

WHITEWATER TOWNSHIP BOARD
AGENDA FOR 1st REGULAR MEETING – MAY 9, 2017
7:00 p.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.

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 members' questions. The chair shall control the amount of time each person shall be allowed to speak, which shall not exceed five (5) minutes.

F. Public Hearing

G. Reports/Presentations/Announcements/Comments

1. County Board of Commissioners Report
2. County Road Commissioner Report
3. Mobile Medical Response Report
4. Planning Commission Report
5. Parks & Recreation Advisory Committee Report

H. Consent Calendar

Receive and File

1. Supervisor's Report for April 2017
2. Clerk/Park & Recreation Administrator's Report for April/May 2017
3. Zoning Administrator's Report for April 2017 (not available)
4. Mobile Medical Response April 2017 Activity Reports
5. Grand Traverse Rural Fire Chief's April 2017 Report
6. Treasurer's Reports March 2017 and April 2017
7. Approved 03/01/2017 Planning Commission Minutes
8. Approved 03/08/2017 Historical Society Minutes
9. Approved 03/13/2017 Parks & Recreation Advisory Committee Minutes
10. Approved 04/07/2017 Planning Commission Minutes

11. Approved 04/08/2017 Parks & Recreation Advisory Committee Special Meeting Minutes
12. Approved 04/26/2017 Planning Commission Special Meeting Minutes

Correspondence

1. Grand Traverse County Sheriff Department Statistics for April 2017 (not available)
2. Grand Traverse Rural Fire Board DRAFT Minutes of 03/15/2017
3. Grand Traverse Rural Fire Department Officers' Meeting Minutes of 04/05/2017

Minutes

1. Recommend approval of 04/11/2017 and 04/25/2017 regular meeting minutes

Bills for Approval

1. Approval of Alden State Bank vouchers # 41578 through 41649
2. Approval of First Community Bank Miami Beach vouchers # (none)
3. Approval of First Community Bank WMDLS vouchers # (none)

Budget Amendments (none)

Revenue & Expenditure Report (none)

I. Unfinished Business

1. Emergency Services Building Renovation/Addition Project - Updates
2. Ordinance 28 – Miami Beach Sewer Project - Updates re: Axe/DPW/Resident Meeting
3. Personnel Administration Policy 3.0, Section 3.10 (no update)
4. CLOSED SESSION – Nick Thornton Parcel Sale
5. Flush Toilet Facility Project – Whitewater Township Park

J. New Business

1. Appointments to ZBA and Planning Commission (Shaffer, Render, Jacobson)
2. Review Zoning Administrator Resumes
3. Award Lawn Maintenance Contract
4. Whitewater Township Park Logo Contest

K. Tabled Items

1. Review Administrative Policy Section 5 (tabled 10/14/2014)
2. Review Ordinance 22 Pension Plan (tabled 10/25/2016)
3. Review Whitewater Township Planning & Zoning Fees (tabled 02/28/2017)

L. Board Comments/Discussion

M. Announcements

1. Next meeting date is 05/23/2017 at 7:00 p.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 or the TDD at 800-649-3777.

To: Township Board Members

From: Cheryl A. Goss, Township Clerk

Date: 05/05/2017

Re: Consent Calendar for 05/09/2017 Meeting

Receive and File

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Budget Amendments (none)

Revenue & Expenditure Report (none)

An appropriate motion would be: Motion to approve Consent Calendar items as presented.

Moved by _____, seconded by _____.

Roll call vote:

Whitewater Township Supervisor's Report

April 2017

1) Investigate citizen observations:

- A. Trash Complaint – Township Recycle Bins.
- B. Three Property Boundary Line Issues

2) Office duties:

A. Rural Fire Board:

At the April 19, 2017 meeting of the Rural Fire Board, Paradise Township Supervisor, Rob Lajko, presented a motion to draft a resolution of expulsion for Fife Lake and Springfield Townships. As discussion of this motion moved forward and the true intention of the motion was revealed, some of the criticism of the motion subsided. The intent, as explained by Lajko, was to create a way for Fife Lake and Springfield Townships to exit the Rural Department before December 31, 2017 so they would not have to fund two fire departments. The negative connotation of the word expulsion created many hard feelings and lots of press. However, the motion did pass with Springfield Township as the deciding vote. I am sure there will be more about this issue at the next meeting.

Other happenings of the meeting included a resolution amending the 1996 Intergovernmental Agreement with a name change/clarification. Member Townships should soon see this document on their agendas. A proposed 2018 revenue and expense document, without Fire Lake and Springfield Townships, was presented to Board members allowing ample time to review it before discussion takes place at the May 17, 2017 meeting. Command staff and responding personnel will begin to review Operational Policies and Procedures at their monthly Officers meetings for any desired updating. The group will make recommendations, as needed, to the Rural Board for adoption. The Rural Board will continue to review the Administrative Polies and Procedures in a similar fashion. Whitewater Township's proposed lease of the 8380 Old M-72 building was met with resistance from all Board Members except Union Township. Fife Lake's comment was we should all use a standard lease agreement, as provided by the Department, and payment of utilities has never been included. Additional concerns were raised over the requirement for 10 million dollars of excess insurance for personal injury and/or property damage. I was asked to explain the basis for the requirement of 10 million dollars of excess PI/PD insurance and I responded that the other tenant in the building provides the same. The lease has been forwarded to the Department's legal counsel and insurance provider for review. Consistent with Union Township's January 18, 2017 motion to withhold lease payments until leases have been executed, Whitewater will not receive any payments for building expenses from the Department. Chief Weber recommended to place the Deputy Chief hiring process on hold until membership issues could be resolved, the Board instead indicated it wanted to stay on track and they are eager to review the candidates.

B. Meetings:

- 1) Michigan Township Association Meeting did not take place due to the annual conference scheduling.
- 2) Supervisor's meeting this monthly event was not attended in April.

- 3) Grand Traverse County Road Commission (GTCRC). This monthly meeting created a scheduling conflict with the University of Michigan's Spring Commencement Ceremonies 2017 and was not attended. Vice Admiral Walter E. "Ted" Carter, Superintendent, U.S. Naval Academy, conducted the commissioning of more than 65 U of M grads into various branches of the Military. Amazing! U of M President, Mark Schilssel, oversaw the remainder of the ceremony bestowing diplomas on an additional 6,500 plus young men and women, including my oldest son, Spencer. Congratulations to them all, and of course GO BLUE!
- 4) Charter Franchise Agreement meetings. I met with about 15 other local townships to review information on our current cable television franchise agreement, which is due to expire in early July, 2017. The group calls themselves the Grand Traverse Cable Consortium and formed to provide a unified front when negotiations of a new agreement with Charter begin. With consensus, the Whitewater Township Board will not continue as a member with the group, citing different community needs as a determining factor
- 5) Attended Election Commission Meeting April 5, 2017 and participated in voting machine testing on April 18, 2017. Thanks to the hard work of the Clerk's Office, the Township will be ready for the May 2, 2017 election.
- 6) Miami Beach Sewer District. Discussions with Grand Traverse Board of Public Works (BPW) and the Department of Public Works (DPW) continue. The Treasurer's Office is awaiting additional information from the Bond Attorney for the final piece of information before our June 13, 2017 meeting with the groups. I am hopeful we will gain a clearer understanding of what the options are for owning and maintaining this system into the future. Following our education, we will gather with the Miami Beach group to explain the options and hear their thoughts about ongoing operations.

C. Parks & Rec: Recreation Department –

- 1) No interaction with the group this month. However, the Board has ongoing discussions about trail maintenance, frequency, and type.

E. Planning Commission:

- 1) No interaction with this group in April.

F. Other Efforts: Here

- 1) Fire Department concerns are consuming a great deal of time. I met with Fire Department responding personnel to hear their views on the future of Rural Fire and possible solutions for moving forward.
- 2) Review of the appointment process and Township Policy continues.

Respectfully Submitted,



Ron Popp
Whitewater Township Supervisor.

Clerk/Parks & Recreation Administrator's Report for April/May 2017

To: Whitewater Township Board Members

From: Cheryl A. Goss, Township Clerk

Date: 05/05/2017

This report details activity in the Clerk's office since my last report dated 04/07/2017.

Meetings Attended (in addition to Township Board meetings):

1. 04/10/2017 Parks & Recreation Advisory Committee (evening)
2. 04/18/2017 Public Accuracy Test for May Special Election
3. 04/20/2017 Webinar re: 2020 Census
4. 04/21/2017 Park Ranger Interview – Adam Hagedorn
5. 04/26/2017 DTE Energy (evening meeting at the township hall re: new gas service)
6. 04/27/2017 E-Pollbook training for election workers (evening)
7. 04/29/2017 Saturday-before-election clerk hours
8. 05/01/2017 Precinct setup/election inspector meeting
9. 05/03/2017 Mobile Medical Response Advisory Board

Elections: The May Special Election on 5/2 went well. There was very low turnout by walk-in voters (212). There were 299 absent voter ballots cast. The BATA millage failed in Whitewater Township but passed overall. The Elk Rapids Schools bond proposal passed in Whitewater Township and overall.

Whitewater Township Park: The campground is opening May 12 with the Free Camping Weekend. The water and septic systems have been started up. Dock is in. Other opening details are being taken care of. Dan and Peggy and Brian have been doing a lot of cleanup of sticks, brush, etc. in the common areas, as well as stocking and organizing the ranger station, mechanical room, etc. The park has never looked nicer for opening day than it does this year, thanks to the dead/leaning tree removal that was done last fall and the additional cleanup this spring. Two rangers from last year will not be returning (Haley and Margo). Two new rangers have been interviewed (one of whom first applied in 2016) and the required physical, drug test, TB test, driver record check and background checks are being conducted. As of this date, the online reservation site has recorded \$50,256 worth of revenue for the season. Seasonal bookings (14) have brought in another \$22,624.

Hi Pray Park/Battle Creek Natural Area/Lossie Road Nature Trail/Petobago Natural Area: Installation of the new playground equipment at Hi Pray Park is scheduled for Saturday/Sunday 5/6 and 5/7. Concrete, wood, weed mat, beach sand, and other miscellaneous items have been purchased. The Parks & Recreation Advisory Committee hopes to complete the installation over those two days. I hope to get to Battle Creek Natural Area and Lossie Road Nature Trail soon to see what the trails look like since the big cleanup last fall.

8380 Old M-72 Renovation/Addition Project: Updates on this project will be provided at the meeting on 5/9.

Other News: Last month, I reminded the board that we need to address the new **Medical Marijuana Facilities Licensing Act** issue to decide whether the township will opt in or out of these types of facilities here. When will this important issue be placed on the board's agenda?

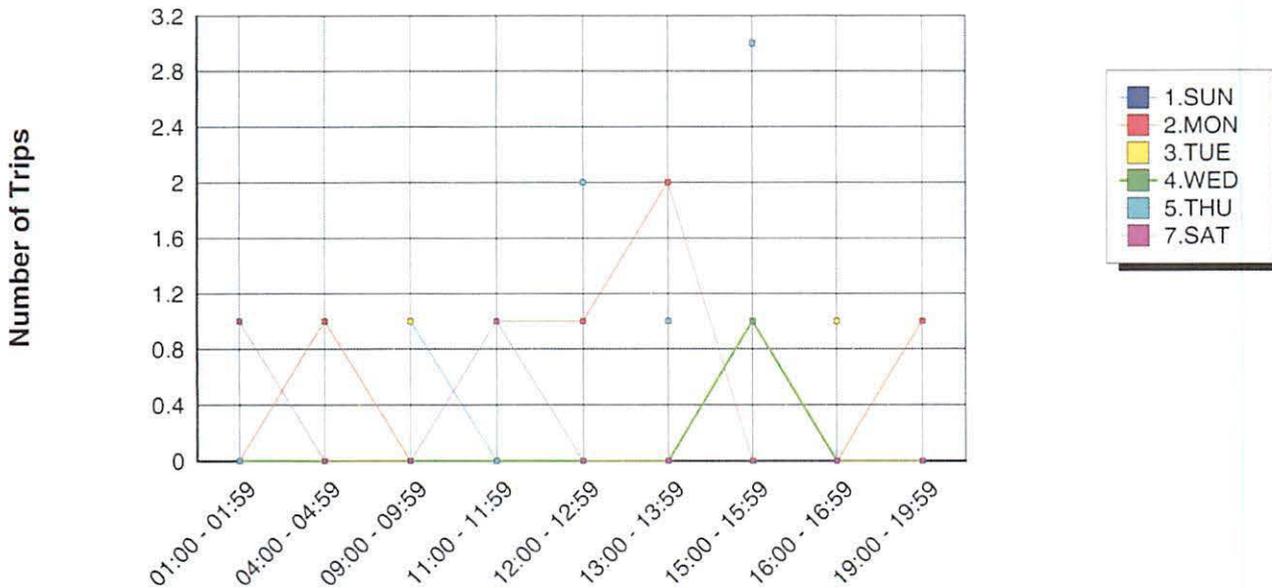
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Demand Analysis by Day of Week for Whitewater Twp

From 04/01/2017 to 04/30/2017

TIME OF DAY

TIME OF DAY	1.SUN	2.MON	3.TUE	4.WED	5.THU	7.SAT	Total
01:00 - 01:59	0	0	0	0	0	1	1
04:00 - 04:59	0	1	0	0	0	0	1
09:00 - 09:59	1	0	1	0	0	0	2
11:00 - 11:59	0	1	1	0	0	1	3
12:00 - 12:59	0	1	0	0	2	0	3
13:00 - 13:59	0	2	0	0	1	0	3
15:00 - 15:59	0	0	0	1	3	0	4
16:00 - 16:59	0	0	1	0	0	0	1
19:00 - 19:59	0	1	0	0	0	0	1
Total	1	6	3	1	6	2	19



Requests by Nature of Call in Whitewater Twp

From 04/01/2017 to 04/30/2017

	Total
Abdominal Pain/Problems	1
Breathing Problems	1
Falls	5
Hemorrhage/Lacerations	1
Psychiatric/ Abnormal Behavior/Suicide Attempt	1
Sick Person (Specific Diagnosis)	5
Traumatic Injuries (Specific)	1
Unconscious/Fainting (Near)	3
Unknown Problem (Man Down)	1
Total	19

Request Count by Month

	4/2017	Total
Village of Elk Rapids	22	22
Elk Rapids Twp	6	6
Milton Twp	4	4
Whitewater Twp	19	19
Kalkaska County	1	1
Total	52	52

Transport Count by Month

	4/2017	Total
Village of Elk Rapid	15	15
Elk Rapids Twp	4	4
Milton Twp	3	3
Whitewater Twp	14	14
Total	36	36

Fractile Response Time

Company IS MOBILE MEDICAL RESPONSE; AND Trip Date IS BETWEEN 04/01/2017 AND 04/30/2017; AND Dispatch Zones IS GT-Whitewater; AND the time 'Save' was clicked

MOBILE MEDICAL RESPONSE

	Call Count	Cumulative Call Count	Percent of Total Calls	Cumulative Percent of Total Calls
00:00 - 01:59	3	3	16%	16%
02:00 - 02:59	2	5	11%	26%
04:00 - 04:59	5	10	26%	53%
06:00 - 06:59	1	11	5%	58%
07:00 - 07:59	1	12	5%	63%
08:00 - 08:59	3	15	16%	79%
10:00 - 10:59	2	17	11%	89%
13:00 - 13:59	1	18	5%	95%
45:00 +	1	19	5%	100%

Total Calls for MOBILE MEDICAL RESPONSE: 19



April 2017

Memorandum:

All 18 of the 19 applicants for the Deputy Chief position have received interviews, external candidates were afforded phone interviews while internal candidates received face to face interviews with the Chief. Captain Bonter withdrew his application for the position. All expressed concern about the future of the Grand Traverse Rural Fire Department. I will be asking the Fire Board to suspend the hiring process until this agency's future is stabilized.

Wildfire season is in full swing with a significant increase in calls for service.

Apparatus & Equipment:

- ☉ E6 continues to have drivability issues, Spartan / Spencer feels they have no obligation or liability to repair this truck. Ultimately I believe we will need to replace the front axle assembly (Approx. \$15,000.00). This work needs to be budgeted for in 2017.
- ☉ Repairs are being completed on Brush 3 and Air 3.
- ☉ All Apparatus are in service at this time

Incident Calls for March 2017

- 2 - Fires
- 7 - EMS
- 4 - Hazard
- 1 - Service Calls
- 5 - Good Intent
- 2 - False Alarm

21 Total Calls

Meetings Attended/Held:

- ☉ GTRFD Officers – Held at Station 3, see notes
- ☉ LPT – Much discussion on many subjects critical to planning. Fuel depot for disasters, BayShore Marathon, Code Red groups for tactical teams and active shooter.
- ☉ Central Board – New business discussions focused on five new administrative policies, much discussion, all were approved with few modifications.

We are Rural!



Chief's Report, page 2

- Gt County Area Chiefs – Steve Meek of Metro fire gave a presentation regarding the many features of the 800 MHZ portables and how they can be used to take advantage of their capabilities. Further discussion took place regarding vehicle maintenance and possible solutions. Presentations from maintenance vendors to take place at the next four meetings. Discussion was held regarding creating a cache of alcohol resistant foam for area fire department to access if needed.
- NWRTC – Current firefighter I & II class will graduate on May 2. The first shipboard firefighting class have been held with great success. The second shipboard firefighting class is scheduled for June. These are exciting progressive times at NWRTC.

Training:

March training: SCBA/RIT

April training: Fireground (Communication, Scene Size-up, Establishing Command, Ops, and Transfer of Command).

Notable Items:

The FEMA Safer Grant (Recruitment & Retention) was updated to include a hardship waiver for financial testing due to recent loss of revenues.

We are Rural!

GRANDTRAVERSERURA

Incident Type Report (Summary)

Alarm Date Between {03/01/2017} And {03/31/2017}
and FDID = "02802"

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
100 Fire, Other	1	4.76%	\$0	0.00%
141 Forest, woods or wildland fire	1	4.76%	\$0	0.00%
	<u>2</u>	<u>9.52%</u>	<u>\$0</u>	<u>0.00%</u>
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	1	4.76%	\$0	0.00%
321 EMS call, excluding vehicle accident with	1	4.76%	\$0	0.00%
322 Motor vehicle accident with injuries	2	9.52%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	3	14.28%	\$0	0.00%
	<u>7</u>	<u>33.33%</u>	<u>\$0</u>	<u>0.00%</u>
4 Hazardous Condition (No Fire)				
400 Hazardous condition, Other	1	4.76%	\$0	0.00%
424 Carbon monoxide incident	1	4.76%	\$0	0.00%
444 Power line down	2	9.52%	\$0	0.00%
	<u>4</u>	<u>19.04%</u>	<u>\$0</u>	<u>0.00%</u>
5 Service Call				
561 Unauthorized burning	1	4.76%	\$0	0.00%
	<u>1</u>	<u>4.76%</u>	<u>\$0</u>	<u>0.00%</u>
6 Good Intent Call				
600 Good intent call, Other	1	4.76%	\$0	0.00%
611 Dispatched & cancelled en route	4	19.04%	\$0	0.00%
	<u>5</u>	<u>23.80%</u>	<u>\$0</u>	<u>0.00%</u>
7 False Alarm & False Call				
745 Alarm system activation, no fire -	2	9.52%	\$0	0.00%
	<u>2</u>	<u>9.52%</u>	<u>\$0</u>	<u>0.00%</u>

Total Incident Count: 21

Total Est Loss: \$0

GRANDTRAVERSERURA

Monthly Incident Counts By Station

Alarm Date Between {01/01/2017} And {03/31/2017}
 and FDID = "02802" and Station In
 "002", "003", "006"

Station #	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Percent
002	6	11	13	0	0	0	0	0	0	0	0	0	30	49.18%
003	9	7	4	0	0	0	0	0	0	0	0	0	20	32.78%
006	2	5	4	0	0	0	0	0	0	0	0	0	11	18.03%

Total Runs by Month											
Jan	17	Feb	23	Mar	21	Apr	0	May	0	Jun	0
Jul	0	Aug	0	Sep	0	Oct	0	Nov	0	Dec	0

Grand Total Runs: 61

GRANDTRAVERSERURA

Monthly Incident Counts By Station

Alarm Date Between {01/01/2016} And {03/31/2016}
 and FDID = "02802" and Station In
 "002", "003", "006"

Station #	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Percent
002	6	6	7	0	0	0	0	0	0	0	0	0	19	26.76%
003	6	6	9	0	0	0	0	0	0	0	0	0	21	29.57%
006	13	9	9	0	0	0	0	0	0	0	0	0	31	43.66%

Total Runs by Month											
Jan	25	Feb	21	Mar	25	Apr	0	May	0	Jun	0
Jul	0	Aug	0	Sep	0	Oct	0	Nov	0	Dec	0

Grand Total Runs: 71

GRANDTRAVERSERURA

Incidents by Township (Summary)

Alarm Date Between {03/01/2017} And {03/31/2017}
and FDID = "02802"

Township	Count	Pct of Incidents	Est Losses	Pct of Losses
BLAR BLAIR TWP	2	9.52 %	\$0	0.00 %
FFLK FIFE LAKE TWP	2	9.52 %	\$0	0.00 %
GAR GARFIELD TWP - KALKASKA	1	4.76 %	\$0	0.00 %
PARA PARADISE TWP	10	47.61 %	\$0	0.00 %
SPRI SPRINGFIELD TWP	2	9.52 %	\$0	0.00 %
WHWT WHITEWATER TWP	4	19.04 %	\$0	0.00 %
Total Incident Count:	21		Total Est Losses:	\$0

GRANDTRAVERSERURA

Incidents by Township (Summary)

Alarm Date Between {03/01/2016} And {03/31/2016}
and FDID = "02802"

Township	Count	Pct of Incidents	Est Losses	Pct of Losses
BLAR BLAIR TWP	4	12.50 %	\$0	0.00 %
BOAR BOARDMAN TWP - KAL CO	1	3.12 %	\$0	0.00 %
FFLK FIFE LAKE TWP	3	9.37 %	\$0	0.00 %
GRLK GREEN LAKE TWP	5	15.62 %	\$0	0.00 %
KING VILLAGE OF KINGSLEY	1	3.12 %	\$0	0.00 %
LIBY LIBERTY TWP	1	3.12 %	\$0	0.00 %
MAYF MAYFIELD TWP	2	6.25 %	\$0	0.00 %
PARA PARADISE TWP	3	9.37 %	\$325,000	100.00 %
SPRI SPRINGFIELD TWP	3	9.37 %	\$0	0.00 %
WHWT WHITEWATER TWP	9	28.12 %	\$0	0.00 %
Total Incident Count:	32		Total Est Losses:	\$325,000

Whitewater Township
Cash Balance Report
March 31, 2017
Prior to Balancing with the Clerk

101 General Fund

101-000-001	General Fund-ASB - 101	\$	717,241.94
101-000-003	General MM - 101		101,394.65
101-000-005	Tower Removal FCB Savings		10,894.85

Total 101 **829,531.44**

203 Road Fund

203-000-001	Road Fund-ASB- 203	23,198.38
203-000-003	Road Fund MM - 203	20.31

Total 203 **23,218.69**

204 Road Repair/Replacement Fund

204-000-001	Road Repair/Rep-ASB - 204	207,872.42
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Total 204 **207,872.42**

206 Fire Fund

206-000-001	Fire Fund-ASB- 206	245,315.27
206-000-003	Fire MM - 206	25,348.21

Total 206 **270,663.48**

208 Park Fund

208-000-001	Park Fund-ASB - 208	148,747.89
208-000-003	Park MM - 208	18,250.76

Total 208 **166,998.65**

209 Recreation Fund

209-000-001	Recreation Fund-ASB - 209	17,951.35
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Total 209 **17,951.35**

210 Ambulance Fund

210-000-001	Ambulance Fund-ASB- 210	356,768.02
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Total 210 **356,768.02**

211 Ambulance Replacement Fund

Total 211 **0.00**

401 Public Improvement Fund

401-000-001	Public Imprvmt Fund-ASB - 401	225.36
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Total 401 **225.36**

406 Fire Capital Improvement Fund

406-000-001	Fire Cap Imprvmt Fund-ASB- 406	180,950.65
406-000-003	Fire Cap Imp MM - 406	7,097.50
406-000-005	Fire Cap Imp FCB Savings	120,873.11

Total 406 **308,921.26**

Whitewater Township
Cash Balance Report
 March 31, 2017
Prior to Balancing with the Clerk

590 Miami Beach Sewer Fund		
590-000-008	Cash MB Sewer Receiving-FCB	74,976.84
590-000-009	Cash MB Spec Assmt Dist-FCB	47,212.87
	Total 590	122,189.71
 703 Property Tax Fund		
703-000-001	Property Tax Fund FCB - 703	604.54
	Total 703	604.54
 750 Payroll Clearing Fund		
750-000-001	Payroll Clearing-Gen Fund-750	1,373.29
	Total 750	1,373.29
 811 WMDLS Road Assessment		
811-000-001	WMDLS Road Assmt Fund-FCB- 811	125,919.86
811-000-005	WMDLS FCB Savings	243,150.84
	Total 811	369,070.70
	Grand Total	\$ 2,675,388.91

Whitewater Township
Bank Accounts
March 31, 2017
Prior to Balancing with Clerk

	Balance
General Fund Checking - ASB	
General Fund-ASB - 101	717,241.94
Road Fund-ASB- 203	23,198.38
Road Repair/Rep-ASB - 204	207,872.42
Fire Fund-ASB- 206	245,315.27
Park Fund-ASB - 208	148,747.89
Recreation Fund-ASB - 209	17,951.35
Ambulance Fund-ASB- 210	356,768.02
Public Imprvmt Fund-ASB - 401	225.36
Fire Cap Imprvmt Fund-ASB- 406	180,950.65
Payroll Clearing-Gen Fund-750	1,373.29
	1,899,644.57
Total General Fund Checking	1,899,644.57
General Fund MM - ASB	152,111.43
General Fund Savings - FCB	131,767.96
Miami Beach Sewer Fund - FCB	
Cash MB Sewer Receiving-FCB	74,976.84
Cash MB Spec Assmt Dist-FCB	47,212.87
Property Tax Fund - FCB	
Property Tax Fund FCB - 703	604.54
WMDLS Funds - FCB	
WMDLS Road Assmt Fund-FCB- 811	125,919.86
WMDLS FCB Savings	243,150.84

Whitewater Township
ASB Interest Investment Report
April 2016 - March 2017

	April '16	May '16	June '16	July '16	Aug '16	Sept '16	Oct '16	Nov '16	Dec '16	Jan '17	Feb '17	March '17	GR TOTAL
General Fund-- 101	111.19	108.35	102.14	109.29	106.31	102.76	114.59	115.02	116.15	118.92	115.55	121.30	1,341.57
Road Fund-- 203	2.69	1.47	2.58	2.65	1.58	1.51	1.70	1.45	1.43	1.28	1.19	3.92	23.45
Road Rep-- 204	19.53	18.64	17.99	18.57	18.77	18.19	20.79	17.97	17.99	16.24	15.40	35.10	235.18
Fire Fund-- 206	54.84	52.25	50.20	47.56	47.97	46.06	47.96	41.35	44.50	50.38	56.40	41.42	580.89
Park Fund-- 208	32.50	30.72	29.38	29.81	27.18	23.71	25.89	21.74	21.47	19.21	18.13	25.11	304.85
Recreation Fund-- 209	1.70	1.39	0.91	0.60	0.48	0.21					3.08	3.03	11.40
Ambulance Fund-- 210	39.82	37.95	36.58	37.75	38.13	37.31	15.32	13.33	18.07	36.77	49.20	60.24	420.47
Ambulance Repl Fund-- 211													0.00
Public Imprvmt Fund-- 401	0.04	0.04	0.04	0.04	0.04	0.04	0.04	0.04	0.04	0.03	0.03	0.04	0.46
Fire Cap Imprvmt Fund-- 406	5.03	4.80	4.25	4.38	4.41	4.17	4.76	4.11	4.11	3.46	3.38	30.55	77.41
Total	267.34	255.61	244.07	250.65	244.87	233.96	231.05	215.01	223.76	246.29	262.36	320.71	2,995.68

Whitewater Township
ASB Money Market Interest Report
April 2016 - March 2017

	April '16	May '16	June '16	July '16	Aug '16	Sept '16	Oct '16	Nov '16	Dec '16	Jan '17	Feb '17	March '17	GR TOTAL
General Fund-- 101	18.47	17.93	16.65	17.20	17.20	16.64	17.21	16.66	17.22	17.22	15.55	17.22	205.17
Fire Fund-- 206	4.16	4.48	4.16	4.30	4.30	4.16	4.30	4.16	4.30	4.30	3.89	4.31	50.82
Park Fund-- 208	2.99	3.23	2.99	3.10	3.10	3.00	3.10	3.00	3.10	3.10	2.80	3.10	36.61
Ambulance Repl Fund-- 211													0.00
Fire Cap Imprvmt Fund-- 406	1.16	1.25	1.16	1.20	1.20	1.17	1.20	1.17	1.20	1.20	1.09	1.21	14.21
Road Fund-- 203					0.01								0.01
													0.00
Total	26.78	26.89	24.96	25.80	25.81	24.97	25.81	24.99	25.82	25.82	23.33	25.84	306.82

Whitewater Township
 FCB Interest Report
 April 2016 - March 2017

	April '16	May '16	June '16	July '16	Aug '16	Sept '16	Oct '16	Nov '16	Dec '16	Jan '17	Feb '17	March '17	GR TOTAL
Tower Removal			9.45			9.45			9.57			9.39	37.86
Ambulance Repl Fund-- 211													0.00
Fire Cap Imprvmt Fund-- 406			89.89			90.95			91.02			89.35	361.21
Property Tax Ckg-- 703	0.07	0.01	0.01	37.37	95.27	256.98	33.91	2.66	27.65	95.71	49.16	0.74	599.54
													0.00
Miami Beach Fund-- 590	28.2	25.91	25.28	26.17	26.71	25.39	26.12	25.48	26.55	26.74	24.25	26.21	313.01
WMDLS Road Assmt Ckg-- 811	24.16	25.72	24.90	25.73	25.74	24.91	25.75	24.92	25.76	25.92	23.76	26.73	304.00
WMDLS Road Assmt Sav-- 811			180.82			182.95			183.09			179.73	726.59
Total	52.43	51.64	330.35	89.27	147.72	590.63	85.78	53.06	363.64	148.37	97.17	332.15	2,342.21

**INTEREST FOR FISCAL YEAR 2016 / 2017
ALL ACCOUNTS - YTD**

Fund	ASB Checking Account	ASB Money Market		FCB Checking	FCB Savings	Total
General Fund- - 101	1341.57	205.17				1546.74
Payroll Clearing Fund - 750						0.00
Tower Removal					37.86	37.86
Road Fund-- 203	23.45	0.01				23.46
Road Repair Fund-- 204	234.78					
Fire Fund-- 206	580.89	50.82				631.71
Park Fund- - 208	304.85	36.61				341.46
Recreation Fund- - 209	11.40					11.40
Ambulance Fund-- 210	420.47					420.47
Ambulance Repl Fund- - 211						0.00
Public Imprvmt Fund- - 401	0.46					0.46
Fire Cap Imprvmt Fund-- 406	77.41	14.21			361.21	452.83
Total						3466.39
Property Tax Ckg - -- 703				599.54		599.54
Miami Beach Fund- - 590				313.01		313.01
WMDLS Road Assmt Ckg -- 811				304.00		304.00
WMDLS Road Assmt Sav -- 811					726.59	726.59
GRAND TOTAL ALL INTEREST						5409.53

Whitewater Township
Cash Balance Report
April 30, 2017
Prior to Balancing with the Clerk

101 General Fund

101-000-001	General Fund-ASB - 101	\$ 725,248.27
101-000-003	General MM - 101	101,411.31
101-000-005	Tower Removal FCB Savings	10,894.85

Total 101 **837,554.43**

203 Road Fund

203-000-001	Road Fund-ASB- 203	23,120.94
203-000-003	Road Fund MM - 203	20.31

Total 203 **23,141.25**

204 Road Repair/Replacement Fund

204-000-001	Road Repair/Rep-ASB - 204	207,907.10
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Total 204 **207,907.10**

206 Fire Fund

206-000-001	Fire Fund-ASB- 206	218,737.85
206-000-003	Fire MM - 206	25,352.38

Total 206 **244,090.23**

208 Park Fund

208-000-001	Park Fund-ASB - 208	194,977.56
208-000-003	Park MM - 208	18,253.76

Total 208 **213,231.32**

209 Recreation Fund

209-000-001	Recreation Fund-ASB - 209	16,987.24
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Total 209 **16,987.24**

210 Ambulance Fund

210-000-001	Ambulance Fund-ASB- 210	355,396.59
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Total 210 **355,396.59**

211 Ambulance Replacement Fund

Total 211 **0.00**

401 Public Improvement Fund

401-000-001	Public Imprvmt Fund-ASB - 401	225.40
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Total 401 **225.40**

406 Fire Capital Improvement Fund

406-000-001	Fire Cap Imprvmt Fund-ASB- 406	180,980.84
406-000-003	Fire Cap Imp MM - 406	7,098.67
406-000-005	Fire Cap Imp FCB Savings	120,873.11

Total 406 **308,952.62**

Whitewater Township
Cash Balance Report
April 30, 2017
Prior to Balancing with the Clerk

590 Miami Beach Sewer Fund

590-000-008	Cash MB Sewer Receiving-FCB	75,780.14
590-000-009	Cash MB Spec Assmt Dist-FCB	47,222.51

Total 590	123,002.65
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703 Property Tax Fund

703-000-001	Property Tax Fund FCB - 703	604.75
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Total 703	604.75
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750 Payroll Clearing Fund

750-000-001	Payroll Clearing-Gen Fund-750	2,478.80
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Total 750	2,478.80
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811 WMDLS Road Assessment

811-000-001	WMDLS Road Assmt Fund-FCB- 811	125,945.73
811-000-005	WMDLS FCB Savings	243,150.84

Total 811	369,096.57
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Grand Total	\$ 2,702,668.95
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Whitewater Township
Bank Accounts
April 30, 2017
Prior to Balancing with Clerk

	Balance
General Fund Checking - ASB	
General Fund-ASB - 101	725,248.27
Road Fund-ASB- 203	23,120.94
Road Repair/Rep-ASB - 204	207,907.10
Fire Fund-ASB- 206	218,737.85
Park Fund-ASB - 208	194,977.56
Recreation Fund-ASB - 209	16,987.24
Ambulance Fund-ASB- 210	355,396.59
Public Imprvmt Fund-ASB - 401	225.40
Fire Cap Imprvmt Fund-ASB- 406	180,980.84
Payroll Clearing-Gen Fund-750	2,478.80
	1,926,060.59
Total General Fund Checking	1,926,060.59
General Fund MM - ASB	152,136.43
General Fund Savings - FCB	131,767.96
Miami Beach Sewer Fund - FCB	
Cash MB Sewer Receiving-FCB	75,780.14
Cash MB Spec Assmt Dist-FCB	47,222.51
Property Tax Fund - FCB	
Property Tax Fund FCB - 703	604.75
WMDLS Funds - FCB	
WMDLS Road Assmt Fund-FCB- 811	125,945.73
WMDLS FCB Savings	243,150.84

WHITEWATER TOWNSHIP PLANNING COMMISSION
MINUTES FOR REGULAR MEETING
March 1, 2017

Call to Order at 7:00 p.m.

Roll Call: Dean, Hooper, Lawson, Mangus

Absent: Link, Miller

Also in attendance: Recording Secretary MacLean, Zoning Administrator Chris Weinzapfel

Set / Adjust Agenda: Set

Declaration of Conflict of Interest: None.

Public Comment: .

Public Hearing: Regarding Amendment #68 pertaining to proposed amendments to Articles 12.11 Schedule of Regulations and Article 8.13, Commercial C-1 of the Whitewater Township Zoning Ordinance. Article 12.11 is proposed to change the side yard setback in the Commercial District from “total 30% of width but not less than 15’” to “10 feet” and to remove the number “25” under side yard from the Special Situations, M72 in C-1, R-3 & N line requirements. The proposed amendment to Article 8.13 will remove the words “and the design standards of Article XXXII, (specifically sections 32.14 through 32.21).

a. Open Public Hearing at 7:05.

b. Attendance sign in request

c. Notice published February 12, 2017 in The Record Eagle.

d. Article 12.11, Side yard setbacks in Commercial District, M72 side yard setbacks and clarification of Article 8.13

e. Presentations:

i. Zoning Administrator N/A

ii. Petitioner/Agent N/A

f. Correspondence received: One email from Larry Ginop of Ginop Sales, Inc., is in favor.

g. Public Comment: Glenn Savage, 9833 Pineneedle, has a business on M72 and is happy to see that the PC is going to address this issue. With the 75’ setback from the road and the 25’ side lot setbacks I only have ¼ of the property that I can use. I thought it was way too much. It is very important for all of the businesses along M72. We don’t have a lot of Commercial District.

h. Close Public Hearing: 7:10 p.m.

PC discussion, action and decision: All PC members are in agreement to make the change. Mangus spoke with several of the businesses in the area to let them know we were making a change.

MOTION by Dean, second by Hooper to send to the Board for approval Amendment #68:

1. Article 8.13: Remove the words “and the design standards of Article XXXII (specifically sections 32.14 through 32.21)” at the end of the section.

2. Article 12.11, C-1, Commercial District: Change the wording in the side yard setback from “Total 30% of width but not less than 15’” to “10 feet”.

3. Article 12.11, Special Situations, M-72 in C-1, R-3 & N: Delete “25” in the side yard setback column.

Roll Call vote: Dean-Yes; Link-NA; Hooper-Yes; Miller-NA; Lawson-Yes; Mangus-Yes. Motion carried.

Approval of Minutes:

Motion to approve February 1, 2017, Regular Meeting Minutes by Hooper, second by Dean. All in favor. Motion carried.

Motion to approve February 6, 2017, Special Meeting Minutes by Lawson, second by Dean. All in favor. Motion carried.

Correspondence:

Reports:

Zoning Administrator Report, Weinzapfel: Reviewing the Zoning Ordinance (ZO) and sections that need to be addressed. The amendment compilation is complete and is now being verified with notices and “missing” adjustments. The Clerk is currently updating the key. Event Barns is something that has come forward three times as a business not just a one-time use. It can go to the ZBA as a Use Variance but if there are multiple people seriously interested it may be something for the PC to look at.

Chair’s Report, Mangus: April meeting will be changed to Friday, April 7.

Township Board Rep., Lawson: Clerk has been working on the ZO. The official document is held by the Clerk. Budget meetings are happening. More money was added to the PC budget.

ZBA Representative, Hooper: No meetings. Request hot topics from the ZBA.

Committee Reports: None.

Additional Items: None.

Unfinished Business

1. Officer Election of Secretary – on hold

New Business:

1. Status of Ordinance compilation: as previously discussed. Certification / Verification is being done for each amendment by the Clerk. Some gaps are going to have to be reviewed. There are sections that need to be addressed. The earliest issue is dated 1981. Once this process is complete we may not need to do a complete recodification as previously discussed. Change of definitions is a noted issue. The ZO is in worse condition than originally thought. Re-write or recodification? We can work on issues while the Clerk is certifying the ordinance. We are going to address the issues that are brought forward by the Zoning Administrator and that were specifically mentioned by the lawyer. See if we can come to a consensus on some of the issues.
2. Setbacks in all districts. Add a line to Article 12 to include the setbacks verbiage that is referenced in Article 6.11. Cheryl has Article 12 certified, 8, 10 and 11 have not been certified yet. Discussion. Consensus on proposed language for 12.10.
3. Article 15, Sanitation: Discussion. Consensus on proposed language for Article 15.
4. Article 36, Mobile Home Park District (MHP). Discussion. Kim will come back with information from GT County.
5. Article 3, Definitions. Discussion. Consensus of various definitions. Will be continued.

Next Regular Meeting April 7, 2017, Agenda items: Continue definitions, MHP, Commercial district.

Public Comment: Glenn Savage: Thank you.

Commission Discussion/Comments: Thoughts and comments on getting and accessing the packet.

Continuing Education: None.

Adjournment: 9:20 p.m.

Respectfully Submitted
Lois MacLean,
Recording Secretary

Whitewater Township Historical Society
Minutes of the Meeting held on March 8, 2017

*Approved
D.S.
4-12-2017*

Call to Order:

-Meeting was called to order by Snider at 7:07 pm. At the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan.

Roll Call:

-Members Present: Snider/Yes, Birks/Yes.

-Members Absent: Lake

Set / Adjust Agenda:

-No Changes

Approval of Minutes:

-Birks made the motion to approve the (February 8, 2017) minutes and Snider seconded the motion.

-All in favor: 2 / Opposed 0.

Motion Carried.

Public Comment:

-None

Correspondence:

-None

Unfinished Business:

-Still need to contact Steve Harold in coming to one of our meetings, to get the information he has of our area.

New Business:

-Field trips that we would like to do this spring: Cemetery and Fish hatchery.

