

**Whitewater Township Board
Minutes of Regular Meeting held May 14, 2024**

Call to Order/Pledge of Allegiance

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

Roll Call of Board Members

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

Board members present via Zoom: Popp

Board members absent: None

Others present: County Commissioner Darryl Nelson, Interim Fire Chief Josh Morgan, Zoning Administrator Deborah Graber, Attorney Cortney Danbrook for Tramonto Hospitality

Set/Adjust Meeting Agenda

Additional park ranger wage approvals added to New Business #3 (sic).

Zoning Administrator/Planning Department budget amendment removed from Consent Calendar and added to New Business #16.

Gosling Czubak Change Order #1 added to New Business #19.

New Business #21 removed from agenda.

Zoning administrator report added after Public Comment.

New Business #25 moved to after Reports.

Motion by Popp to approve the agenda as discussed; second by Benak.

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

Declaration of Conflict of Interest

None

Public Comment

Public comment began at 9:13 a.m.

Deborah Gale

Connie Hymore

Vicki Beam

Lois MacLean

Gary Buczkowski (via 05/13/2024 e-mail read by Lois MacLean)

Public comment ended at 9:33 a.m.

Public Hearing

None

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

Darryl Nelson gave the following report:

- There is a short service on Wednesday at Dennis Finch Law Enforcement Center honoring law enforcement officers this week.
- The Whitewater Fire Department dinner on Saturday at the Methodist Church was very nice, really good food. Great to see so many firefighters; glad they are there.
- Welcomed new Fire Chief Morgan.
- There is some movement by the owners of the Acme Skyport to recertify it as an airport. The county commission is being asked to answer that by 5/22. They do not have any information yet.
- The former Camp Greilick property, 196 acres, is owned by Rotary. They have been looking for a way to purchase it for a county park. An angel investor has plunked down over \$3 million so Grand Traverse Land Conservancy can buy it and the county can acquire it. It is currently called GO-REC. The property has three lakes, numerous buildings, shooting range, other amenities. It will be ARPA fund money. There are estimated costs of \$75,000 to \$100,000 per year to maintain, without any fees coming in.

(ADDED TO AGENDA)**Zoning Administrator Report**

Deborah Graber is present. No report given. No questions from the board.

Fire Department Report

Interim Fire Chief Josh Morgan gave the following report:

- There were 14 calls in March, 13-14 per month average. The biggest incident was they assisted Metro with a fire in Holiday Hills. Trending a little higher call volume going into this year.
- Morgan made every single run personally in April, while working full-time.
- Feels we need to increase the social media presence for recruiting.
- Firefighter Tilley teaches at the Regional Training Center. Morgan teaches in the eastern UP and Petoskey academies as well.
- Brush 3 is fully operational now. Training has been done on that truck. It was put into service with two calls.
- Attended a fire alarm at Mill Creek, met the principal.

Vollmuth asked questions about mutual aid calls, carbon monoxide detectors, and the brush truck.

Planning Commission Report

Heidi Vollmuth gave the following report:

- Nothing to add (outside of written report.)

Parks & Recreation Advisory Committee Report

The township board liaison position is vacant.

(MOVED UP ON AGENDA)**RESOLUTION #24-11 REQUEST FOR TOWNSHIP APPROVAL OF ON-PREMISES QUOTA LICENSE TRAMONTO HOSPITALITY**

Attorney Cortney Danbrook is present representing Tramonto Hospitality.

Motion by Popp not to adopt Resolution #24-11; second by Vollmuth.

Discussion followed.

Vollmuth, Benak, and Goss stated they would like to hear from the attorney.

Attorney Cortney Danbrook spoke to concerns voiced by board members.

