

**Whitewater Township Board
Minutes of Regular Meeting held December 11, 2012**

Call to Order

Supervisor Popp called the meeting to order at 7:03 p.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan.

Roll Call of Board Members

Board members present: Benak, Hubbell, Lawson, Popp, Walton

Board members absent: None.

Others present: Fire Captain Arbenowske, County Commissioner Larry Inman, and 13 others

Pledge of Allegiance

The Pledge of Allegiance was recited by all board members and others present.

Set/Adjust Meeting Agenda

Popp added item 5 under New Business, an e-mail request for payment from Doug Mansfield with several attached invoices purporting to be legal work done on behalf of 9 townships regarding the septage treatment facility. Popp also added item 6 under New Business, review of Whitewater Township Personnel Policy #4. **Motion by Lawson, seconded by Hubbell, to approve the agenda. Motion approved by consensus.**

Declaration of Conflict of Interest

None

Public Comment

Tim Shaffer, 5309 Moore Road, made a general request overall that for the reports and Consent Calendar, fire and ambulance, that a quick synopsis be provided of what occurred, also a quick synopsis of the Rural Fire Board meeting.

Dave Benda, County Administrator for Grand Traverse County, introduced himself to the board and advised that we should feel free to call him if there are any issues of concern.

Public Hearing

None

Reports/Presentations/Announcements/Comments

Grand Traverse County Sheriff Report – Officer not present.

County Board of Commissioners Report

Commissioner Larry Inman gave the following report:

- Congratulated officials on their election.
- Thanked Dave Benda for attending and introducing himself.
- Advised there was no joint meeting this year with all of the townships. Usually, the county and the townships try to get together on an annual basis.

- The Health Department had a grand opening at their new building last Thursday. It is a state-of-the-art facility.
- Changing the composition of the Traverse Area District Library Board is coming up for discussion.
- The County BOC recently advertised for a new member of the Grand Traverse County Road Commission and interviews were conducted. Whitewater Township resident William Mouser was selected for a 6-year term.
- The Grand Traverse County Board of Commissioners will be sworn in on January 2nd. There are now 7 members of the board (formerly 9).
- County Administrator Benda has an extensive budget background. The last budget was filled with fund balance. The county has an AA bond rating. The board's main goal for the first quarter of next year will be to tackle the structural deficit.

Battalion #3 Fire Captain Report

Captain Arbenowske gave the following report.

- There were 8 calls in the last month, 6 fire and 2 rescue, including the Iceman where they assisted the Ambulance Service. They have also had 4 trainings.
- One brush pile was burned at the park.
- Engine 3 had its annual pump testing.
- There is now an AED on the rescue truck.
- Tom Emerson is in command officer school and will be done tomorrow.
- There have been issues with the heat in the Moore Road building. The temperature has not dropped below 39 degrees. They would like it around 50 degrees. Arbenowske has contacted John Lucsy. (Board discussion followed. Supervisor Popp will call John Lucsy about the heat.)
- Arbenowske is attending Rural Fire Board meetings. They are having "growing pains," not sure yet whether they are going to replace Bill Sedlacek. Everything is in limbo right now.

Ambulance Coordinator Report – Dawn Martin is not present.

Consent Calendar

Motion by Benak, seconded by Lawson, to approve the Consent Calendar items as follows:

Receive and File

1. Supervisor's report for November 2012
2. Clerk's report for November 2012
3. Zoning Administrator's report for November 2012
4. Battalion #3 Fire Captain's November 2012 activity report
5. Ambulance Coordinator's November 2012 activity report
6. Approved minutes of 11/7/12 Planning Commission meeting
7. Draft minutes of 11/20/12 Zoning Board of Appeals meeting

Correspondence

1. Grand Traverse Sheriff Department Service statistics for November 2012
2. NWMCOG, November 2012
3. The Grand Vision, November 2012

4. 11/29/2012 letter from Grand Traverse County Parks & Recreation with invitation to Community Public Input Workshop
5. MTA Weekly Update, 11/30/2012
6. 12/07/2012 e-mail from Kevin McElyea re: Intergovernmental Agreements for existing Storm Water Control Ordinance
7. MTA Weekly Update, 12/07/2012

Minutes

1. Recommend approval of 11/13/12 and 11/27/12 regular meeting minutes.

Bills for Approval

1. Approval of Alden State Bank vouchers # 36346 through 36461

Budget Amendments

Revenue & Expenditure Report

Roll call vote: Hubbell, yes; Lawson, yes; Popp, yes; Benak, yes; Walton, yes. **Motion approved.**

Popp inquired if there were any questions on the list of correspondence. No questions.

Unfinished Business

Review Draft of Revised Storm Water Control Ordinance

Supervisor Popp inquired if the board members had made any progress on reading the draft ordinance. Discussion followed concerning whether the ordinance should be reviewed by the Planning Commission first, concern that the PC is busy with the Master Plan, whether the PC should be given direction by the township board concerning their review of the ordinance, and the time frame for the PC's review. An eventual joint meeting of the PC and township board was suggested. Consensus was reached that Lawson would communicate the township board's wishes to the PC. Benak and Walton will provide the PC with the current and revised Storm Water Control Ordinance, all correspondence, and the Intergovernmental Agreement.

New Business

Intergovernmental Agreement - Storm Water Control Ordinance – Administration and Enforcement

Popp reported that the intergovernmental agreement for administration and enforcement was signed at a previous board meeting (11/13/2012); however, the document cannot be located. The current agreement expires on 12/26/2012. Inman will not be able to sign it till after January 1.