Public Comment:

-Mike Jacobson came to our meeting (he is related to the Chaney's) he had some questions for us and gave us some information. He was telling us that the foundation and well pit are still there for one of the old school houses. And the Indians would go to Petoskey to get this rock called Curt to make their weapons. He also told us that we could have carbon dating done on the cannon ball to see how old it is.

Adjournment:

-Birks made the motion to adjourn the meeting and Snider seconded the motion.

-The meeting was adjourned by Snider at 8:16 pm.

Respectfully submitted,

Luann Snider
Historical Society Recording Secretary

**Whitewater Township
Parks and Recreation Advisory Committee
Regular Minutes for Monday, March 13, 2017**

Call to order 7:03 p.m.

Roll Call: Butler, Melton, Cosgrove, Hubbell, Leach

Absent: Decker

Also in attendance Recording Secretary MacLean

Set / Approve Agenda: Set

Declaration of Conflict of Interest: None

Public Comment: 8784 Palestrum Rd., Phil Knapp. Congratulations on the accomplishments, especially the Rec Plan! I have walked the trails and see good work there. The Nature Conservancy article on pages 18 & 19, a feature about "Atlanta Naturally", *Into the Woods* and *Head for the Hills* has a picture of a wooden walkway. Trail at the Grass River Natural Area has a nice one too, along with one that is off 131 that gets to the Manistee River. Would like to see something like this.

Approval of February 13, 2017, Regular Meeting Minutes: Motion by Hubbell, second by Cosgrove to approve the minutes. All in Favor. Motion carried.

Reports/Presentations/Announcements/Comments/Correspondence: Popp emails about going to a Board's Basics Meeting on the 15th in TC and the MSU Citizen Planner. Correspondence from Clerk incorporated into Unfinished Business discussions.

Unfinished Business:

1. Hi-Pray Park playground equipment:

Choice of colors Merry-Go-Round: base Red with the bars Yellow. Tall slide: Parrot theme, brown platform Small slide: Parrot theme, brown platform.

Delivery: Six weeks for delivery, will need at least 3 people, box cutters, wire snips, gloves and small pry bar Where: Hubbell has a place to put it. c/o North Point Farms – Attention Brandon, 8055 Angell Rd., Williamsburg, preferably delivered on skid.

Safety Surface: Sand and wood chips are allowed. Check on price comparisons of base materials. Sand may be available locally, free or cheap. Will need a dump truck. Placement discussion. May need new swing seats.

New Business:

1. MLB Grants – quarterly dates, Jan/April/July/Oct 1; free webinar Wednesday, March 15.

2. 5-year Rec Plan; DNR response eligibility Land and Water, Rec Passport and MI Natural Resources Trust Fund not Waterways Harbor Grant.

Place equipment at Hi-Pray Park May 5 & 6 & 7 and finishing on the 13 if we can plan and get everything together. Worker-bee – clean up date in coordination with the Little League after the equipment is placed.

Walk through at Hi-Pray on Saturday the 8th at 10 a.m.

Next regular meeting April 10, 2017, 7 p.m.

Agenda items: Discuss the walk through at Hi-Pray. Recommendation on surface material.

Public Comment: None

Adjournment: 9:05 p.m.

Respectfully submitted,
Lois MacLean
Recording Secretary

WHITEWATER TOWNSHIP PLANNING COMMISSION
MINUTES FOR REGULAR MEETING
April 7, 2017

Call to Order at 7:00 p.m.

Roll Call: Dean, Hooper, Lawson, Link, Mangus

With two vacancies on the commission

Also in attendance: Recording Secretary MacLean, Zoning Administrator Chris Weinzapfel

Set / Adjust Agenda: Add Scott Carter Private Road Ordinance before Unfinished Business.

Declaration of Conflict of Interest: As previously noted, Kim states that she has property on a private road that is already built on. Does not think she has a conflict.

Public Comment: None.

Public Hearing: None.

Approval of Minutes:

Motion to approve March 1, 2017, Regular Meeting Minutes by Hooper, second by Dean. All in favor. Motion carried.

Correspondence: Master Plan review from Kalkaska County as received by Clerk Goss for PC review.

Reports:

Zoning Administrator Report, Weinzapfel: No report.

Chair's Report, Mangus: Newsletter information on what we are working on. Amendment schedule.

Township Board Rep., Lawson: Board Chair mentioned that we may need to look at the connections regarding CoPUD.

ZBA Representative, Hooper: No meetings. Kim Halstead of the ZBA sees accessory structures as the largest issue.

Committee Reports: None.

Additional Items: None.

Scott Carter, Private Road request for exception.

Chris Weinzapfel (ZA): Scott Carter presents a question regarding the private road general ordinance (PRO). The ordinance was not in affect as of the time the splits were done on Heiges Trail. Mr. Carter has not got any answers since his initial letter of May 2012, (presented to commission). At this point Mr. Carter is trying to pursue construction of his home at the end of the two track easement to his property. It is a legal lot of record, approved in 1998. Looking at the supplied drawing, C & D were combined. General Ordinance states that the exception must be reviewed by the PC and then the Board can approve (or disapprove) an exception. Mr. Carter would like to present it to the Board at the April 25 meeting.

Scott Carter, 9200 Pine Hill Ct. Saline, MI 48176. Purchased property in 2010. The building project has been delayed and bounced around on the Carters' end and the township's. ZA cannot approve until it has gone through the Board. There are two homes that are on the Heiges Trail. As required in the PRO, a maintenance agreement was presented to the neighbors but have gotten no response. Plans are to build a vacation home rather than a retirement home, 1080 sq. ft. home. It will be located at the line of C/D on the map presented. Have a total of 22 acres including an additional 10 acres purchased separately. To bring the easement / private road up to PRO standards a previous estimate came in at \$82,000 not including engineering or permits to build the private road and would not be cost shared by the neighbors. No bank loan available. Some upgrades have been done, which cost \$4500 (already paid) and it does have GT Road Commission approval. Would like to build the road to many of the specs as required but 10 ft. wide and without all the engineering. This would be all at Carter's expense since there is no road agreement and a road agreement cannot be forced. Looking for an exception to General Ordinance #32, Private Road Ordinance for 1700 ft. of private road.

Dean notes that we recommended to the Board to delete it from the General Ordinance.

The PC recommendation from the PC stands.

Frost ~~last~~ laws are off, Carter is ready to get started building.

PC can send the exception it to the Board indicating "due to extenuating circumstances".

Carter wants the 10 ft. road so emergency vehicles can get through. His understanding at the time of purchase was that it was subject to private road "easements" and that there was an easement already. Splits were made prior to the ordinance. He purchased it after the PRO was put into place.

Mangus notes that there have been homes built under similar circumstances. There is a precedent that this has been happening previously.

Motion: A recommendation to the Board that they grant an exception from engineering requirements and the maintenance agreement, referring to the PC's recommendation of removal of removal of General Ordinance #32, Private Roads by Dean, second by Lawson.

Discussion.

Amended motion: A recommendation to the Board that they grant a blanket exception to General Ordinance #32, Private Roads, for the construction of a home on Heiges Trail parcel C/D by Dean. Lawson is okay with the change.

Roll call vote: Dean – yes; Link – no; Hooper – yes; Lawson – yes; Mangus – yes.

**Lawson wants it noted that ALL zoning issues need to be addressed to the Zoning Administrator NOT the Supervisor.

Unfinished Business:

1. Final review of Schedule or Regulation – Setbacks. At the request of the clerk, inserted 8.11 with the same verbiage as stated in 12.10. *Consensus to move to the public hearing stage.*
2. Final review of Article 15, Sanitation. *Consensus to move to the public hearing stage.*
3. 2nd review of Article 36, Mobile Home Setbacks. GT Construction Code Division handles movement of mobile homes, engineering standards, land use permit, etc.
Do we want to expand on the county's requirements? Tie-downs vs. permanent foundation.
Where do we allow mobile homes? Which districts? RC and Ag. *Consensus on the district.*
Consensus to move to the public hearing stage.
4. Continue review of Article 3, definitions including additions. *Consensus on multiple definitions through Master Deed. Rules of Interpretation to go in Article 2, Interpretation.*

New Business:

1. Remove Article 26, Sound. Keep the General Ordinance. *Consensus to move to the public hearing stage.*
2. Article 1, Preamble, Authority in Zoning - review
3. Article 2, Interpretations – Rules of Interpretation.
4. Set Public Hearing topics, April 16 notice for a May 3 Public Hearing.
5. Discuss timetable and public outreach regarding review of districts - postponed
6. Proposed format for all districts - postponed
7. First review of Article 8, Commercial - postponed
8. First review of Article 8, Village - postponed

Special meeting for April 26, 2017

Next Regular Meeting May 3, 2017

Public Comment: 7303 Skegemog Pt. Rd., Mike Jacobson. Calendar is wrong on the outside wall. Found the discussion of mobile homes was not good. Not everyone is fortunate and some people like the trailer houses. It doesn't hurt anyone. No complaints about large houses that increase taxes for all. Penalize the unfortunate. We all deserve a place to put a roof over our head. Letting the PC know he turned in a notice to join the PC.

Commission Discussion/Comments: Special Meeting April 26 at 7 p.m.

Continuing Education: Independent review of Event Barns opinion from township legal counsel, Fahey, and review of Authority in Zoning supplied by Lloyd Lawson.

Adjournment: 8:59 p.m.

Respectfully Submitted
Lois MacLean,
Recording Secretary

**Whitewater Township
Parks and Recreation Advisory Committee
Special Minutes for Saturday April 8, 2017**

Call to order 10 a.m.

Roll Call: Butler, Melton, Hubbell

Absent: Cosgrove, Leach, Decker

Also in attendance Recording Secretary MacLean

Set / Approve Agenda: Set

Declaration of Conflict of Interest: None

Public Comment: None

No approval of minutes at a special meeting.

Reports/Presentations/Announcements/Comments/Correspondence:

Special Meeting Business:

1. Hi-Pray Park playground equipment lay-out discussion:

Recommend to the Board to cut trees for ease of access, beautification and longevity of building roofs.

Paint swing set and kiosk

Wood chips for walking entrance to the park

40' x 60' = 90 yards of sand (talk to Denny)

26 bags of concrete for posts

Will need fabric mat under base approx. for \$500 for more than necessary. Try to get large scraps.

Need a loader, dump truck and need to recruit help!

Have not received install instructions

In the future:

Improve the parking lot

Possibly add on a couple taller swings to current swing set

Playground equipment for the little league field

Place equipment at Hi-Pray Park May 5 & 6 & 7 and finishing on the 13 if we can plan and get everything together.

Next regular meeting April 10, 2017, 7 p.m.

Agenda items: Discussion of walk-through of park.

Public Comment: None

Adjournment: 11:50 a.m.

Respectfully submitted,

Lois MacLean

Recording Secretary

WHITEWATER TOWNSHIP PLANNING COMMISSION
MINUTES FOR SPECIAL MEETING
April 26, 2017

Call to Order at 7:00 p.m.

Roll Call: Dean, Hooper, Lawson, Link, Mangus

Absent: Link With two vacancies on the commission

Also in attendance: Recording Secretary MacLean, Zoning Administrator Chris Weinzapfel, Kevin McElyea

Set / Adjust Agenda: Set

Declaration of Conflict of Interest:

Public Comment: None.

Public Hearing: None.

Approval of Minutes: N/A

Correspondence:

Reports:

Zoning Administrator Report, Weinzapfel: Lots of questions coming—it's picking up. Event Barns on agenda in May.

Chair's Report, Mangus: Have been going through the Zoning Ordinance (ZO) with the Clerk. The county only requests to look at the changes not a whole review as we are making changes.

Township Board Rep., Lawson: Scott Carter granted request. ZO #40, regarding emergency vehicle standards. June 6, special meeting for opening of bids for the building. Requested application info of those interested in PC and ZBA.

ZBA Representative, Hooper: No meetings.

Committee Reports: None.

Additional Items: None.

Unfinished Business:

1. Article 2, Interpretations – including Rules of Interpretation. Goal is to straighten out the previous notices posted. 2.10 language was not noticed properly – stick with the original wording, no reference to the Master Plan. Discussion of points 1 – 8 (in the original ordinance it is presented in paragraph format).
Consensus on purposes.
Platting lots and splitting land discussion, standard land division. This should be in a section all by itself rather than in the Interpretations section. Will bring this back. Keeping the first sentence and clarifying the second.
Rules of Interpretation discussion. Will bring this back.
2. Proposed Format for all districts discussion. Format: Title, intent, standards, etc., for consistency.
Consensus to use a standard format throughout.
3. First review of Article 8, Commercial District. Lacks permitted uses and special uses designations.
Changes and Discussion:
Permitted use applications reviewed and handled through the Zoning Administrator (ZA) and can be referred to the Planning Commission (PC) if necessary. Special use applications reviewed by ZA and PC.
Basic format and language changes.
Permitted use and Special use designations. Each member to go through the individual items-use, special use or not at all.
4. First review Article 8, Village – postpone.
5. Discuss timetable and public outreach regarding review of districts. Commercial, Industrial & Village together for public hearing.
6. Continue review of Article 3, Definitions including additions – postpone.

New Business: None

Next Regular Meeting May 3, 2017, agenda items:

Public Comment:

Commission Discussion/Comments: Appreciate Kim's work in getting the information together.

Continuing Education:

Adjournment: 9: 05 p.m.

Respectfully Submitted
Lois MacLean,
Recording Secretary



GRAND TRAVERSE RURAL FIRE BOARD MEETING

Paradise Township Hall
2300 E. M-113
Kingsley, MI 49649

March 15, 2017
Regular Meeting held at 6:00 p.m.

Chairman Ron Popp Vice-Chair Doug Mansfield Treasurer Rob Lajko

Members: Fife Lake -Linda Forwerck, Paradise- Rob Lajko, Springfield- Tom Gonyer, Union- Doug Mansfield, Whitewater- Ron Popp

Any interested person or group may address the Grand Traverse Rural Fire Board on any agenda item when recognized by the presiding Chairman or upon request of any Board Member. Also, any interested person or group may address the Grand Traverse Fire Board on any matter of Fire Department concern not on the Agenda during the agenda item designated Public Comment. The comment of any member of the public or any special interest group may be limited in time. Such limitation shall not be less than five minutes unless otherwise explained by the presiding Chairman, subject to appeal by the Grand Traverse Rural Fire Board.

I. Roll Call

Paradise (present), Springfield (present), Union (present), Whitewater (present) and Fife Lake (present).

II. Approval of Agenda

Union requested correspondence received from Fife Lake and Springfield Townships be received and filed on behalf of Grand Traverse Rural Fire Department. **Motion by Union supported by Springfield to approve the agenda as presented. Motion carried unanimously.**

III. Conflict of Interest

No conflicts of interest were reported by members.

IV. Consent Calendar

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Board motion without discussion. Any member of the Board, staff or

the public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for individual consideration by the Board; and such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single Board action adopting the consent calendar.

- a. Minutes - The Board approves the minutes of Grand Traverse Rural Fire Board February 16, 2017 Regular Meeting.
- b. Payroll – The board approves Payroll #3 dated February 9, 2017 in the amount of \$7,089.30 and Payroll #4 dated February 23, 2017 in the amount of \$5,220.12.
- c. Accounts Payable – The Board approves Pre-authorized claims for March 6, 2017 in the amount of \$2,818.46 and Vendor’s Payable for March 15, 2017 in the amount of \$15,250.63.
- d. Reports and Communications –The Board directs the staff to receive, file and respond to communications as necessary. (Financial, Chief’s, RTC, Attorney).

Paradise asked that the minutes as provided in the packet for February 15, 2017 be placed under New Business, Item h). for further discussion. Whitewater asked if the Officer’s Notes could also be placed as New Business, Item I). for further consideration. **Motion by Union, supported by Paradise, to approve the consent calendar as presented without the minutes as noted above. Review of Minutes shall be placed in New Business as item h). Minutes and Officers Notes in New Business item i). Officer Notes. All in favor, motion carried.**

V. Public Comment

No comments.

VI. Unfinished Business:

a. CPSM Recommendations

1. **Budget.** Discussion did include the potential amendment to this draft document based on decision of partners to remain, per Whitewater we will still keep on track for a June 1, 2017 draft date.
2. **Personnel Committee.** Union shared meeting with attorney was completed and included a historical and informative background of organization. After discussion a resolution was drafted by counsel and a copy is included in this packet for member review. Whitewater wished to address the formality of the appropriate name being attached to document and perhaps, at the same time, attaching a similar document to all other administrative documents. The legal name is Grand Traverse Fire Department – Rural Division, doing business as Grand Traverse Rural Fire Department. In response to questioning, Union added that although membership maybe enhanced, only Fire Board members are considered “voting members,” other are advisory capacity only. Fife Lake inquired if this committee also oversaw volunteers and both Union and Chief Weber commented that it did. Union also commented that Chief Weber is the individual liable for personnel decisions of this organization. Not all decisions of termination or

suspension may be appealed. Paradise stated that the committee members are in essence an appeals Board, Union commented yes, if the employee wishes to talk about the situation openly. Springfield agreed that if the action is uncontested there is no reason for further discussion. Paradise asked how fluid could the committee be as far as organizing a date to hear an issue. Union feel two or three days should accommodate most situations. Union added once again that the Chief is the party liable to take action. Fife Lake asked about attaching additional items onto a suspension or termination, issues raised over the course of several years. Union said there is no double jeopardy. Paradise asked if there is a poor pattern of behavior should the Chief just look the other way. Chief Weber commented that he agrees with the Personnel Committee being established, individuals should have an opportunity to grieve. But what he is hearing is the committee does not wish to hear the full story. The action may not be the source of the discipline but needs to be documented. Springfield remarked that although they can and should be discussed only one action is needed for suspension or termination. Paradise asked if there is a step process. Chief Weber answered there are four steps; coaching, written verbal, written suspension. He added however that some actions require immediate termination or suspension. Chief Weber added that he would welcome a formal discipline policy. Whitewater suggested the document be returned to the legal for changes to name, clarification of annual meeting date.

3. **Recruitment and Retention (SAFER Grant).** The Chief shared we had received a call from FEMA today inquiring of additional information which is a good sign.

(The members agreed to keep these Strategic Plan agenda items in this format as Union said, an open issues log.*

4. **Track and Analyze Repair and Maintenance Costs by March 15, 2017.** A report provided in this packet was completed by Mr. Milliron and reviewed by Chief Weber. Chief Weber shared both Rural and Metro are looking outside the box for way to alleviate the high repair costs being absorbed by both departments. The potential is there to work together, hiring an individual solely for both Rural and Metro, and talking with the county to potentially contract with their repair staff. We could bid out again, but the cost of travel and/or delivering equipment are not practical. We are working hard to bring costs down. Union added that at least this is getting the local chief together to discuss. Chief Weber also added that City Fire uses the city garage. Mr. Milliron said it is the age of our equipment that is driving the high repair costs. Union agrees but new vehicles are exponentially more expensive than repairing current vehicles. Whitewater asked how we calculate threshold of expense. Mr. Milliron suggested setting a limit, do an analysis, there will always be some major problems, and decide if it is worth putting more money into it. Union asked how we as a Board utilize this report. Chief Weber felt the report should be updated quarterly, then we can better determine when we are putting more money in the vehicle value versus replacement. Union thanked both Chief Weber and Mr. Milliron for their efforts in preparing the report. He also asked if they could research any industry indices which may be available and update the Board next month.

5. **Dispatch Metrics by June 1, 2017.** This is a volunteer agency and sometimes individuals respond directly to scene, knowing someone is responding to station for equipment. Union asked what staff think. Captain Fritz was asked the question as a

member of the Department in the audience. Captain Fritz responded it does happen but we know we are safer as a team. If it is known a second person is responding to station we wait, if not we go. Seconds count, especially in auto accidents, each scene is evaluated separately. If a policy is set of two on apparatus we will see a lot of delays and bills from Blair and Metro. Union commented that when asked his township didn't realize the small amount needed to have someone in the station, full-time – but they all agree they are not willing to sacrifice one firefighter for property. Fife Lake wants to be practical, there is not a large volunteer base. Union said, plow drivers are out alone. Ideally it would be great if they could have an additional person next to them, but it cannot be justified in all circumstances. When asked, Chief Weber said all firefighters are required to take a special, not CDL, driving course. The greatest liability we have is people driving our trucks. Do we need a policy? It is up to the Board, but the Chief is ok with the current process. Union feels it is the Board's responsibility to make sure firefighters are trained and safe. Whitewater suggested taking the matter to the April Officer's Meeting for further input.

6. Conduct a formal district wide fire risk analysis and pre-incident planning by May 17, 2017. Chief stated that this came up in the officer's meeting; they would like to be a part of this, but think that it should be formed around the deputy chief. He thinks that May 17 is an aggressive date, given that there is no Deputy Chief in place. He thinks that May 2018 is a more reasonable date. The board decided to try for the 2017 date and go from there.

7. Completed. Water Access Points, identification and possible additional by April 19, 2017 – This item has now been completed. It was also noted with the Board that the IamResponding App is a dynamic tool which can be updated with changes.

8. Long range facilities capital plan, by July 19, 2017 – Chief Weber provided an equipment replacement schedule. Whitewater asked about the expense for SCBA replacement, Chief Weber responded it is at the end of the report. Fife Lake wanted to note the Kubota at Station 6 is owned by the township, Union stated that is noted on the report. Chief Weber said many pieces are owned by their townships and the figures represent a cost to replace the item. The members then discussed having a full asset replacement schedule, including facilities.

9. Review all Department Policies by May 17, 2017 – A work session (special meeting) will be held on this topic. Whitewater stated that Mary Jo Barck had forwarded him a policy book, but it is out of date. Chief stated that the book was in place well before him, and needs to be updated. The Chief has not yet sent his working administrative policies to the board. He is working to have the officers go through the policy book and update everything, and then bring the updated policies to the board for approval. Whitewater will be working with the Chief on this.

b). Fire Station Leases.

Will need to revisit this item in April. In the interim discussion was held between the members regarding utilities. Whitewater's draft lease contains provision for department to pay a share station utilities with EMS services. Paradise has utilities included in their

lease and they inquired if any station had requested the department pay utilities in the past. Union replied they have not paid utilities in the past. Fife Lake commented that there are sometimes additional costs associated with having a department lease space. She gave an example of recent asphalt replacement due to "sinking" created by the weight of the vehicles as well as overhead door replacement can top \$5,000.00. Fife Lake hopes to have a draft lease after their March 23, 2017 meeting.

c). Deputy Chief Hiring Process Update.

The Chief reported all external candidates have been interviewed and internal candidates will be scheduled for next week. The members asked that a list of the top five candidates be forwarded to them prior to the April 19, 2017 meeting.

VII. New Business:

a). Removal of previous Treasurers form Financial Accounts.

Motion by Fife Lake, supported by Union to remove the all previous Department Treasurers from existing financial accounts. Motion carried unanimously.

b). Election of Vice Chair.

Motion by Paradise, supported by Springfield to appoint Doug Mansfield, Union Township Supervisor to the position of Vice Chair, Grand Traverse Rural Fire Department. Roll Call Vote: Fife Lake (aye), Paradise (aye), Springfield (aye), Union (aye), Whitewater (aye). Motion carried unanimously. The Chairman congratulated Mr. Mansfield on his appointment.

c). Investigative Review.

Chief Weber opened the discussion by detailing the correlation of those items included in the packet with the incidents of concern. The packet includes correspondence from the Rural Fire Administrative Office to the Fife Lake Area Ambulance Authority, two letters (one from each of the individuals involved), transcript of incident 1 (dispatch of a non-rural fire station by non-fire personnel). Items included for incident 2 (cancelling of a fire call), are a memorandum from Captain of Station 6 detailing his encounter with the individual and the legal transcript from the scene.

Incident 1: 2017-27. Union inquired who provided the transcript. Chief Weber stated it was not done by the legal recording firm, however it directly matches the recording (received from Central Dispatch) of the incident. Union clarified that is a partial or portion of the recording. Chief Weber explained that it is. The fire scene itself lasted six hours and he understand the members were interested in only the portion impacting the initial dispatch. The initial dispatch was needed to address the statements made by the individuals that they were not involved in dispatching Station 9. The actual recording was provided to Rural Fire by GT Central Dispatch Deputy Director Hornacek. Chief

Weber explained this incident included the individual who blocked Station 6 garage door, impeding Engine 6 from responding. Union stated he feels the car blocking the garage has gone about as far as he is willing to allow it. As far as he is concerned this portion of the matter is closed. Fife Lake asked that comment be repeated, and Union obliged. Fife Lake agrees citing it is closed. Union stated it went to the Sheriff, was investigated and is closed. Union then referenced the letters from the individuals stating they never dispatched Station 9. The transcripts we have now, which he would like officially done, he then read the typed transcript. So unless someone had someone else's radio, it is apparent who made the call. Chief Weber explained that Fife Lake Ambulance does not utilize the 800 radios, but a VHF radio. Union asked how do we then know it is in fact Melancon and Killingsworth. Chief Weber responded, identification was made by knowledge of who was operating 6A, style and voice recognition and confirmed by others that it was them.

Union added that how the fire scene evolved he has no interest, they are all different. At this point he did not cancel anyone, but the fact they were able to call dispatch and request this level of resources is beyond belief – and that department was willing to go, unbelievable, but that's not in our jurisdiction. I just can't believe that Kalkaska dispatch would take a call from Fife Lake Ambulance to dispatch a Kalkaska based fire department in this day and age. If it was our central dispatch the conversation would be ours to have, however I can tell you that if it were a family member of mine involved – it would be a much different discussion. It didn't go away but all best intentions do not go unpunished. This time the outcome was good, but if it were different this would be a much different story.

Chief Weber added it is very unusual to have a Grand Traverse County fire managed by a Kalkaska Fire Department. Typically the call would be placed to Grand Traverse dispatch and a Grand Traverse County department would respond and manage. We have box alarms which are to be utilized for dispatch. What we as Rural have planned would have occurred and we would have managed. Union asked how someone could just call and make the request. Chief Weber stated calls are made from ambulance services, usually to apprise Central Dispatch of a scene, fire or accident – a “size-up” if you will. They don't dispatch or cancel calls. Central Dispatch dispatches based on jurisdiction.

As far as Union is concerned this is no more than a write-up, don't do it again. Mr. Melancon asked to comment at this point and the Chairman acknowledged and stated time will be made but not at this point. Fife Lake also believes this needs to be put to rest. Fife Lake is not comfortable with the fact the minutes contain Rob Melancon's name and we need to have something clarify so in the future this doesn't look like Melancon really said this. Fife Lake is not convinced he did. If this is going to be put to rest we need something to clarify this. If someone looks back on this a year or so from now and they say Melancon messed up or whatever and they are not comfortable. Union replied with the Chair's pleasure, he is ok having that restated as 6A because it says on the tape that it is 6A. Fife Lake would like to hear the tape, but she is unable to recognize voices. Union again asked if Fife Lake wished to hear the recording. Fife Lake responded that she would like to hear from Mr. Melancon. Union said he needs to hear

the tape first. He does not want this taken to the public again. If that is Fife Lakes pleasure, would prefer this be held at the Board level. We have had their letters for over a month and both say at least 4 time each that no one from Fife Lake EMS called in Station 9. I wish it was official. Fife Lake commented that was a big disappointment tonight. Union remarked that we have a transcript that is in direct conflict with the letters as received – he then read the portion of the letters received from both Melancon and Killingsworth where claims were made that they did not dispatch Station 9. “Not at any time did I dispatch Station 9 Boardman Township,” as written in Mr. Melancon’s letter and read by Union. Do I think it was the right thing to do, I don’t know. Do I believe it was done with the right intention, I don’t know. I just thought things would be tighter. On this issue I do not have a problem, but the next issue – I have a sincere problem with.

Whitewater stated they really don’t have problem either. What did come to mind is the location, closest assets. But I do ask myself why you would do that.

Fife Lake remarked that in the fire safety business, as a fire board member she is thankful that we have volunteers. When we have a fire within a certain distance, would like to not discourage any other fire departments whether part of Rural or not, we need to have as many fire safety people on board as possible. I do not know that if this Board does not believe this, then shame on us.

Whitewater stated that in the Officer’s minutes a cut-off line with Station 3 and Holly Road has been established. This is reflected in the box alarms and mutual aid responses. We as a Board are just becoming aware of that process, but there is a process. We are getting there and those parameters probably already exist without our knowledge.

Paradise asked about the “added apparatus” from Station 9. You added there was a cancellation, Chief Weber stated the cancellation is found in incident 2. Mr. Melancon interjected that there was a cancellation of Station 9 by Captain Bonter. Paradise then stated we set a date to hear these tapes and he would like to hear them. ***The tape was played at this point. The following information was placed, written format, in the material distributed for this meeting.***

Radio Transcript
Semi Fire
1/31/2017

Melancon – Kalkaska Central Grand Traverse 6A on Fire
Kalkaska Central- Grand Traverse 6A go ahead sir
Melancon - Engine 6 Fife Lake has been dispatched aw but you can go ahead and set the tones for Station 9
Kalkaska Central -10-4
(Tones)
Kalkaska Central – Kalkaska Central to station 9, Station 9 your fire units are being requested by Battalion 6 to respond Supply and Fife Lake road for a report of a Semi on fire , Central is clear at 6:56
Tinker- 779 to 6A on Kal Fire
Killingsworth – Stand by Randy

Robert Melancon (from the podium) commented that firefighter #779 from Kalkaska had driven past the fire in personal vehicle and called for Station 6 to be dispatched through the VHF system. Knowing how understaffed Fife Lake station is I thought it would be better to get another department coming. I was there, under Station 9, actually the Chief wanted me to take command. Chief Weber reminded Mr. Melancon that he also dispatched Station 9, Mr. Melancon stated he didn't recall that certain part, but he does now.

() Remarks were made from audience members at this point, however none identified themselves.*

The first comment from a female voice stated it doesn't mean anything if you don't play it all from the beginning. Chief Weber stated the scene lasted six hours.

The next was a male voice who stated this is all a lie and you're (Chief Weber) making it up and it's a bunch of crap.

Mr. Melancon further commented that he also did cancel Station 2 (sic 6) because when he arrived on scene the fire was out. I am going to address this because I am leaving, this is all just a bunch of crap.

Chairman Popp addressed Mr. Melancon that he would no longer be allowed to comment and brought the meeting back to order. If this is the way you feel...

Mr. Melancon again commented, it is and just remember we are all volunteers and suspending a volunteer, what I get to sit at home with family.

Chairman Popp explained to Mr. Melancon that we have tried to give you opportunities before this to explain yourself - Mr. Melancon left the building. Whitewater commented so the best way to explain is to do that, it seems to be a common trend.

Fife Lake added you don't want my response.

Paradise added what is frustrating is the gentleman was given opportunity over two separate meetings to address this.

Fife Lake stated this is not what she waiting a month for. Union agreed. A guy calling in equipment, that may be ok, but a guy cancelling equipment - that is really, really, really bad.

Whitewater commented that with respect to Incident #1, I do not have an issue with it. Does anyone else wish to comment? Paradise wanted to be clear asking if Mr. Melancon was still a volunteer or not. Whitewater responded that he has been done a month or more. Paradise thanked the Chair for his clarification. Paradise knew the door was left open for him allowing him to mitigate that suspension. So it is no longer a suspension

but a termination? I know he was given opportunity at two separate meetings to clarify that position. Chief Weber stated he had resigned. Fife Lake said so are you leaving this as it stands in this set of minutes that Melancon said this? I dispute that, as a Board member. Paradise stated they have no further comment on Incident #1. Union stated they don't know why this just erupted. I heard someone from 6A, because that was recorded, call Kalkaska Central Dispatch and ask them to set the tone for Station 9. That to me is a call from 6A to tone them out in their own words, yet in their letters they say they never asked for that. Letters from both parties clearly say, no member of Fife Lake EMS requested any additional resources. That is just not true.

Andrew Killingsworth addressed this comment from the podium, from his standpoint he was only doing what he was told. He had been in contact with Captain Bonter at Station 6 regarding Station 9.

Union again stated that calling for more help is not the worst thing in the world. Whitewater commented that the end of the call clearly shows Station 9 had already been called out – Union interjected but we are hearing the tones here. Whitewater agreed that is a bit confusing. So now we have to wonder why they hadn't toned it out. We are certain that a different Captain and a fire department from a different county were on scene. Chief Weber added that Mr. Tinker is not Captain.

Andrew Killingsworth stated the Mr. Tinker has held high officer positions on the department.

Union stated they have no problem with someone seeing a fire and calling it in. But I do have a problem when two guys write that neither of them called and asked for this and it is on tape from that ambulance that they did. That's my only beef with the whole thing.

Fife Lake asked is this a trial that we are having here. Where are we going with this? Union replied that he had talked with counsel about this, in this situation – especially the one where equipment is canceled. For someone who is not a member of the department to do this is unfathomable. Fife Lake asked that she be addressed regarding her question of "are our firefighters on trial here." Union responded no. Fife Lake agrees with Union that his went way over and beyond what it had to, but maybe I am missing something because I am biased, a term that has been used against me by this Board, hasn't it?

Union asked to share how the situation was described to counsel. Whitewater asked that the information wait until those questions addressed by Fife Lake are answered. She has asked to potentially strike something from the packet or the minutes. Paradise stated the minutes would be addressed later in the agenda and we address those concerns at that time. Whitewater said no because this is an official part of the packet and I think that is Fife Lakes point. Fife Lake said yes I don't think it belongs in the packet and it should be stricken. There is no way to identify the caller. Whitewater replied that during this meeting Mr. Melancon himself said "I remember it now." We can all appreciate someone not remembering. Fife Lake added they are not happy with this and are

emotional about it. Union asked if Fife Lake agrees that it was 6A who called in that dispatch. Fife Lake responded she is not convinced. Springfield also commented that it was identified as 6A. Fife Lake did ask was he asking for a firefighter from Boardman, there are a lot of overlaps. Fife Lake is not trying to twist anything but there are lot of different things that played into this situation. Union added the conversation starts with "Kalkaska Central Grand Traverse 6A on Fire." Fife Lake replied, so if we are saying Rob really did make this call to Kalkaska are we saying he shouldn't have made the call? Union commented that is not what is being said. What they are saying is we have two reports from the individuals on the ambulance saying neither of them ever asked for it, in letters that were done a month ago. Paradise said this has been very emotional, it's taken up a lot of time and we need to move past this.

Fife Lake stated this is how they will handle it, as supervisor. They will respond with a letter to this Board about these incidents and how I vote. Adding, we can move on, that's all.

The Chairman wished to clarify with the members that the item labeled Incident 1 can be considered closed. Paradise stated they are done as Melancon identified himself in contrast to previous letter. They also understand that Fife Lake is concerned about anonymity and scientifically it does not call him out, however he speaks specifically to it and it has been in our minutes for the last couple of months. It is easy to figure out it is Robert Melancon or Andrew Killingsworth. Whitewater feels the same way, it is a non-issue. Paradise added that they wish Mr. Melancon well in his volunteer career and his EMS career. Union had agreed earlier that it is not an issue with him. Springfield also agreed there is no issue other than he said Station 6 but he is good. **Fife Lake made a motion that the Board is in agreement that incident 1 is no longer an issue and that any reference to any people or person in this incident will never come back to them in any way, shape or form or with repercussions. Union cannot honor that motion, never is a long time. Fife Lake offered then until the end of 2017.** Union again said they cannot honor that, offering what if the truck driver or his company come back. Whitewater seconded the motion in order to get it into discussion. Paradise stated they do not understand the motion. The individual has resigned his position and is no longer a member of the department, they do not believe we need to offer a hold harmless. Union also agrees that due to liability we cannot stand behind a "no repercussions" however he is willing to take this item off the open-issues log. Springfield is also done with this issue and agrees with Union. Whitewater is also in the hold-harmless discussion as well but is done with this. **The Chairman asked for further discussion on this motion with none the vote was taken with 1 yea and 4 nays. Motion did not carry.**

Union would like to discuss the second incident. Chief Weber clarified the documents included in the packet and explained their significance. It was noted that Mr. Melancon, who was still in possession of his fire radio which identified him as 661 however he identified himself as 6M1. It was confusing for dispatch because he was using his radio identifier (661 Fire) but verbally stating he was 6M1, which is his Fife Lake EMS Medical Director identification. Union asked why it isn't 6A again. He responded with his personal vehicle. Paradise asked for a synopsis of events. Chief Weber explained the

incident was dispatched as a car fire in front of a commercial structure. As with all calls we assume the information in dispatch is factual and proceed as called. When you listen you will hear all of the resources being dispatched as this was considered a commercial fire. Union commented this helped to clear up a lot.

The tape of the second incident was played.

Per the request of Whitewater the tape was paused after Mr. Melancon, identifying himself as 661 call Central Dispatch to cancel all units except Engine 6, stating the fire is out. Whitewater asked that what he heard then, Captain Bonter stating Engine 6 and Tanker 6 were in route even though the fire was out. Chief Weber said Captain Bonter acted appropriately based on the initial call and per protocol the correct equipment. At this time, Mr. Melancon was not a member of the Department and we could not accept "his word" fire was out or to cancel call. Whitewater asked is there any way for 6M1 to take it as a cancel. Chief Weber replied the result of the communication was that Central Dispatch took it as a canceled call. Union asked how could they not take it any other way.

The tape as played demonstrates that Central Dispatch took the call from 6M1 and asked all additional units to stand down, effectively cancelling the response. Chief Weber also shared there is some miscommunication regarding 6M1 being taken as 671 in the conversation.

Union commented we didn't need the transcript as Robert admitted that he canceled this call. If something would have happened, anything – and they found out that, and this is from the attorney, that we had a policy broken, an ambulance person had canceled equipment we would have been in a severe lawsuit right now.

You cannot have anyone, regardless of years of experience with the Department, who is not currently a volunteer cancel a call. We could have had a huge exposure if anything would have happened. Whitewater shared that in his experience, once a signal is received by a monitoring station – if it went out, they will not cancel any signal with authorization from responding agency. So could Doug Mansfield, as a citizen cancel a fire? Chief Weber explained that as a citizen if you tried to cancel Central would not take the call. The department has to confirm the alarm. Whitewater shared this is different because he has the badge, equipment and number. Captain Bonter did not stand down and followed policy. This is good practice for Captain Bonter. Union also gave Captain Bonter a lot of credit. Whitewater added, for following whatever directives are set up on the operational side. But again, Robert is not our employee and this could have been anybody who picked up his radio. The fact is our personnel disregarded and went to the scene anyway.

Audience member commented – "but he never canceled Engine 6. Did you guys not hear that? He never canceled Engine 6. He actually said have Engine 6 respond and cancel Engine 2 and 3, I believe." You have a trained firefighter who has had issues with Theo and is no longer on the department, but is on a mutual aid department that Rural

Fire has had a mutual aid agreement with so what you are telling me is that firefighter does not have the authority to get on scene and determine that is really not what is going on, we don't need all this extra personnel here from Kingsley, leaving people from Kingsley there to cover your station. He is trained, trained by Theo, trained by Rural, on another mutual aid station who didn't cancel Engine 6 can't make the call to cancel. He is on Station 9 and if Rural responded mutual aid there he could fight a fire with you?

Chief Weber addressed the audience member noting there are several things here that she is not addressing. First he is not the authority with jurisdiction.

Even though he is a trained firefighter. This whole Rural Fire is a joke, a complete joke. You sit up there on the Board you have no idea what goes on out there. And you let this fool tell you what you want to hear and everything is right. Its ridiculous is what it is.

Audience member storms out...

Chief Weber asked if he could respond, the Chairman stated it would be mute at this point. He added that his observation is the way to explain your point is to leave, that's the way grown-ups resolve their differences. Fife Lake responded that she has not left yet, she has in the past but she has not yet. And yes, this is the way we act when we are pushed. Let's move on. Whitewater stated we may not be done yet. Fife Lake commented that her patience is shot. Paradise added they would like to move on but have serious concerns about someone representing our organization as they think they know best. He has had serious concerns about this for a while. There may be something that happens in the future that someone may get hurt because he made the wrong call. This is embarrassing. Union agreed. Paradise commented to the Chairman that he has tremendous sympathy for him. Other than getting into a screaming match with the audience I do not know how else to tell you how to do it better. I wish I had an answer, but I don't. Whitewater replied that he believes they have to be heard to a certain level and if you are able to carry on good conversation he's ok with that. Paradise added that he too enjoys carrying on conversation with the audience at times, but right now he is tired of this disrespect. If Chief Weber is the worst Chief in the world than ok we won't renew his contract in 2017. Whether or not he is liked, you still have to respect him. Fife Lake commented that respect is two ways. We have been talking about similar things related to this for a long time and they would appreciate wrapping this up. Springfield added that it is time to move on. Union asked if he was the only person who sees something wrong here. Paradise said no there was wrong-doing. Springfield agreed saying he did act wrong. Whitewater wanted to add something positive to this conversation and noted the members need to applaud Captain Bonter, he proceeded as policy dictates and for that he needs to be commended. Union says this is two time the man has integrated himself into our jurisdiction twice inside of a month. What if there is a next time and little Suzie gets hurt or it is my child. This isn't an update, this is a serious liability to the organization and the Board. This needs to be taken seriously. He resigned he admitted he did this, this is bad -- the liability is huge. Union added that the attorneys he has spoken with have told him this is criminal, he resigned and he has admitted to all of this. Whitewater said that is why we train with operational protocol not

to follow those directions. Union, but what do we do about this person. Fife Lake stated to call the Grand Traverse County Sheriff's Department and have him locked up. Union replied he doesn't know how to respond but this is serious. Fife Lake said we need to move on, you know we are going to be out of your hair at the end of the year anyway. No, replied Union, we are always going to be neighbors and I can't do that.

