

CHARTER TOWNSHIP OF WHITE LAKE
Approved Minutes of the Regular Board of Trustees Meeting
March 18, 2025

CALL TO ORDER

Supervisor Kowall called the meeting to order at 6:30 P.M. He led the Pledge of Allegiance.

ROLL CALL

Clerk Noble called the Roll:

Present:

Rik Kowall, Supervisor
Mike Roman, Treasurer
Anthony L. Noble, Clerk
Scott Ruggles, Trustee
Steve Anderson, Trustee
Andrea Voorheis, Trustee
Liz Smith, Trustee

Also Present:

Sean O'Neil, Community Development Director
Daniel T. Keller, Chief of Police
John Holland, Fire Chief
Andrew Littman, Staff Planner
Lisa Hamameh, Township Attorney
Hannah Kennedy-Galley, Recording Secretary

APPROVAL OF AGENDA

Clerk Noble, seconded by Trustee Voorheis, to approve the agenda as presented. The motion carried with a voice vote: (7 yes votes).

PUBLIC COMMENT

None.

CONSENT AGENDA

- A. REVENUE AND EXPENSES
- B. CHECK DISBURSEMENTS
- C. LIST OF BILLS
- D. DEPARTMENT REPORT - POLICE
- E. DEPARTMENT REPORT - FIRE
- F. DEPARTMENT REPORT - COMMUNITY DEVELOPMENT
- G. DEPARTMENT REPORT - TREASURER
- H. SENIOR ADVISORY COUNCIL APPOINTMENTS - 2025-2027
- I. RESCIND MLCC APPROVAL ORDER - BLACK ROCK
- J. EMERGENCY PURCHASE NOTICE TO BOARD FOR WATER METERS
- K. SEC ATTORNEY AGREEMENT
- L. PART-TIME HIRE - SECRETARY FOR BUILDING DEPARTMENT

It was MOVED by Trustee Voorheis, seconded by Trustee Smith, to approve and remove item “L” from the consent agenda for discussion. The motion carried with a voice vote: (7 yes votes).

L. PART-TIME HIRE - SECRETARY FOR BUILDING DEPARTMENT

Trustee Voorheis stated her concern with the part-time secretary in the building department is comparables. She said she understood the Building Department's needs with staff going on sick leave but wants to know where the comparables are for the position. She referenced past full-time employees moving to other departments and taking pay cuts. She acknowledges this is a part time position and can't be compared to a full time because there are no benefits.

Supervisor Kowall said the current proposed wage for this temporary position was transferred from one office to the other. He added the wages for this position have been discussed, and the proposed wage was intended to keep employees who are proven hard workers and allow them to work laterally within the Township.

Director O'Neil said since this is his department's request, he would like to add that the wage presented is the same as the individual makes in another department as a part-time and this request is just to allow the Building Department to pay her the same wage. The employee would be making no more or less than they did in their other position performing high level clerical work.

Trustee Voorheis asked why bring it to the Board when it sounds like it has already been predetermined that this was going to happen.

Director O'Neil stated he did seek the counsel of the Supervisor, Clerk and Treasurer to explain what the department was asking for and received verbal support. They did acknowledge that the request needed to come before the full Board.

Trustee Voorheis said she doesn't agree with it.

Treasurer Roman stated that the hourly rate for the current position being filled, if broken down, would have been more than the hourly rate that is being offered to the temporary employee. Treasurer Roman that statistic was what he used as a comparable.

Director O'Neil acknowledged the wage is less and agreed with the Treasurer

Clerk Noble stated the Board already voted on and approved the wage for temporary help during election season for a former employee. Part Time employees also receive the 3% wage increase the Board recently voted for. These increases bring the wage up to its current amount.

Trustee Voorheis acknowledged the Clerk but added she just doesn't like it.

Clerk Noble added that the past comparables referenced by Trustee Voorheis refers to union positions. This is not a union position; it is a temporary position. This matter has been reviewed by Human Resources as well as the Supervisor who oversees Human Resources. He reminded Trustee Voorheis that

the Township has in the past had a part-time employee that worked in various departments and remained at the same pay regardless of which department she was working in.

Director O'Neil stated that the position is temporary and will end at the end of 2025.