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

Consent Calendar

Receive and File

1. Supervisor's Report March 2024 / No report for April
2. Clerk's Reports March and April 2024
3. Treasurer's Reports January, February and March 2024
4. Trustee Vollmuth Reports March and April 2024
5. Trustee Glenn Reports April and May 2024
6. Zoning Administrator Report March 2024
7. Mobile Medical Response Activity Reports February, March and April 2024
8. Fire Department Reports March and April 2024
9. Planning Commission Liaison Reports April and May 2024
10. Historical Society Reports February, March and April 2024
11. Parks & Recreation Reports March and April 2024 (not available)
12. Approved 02/07/2024, 03/06/2024, and 04/03/2024 Planning Commission Minutes
13. Approved 02/20/2024 and 03/19/2024 Parks & Recreation Advisory Committee Minutes

Correspondence

1. Cleanup Day 06/08/2024
2. Grand Traverse County Road Commission 03/28/2024 Minutes
3. Grand Traverse Sheriff Statistics February and April 2024
4. Parks & Recreation Manager Andrew Butler Report January 2024
5. Whitewater Township Park Report given 03/12/2024
6. Heat in the Treasurer's Office
7. Proposed Credit Card Policy April and May 2024
8. Access to Public Records April and May 2024
9. Interest Reports for May 2024 Board Packet
10. Mika Meyers Bulletin April 2024
11. FOIA Request S-22 Followup April and May 2024

12. 2024 Memo PRAC 03/27/2024 Meeting
13. Verisk Building Code Effectiveness 03/2024

Minutes for Approval

Recommend approval of 03/05/2024, 03/07/2024, 03/18/2024, 03/19/2024, 03/21/2024, and 03/26/2024 special meeting minutes and 03/12/2024 regular meeting minutes

Bills for Approval

1. Alden State Bank voucher #s 50270 through 50383
2. Alden State Bank voucher #s 50384 through 50476

Budget Amendments – Zoning Administrator/Planning Department (**MOVED TO NEW BUSINESS #16**)

Revenue/Expenditure Reports

1. Rev/Exp Detail Report – Rev 02/29 Exp 03/17
2. Rev/Exp Detail Report – Rev 02/29 Exp 03/31

Motion by Popp to approve the Consent Calendar as amended; second by Vollmuth.

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

Unfinished Business

CAMPGROUND NEEDS

Motion by Popp updating the 02/13/2024 park rate for peak season per night camping from \$46 to \$49 per night; second by Glenn.

Discussion followed.

The motion and second were withdrawn.

Motion by Popp to refund the \$3 per night by credit card; second by Benak.

Discussion followed.

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

New Business

ZA COMPUTER CELL PHONE

Motion by Popp to have the clerk create budget line item 101-405-925 Cellular Phone in the Planning & Zoning Department of the budget; second by Vollmuth.

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

Motion by Popp to transfer \$660 to line item 101-405-925 from Contingency line item 101-890-890; second by Vollmuth.

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

Motion by Popp 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; second by Glenn.

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

Motion by Popp to transfer \$3,500 to line item 101-405-727 from Contingency line item 101-890-890; second by Vollmuth.

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

Motion by Popp to purchase from Netlink Business Solutions one laptop outfitted with Microsoft Office 365, access to Microsoft Cloud, and Adobe Pro 2020 or better, not to exceed \$3,500; second by Vollmuth.

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

GOVERNMENT ACCOUNT CELL PHONE DEVICES

Motion by Popp to activate a new cell phone for the parks department on the township's existing government Verizon account at \$55 per month with data and to purchase necessary charging devices and protective cases not to exceed \$150; second by Vollmuth.

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

Motion by Popp to activate a new cell phone hotspot for the parks department on the township's existing government Verizon account at \$55 per month and to purchase necessary charging devices and protective cases not to exceed \$150; second by Vollmuth.

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

PARK RANGER JOB DESCRIPTIONS 03/27/2024

Motion by Popp to create a Youth Park Ranger Job Description; second by Vollmuth.

The motion and second were withdrawn.

Motion by Popp to remove New Business #3 Park Ranger Job Descriptions from this agenda; second by Vollmuth.

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

PARKS & RECREATION MANAGER POSITION 05/14/2024

Motion by Glenn to approve Mike Dwyer as the Interim Parks and Recreation Manager with an effective date of 04/16/2024 at the annual salary rate of \$47,700 per the adopted Salary/Wage Schedule for 2024/2025; second by Vollmuth.