Fife Lake asked that Chairman wrap up this discussion as quickly as possible so we can get out of here before there is any more animosity. Whitewater asked the members what do we do about rogue communication. Chief Weber stated that he has begun to work with Jason Torrey of Central Dispatch about how we can address this. Now that we can identify those responding we can develop an approach to resolve this. We have always taken what we call a "size-up" from our ambulances, law enforcement. This would have been a whole different story if Robert had said this is what I have seen, it is your call. But to cancel, that is totally different. Paradise asked how often does this happen. Chief responded one time. Whitewater asked how to answer Union's question about the next time. Paradise said the best option is to get legal advice to find out what our next step is.

Whitewater asked that maybe we revisit this in a month to see our status. Chief Weber said the fix is not easy. Whitewater said it should be self-correcting. Union and Springfield both added it cannot happen again. Chief Weber is certain this is not going to happen again with this individual. What bothered him is the denial and hopes that it was just bad decision making rather than intentional action. Union suggested closing this matter with prejudice. If it ever happens again, there will be criminal charges. Paradise agreed if again it is a slam-dunk for criminal charges. Union added this is a huge liability for the department and townships – the entire community. The April agenda should have an update to this matter as far as resolution.

d). Uploading Audio Recording to Website.

The members discussed uploading the verbal recording of each meeting to the Grand Traverse Rural Fire Department website. During discussion it was noted that the current website is powered by Wordpress, limiting the ability to upload such large files. Paradise commented they use Minutes-on-Demand, the cost is \$500.00 annually and allows the audio to be heard/reviewed through a link. Paradise also added each file is automatically dropped after one year. Mr. Popp asked that he and Ms. Barck review the program and costs and report at the next meeting.

e). Review Administrative Policies.

This item will be moved to the April meeting agenda.

f). CPSM final billing.

The final billing of the CPSM consulting contract included additional travel and travel related expense charges above the amount initially quoted in April 2016. The figure of \$13,500 was attributed to additional work for townhall, Kalkaska County Fire Chiefs' meetings and an in-person presentation on the final strategic plan. Chief Weber stated he has been working with their accounting manager and has been able to agree to \$8,438.00

in approved additional work and charges – primarily for site visits in Kankaska County and the in-person presentation. **Motion by Union, supported by Whitewater to approve up to \$8,500.00 for final payment to CPSM Consulting. Roll Call Vote, Fife Lake (aye), Paradise (aye), Springfield (aye), Union (aye), Whitewater (aye). Motion carried.** Whitewater thanked Chief Weber for negotiating a reduction on behalf of the Department.

g). Minutes.

Paradise asked that the comment made by him on page 3 of this packet, “holding some misperceptions” be changed to “and for clearing up the misconceptions.” Whitewater asked that on page 5, “which is property of GTRFD” be changed to “which is property of Whitewater Township. **Motion by Fife Lake, supported by Paradise to approve the minutes of the February 27, 2017 meeting minutes with the changes as stated above. Motion carried unanimously.**

h). Officer Meeting Notes.

Whitewater inquired about SCBA replacement and testing. Chief Weber replied that the SCBA replacement schedule is every ten years, it is no longer recommended to refill after that period of time. Regarding testing, Chief Weber stated we were out of compliance on this issue, not all stations completed testing during the scheduled period. They are in compliance now.

Whitewater also asked about Thermal Imaging Camera replacement rather than repair. Chief Weber shared the Departmental Officers moved this item to the top of the equipment replacement schedule. The current cameras are “battery eaters” and after working with several other departments the Officers realized the model being utilized at Rural Fire is quite dated in its imaging quality.

VIII. Second Public Comment

Terry Street, 8362 Wolfe Road, Fife Lake. Wanted to tell the Board members that he feels for them. This is a messy job. They should take the comments constructively and with self-reflection. A number of townships have left and a number of Fife Lake volunteers have quit or been let go. We consider it a matter of safety now. His opinion is this is a people problem, how they are handled. He explained a recent situation on March 13 where the Chief walked into the building and when asked what he was doing he said investigative work, State Fire Code problem. Mr. Street continued why were photos being taken, couldn't he just come in and talk with us? This action rubbed him the wrong way, and it puts others on the fence. Paradise asked Mr. Street if it were true that a keypad has been placed on an exit door. Mr. Street replied they had for security purposes. Paradise replied but you blocked an exit. If there were a fire in the building you must provide safe egress.

Linda Forwerck, 134 Morgan Street, Fife Lake. Station 6 has lost one more volunteer they are now at a safety issue and are not getting the service their millage is designated for. This is a

grave concern of our Board. This is a problem. The locks are part of a security system upgrade. If the Chief wishes to make an inspection in the future he will need to schedule the trip with the township and be accompanied by a Deputy and a township staff member. The EMS portion of the building is designated for their use only and was part of a grant for the EMS only. The township has not dealt with the exit sign issue yet, but a camera has been added at that door and she can see the video from her office. Their Township Board no longer feels Rural can succeed and want to do their own work in their own house. I am not going to take comments or questions from this Board at this time.

Theo Weber, 2266 E. M-113, Kingsley. Chief Weber stated this Board has adopted a fire code and it is his duty to uphold that code, regardless of location. On Sunday, March 12, 2017, the GTRFD Safety Officer, Lt. Stiner was completing his paperwork at Station 6 and realized that the lock had been placed on an exit door, effectively locking him out. In his duty as Chief, he did a site visit on Monday and found the same issue and noted an exit sign above the door as well. There was also an impeded exit way. He added that you cannot simply remove a lit exit sign, and no longer call it an emergency exit, those are placed to meet building codes. As far as the comment regarding taking pictures, years ago drawings were made and now photos are taken – a widely accepted process throughout the district. There could be a fine assessed at \$500.00 per day. These inspections are completed throughout the fire district. Union asked, so you received a complaint from someone else? Chief responded he did. Union added you did not go on a witch hunt looking for infractions. You got a complaint and you dealt with it as a public service.

Marc McKeller, 6658 Summit City Road, Kingsley. Mr. McKeller opened by commenting that he had been told about these meetings and this did not leave him short of expectations. This Board agreed to policies to effectively and legally deal with these situations. He has never seen a Board give more allowances to comments, nor has he seen any Board act this way. You have to get to an understanding of following your own policies, the facts and maintain objectivity. You cannot take these roles personally – there are a lot of “silo-issues” being presented here. These generally lead to liability issues. In reading between the commentaries, there are a lot of shadows being thrown toward others to divert attention from the real issues. Again, policy needs to be set and respected. You have some tough issues before you and I respect that. Keep up the work with focus.

Andrew Killingsworth, 134 Morgan Street, Fife Lake. Has a question, what does my agency EMS, need to do to come into compliance with this issue? Whitewater said this needs to be handled in writing. Mr. Killingsworth doesn't understand why this has become such a big issue. The room has been this way for months and Chief Weber has been in this room. At any time he could have come in and said this needs to be moved. Why is it suddenly a big thing? To me it seems oddly coincidental. Secondly I thank you for putting this whole parking thing behind us and I look forward to moving on and working together in the future.

Ken Fritz, Dell Road, Kingsley. Speaking as a Captain, the key issue with the fire safety complaint is really the door being locked, that is a big issue for safety of everyone. Thank you to the Board for their work it is a thankless job and not made easier with the tough issues. It is hard to separate personal issues from business issues, but it is also hard to discipline another firefighter – especially when you consider them friends. Discipline needs to be taken as constructive, not as criticism. We have an excellent Chief and have come a long way from where we were.

Ron Popp, Williamsburg, MI. At our last meeting I made a comment “smelling a rat,” and the Chief took this to be him. This is an apology as I in no way meant it to reference the Chief nor did I mean any disrespect when making the comment. Thank you.

IX. Adjournment

Motion by Fife Lake, supported by Paradise to adjourn the meeting at 9:52 p.m., motion carried unanimously.

Ron Popp, Chairman

Mary Jo Barck, Recording Secretary



GRAND TRAVERSE RURAL FIRE DEPARTMENT

CHIEF THEO WEBER

2266 E. M-113, Suite B ~ Kingsley, MI 49649
Phone: (231) 263-7875 Fax: (231) 263-0506~ Website: www.gtfire.org Email: info@gtfire.org

Grand Traverse Rural Fire Department Officer's Meeting April 5, 2017 6:00 p.m. Meeting Overview

Meeting opened promptly at 6:00 p.m. by Chief Weber. This meeting was held at Station 3, Whitewater Township.

Station 2: Capt. Fritz Lt. Bugai	Station 3: Capt. Arbenowske Lt. Carpenter	Station 6: Lt. Stiner
Safety Officer Lt. Stiner Training Officer J. Gibson (absent)		

Chief's Report:

Deputy Chief Recruitment Update:

The candidates have been narrowed down to five. All candidates have voiced concerns regarding Grand Traverse Rural Fire Department's future. The Chief will request direction from Board regarding how to move forward with the current discussions surrounding Fife Lake and Springfield townships potential withdraw.

Board Update:

The uncertain future with the potential threat of Fife Lake and Springfield Township withdrawal will create uncertainty and disruption similar to that created with when Long Lake and Green Lake withdrew. It is hard to make substantial progress with a shrinking organization.

Apparatus Repair vs Replace Matrix:

The Chief asked for input as to any known calculations regarding repair or replacement mechanisms. Those present were unfamiliar with any industry standards. Chief Weber found a few articles in fire trade magazines and a few calculators provided by apparatus manufactures. He did find one independent calculator that will require inputting all information for each apparatus to help with the repair or replace question. It would require a significant amount of time to input initial date. This has been placed on our "to-do" list.

Consultants' Recommendation of no longer allowing only one person to respond on Apparatus:

Much discussion took place among the Officers on this topic. Consensus was that if this procedure was not allowed and followed we may have a delay in responding to daytime calls, with the appropriate apparatus. At this time the Officers wish to continue the practice.

Incident Updates:

Recent incidents were reviewed. Concerns were raised regarding the Station 6 (Fife Lake Township) Kubota availability. The apparatus was recently transported to a scene by a private vehicle, working independently of the command structure. All present considered this an unsafe and unreliable use of station equipment.

ID Tags:

Confusion cleared up over ID tags verses accountability tags.

Station Reports

Station 2:

Station 2 is very happy with the new Brush 2. Reminder that the pancake breakfast will be held Sunday, April 9 from 9 – 2.

Station 3:

Have their office space back so they are very happy. Old Brush 3 Skid unit has a leaking oil seal and will be scheduled for repair. Air 3 has a shake at a certain speed, again scheduled for repair. New passport accountability tags needed for the vehicles that were moved after Green Lake left.

Station 6:

Lt. Stiner brought up concern over the Kubota and if it will be available with wildfire season nearing. The department's office furniture and equipment has been moved to the apparatus bay by the Fife Lake township staff. The fire exit is still locked and video camera has been installed by the township in the department's space.

Meeting adjourned at 7:45 p.m.

**Whitewater Township Board
Minutes of Regular Meeting held April 11, 2017**

Call to Order/Pledge of Allegiance

Popp called the meeting to order at 7:01 p.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: Benak, Goss, Popp

Board Members absent: Hubbell, Lawson

Others present: Road Commissioner Marc McKellar, Tim Shaffer

Set/Adjust Meeting Agenda

Goss requested the addition of the following items:

1. Proposal from BDR Tree Services for discussion under Unfinished Business #1.
2. Resignation of the Zoning Administrator. (Added as New Business #5)
3. Private Road Ordinance (Added as New Business #6)

Declaration of Conflict of Interest

None

Public Comment

Tim Shaffer, 5309 Moore Road, stated his concern is he has not heard anything either way (regarding his application for appointment) and he noticed it is not on the agenda for the positions that he is looking for. In addition, he is interested in joining the Planning Commission, too.

Popp stated he got the corrected form today.

Shaffer also understands there are other people looking to fill some of the positions that are open.

Public Hearing

None

Reports/Presentations/Announcements/Comments

County Board of Commissioners Report

Popp reported that Carol Crawford will not be attending tonight's meeting.

County Road Commissioner Report

Marc McKellar gave the following report:

- Thank you for sticking in there on Baggs Road for as long as you have; we are getting there.
- He thinks the Whitewater Township newsletter that went out was great at letting the residents know what is happening on that project. He would have liked to get a

25/25/25/25 balance on the contributions from all the groups, but that just was not going to happen.

- He is glad the Road Commission decided to continue the project and finish the road through to the end. They are going to go the rest of the way down past the curve and the boat launch. They will do some type of overlay on the asphalt and will gravel and grade on the gravel part.

Benak stated she lives on Bunker Hill Road and noticed they are doing a lot of clearing out at the last 90-degree curve before the pavement in Acme and have cut all the trees out of the swamp and have cut back off the road, and inquired whether they will be straightening the road a little bit.

McKellar stated he does not know if that is the long-term plan, but if they can clear 10-15 feet off the edge, cut trees hanging over the road, the sun and breeze can come in and keep the road surface dry.

He suggested that if you want to have a road addressed, write an e-mail with the issues. They are aware of all the roads in the county, but if there is a road that is deteriorating or has issues or they get enough public comment on it, they will move those up on the list.

McKellar said he will find out what is going on with Bunker Hill Road.

Mobile Medical Response Report

Goss reported that Nick Bernelis was not able to attend tonight's meeting.

Planning Commission Report

Lloyd Lawson is not present.

Parks & Recreation Advisory Committee Report

Cheryl Goss gave the following report:

- The Parks & Recreation Advisory Committee (PRAC) had a special meeting this past Saturday at Hi Pray Park to plan for the installation of the new playground equipment. Goss was not able to attend. They developed a drawing of the area showing where the new playground equipment will go. Brandon Hubbell is going to mark trees that they think should be removed due to being dead or overgrown. Goss will take a look at them and bring that back to the board.
- The PRAC had their regular meeting last night, which Goss did attend. They further discussed the Hi Pray Park playground equipment project. They previously researched safety landing material for under the equipment. There was a consensus to use sand for the landing material; it is one of the more economical options and Dennis Leach feels they can get it for free. They would like to first install some type of membrane material to prevent weeds. Hubbell has access to this type of material.
- They are working on a materials list. The installation instructions for the new pieces have been provided. They are going to need concrete to set the posts. They want to paint the kiosk, the swing set, monkey bars. Goss will issue a purchase order for the materials.

- PRAC is having a cleanup day on Saturday, 4/29, at Hi Pray. This was announced in the newsletter. The bathrooms will be open.
- The new equipment is set to ship on 4/19 and could be here as early as 4/21. It will be delivered to North Point Farms and then Hubbell will transport it to Hi Pray Park. Setup is scheduled for the weekend of 5/6 and 5/7.
- They believe they will need 90 cubic yards of sand. Minimum depth is 9”, but they would like to install 12”, along with some 6 x 6’s to frame the area and keep the sand contained.

Brief discussion followed.

Consent Calendar

Receive and File

1. Supervisor’s Report for March 2017
2. Clerk/Park & Recreation Administrator’s Report for March/April 2017
3. Zoning Administrator’s Report for March 2017 (not available)
4. Mobile Medical Response March 2017 Activity Reports
5. Grand Traverse Rural Fire Chief’s Report April 2017 (not available)
6. Approved 02/13/2017 Parks & Recreation Advisory Committee Minutes

Correspondence

1. Grand Traverse County Sheriff Department Statistics for March 2017 (not available)
2. Grand Traverse Rural Fire Board DRAFT Minutes 03/15/2017 (not available)
3. GTRFD Officers’ Meeting Minutes (not available)
4. Letter 03/30/2017 Kalkaska County Planning & Zoning re: Notice of Master Plan Adoption
5. Letter 03/31/2017 Charter Communications re: Changes to Channel Lineup

Minutes

1. Recommend approval of 03/14/2017 and 03/28/2017 regular meeting minutes and 03/21/2017 and 04/03/2017 special meeting minutes

Bills for Approval

1. Approval of Alden State Bank vouchers # 41516 through 41577
2. Approval of First Community Bank Miami Beach vouchers # 1187 through 1188
3. Approval of First Community Bank WMDLS vouchers # (none)

Budget Amendments (none)

Revenue & Expenditure Report (none)

Popp stated he would like to remove the 03/28/2017 and 03/21/2017 minutes for discussion.

Regarding the minutes of 3/21, page 2872, the bottom four paragraphs, Popp stated we seem to be breaking up the construction at 8380 Old M-72 into smaller components and he is concerned that if we continue that process, we will not get a true cost of what the entire project is going to

be. We have decided to pull the parking lot off; we are not necessarily going to have separate prints for mechanical, plumbing or electrical. All of those items will have to be addressed after the building is built and that does not provide us with the true cost of what the construction is going to be.

Goss noted that we have already decided we cannot do the parking lot until the trailer is removed.

Benak stated that Rudy said the mechanical and electrical drawings were not needed because it is such a small project.

Goss stated that the cost for those items will be in the general contractor's bid.

Regarding the 3/28 minutes and the letter from Fife Lake Township, Popp stated that for more than two years we have had townships threatening to leave. He notified the board of Long Lake leaving when they were going to take almost \$400,000 of the budget. He notified the board during discussions on Green Lake's departure, same with Grant township. He also informed the board, through the entire packet from Rural Fire, that Fife Lake was having issues with Rural Fire. But because of one document, a meeting that Fife Lake would have about potentially voting to leave the organization, that is the one we decide to attend, when we had lots of opportunity the previous 24 months to get involved with the townships that were leaving Rural Fire.

Goss stated the whole point of adding the letter to the agenda was because the rest of the board found out on the news that Fife Lake Township had voted to leave Rural Fire; yet, Popp knew 8 days ahead of it that they were going to have a meeting and did not inform the board.

Popp stated he wonders what is going on when a board does not attend when large townships leave, but they are concerned when one of the smallest leaves.

Benak stated it is because we are very small at this particular point. With them (Fife Lake) leaving, it leaves two stations and one township without a station which pays a very minimal amount.

Popp referred to Bills for Approval, packet page 49, the Consumers electricity bill under Fire Fund. He thought we were going to charge both MMR and the fire department the same amount of money that they paid last year for the month of March for their electrical bills. The fact that we are splitting this \$1500 electrical bill that is primarily used for MMR or the support of the ambulance, and using Fire Special Assessment District money to do that, Popp does not think is correct.

Goss stated that the contract with MMR says that they pay half of the bill. Also, it is not MMR's fault that we do not have a suitable building for them to be in and they are in a portable unit running entirely on electricity.

Popp noted that still does not mean that Fire Special Assessment District money can be used to support the ambulance. That is why we were going to retroactively look at the bills from last year and only charge them those fees.

Benak said there is nothing that says that the fire department cannot use that building also, and during construction, they will be using it for the bathroom. They do go in it. Benak stated we can take a look at it and reevaluate it.

Motion by Goss, second by Benak, to approve the Consent Calendar items as presented. There was no further discussion. **Roll call vote: Benak, yes; Goss, yes; Hubbell, absent; Lawson, absent; Popp, no. Motion carried.**

Unfinished Business

Emergency Services Building Renovation/Addition Project

Per her memo dated 04/07/2017, Goss updated the board on the following items:

- Paul Olson was notified about the addition of builders risk insurance.
- Still waiting to hear back from Attorney Patterson regarding two questions we had on the Professional Engineer Agreement.
- On the Construction Agreement, Goss proposes to add “or circumstances beyond the General Contractor’s control” to the Time of Performance paragraph, in case of longer than expected time to get the drawings through plan review, which should not be held against the general contractor.

Brief discussion followed.

There was consensus to add the proposed wording to the Construction Agreement.

- Goss talked to Dan Rudy today. He has received some further detail from Mark Pressell to put on the plans. Rudy confirmed that all 41 issues on initial plan review will be addressed on the final drawings. Rudy thinks they will have the sealed drawings done by the end of the week, so we should be able to put this out for bid the first of the week, get the legal notice published, get the documents on the website, send them to Builders Exchange and known vendors.

Benak would like to have a set of plans for the township hall.

- Goss noted that Bob Rauch was contacted about removal of trees and the siren. The debris can be hauled to Whitewater Township Park. The estimate from BDR Tree Services does not include the siren. The amount (\$6,800) does not meet the threshold for sealed bids.

Motion by Goss, second by Benak, to accept BDR Tree Service’s price to remove all the trees.

Popp stated we should have more than one proposal. Here is another little separate project with the bigger project that is being separated out. He thinks we need to have the competitive bid process in place.

Benak noted that Charlie Kitchen gave us an idea.

Popp stated Kitchen does not do this kind of work. It is apples and oranges.

Roll call vote: Goss, yes; Hubbell, absent; Lawson, absent; Popp, no; Benak, yes. Motion carried.

- Goss stated the siren has to come down. What should we do with it? Should the siren be retained and the structure be discarded?

Benak asked, if it is put back on, is it going to be mounted on the roof, not on a separate tower.

Popp stated it should be put back on the pole.

Audience member Tim Shaffer advised that the siren is heavy; it weighs as much as a car. The building construction was not designed for that kind of weight. It also has a very large electric motor.

Discussion followed regarding replacement with a more modern siren, whether the current siren has to be maintained, possible squirrel damage to the siren, and guidelines for having it for an emergency backup.

Popp will contact Gregg Bird (Grand Traverse County Emergency Management) about whether it has to be retained.

Goss stated she will investigate who can take it down and the cost.

Goss noted she has also contacted Chuck at Excel Site Rentals to request the heaters under the portable unit be turned off or down as soon as feasible.

Ordinance 28 – Miami Beach Sewer Project

Popp stated we were going to schedule a meeting with all of the returning folks on Miami Beach Road.

Benak stated she has been busy and has not gotten hold of Attorney Axe.

Location of the meeting, township hall or school, was briefly discussed.

Popp stated that, with two board members gone, it may not be a good time to schedule it.

Benak requested that John Divozzo (County DPW) give the board a heads-up of what he is going to tell the residents.

Popp offered to see if Divozzo can generate a synopsis of what Elmwood Township is doing in hopes it will answer some questions.

Benak will pass along the information she gets from Axe.

This matter will be brought back on April 25th.

Progress Update on Personnel Administration Policy 3.0, Section 3.10

Goss inquired when the board gave Popp authority to revise the personnel policy and why is it being done.

Popp stated he has authority as supervisor to review any policy, and because the appointment section of the administrative policy is so weak and provides such little direction, he thinks it would be good to update it and at least make reference to the application process and the expectations that the board outlined in the minutes of previous meetings. The other major contributing factor is that we have state statutes to follow during the appointment process in certain cases, and it will be important for those who follow us to know that state statute is going to take precedence.

Goss inquired when we can expect to see a recommendation for Tim Shaffer to be appointed as an alternate on the Board of Review or ZBA.

Popp said he was waiting for grammatical corrections to be made to the form and received the form today.

Benak would like the form posted to the website and print copies to be made available in the hallway.

Summertime Maintenance Bid Form Update

The content of Popp's version of the bid form and Goss's version of the bid form was discussed.

Regarding mowing at the fire station, no mowing will be needed in 2017. For 2018, the size of area to be mowed, if any, is unknown.

Interior mowing at the campground was discussed. It was started in 2015 and done once at a cost of \$150. In 2016, it was done twice at a cost of \$200 each.

Benak proposed that the interior campground mowing at Whitewater Township Park be done on request.

Item number 2 under Whitewater Township Park will be revised to say, "Mow grassy areas in campground interior at Parks & Recreation Administrator's request."

Regarding Petobego Natural Area, painting of kiosks should be done by park rangers, not the mowing contractor. Emptying of trash receptacles, if present, will be done by park rangers. Petobego Natural Area cleanup to the road right-of-way will require heavy removal of brush.

Battle Creek Natural Area trail cleanup was debated.

Benak requested that the discussion of trail cleanup be put on another agenda.

Goss agreed that trail cleanup is separate from lawn maintenance.

Goss pointed out the definition of spring and fall cleanup at the township hall and the two cemeteries on her proposed bid form. Anything else is heavier maintenance and should not be part of the lawn maintenance bid.

Benak would like the mowing contractors to advise us of any broken headstones.

This request will be added to the lawn maintenance bid form.

It was agreed that “remove all remnants of snowplowing in mowed areas” will be added to the definition of spring cleanup.

Popp said cleanup of dirt piled up by the dumpsters from snowplowing should be on a separate bid.

Motion by Goss, second by Benak, to adopt the lawn maintenance/cleanup form she prepared, with revisions as discussed. There was no further discussion. **On voice vote, all those present voted in favor, none opposed, Hubbell and Lawson absent. Motion carried.**

New Business

Resolution #17-08 Authority to Enter into Grant Agreement with the State of Michigan for New Voting Equipment

Goss advised that the township will not have to pay anything for the new voting equipment but is required by the state to adopt a resolution giving the clerk authority to enter into a grant agreement. The grant agreements are not available yet. The new voting equipment will not be implemented in 2017, but they have asked that the resolutions be passed. The township will receive two tabulators and one accessible voting device (ADA), over \$11,000 worth of equipment. There will be a few incidental expenses.

Motion by Popp to table this until the grant agreement can be reviewed by the board.

Discussion followed.

Motion by Benak, second by Goss, to adopt Resolution #17-08. Popp stated he cannot support authorizing the signature of a grant application without the grant verbiage being available. **Roll call vote: Hubbell, absent; Lawson, absent; Popp, no; Benak, yes; Goss, yes. Motion carried.**

Appointment of 2017/2018 Parks & Recreation Administrator

Motion by Benak, second by Popp, to appoint Cheryl Goss to the position of Parks & Recreation Administrator for fiscal year 2017/2018, to be paid at an hourly rate of \$12.73 per hour. There was no further discussion. **Roll call vote: Lawson, absent; Popp, yes; Benak, yes; Goss, yes; Hubbell, absent. Motion carried.**

Nick Thornton – Parcel Sale

This parcel is a small piece of land near the northwest corner of M-72 and Vinton Road. The owner says he has been told it is not buildable. The township owns an adjacent piece of land.

Popp stated he would like to have a full board to make this decision.

Discussion followed.

This matter will be brought back when the full board is present.

Resignation of Zoning Administrator (added)

There was brief discussion of the current status of a previous candidate for the position.

Motion by Goss, second by Benak, to advertise the position of zoning administrator, using the same wording as last time. There was brief discussion of where the ad should be placed. **On voice vote, all those present voted in favor, none opposed, Hubbell and Lawson absent. Motion carried.**

Popp will not contact McElyea.

Private Road Ordinance (added)

It has been relayed by Zoning Administrator Weinzapfel that Mr. Scott Carter is planning to come to the township board to ask for relief from Ordinance 32.

Discussion followed.

Benak asked that the Planning Commission's recommendation on Ordinance 32 be added to a future agenda.

There was discussion concerning whether public notice would need to be provided if the board were to grant relief from an ordinance.

Goss stated there is no requirement in Ordinance 32 that the township board notice an application for relief for public hearing.

Goss stated she has asked Weinzapfel to put his decision on the Carter matter in writing. Then Mr. Carter can be given some time to appeal and then the board can take it up. A paper trail needs to be established.

Popp stated both items will be brought back on 04/25/2017.

Discussion followed concerning whether money has already been paid by Mr. Carter on this issue.

Popp stated he has indicated to Weinzapfel and Carter that the application and denial should be submitted no later than 4/19.

Benak and Goss agreed that a letter from the property owner asking for an exception to General Ordinance 32 is needed.

Benak noted that he did give us one in 2012 and it may have gone to the Planning Commission.

Tabled Items

Review Administrative Policy Section 5 (tabled 10/14/2014)

This agenda item will remain tabled.

Review Ordinance 22 Pension Plan (tabled 10/25/2016)

This agenda item will remain tabled.

Review Whitewater Township Planning & Zoning Fees (tabled 02/28/2017)

This agenda item will remain tabled.

Board Comments/Discussion

None

Announcements

Next regular meeting date is 04/25/2017 at 7:00 p.m.

Public Comment

None

Adjournment

Motion by Benak, second by Popp, to adjourn. On voice vote, all those present voted in favor, none opposed. Meeting adjourned at 9:27 p.m.

Respectfully submitted,

Cheryl A. Goss
Whitewater Township Clerk

**Whitewater Township Board
Minutes of Regular Meeting held April 25, 2017**

Call to Order

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: Benak, Goss, Hubbell, Lawson, Popp

Board Members absent: None

Others present: Scott Carter, Tim Arbenowske, Tim Shaffer, Dave Hauser, and 2 others

Set/Adjust Meeting Agenda

There were no adjustments. Benak has a handout for the Miami Beach topic.

Declaration of Conflict of Interest

Popp stated he may have a conflict depending on what we do on private roads. Depending where that discussion goes, he will remove himself from the discussion.

Public Comment

None

Correspondence

1. Letter 04/12/2017 Spectrum re: Charter Communications Merger and Acquisition
2. Letter 04/18/2017 Fife Lake Township re: Notice of Intent to Withdraw from Grand Traverse Rural Fire Department
3. E-mail 04/18/2017 Springfield Township re: Notice of Intent to Withdraw from Grand Traverse Rural Fire Department

Regarding the issue of Rural Fire, Goss noted that Lajko (Paradise Township supervisor) has raised the issue of expelling Fife Lake and Springfield townships, and inquired on what basis that procedure would be undertaken.

Popp stated that it appears that there was a plan that they attempted to put together to allow the two townships to leave before December 31.

When asked who “they” is, Popp responded at least Lajko and he believes Chief Weber, but acknowledged that was conjecture on his part.

In response to the inquiry as to what basis would be used for expulsion, Popp replied that irreconcilable differences was discussed.

Benak inquired if they are looking to leave early.

Popp stated he does not think so. The motion to draft a resolution to invoke the clause was made strictly by surprise by Lajko. It passed. Popp stated Fife Lake and himself voted against it; Paradise, Union, and Springfield voted for it.

Public Hearing

None

Reports/Presentations

None

Unfinished Business

Emergency Services Building Renovation/Addition Project

Goss reported that the sealed drawings were received late on Friday, along with the COMcheck report for Plan Review and a letter from Pressell. All documents were provided to the board. Plan sets were ordered for Construction Code and will be delivered there tomorrow, as well as copies for the township. The project is ready to be put out for bid.

The following details were discussed:

- The invitation to bid legal notice will be published in the Traverse City Record-Eagle and the Elk Rapids News.
- A mandatory walk-through/inspection of the premises by potential bidders will take place on Tuesday, May 9, at 9:00 a.m.
- Sealed bids will be due by 5:00 p.m. on June 1 to the clerk's office.
- A special meeting of the township board to open the bids and award the contract will be set for Tuesday, June 6, at 7:00 p.m. This information will be added to the invitation to bid.
- An 8-yard dumpster will be placed at the fire/ambulance facility for items to be disposed of. The dumpster will occupy the parking space where the brush truck currently sits.
- A 10 x 12 storage unit will be leased for storage of furniture, etc. that needs to be temporarily removed from the building.
- The wireless/phone connection will be moved to the apparatus room.

Popp raised the issue of the survey for the MDOT property. Mitchell & Associates has quoted around \$900 for a survey and the legal description.

Benak and Lawson indicated that they still want to purchase the additional property.

Popp will arrange for the survey to take place, as well as an updated legal description.

Update on Junk Complaint

Popp reported that, according to Weinzapfel, there is no change to his report dated April 11th.

No action was taken.

Ordinance 28 - Miami Beach Sewer Project

A meeting needs to be scheduled with the residents and the DPW.

Benak provided information concerning the special assessment district. She has spoken with John Axe, the bond attorney who set up the black book (Miami Beach Sewer Special Assessment District Transcript of Proceedings). Part of the information has to do with what is in the accounts, where the money came from, what gets spent out of those accounts, and the refund issue.

Benak stated her calculations show that the leftover money does meet the 5% refund rule (it is actually 15%), so the \$47,212 must be refunded.

Benak confirmed that the township does own the facility, the obligations, the repairs and maintenance, the billing and the collections. The board chose to have Grand Traverse County DPW do the collections, the repairs and maintenance, and the billings. The bond is completely paid; it belongs to Whitewater Township. Axe advised Benak that it cannot be turned over to DPW or Grand Traverse County. The contract gives the township the right to build it and run it. Axe is going to send us a written clarification; he is not going to bill us for it.

Benak stated her concern is that no special fund was ever set up for replacement of the system. It is 20 years old; we need to plan for it. The money in the sewer and receiving fund, currently at \$74,976.84, is the account used for maintenance and repairs. DPW bills the township \$7,000 per year for maintenance and repairs.

Discussion followed regarding how replacement of the system would be paid for, the contract with Grand Traverse County for operation and maintenance of the system, and the source of funds for eventual replacement of the system.

Popp will find out if John Divozzo (from County DPW) is available to attend the 6/13 meeting. If so, this issue will be brought back on 6/13.

Benak suggested that we may want to schedule a special meeting date after 6/13 to accommodate the Miami Beach property owners.

Nick Thornton Parcel Sale

Mr. Thornton has a parcel of land which he would like to sell. He claims it is too small to build on. Since it is adjacent to township property, he is approaching the township to see if we have interest in it.

Goss noted there are other similarly situated parcels and cautioned that we may be setting a precedent if it were to be purchased.

Lawson stated he does not see a need for it.

Popp proposed that we sell our parcel to him.

Discussion followed regarding the option of selling the township parcel to Thornton.

Hubbell stated he tends to agree with Lawson.

Benak said if we need to expand our commercial district and someday maybe put a downtown in, the block of land between Old M-72 and new M-72 is the best place to put it. It keeps you connected to new M-72. Most of the commercial stuff is already there, and there are minimal houses in that area. Benak is not so sure about saying no right away.

Discussion followed.

Popp stated he is inclined to take a serious look at it. It is not a lot of money for 600 feet of M-72 road frontage.

Benak reported that the taxable value of the Thornton parcel is \$4,500. The land value is listed at \$9,000. It is 1.44 acres with 522.5 feet of road frontage.

Mr. Thornton is not present tonight.

This agenda item will be brought back next month.

Benak requested that this issue be discussed in closed session since it involves purchase of property.

Ordinance 32 – Private Road Ordinance

There was discussion of the exception/appeal provision in Ordinance 32.

Mr. Carter is present.

The history of Mr. Carter's prior dealings with the township related to this private road were discussed, i.e.:

- Carter's 05/04/2012 letter to the Whitewater Township planner/zoning administrator applying for a variance from provisions of the private road ordinance. (Benak stated she remembers the Carters coming in and meeting with Leslie Meyers.)
- Carter does not believe he ever went in front of the Planning Commission back then.
- Carter's meeting with Popp (interim zoning administrator) on 03/15/2013.
- Popp's letter to Carter on 05/17/2013.

It was agreed that Mr. Carter's written request could stand as the application. There was no objection to Goss's suggestion that no fee be collected.

Popp noted that for the actual building of the road, there still has to be an application fee, unless the board decides to waive it.

Consensus was reached that, if Carter is released from Ordinance 32, he would be putting in a driveway, not a road.

Popp noted that Ordinance 40, the fire protection ordinance, would also have to be excepted.

Lawson noted that Carter voiced to the Planning Commission that he is willing to improve the road to a standard to allow emergency vehicle access.

Discussion followed regarding minimum road width for emergency vehicles, logging truck use on the road in question, road maintenance agreements, and the circumstances of Mr. Carter's situation (\$82,000 quote to bring the road up to the standards of Ordinance 32, neighbors unwilling to respond to request to share in cost).

Benak stated it is an undue hardship and Carter should get relief from the ordinance.

Discussion followed, including the process to repeal an ordinance.

Motion by Benak to repeal Ordinance 32, second by Lawson.

Popp stated this is where he has to back out. Repeal of an ordinance is not on the agenda.

Goss stated repeal cannot be accomplished with a motion; another ordinance would have to be adopted to repeal Ordinance 32.

Benak requested that her motion be rescinded.

Discussion followed.

Motion by Benak, second by Lawson, to start the process of repealing Ordinance 32. There was no further discussion. **Roll call vote: Benak, yes; Goss, yes; Hubbell, yes; Lawson, yes; Popp, no. Motion carried.**

Popp raised the issue of Ordinance 40, stating it is much more restrictive than Ordinance 32, and asked if it should also be addressed in this process.

Benak stated we should do one at a time.

Lawson suggested that Ordinance 40 should be put on the radar for the Planning Commission.

New Business

Scott Carter – Request for Exception to Private Road Ordinance

Scott Carter, 9200 Pine Hill Court, Saline, Michigan 48176, referring to the agenda item concerning acquisition of railroad property, stated the new CEO of CSX is very interested in high return on investment and has a history of unloading assets.

Carter provided the following information:

- He is proposing to build a 10-foot wide road from where the map says Heiges Trail ends currently, which is the northern border of Parcel B, and proceeding across Parcel B to the south border of Parcel B, which is contiguous with his merged parcel C and D. It is about 438 feet.
- It is currently a very rough two-track. He proposes to build it to the same standards as he used for the entrance last year off Bunker Hill Road, when approximately 60 feet of road was improved at Carter's expense.

- All of the property owners on Heiges Trail have either not responded to Carter's proposal to improve the road or have expressed that they are not in a position to contribute.
- Carter stated the improvements he proposes to make will be right on the easement, which is 66 feet wide.

Carter was advised that any questions he has about emergency vehicle access should be directed to Chief Weber of Rural Fire.

Captain Arbenowske reported that there was a brush fire back there about 10 years ago and they got back there fine until probably where Carter now owns. If it is a maintained road and it is capable of holding the weight of a truck, it is an improvement. Arbenowske is not familiar with any turnaround at the end.

Carter stated the plan for the driveway is to put a loop in around the tree at the T in Carter (on the aerial map) sufficient to get fairly decent-sized units around it, so there will be a turnaround in the driveway. They are going to build the driveway to the same standards as the other improvements. They have altered the course of the driveway, have taken some trees out, and will be making some more improvements in that area for vertical clearance.

Goss reminded Carter that even though he is going to spend money on the improvements, he cannot prevent anyone else from traversing the property.

Popp stated his only concern is that Carter verify and stay on the ingress and egress easement.

Carter stated the improvements will be within the easement. If they have to follow the center, they will follow the center.

Goss stated that is probably what he should do.

Board discussion followed.

Motion by Goss, second by Lawson, to grant Scott Carter an exception to the requirements of Ordinance 32, the Private Road Ordinance, based on hardship and the fact that the improvements may result in improved access by emergency services to the Carter property and adjoining properties. There was no further discussion. **Roll call vote: Goss, yes; Hubbell, yes; Lawson, yes; Popp, yes; Benak, yes. Motion carried.**

Mr. Carter thanked the board for their attention to this matter.

American Waste Recycling Bins – Andrew Jeurink Complaint

Andrew Jeurink is present and lives at 8601 Church Street.

To bring the board up to speed, Popp stated he does not believe there is an issue with property boundaries. Andrew is still looking at confirming some verbiage on his warranty deed, but Popp thinks that conflict has been removed. It is now more or less a cleanup issue.

Jeurink stated the trash is encroaching on his property and he would like it taken care of.

Goss noted that there is also an area of broken glass in the parking lot and we need to get someone to clean up the parking lot and around the recycle bins.

Raking and fencing of the area was discussed. Cyclone fence was discussed in a U shape to contain debris in the recycle bin area, following the property line on the south and west sides, but allowing for side-to-side movement of the recycle bins when north side placement is considered.

Jeurink stated he does not object to the fence being on the property line.

Goss will have Apple Fence provide a quote.

There was brief discussion of a survey. Popp stated the survey and posts exist.

Goss does not believe the cost will warrant obtaining more than one quote.

Charter Franchise Agreement

The 10-year franchise agreement with Charter is due to expire on July 16, 2017. The issue at hand is whether Whitewater Township should join a group of townships that is forming in Traverse City to negotiate the new agreement. They have hired an attorney. We would be responsible for a portion of the attorney's bill.

Discussion followed. Consensus was reached that Whitewater Township should opt out of the Cherry Capital Cable Consortium.

Goss suggested contact be made with the Varnum Riddering firm, who was previously used to negotiate the franchise agreement, to see if they can handle the current negotiation, unless Fahey's office can handle it.

Brief discussion followed.

Goss suggested Fahey's office be consulted now as to whether they can handle review of this contract once it is presented or would refer us elsewhere.

Popp stated he will do that.

Wayne Monson – Use of Whitewater Township Property

This matter involves the issue of whether to grant permission to Popp Excavating to traverse a non-motorized trail at Whitewater Township Park with heavy equipment in order to install a drain field on a deeded easement owned by Wayne Monson.