It was MOVED by Supervisor Kowall, seconded by Trustee Ruggles, to approve the Part-Time Hire – Secretary for the Building Department with the wage as posted. The motion carried with a voice vote: (6 yes votes/ Voorheis -no).

MINUTES

A. APPROVAL OF MINUTES - REGULAR BOARD MEETING, FEBRUARY 18, 2025

It was MOVED by Treasurer Roman, seconded by Trustee Anderson, to approve the meeting minutes as presented. The motion carried with a voice vote: (7 yes votes).

PRESENTATIONS

A. POLICE DEPARTMENT PROMOTION - TOM SARASIN

Chief Keller said Sergeant Sarasin will become the 12th Lieutenant in the Police Department's history. Sergeant Sarasin took the oath of office and was sworn in as Lieutenant by Clerk Noble. He was pinned by his daughters, Quinn and Reese. Chief Keller recognized all of the Police Department in attendance to support Lieutenant Sarasin.

B. POLICE DEPARTMENT CITATION

Chief Keller presented the Police Department Citation to Sergeant Sarasin, Officer Decludio, and Officer Wright for apprehending a perpetrator of a stolen vehicle that was related to a carjacking and homicide.

C. FORECLOSURE PREVENTION

Supervisor Kowall presented briefly regarding Oakland County's Foreclosure Prevention Program.

NEW BUSINESS

A. PRELIMINARY SITE PLAN APPROVAL - ELIZABETH TRACE

Director O'Neil reviewed the project's history and the applicant's request with the Board. The Planning Commission recommended approval of the preliminary site plan and approved the final site plan at their meeting on March 6, 2025. The applicant will need to be granted variances from the ZBA. The Planning Commission conditioned its approval on architectural improvements on the rear and sides of the buildings. There is a requirement for the sidewalk to be built per the ordinance, and the Planning Commission wanted to see the sidewalk installed from the lawn maintenance area in front of the development. There was the question as to whether the Road Commission would allow for the installation of the sidewalk so close to the back of the road. Their motion left the issue of the sidewalk up to the Board to narrow down, but the issue as a whole will still need to be considered at the ZBA.

Trustee Ruggles asked Director O'Neil if the variances would be needed if the Township Board did not require the sidewalk. Director O'Neil said yes, but it would send a message to the ZBA, and there would be time to explore options with RCOC.

Supervisor Kowall said he is glad to see the development completed. The sidewalk issue will need to be discussed at the ZBA.

Trustee Ruggles said the sidewalk to the east didn't make sense, and it makes sense to put the sidewalk on the west side of the site.

Craig Piasecki, PH Homes, asked if they agreed to go to the west, could they then go to the ZBA and request a waiver for the sidewalk to the east.

Director O'Neil stated it would be good to explore options regarding the clear distance behind the curb with the RCOC between now and the April 2025 ZBA meeting.

Treasurer Roman said he visited the site, and the sidewalk to the east did not make any sense, and neither did the boardwalk.

Clerk Noble agreed and said a boardwalk is a financial burden at a price of \$100,000.00 for every 40 feet.

It was MOVED by Supervisor Kowall, seconded by Trustee Ruggles, to approve the preliminary site plan for Elizabeth Trace, subject to the conditions set forth by the Planning Commission, and subject to ZBA approval and conditions, as well as administrative and consultant review. The motion carried with a voice vote: (7 yes votes).

B. REQUEST TO APPROVE FARMLAND OPEN SPACE PRESERVATION PA116 APPLICATION - PARCEL 12-07-400-019

Assessor Hieber stated he received the PA 116 Application; it requires the property owner to enter the program for a certain amount of time. The taxes will not be affected from a property tax standpoint, and it will be an agreement between the property owner and their state tax credits. The request has received the required approvals from the Oakland Conservation District and Planning Commission. The property will be entered into the program for 90 years, the maximum number of years. If it is removed from the program early, significant penalties to the homeowner would incur.

Supervisor Kowall stated the property will not be able to be split and will be preserved as a large acreage property for the future.

It was MOVED by Trustee Ruggles, seconded by Supervisor Kowall, to approve the PA 116 Farmland Open Space Preservation application for parcel 12-07-400-019, commonly known as 3049 Steeple Hill Road, and to allow the Assessing Department to send the application to the Michigan Department of Agricultural and Rural Development for their consideration. The motion carried with a voice vote: (7 yes votes).

