPOSED USE: GOLF COURSE

**SETBACKS REQUIRED:**  
ACME  
FRONT SETBACK: 50'  
SIDE SETBACK: 25 FEET  
REAR SETBACK: 25 FEET  
WHITEWATER  
FRONT SETBACK: 30'  
SIDE SETBACK: 15 FEET  
REAR SETBACK: N/A

### SITE DATA

C000	GENERAL PLAN INFORMATION
C002	PROPOSED PARCEL EXHIBIT
C003	IMAGERY AND OVERLAYS
C103	OVERALL SITE PLAN (ACME)
C104	OVERALL SITE PLAN (WHITEWATER)
C600	CLUBHOUSE AND DRIVING RANGE OVERALL
C610	OVERALL UTILITY PLAN
C611	LODGE UTILITY PLAN
C612	LODGE SEPTIC SYSTEM DETAIL

### SHEET INDEX

**jozwiak consulting**  
p.o. Box 6347, Traverse City, MI 49781 231-945-1201  
www.jozwiakconsulting.com

SITE ENGINEER

WHITEWATER TOWNSHIP SUBMITTAL  
LOOSE SEPTIC AND WELL PERMIT APPLICATION

PLANDATE  
1-11-2024  
4-22-2024

PROJECT NO.: **2022-113**

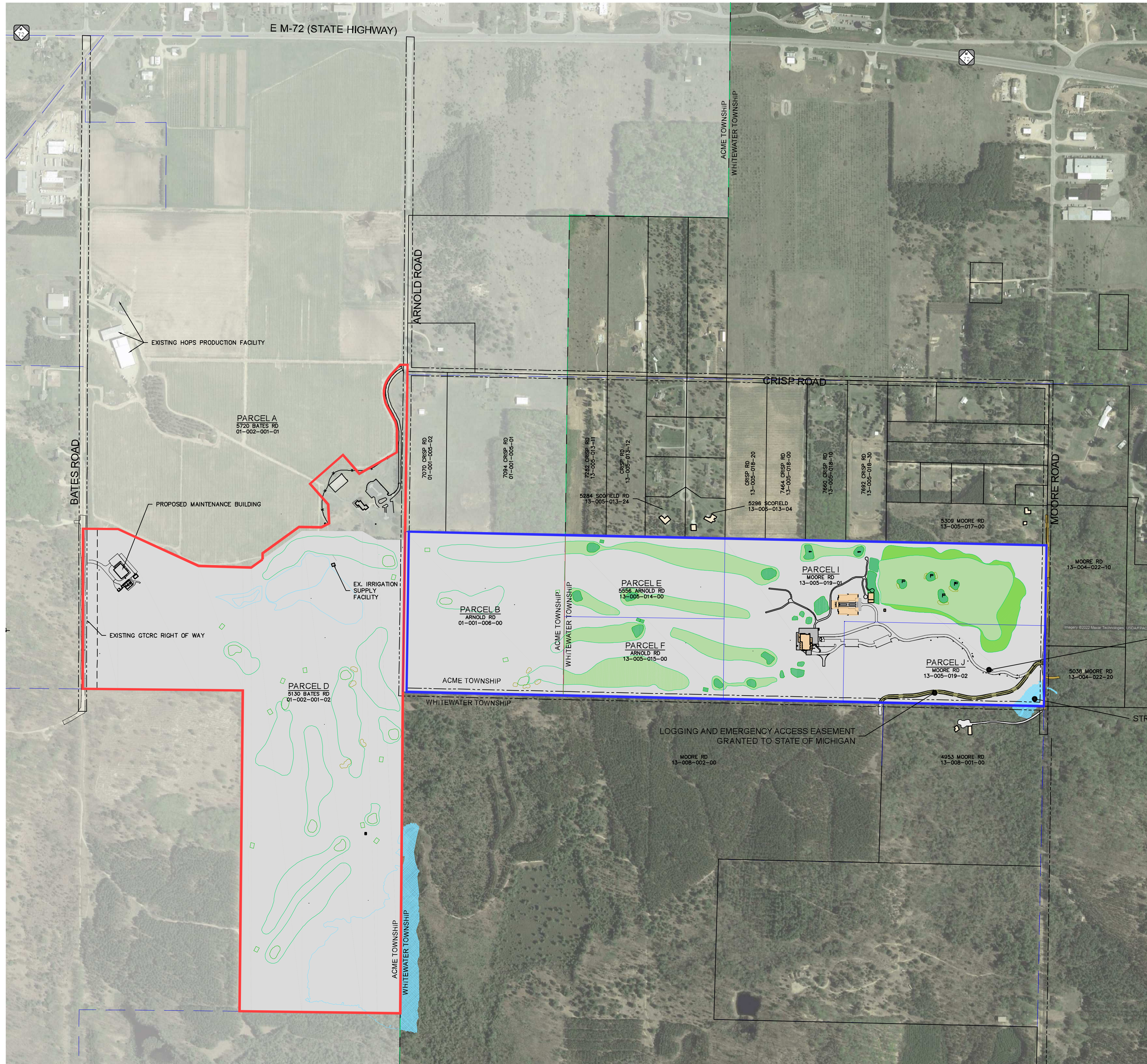
PROJECT: **HIGH POINTE GOLF CLUB**

CLIENT: **HIGH POINTE HOLDINGS, LLC**  
332 POTTER RD.  
WEST PALM BEACH, FL 33405

LOCATION: **M-72 AREA**  
ACME / WHITEWATER TOWNSHIP

GENERAL PLAN INFORMATION

**C000**



THE SOUTH ONE-SIXTEENTH CORNER COMMON TO SECTIONS 5 & 6, T27N, R09W; THENCE S00°49'06"W ALONG THE EAST LINE OF SECTION 6 A DISTANCE OF 1316.19 FEET TO THE SOUTHEAST CORNER OF SECTION 6; THENCE S00°30'10"W ALONG