Supervisor Popp stated, just to be clear, there is no relation between himself and the Popp Excavating company.

Wayne Monson, 9338 Elk Lake Trail, introduced himself to the board and stated he is building a new home on Elk Lake Trail and has a deeded easement across the street. The four houses next to him have the same easement. The easement goes across the street, down three houses, and

then up a big huge hill. They bore into the ground with a machine and install a 2” pipe going up the hill. His septic easement is in a sandpit on the other side of the hill.

Monson stated he had no idea Popp Excavating was going to use park property. When the company that bored into the hill used the park property, he was called by the clerk. Popp Excavating has provided the insurance.

Goss confirmed that a certificate of liability insurance has been provided.

Monson said the only way he can get his septic system is to go through the park property. The remainder of the work will take a day and a half.

Discussion followed.

If permission is granted, Monson will advise the clerk of the dates on which the work will take place.

Lawson suggested that cones or tape be put up to close the trail temporarily while the work is completed.

Motion by Goss, second by Lawson, to allow R.W. Popp Excavating, Inc. to cross Whitewater Township Park property for 1-1/2 days to complete installation of Wayne Monson’s drain field, and that R.W. Popp Excavating, Inc. assumes all liability for any damage to persons or property during the course of this work. There was no further discussion. **On voice vote, all those present voted in favor, none opposed. Motion carried.**

Removal of Trees at Hi Pray Park

In order to reduce pine sap damage and pine needle cleanup and make the new playground equipment more visible to the public, the Parks & Recreation Advisory Committee has recommended that some of the large pine trees be removed near the playground area. Not all of the trees would be removed; some would be left to shade the pavilion area.

Discussion followed.

Motion by Lawson, second by Hubbell, to have the clerk obtain an estimate from BDR Tree Services and Tree Top Mike for marked trees and debris to be removed at Hi Pray Park, and that board approval is hereby given for any estimate under \$5,000. There was no further discussion. **Roll call vote: Hubbell, yes; Lawson, yes; Popp, yes; Benak, yes; Goss, yes. Motion carried.**

Tabled Items

Review Administrative Policy Section 5 (tabled 10/14/2014)

This agenda item will remain tabled.

Review Ordinance 22 Pension Plan (tabled 10/25/2016)

This agenda item will remain tabled.

Review Whitewater Township Planning & Zoning Fees (tabled 02/28/2017)

This agenda item will remain tabled.

Board Comments/Discussion

Hubbell asked what we are doing about a zoning administrator.

Goss noted that, pursuant to discussion at the 04/11/2017 meeting, the job was posted on the MTA website and in the Record-Eagle. Four resumes have been received so far. The deadline is 5/4 and it is on the 5/9 agenda to decide who to interview. Weinzapfel will be here until 5/26.

Lawson asked Popp to provide copies of any requests to join the Planning Commission. He would like to get a copy of Mike Jacobson's.

Popp stated Jacobson is going to drop it off this week. Glenn Savage has not turned anything in. An application was sent to another individual, but Popp has not heard back.

Lawson requested that Popp make copies of the applications for the board.

Popp stated they will go through the clerk.

Regarding the Baggs Road paving project, Goss inquired when we will get the construction contract to trigger the 50% payment.

Popp stated he believes Clearwater acted on it at their meeting a week ago and he thinks it is back to Grand Traverse for their action. It has to go back to Kalkaska after that.

Lawson noted Tim Shaffer has had a request in for alternate for the ZBA and asked when that is going to happen.

Brief discussion ensued as to the length of time involved in making this appointment.

Popp noted it will be on the next agenda.

Announcements

Next regular meeting is 05/09/2017 at 7:00 p.m.

Public Comment

Tim Shaffer, 5309 Moore Road, stated he read tonight's paper in regard to Fife Lake and Springfield leaving and the way it was stated, and he is curious what is going on, what is happening.

Popp stated two more townships have provided notice that they want to leave. It is over human resources issues.

Brief remarks followed.

Adjournment

Motion by Lawson, second by Hubbell, to adjourn. Meeting adjourned at 9:52 p.m.

Respectfully submitted,

Cheryl A. Goss
Whitewater Township Clerk

DRAFT

Bills for Approval
May 9, 2017

ALDEN STATE BANK
PAYROLL 4/14
ACCTS PAYABLE 4/18
PAYROLL 4/28
VOID CHECK
ACCTS PAYABLE 4/25
ACCTS PAYABLE 5/2

41578 - 41649
41578 - 41592
41593 - 41613
41614 - 41627
41628
41629
41630 - 41649

Gross Payroll \$5,814.38
Grand Total \$36,641.79
Gross Payroll \$5,017.10
Grand Total \$125.00
Grand Total \$152,443.08

FIRST COMMUNITY BANK - MIAMI BEACH

FIRST COMMUNITY BANK - WMDLS

ALDEN STATE BANK - MONEY MARKET

Check Register Report

Bills for Approval 05/09/2017

Date: 05/05/2017

Time: 12:32 pm

Page: 1

Whitewater Township

BANK: ALDEN STATE BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
ALDEN STATE BANK Checks							
41593	04/18/2017	Printed		AD ASSESS	AD ASSESSING INC	APRIL 2017	1,768.00
41594	04/18/2017	Printed		AMERICAN	AMERICAN WASTE	4/01-4/30/2017	30.00
41595	04/18/2017	Printed		AT&T-PARK	AT&T	4/01-4/30/2017	58.56
41596	04/18/2017	Printed		BRICK HOUS	BRICK HOUSE INTERACTIVE	Programming, Etc. For Park	1,040.00
41597	04/18/2017	Printed		CHARTER	CHARTER COMMUNICATIONS	04/01-4/30/2017	368.75
41598	04/18/2017	Printed		CONSUMERS	CONSUMERS ENERGY	3/01-3/31/2017	1,851.51
41599	04/18/2017	Printed		EFTPS	EFTPS	3/31/2017 PAYROLL	1,032.98
41600	04/18/2017	Printed		EXCEL SITE	EXCEL SITE RENTALS LLC	APRIL 2017	1,350.00
41601	04/18/2017	Printed		FUELMAN	FUELMAN	EXPEDITION	31.78
41602	04/18/2017	Printed		GBS	GBS INC	I Voted Stickers	142.41
41603	04/18/2017	Printed		GILL-ROY	GILL-ROY'S HARDWARE 6737	PARK/REC/AMBULANCE	135.53
41604	04/18/2017	Printed		GT RURAL	GRAND TRAVERSE RURAL FIRE	2ND QTR 2017 FIRE ALLOCATION	25,824.50
				DEPT			
41605	04/18/2017	Printed		JOHN HANCC	JOHN HANCOCK LIFE INS CO	HUBBELL PENSION	881.00
						CONTRIBUTION	
41606	04/18/2017	Printed		CULLIGAN	MCCARDEL CULLIGAN WATER	MAR. WATER/DEL. FEE	17.00
					COND		
41607	04/18/2017	Printed		MI OFFICE	MICHIGAN OFFICEWAYS	INK CARTRIDGE FOR	180.45
41608	04/18/2017	Printed		NORTHWDS	NORTHWOODS PRINTERS LLC	TAX INFORMATION ENCLOSED	348.00
41609	04/18/2017	Printed		RICKY ZEE	RICKY ZEESTRATEN	FIRE STARTERS	50.00
41610	04/18/2017	Printed		STAPLES	STAPLES CREDIT PLAN	CLERK/TREAS/TWP BOARD	195.39
41611	04/18/2017	Printed		STATE TAX	STATE OF MICHIGAN -	3/31/2017 PAYROLL	160.93
				TREASURY			
41612	04/18/2017	Printed		TOTAL FUND	TOTAL FUNDS BY HASLER	POSTAGE FOR MAILING MACHINE	1,000.00
41613	04/18/2017	Printed		VOYA RET	VOYA RETIREMENT	CONTRIBUTIONS LOIS MACLEAN	175.00
					INSURANCE		
41629	04/25/2017	Printed		APPLE	APPLE FENCE COMPANY INC	Down Payment on Fence Repair	125.00
41630	05/02/2017	Printed		AT&T-CELL	AT&T MOBILITY	3/23-4/22/2017	45.50
41631	05/02/2017	Printed		BAK	BAK SPECIALTY SALES	10 DOZ GRAVE FLAGS	200.80
41632	05/02/2017	Printed		CHARTER	CHARTER COMMUNICATIONS	05/01-5/31/2017	369.31
41633	05/02/2017	Printed		CHERRY C	CHERRY CAPITAL	INTERNET SERVICE FOR TWP	450.00
					COMMUNICATIONS	PARK	
41634	05/02/2017	Printed		CHERRYLANI	CHERRYLAND ELECTRIC COOP	M72 AND COOK RD	43.45
41635	05/02/2017	Printed		CONSUMERS	CONSUMERS ENERGY	3/16-4/16/2017	102.67
41636	05/02/2017	Printed		DTE ENERGY	DTE ENERGY	3/21-4/21/2017	113.27
41637	05/02/2017	Printed		EFTPS	EFTPS	4/14/2017 PAYROLL	1,163.53
41638	05/02/2017	Printed		GMOSE	GMOSE'S SEPTIC	1420 GALLONS	221.00
					SERVICE, INC		
41639	05/02/2017	Printed		LAWN-N	LAWN-N-ORDER	SPRING CLEANUP	500.00
41640	05/02/2017	Printed		CULLIGAN	MCCARDEL CULLIGAN WATER	APRIL RENTAL	9.00
					COND		
41641	05/02/2017	Printed		MTA	MICHIGAN TOWNSHIPS	JOB POSTING ZONING ADMIN	65.00
					ASSOCIATION		
41642	05/02/2017	Printed		MOBILE MED	MOBILE MEDICAL RESPONSE	1/2 ANNUAL SUBSIDY	147,500.00
41643	05/02/2017	Printed		SITE ONE	SITE ONE LANDSCAPE SUPPLY	FABRIC FOR PLAYGROUND	277.06
41644	05/02/2017	Printed		STATE TAX	STATE OF MICHIGAN -	4/14/17 PAYROLL	170.54
					TREASURY		
41645	05/02/2017	Printed		STEUER EXC	STEUER EXCAVATING, INC	INSTALL DOCK AT WWT PARK	220.00
41646	05/02/2017	Printed		STINSON	STINSON LANDSCAPING	TURN ON WATER AT HI PRAY	163.00
41647	05/02/2017	Printed		THE HOME D	THE HOME DEPOT	Playground Equipment	508.16
41648	05/02/2017	Printed		UNIFI EQ	UNIFI EQUIPMENT FINANCE,	COLOR COPIER LEASE	87.42
				INC.			
41649	05/02/2017	Printed		VISA	VISA	5 Sets of Sealed Drawings	233.37
Total Checks: 42							189,209.87
Checks Total (excluding void checks):							189,209.87
Total Payments: 42							189,209.87
Bank Total (excluding void checks):							189,209.87
Total Payments: 42							189,209.87
Grand Total (excluding void checks):							189,209.87

INVOICE APPROVAL LIST BY FUND REPORT

Bills for Approval 05/09/2017

Date: 05/05/2017

Time: 12:34 pm

Page: 1

Whitewater Township

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
Fund: 101 GENERAL FUND							
Dept: 000							
101-000-015	Prepaid Postage						
	TOTAL FUNDS BY HASLER		POSTAGE FOR MAILING MACH	41612	04/11/2017	04/18/2017	1,000.00
							<u>1,000.00</u>
						Total Dept. 000:	1,000.00
Dept: 101 Township Board							
101-101-727	Office Supplies & Exp						
	MICHIGAN OFFICEWAYS	08697	INK CARTRIDGE FOR	41607	04/11/2017	04/18/2017	180.45
	STAPLES CREDIT PLAN		CLERK/TREAS/TWP BOARD	41610	03/28/2017	04/18/2017	16.34
							<u>196.79</u>
101-101-830	Pension Plan						
	JOHN HANCOCK LIFE INS CO		BENAK PENSION CONTRIBUTI	41605	04/01/2017	04/18/2017	721.00
	JOHN HANCOCK LIFE INS CO		HUBBELL PENSION CONTRIBL	41605	04/01/2017	04/18/2017	160.00
							<u>881.00</u>
101-101-901	Publishing						
	MICHIGAN TOWNSHIPS ASS	344900	JOB POSTING ZONING ADMIN	41641	04/17/2017	05/02/2017	65.00
							<u>65.00</u>
101-101-903	Township Newsletter						
	STAPLES CREDIT PLAN		CLERK/TREAS/TWP BOARD	41610	03/28/2017	04/18/2017	95.19
							<u>95.19</u>
101-101-940	Equipment Rental						
	UNIFI EQUIPMENT FINANCE	289538	COLOR COPIER LEASE	41648	04/21/2017	05/02/2017	87.42
							<u>87.42</u>
						Total Dept. Township Board:	1,325.40
Dept: 195 Elections							
101-195-727	Office Supplies & Exp						
	GBS INC	17-29776	I Voted Stickers	41602	04/07/2017	04/18/2017	142.41
							<u>142.41</u>
						Total Dept. Elections:	142.41
Dept: 209 Assessor							
101-209-807	Assessing Services						
	AD ASSESSING INC		APRIL 2017	41593	04/01/2017	04/18/2017	1,768.00
							<u>1,768.00</u>
						Total Dept. Assessor:	1,768.00
Dept: 215 Clerk							
101-215-727	Office Supplies & Exp						
	STAPLES CREDIT PLAN		CLERK/TREAS/TWP BOARD	41610	03/28/2017	04/18/2017	34.96
							<u>34.96</u>
						Total Dept. Clerk:	34.96
Dept: 253 Treasurer							
101-253-727	Office Supplies & Exp						
	NORTHWOODS PRINTERS L	2053	TAX INFORMATION ENCLOSEI	41608	03/24/2017	04/18/2017	348.00
	STAPLES CREDIT PLAN		CLERK/TREAS/TWP BOARD	41610	03/28/2017	04/18/2017	48.90
							<u>396.90</u>
						Total Dept. Treasurer:	396.90
Dept: 265 Township Hall & Groun							
101-265-740	Operating Expense &						

INVOICE APPROVAL LIST BY FUND REPORT

Bills for Approval 05/09/2017

Date: 05/05/2017
 Time: 12:34 pm
 Page: 2

Whitewater Township

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
	MCCARDEL CULLIGAN WATI		MAR. WATER/DEL. FEE	41606	03/31/2017	04/18/2017	17.00
	MCCARDEL CULLIGAN WATI		APRIL RENTAL	41640	04/01/2017	05/02/2017	9.00
							26.00
101-265-811	Waste Removal Servi						
	AMERICAN WASTE	1860764	4/01-4/30/2017	41594	04/01/2017	04/18/2017	15.00
							15.00
101-265-851	Internet/Website						
	CHARTER COMMUNICATION		3/30-4/29/2017	41597	03/20/2017	04/18/2017	59.99
	CHARTER COMMUNICATION		4/30-5/29/2017	41632	04/20/2017	05/02/2017	59.99
	VISA		5 Sets of Sealed Drawings	41649	04/27/2017	05/02/2017	136.17
							256.15
101-265-922	Electricity						
	CONSUMERS ENERGY	201627555868	3/15-4/12/2017	41598	04/12/2017	04/18/2017	140.09
							140.09
101-265-923	Electric Heat						
	CONSUMERS ENERGY	201627555873	3/15-4/12/2017	41598	04/12/2017	04/18/2017	370.89
							370.89
101-265-924	Telephone						
	CHARTER COMMUNICATION		3/30-4/29/2017	41597	03/20/2017	04/18/2017	205.84
	CHARTER COMMUNICATION		4/30-5/29/2017	41632	04/20/2017	05/02/2017	206.22
							412.06
							Total Dept. Township Hall & Grounds: 1,220.19
Dept: 276 Cemetery							
101-276-740	Operating Expense &						
	BAK SPECIALTY SALES	210417	10 DOZ GRAVE FLAGS	41631	04/21/2017	05/02/2017	200.80
							200.80
101-276-809	Lawn Maintenance Svc						
	LAWN-N-ORDER		SPRING CLEANUP	41639	04/25/2017	05/02/2017	250.00
	LAWN-N-ORDER		SPRING CLEANUP	41639	04/27/2017	05/02/2017	250.00
							500.00
101-276-922	Electricity						
	CONSUMERS ENERGY	206788963668	3/15-4/12/2017	41598	04/12/2017	04/18/2017	22.57
							22.57
101-276-930	Facility Repairs/Maint						
	APPLE FENCE COMPANY IN		Down Payment on Fence Repair	41629	04/20/2017	04/25/2017	125.00
							125.00
							Total Dept. Cemetery: 848.37
							tal Fund GENERAL FUND: 6,736.23
Fund: 203 ROAD FUND							
Dept: 446 Road Right of Way							
203-446-921	Street Lights						
	CHERRYLAND ELECTRIC CO		M72 & MOORE RD	41634	04/26/2017	05/02/2017	13.75
	CHERRYLAND ELECTRIC CO		M72 AND SKEGEMOG PT RD	41634	04/26/2017	05/02/2017	14.85
	CHERRYLAND ELECTRIC CO		M72 AND COOK RD	41634	04/26/2017	05/02/2017	14.85
	CONSUMERS ENERGY	206077195621	3/01-3/31/2017	41598	03/31/2017	04/18/2017	81.30
							124.75
							Total Dept. Road Right of Way: 124.75
							Total Fund ROAD FUND: 124.75

INVOICE APPROVAL LIST BY FUND REPORT

Bills for Approval 05/09/2017

Date: 05/05/2017

Time: 12:34 pm

Page: 3

Whitewater Township

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
Fund: 206 FIRE FUND							
Dept: 336 Fire Dept							
206-336-739	Fuel & Oil FUELMAN	LL1HS-0PY2M	EXPEDITION	41601	04/17/2017	04/18/2017	31.78
							31.78
206-336-811	Waste Removal Servi AMERICAN WASTE	1859960	4/01-4/30/2017	41594	04/01/2017	04/18/2017	15.00
							15.00
206-336-818	Rural Fire Dept Asses GRAND TRAVERSE RURAL F	2017-002	2ND QTR 2017 FIRE ALLOCATI	41604	04/01/2017	04/18/2017	25,824.50
							25,824.50
206-336-920	Natural Gas DTE ENERGY		3/21-4/21/2017	41636	04/24/2017	05/02/2017	56.63
							56.63
206-336-922	Electricity CONSUMERS ENERGY	206788963642	3/15-4/12/2017	41598	04/12/2017	04/18/2017	602.98
							602.98
206-336-924	Telephone CHARTER COMMUNICATION		04/01-4/30/2017	41597	03/22/2017	04/18/2017	51.46
	CHARTER COMMUNICATION		05/01-5/31/2017	41632	04/22/2017	05/02/2017	51.55
							103.01
Total Dept. Fire Dept:							26,633.90
Total Fund FIRE FUND:							26,633.90
Fund: 208 PARK FUND							
Dept: 756 Township Park							
208-756-740	Operating Expense & RICKY ZEESTRATEN		FIRE STARTERS	41609	04/12/2017	04/18/2017	50.00
							50.00
208-756-851	Internet/Website BRICK HOUSE INTERACTIVE	040417WWT	Programming, Etc. For Park	41596	04/04/2017	04/18/2017	1,040.00
	CHERRY CAPITAL COMMUN	72378	INTERNET SERVICE FOR TWF	41633	04/01/2017	05/02/2017	450.00
							1,490.00
208-756-922	Electricity CONSUMERS ENERGY	204386384014	3/16-4/16/2017	41635	04/16/2017	05/02/2017	26.44
	CONSUMERS ENERGY	204386384025	3/16-4/16/2017	41635	04/16/2017	05/02/2017	30.06
							56.50
208-756-924	Telephone AT&T	231267509104	4/01-4/30/2017	41595	04/01/2017	04/18/2017	58.56
							58.56
208-756-925	Cellular Phone AT&T MOBILITY		3/23-4/22/2017	41630	04/22/2017	05/02/2017	45.50
							45.50
208-756-930	Facility Repairs/Maint GILL-ROY'S HARDWARE 673	1704-749042	PARK/REC/AMBULANCE	41603	04/07/2017	04/18/2017	63.27
	STEUER EXCAVATING, INC	17-270	INSTALL DOCK AT WWT PARK	41645	04/27/2017	05/02/2017	220.00
							283.27
Total Dept. Township Park:							1,983.83
Total Fund PARK FUND:							1,983.83

INVOICE APPROVAL LIST BY FUND REPORT

Bills for Approval 05/09/2017

Date: 05/05/2017

Time: 12:34 pm

Page: 4

Whitewater Township

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
Fund: 209 RECREATION FUND							
Dept: 757 Recreation							
209-757-922	Electricity						
	CONSUMERS ENERGY	201627555866	3/15-4/12/2017	41598	04/15/2017	04/18/2017	30.71
	CONSUMERS ENERGY	205098296163	3/25-4/25/2017	41635	04/25/2017	05/02/2017	46.17
							76.88
209-757-930	Facility Repairs/Maint						
	GILL-ROY'S HARDWARE 673	1704-749042	PARK/REC/AMBULANCE	41603	04/07/2017	04/18/2017	63.27
	SITE ONE LANDSCAPE SUP		FABRIC FOR PLAYGROUND	41643	05/01/2017	05/02/2017	277.06
	STINSON LANDSCAPING	798689	TURN ON WATER AT HI PRAY	41646	04/27/2017	05/02/2017	163.00
	THE HOME DEPOT	H2726-29099	Playground Equipment	41647	05/01/2017	05/02/2017	508.16
							1,011.49
Total Dept. Recreation:							1,088.37
Fund RECREATION FUND:							1,088.37
Fund: 210 AMBULANCE FUND							
Dept: 651 Ambulance							
210-651-740	Operating Expense &						
	GILL-ROY'S HARDWARE 673	1704-749042	PARK/REC/AMBULANCE	41603	04/07/2017	04/18/2017	8.99
							8.99
210-651-806	Contractual Services						
	MOBILE MEDICAL RESPONS	31474	1/2 ANNUAL SUBSIDY	41642	04/30/2017	05/02/2017	147,500.00
							147,500.00
210-651-812	Septic Services						
	GMOSEY'S SEPTIC SERVICE	30614	1420 GALLONS	41638	04/17/2017	05/02/2017	221.00
							221.00
210-651-920	Natural Gas						
	DTE ENERGY		3/21-4/21/2017	41636	04/24/2017	05/02/2017	56.64
							56.64
210-651-922	Electricity						
	CONSUMERS ENERGY	206788963642	3/15-4/12/2017	41598	04/12/2017	04/18/2017	602.97
							602.97
210-651-924	Telephone						
	CHARTER COMMUNICATION		04/01-4/30/2017	41597	03/22/2017	04/18/2017	51.46
	CHARTER COMMUNICATION		05/01-5/31/2017	41632	04/22/2017	05/02/2017	51.55
							103.01
210-651-942	Building Rental						
	EXCEL SITE RENTALS LLC	17876	APRIL 2017	41600	04/01/2017	04/18/2017	1,350.00
							1,350.00
210-651-970	Capital Expenditure						
	VISA		5 Sets of Sealed Drawings	41649	04/27/2017	05/02/2017	48.60
							48.60
Total Dept. Ambulance:							149,891.21
Fund AMBULANCE FUND:							149,891.21
Fund: 406 FIRE CAPITAL IMPROV							
Dept: 000							
406-000-970	Capital Expenditure						
	VISA		5 Sets of Sealed Drawings	41649	04/27/2017	05/02/2017	48.60
							48.60

INVOICE APPROVAL LIST BY FUND REPORT

Bills for Approval 05/09/2017

Date: 05/05/2017

Time: 12:34 pm

Page: 5

Whitewater Township

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
Total Dept. 000:							48.60
AL IMPROVEMENT FUND:							48.60
Fund: 750 PAYROLL CLEARING F							
Dept: 000							
750-000-238 Pension Withheld							
	VOYA RETIREMENT INSURA		CONTRIBUTIONS LOIS MACLE	41613	04/01/2017	04/18/2017	175.00
							175.00
750-000-258 Accrued Payroll Taxes:							
	EFTPS	270749521129405	3/31/2017 PAYROLL	41599	04/05/2017	04/18/2017	1,032.98
	EFTPS	270750953943998	4/14/2017 PAYROLL	41637	04/19/2017	05/02/2017	1,163.53
	STATE OF MICHIGAN - TREA	SMIBUS001020223	3/31/2017 PAYROLL	41611	04/05/2017	04/18/2017	160.93
	STATE OF MICHIGAN - TREA	SMIBUS001064149	4/14/17 PAYROLL	41644	04/19/2017	05/02/2017	170.54
							2,527.98
Total Dept. 000:							2,702.98
PAYROLL CLEARING FUND:							2,702.98
 Grand Total:							189,209.87

Ron Popp

From: Gregg Bird <gbird@grandtraverse.org>
Sent: Monday, May 01, 2017 1:43 PM
To: Ron Popp
Subject: Re: Mechanical Siren

None. You can decommission it. It was manual and not a part of any countywide warning policy and also, we have a more modern public warning system in use - CodeRED.

Regards,
Gregg

Gregg Bird PEM, NEMAA
Emergency Management Coordinator
Grand Traverse County
2600 LaFranier Road, Suite A
Traverse City, MI 49686

Office: (231) 995-6059
Cell: (231) 590-2373
Fax: (231) 995-6139
Email: gbird@grandtraverse.org

www.grandtraverse.org/EM
www.Fb.com/GTCemergency



On Mon, May 1, 2017 at 1:41 PM, Ron Popp <supervisor@whitewatertownship.org> wrote:

Gregg,

The Township is contemplating some renovation/expansion of our Fire Station at 8380 Old M-72 Williamsburg. We have an old, electrical powered, non-functioning, fire whistle and tower that will be torn down. The question is; should the device be reinstalled? Are there any FEMA requirements for this device?

Thank you in advance for your input.

Ron Popp

Whitewater Township Supervisor

5777 Vinton Road, P.O. Box 159

Williamsburg, Michigan 49690

231.267.5141 X 23

supervisor@whitwatertownship.org

Ron Popp

From: John Divozzo <jdivozzo@grandtraverse.org>
Sent: Wednesday, April 26, 2017 2:10 PM
To: Ron Popp
Subject: Re: Miami Beach

Thanks, Ron. I would be happy to attend; the Whitewater Treasurer did an excellent job summarizing the issues. I have read through the bond documents and did not see a reference to 5%, so it is crucial that you receive bond counsel's opinion on the excess funds. I think we should also compare what was built to what "should" have been built. That may be one reason for some of the overage.

Lastly, if you have been tracking the monies separately, I think you have good accountability and would have no problem creating the necessary funds.

From an owner's perspective, we will want to perform a condition assessment and develop rates to continue to maintain the system in good repair.

All in all, I think you are in good shape, but may have to stay in the utility business.

If you need anything, please do not hesitate to contact me.

John D.

On Wed, Apr 26, 2017 at 12:16 PM, Ron Popp <supervisor@whitewatertownship.org> wrote:

Hi John,

The Township Board would like you to be a part of our June 13, 2017 Regular Meeting beginning at 7:00 PM. By this date we hope to have all of our information from the bond attorney about disposition of the system in question. We would like to use the meeting time to formulate possible "whats next steps" and prepare for a special meeting with the Miami Beach folks near the end of June.

Attached please find information collected by our Treasurer for your review.

Thanks,

Ron Popp

Whitewater Township Supervisor

5777 Vinton Road, P.O. Box 159

Williamsburg, Michigan 49690

231.267.5141 X 23

supervisor@whitewatertownship.org

--

John Divozzo, Director
Grand Traverse County DPW
2650 LaFranier Road
Traverse City, MI 49686
(231) 995-6039
(231) 929-7226 fax

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Memo

To: Whitewater Township Board
From: Ron Popp, Supervisor
CC:
Date: 04-6-2017
Re: Purchase of Thornton Property

Board Members,

Mr. Nick Thornton wishes to sell his Whitewater Township property located at the corner of Vinton and M-72, about .7 of an acre (first picture). According to Thornton the parcel is too small to build on. The Township owns an adjoining parcel of land (picture two) and might have some interest in the parcel. The asking price is \$5K-\$7K

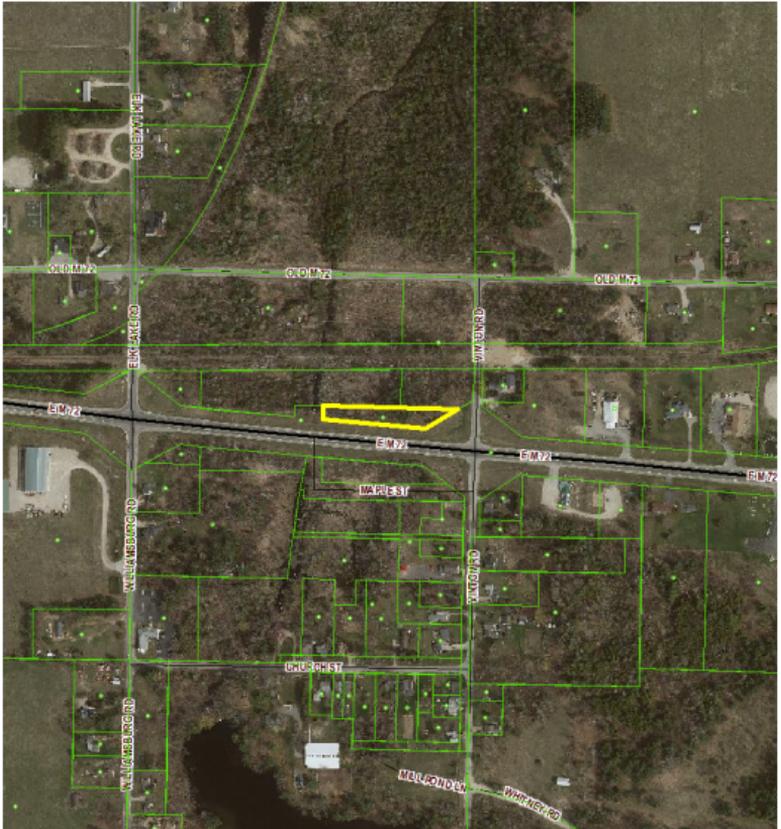
Respectfully,



Ron Popp
Supervisor, Whitewater Township

2016 AERIAL PHOTO MAP

Showing Parcel Lines and Labels



2016 AERIAL PHOTO MAP

Showing Parcel Lines and Labels



To: Whitewater Township Board

From: Cheryl A. Goss, Clerk

Date: 05/05/2017

Re: Flush Toilet Facility Project – Whitewater Township Park

There has been ongoing discussion for a number of months, starting in 2016, about replacing the pit toilet facility at Whitewater Township Park with a flush toilet facility. In the 2017/2018 budget process, the township board allocated \$100,000 to construct this facility.

In addition to the investigation that I undertook with Arrow Homes, which resulted in a plan that was reviewed and approved by the Parks & Recreation Advisory Committee and the township board, Chuck Decker (alternate on the PRAC) also did a lot of research on pre-made flush toilet facilities by contacting several companies. His research is attached and is summarized as follows:

<u>Manufacturer</u>	<u>Price</u>	<u>Type</u>
Arrow Homes (Merritt, MI)	\$78,846	Panelized stick-built facility; turnkey price.
Green Flush Technologies (Vancouver, WA)	\$94,300	Pre-built unit set by a crane; Snow Mass model shown.
Public Restroom Company (Minden, NV)	\$85-95,000	Built off-site, set by a crane. Seasonal double unisex restroom. Turnkey price.
Hunter Kneppshield (LaGrange, KY)	\$56,387 to \$75,469	Modular restroom buildings, various models shown.
Huffcutt Concrete Inc (Chippewa Falls, WI)	\$85,783.00	Precast concrete restroom building.

Section 4.8(b) of the township's Financial Administration Policy dealing with Written Quotations and Sealed Bids, says the following: "Any purchase for goods and services exceeding an estimated contract cost of \$20,000 shall require the solicitation of sealed bids except for professional services or emergency repairs or services. The supervisor, in consultation with the department head, shall develop bid specifications, which shall be approved by the township board. A department head may request permission from the township board to waive the bidding procedures when there is only one known supplier or there is some other compelling reason to do so."

As the Parks & Recreation Administrator, I am requesting permission to waive the bidding procedure in this instance. The compelling reasons to do so are these:

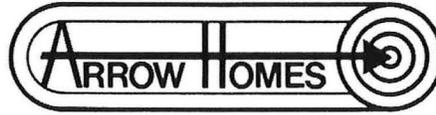
1. The two turnkey prices, Arrow Homes and Public Restroom Company, are fairly close. Arrow Homes' price probably reflects the fact that it is a local company.
2. We have an approved plan from Arrow Homes. Any other plan will need to be tweaked for our situation, causing further delay.
3. Arrow Homes' price includes preparation of a site plan, pulling all permits, and obtaining the certificate of occupancy.
4. While we could put the Arrow Homes design out for bid locally, given the prices of the other units, we are not likely to get a significantly lower price.
5. We have a limited window of opportunity weather-wise to get this construction project completed. My goal is to start the building as soon as possible, preferably in May, so that it will be completed and put into use in the 2017 season.

An appropriate motion would be: Motion to approve the Purchase Agreement from Arrow Homes in the amount of \$78,846 for the construction of a flush toilet facility at Whitewater Township Park and to authorize the clerk to sign the Purchase Agreement.

###

RIGHT ON TARGET

6815 E. Houghton Lake Rd.
P.O. Box 9
Merritt, MI 49667



Complete Contract
Phone: 231-328-4318
Fax: 231-328-4346

PURCHASE AGREEMENT

CUSTOMER NAME:	Whitewater Township Park	CONTRACT DATE:	2/20/17
CUSTOMER NAME:	Cheryl Goss	HOME PHONE:	
MAILING ADDRESS:		WORK PHONE:	231-267-5141 Ext 24
		CELL PHONE:	
JOB LOCATION:	Williamsburg, MI	E-MAIL:	Clerk@whitewatertownship.org
PRINT DESCRIPTION:	Complete per Arrow Homes print dated 2/20/17		

WOOD SYSTEM:

- 6x6 pressure treated post wrapped with PVC Versatex

CONCRETE: By Arrow Homes

- Poured slab on grade
- Porch per print
- Sidewalk to parking lot, approximately 50' porch slopped (ADA)

** Price does not include the use of a pump truck or cold weather provisions such as: Hot water, warmed aggregate or chloride.*

** All exterior concrete must be poured at the same time.*

FIRST FLOOR: NONE

EXTERIOR WALLS:

- 8' - 1 1/8" high 2x4 wall at 16" on center
- 7/16" OSB sheathing

** All studs will be kiln dried stud grade.*

** All walls will have one bottom plate and two top plates.*

** All exterior headers will be TimberStrand beams size as required.*

INTERIOR WALLS:

- 8'-1 1/8" high 2x4 wall at 16" on center

STAIRS: NONE

SECOND FLOOR: NONE

ROOF:

- Trusses: 8/12, & 3/12 pitch at 24" on center per print
- 1/2" OSB with clips

SHINGLES:

- Over hangs: 16" overhang on 8/12 pitch, and 24" eaves on 3/12 pitch, and 12" gables
- Certaineed Landmark AR shingles
- (2) PVC Cupolas as shown on print

** Dupont roof-liner*

** (2) rows of Ice & water shield at eaves and (1) in valleys*

** All roofs have metal roof edging around entire edge.*

SIDING:

- Vinyl Double 4" Quest-3 (Classic color)
- Trim:
 - 7/8" J-Channel around windows and doors
 - 4" x 4" standard corners

WINDOWS: NONE

ENTRANCE DOOR(s): Thermatru

- (3) S100 Smooth star with ADA sills and deadbolts

** Price includes Schlage CS200 series commercial grade 2 lever and deadbolts keyed alike with closers*

** All fiberglass insulated doors are 1-3/4" x 6-8" pre-hung in a rot proofed prime frame.*

** All steel insulated doors are 1-3/4" x 6-8" pre-hung in a pine primed frame.*

GARAGE DOOR(s): NONE

SOFFIT: Aluminum, 16" Quad 4 center vent

FASCIA: Aluminum, 6" ribbed

INSULATION:

- House: 3-1/2" – R13 walls – fiberglass, & 6" – R19 ceilings

CEILING FINISH:

- WP-4 6" Kootenay cedar clear coat

WALL FINISH:

- Den's glass with white FRP board covering

INTERIOR PAINTING: By Arrow Homes

- House: (1) coat primer, & (2) coats paint

INTERIOR STAIN & VARNISH: NONE

INTERIOR TRIM: By Arrow Homes

- 1x4 PVC Versatex base & casing

PANELING: NONE

MEDICINE CABINET(s): NONE

MIRROR(s):

- (2) 24" x 36" plate glass mirrors with clips

PREHUNG DOOR(s): NONE

BI-FOLD DOOR(s): NONE

STORAGE AREA SHELVES:

- (4) white wood shelves

CLOSET SHELVES: NONE

KITCHEN CABINETS & TOPS: NONE

BATH VANITY & TOPS: NONE

MEDICINE CABINET(s): NONE

LAUNDRY (Other) CABINETS & TOPS: NONE

MECHANICAL SYSTEMS: NONE

WATER HEATER:

- 20-gallon electric

PLUMBING: (standard specifications unless otherwise specified)

- Bathroom(s):
 - Drinking fountain
 - Water closet (toilet): Mansfield elongated ADA insulated tank (white)
 - Urinal in men's facility only
 - Seat: Plastic
 - Sink: wall mount ADA sink with motion sensor faucet
- Miscellaneous Items:
 - (1) Frost free Hydrant: Woodford
 - All water pipes are copper, Type-M
 - All drainage pipes, PVC

PLUMBING OPTIONS:

- Dryer Vent box (interior wall) No
- Mop sink: Mechanical room Yes
 - Mustee #91 inc/Delta #2121 faucet
- Garbage Disposal: No
- Tub Door: No
- Shower Door: No
- Water Softener piping. No

ELECTRICAL:

- Trench line in from post approx. 150' away
- Underground service
- Switch, plugs and covers: standard style, white
- 15 openings
 - 0 TV jack(s),
 - 0 Phone jack(s)
 - 0 Door bell
 - 0 Hood fan
 - 2 Light/Fan (bath): motion activated
 - 3 Recessed cans on front porch
 - 0 Ceiling fans
 - 0 Dimmer

* Extra openings \$35.00 per opening, Recessed cans \$93.00 per opening, \$100.00 per ceiling fan. \$35.00 per dimmer switch

* Utilities during construction are the owners (purchasers) expense.

* Use of generators in place of temporary power will be charged at 250.00 per week.

* All charges to bring utilities to house are owner's expense.

HOOK UP ONLY: NONE

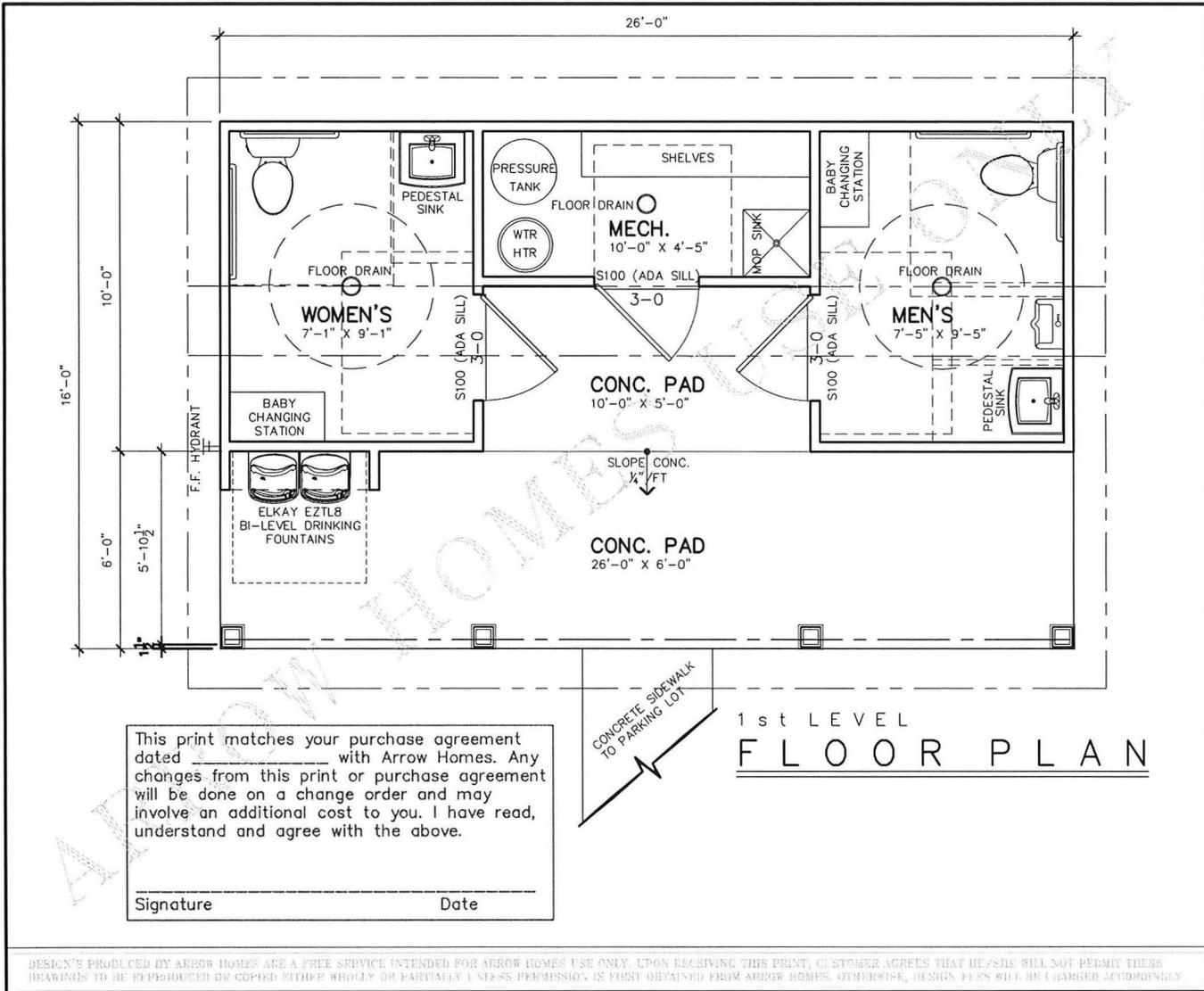
MISCELLANEOUS INFORMATION:

Type of Soil:	Sand
Tree Removal:	Yes - (15)
Power available on site:	Yes
Foundation drain tile:	Yes
Sump crock:	No
Sump pump:	No
Basement floor crock:	No
Garage floor crock:	No
Vinyl basement window:	No
CW135 basement window:	No
Stackwel:	No
Chimney:	No
Fireplace:	No
Exterior painting or staining:	By Arrow Homes (2) coats

ALLOWANCES:

- Excavation and demo \$ 5,000.00
- Well \$ 4,800.00
- Sewer holding tanks \$ 3,500.00
- Flooring \$ 0.00
- Light fixtures \$ 600.00

* Contract does NOT include any floor covering, light fixtures, septic systems, wells, tree removal or fill dirt and dirt removal unless specified above in allowances.