C. RESOLUTION #25-005; APPROVING WEST NILE VIRUS EXPENSE REIMBURSEMENT

Supervisor Kowall said this is the annual West Nile Reimbursement, and the Township's grant allocation is \$5,429.34. The Township will contribute \$2,899.17 for their part.

It was MOVED by Trustee Voorheis, seconded by Trustee Smith, to approve Resolution #25-005; Approving West Nile virus expense reimbursement, not to exceed \$8,350.00. The motion carried with a voice vote: (7 yes votes).

D. REQUEST TO APPROVE LOW VOLTAGE AND AUDIO-VISUAL BID FOR CIVIC CENTER BUILDINGS

Supervisor Kowall commended Deputy Pergament for her work and time assembling this package.

Deputy Pergament said she was selected to work on this package. It came up quick, and the first item to complete was finding a company to complete the design sketches and specifications. Metro Detroit Integrated Systems, LLC was selected to assist the Township with these items. They have worked closely with the Township, Police Department, Fire Department, and the building contractors to prepare the drawings to go out to bid. When the drawings and specifications were complete, Deputy Pergament sent out the RFQ utilizing section 4.7 (c) 7. Request for Qualification in Township's policy manual for the low voltage, audio-visual equipment and installation of each for both new buildings. She sent the package to four companies: BAE Networks, Motor City Electric, Challenger 2, and Metro Detroit Integrated Systems, LLC (MDIS). Three bids were received back, and MDIS is the lowest bidder. Challenger 2's bid lacks proper information, and Motor City Electric's bid is substantially bigger due to union labor.

Deputy Pergament said she recommended awarding the bid to MDIS. They are willing to work with the Township on cost-saving measures for some of the equipment. There is the ability to broadcast the Board meetings to local cable. She spoke to MDIS' references, and they were happy with the work MDIS has done for them. She added that MDIS agreed to back out the design fee from the total cost.

Trustee Smith asked if the bid package was posted on BidConnect. Deputy Pergament said no, she contacted companies that were referred to her due to the tight deadline, and she utilized section 4.7 (c) 7. Request for Qualification in the Township's Policy Manual.

Trustee Smith said she was uncomfortable with the bid as it was not posted publicly, and in her opinion, the bid was too high and marked up 30-40%. Trustee Smith expressed concern that there wouldn't be consultant oversight of the project.

Deputy Pergament said she spoke with McCarthy and Smith multiple times; they did not want to take this portion of the project on.

Trustee Smith said McCarthy & Smith could take this on if an amendment is made to their contract. She added she spoke with Aaron Phillips from McCarthy & Smith and was told they could oversee the project if the Township chose.

Supervisor Kowall said he also spoke to Mr. Phillips from McCarthy & Smith, and was told if properly bid and vetted, there shouldn't be an issue with the project moving forward without consultant oversight. He added that he was told McCarthy & Smith would only get involved as a last resort if the proposal were to fall apart.

Treasurer Roman said Deputy Pergament has put in weeks on this proposal and asked Chief Keller and Chief Holland how they felt about MDIS.

Chief Keller stated he is comfortable with using MDIS. MDIS answered all of his questions quickly and has been very communicative during this process. He stated it would be unfair to MDIS to go out to bid at this point as their bid package has already been revealed.

Chief Holland said MDIS has put in time with his staff, and MDIS has invested a lot of time and effort. His staff had no complaints working with MDIS.

Treasurer Roman stated that with everything he heard this evening, it would be a bad time to re-bid.

Trustee Anderson asked Deputy Pergament if MDIS did all of the low voltage/audio-visual design. Deputy Pergament confirmed they were awarded a previous bid for the design package.

Trustee Anderson asked Deputy Pergament if the drawings and specifications MDIS completed were sent with this bid package. Deputy Pergament said yes, the identifying information was redacted.

Eric Huber, MDIS, said the specifications were done room by room, and several equipment manufacturers were offered to bid on each section.

Trustee Anderson asked MDIS if they would be working with VC3. Mr. Huber said yes, MDIS has a strong working relationship with VC3, and MDIS works primarily in municipal/community settings.