Popp amended the motion to add “adjusted for wages already paid from 04/26 to 05/12.”

Glenn suggested to change the effective date to 5/13 and strike Ron’s suggested language.

Vollmuth agreed with the change.

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

At 11:20 a.m., Popp stated he will be leaving the meeting soon.

Motion by Vollmuth to have Glenn moderate the rest of the meeting until the return of the supervisor; second by Benak.

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

PARK EMPLOYEE PAY RATES 05/14/2024

Motion by Glenn to approve four park rangers’ hourly pay rates effective 04/01/2024: 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; second by Vollmuth.

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

(ADDED TO AGENDA)

Motion by Glenn to approve the four park rangers’ hourly pay rates effective 05/15/2024: Bonnie Babcock at \$19.10 per hour; Robbie Doherty at \$19.10 per hour; Bailey Langbo at \$19.10 per hour, and Gavin Guggemos at \$19.10 per hour; second by Popp.

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

DWYER PHONE STIPEND 05/14/2024

Motion by Popp directing the clerk to provide a blank cell phone stipend worksheet to the supervisor; second by Glenn.

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

Motion by Glenn authorizing a one-time \$50 payment to Mike Dwyer for personal cell phone usage performing official park business; second by Popp.

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

LAWN MAINTENANCE BID FORM 05/2024

Motion by Glenn 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. Questions should be directed to township supervisor Ron Popp, 231-267-5141 ext 23 or e-mail supervisorwhitewater@gmail.com. Deadline for submission of bids is Monday, May 27, 2024, by 5:00 p.m. In the Traverse City Record-Eagle and Elk Rapids News; second by Vollmuth.

At 11:40 a.m., Popp leaves Zoom.

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

Motion by Glenn directing the clerk to issue two purchase orders, one to the Traverse City Record-Eagle in the amount not to exceed \$500, the second to the Elk Rapids News in the amount not to exceed \$400; second by Vollmuth.

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

RESOLUTION #24-10 AGREEMENT FOR COLLECTION OF 2024 SUMMER SCHOOL PROPERTY TAXES BETWEEN TRAVERSE CITY AREA PUBLIC SCHOOLS, NORTHWEST EDUCATION SERVICES, AND WHITEWATER TOWNSHIP

Motion by Goss to adopt Resolution #24-10 for collection of TCAPS and Northwest Education Services taxes for 2024; second by Benak.

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

RESOLUTION #24-09 AGREEMENT FOR COLLECTION OF 2024 SUMMER SCHOOL PROPERTY TAXES BETWEEN ELK RAPIDS SCHOOLS AND WHITEWATER TOWNSHIP

Motion by Goss to adopt Resolution #24-09 for collection of Elk Rapids Public Schools taxes for 2024 and 2025; second by Benak.

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

PARK ELECTRICAL UPGRADES 04/27/2024

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

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

MOLON REPAIRS OF BOAT LAUNCH 04/21/2024

Motion by Glenn to approve \$2,800 to Molon Excavating to install 750 square yards of mulch blanket on high erosion slopes as discussed 04/16/2024; second by Benak.

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

Motion by Glenn 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 south 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; second by Vollmuth.

The motion was rescinded.

Motion by Glenn 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 south side of the boat ramp; second by Vollmuth.

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

Motion by Glenn to 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; second by Vollmuth.

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

At 12:17 p.m., the meeting recessed.

At 12:31 p.m., the meeting reconvened.

PROPOSED TRACTOR MOWER PURCHASE

Motion by Glenn 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; second by Vollmuth.

The motion and second were rescinded.

Motion by Glenn 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; second by Vollmuth.

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

EXPENSE REIMBURSEMENT EMERSON 05/14/2024

Motion by Glenn directing the clerk to issue an expense reimbursement check to Vickie Emerson in the amount of \$82.79 by 05/20/2024; second by Vollmuth.

Goss indicated the original expense reimbursement form and original receipts must be presented to the clerk's office before payment.

Glenn revised the motion to delete the date and insert "when receipts and expense reimbursement form are presented to the clerk's office"; re-seconded by Vollmuth.