**WHITEWATER
TOWNSHIP PARK**

1st -	210 SQ.FT.
2nd -	0 SQ.FT.
TOTAL -	210 SQ.FT.
POINT OF SALE:	2-20-17

6815 E. HOUGHTON LAKE RD.
MERRITT, MI 49667
PHONE: 231-328-4318
FAX: 231-328-4346



SCALE:
NO SCALE

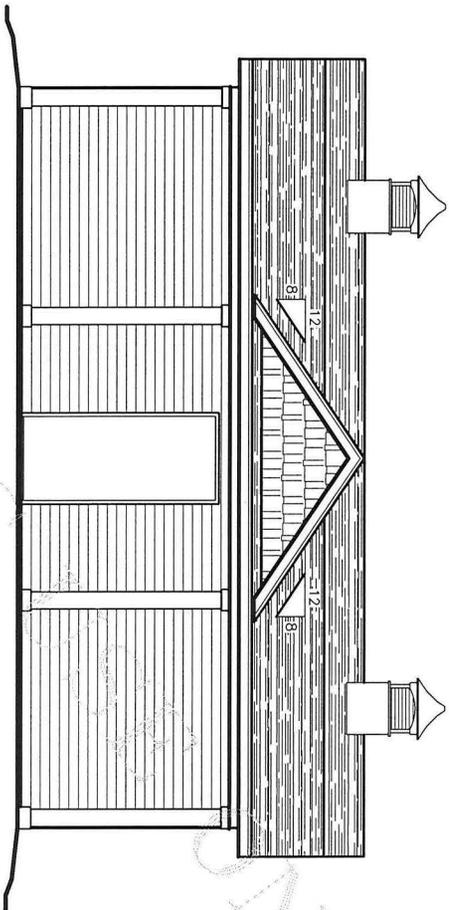
This print matches your purchase agreement dated _____ with Arrow Homes. Any changes from this print or purchase agreement will be done on a change order and may involve an additional cost to you. I have read, understand and agree with the above.

Signature _____ Date _____

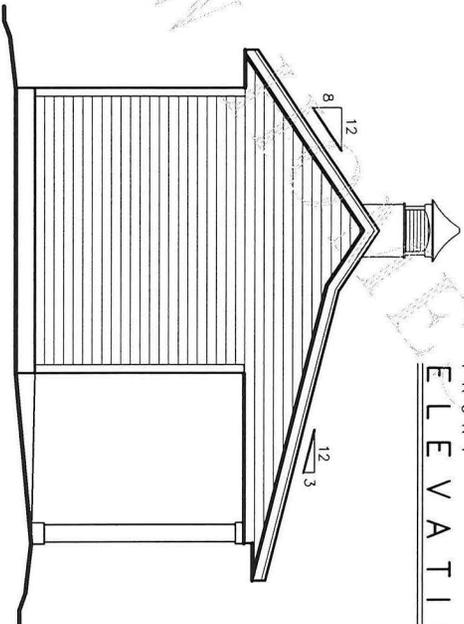
CONCRETE SIDEWALK TO PARKING LOT

1st LEVEL
FLOOR PLAN

DESIGNS PRODUCED BY ARROW HOMES ARE A FREE SERVICE INTENDED FOR ARROW HOMES USE ONLY. UPON RECEIVING THIS PRINT, CUSTOMER AGREES THAT HE/SHE WILL NOT PERMIT THESE DRAWINGS TO BE REPRODUCED OR COPIED EITHER WHOLLY OR PARTIALLY WITHOUT PERMISSION IN WRITING OBTAINED FROM ARROW HOMES. OTHERWISE, DESIGN FEES WILL BE CHARGED ACCORDINGLY.



FRONT
ELEVATION



SIDE
ELEVATION

DISCLAIMER: THIS PLAN IS A CONCEPTUAL DESIGN AND SHOULD BE USED AS A GUIDE ONLY. THE ARCHITECT ASSUMES NO LIABILITY FOR ANY ERRORS OR OMISSIONS IN THIS PLAN. THE ARCHITECT'S RESPONSIBILITY IS LIMITED TO THE DESIGN OF THE HOUSE AS SHOWN ON THESE PLANS. THE ARCHITECT DOES NOT WARRANT THAT THE HOUSE WILL BE BUILT ACCORDING TO THESE PLANS OR THAT THE HOUSE WILL BE BUILT ACCORDING TO THE ARCHITECT'S DESIGN. THE ARCHITECT'S DESIGN IS SUBJECT TO CHANGE WITHOUT NOTICE. THE ARCHITECT'S DESIGN IS NOT TO BE USED FOR ANY OTHER PURPOSES WITHOUT THE ARCHITECT'S WRITTEN PERMISSION.

WHITEWATER
TOWNSHIP PARK

1st - 210 SQ.FT.
2nd - 0 SQ.FT.
TOTAL - 210 SQ.FT.
POINT OF SALE: 2-20-17

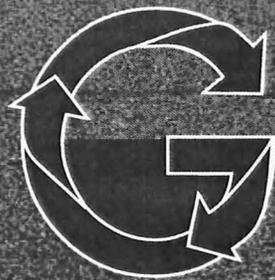
6815 E. HOUGHTON LAKE RD.
MERRITT, MI 49667
PHONE: 231-328-4318
FAX: 231-328-4346



SCALE:
NO SCALE

2 OF 2

**UTILITY-FREE
FLUSH RESTROOM BUILDINGS
FOR ANY LOCATION**



GREEN FLUSH
TECHNOLOGIES

PRODUCT CATALOG

GREEN FLUSH RESTROOM BUILDINGS

	OCCUPANCY					BUILDING FOOTPRINT	MAX. SEWAGE CAPACITY	ESTIMATED BASE PRICE
	SINGLE UNISEX	DOUBLE UNISEX	MEN'S/WOMEN'S	DOUBLE STALL M/W	TRIPLE STALL M/W			
MINI-FLUSH	X					7'-6" X 9'-0"	2,280 USES	\$24,950
MONARCH	X					8'-3" x 10'-0"	4,160 USES	\$31,750
VAIL	X					8'-3" x 10'-0"	4,160 USES	\$33,500
ASPEN	X					8'-0" x 12'-0"	5,190 USES	\$36,500
SALISH		X				8'-0" x 12'-8"	3,710 USES	\$46,950
KEYSTONE		X	X			8'-3" x 16'-0"	6,770 USES	\$46,950
DURANGO		X	X			8'-0" x 18'-0"	7,000 USES	\$51,950
SNOWMASS				X		11'-8" x 22'-0"	9,100 USES	CALL
GRAND PARK 2				X		11'-3" x 12'-0" (each bldg.)	14,890 USES	CALL
GRAND PARK 3					X	11'-3" x 17'-0" (each bldg.)	21,370 USES	CALL
TELLURIDE					X	11'-6" x 17'-0" (each bldg.)	21,370 USES	CALL

Local permits may be required

Prices are for base models only. Special engineering, shipping, installation, site prep, permits, and taxes not included

- ✓ Instantly ready for use, just add water
- ✓ Roomy cabin interiors that fully meets ADA
- ✓ *Flush-Vaults™* can use rainwater or irrigation water for flushing
- ✓ Clog proof toilets that use only 1 quart per flush
- ✓ Hand wash sinks and waterless urinals included
- ✓ Many upgrades and custom finishes are available

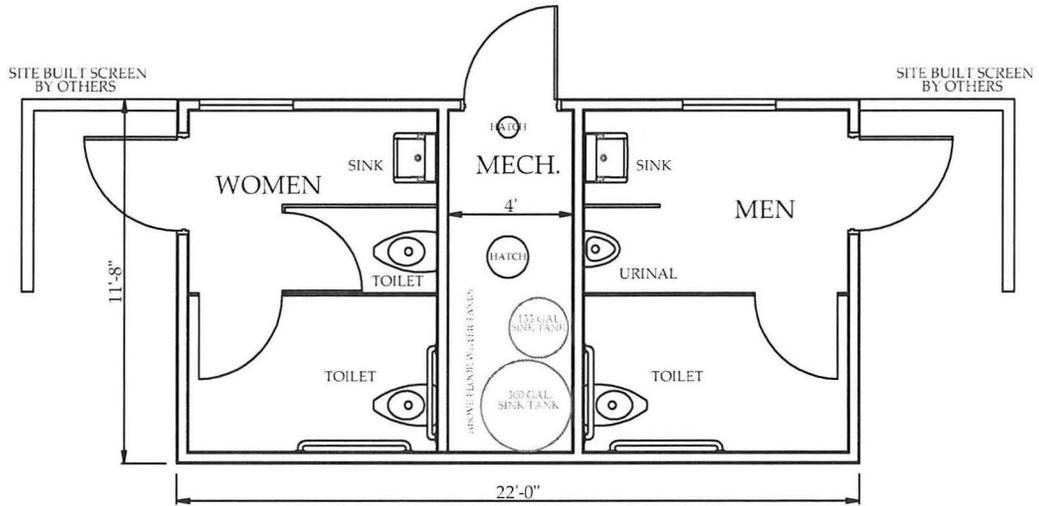
ODOR FREE FLUSH RESTROOMS

WWW.GREENFLUSHRESTROOMS.COM

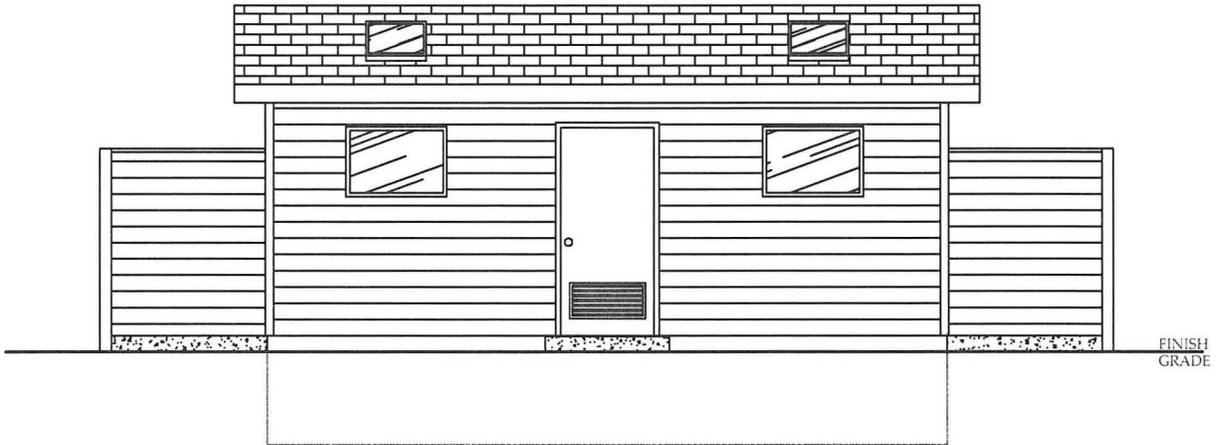


MODEL	AVAILABLE OPTIONS																				
	RAINWATER COLLECTION	WATERLESS WINTER OPER.	SINK REUSE SYSTEM	SEPARATE POTABLE TANK	EXPANDABLE FLOOR PLAN	DEEPER BASE	TANK FULL ALARM SYSTEM	AUTOMATIC DOOR LOCKS	SOLAR POWER	120V ELECT. WHERE AVAIL.	INT/EXT LIGHTS	HOT WATER	HEAT	MASONRY WALLS	CUSTOM SIDING	CUSTOM ROOFING	CERAMIC TILE FLOOR	STAINLESS FIXTURES	WALL TILE	COVERED PORCH	CANOPY
MINI-FLUSH	<input type="checkbox"/>																				
MONARCH	<input type="checkbox"/>																				
VAIL	<input type="checkbox"/>																				
ASPEN	<input type="checkbox"/>																				
SALISH	<input type="checkbox"/>																				
KEYSTONE	<input type="checkbox"/>																				
DURANGO	<input type="checkbox"/>																				
SNOWMASS	<input type="checkbox"/>																				
GRAND PARK 2	<input type="checkbox"/>																				
GRAND PARK 3	<input type="checkbox"/>																				
TELLURIDE	<input type="checkbox"/>																				

O = OPTIONAL



FLOOR PLAN
(FLUSH VAULT)



FRONT ELEV.

FLUSH-VAULT SNOWMASS
WOOD FRAMED OR MASONRY CABIN
SEALED CONCRETE PARTITIONED VAULT WITH
FLUSH WATER CAPACITY = 8,750 USES
SEWAGE USE CAPACITY = 9,100 USES



SIDE VIEW

LITE-WEIGHT SNOWMASS
WOOD FRAMED CABIN
CUSTOM TANKS IN STEEL BASE:
WATER CAP. = 2,475 TO 3,250 USES
SEWAGE CAP. = 1,760 TO 3,710 USES

SNOWMASS

(AVAILABLE AS LITE-WEIGHT & FLUSH-VAULT RESTROOMS)



Cheryl A. Goss

From: Kyle Earlywine <kyle@greenflushrestrooms.com>
Sent: Friday, July 29, 2016 3:31 PM
To: Cheryl A. Goss
Subject: Restroom Estimate

Cheryl,

Thanks for the quick response. Here are some suggested options with their estimated cost figures:

Panel for on-site electrical connection - \$1,300
Solar panel - \$1,600
Lights - \$2,150

Savings from connecting to pressurized potable water – (\$2,000)
Stainless steel microflush toilet* - \$6,150 (\$2,050 per toilet x 3 toilets)
White powder coating to look like porcelain - \$600 (\$200 per toilet x 3 toilets)

Shipment - \$3,700
Crane rental - \$2,800 (this cost varies depending on vendors in the area and how close the crane can get to where the building is being placed)

Again the two models that fit your description are the:

Snowmass – \$78,000
and
Silverton – \$120,000

If you went with a Snowmass model and all the recommended options, except solar power, you would come to an estimated cost of \$94,300. This price does not include sales tax or site preparation.

* The stainless steel toilet is an expensive but highly recommended option for these reasons:

- A) It uses only .25 gallons per flush instead of .8 gallons per flush. This will save thousands of dollars in hauling costs per year.
- B) We have a 20 year track record with the toilet. It was only after hundreds of thousands of uses and more than a decade before we heard reports of needed maintenance.
- C) It is vandal resistant.

Let me know if you need anything else.

Kyle Earlywine
Co-Owner
Green Flush Technologies
Office: (360) 718-7595
Cell: (970) 379-7355
www.greenflushrestrooms.com

From: Cheryl A. Goss [mailto:clerk@whitewatertownship.org]
Sent: Friday, July 29, 2016 7:26 AM
To: 'Kyle Earlywine'
Subject: RE: Restroom Questions

See answers below.

Cheryl A. Goss
Whitewater Township Clerk
5777 Vinton Road, P.O. Box 159
Williamsburg, Michigan 49690
Telephone: 231.267.5141 X 24
Fax: 231.267.9020
clerk@whitewatertownship.org

From: Kyle Earlywine [mailto:kyle@greenflushrestrooms.com]
Sent: Thursday, July 28, 2016 7:38 PM
To: Cheryl A. Goss
Subject: Restroom Questions

Here are some important questions that will help me suggest appropriate options:

1. Is there crane access at the site you want this installed? Yes, there would be.
2. Will this restroom be open during freezing temperatures? No, unless we would get some unseasonal cold. They would be open from middle of May to end of October.
3. Are you worried about the restroom receiving heavy abuse such as people vandalizing/breaking fixtures or trying to set the building on fire? I don't think that would happen during our season of operation, and they will be locked when not open.
4. Do you have access to water (potable or non-potable?) at this site? Yes.
5. Do you have access to electricity at this site? Yes.
6. Will the restroom be open after dark? If no, would you like lights anyway? Yes, we would like to have lights.
7. The attached "Oracle State Park 4" photo shows our standard T1-11 siding and shingle roof. Would you want to pay extra for siding or roofing different than what you see in the photo? Siding options include but are not limited to stone, brick, wood lap, cedar, and metal. For roofing I normally recommend metal instead of shingle. Probably would not want to pay extra.
8. The [project gallery](#) on our website shows many of our available interior options. The standard model price includes concrete floors, FRP walls, and porcelain fixtures. Those interior options are probably acceptable.

Once I have these answers I will provide a list of appropriate options along with the estimated costs.

Thanks,

Kyle Earlywine
Co-Owner
Green Flush Technologies
Office: (360) 718-7595
Cell: (970) 379-7355
www.greenflushrestrooms.com

From: Cheryl A. Goss [mailto:clerk@whitewatertownship.org]
Sent: Thursday, July 28, 2016 2:22 PM

To: 'Kyle Earlywine'
Subject: RE: Pit Toilet Visit

If you would provide the list of questions, we will get them answered!

Thanks!

Cheryl A. Goss
Whitewater Township Clerk
5777 Vinton Road, P.O. Box 159
Williamsburg, Michigan 49690
Telephone: 231.267.5141 X 24
Fax: 231.267.9020
clerk@whitewatertownship.org

From: Kyle Earlywine [<mailto:kyle@greenflushrestrooms.com>]
Sent: Thursday, July 28, 2016 4:49 PM
To: Cheryl A. Goss
Subject: RE: Pit Toilet Visit

Great to hear. When we discussed this earlier we looked at the Durango model which was 1 toilet/1urinal/1 sink in the men's with no partitions and 1 toilet/1 sink in the women's. It sounds like Whitewater is leaning more towards a multi-stall unit now.

Here are cost estimates for our two models that fit your request:

Snowmass – \$78,000
Silverton – \$120,000

I don't think we have discussed options yet. To get a more accurate cost estimate we should have a brief discussion on the park situation. If a phone call is going to be difficult to arrange, I can send you a list of questions and provide recommendation based on your answers.

Kyle Earlywine
Co-Owner
Green Flush Technologies
Office: (360) 718-7595
Cell: (970) 379-7355
www.greenflushrestrooms.com

From: Cheryl A. Goss [<mailto:clerk@whitewatertownship.org>]
Sent: Thursday, July 28, 2016 11:37 AM
To: 'Kyle Earlywine'
Subject: RE: Pit Toilet Visit

Hi Kyle –

Yes, the Parks & Recreation Advisory Committee did meet at the park and they are looking into options for flush toilets, including the catalog you sent. It will be discussed at their upcoming meeting on August 8th. If you haven't supplied pricing information to me, please do so ASAP so we will have it available on the 8th.

Basically, we need both men's and women's restrooms with probably 1 stall/1 urinal/1 sink in the men's and 2 stalls and 1 sink in the women's.

Cheryl A. Goss

Whitewater Township Clerk
5777 Vinton Road, P.O. Box 159
Williamsburg, Michigan 49690
Telephone: 231.267.5141 X 24
Fax: 231.267.9020
clerk@whitewatertownship.org

From: Kyle Earlywine [<mailto:kyle@greenflushrestrooms.com>]
Sent: Thursday, July 28, 2016 2:06 PM
To: Cheryl A. Goss
Subject: Pit Toilet Visit

Hi Cheryl,

Did they end up having that meeting at the park last month and did you hear anything from them about restroom plans for the park?

Kyle Earlywine

Co-Owner
Green Flush Technologies
Office: (360) 718-7595
Cell: (970) 379-7355
www.greenflushrestrooms.com

From: Cheryl A. Goss [<mailto:clerk@whitewatertownship.org>]
Sent: Thursday, June 9, 2016 12:13 PM
To: 'Kyle Earlywine'
Subject: RE: Restroom Website

Hi Kyle –

They discussed it briefly at their last meeting. That discussion will be continued on Monday evening, at which time they are meeting at the park where we wish to upgrade the pit toilets. I will share your site information.

I'll let you know what I hear!

Cheryl A. Goss

Whitewater Township Clerk
5777 Vinton Road, P.O. Box 159
Williamsburg, Michigan 49690
Telephone: 231.267.5141 X 24
Fax: 231.267.9020
clerk@whitewatertownship.org

From: Kyle Earlywine [<mailto:kyle@greenflushrestrooms.com>]
Sent: Thursday, June 09, 2016 2:16 PM

To: Cheryl A. Goss
Subject: Restroom Website

Cheryl,

Do you know if the Parks & Recreation Advisory Committee had a chance to discuss restroom plans for the campground and boat launch? If so, I'd love to hear their thoughts on our proposed solution.

Also, we recently updated our website, www.greenflushrestrooms.com. It has some new and fun pieces to help educate folks on our restrooms. It also includes some great case studies to show how our restrooms have helped other municipalities/agencies. Please share the site with anyone you think would be appropriate.

Kyle Earlywine
Co-Owner
Green Flush Technologies
Office: (360) 718-7595
Cell: (970) 379-7355
www.greenflushrestrooms.com

=

Charles Decker

From: "Patrick McBride" <Pat@PublicRestroomCompany.com>
Date: Monday, July 18, 2016 1:16 PM
To: <cidecker@charter.net>
Attach: Smith-Emery Lab Report - 7760 PSI -.pdf; 3 Day Instillation.pdf; Restroom for all Seasons , Fishers, IN.pdf; McKinley Brochure.pdf; 2016 Strongest Components (1pg).pdf; PS-022 LONOKE COUNTY PARK.pdf; PS-022 MUSKINGUM PLAN 4.pdf; PS-022-CE VANDALIA TRAIL HEAD-10-16-2015.pdf; Introduction to PRC.doc; Summary of Choices 2016.pdf; Scope of Work.pdf
Subject: Whitewater Township, MI Campground Restroom

Charles,

Thank you for your inquiry and for your time discussing the campground restroom needs for Whitewater Township. As we discussed, I have attached an introduction letter, some similar project plans, and information brochures for your review.

Per our conversation, a seasonal double unisex restroom would cost turnkey delivered and installed per attached "Scope of Work" between \$85,000 and \$95,000. Your final cost, up or down, would be determined by your choice of plan, options, architectural enhancements, and freight and crane cost at the time of the order.

As we discussed, PRC provides buildings that solve maintenance issues. Since public restroom odor is a universal problem that shortens the useful life of facilities, I have also attached an independent lab test of our moisture proof odor free concrete. The standard 4,000 PSI concrete with moisture absorption of about 30% changes to over 7,700 PSI with an absorption factor under 3%.

Please call or email with any questions or to have a site and architecturally specific preliminary plan prepared and priced to your specifications.

I look forward to hearing back from you.

Sincerely,

Pat McBride

Pat McBride | Project Development Manager



2587 Business Parkway | Minden, NV 89423
P: 888-888-2060 Ext 104 | f: 888-888-1448
www.PublicRestroomCompany.com | pat@publicrestroomcompany.com



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7/18/2016

7-18-16

Charles Decker,

In the last decade major changes have occurred in the design and construction systems of off-site built public restrooms and facilities. For over 46 years, Chuck Kaufman, the President of our company has passionately searched the world for unique products and systems that could be integrated into public facilities and restroom buildings to improve the user satisfaction and function. The outcome: reduce maintenance, flexible code compliant designs, lower first cost, and an "odor free" fifty-year life cycle building.

New Concepts, Benefits, Components, Materials and Features:

INTRODUCTION TO OFF-SITE CONSTRUCTION

You may not be familiar with our concept and system of off-site construction. We construct these CMU buildings similar to on site construction but we build a thicker concrete slab to accommodate floor drains and use extra reinforcing steel (as for a road or bridge deck). This concrete slab foundation supports the entire building during transport and placement on site. We crane lift the structure from our specialized air-ride trailers and set it on a pre-constructed building pad or building pad that has been prepared by you or your general contractor.

Imagine the engineering required to provide a concrete block building that is so strong it can handle transport to the site, crane placement, and **even relocation** to a **different site** if current needs change.

SAFE DESIGNS

Public safety is designed into our plans providing full visibility of the restroom and potential threats upon opening the door, while still assuring user privacy. The vandal resistant concrete block partitions are raised 12" off the floor so that someone entering can see under them and for ease of hose down cleaning. The ventilation system has the added benefit of passers by being able to hear someone in distress and get assistance.

PROPER SIZING OF THE RESTROOM

We have found that municipalities typically build restrooms that are too large. We did our research providing the following results regarding length of time for restroom use:

- Women average 2 minutes per restroom use or 30 female users per hour per fixture.
- Men average 1 minute per restroom use or 60 male users per hour per fixture.

In the lower right-hand corner of each plan is a number that represents the total number of users per hour that building will accommodate. During the average 3 hour stay at a park event, only ½ of those present will use the restroom.

NO ODOR

We build incredible imported technology into our buildings. We custom fabricate our concrete slab, concrete block, mortar, and grout with unique time and temperature sensitive concrete additives that render the final system impervious to moisture and staining for life. Imagine this, we not only make a claim but warrant that our restrooms, if properly cleaned, will never smell.

The justification for that claim is that urine and organic materials will only accumulate on the surfaces and can easily be washed down the floor drain with conventional hose down cleaning.

VENTILATION

Ventilation is an important issue and in most locations A/C is not necessary if the building is properly ventilated. Our vandal proof exterior vent screens are super strong ¼" woven stainless steel in custom welded stainless steel frames. Rust and future maintenance are eliminated. The effect of flow-through ventilation eliminates the need for fans and the open design also provides natural light.

DOORS

Our doors are one of our best known secrets. Instead of purchasing traditional mass produced metal doors we custom fabricate "prison grade" 14 gauge steel doors with built-in reinforcing ribs to prevent denting. The vertical ribs are 6" on center and welded to the face of the door in order to resist impact. Our doors weigh 46% more than an equivalent stock door "even of the same gauge".

NO GERMS

The flush handles and door handles that are touched by the public are anti-microbial treated for life. As soon as someone touches the handle and leaves bacteria behind, the built-in silver ion treatment kills the bacteria instantly so that it will not be passed on to the next person. To prevent vandal damage, the flush valves are located in the utility chase and not in the restroom.

GREEN BUILDINGS

In our present world, there is great concern for the environment, with a major focus on energy conservation. Public Restroom Company offers "Green Buildings" that conserve energy along with many renewable, recycled or energy efficient construction materials and components for less waste and more environmentally friendly facilities.

Public Restroom Company maintains the single-focused mission of becoming the nation's best **design/build/install** specialist for all kinds of Park & Public buildings. We are set apart from the competition by our attention to detail, architectural flexibility, safer designs, and use of unique vandal resistant & "Green" components and materials which increase the buildings useful life and greatly reduce maintenance expense. We include a **20 Year Structure Warranty** and a **5 Year Component Warranty**.

Please contact me with any questions or to discuss a project. I look forward to hearing from you.

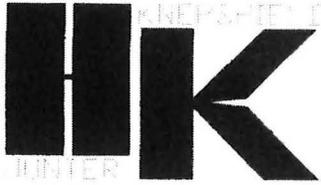
Sincerely,

Pat McBride

Pat McBride

Project Development Manager

Visit our web site at www.publicrestroomcompany.com to become better acquainted with how detailed and extensive our construction system is.

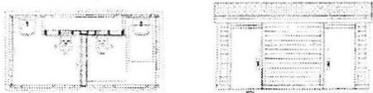
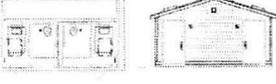
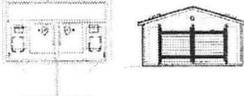


HUNTER KNEPESHIELD COMPANY

10 Hunters Trail
 P.O. Box 499
 LaGrange, Ky 40031
 Phone: (800) 626-6530
 Fax: (502) 225-9335
 Kneppir@iglon.com
 www.Hunterstrail.com

TO: _____
 AGENCY: _____
 PHONE: _____
 FAX: _____
 E-MAIL: _____
 PROJECT: _____

DATE: 23-Mar-15
 FOB: SHIPPING POINT
 VIA: TRUCK
 FREIGHT: PREPAY ADD
 VALID THRU: 22-May-15
 QUOTE NO. 43,088.00

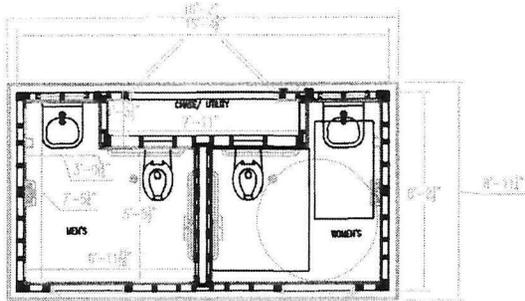
QUANTITY	ITEM NUMBER	QUOTATION	UNIT PRICE	EXTENDED PRICE
1	R22-916	<p align="center">Modular Restroom Buildings</p> <p>9' X 16' Modular Restroom building with 2 fixtures and 2 lavatories. Shingle roof. Price is delivered.</p> 	\$56,387.00	\$56,387.00
1	R22-1023	<p>10' X 23' Modular Restroom building with 2 fixtures and 2 lavatories. 24ga metal roof. Price is delivered.</p> 	\$73,279.00	\$73,279.00
1	R22-R22-1218	<p>10' X 23' Modular Restroom building with 2 fixtures and 2 lavatories. 24ga metal roof. Price is delivered.</p> 	\$72,912.00	\$72,912.00
1	R22-R22-1218PS	<p>10' X 23' Modular Restroom building with 2 fixtures, 2 lavatories and privacy screens. 24ga metal roof. Price is delivered.</p> 	\$75,469.00	\$75,469.00

*IF INSTALLATION IS INCLUDED: THE ABOVE QUOTATION IS BASED UPON SITE ACCESS FOR HEAVY EQUIPMENT AND NORMAL SOIL CONDITIONS OF 2000 PSF. IF DURING EXCAVATION OF FOUNDATIONS NECESSARY PER MANUFACTURERS SPECIFICATIONS, CONDITIONS EXCEED NORMAL OUR CONTRACTOR SHALL NOTIFY THE OWNER IMMEDIATELY. THIS SHALL INCLUDE ALL TYPES OF ROCK VEGETATION AND/OR ANY UNFORESSEEN HAZARDS THERE WILL BE ADDITIONAL CHARGES INCURRED TO CLEAR THE AREA AND/OR THE ABUTMENT HOLE SO THAT INSTALLATION CAN BE COMPLETED. NO SOIL TESTS, LICENSES OR PERMITS INCLUDED. COPY OF TAX EXEMPT CERTIFICATES MUST ACCOMPANY ALL EXEMPT ORDERS.

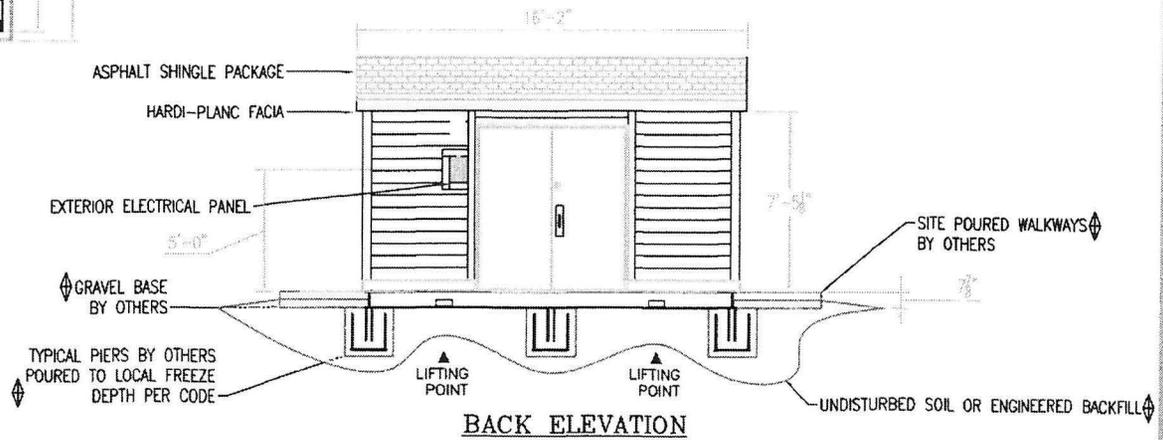
****NOTE: IF APPLICABLE SALES TAX IS NOT INCLUDED.**
 CUSTOMER IS RESPONSIBLE FOR PAYING APPLICABLE SALES TAX DIRECT TO THEIR STATE, OR SUBMIT COPY OF TAX EXEMPT CERTIFICATE WITH ORDER.
TERMS: 10% DOWN WITH ORDER, 35% UPON RECEIPT OF SHOP DRAWINGS, 45% UPON COMPLETION OF PRODUCT, AND 10% NET 30 AFTER SHIPPING.
 SERVICE CHARGE OF 2% PER MONTH ADDED TO ALL UNPAID BILLS AFTER 30 DAYS. SHOULD COLLECTION BE NECESSARY, CUSTOMER AGREES TO PAY ALL COSTS, INCLUDING ATTORNEY FEES.

 Authorized Signature Hunter Kneppshield Co

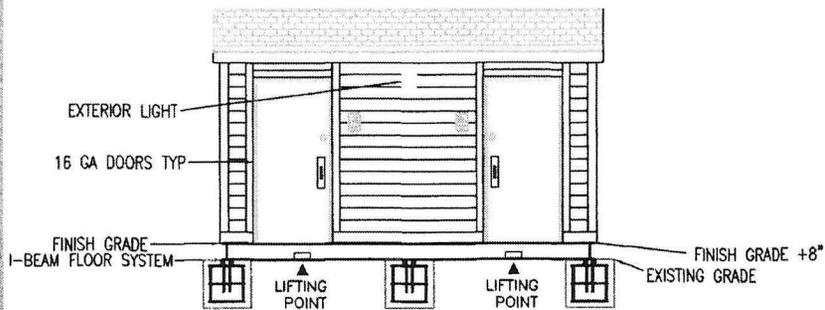
 Authorized Signature of Purchaser/DATE



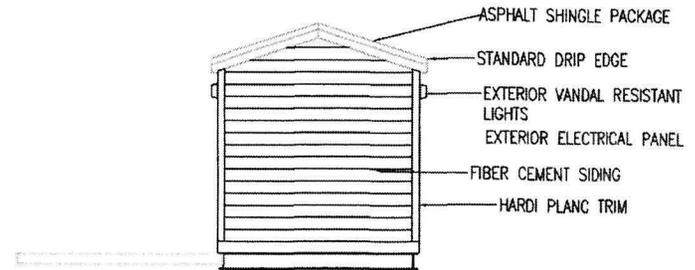
PLAN VIEW



BACK ELEVATION



FRONT ELEVATION



NOTE: ELEVATION DOES NOT SHOW PIERS.

RIGHT ELEVATION

NOTE:
LANDINGS, WALKWAYS AND RAMPS ARE TO BE SUPPLIED AND
INSTALLED BY OTHERS AS REQUIRED TO MEET LOCAL HANDICAP
ACCESSIBILITY REQUIREMENTS.