THE EAST LINE OF SECTION 7, T27N, R09W A DISTANCE OF 1320.72 FEET TO THE NORTH ONE-SIXTEENTH CORNER COMMON TO SECTIONS 7 & 8, T27N, R09W; THENCE S00°29'40"W ALONG THE EAST LINE OF SECTION 7 A DISTANCE OF 1320.23 FEET TO THE EAST ONE-QUARTER CORNER OF SECTION 7; THENCE N89°12'42"W ALONG THE EAST-WEST ONE-QUARTER LINE OF SECTION 7 A DISTANCE OF 1319.82 FEET TO THE CENTER-EAST ONE-SIXTEENTH CORNER OF SECTION 7; THENCE N00°35'04"E ALONG THE EAST ONE-SIXTEENTH LINE OF SECTION 7 A DISTANCE OF 1318.02 FEET TO THE NORTHEAST ONE-SIXTEENTH CORNER OF SECTION 7; THENCE N00°36'53"E ALONG THE EAST ONE-SIXTEENTH LINE OF SECTION 7 A DISTANCE OF 1317.28 FEET TO THE EAST ONE-SIXTEENTH CORNER COMMON TO SECTIONS 6 & 7; THENCE N89°28'33"W ALONG THE LINE COMMON TO SECTIONS 6 & 7 A DISTANCE OF 1282.20 FEET TO THE EAST RIGHT-OF-WAY OF BATES ROAD; THENCE CONTINUING N89°28'33"W ALONG THE LINE COMMON TO SECTIONS 6 & 7 A DISTANCE OF 33.00 FEET TO THE ONE-QUARTER CORNER COMMON TO SECTIONS 6 & 7; THENCE N00°07'52"E ALONG THE NORTH-SOUTH ONE-QUARTER LINE OF SECTION 6 A DISTANCE OF 1315.84 FEET TO THE POINT OF BEGINNING. PARCEL CONTAINS 164.25 ACRES, MORE OR LESS, AND IS SUBJECT TO ANY EASEMENTS, RESERVATIONS, OR RESTRICTIONS OF RECORD.