Trustee Voorheis stated it makes sense to have MDIS work on this since they have been working with the Township for a while.

Clerk Noble suggested tabling the request to speak with McCarthy and Smith to research monitoring with them.

Treasurer Roman asked MDIS who would oversee their work. Mr. Huber said MDIS would work directly under the General Contractor and pull all necessary permits. They would be testing all their installations and working closely with VC3.

It was MOVED by Supervisor Kowall, seconded by Trustee Ruggles, to award the low voltage and audio-visual business to MDIS for the Civic Center building project not to exceed \$835,289.32, upon a mutually acceptable signed agreement reviewed by the Township attorney/ and receipt of performance and payment bonds, pending potential oversight. The motion carried with a roll call vote:

(6 yes votes) (Voorheis/yes, Anderson/yes, Roman/yes, Kowall/yes, Ruggles/yes, Smith/no, Noble/yes).

E. FIRE DEPARTMENT - REQUEST TO PURCHASE 2025 ADMINISTRATIVE VEHICLE

Chief Holland said the Fire Chief's vehicle will be replaced, and it is a budgeted vehicle. He sought three bids and recommended a 2019 Jeep Grand Cherokee Laredo from Lakeshore Chrysler, Jeep, Dodge. The current vehicle will be reassigned to the fleet for operational use. He added that the bid from Lakeshore is the middle-of-the-road bid, and \$836 higher than the lowest bid. The Lakeshore vehicle includes a remote starter pre-installed, which is more than \$800.

Trustee Voorheis asked Chief Holland when the vehicle will be delivered. Chief Holland said it will be ordered as soon as his request is approved.

Clerk Noble asked Chief Holland for the status of the red Fire Department truck. Chief Holland said he will keep it for administrative use such as training. The vehicle is from 2014, and he didn't want to sink more money into it.

Trustee Ruggles asked Chief Holland if the vehicle would be delivered. Chief Holland said he hasn't got that far but would request delivery.

Clerk Noble asked the Chief if he could go back and ask for them to come down and reminded the Board that they were going above the bid on the lowest bid which is from a local dealer.

Supervisor Kowall said Lakeshore is owned by a local community member. Clerk Noble acknowledged that but added that we have a local dealership that pays taxes in the Township and that the procurement policy specifically speaks to bids from local vendors.

It was MOVED by Supervisor Kowall, seconded by Trustee Voorheis, to approve the Fire Department 2025 administrative vehicle purchase from Lakeshore Chrysler, Jeep, Dodge Ram for the purchase price of \$38,880.00, including delivery to White Lake. The motion carried with a roll call vote: (7 yes votes) Voorheis/yes, Smith/yes, Roman/yes, Anderson/yes, Noble/yes, Kowall/yes, Ruggles/yes).

F. POLICE DEPARTMENT PURCHASE UPDATE RE: EMERGENCY CALL WORKS

Chief Keller stated that in March of 2022, the Board approved a hardware and service contract upgrade for Emergency Call Works, also known as ECW. ECW is the trunk line/hardware provider for the Police Department's emergency 911 operating system. The system also allows the Police Department to control access to their administrative lines. The County didn't figure in quality control or maintenance fees. Since the installation, Oakland County entered into negotiations with ECW for better pricing. There has been continuity in service during this time. Due to this negotiation process, the Township was advised to hold off paying the contract price. The contract is now settled, and ECW has changed its billing matrix to include the service contract in the initial billing. The billing has increased to a total contract price of \$34,530.72. The new price is an increase of around \$7,000.

It was MOVED by Treasurer Roman, seconded by Supervisor Kowall, to approve the current contract and pricing for Emergency Call Works in the amount of \$34,530.72. The motion carried with a roll call vote: (7 yes votes). (Kowall/yes, Smith/yes, Ruggles/yes, Noble/yes, Roman/yes, Anderson/yes, Voorheis/yes).

G. RESOLUTION #25-006; APPROVING THE STANLEY PARK PHASE II LAND AND WATER CONSERVATION GRANT APPLICATION

Supervisor Kowall thanked all the Board members and Parks and Rec's Committee members who worked together on reverse engineering some of the elements of the grant application.