MODEL: R22-916

RESTROOM BUILDING



MATERIAL LIST

MODEL: R22-916

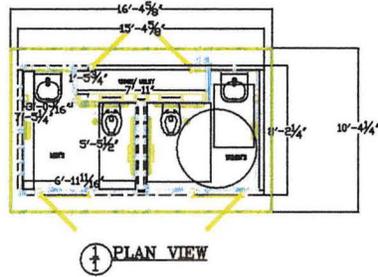
TYPE: SINGLEWIDE BUILDING

DESCRIPTION: 19' x 16' DUAL SINGLE USE RESTROOM OPEN AIR

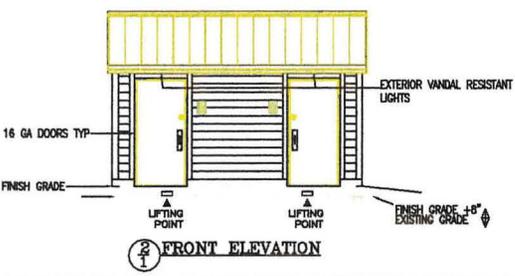
QUANTITY	ITEM NUMBER	BUILDING MATERIAL
1	BMFLR	STRUCTURAL STEEL REINFORCED CONCRETE FLOOR W/ ALTRO HI-PRO FLOORING
2	Z-355-3IP	INTEGRAL P-TRAP CAST IRON DRAIN, NICKEL BRONZE STRAINER AND THREADED 3" SIDE OUTLET
1	PT2	#2 PRESSURE TREATED PINE WALL FRAMING
1	BCXFRPWF	1/2" BCX PLYWOOD (WOOD FRAMING)
1	CLASSC	CLASS "C" (FRP) CONTINUOUS INTERIOR
1	R11	KRAFT BACKED INSULATION R11
1	ALUMTRIM	ALUMINUM INTERIOR BASE AND CORNER MOLDING
1	2X6TGOA	STANDARD 2x6 #2 SYP T&G ROOF DECK OPEN AIR
1	26PPIIK500	26 GAUGE PRO-PANNEL II <u>METAL ROOF</u> KYNAR 500 STANDARD COLORS
1	RF30	30# ROOFING FELT:
1	2XIR	2" x 6" #2 SYP RAFTER WITH #2 1x6 SYP T&G CEILING AND R19 INSULATION (SINGLEWIDE)
1	EXT1-2CDZBP	1/2" CDX EXTERIOR PLYWOOD SHEATHING, BUILDING PAPER, ALUMINUM BASE FLASHING FIBER CEMENT SMOOTH OR WOOD TEXTURED 7.5" BEVELED LAP 6" REVEAL WITH 5/4"x ENGINEERED WOOD TRIM
1	FC75B	TRIM
2	STDRPE3068	18 GAUGE STEEL DOOR "PUBLIC ENTRANCE" WITH HARDWARE
1	SDC3068	18 GAUGE STEEL DOOR "CHASE" WITH HARDWARE
PLUMBING		
2	Z5344-Z86500	ZURN 20"x18" ADA VITREOUS CHINA LAVATORY
2	Z86100	ZURN SINGLE BASIN METERING FAUCET (COLD ONLY) FOR SINGLE HOLE LAV.
2	Z5620-ZH6140-WS1-FW	ZURN WALL HUNG CHINA SIPHON JET WATER CLOSET 1.6 GAL W/PVC PIPE FITTINGS
2	ZH6140-WS1-FW	ZURN CONCEALED WATER CLOSET HYDRAULIC ACTUATED FLUSH VALVE 1.6 GAL FLUSH
1	M-I-WH6U6SS	BRADFORD WHITE WALL HUNG ELECTRIC WATER HEATER 6 GALLON, 1500W 120V 14x15
3	9193060	WOODFORD #24 WALL HYDRANT 3/4" ANTI-SIPHON VACUUM BREAKER & LOCK SHIELD
1	DET-5	WATTS POTABLE WATER EXPANSION TANK, 3/4" MALE CONNECTION, 2.0 GAL TANK
1	PPC88882	WYE STRAINER WITH FILTER
ELECTRICAL		
1	HOM8-16M50TC	50 AMP SQUARE -D LOAD CENTER PANEL SYSTEM 8/16 CIRCUIT
5	SQDHOM-120	SQUARE D 20 AMP CIRCUIT BREAKERS
2	SQDHOM220	SQUARE D 20 AMP "DOUBLE POLE" CIRCUIT BREAKER
2	LVP 524-140-EBS-120-WET	LUMINAIRE CLEAR PRISMATIC INTERIOR 4' SINGLE 32 WATT FLUORESCENT ELECTRONIC BALLAST WET LOCATION
1	LVP 58-100W A19-CP-WET	LUMINAIRE 100 WATT INCANDESCENT WITH CLEAR PRISMATIC COVER (WALL & WET LOCATION)
1	VX100DGD	RAAB/DAYTON CHASE 100 WATT INCANDESANT WITH METAL GUARD
1	CS120BI	HUBBELL/BRYANT/LEVITON SINGLE POLE 20amp A/C SWITCH SS-STEEL COVER
1	1101	TORK ELECTROMECHANICAL 24 HR. TIME, SAME ON OFF TIMES EACH DAY 120VAC 40 AMP INDOOR
2	PS51D-120	TORK INFRARED OCCUPANCY SENSOR 800W CAPACITY WALL MOUNT W/TIMER
1	GFR5352W	HUBBELL/BRYANT/LEVITON 20amp GFCI OUTLET-SS-STEEL COVER
2	QTE110	BROAN BATHROOM FAN 110 CFM
2	443	BROAN DUCT KIT FOR QTE110
HEATING AND AIR		
3	165F	BROAN 500W @240 OR 120VAC WALL HEATER BROAN MODEL 165F <i>No</i>
REST ROOM SPECIALTIES		
2	B-6806x36	GRAB BAR- 36" SS STEEL, 1-1/2" DIAMETER CONCEALED MOUNTING
2	B-6806x42	GRAB BAR- 42" SS STEEL, 1-1/2" DIAMETER CONCEALED MOUNTING
2	B-6806x24	GRAB BAR- 24" SS STEEL, 1-1/2" DIAMETER CONCEALED MOUNTING
2	B-165-2436	ONE PIECE CHANNEL FRAME MIRROR 24"x36" W/ ELECTROLYTICALLY COPPER-PLATED GLASS
2	B-27460	DOUBLE TUMBLER ROLL TOILET TISSUE DISPENSER W/LOCK.
2	B-2112	SS STEEL SERFACE MOUNT SOAP DISPENSER FOR LIQUID SOAPS, LOTIONS, AND DETERGENTS.
2	HO-IL	HANDS OFF AUTOMATIC LEXAN COVER, SURFACE MOUNT WHITE HAND DRIER
MISCELLANEOUS ITEMS		
40	DRSHRINK	SHRINK WRAP FOR SHIPPING (LIN.FT.)
2	MWSU	6x9 SIGN
10	SSP	STAIN/SEALER/PAINT
1	ESTP	

DESIGN CRITERIA

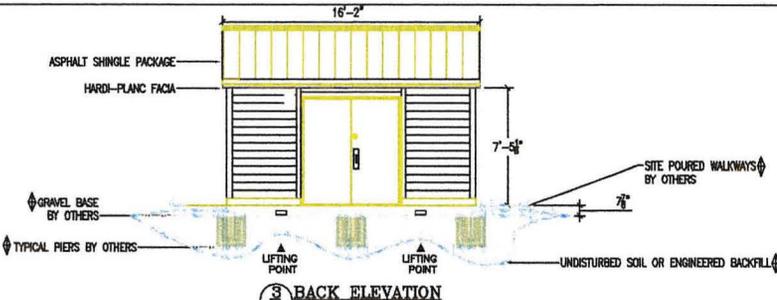
<p>CODE REFERENCE: 2013 KENTUCKY BUILDING CODE 2011 NATIONAL ELECTRIC CODE (NFPA 70) WITH KBC AMENDMENTS 2012 INTERNATIONAL BUILDING CODE WITH 2013 KBC AMENDMENTS 2012 INTERNATIONAL MECHANICAL CODE WITH 2013 KBC AMENDMENTS 2009 INTERNATIONAL ENERGY CODE WITH 2013 KBC AMENDMENTS NFPA 720 (10-2009) LIFE SAFETY CODE WITH 2013 KBC AMENDMENTS 2009 ICC/ANSI A117.1 WITH 2013 KBC AMENDMENTS 2007 KENTUCKY STATE PLUMBING CODE KBC AMENDMENTS</p>	<p>ASSUMED ALLOWABLE SOIL PRESSURE: 2000 P.S.F. SETBACK GREATER THAN 20'-11" FROM COMMON OR ASSUMED PROPERTY LINE.</p>
<p>CONSTRUCTION TYPE: V-B STORES: 1 OCCUPANCY CLASSIFICATION: B BUILDING AREA: 127 SQ.FT OCCUPANCY LOAD: 2 No WALLS: .118 No ROOF/CEILING: .061 No FLOORS: NA BUILDING IS UNCONDITIONED EXTERIOR WALL FIRE RATING: 0 Hr FLOOR LIVE LOAD: 30 P.S.F. ROOF LIVE LOAD: 20P.S.F. ROOF SNOW LOAD: 20P.S.F. BASIC WIND LOAD: 90 M.P.H. WIND EXPOSURE: C</p>	<p>DESIGN BASE SHEAR $V_{ub} = 1763$ BY SEISMIC RESPONSE COEFFICIENT $C = 0.046$ RESPONSE MODIFICATION FACTOR $R = 6.5$ ANALYSIS PROCEDURE (EQUVALENT LATERAL FORCE PROCEDURE) COMPONENTS AND GLAZING kN/m^2 Pz_{1,ns} = 8.3psf Pz_{1,ns} = 40.5psf Pz_{2,ns} = -15.7psf Pz_{2,ns} = -38.8psf Pz_{3,ns} = 9.3psf Pz_{3,ns} = -49.0psf Pz_{4,ns} = -23.8psf Pz_{4,ns} = -18.5psf Pz_{5,ns} = -32.9psf Pz_{5,ns} = -18.5psf Pz_{6,ns} = -22psf</p>
<p>SNOW EXPOSURE: $C_e = 0.8$ SNOW LOAD IMPORTANCE FACTOR: 1.0 THERMAL FACTOR: $C_r = 1.1$ WIND IMPORTANCE FACTOR: 1 INTERNAL PRESSURE COEFFICIENTS: C_{pi} Coef. = 0.18 C_{pe} Coef. = -0.18</p>	<p>SITE CLASSIFICATION: D $V_w = 1200ft^3$ SEISMIC USE GROUP: I SEISMIC DESIGN CATEGORY: C SEISMIC IMPORTANCE FACTOR $I_p = 1.0$ MAPPED SPECTRAL RESPONSE ACCELERATIONS $S_s = 0.3524$ SPECTRAL RESPONSE COEFFICIENTS $S_D1 = 0.168$</p>
<p>BASIC SEISMIC-FORCE RESISTING SYSTEM WITH SHEAR PANELS</p>	<p>BASIC SEISMIC-FORCE RESISTING SYSTEM WITH SHEAR PANELS</p>



1 PLAN VIEW



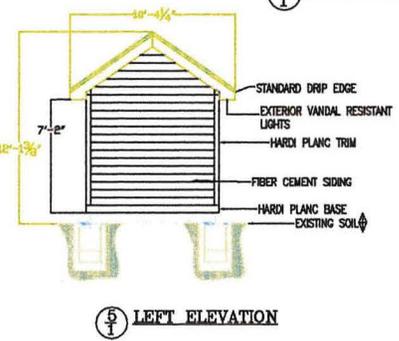
2 FRONT ELEVATION



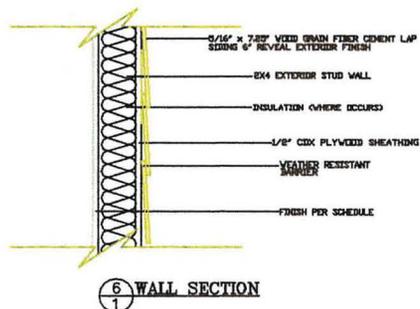
3 BACK ELEVATION



4 RIGHT ELEVATION



5 LEFT ELEVATION



6 WALL SECTION

ADA H.C. SIGNS APPEARANCE
 NOTE:
 SIGNS SHALL BE INSTALLED ON THE WALL ADJACENT TO THE LATCH SIDE OF THE DOOR. MOUNTING HEIGHT SHALL BE AT 60" A.F.F. TO THE CENTERLINE OF THE SIGN. DESIGN MAY VARY FROM THAT SHOWN ABOVE.
 SIGNS SHALL BE MOUNTED ON SOLID BACKING ATTACHED TO WALL FRAMING

NOTE:
 ALL OWNER SUPPLIED ITEMS SHALL BE SUBJECT TO LOCAL CODE REQUIREMENTS AND INSPECTIONS.
 LANDINGS, WALKWAYS, AND OR RAMPS ARE TO BE FIELD INSTALLED BY CONTRACTOR AND ARE REQUIRED TO MEET LOCAL CODES.

DRAWING LEGEND		
SHEET	DWG/SHT	DRAWING TITLE
1	1.1	ELEVATIONS, DESIGN CRITERIA & LEGEND
	2.1	PLAN VIEW
	3.1	FRONT ELEVATION
	4.1	BACK ELEVATION
	5.1	RIGHT ELEVATION
	6.1	LEFT ELEVATION
2	1.2	FLOOR PLAN, GENERAL NOTES, & SCHEDULES
	2.2	FLOOR PLAN
	3.2	INTERIOR SECTION
		DOOR ELEVATIONS
		ROOM FINISH SCHEDULE
		DOOR SCHEDULE
3	1.3	FRAMING DETAILS AND SECTIONS
	2.3	RAFTER FRAMING PLAN
	3.3	CORNER DETAILS
	4.3	RIDGE DETAIL
	5.3	SOFFIT DETAIL
	6.3	BUILDING SECTION
4	1.4	FOUNDATION AND FLOOR
	2.4	FLOOR FRAME DETAILS
	3.4	FRAMING DETAILS
	4.4	PIER LOCATION PLAN
	5.4	PIER PLAN DETAIL
	6.4	CONNECTION @ PIER SECTION @ PIER
5	1.5	FIXTURE PLAN, SCHEDULE, DETAILS & NOTES
	2.5	FIXTURE PLAN
	3.5	FIXTURE ELEVATIONS
		FLOOR DRAIN DETAIL
		PLUMBING FIXTURE SCHEDULE
		GENERAL PLUMBING NOTES
6	1.6	WATER, WASTE & VENT PLAN
	2.6	COLD WATER SUPPLY
	3.6	HOT WATER SUPPLY
		DRAIN, WASTE & VENT
		PLUMBING FIXTURE SCHEDULE
		GENERAL PLUMBING NOTES
7	1.7	ELECTRICAL
	2.7	RESTROOM ELECTRICAL PLAN
		ELECTRICAL LAYOUT
		ELECTRICAL FIXTURE SCHEDULE
		GENERAL ELECTRICAL NOTES
		CONDUIT & WIRING NOTES
8	1.8	FASTENING, UNLOADING & OPTIONS
	2.8	BUILDING HANDLING
		ROOFING DETAIL
		FASTENING SCHEDULE
		BUILDING STARTUP STEPS
		OFFLOADING AND SETTING OF THE BUILDING
	UTILITY HOOKUPS	
	ANCHORING OF THE BUILDING	
	SITE WORK LEGEND	

HUNTER COMPANY
 #10 HUNTER TRAIL
 P.O. BOX 499
 LAGRANGE, KY 40031
 800-626-6530

SYMBOL SUPPLIED BY MANUFACTURER AND INSTALLED BY OTHERS.
 SYMBOL SUPPLIED AND INSTALLED BY OTHERS.

MC# 259 Exp. 3/18/2013
 TPIA #16 Exp. 4/30/2010

SHEET TITLE	
ELEVATIONS, DESIGN CRITERIA & LEGEND	
PROJECT NAME	
RESTROOM BUILDING	
PROJECT LOCATION	
UNIVERSITY OF KENTUCKY ARBORETUM	

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IMPORTANT!
 Make it is the responsibility of the user to verify that these plans meet or exceed all governing codes. It is also the responsibility of the user to obtain prior approvals and work permits as required by all governing agencies.

DRAWN	CHECKED	APPROVED	DATE	SCALE
TKII			8/10/14	1/8"=1' @ 1/8" SIZE

REVISIONS		
MARK	DESCRIPTION	DATE

FILE NAME	R22-916.DWG
MODEL #	R22-916LA
SERIAL #	HK-
PROJECT ENGINEER	
	17

Charles Decker

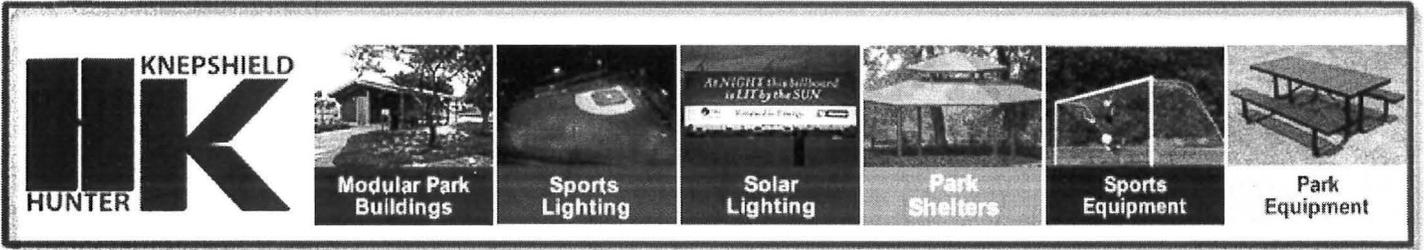
From: "Tom Knepshield" <Knepjr@iglou.com>
Date: Monday, July 18, 2016 1:09 PM
To: <cidecker@charter.net>
Attach: IMG_6002.JPG; R22-916LA 6-15-2015.pdf
Subject: Modular Restroom Building drawings

Chuck,

The attached are a set of drawings for one of our buildings previously built for The University of Kentucky.

Thank You

Tom Knepshield II, Vice President
Hunter Knepshield Company, Inc.
P.O. Box 499
LaGrange, Ky 40031
Phone: 502-225-9121
Fax: 502-225-9335
E-mail: Knepjr@iglou.com
Web: www.hunterknepshield.com



> News <



Contact Us

Hunter Knepshield
 10 Hunters Trail
 P O Box 499
 LaGrange, KY 40031
 Toll-Free: 800-626-6530
 Fax: 502-225-9335

Email

7/18 TOM KNEPSHIELD

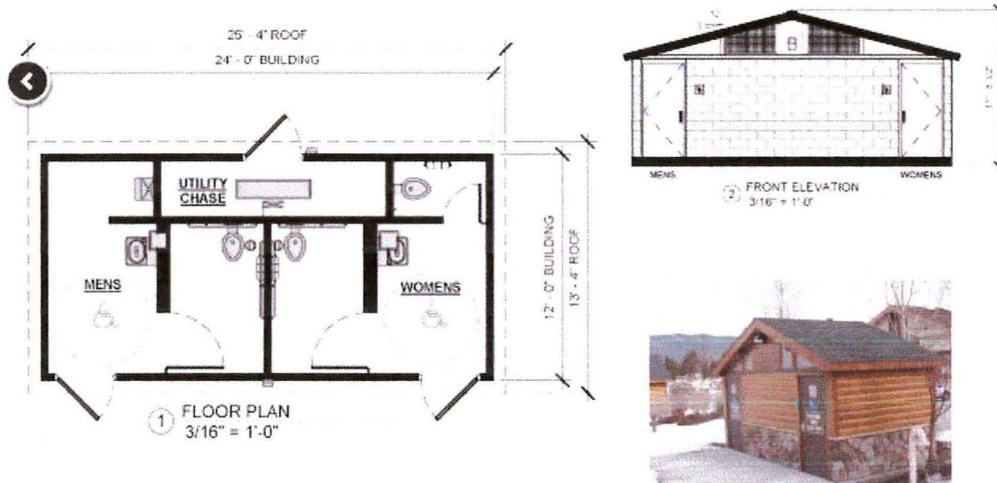
Hunter Knepshield 10 Hunters Trail LaGrange, KY 40031 800-626-6530 Fax: 502-225-9335 Email
 Web Site Design by Oldham County OnLine

*55,000 INCLUDING SLAB
 PIERES NOT INCLUDED*

LOTRING 8' x 20'

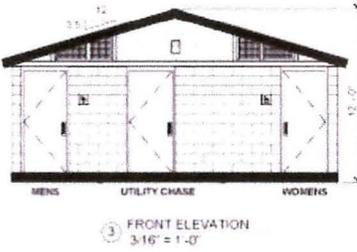
SP-132-FT - Sports Park Series

Public Restroom Company's Sports Park Series SP-132-FT model features two spacious multiple-occupant concrete block restrooms that include: three (3) flush toilets, one (1) urinal, and two (2) sinks that will accommodate up to 180 users per hour. This restroom is ADA code compliant with built-in proprietary vandal resistant components. This floor plan is designed with a gable roof and the restroom entry in the front of the building. The building utilizes flow-through ventilation and is easily maintained with non-absorbent concrete floors and concrete block walls. It ships as a single module for easy installation. This model works well in areas that have different types of sports fields and neighborhood parks.



SP-132-2M-ST - Sports Park Series

Public Restroom Company's Sports Park Series SP-132-2M-ST model features two spacious multiple-occupant concrete block restrooms that include: three (3) flush toilets, one (1) urinal, and two (2) sink that will accommodate up to 180 users per hour, along with a multipurpose storage room. This restroom is ADA code compliant with built-in proprietary vandal resistant components. The door to the utility closet is located on the front of the building which allows for easy access to the restrooms for cleaning and maintenance. The design easily allows for the additions of drinking fountains as well as a covered entrance. This traditional building design utilizes natural ventilation and is easily maintained with non-absorbent concrete floors and concrete block walls. A concession module can easily be added to the rear of the restroom for a building that offers both functionality and service to the patrons.



DESIGN CRITERIA

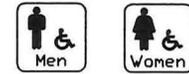
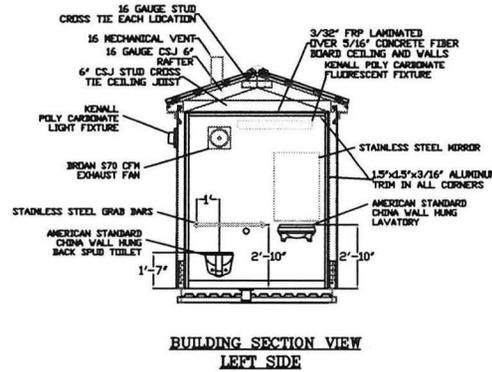
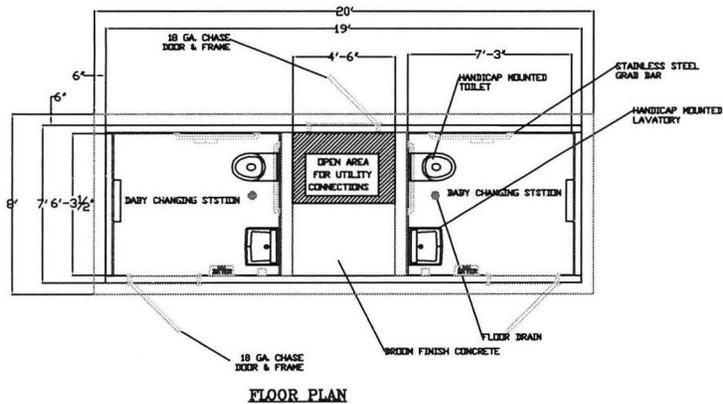
CODE REFERENCE:

2001 FLORIDA BUILDING CODE
 1999 NATIONAL ELECTRICAL CODE
 1997 UNIFORM MECHANICAL CODE
 1997 UNIFORM PLUMBING CODE
 1989 ASHRAE STANDARD 90.1-1989 CODE

HANDICAP CODE REFERENCE:
 ADAAG CODE

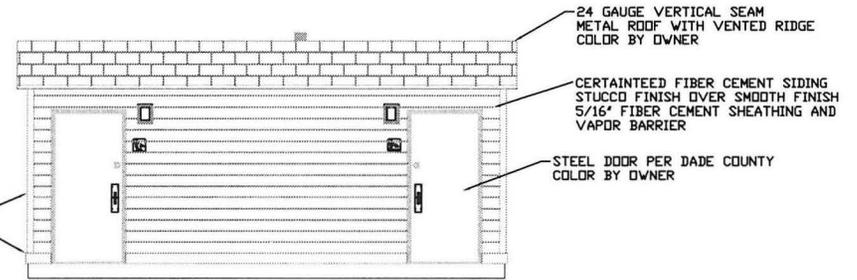
CONSTRUCTION TYPE: V-B
STORIES: 1
OCCUPANCY CLASSIFICATION: B
BUILDING AREA: 176 SQ.FT
OCCUPANCY LOAD: 2
 Uo WALLS: .091
 Uo ROOF/ CEILING: .NA
 Uo FLOORS: NA
BUILDING IS UNCONDITIONED
EXTERIOR WALL FIRE RATING: 0 Hr

SNOW LOAD: 20 P.S.F.
BASIC WIND LOAD: 150 M.P.H. 1.5 IMPORTANCE
WIND EXPOSURE: C
FLOOR LIVE LOAD: 50 P.S.F.
SEISMIC DESIGN CATEGORY: B
SEISMIC USE GROUP: I
ASSUMED ALLOWABLE SOIL PRESSURE: 2500 P.S.F.
SETBACKS: GREATER THAN 30 FEET FROM COMMON OR ASSUMED PROPERTY LINE.
COMPONENTS & CLADDING LOADING:
 WALL -46.2 (INTERIOR), -57.1 (END)
BUILDING ENERGY CODE EXEMPT: FBC 13-101.5.3

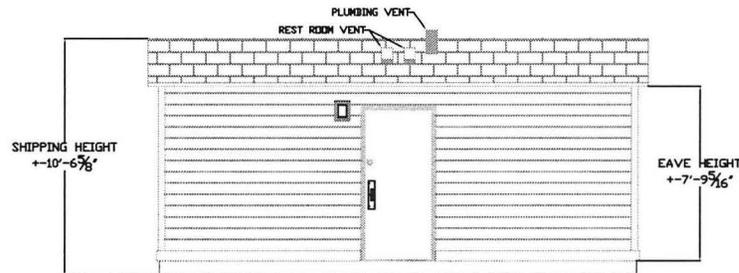


ADA H.C. SIGNS

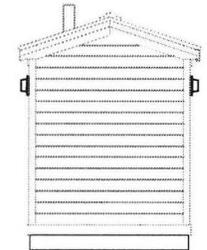
NOTE:
 SIGNS SHALL BE INSTALLED ON THE WALL ADJACENT TO THE LATCH SIDE OF THE DOOR. MOUNTING HEIGHT SHALL BE AT 60" A.F.F. TO THE CENTERLINE OF THE SIGN. DESIGN MAY VARY FROM THAT SHOWN ABOVE.



FRONT ELEVATION



BACK ELEVATION



LEFT ELEVATION



#10 HUNTER TRAIL
 P.O. BOX 499
 LAGRANGE, KY 40031

SYMBOL SUPPLIED BY MANUFACTURER AND INSTALLED BY OTHERS.
 SYMBOL SUPPLIED AND INSTALLED BY OTHERS.

SHEET TITLE
 ELEVATIONS, GENERAL NOTES, & LEGEND

PROJECT NAME
 BROWARD COUNTY SCHOOLS

PROJECT LOCATION
 SPRINGDALE, PA

The owner is the guarantor of the accuracy of the information provided. It is not to be used for any other purpose without the written consent of the manufacturer. The manufacturer's name and address are provided for information only. The manufacturer is not responsible for any errors or omissions in this drawing. The manufacturer is not responsible for any damage to property or injury to persons resulting from the use of this drawing.

IMPORTANT!
 Refer to the manufacturer's literature for details on the proper use and care of this product. The manufacturer is not responsible for any damage to property or injury to persons resulting from the use of this drawing.

DRAWN	CHECKED	APPROVED	DATE	SCALE

REVISIONS

MARK	DESCRIPTION	DATE

FILE NAME

MODEL #
 R22-820
 SERIAL #

PROJECT ENGINEER

SHEET

1
 8

800 226-6530



CHIPPEWA FALLS
 4154 123RD STREET
 CHIPPEWA FALLS, WI 54729
 Phone: (715) 723-7446
 Fax: (715) 723-7111

Quote Number: 16-1574

Quote Date: 8/12/2016

Customer Copy

Bill to:	MISC	Project:	WHITE WATER TOWNSHIP MI.
Contact:		Project Manager:	
Phone :	Fax:	Phone :	Fax:
Customer ID:	16-000001	PO:	
Terms:	COD	ShipVia:	
		Sales Rep:	N/A
		Bid Date:	

Qty	Item	Description	Unit Price	TX	Extension
	Structure: <input type="checkbox"/> Other	Other			
1	B-BOBCAT	BLDG PACKAGE - BOBCAT	\$71,500.00	<input checked="" type="checkbox"/>	\$71,500.00
1	FREIGHT	DELIVERY	\$4,283.00	<input checked="" type="checkbox"/>	\$4,283.00
1	MISC	CRANE RENTAL, CAN BE PROVIDED BY CONTRACTOR	\$10,000.00	<input checked="" type="checkbox"/>	\$10,000.00
					\$85,783.00

Taxable	\$0.00
Non-Taxable	\$85,783.00
Sub Total	\$85,783.00
Tax	\$0.00
Total	\$85,783.00

All applicable Federal, State and Local taxes will be added to these prices.

This quote does not include any bid or performance bonds. If either are required they will be added to the quote.

Architectural, structural or MEP calculations and/or stamps are not included unless specified on this quote. This quote also does not include any state manufacturer certifications. Please call for a quote if needed.

All excavation, elevations and permits will be the responsibility of the contractor or purchasing party.

Contractor is responsible for providing clear access for the crane and semis under their own power. These vehicles can weigh in excess of 100,000#. Clear access requires sufficient turning and maneuvering radius, suitable soil or provided alternatives to support these vehicles under their own power, and free of overhead obstacles (including power lines). Additional charges may apply if reasonable means are not used.

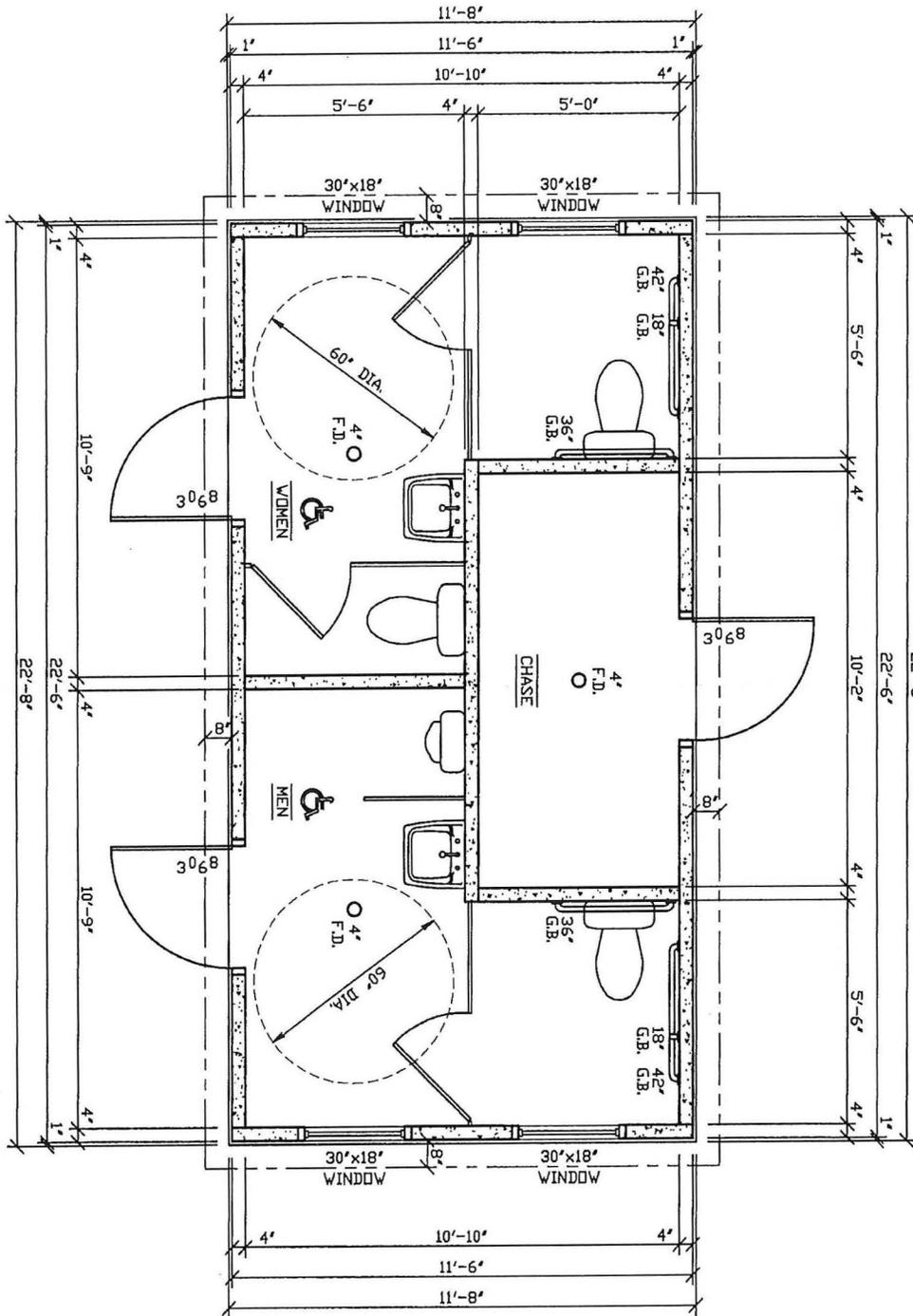
Working radius of the crane will be 35' or less with the semi sitting next to the crane. Additional charges will apply if a larger working radius is required. Crane rental may be provided by others.

You are responsible for providing a suitable foundation for the building. We can provide you with the weight of the building. Frost walls or grade beam are acceptable but you will need to determine your soil conditions and State/Local building codes.

It is your responsibility to comply with any building codes, permits and special requirements. We can incorporate any special requirements into your building as long as you inform us prior to building manufacture. Some special requirements may incur an additional charge. Start talking to us early so we can work together on these requirements.

You will be responsible for roughing in the plumbing supply lines, waste line, electrical, floor drains and plumbing vent lines. We will provide you with a mechanical rough in drawing.

During installation the contractor or owner will have someone onsite who is knowledgeable, has the authority to make decisions and resources available to make changes if necessary. We will verify the foundation to be level within 1/4" and mechanical rough in locations are accurate. After the building is set we will perform the final caulking, ridge cap, paint touch up and shipping and handling adjustments and repair. You will be responsible for the final onsite mechanical connections in building. These include water supply line, waste lines, plumbing vent lines, electrical connection to the service panel and any tightening of fittings that may have loosened during shipping and handling.



FLOOR PLAN
SCALE: 1/4" = 1'-0"

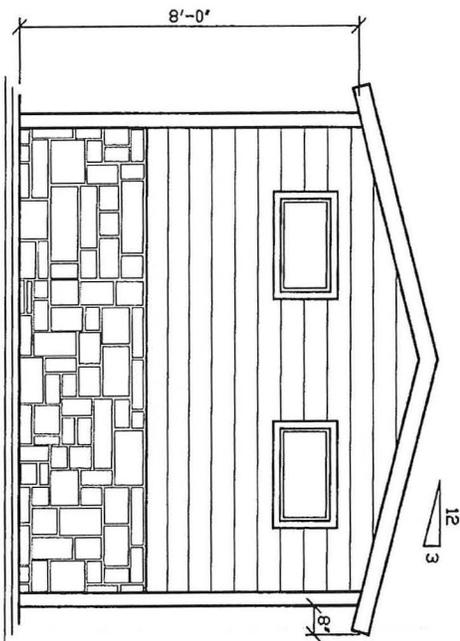
PROJECT:
BOBCAT



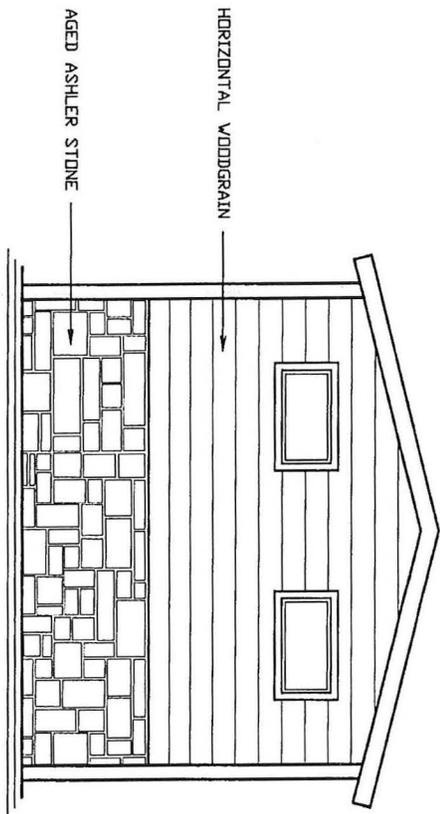
**HUFFCUTT
CONCRETE, INC**
4154 123rd STREET
CHIPPEWA FALLS, WI 54729
(715) 723-7446 * (800) 924-1516
FAX (715) 723-7111 * www.huffcutt.com

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N.P.C.A. CERTIFIED PLANT
&
MEMBER OF:
NATIONAL & WISCONSIN PRECAST CONCRETE ASSOCIATIONS



LEFT ELEVATION
SCALE: 1/4" = 1'-0"



RIGHT ELEVATION
SCALE: 1/4" = 1'-0"

2
R
3

PROJECT:
BDBCAT



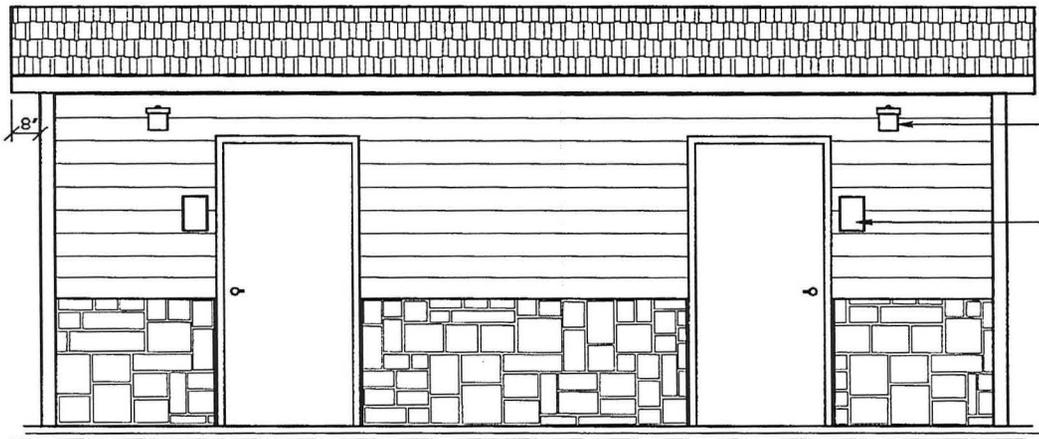
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CHIPPEWA FALLS, WI 54729

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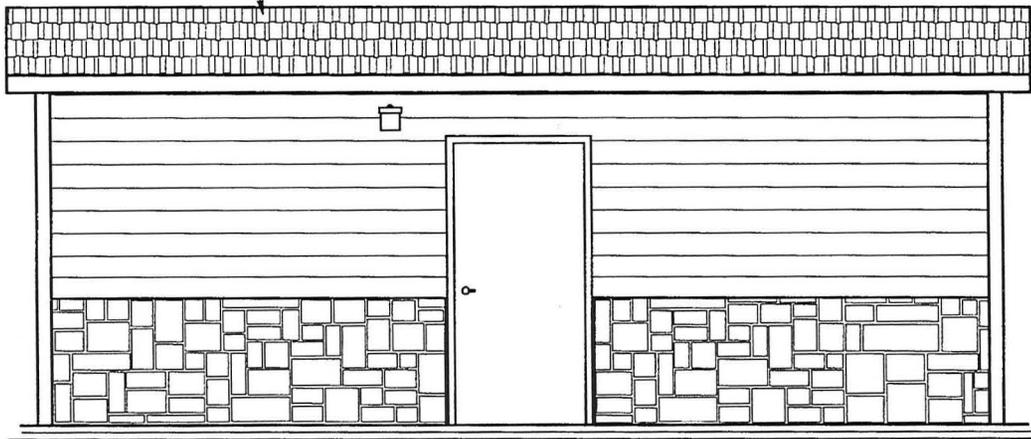
N.P.C.A. CERTIFIED PLANT
&c

MEMBER OF:
NATIONAL & WISCONSIN PRECAST CONCRETE ASSOCIATIONS



FRONT ELEVATION
SCALE: 1/4" = 1'-0"

5" CONCRETE ROOF PANELS WITH
CEDAR SHAKE SHINGLE APPEARANCE



REAR ELEVATION
SCALE: 1/4" = 1'-0"

EXTERIOR LIGHT
(TYPICAL)

ADA COMPLIANT
RESTROOM SIGN

N.P.C.A. CERTIFIED PLANT
&
MEMBER OF:
NATIONAL & WISCONSIN PRECAST CONCRETE ASSOCIATIONS

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CHIPPEVA FALLS, WI 54729
(715) 723-7446 * (800) 924-1516
FAX (715) 723-7111 * www.huffcutt.com

HUFFCUTT
CONCRETE, INC



PROJECT:
BOBCAT

3 5 3

Specifications for Restroom Building

PART 1 – GENERAL

1. SCOPE

1.1. Construction and onsite placement of a prefabricated precast concrete restroom building.

2. MANUFACTURER

2.1. Manufacturer shall be Huffcutt Concrete or a pre-approved equal.

2.2. Manufacturer shall be an NPCA Certified Plant or equal with verifiable references demonstrating quality, design and service upon request.

2.3. Manufacturer will provide a written warranty providing 20 years structural, manufacturer's warranty on all hardware and components not produced at precast concrete manufacturer's plant, and 3 years against defects in paint, caulk, and grout.

3. DESIGN

3.1. Building will be manufactured using precast concrete including the roof. Building's structural and foundation design will be relevant to the region and properties associated with its final placement. Design will also meet ADA and building code requirements.

4. SUBMITTALS

4.1. Manufacturer shall provide submittals and engineering if requested.

PART 2 – PRODUCTS

1. MATERIALS

1.1. Doors and Frames

1.1.1. Doors shall be 18ga galvanized metal, louvered with 16ga frames. Doors and frames shall include one coat of rust inhibitive primer and two finish coats of enamel paint.

1.2. Door Hardware

1.2.1. Aluminum drip cap. Reese or equal.

1.2.2. Door closure with hold open. Cal-Royal or equal.

1.2.3. Stainless hinges with non-removable pin. Cal-Royal or equal.

1.2.4. Grade 1 lockset. Function and keying to be verified with owner.

1.2.5. Brush style sweep. Reese or equal.

1.2.6. ADA compliant threshold. Reese or equal.

1.3. Windows

1.3.1. Vinyl frame, obscure glass, operable. Parco or equal.

1.4. Plumbing

1.4.1. Stools

1.4.1.1. Kohler porcelain wall mounted, ADA compliant, elongated bowl.

- 1.4.1.2. Zurn flush valve, concealed, hydraulic actuator.
- 1.4.2. Urinal
 - 1.4.2.1. Kohler porcelain wall mounted, ADA compliant.
 - 1.4.2.2. Zurn flush valve, concealed, hydraulic actuator.
- 1.4.3. Lavatories
 - 1.4.3.1. Kohler wall mounted sink, ADA compliant.
 - 1.4.3.2. Moen single handle ADA metering faucet.
- 1.4.4. Water Heater
 - 1.4.4.1. Bradley electric water heater. Size to be sufficient for number of showers and lavatories.
- 1.4.5. Mixing Valve
 - 1.4.5.1. Honeywell thermostatic mixing valve, adjustable.
- 1.4.6. Shower
 - 1.4.6.1. Acorn Penal-Ware Series, ADA compliant.
- 1.4.7. Floor Drains
 - 1.4.7.1. Sioux Chief on grade adjustable floor drain.
- 1.5. Electrical
 - 1.5.1. Interior
 - 1.5.1.1. RAB Vandalproof Tuff Dome motion sensor.
 - 1.5.1.2. RAB VAN1 lights.
 - 1.5.1.3. GFI receptacles.
 - 1.5.1.4. Fastaire hand dryer.
 - 1.5.2. Exterior
 - 1.5.2.1. RAB Tallpack lights.
 - 1.5.3. Chase
 - 1.5.3.1. 100amp loadcenter.
 - 1.5.3.2. (2) 2 bulb florescent lamps.
 - 1.5.3.3. Broan MP280 exhaust fan.
- 1.6. Interior Hardware
 - 1.6.1. Stainless 3 roll toilet paper dispenser.
 - 1.6.2. ADA toilet stalls shall have (1) 18" stainless vertical grab bar, (1) 36" stainless horizontal grab bar, (1) 42" stainless horizontal grab bar.
 - 1.6.3. Stainless frame 18" x 36" mirror.
 - 1.6.4. (2) coat hooks
- 1.7. Sealers
 - 1.7.1. Floor shall be sealed using a deep penetrating, high alkali resistant, low volatility product. TK-290 or equal.
- 1.8. Caulks and Grout
 - 1.8.1. All joints between precast panels shall be caulked using a durable, flexible polyurethane sealant. BASF Sonolastic NP-1 or equal.