**LEGAL DESCRIPTION (PARCEL D)**

A PARCEL OF LAND SITUATED IN PART OF THE SOUTH ONE-HALF OF SECTION 5, T27N, R09W, SOUTHEAST PART ACME AND SOUTH PART WHITEWATER TOWNSHIPS, GRAND TRAVERSE COUNTY, MICHIGAN BEING MORE PARTICULARLY DESCRIBED AS: COMMENCING AT THE WEST ONE-QUARTER CORNER OF SAID SECTION 5, T27N, R09W; THENCE S00°49'55"W ALONG THE WEST LINE OF SECTION 5 A DISTANCE OF 1315.98 FEET TO THE SOUTH ONE-SIXTEENTH CORNER COMMON TO SECTIONS 5 & 6, T27N, R09W; THENCE S88°46'46"E A DISTANCE OF 33.15 FEET TO THE EAST RIGHT-OF-WAY OF ARNOLD ROAD; THENCE CONTINUING S88°46'46"E A DISTANCE OF 1281.54 FEET; THENCE S88°46'09"E A DISTANCE OF 1316.80 FEET TO THE CENTER-SOUTH ONE-SIXTEENTH CORNER OF SECTION 5; THENCE S88°46'39"E ALONG THE SOUTH ONE-SIXTEENTH LINE OF SECTION 5 A DISTANCE OF 1318.32 FEET TO THE SOUTHEAST ONE-SIXTEENTH CORNER OF SECTION 5; THENCE S88°47'34"E ALONG THE SOUTH ONE-SIXTEENTH LINE OF SECTION 5 A DISTANCE OF 1286.65 FEET TO THE WEST RIGHT-OF-WAY OF MOORE ROAD; THENCE CONTINUING S88°47'34"E ALONG THE SOUTH ONE-SIXTEENTH LINE OF SECTION 5 A DISTANCE OF 33.06 FEET TO THE SOUTH ONE-SIXTEENTH CORNER COMMON TO SECTIONS 4 & 5, T27N, R09W; THENCE S00°55'22"W ALONG THE EAST LINE OF SECTION 5 A DISTANCE OF 1321.32 FEET TO THE SOUTHEAST CORNER OF SECTION 5; THENCE N88°46'47"W ALONG THE SOUTH LINE OF SECTION 5 A DISTANCE OF 1316.94 FEET TO THE SOUTH ONE-QUARTER CORNER OF SECTION 5; THENCE N88°42'40"W ALONG THE SOUTH LINE OF SECTION 5 A DISTANCE OF 1317.11 FEET TO THE WEST ONE-SIXTEENTH CORNER COMMON TO SECTIONS 5 & 8, T27N, R09W; THENCE CONTINUING N88°42'40"W ALONG THE SOUTH LINE OF SECTION 5 A DISTANCE OF 1284.11 FEET TO THE EAST RIGHT-OF-WAY OF ARNOLD ROAD; THENCE CONTINUING N88°42'40"W ALONG THE SOUTH LINE OF SECTION 5 A DISTANCE OF 33.00 FEET TO THE SOUTHWEST CORNER OF SECTION 5; THENCE N00°49'06"E ALONG THE WEST LINE OF SECTION 5 A DISTANCE OF 1316.19 FEET TO THE POINT OF BEGINNING.

**LEGAL DESCRIPTION (PARCELS B, E, F, I AND J)**

GROSS COMBINED PARCEL SIZE=323.72 ACRES  
 GROSS PARCEL SIZE (WHITEWATER TWP) = 119.70 ACRES  
 GROSS PARCEL SIZE (ACME TWP) = 204.02 ACRES

**LAND ACQUISITION SUMMARY BY TOWNSHIP**

DRIVE TO CLUBHOUSE  
 STREAM