Staff Planner Littman said that staff have been working closely with Beckett & Raeder on the grant documents. He noted that many letters were received in support of the project. The Parks and Recreation Committee has spent time working on the scope and vision of this project, and at their meeting held on March 17, 2025, there was a public hearing regarding the project. The grant application will be submitted to the State before the April 1, 2025 deadline, provided tonight's resolution is approved.

Director O'Neil said the multi-use sports court has been a point of discussion. Staff felt the courts are important as well, but the specific language is not included in tonight's resolution due to the motion made previously. He asked the Board if they wanted to move ahead with the courts separate from the resolution/grant, or if the Board wanted the specific language added to the grant. The sports courts must be completed per the grant's regulation if they were added to tonight's resolution.

Trustee Ruggles said the costs for the elements needed to change to receive his vote.

Staff Planner Littman stated that the numbers seem high, but the line items provided this evening combine hard and soft costs.

Trustee Smith stated that the numbers are even higher than before.

Trustee Anderson asked staff what the guidelines or specifications are for the restroom. Director O'Neil answered and said he agrees the numbers are high, but they are budgeted numbers, and not final. Tonight's proposal is not final, or what the Township would ultimately pay. He added McCarthy & Smith and Beckett & Raeder all suggested allocating these amounts due to industry standards. The costs include utilities and related fees.

Trustee Ruggles said the numbers don't mean anything as of now.

Director O'Neil stated the numbers were based on like projects; the design and bids will be where the Township can do better with the numbers, with cost-saving measures.

Clerk Noble said he is against the project due to all of the costs associated with the construction of the new buildings.

Director O'Neil said the Parks and Recreation department has 1.5 million in their funds.

Clerk Noble expressed concerns about spending money when the existing parks need annual maintenance.

Director O'Neil said the term multi-use sports courts could be interpreted differently, and not just limited to pickleball courts.

Clerk Noble stated that with the new federal administration, the grant may not be issued.

Director O'Neil said it is possible, and a plan B needs to be devised.

Trustee Smith agreed.

Supervisor Kowall suggested reducing the costs of the restroom to \$600,000 on the application and putting \$135,900 toward the sports courts. He thought that adjustment would meet the State criteria and the intent of the Board. This way, the numbers still work with the grant.

Treasurer Roman suggested removing the lakeside shelter. Director O'Neil said the lakeside shelter provides many criteria points that the grant requires. Treasurer Roman then suggested removing the picnic pods. Director O'Neil said the number of the pods could be reduced, and if only two of the four pods could be purchased, that would be okay as well.

Trustee Smith asked if the restroom square footage was reduced, would it still be okay with the grant. Director O'Neil said yes, the numbers are ballpark.

It was MOVED by Trustee Voorheis, seconded by Trustee Smith, to approve Resolution #25-006; Approving the Stanley Park Phase II Land and Water Conservation Grant Application as amended with the addition of "multi-use sports court" and amendment of the grant budget. The motion carried with a roll call vote: (7 yes votes) Anderson/yes, Voorheis/yes, Roman/yes, Kowall/yes, Smith/yes, Ruggles/yes, Noble/yes).

H. FIRST READING - AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF THE CHARTER TOWNSHIP OF WHITE LAKE BY AMENDING ARTICLE 5.0 SITE STANDARDS

Director O'Neil stated he has heard from many property owners on bigger lots that would like to construct bigger pole barns. It is a height issue more so than a square footage issue. The current wall height maximum is 14', the amendment proposes an increase of 2' to a total of 16', and the current roof height measured at the midpoint is 18'; the amendment proposes an increase of 2' for a total of 20'. The change will affect lots with 2 acres or more that are zoned Agricultural or Suburban Farm. The side yard and rear yard setbacks for the accessory structures in these zoning districts were amended to 10' and 10'.

It was MOVED by Trustee Ruggles, seconded by Treasurer Roman, to approve the first reading to amend the Zoning Ordinance of the Charter Township of White Lake by amending Article 5.0 – Site Standards. The motion carried with a voice vote: (7 yes votes).

I. RESOLUTION 25-004; APPROVING FEE SCHEDULE REVISION 2025-1 - COMMUNITY DEVELOPMENT

Director O'Neil said that as time goes on, the consultants' fees increase, so the Community Development fees need to increase as well. He stated the amendments to the Planning Division fees will bring fees in line with current costs. He added that the registration fees for the Building Division will all be increased to \$20 to cover administrative costs. He appreciated the work from the Clerk's office and Hannah Kennedy-Galley for their work on these items.