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

ICE MERCHANDISER PURCHASE MEMO COMBINED 05/14/2024

Motion by Glenn for the supervisor to purchase an ice merchandiser storage unit from WebstaurantStore.com not to exceed \$5,000 as approved in the 2024-2025 fiscal year budget; second by Vollmuth.

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

CIRCLE HILL CEMETERY

Motion by Glenn authorizing BG Homes, Inc. to complete the repairs of the Circle Hill Cemetery sexton building as detailed on a proposal dated 04/26/2024 in the amount of \$2,400; second by Goss.

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

Motion by Glenn directing the clerk to issue a purchase order for Circle Hill sexton building roof replacement to BG Homes, Inc. not to exceed \$2,800; second by Vollmuth.

The motion and second were withdrawn.

AUTHORIZE ZA TO PUBLISH HER OWN LEGAL NOTICES 05/08/2024

Motion by Glenn 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; second by Vollmuth.

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

Motion by Glenn authorizing a 10% pay increase to the base salary of \$45,000 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. Second by Vollmuth.

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

Motion by Glenn 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; second by Vollmuth.

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

**(MOVED HERE FROM CONSENT CALENDAR)
BUDGET AMENDMENT FOR ZONING ADMINISTRATOR/PLANNING
DEPARTMENT**

Motion by Goss to approve the Zoning Administrator/Planning Department budget amendment as presented by the clerk on 05/02/2024; second by Benak.

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

EXPENSE REIMBURSEMENT POPP 05/14/2024

Motion by Glenn directing the clerk to issue an expense reimbursement check to Ron Popp in the amount of \$243.22 by 05/20/2024; second by Vollmuth.

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

FAKE PARK FACEBOOK 05/07/2024

Motion by Glenn 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 e-mail information to third party operators. If you have comments, questions, or concerns, please email the park manager at parkmanager7@gmail.com. Second by Vollmuth.

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

MEMO LOSSIE ROAD NATURE TRAIL 04/01/2024

(ADDED TO AGENDA)

Motion by Benak to approve Gosling Czubak's Change Order No. 1 extending the timeline for completion of the contract and reducing the work scope at the west parking area; second by Goss.

The motion was amended to add the change order date of 05/09/2024.

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

TOWNSHIP HALL HVAC 04/27/2024

Motion by Glenn authorizing the supervisor to sign the C2AE Professional Service Agreement dated 04/04/2024 in the amount of \$49,000; second by Goss.

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

2024 MEMO PC ANNUAL REPORT 03/27/2024

Removed from agenda; see page 4232.

SALE OF LUCAS 2 RESUSCITATION DEVICE

Motion by Benak 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 \$3,000; second by Goss.

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

WHITEWATER REVISED INSURANCE QUOTE

Motion by Goss to approve Municipal Underwriters of West Michigan invoice number 4737 dated 05/02/2024 in the amount of \$50,370 for insurance coverage 06/01/2024 to 06/01/2025; second by Benak.

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

CLEAN UP DAY GMAIL - REQUEST FOR AGENDA ITEM APRIL 2024

Motion by Benak to set Cleanup Day for 2024 as 06/08/2024 from 8:00 a.m. to 12:00 p.m.; second by Glenn.

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

Motion by Benak to contract with Bay Area Disposal for the 2024 Annual Cleanup Day services at \$800 per container, estimated 13 containers, and \$1,800 for labor; total estimated cost of \$12,200; second by Goss.

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

RESOLUTION #24-11 REQUEST FOR TOWNSHIP APPROVAL OF ON-PREMISES QUOTA LICENSE TRAMONTO HOSPITALITY

Moved up on agenda. See page 4234.

Tabled Items

None

Board Comments/Discussion

None

Announcements

Next regular meeting is 06/11/2024 at 9:00 a.m.

Public Comment

Public comment began at 1:59 p.m.

Connie Hymore

Public comment ended at 2:01 p.m.

Adjournment

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

Meeting adjourned at 2:01 p.m.

Cheryl A. Goss

Whitewater Township Clerk