Motion by Hubbell, seconded by Walton, to authorize the township supervisor to sign the Intergovernmental Agreement for Administration and Enforcement with Grand Traverse County. Roll call vote: Popp, yes; Lawson, yes; Benak, yes; Walton, yes; Hubbell, yes.
Motion approved.

Zoning Administrator Position – Generate/Review Key Topics for Job Description

Lengthy discussion concerning the Planning/Zoning Administrator Job Description, mainly dealing with the language concerning “working 40 hours per week.” Supervisor/Interim ZA Popp stated other townships have ZAs working 2 days a week, 2 hours a day. Popp stated he has logged 7 hours of zoning administrator time since the last board meeting, most of which was spent finding documents. He stated the previous ZA was not working 40 hours a week and a 40-hour-per-week position is not warranted in a township of this size. He suggested that each board member visit the website of townships of their choosing to see what hours their zoning administrators have. Discussion followed regarding the hours of the position. Benak suggested that perhaps a neighboring township ZA could also be the ZA for Whitewater Township. Audience member Kim Halstead suggested the position could be set at a certain number of hours and then by appointment as needed, and asked whether the position would be just ZA or ZA/Planner. Popp requested to go out to the public and ask for input.

Audience member Steve Mangus stated that the township needs a zoning administrator, but the planning function should fall to the Planning Commission; the PC represents the residents and the PC is more than capable of doing that task. Mangus recommended the board look at other townships of similar size to determine wages. Audience member Kim Halstead asked, if the position becomes part time, would the township have to go out for bids or would they just choose a ZA. Discussion followed regarding employee or subcontractor. Audience member William Mouser suggested doing fact-finding on what other townships of this size are doing. Audience member Lois MacLean suggested a contract with Acme Township might be a conflict if they want things we don't. Audience member Tim Shaffer suggested the board may want to revise the job description. Audience member Jim Galligan thought the ZA was the enforcer of rules. Audience member Vaughn Harshfield stated the revision of the Master Plan has drawn on and on; the PC tried to do it themselves but floundered; former ZA/Planner put a package together; she was taking over meetings at PC request. Audience member Dave Hauser suggested a benchmark from the State of Michigan be found and that a document providing a list of duties for a typical ZA could be used as a model. **Motion by Hubbell, seconded by Lawson, that each board member will visit 2 other township websites and this issue will be brought back under Unfinished Business. Motion approved.**

Township Board Representative to PC – Further Discussion of Duties

Popp wants to make sure communication is open between Lawson (on the board's behalf) and the Planning Commission and he encourages free communication between the two. Discussion followed. There was earlier consensus that Lawson would transmit information between the PC and the township board.

Appointment of Recording Secretary for Parks & Recreation Advisory Committee

Walton contacted both Lisa Bowerman and Lois MacLean to determine if either or both would be interested in appointment as the recording secretary for the Parks & Recreation Advisory Committee. Bowerman does have an educational background in parks and rec and said she would serve if appointed. MacLean, being present, stated she had not seen the communication but would be interested in the position. Parks & Recreation Advisory Committee Chairperson Mouser was asked to comment. He stated he was familiar with Lois. Benak nominated Lois MacLean to serve as the Recording Secretary to the Parks & Recreation Advisory Committee.

MacLean accepted the nomination. **Motion by Hubbell, seconded by Lawson, to appoint Lois MacLean as the Parks & Recreation Advisory Committee Recording Secretary. Motion approved.**

Invoices from Union Township Supervisor Doug Mansfield for Septage Facility Legal Fees

An e-mail to Popp from Mansfield was received today with attached invoices totaling \$5,772.50 in legal fees related to the septage facility. Whitewater Township's share is said to be \$593.00. Apparently, Doug Mansfield started preliminary action, before the "Smart 9" got involved. Discussion followed. Deputy Treasurer MacLean advised the board that Whitewater Township last paid Union Township roughly \$1,500 in March 2011 for a septage issue. Walton will research the matter to verify these latest invoices have not already been paid.

Review of Whitewater Township Personnel Policy #4

Supervisor Popp was asked to review a paycheck with a second page of notes. It references unused vacation days paid to a former part-time employee. The Personnel Policy states that only full-time employees have vacation days and the township does not pay for unused vacation days. Benak noted this item was added late. Popp requested a motion to review and bring this matter back, noting that the previous board had a previous situation and it is the board's right to go back and get the money for up to 6 months. Brief discussion followed. Popp will contact former clerk Carol Hockin.

Tabled Items

None

Board Comments/Discussion

Benak advised that December 31st is the deadline for the 2% grant application to the Grand Traverse Band; also budget meeting dates need to be set. Walton suggested the grant application request money for Parks/Recreation items. Discussion followed. **Motion by Walton, seconded by Benak, that William Mouser, Ron Popp, and Lois MacLean meet in order to get the grant application completed and submitted. Motion approved.** Lawson advised that the Planning Commission is discussing DNR grants, which could be another revenue source for the parks. Walton will calendar reminders ahead of the 2 yearly deadlines for 2% grant applications.

Popp stated that written confirmation has been received that Carol Hockin does not wish to continue in the Parks and Recreation Administrator position. Discussion followed. **Motion by Popp, seconded by Hubbell, that the township board authorize Supervisor Popp to conduct a fact-finding with existing park personnel regarding park management. Motion approved.**

Announcements

Next regular meeting date is 01/08/2013.

Public Comment

Tim Shaffer stated that, in talking with Bill (Mouser), there is no job description for Parks and Recreation Administrator or the rate of pay. Walton will look for a job description.

Adjournment

Meeting adjourned at 10:03 p.m.

Respectfully submitted,

Cheryl Walton
Whitewater Township Clerk