It was MOVED by Treasurer Roman, seconded by Clerk Noble, to approve Resolution #25-004; approving Fee Schedule Revision 2025-1 – Community Development. The motion carried with a voice vote: (7 yes votes).

J. REQUEST TO APPROVE OAKLAND COUNTY TRI-PARTY AGREEMENT - 2025 GRAVEL HAUL PROGRAM

Supervisor Kowall said the Township's contribution will be \$56,779, which will be from the budgeted General Fund.

It was MOVED by Supervisor Kowall, seconded by Treasurer Roman, to approve the Oakland County Tri Party Agreement – 2025 Gravel Haul Program. The motion carried with a voice vote: (7 yes votes).

K. RESOLUTION #25-007; TO APPROVE 2025 DUST CONTROL PROGRAM WITH OAKLAND COUNTY ROAD COMMISSION

Supervisor Kowall said there will be five applications included.

Trustee Voorheis said she would like to see different options from the County.

Supervisor Kowall said there currently aren't alternate options provided by the County.

It was MOVED by Clerk Noble, seconded by Trustee Anderson, to approve Resolution #25-007; approving the 2025 Dust Control Program with Oakland County Road Commission. The motion carried with a voice vote: (7 yes votes).

K. REQUEST TO APPROVE HUMAN RESOURCES GENERALIST POSITION AND PAY SCALE

Supervisor Kowall stated H.R. Manager Derocher is retiring. A new job description has been created, and the individual will work under the Deputy Supervisor. The salary range was reviewed with the Labor Attorney.

It was MOVED by Treasurer Roman, seconded by Trustee Ruggles, to create the Human Resources Generalist Position and Pay Scale. The motion carried with a voice vote: (7 yes votes).

TRUSTEE COMMENTS

Trustee Voorheis said March is Women's History Month. She gave condolences to the Police Department on the death of former Chief Stevens. Fisk Farm was awarded the Michigan Barn Preservation "Barn of the Year 2025" in the non-profit category.

Trustee Smith said the library has put out their annual report for 2024. It is available on its website and Facebook. It includes their milestone, vision, and Board members. The library has had 76,611 visits and 744,814 minutes read during Summer Reading.

Trustee Anderson said the Lakes Chamber had a great breakfast networking event at Independence Village. The ZBA will meet next Thursday, March 27, 2025.

Treasurer Roman thanked the audience and those watching on YouTube. He congratulated Cathy Derocher, Jason Hudson, and Chief Holland on their retirement and thanked them for all their years of service.

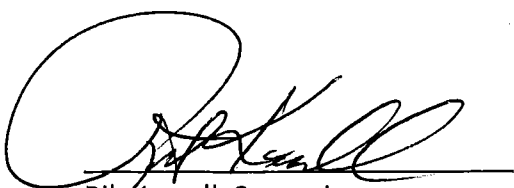
Clerk Noble congratulated Cathy Derocher, Jason Hudson, and Chief Holland on their retirement and thanked them for their years of service. He stated they would be missed and wished them all well.

Trustee Ruggles said the Planning Commission met on March 6, 2025, and was presented with a conceptual project for a 177-unit development on Bogie Lake Road and Cedar Island Road. The Planning Commission did not like the density proposed.

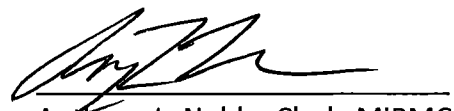
Supervisor Kowall said the Board tries to think forward when making decisions. He stated the community is changing and the staff is changing. He thanked all the retiring staff for their years of service. The Township will continue to move forward with positive changes. He looks forward to seeing his fellow Board members at the MTA later this month. He thanked his Deputy for all the tasks she takes on and works on.

ADJOURNMENT

It was MOVED by Clerk Noble, seconded by Trustee Anderson, to adjourn at 9:00 P.M. The motion carried with a voice vote: (7 yes votes).



Rik Kowall, Supervisor
Charter Township of White Lake



Anthony L. Noble, Clerk, MiPMC
Charter Township of White Lake