1.8.2. Weld plate panel connections shall be grouted flush with interior wall surface.
Speed Crete Red Line or equal.

2. FINISHES

2.1. Interior

2.1.1. Smooth trowel finish.

2.2. Exterior

2.2.1. Exterior wall appearance to be approved by owner using an architectural form liner.

2.2.2. Roof shall be cedar shake architectural form liner.

2.3. Paint

2.3.1. Interior

2.3.1.1. Wall panels shall be primed with a premium quality water based acrylic bonding primer moisture and alkali resistant. Finish coat shall be a high performance acrylic enamel.

2.3.2. Exterior

2.3.2.1. Roof shall be covered with a quality 100% acrylic satin paint. Owner to determine color.

2.3.2.2. Walls shall be covered with a quality concrete stain. Owner to determine color.

2.3.2.3. Doors shall be covered using 2 coats of a high performance 100% acrylic satin enamel. Owner to determine color.

Part 3 – Execution

1. PRECAST CONCRETE FAMILY STYLE RESTROOM – SHOWER BUILDING

1.1. Building manufacturer shall construct, assemble, paint, install plumbing and electrical at their plant so that it may be transported to the jobsite in finished modules and placed using a crane.

1.2. Building manufacturer shall provide mechanical rough in drawing showing where electrical, water supply line, waste line, and floor drains are to be located for hook up to building.

1.3. Contractor will make final mechanical connections after the building is placed by manufacturer.

1.4. Manufacturer will caulk interior and exterior seams between modules. Manufacturer will also perform any shipping and handling repairs during installation.

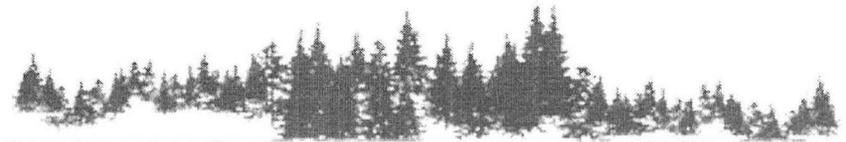
2. ONSITE

2.1. Contractor shall provide adequate access and a level pad for the crane and semis to sit side by side under their own power. Working radius shall be 35' from center pin on crane.

2.2. Contractor shall design and pour a foundation suitable for building to sit on. Foundation shall be level to within ¼".

- 2.3. Contractor shall rough in mechanicals according to mechanical rough in drawing provided by building manufacturer. Mechanicals shall be terminated at top of foundation. Final mechanical connections shall be done by contractor including floor drains.
- 2.4. Contractor will perform initial startup of building using O & M manual as a reference. Contractor will also perform any troubleshooting during initial startup.

HUFFCUTT CONCRETE Modular Building Installation Guide



MODULAR BUILDINGS

FOUNDATION

BUILDING CODES

MECHANICAL ROUGH IN

SITE ACCESS

SAFETY

INSTALLATION

SHIPPING AND HANDLING
ADJUSTMENTS AND REPAIR

WARRANTY



Huffcutt Concrete, Inc.

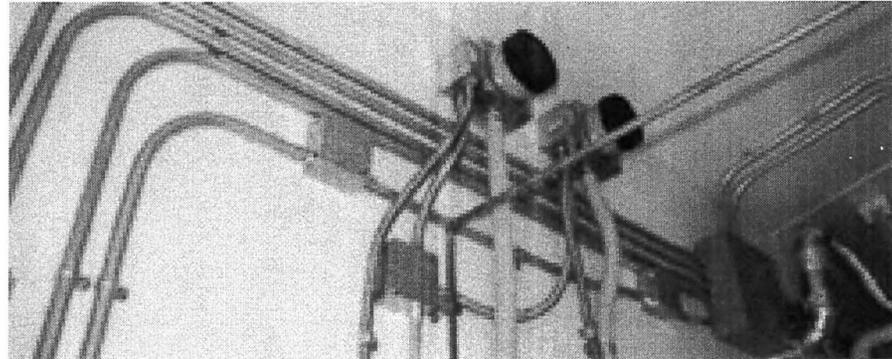
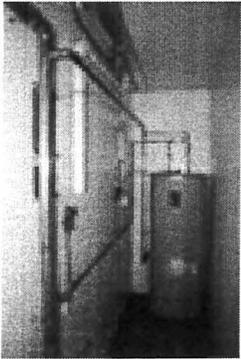
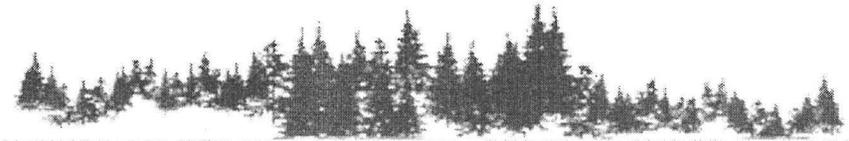
MODULAR BUILDING

We believe in protecting your investment
and the long life cycle of your building.



FOUNDATION

You will be responsible for providing a suitable foundation for the modular building. Modular sections range in weight from 50,000# to 80,000#. Frost walls or grade beams are acceptable but you will need to determine your soil conditions and local building codes. We believe in protecting your investment and the long life cycle of your building. Why short change the foundation?

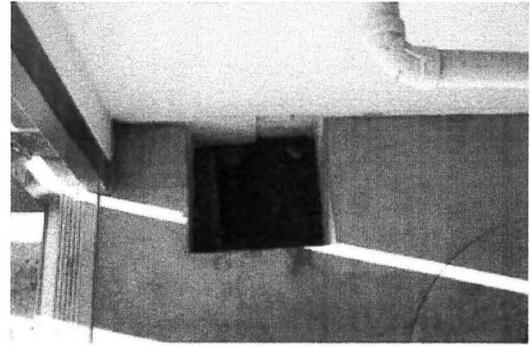
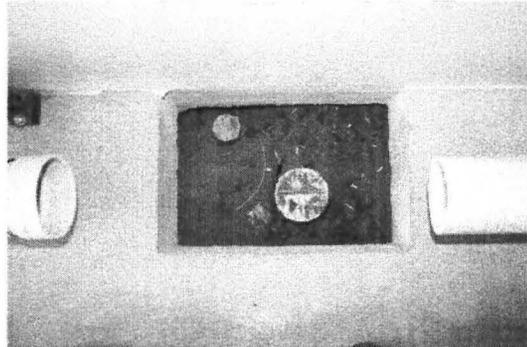
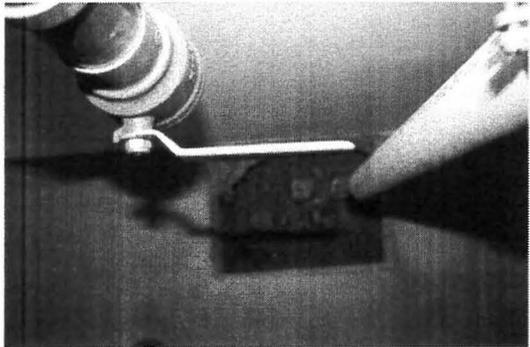
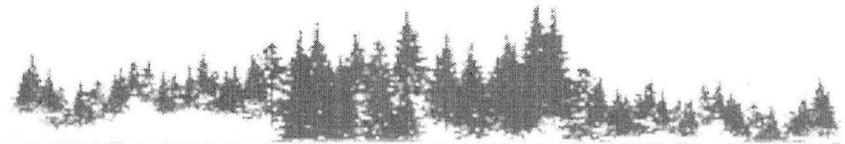


START TALKING TO US
EARLY SO WE CAN
WORK TOGETHER ON
THESE
REQUIREMENTS.

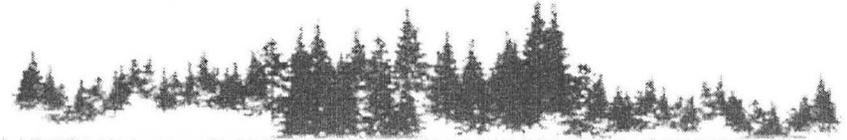
BUILDING CODES

It will be your responsibility to comply with any codes, permits, and special requirements. We can incorporate any special requirements into your building as long as you inform us prior to building manufacture. Some special requirements may incur an additional charge. Start talking to us early so we can work together on these requirements.





**MECHANICAL
ROUGH IN
Continued**



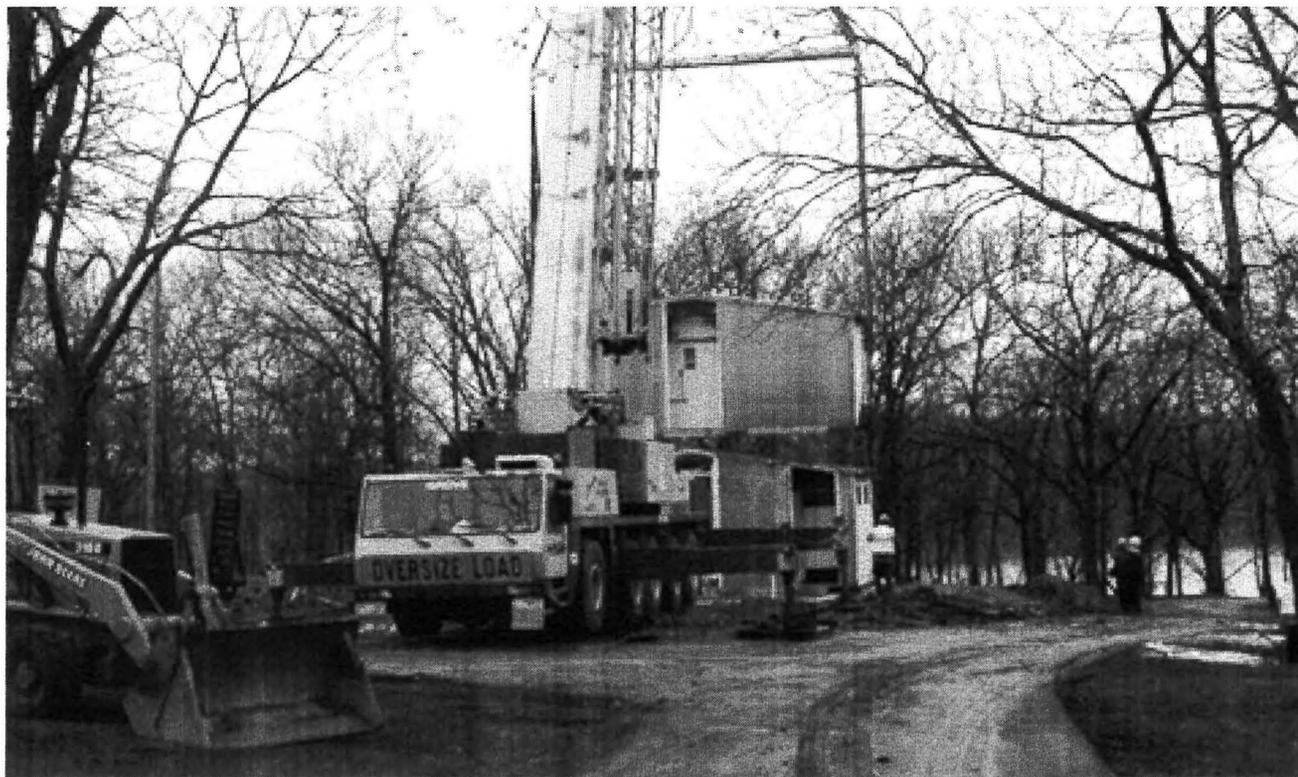
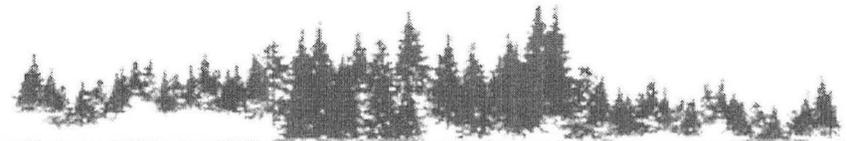
YOU WILL BE RESPONSIBLE FOR PROVIDING CLEAR ACCESS FOR A CRANE AND SEMIS.

SITE ACCESS

You will be responsible for providing clear access for a crane and semis. These vehicles can weigh in excess of 100,000#. Clear access requires sufficient turning and maneuvering radius, suitable soil or provided alternatives to support these vehicles under their own power, and free of overhead obstacles (including power lines). Additional charges may apply if reasonable means are not used.



Cranes and large precast components require the respect and attention of everyone on the job site.

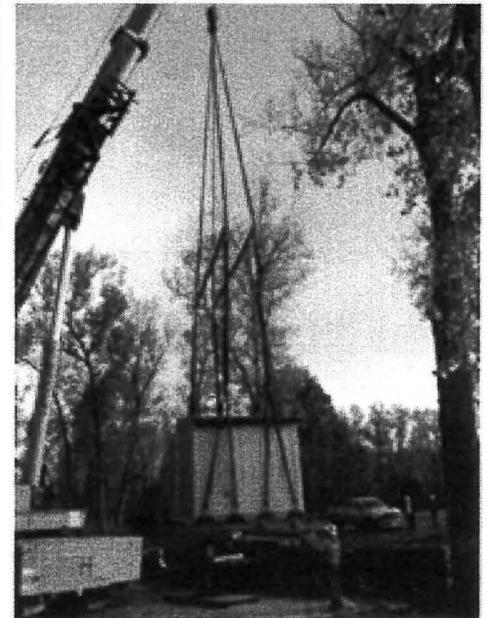


SAFETY

Safety is everyone's responsibility. A safety meeting should be held before any setting begins. Dangerous areas identified, what PPE should be worn, who will be providing signals and a system of communication between workers and the signal person. Each jobsite is different and specific jobsite safety concerns should be identified, never assume someone knows them. Cranes and large precast components require the respect and attention of everyone on the jobsite.



YOU WILL BE RESPONSIBLE FOR THE FINAL ONSITE MECHANICAL CONNECTIONS IN THE BUILDING.

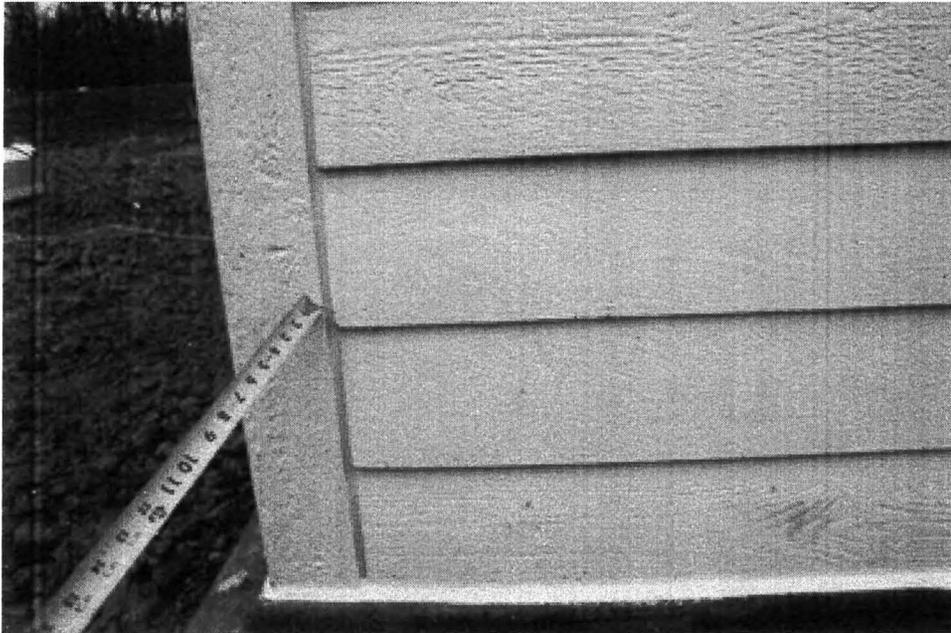
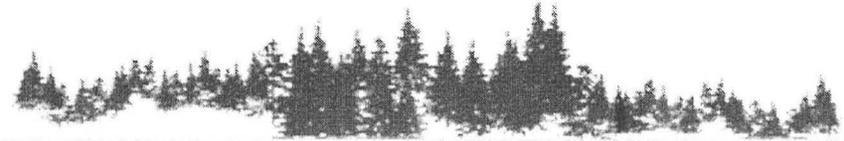


INSTALLATION

You will be responsible for the above mentioned items and the crane rental. In addition you will need to have someone onsite who is knowledgeable, has the authority to make a decision, and the resources available to make a change in these areas during setting. No jobsite is

perfect and a cooperative effort between parties must be maintained. We will provide the crew to set the modular building sections. We will perform the final caulking, ridge cap, paint touch up (weather permitting), and shipping and handling adjustments and repair. You will be responsible for the final

onsite mechanical connections in the building. These include water supply line, wastewater line, plumbing vent lines, electrical connection to the service panel, and any tightening of fittings that may have loosened during shipping and handling.

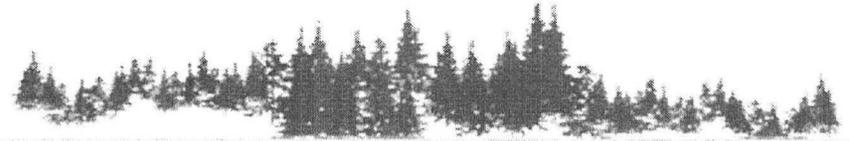


EACH RESTROOM
MODULE IS
ASSEMBLED, FITTED,
AND COMPLETED IN
OUR NPCA CERTIFIED
PLANT.

SHIPPING AND HANDLING ADJUSTMENTS AND REPAIR

Each restroom module is assembled, fitted, and completed in our NPCA Certified Plant. The modules are then separated and loaded onto semis for transportation to your jobsite. They are each handled again and placed together on your foundation. During this process you can expect adjustments and repairs to be

needed. Items that can be affected are: doors, caulk joints, lifting points, and minor cracking. Our crew will make these adjustments and repairs or make sure your crew has a sufficient working knowledge to complete these tasks.



WARRANTY

Huffcutt Concrete shall provide a warranty against defect in material or workmanship for a period of 20 years on all precast concrete components manufactured at our facility. The warranty is valid only when the precast concrete is used within the specified loadings. Furthermore, said warranty includes only the related material necessary for construction and

fabrication of said concrete components. If found defective, Huffcutt Concrete will, at its option, repair or replace any concrete component of the building. Upon receipt and approval of the delivered building – troubleshooting, installation, repair and shipping are the responsibility of the end user, unless otherwise agreed upon in writing between Huffcutt Concrete and end user.

• Non-concrete components are defined as any item not manufactured by Huffcutt Concrete and include, but not limited to, the following categories: electrical, plumbing, interior finishing, flooring, air circulation, security or entry. Any non-concrete component found to be defective shall be

covered by the manufacturer's standard warranty of said non-concrete component. All troubleshooting, installation, repair and shipping of non-concrete components are the responsibility of the end user.

Memo

To: Whitewater Township Board
From: Ron Popp
CC:
Date: May 4, 2017
Re: Zoning Board of Appeals

Colleagues,

I am recommending:

Tim Shaffer, 5309 Moore Road, Williamsburg, Michigan 49690 to an alternate position on the Whitewater Township Zoning Board of Appeals, in accordance with Public Act 110 of 2006, MCL 125.3601 (7) and the Whitewater Township Zoning Board of Appeals By-Laws, Section 5 (e) as amended February 14, 2017. The term will end on December 31, 2019.

An appropriate motion might be:

A motion to confirm the recommendation of the supervisor appointing Tim Shaffer to a 3 year alternate position on the Whitewater Township Zoning Board of Appeals. The term will end on December 31, 2019.

(Voice Vote)

Ron Popp.



WHITEWATER TOWNSHIP

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

APPLICATION FOR APPOINTMENT

RECEIVED
4-19-17
CG

Date of Application: 4-19-2017

Name: Shaffer Timothy C
Last First Middle Initial

Address: 5309 Moore Rd City: Williamsburg Zip: 49690

Telephone: (Home) 313 267-5025 (Cell) 313-633-2665

E-Mail Address: GTF-693-@Yahoo

What Committees and/or Boards are you interested in?

(Select as many as you like)

Board of Review: Park & Recreation Advisory Committee:

Planning Commission: Zoning Board of Appeals:

Are you a Whitewater Township Resident? Yes No

Are you a Land Owner in Whitewater Township? Yes No

Are you a Qualified Elector of the Township? Yes No

As defined by the 1963 Michigan Constitution, as amended by the 26th Amendment of the U.S. Constitution

Please describe your interest in the selected committee/board and how you feel your expertise and contribution would benefit the group:

Was Requested and would like to serve have
past Town board Experience, long time resident
help with Memorial Day march



WHITEWATER TOWNSHIP

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267-5141 • FAX (231) 267-9020

Please provide any other information you wish to share.

*Past Real E.S.P. & T.E. Experience, Past Firefighter &
EMT Experience helped town boards from time
to time*

Complete, sign, and return this application to:

**Whitewater Township Supervisor
P.O. Box 159, 5777 Vinton Road,
Williamsburg MI 49690,
Fax 231-267-9020
Email: supervisor@whitwatertownship.org**

Timothy C Shaffer
Applicant Signature

4-19-2017
Date

RECEIVED
6-28-18
CB

Whitewater Township
5777 Vinton Rd
Williamsburg Mi

Dear Supervisor

I have been requested to apply for
alternate on the Zoning Board of
Appeals. I would be interested in
this position. I am familiar with the
township having been on the fire department and would like to serve the
community again

Your truly
Tim Shaffer

Memo

To: Whitewater Township Board
From: Ron Popp
CC:
Date: May 4, 2017
Re: Planning Commission Appointments

Colleagues,

I am recommending:

Eric Render, 4418 N. Broomhead Road, Williamsburg, Michigan 49690 to a position on the Whitewater Township Planning Commission. This recommendation is in accordance with Public Act 33 of 2008, MCL 125.3815 Section 15 and Whitewater Township General Ordinance Number 42, Section 102. The term will end on December 31, 2019.

An appropriate motion might be:

A motion to confirm the recommendation of the Supervisor appointing Eric Render to a 3 year position on the Whitewater Township Planning Commission. The term will end on December 31, 2019.

(Voice Vote)

Ron Popp.



WHITEWATER TOWNSHIP

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

APPLICATION FOR APPOINTMENT

Date of Application: 5/2/17

Name: Render Eric J.
Last First Middle Initial

Address: 4418 N. Broomhead City: Williamsburg Zip: 49690

Telephone: (Home) _____ (Cell) (231) 499-7754

E-Mail Address: eric@renderconstruction.com

What Committees and/or Boards are you interested in?

(Select as many as you like)

Board of Review: _____ Park & Recreation Advisory Committee: _____

Planning Commission: Zoning Board of Appeals: _____

Are you a Whitewater Township Resident? Yes No

Are you a Land Owner in Whitewater Township? Yes No

Are you a Qualified Elector of the Township? Yes No

As defined by the 1963 Michigan Constitution, as amended by the 26th Amendment of the U.S. Constitution

Please describe your interest in the selected committee/board and how you feel your expertise and contribution would benefit the group:

I am interested in becoming involved in the community and the PC aligns well with my professional background and interests. I have previously served on two boards
1) Home Builders Association of Northern MI - Board of Directors
2) Downtown Development Authority (DDA) - Lewiston, MI.



WHITEWATER TOWNSHIP

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

Please provide any other information you wish to share.

Complete, sign, and return this application to:

**Whitewater Township Supervisor
P.O. Box 159, 5777 Vinton Road,
Williamsburg MI 49690,
Fax 231-267-9020**

Email: supervisor@whitewatertownship.org



Applicant Signature

5/2/17

Date

Ron Popp

From: Eric Render <eric@renderconstruction.com>
Sent: Wednesday, November 30, 2016 4:23 PM
To: Ron Popp
Subject: WW Twp Planning Commission

Ron,

Thanks for your call today. I am interested in serving as a board member of the Whitewater Township Planning Commission. Please keep me posted an opening on the board becomes available. Thanks very much.

Best Regards,

Eric Render

Render Construction, Inc.
830 Cottageview Drive – Suite 202
Traverse City, MI, 49684

Mobile: (231) 499-7754

Office & Fax: (877) 656-9995

Email: eric@renderconstruction.com

Website: www.renderconstruction.com



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Memo

To: Whitewater Township Board
From: Ron Popp
CC:
Date: May 4, 2017
Re: Planning Commission Appointments

Colleagues,

I am recommending:

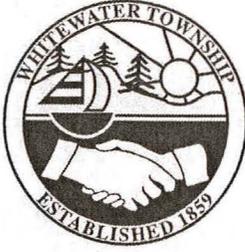
Michael Jacobson, 7031 Skegemog Point Road, Williamsburg, Michigan 49690 to a position on the Whitewater Township Planning Commission. This recommendation, if approved, will fill the vacancy and remaining term of the late Matt Lyons and is in accordance with Public Act 33 of 2008, MCL 125.3815, Section 15 (2) and Whitewater Township General Ordinance Number 42 Section 102 (B) and Section 107. The term will end on December 31, 2018.

An appropriate motion might be:

A motion to confirm the recommendation of the Supervisor appointing Michael Jacobson to the remaining term of the late Matt Lyons on the Whitewater Township Planning Commission. The term will end on December 31, 2018.

(Voice Vote)

Ron Popp.



WHITEWATER TOWNSHIP

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

APPLICATION FOR APPOINTMENT

Date of Application: 3-9-17

Name: Jacobson Michael D
Last First Middle Initial

Address: 7031 Skegemog Pt. Rd. City: Williamsburg Zip: MI 49690

Telephone: (Home) 267-9956 (Cell) _____

E-Mail Address: _____

What Committees and/or Boards are you interested in?

(Select as many as you like)

Board of Review: _____ Park & Recreation Advisory Committee: X

Planning Commission: X Zoning Board of Appeals: _____

Are you a Whitewater Township Resident? Yes No

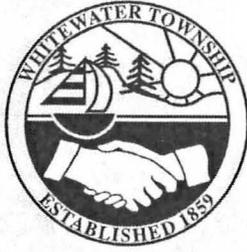
Are you a Land Owner in Whitewater Township? Yes No

Are you a Qualified Elector of the Township? Yes No

As defined by the 1963 Michigan Constitution, as amended by the 26th Amendment of the U.S. Constitution

Please describe your interest in the selected committee/board and how you feel your expertise and contribution would benefit the group:

see letter received Be supervisor
on 3-9-17



WHITEWATER TOWNSHIP

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

Please provide any other information you wish to share.

Complete, sign, and return this application to:

Whitewater Township Supervisor
P.O. Box 159, 5777 Vinton Road,
Williamsburg MI 49690,
Fax 231-267-9020

Email: supervisor@whitewatertownship.org

Michael Jacobson
Applicant Signature

4-20-17
Date

I am Mike Jacobson of 7031 Skegemog Pt. Rd. Williamsburg. I have resided in White water twp. for more than fifty years. I own two houses and operate a small farm in the twp. I also work for a local contractor.

I understand there is an opening on the planing commission and would like to be considered for this opening. As a long time resident of this community, I feel my input can be helpful, and would appreciate the opportunity to participate

sincerely,

Michael D. Jacobson.

3-9-2017

received
3-9-2017
RJR

Ron Popp

From: route@monster.com
Sent: Sunday, April 30, 2017 10:54 PM
To: Ron Popp
Subject: You just received an application for Zoning Administrator 83442736 from Monster
Attachments: Corbett,_Michael_20170430_1.pdf



Hello,

Great news! This candidate has just applied for your Zoning Administrator position. For your convenience, we have stored this resume in the posting user's account on Monster.

Attachment format is according with the document provided by the applicant and checked for viruses.

Candidate Contact Information

Candidate Name: Michael Corbett	Candidate Location: N/AN/A
Mobile: N/A	Home: N/A
Email: uofmfan88@gmail.com	Contact Preference: N/A

Application Summary

Job Title: Zoning Administrator	Job ID: 183554357
Application Date: 04/30/17	Resume Updated: 04/30/17
Career Level: N/A	Relocation: Will Not Relocate
Rating: Not Rated	Highest Education: N/A
Work Status: US - I am authorized to work in this country for any employer.	Screening Score: no specified

Work Experience:

no specified

[Login to your account](#) to access this resume.

[Login to your account](#) to access all resumes for the Zoning Administrator position.

If you have any questions, a Customer Service Representative is available to assist you at 1-800-MONSTER (666-7837), Monday - Friday from 8:30am - 5:30pm EST.

Sincerely,

The Monster Service Team

If you doubt the authenticity of a Monster email, please visit the Monster site directly using your Web browser. From there, you can log in to your account to verify and perform the requested activity.

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Monster, 133 Boston Post Road, Weston, MA 02493

Please do not reply to this email.

Michael Corbett



Basic Information

Traverse City, Michigan

uofmfan88@gmail.com



Experience

Sales

Mar 2014 - Present

Verizon

Server

Jun 2012 - Feb 2014

Jolly Pumpkin - Old Mission Peninsula (Traverse City)



Education

Confidential

Jan 2006

Elk Rapids High School

Elementary Education

Jan 2010

Western Michigan University

Liberal Arts

Jan 2013

Northwestern Michigan College Alum

Elementary (K-8) Education, Social Studies, History and Geography

Jan 2013

Grand Valley State University

Ron Popp

From: Ron Popp <supervisor@whitewatertownship.org>
Sent: Tuesday, April 25, 2017 12:46 PM
To: Cheryl A. Goss
Subject: FW: You just received an application for Zoning Administrator 83441686 from Monster
Attachments: Morgan_Courtney_Professional_Resume.docx

From: route@monster.com [<mailto:route@monster.com>]
Sent: Monday, April 24, 2017 8:17 AM
To: Ron Popp
Subject: You just received an application for Zoning Administrator 83441686 from Monster



Hello,

Great news! This candidate has just applied for your Zoning Administrator position. For your convenience, we have stored this resume in the posting user's account on Monster.

Please do not reply to this email. All replies to this email go to a system email account at monster and are not forwarded to the job candidate.

Attachment format is according with the document provided by the applicant and checked for viruses.

Candidate Contact Information

Candidate Name:

Morgan Courtney

Candidate Location:

Redford , MI , 48239

Mobile:

N/A

Home:

N/A

Email:

Morgancourtney3721@gmail.com

Contact Preference:

N/A

Application Summary

Job Title:
Zoning Administrator

Job ID:
183052916

Application Date:
04/24/17

Resume Updated:
04/22/17

Career Level:
Student

Relocation:
Will Not Relocate

Rating:
Not Rated

Highest Education:
Some College Coursework Completed

Work Status:
US - I am authorized to work in this country for any employer.

Screening Score:
no specified

Work Experience:
no specified

[Login to your account](#) to access this resume.

[Login to your account](#) to access all resumes for the Zoning Administrator position.

If you have any questions, a Customer Service Representative is available to assist you at 1-800-MONSTER (666-7837), Monday - Friday from 8:30am - 5:30pm EST.

Sincerely,

The Monster Service Team

If you doubt the authenticity of a Monster email, please visit the Monster site directly using your Web browser. From there, you can log in to your account to verify and perform the requested activity.

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Monster, 133 Boston Post Road, Weston, MA 02493

Please do not reply to this email.

MORGAN COURTNEY

OBJECTIVE	Healthcare Administration major seeking healthcare/business job.	
EDUCATION	Tennessee State University - Nashville, TN BS in Healthcare Administration/ Minor in Business GPA - 3.3 Dean's List (2015-currently)	Graduation Date: May 2019
WORK HISTORY	Tennessee State University - Nashville, TN <i>Resident assistant</i> <ul style="list-style-type: none">• Developed and conducted programs on diversity, chemical abuse, academic advancement• Managed administrative tasks• Provided paraprofessional advising to undergraduate students• Enforced residence hall policies and procedures	2016 – Present
	Child Time Learning Centers - Southfield, MI <i>Teachers assistant</i> <ul style="list-style-type: none">• Facilitated day-to-day administrative functions, including managing student files, preparing announcements and newsletters, and generating progress and business reports• Created stimulating educational and recreational environment, develop critical thinking abilities, and establish positive social behavior• Enforced classroom and safety management	May 2016-September 2016
	Dollar General - Redford, MI <i>Customer Service Representative</i> <ul style="list-style-type: none">• Describe merchandise and explain use, operation, and care of merchandise to customer• Open and close cash registers, performing tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits• Greet customers and ascertain what each customer wants or needs	May 2015 – August 2015
SKILLS	Oral/Written communication Problem Solving Microsoft Office Suite	
CERTIFICATION	First Aid and CPR	
RELEVANT COURSES	Accounting, Economics, Health Information Management, and Management	

Ron Popp

From: Amy Cyphert <cypherta@gmail.com>
Sent: Sunday, April 30, 2017 6:48 PM
To: Ron Popp
Subject: Zoning Administrator Position
Attachments: Amy Cyphert - Resume 2017.pdf; Whitewater Township - Cover Letter.pdf

Mr. Popp,

Please find the attached cover letter and resume for the Zoning Administrator position. Please let me know if you have any questions.

Thanks and have a great day.

Amy Cyphert

April 30, 2017

Ron Popp, Supervisor
Whitewater Township
P.O. Box 159
Williamsburg, MI 49690

Dear Mr. Popp:

I'm writing to apply for your Zoning Administrator position at Whitewater Township. I came upon the job posting for the Zoning Administrator while viewing the MTA website classifieds. I am interested in the Zoning Administrator position and would appreciate the opportunity to speak to you further about that position.

I have spent almost two years working for Corrigan Construction, as a project manager. As a Project Manager, I have been able to work with various communities to redevelop sites and construct new buildings. This experience has given me a stronger understanding of how to provide a helpful and business friendly experience when developers are proposing projects in a community. While I enjoy my current position in the private sector, I miss working for a vibrant, fast paced community.

Prior to working at Corrigan Construction, I spent ten and half years working for the City of Brighton, Michigan. I am proud of my growth while working at the City, which allowed me to progress from the Deputy City Planner to the Planning & Zoning Director. In my role as the Deputy City Planner, I was responsible for reviewing and processing of site plans, rezoning requests, requests to the Zoning Board of Appeals, ordinance reviews and amendments, as well as working closely with the Building Department to review permits. In this role, I provided staff support to the Zoning Board of Appeals and the Planning Commission. In December of 2010, I was promoted to the Planning & Zoning Director position. This position included all my previous job duties, as well as supervising the building department, administering the Capital Improvement Plan (CIP) process and providing staff support to the City Council. In addition to my regular work responsibilities, I was a key member of the Community Development Department that secured a large amount of grant funding for the City of Brighton. My role in the grant process included competition of the SHPO Section 106 application, creation of maps/visuals for application submittals and the management of the construction process/paperwork once the grant funds have been released.

I currently make roughly \$83,000 per year at Corrigan Construction and made roughly \$81,000 while working for the City of Brighton as the Planning & Zoning Director. I believe my experience, personality and drive would be a great benefit to the Whitewater Township. I look forward to speaking with you further about my experience and how I would be a great asset to the Whitewater Township.

Thank you for your time and consideration.

Sincerely,

Amy E. Cyphert
810-516-6815
cypherta@gmail.com

AMY E. CYPHERT



cypherta@gmail.com



810-516-6815



7379 Windridge Drive, Pinckney, MI 48169

EDUCATION

Master of Public Administration
Central Michigan University

Bachelor of Social Science in
Urban and Regional Planning
Michigan State University

ADDITIONAL TRAINING

Completion of the MEDC
Redevelopment Ready
Communities Best Practice
Training Series - October 2014

MEMBERSHIP

American Planning Association

Michigan Association of
Planning

SKILLS

- BS&A Software
- ArcMap & ArcCatalog
- Novell GroupWise
- MS Office
- Windows
- Adobe Acrobat
- Customer service
- Public speaking

PERSONAL INTERESTS

- Secretary for the Green Meadows Condo Association
- Hamburg Township Planning Commissioner
- Running & biking
- Volunteering at Grand Equestrians
- Reading

EXPERIENCE

Project Manager, Corrigan Construction

August 2015 to Present

- Creating project management related documents such as subcontracts, change orders, billing invoices to clients
- Reviewing pay requests from subcontractors for compliance with the associated subcontracts
- Researching potential projects and property purchases
- Completing permits, applications and other governmental forms for construction purposes
- Overseeing the building maintenance requests for properties owned by the varies Corrigan entities

Planning & Zoning Director, City of Brighton

December 2010 to August 2015

- Served as staff support for the City Council, Planning Commission and Zoning Board of Appeals
- Maintained the City Zoning Ordinance, researched and drafted Zoning Ordinance amendments
- Acted as the principal staff member responsible for the Master Plan and worked with the Planning Commission to amend or update the Master Plan
- Administered the Capital Improvement Plan (CIP) process and document creation
- Managed the MDOT Cat A road improvement grant process from the Letter of Intent submittal to project completion
- Developed and implemented a rental registration and inspection ordinance/program

Deputy City Planner, City of Brighton

January 2005 to December 2010

- Served as the staff support for the Planning Commission and Zoning Board of Appeals
- Reviewed applications for signage and building permits for ordinance requirements and responded to inquiries regarding the sign and zoning ordinance.
- Reviewed site plans and managed the site plan process
- Provided staff support for MEDC grant funded project – including but not limited to grant application, SPHO applications, management of grant funded projects

Assistant Planner, Charter Township of Grand Blanc

September 2004 to January 2005

- Reviewed site plans for ordinance requirements
- Responded to inquiries regarding the sign and zoning ordinance
- Attended Site Plan Review, Board of Zoning Appeals, and Planning Commission meetings

Raymond J. Kite
208 west third street
Kalkaska, MI 49646
(231) 409-5282
hattrick313@gmail.com

OBJECTIVE

Entry level in any engineering field, or security firm position

SKILLS AND ABILITIES

Extensive knowledge and skill with both diesel and gas engines. Active security clearance

Mechanic

- Graduated top ten from wyotech with perfect attendance

Security

- Lead 8 man vbss team as lead engineer, with zero lose to pearsonel or equipment

EMPLOYMENT HISTORY

Enginemen/VBSS team Leader, 07/2007 - 07/2011

United States Navy, Norfolk, VA

Enginemen operate, service and repair internal combustion engines used to power some of the Navy's ships and most of the Navy's small craft. Most Enginemen work with diesel engines. Enginemen also operate and maintain electrohydraulic controllable pitch propeller systems and steering engines, refrigeration and air conditioning systems, air compressors, desalinization plants and small auxiliary boilers. Visit, board, search, and seizure (VBSS) is the term for maritime boarding actions and tactics, designed to capture enemy vessels, to combat terrorism, piracy and smuggling, and to conduct customs, safety and other inspections, as employed by modern navies, marine and maritime services, military and police forces.

- Active security clearance.

Mechanic/ Night Manager, 06/06 - 07/00

Bill' Amoco, Kalkaska, MI

Worked as a technician and night manager, ordered inventory for the garage and merchandice for the store.

Technician, 09/01 - 08/03

Van Dyke Dodge, Detroit, MI

Technician working on Dodge, Jeep, Chrysler, Cummins engines

Bartender/Manager, 08/03 - 05/06

Village Inn, Suttons Bay, MI

Lead bartender managed bar employee scheduling and managed inventory for bar.

EDUCATION

Associates Degree - Auto/Diesel technology

Wyotech, WY

HONORS AND ACTIVITIES

ESWS insignia, navy/marinen corps achievement medal (x2), humanitarian award, good conduct medal, expeditionary warfare ribbon, global war on terrorism medal, expert rifle and pistol ribbons, global war on terrorism expeditionary.

- Enlisted Surface Warfare Insignia
- Flag letter of accomodation
- Navy/Marine Coprs Achievement Medal

Ron Popp

From: route@monster.com
Sent: Tuesday, May 02, 2017 1:05 PM
To: Ron Popp
Subject: You just received an application for Zoning Adminstrator 83442736 from Monster
Attachments: Krieger,_Dawn_20170502_1.pdf



Hello,

Great news! This candidate has just applied for your Zoning Adminstrator position. For your convenience, we have stored this resume in the posting user's account on Monster.

Attachment format is according with the document provided by the applicant and checked for viruses.

Candidate Contact Information

Candidate Name:

Dawn Allen Krieger

Candidate Location:

Mancelona , MI , 49659

Mobile:

N/A

Home:

N/A

Email:

krieger_dawn@yahoo.com

Contact Preference:

N/A

Application Summary

Job Title:

Zoning Adminstrator

Job ID:

183554357

Application Date:

05/02/17

Resume Updated:

05/02/17

Career Level:

Experienced (Non-Manager)

Relocation:

Will Not Relocate

Rating:

Not Rated

Highest Education:

Associate Degree

Work Status:

US - I am authorized to work in this country for any employer.

Screening Score:

no specified

Work Experience:

no specified

[Login to your account](#) to access this resume.

[Login to your account](#) to access all resumes for the Zoning Administrator position.

If you have any questions, a Customer Service Representative is available to assist you at 1-800-MONSTER (666-7837), Monday - Friday from 8:30am - 5:30pm EST.

Sincerely,

The Monster Service Team

If you doubt the authenticity of a Monster email, please visit the Monster site directly using your Web browser. From there, you can log in to your account to verify and perform the requested activity.

[Monster's Security Center](#)

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Monster, 133 Boston Post Road, Weston, MA 02493

Please do not reply to this email.

Dawn Krieger

Emergency Department RN

Mancelona, MI 49659

krieger_dawn@yahoo.com - 231-313-1297

Authorized to work in the US for any employer

WORK EXPERIENCE

Emergency Department RN

Kalkaska Hospital - Kalkaska, MI - May 1998 to March 2014

Staff ER RN/Charge Nurse. Triage, IV starts, medication administration, assisted with Code situations, breathing tubes, conscious sedation, orthopedic treatment, pediatric care, care of patient's in crisis requiring CMH evaluation, care of dialysis patient's, admissions, discharge, pt. teaching, scheduled follow up care. Trained new staff for various ER positions. Evaluation of long term care patients for possible ER transfers. Chest tube care/tracheotomy care. Grief support, postmortem care, assisted gift of life. Phone triage, and patient follow up calls. Mentor for new nursing students. Assisted with outreach program for child immunizations. Cared for Acute Care inpatients, and outpatient IV therapy.

RN Charge Nurse

Otsego Memorial - Gaylord, MI - May 1997 to April 1998

Charge Nurse of Medical Surgical Unit. Cared for a variety of patients, pediatric, to geriatric care, respiratory care, orthopedic, pre/post operative care, medication administration, notified physicians of pt. needs, carried out Dr. orders. Supervision, and direction for other medical staff. Charge Nurse, supervised 3 to 4 nurses, Certified Nurses Aides, and Ward Clerks. Also assisted with ER, labor and delivery, ICU.

LPN Charge Nurse

Jackson County Medical Care Facility - Jackson, MI - February 1993 to March 1996

Charge Nurse for chronic medical patients, geriatric patients, rehabilitation care. Job duties included medication review, medication administration, rounds with provider, carried out physician orders, assisted with procedures, care plans, care plan meetings, admission, discharge, transfers for acute needs, supervision of other staff members, staff assignments. Supervised 6-8 nurses aides, assignments, and patient care. Care plans, monthly care meetings. Trained new staff.

EDUCATION

Registered Nurse, Associates Degree in Nursing

Jackson Community College - Jackson, MI

SKILLS

Experience with all age groups, with a diverse variety of medical needs, and conditions.. ER, MED SURG, LTC, OUT PATIENT, CAMP NURSING. (10+ years)

CERTIFICATIONS/LICENSES

BLS/CPR

June 2016 to June 2018

First Aid

June 2016 to June 2018

Registered Nurse

November 1997 to March 2019

Obtained Licensed Practical Nursing degree 1990-1997.

TIMOTHY MCCLELLAND

400 West Century Road, Maple City, MI 49664 | C: 231-835-1055 | timakastevo@gmail.com

SUMMARY

Dependable and hard-working worker with more than 2 years in the construction industry. Thrives in a fast-paced environment and works to complete projects quickly and efficiently.

Hardworking Construction Worker who is dependable and reliable. Motivated to get along well with others and exceed expectations.

Physically fit Laborer effective at completing difficult projects and tasks on schedule. Consistently follows through with all orders and instructions. Works well in a team setting.

HIGHLIGHTS

- Strong communication skills
- Friendly and hardworking
- Roof construction
- fast paced
- dependable
- trustworthy

EXPERIENCE

- 09/2016 to Current wall crew
leelanau redi mix – Maple City, mi
Performed heavy labor such as ditch digging, paving and hauling. Continually cleaned work areas and equipment. built walls, septic tanks, and window wells. worked on the wall crew, and also at the shop as a helper.
- 03/2016 to 09/2017 Roofer
Arrow Roofing company – Traverse City, mi
Installed and repaired roofs, flashings and surfaces. Removed old roofing materials in an efficient manner. worked in a twenty man crew replacing old roofs, also building new roofs.
- 04/2015 to 07/2015 cook/server
cold creek inn – Beulah, MI
was hired as a part time server, was hired for a full time cooking job also serving working double shifts through out the week. prepped, pizza station, cooked, cleaned kitchen and restaurant, served food usually weekend shifts. also helped with dishes shifts.
- 04/2009 to 09/2014 Cook/open/closer
Steakout Grill – Traverse City, MI
Worked on and off at the mall for around five years, helping with the busy season. was promoted to open/closer. Cooked, prepped, did stock, dishes, and cashier. also deep cleaning every night.

EDUCATION

- 2010 High School Diploma: Cullinary

NMC — Traverse City, MI, Grand Traverse

Was taking general classes towards my culinary degree. Did not get to finish, may go back at some point.

To whom it may concern,

Having contributed as an educational and business leader while giving back to the community, I am writing to express my interest in your position available. You will see on the enclosed resume I have worked successfully in many fields to improve the success of those I've worked with as well as the institutions and communities I've worked for, and possess critical and creative thinking skills that will facilitate my swift contribution to your sustained growth.

My professional experiences include my recent position and early retirement from Traverse City West Senior High School as a Social Studies/Business/Finance teacher, and previous positions with Baker College, Floyd College, Shorter College, Florida State University, and Western Michigan University, as well as Executive for Horizon Books, Rite-Aid, Target, and also as the owner of my own business, Bizedquest. In all of my roles I guided the professional development of staff and gained consensus for the adoption of new ideas due to my demonstrated ability to clearly present value added recommendations. The following is a brief sample of the expertise I offer:

As a teacher, I've helped over 15,000 students succeed in the classroom and in life, while receiving 5 national awards and international recognition, while writing three books.

As a business leader, I've helped some of the top companies in the country, and locally, in their competitive success in their industries, as I was sent to locations to assist in their conception to enhancement if each business locale.

As a business owner, I've created a successful operation through four bricks and mortar locations and an online presence, through www.bizedquest.com.

Through it all, I believe strongly in giving back to the community both professionally and personally, as I've had my classes, and myself, work with charities and churches, volunteering, collecting books, writing letters and cards, food cans, money, clothing and other goods for individuals and groups in the community and groups around the world.

I bring a tool kit comprised of leadership, strategic planning, and analytical skills; and I would be pleased to review my credentials with you to personally explore how I can contribute as a member of your institution. Please feel free to contact me at the number below to arrange a time to speak.

Sincerely,

Dr. Dan A. McDougall
1-231-668-5185

Enclosure: Resume

Resume
BACKGROUND AND PURPOSE

I have proven myself as a leader and a team player who takes responsibility for his actions, as I have demonstrated with my past work and educational experiences. I'm a hard worker and a self-starter. I'm excellent at written, verbal communication, leadership, and technology skills, and enjoy teaching and leading as well as learning in any position, from the traditional setting to e-

learning. I believe I am qualified for virtually any position, and believe I have a lot to offer. Thank you for your time and consideration!

EDUCATION

Flipped Classroom Certification. Sophia.com educational platform. 2012.

D.D., Doctor of Divinity and Ministerial Ordination. Universal Life Church and Seminary, Modesto, CA, 2005-2006.

Secondary and Vocational Certification, Social Studies and Business Administration. Ferris State University, University Center, Traverse City, MI, 1998-2000. 3.918 G.P.A.

Ph.D., Political Economy. Specialized in Administration, Sociology, Government, and Economics. Florida State University, Tallahassee, FL, 1987-1989. 3.7 G.P.A.

M.S., Government & Policy. Specialized in Research and Public Administration. Florida State University, Tallahassee, FL, 1986-1987. 3.7 G.P.A.

M.A., Theory & Research. Specialized in Philosophy, Ethics, Sociology, and Government. Western Michigan University, Kalamazoo, MI, 1984-1986. 3.5 G.P.A.

B.S., Public Administration. Specialized in Government, Psychology, and Marketing. Western Michigan University, Kalamazoo, MI, 1981-1984. 3.5 G.P.A. in Core program.

General Education. Michigan State University. 1979-1981.

WORK EXPERIENCE

Business, Social Studies, Finance, Speech, and Success Teacher, Media Specialist, Traverse City West Senior High School, Traverse City. Responsible for instruction of students and classroom management. Set up Internet courses and Success programs for school. Also, Debate, Forensics, and Bowling Coach. 2000 - Present.

Bizedquest Owner. www.bizedquest.com Responsible for consulting and sales of Business and Education areas, including two authored books, "Everybody's Economics," and "Everybody's School for Success." 2000 – Present.

Social Studies and Language Arts Teacher, Summer Program for Success and School for Success, Traverse City Area Public Schools, East Junior High School, Central Senior High School and West Senior High School, Traverse City. Responsible for instruction of first-time students and remedial program. 1999-2007.

Student Teacher, Traverse City West Senior High School, Ferris State University, Traverse City. Responsible for instruction and classroom management. 2000.

Long-term Substitute Teacher, West Senior High School, Traverse City. Teaching Global Studies, Consumer Economics, Sociology, Student Senate, and Civics. Responsible for day-to-day activities of class and course work. 1999 and 2000.

Substitute Teacher, TCAPS and TBA, Traverse City. Responsible for filling in for instructors, carrying out assignments, teaching classes. 1998-2000.

Manager, Executive Bookseller. Horizon Books. Cadillac and Traverse City. Responsible for most operations of store, including all facets of sales functions, to increase sales, to train and the efficient operation of the store. Trainer. 1997- 1998.

Management, Rite Aid. Traverse City and Kalkaska, MI. Responsible for operation of Rite Aid Pharmacy, including all facets of store management and training. 1997.

Guest Service Team Lead, Executive position, Target Discount Stores. Saginaw, MI. Responsible for front end operations of store, including cashiering, service desk, Food Avenue, and cash office, and training as well as all guest service throughout the store. Supervised 100+ people. 1996.

Team Leader, Target Discount Stores. Traverse City, MI. Supervisory position. Responsible for operation of several departments, as well as coordination with the other departments in the store. 1996.

Business owner, book, comic & card shop, Comic Quest (formerly Bookbrokers, formerly Chulio Bookbrokers). Traverse City, MI (formerly in Rome, GA). Supervised 6 employees, and handled all operations of store. 1990-1995.

Assistant Professor, Floyd College, Rome, GA. Taught Government, Issues, Sociology, Economics, History, Social Sciences and school, work experience, and training courses for businesses, on campus, and branch centers, as well as advising all incoming students as well as those in the Social Sciences. 1989-1993.

Adjunct Professor, Shorter College, Rome, GA. Taught Sociology courses, distance-learning programs. 1992-1993.

Teaching Assistant, Florida State University, Tallahassee, FL. Taught Government and Introduction to Political Science courses. 1986-1989.

Adjunct Professor, Tallahassee Community College, Tallahassee, FL. Taught Government and Sociology courses. 1987-1989.

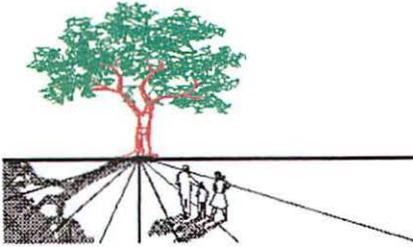
Graduate Assistant, Western Michigan University, Kalamazoo, MI. Assisted and taught Political Science and Sociology courses, research, and computer applications, as well as advising students in the Social Sciences. 1984-1986.

OTHER RELATED SKILLS

Strong leadership, administration, management, communication and teaching skills. Well-versed in all computer applications. Extensive business skills. Fast-track abilities.

References available upon request

PORTFOLIO: www.drmcDougall.weebly.com



KEVIN P. MCELYEA, LLA, CZA
● **LICENSED LANDSCAPE ARCHITECT**
● **CERTIFIED ZONING ADMINISTRATOR**

9310 PENINSULA DRIVE, TRAVERSE CITY, MI 49686, PHONE: (231) 645-1113
E-MAIL: KEVINPMCELYEA@GMAIL.COM

Whitewater Township
5777 Vinton Road – P.O. Box159
Williamsburg, MI 49690
RE: Zoning Administrator Position:

April 26, 2017

Dear Whitewater Township Officials:

Thank you for this opportunity to submit my attached resume as an applicant for your zoning administrator position. I am enthusiastically interested and confidently assert that 30 years of civil engineering and local land planning experience has more than adequately prepared me to succeed as your next zoning administrator. The prospect of working with your Township team is an irresistible opportunity to utilize my training, skills and experience. If you hire me, you will be getting an innovative, effective, credentialed landscape architect, and certified zoning administrator who is passionate about public service and works every day to bring openness, integrity, conflict resolution, and concise public presentations to the municipality I work with.

In terms of style, I am a collaborative and interdisciplinary, involving all stakeholders in the consensus and problem solving process. I enjoy working with a team that embraces an "open-door" policy for Board Members, businesses, residents and fellow employees alike. My associates and community leaders would identify my strengths as having boundless energy, a can-do and passionate attitude for developing problem solving options, innovative and extremely loyal to the organization.

I have experienced and respect that our neighbors are very passionate about their private property rights as well as our natural resources and the quality of life it brings. Therefore, I understand that public regulatory officials need to balance these needs of our citizens and cannot be overzealous in one respect or the other. In summary, I have remained in government because I am deeply committed to the nobility of public service, by objectively and consistently meeting the needs of fellow citizens.

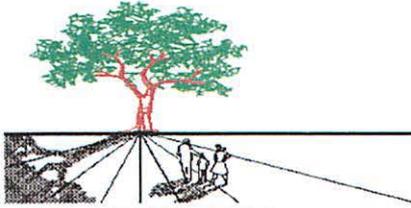
Whitewater Township is a proud and beautiful area rich with historical and social activities and a strong commitment to excellent public services, cornerstones of a healthy and well-respected Township. I pledge to bring a unique perspective and an abundance of experience to the position. Because of my experience, I am fluent in the important aspects of site inspections and their subsequent detailed reports. Moreover, my demonstrated administration skills in performing and reviewing intricate engineering calculations, regulatory ordinance compliance verifications, interpreting complicated scientific and legal documents to prepare executive summaries with recommendations for action, directing governmental regulatory programs and exemplarily customer service to all involved, would be an asset to Whitewater Township.

Per your request, an acceptable salary for this position, based on my knowledge, skills and abilities, is \$24 per hour. However, my requirement is flexible and negotiable, depending on such factors as fulfilling the ongoing review of current Township fee schedules, as well as discussing potential meeting per-diems, mileage, and any other reimbursable costs.

I welcome the opportunity to speak with you further about how my diverse knowledge and experience in both the public and private sectors have resulted in skills that would contribute to successfully serving the public, the Whitewater Township team, and will help to promote your vision for current and future generations in the Township. Thanks again. I look forward to hearing from you.

Sincerely,

Kevin P. McElyea, LLA



KEVIN P. McELYEA, LLA, CZA
● **LICENSED LANDSCAPE ARCHITECT**
● **CERTIFIED ZONING ADMINISTRATOR**

9310 PENINSULA DRIVE, TRAVERSE CITY, MI 49686, PHONE: (231) 645-1113
E-MAIL: KEVINPMCELYEA@GMAIL.COM

RESUME SUMMARY

To further my rewarding government career of stewardship by pursuing opportunities in monitoring fields, that work with our citizens and build relationships to assist in managing the impacts of construction and land use projects on our land and water resources, which protects their property rights, serves the public good and our quality of life.

EXPERIENCE

2016-10 to Fife Lake Township Zoning Administrator

Present 134 Morgan Street, Fife Lake, MI 49633, Phone (231) 879-3963

- Reviewing applications, issuing and enforcing land use permits. Preparing applicant project summaries and presenting them to the Planning Commission or Zoning Board of Review for special land-use permit or zoning variances, respectively. Sequencing the permit collaboration process with the County Road Commission R-O-W, County Building Codes, and Soil erosion / Storm water departments; as well as with the Michigan Department of Environmental Quality relative to Part 301/303 – wetlands/ lake & streams, and flood plain regulations for applicant's projects.

2005-1 to Grand Traverse County Drain Commissioner

2017-1 400 Boardman Avenue, Traverse City, MI 49684, Phone (231) 922-4807

- Implemented new, and maintained existing county drainage systems. Negotiated \$1 access and utility easements for dams and surface or sub-surface drainage infrastructure, then recorded those documents with the County Register of Deeds Office. Acquired and coordinated the succession of permitting collaboration with the County Road Commission R-O-W, Soil Erosion & Storm water departments; as well as with the Michigan Department of Environmental Quality, relative to Part 301/303 – wetlands / lake & streams, and flood plain regulations, or the Michigan Department of Transportation (roads & railroads) regarding permitting of our work in their R-O-W for the maintenance of, or installation of drainage projects. Firmly established a 12-year trusted reliable relationship with the State regulatory agencies and all 16 municipal zoning and permitting offices in the County.

2001-7 to LandSpace Architecture, Self-employed Landscape Architect

2005-1 1200 W. 11th St., Traverse City, MI 49686, Phone (231) 941-1113

- Provided municipal, commercial and residential clients, with researched and prepared land development zoning drawings and construction drawings for implementation throughout the State. Presented site inventory and analysis, conceptual design synthesis, construction drawings and field inspection implementation services to municipal, commercial and residential land development clients.

1998-8 to Fleis & VanDenbrink Engineering, Inc., Project Landscape Architect

2001-7 Grand Rapids & Traverse City Offices, Phone (231) 932-8600

- Provided and presented site inventory and analysis, conceptual design synthesis, construction drawings and field inspection implementation services to municipal legislative and administrative boards, as well as commercial land development clients.

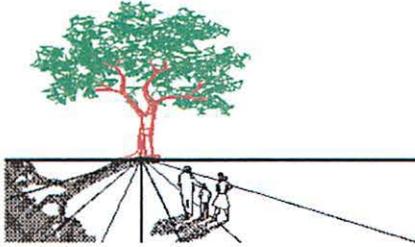
1996-2 to Howard Walker Land Surveying, Surveying technician, CAD operator for ALTA surveys

1998-8 West Bay Shore Drive, Traverse City, (Company closed in 1998)

1995-1 to Saudi Consolidated Engineering Company (Khatib & Alami), Project Landscape Architect

1996-4 Al Khobar, Kingdom of Saudi Arabia, 31952, Phone +966 (3) 894-6816

- Prepared site inventory and analysis, conceptual design synthesis, construction drawings and field inspection implementation services for project managers.



KEVIN P. McELYEA, LLA, CZA
● **LICENSED LANDSCAPE ARCHITECT**
● **CERTIFIED ZONING ADMINISTRATOR**

9310 PENINSULA DRIVE, TRAVERSE CITY, MI 49686, PHONE: (231) 645-1113
E-MAIL: KEVINPMCELYEA@GMAIL.COM

EDUCATION

- 1983-9 to 1986-6 Michigan State University, School of Urban Planning & Landscape Architecture
East Lansing, MI 48825. Degree: Bachelor of Landscape Architecture. Minor: Urban Planning
- 1980-1 to 1983-6 Northwestern Michigan College, Traverse City, MI 49686
Degree: Associate of Arts, Major: Design / Drafting / CAD, Minor: Geography / Sociology
- 1973-8 to 1976-6 John Glenn High School, Westland, MI 48185

CERTIFICATIONS, LICENSES

- 2017-2 to Present Certified Zoning Administrator (CZA) & Citizen Planner, by the Michigan State University Extension - Planning and Zoning Center.
- 2004-4 to Present Michigan Soil Erosion & Storm Water Inspector Comprehensive Certification # 01452, expires 7/1/2019. Certified by the State of Michigan Department of Environmental Quality to administer Part 91 of NREPA, --- Storm Water, Soil Erosion and Sedimentation control.
- 1995-6 to Present State of Michigan Licensed Landscape Architect #3901001197, and Nationally Certified by the Council of Landscape Architectural Registration Boards, (CLARB) Record # 1698.
- 1994-2 Dale Carnegie graduate and teaching assistant relative to human relations interpersonal skills and public speaking / presentation abilities.

SKILLS

Meticulous record keeping, concise reports for Boards & Commissions, maintaining regular office hours & 24/7 accessibility, respectful documented inspection of properties & structures to determine compliance with permits & ordinances, problem solving & conflict resolution, and administration of practices & enforcement recommendations in compliance with Public Acts in effect.

INTERESTS

Structure remodeling, dog training & exercising, hiking, and family travels.

Ron Popp

From: kari rozmarek <krozmarek@hotmail.com>
Sent: Sunday, April 30, 2017 11:32 AM
To: Ron Popp
Subject: Cover Letter/Resume Attached for Zoning Administrator Position
Attachments: Zoning Admin - Whitewater Twp.pdf

Dear Mr. Popp,

Attached to this email, please find my cover letter and resume for the Whitewater Township Zoning Administrator position.

Please contact me if you are unable to open my PDF attachment as I will resend it or fax it to you immediately.

Thank you for your time and consideration,

Kari Rozmarek
231-233-0299

Kari Rozmarek

1669 Fruitridge, Manistee, MI 49660 ☎ (231) 233-0299 ✉ krozmarek@hotmail.com

April 30, 2017

Whitewater Township
Attn: Ron Popp, Whitewater Twp Sup.
P.O. Box 159
Williamsburg, MI 49690

RE: Zoning Administrator Position

Dear Mr. Popp:

With this letter and the enclosed resume, I am expressing my interest in the Zoning Administrator position. Specifically, in my past work history I have worked as independent contractor performing advanced land services in the Michigan Oil and Gas industry; which will set me apart from other applicants.

Throughout the years I have personally searched county records in 31 of Michigan's lower peninsula counties (with added experience in Indiana, Pennsylvania and Texas). My computer skills are diverse, my ability to read maps, legal descriptions, aerial photographs, etc is very proficient and I am always willing to take on new and challenging tasks. I am also currently enrolled in an online GIS professional certification program through Michigan State University and expect to complete before the end of this year.

My strong knowledge of property, acquisition and title research/curative issues serves as a solid foundation for a smooth transition to a Zoning Administrator position. In addition, I have an impressive track record for managing special projects from concept to end, multi-tasking and work extremely well in stressful situations.

During my career, I have:

- Worked as a Lease Analyst with extensive computer data, reviewing and processing data, performing continuous maintenance and producing monthly reports. This position also required an abundant knowledge of legal contract jargon and the ability to relate to landowners and negotiate effectively.
- Demonstrated an impressive ability to gain required knowledge/expertise in new, critical concepts and issues with speed and completeness while working as a successful self employed contractor for over 13 years in the Michigan Oil and Gas Industry as a Landman/Mineral Title Examiner.
- Demonstrated a proven ability to work well and maintain amicable relationships with members of different departments on a daily basis.
- Demonstrated above-average mathematical skills (obtained in advance math courses at Michigan Technological University) though complex equations while performing contractor services.
- Attained transferrable legal/law experience and knowledge while working for the 19th Circuit Court, 85th District Court and 19th Probate Court.

These attributes, coupled with my tenacity and dependability, will make me a significant performer for Whitewater Township. I welcome the opportunity to meet with you to discuss my qualifications. I love Traverse City and have a strong desire to live there; I am able to move immediately if offered the position. My salary requirement is very negotiable.

Your time and consideration in this matter are most appreciated.

Sincerely,

Kari Rozmarek

KARI ROZMAREK

1669 Fruitridge • Manistee, MI 49660 • 231.233.0299 • krozmarek@hotmail.com

PROFILE: ZONING ADMINISTRATOR

Collaborative, Results-Driven, Relationship-Focused

**BUSINESS ADMINISTRATION | PROGRAM MANAGEMENT | PROJECT MANAGEMENT | REGULATORY COMPLIANCE
RECORDING & REPORTING | TEAM LEADERSHIP | COMMUNICATIONS & INSTRUCTIONS | CLIENT & VENDOR RELATIONS
PROCESS & PRODUCTIVITY IMPROVEMENT | CUSTOMER SERVICE | FOLLOW-UP & PROBLEM SOLVING | COST CONTROL**

Highly skilled professional and consummate multi-tasker with an entrepreneurial spirit and 15+ years of success and contributions in administrative and business support roles within legal and oil/gas sectors. Career marked by success in **exceeding workflow, scheduling, training, quality, and performance objectives**. Demonstrated strengths in handling high priority initiatives and top projects. **Recognized as a tenacious worker with a strong track record for reliability and preciseness**. Personable and engaging communicator committed to top notch customer service. Licensed Notary Public and operate a wide range of office equipment and software programs.

ADMINISTRATIVE EXPERIENCE

19th Probate Court – Deputy Probate Register (7/2015-Present)

Government Court House

- Execute a wide range of operational, administrative, customer service, and regulatory compliance functions within the probate office.
- Assist judge with all facets of preparations and processing of court documents and orders; set-up new files for guardianship and conservatorship files, prepare and disburse various paperwork/documents, collect filing fees, use of Microsoft Office suite programs, etc. and schedule hearings.
- Greet and attend to customers at the probate court window; receive and route calls from a multi-line telephone system, prepare email's and other correspondence, and scan, fax, and file all court materials.
- Interact with various attorneys and supportive professionals; post documents in court files and in JIS computer program.
- Accountable for in-house filing system to include incoming files and files being transferred to other counties.

85th District Court – Assistant Probation Officer/District Court Clerk (2/2015-7/2015)

Government Court House

- Performed duties in a dual role as an Assistant Probation Officer and Assistant District Court Clerk; served as a liaison between the court and community members on all cases and actions.
- Supervised/ monitored the activities of probationers placed on probation.
- Filed information and maintained case records, prepared and generated reports, and drafted correspondence related to assignments.
- Visited police station, met with probationers in office, observed, evaluated, and reported on their adjustment and conformance with rules and regulations.
- Provided testimonies at judicial hearings on behaviors and social adjustments of offenders.
- Monitored offender's compliance with orders and payments of Court ordered fines/costs; reported on Received and recorded monies for the filing of civil cases; opened civil infraction cases, scheduled hearing dates, prepared bench warrants, and sent notices of the Court for show causes and violations for non-compliance.

19th Judicial Circuit Court – Alternate Dispute Resolution (ADR) Clerk (3/2014-2/2015)

Government Court House

- Organized, compiled, and maintained all records pertaining to the Court's ADR Program that included applications for and lists of case evaluators, general civil mediators, and domestic relations mediators.
- Coordinated all ADR case tracking; communicated with Attorney's in-person and in writing via email, faxes, and other correspondence.
- Oversaw selection of case evaluators every 2-months; collected fees and sanctions, prepared court orders for judges to execute, and court notices to parties involved in cases.
- Interacted with the public on a number of matters; communicated with constituents selected for jury duty.
- Maintained law library, ordered new books, pamphlets, and administered on-line services.
- Received and routed calls from a multi-line phone system; recorded messages, scheduled and cancelled motions, hearings, and other court matters; and use of Microsoft Office suite programs, etc.
- Recorded and maintained data in JIS electronic records system; scanned, faxed, and filed hundreds of documents, ordered office supplies for circuit court office and judge, research attorney, and court reporters.

OTHER BUSINESS EXPERIENCE

Self Employed – Independent Contractor (2002-2016)

Oil and Gas Industry

- Provide services to a number of companies as an independent oil and gas title searcher and landman.
- Plan and execute daily assignments; handle all business financials, recording/reporting, and file management.
- Perform due diligence and negotiate leasing for oil and gas, search county records for mineral titles, and prepare/generate various reports, leases, and abstracts of title.
- Accountable for curative activities, abstract compiling, division orders, and prepare leasehold maps.
- Supervise and train others on any out-of-state project; facilitate attorney contact, and display full knowledge of legal terminology for optimal account servicing.
- Service and maintain key business accounts with a number of companies to include Paxton Resources, Energy Quest, Inc., Smetzer Land Services, Inc., American Land Services, NuEnergy Operating, Inc., Filer Holding Company, Inc., Muzyl Oil Corporation, O.I.L. Energy Corporation, and Land Services, Inc.
- Use of Microsoft Office suite programs, County deed programs, various deed plotter programs, etc.

In-House Lease Analyst, Quicksilver Resources, Inc. (2001-2002)

Oil and Gas Industry

- Responsible for upkeep and maintenance of Michigan lease & right of way records. Also title examination, oil & gas leasing, take-offs, landowner and attorney contact.

EDUCATION

Bachelor of Science, Professional Forestry, Michigan State University, East Lansing, MI

Technical Study, Michigan Technological University

Medical Courses, West Shore Community College

Licensed Notary Public, Manistee County, Michigan (since 1999)

SOFTWARE KNOWLEDGE

Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Word Perfect, Eclinical Works 9.0, PowerChart, Quicken, Microsoft Works, LandPro, File Maker Pro, OGwin, ArcView GIS, Excalibur Edge, JIS, JMS, various metes and bounds mapping programs, various courthouse records programs, microfiche and viewing machines.

To: Whitewater Township Board
From: Cheryl A. Goss, Clerk
Date: 05/05/2017
Re: **Award Lawn Maintenance Contract**

As indicated in my e-mail to the board dated 04/13/2017, the bid specifications for 2017 lawn maintenance were mailed to the following vendors:

Hart's Outdoor Maintenance
Lawn-N-Order
M.A.K. Property Maintenance
First Impressions Lawn Care
365 Outdoor, Inc.
JSB Outdoor Maintenance & Snowplowing

Additionally, the supervisor also sent the bid specifications to Aaron Vasquez.

On 04/21/2017, in response to a request from Aaron, he was provided with electronic copies of the two bids that we received last year (365 Outdoor and Lawn-N-Order).

Despite the distribution of the 2017 specifications to seven known vendors, I have only received one bid through today's date, that being from Lawn-N-Order. The proposal is attached, as well as the bid specification form that was distributed.

An appropriate motion would be: Motion to award a 3-year contract to Lawn-N-Order for lawn maintenance and spring and fall cleanup services at the locations listed.

Cheryl A. Goss

From: ben quast <quastben2@gmail.com>
Sent: Sunday, April 23, 2017 5:26 PM
To: Cheryl A. Goss
Subject: 2017 lawn maintenance bid

Lawn N Order
12600 US 31 N Lot 32
Charlevoix Mi, 49720

All prices will stay the same over the 3 years.

Circle Hill Cemetery

Mowing every 2 weeks or as needed: \$100

Spring/Fall Clean Up: \$450

Williamsburg Cemetery

Mowing every 2 weeks or as needed: \$125

Spring/Fall Clean Up: \$500

Township Hall

Mowing as needed: \$45

Spring/Fall Clean Up: \$200

Hi Pray Park Front Ballfield

Mowing weekly: \$100

Hi Pray Park Other Areas

Mowing as needed: \$200

Whitewater Township Park

Mowing common areas and nature trails: \$275

Mowing grassy areas inside campground when requested by Park & Recreation Administrator: \$150

Petobego Natural Area

Mowing monthly: \$45

Lossie Rd Natural Trail

Mowing: \$25



WHITEWATER TOWNSHIP

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

2017 Specifications for Lawn Maintenance and Cleanups

Circle Hill Cemetery — 5194 Vinton Road, Williamsburg 49690

1. Mow every two weeks or as needed. Must be done just before Memorial Day.
2. Spring and fall cleanup. (see requirements below)

Williamsburg Cedar Rapids Cemetery — Old M-72, just east of Fire Station

1. Mow every two weeks or as needed. Must be done just before Memorial Day.
2. Spring and fall cleanup. (see requirements below)

Township Hall — 5777 Vinton Road, Williamsburg 49690 (Irrigation present but not used)

1. Mow as needed
2. Spring and fall cleanup. (see requirements below)

Hi Pray Park — 6075 Elk Lake Road, Williamsburg 49690

1. Front ballfield (irrigated) - Mow once a week
2. Mow other areas as needed (small ballfield, tennis and basketball court areas, common areas)

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
2. Mow grassy areas in campground interior at Parks & Recreation Administrator request.

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

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

SPRING AND FALL CLEANUP REQUIREMENTS: Spring and fall cleanup 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. Remove all leaves, sticks, pine cones, pine needles, trimmed branches, and other natural debris to designated area at Whitewater Township Park.
5. Gather trash and place in trash containers on site. If an item is too large for the container, leave it next to the container.
6. Please advise the Township Clerk of any damage to headstones at cemeteries.

(continued)

OTHER REQUIREMENTS:

1. As an independent contractor, you must carry liability insurance and workers' compensation for employees.
2. Must bid all areas, with separate quotes for each area.
3. **It is the township's intent to award a 3-year contract. Please submit bid prices for year 1, year 2, and year 3. (If the price is the same for all 3 years, please so indicate.)**

DEADLINE FOR BIDS IS MONDAY, MAY 1, 2017.

PROPOSALS SHOULD BE IN AN ENVELOPE WITH YOUR NAME ON IT AND MARKED "2017 MOWING BID."

SEND BIDS TO TOWNSHIP CLERK CHERYL GOSS VIA:

1. E-mail to clerk@whitewatertownship.org.
OR
2. Fax to 231-267-9020, Attention Clerk Goss
OR
3. Drop off at the Clerk's office at the township hall, 5777 Vinton Road, Williamsburg.

If you have questions, please call Clerk Goss at 231-267-5141, ext 24.

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To: Whitewater Township Board
From: Cheryl A. Goss, Clerk
Date: 05/05/2017
Re: **Whitewater Township Park Logo Contest**

The township's spring newsletter announced the Whitewater Township Park Logo Contest in April. This contest was open to any Elk Rapids Schools student. The deadline for submission of designs was today, 5/5.

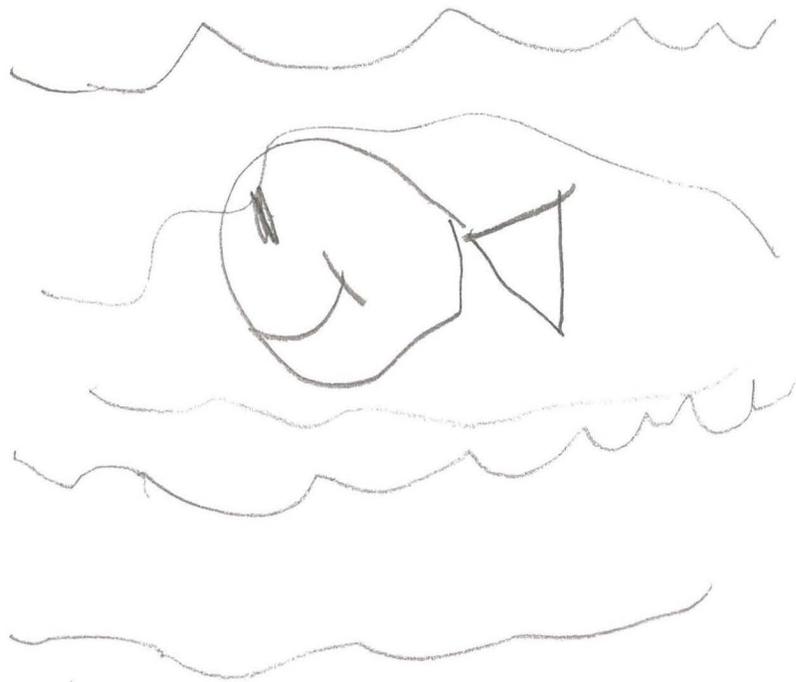
One submission was dropped off at the township hall by Addison Bloye and her mom. Addison chose to do a number of drawings, which are attached. I believe Addison said she was in first grade at Mill Creek. Her mom says Addison really likes to draw.

We received one design via e-mail from Garrison Waugh, which is attached.

Because students could drop them off at their school office through the end of the day today, I will visit each of the 4 school offices on Monday morning to see if other designs have been submitted. If so, I will send them out to the board on Monday for consideration at the 5/9 meeting.

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fish X

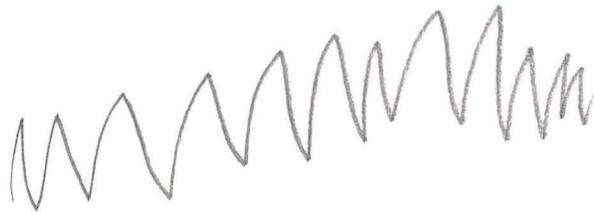


FOX !!

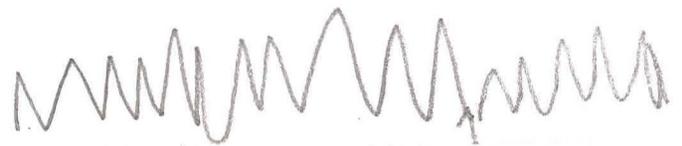


Addison Bloye - 1

Butterfly

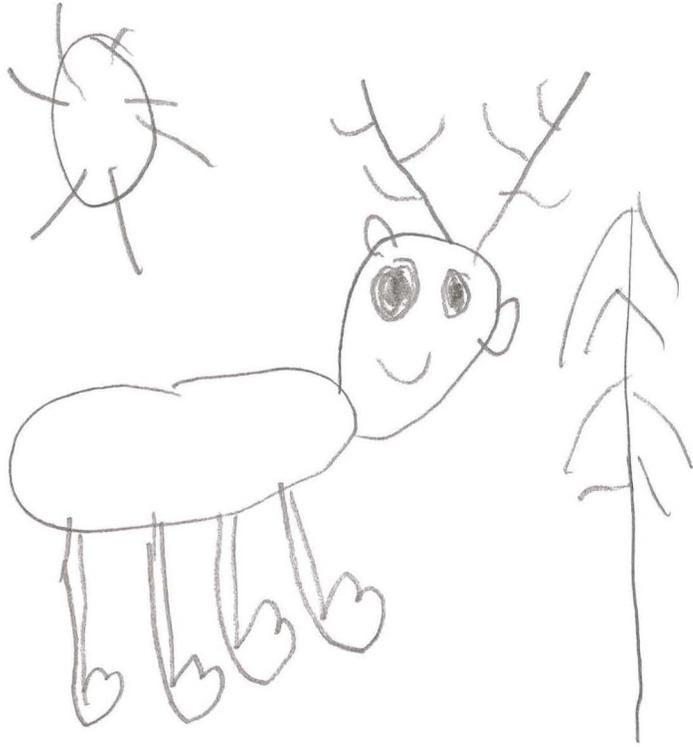


Bee!!!



Addison Bloye - 2

BOY deer



* BEAR o o o o

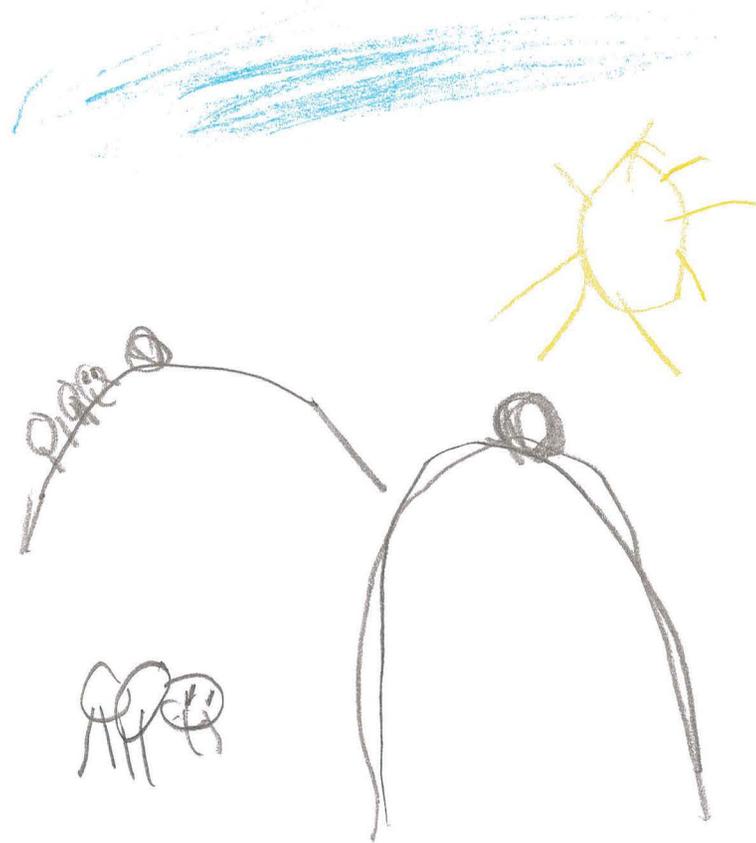


Addison Bloye - 3

Owl vacation



ant home



Addison Bloye - 4

Cheryl A. Goss

From: Garrison Waugh <waughga@erschools.com>
Sent: Thursday, April 20, 2017 2:37 PM
To: Cheryl A. Goss
Subject: Whitewater Township Park Logo Submission

Follow Up Flag: Follow up
Flag Status: Flagged

Here is my submission for the Whitewater Township Park new logo.

Thanks

Garrison Waugh

