

**Whitewater Township Board  
Minutes of Regular Meeting held February 12, 2013**

**Call to Order/Pledge of Allegiance**

Supervisor 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, Hubbell, Lawson, Popp, Walton

Board members absent: None

Others present: Ambulance Coordinator Dawn Martin, Fire Chief Tim Arbenowske, and 8 others

**Set/Adjust Meeting Agenda**

Referencing Consent Calendar, Clerk Walton stated that the Fire Captain's January Activity Report, the Ambulance Coordinator's January Activity Report, and the Grand Traverse Rural Fire Board minutes of 01/16/2013 have now been received.

Supervisor Popp added Item 6 to Reports/Presentations, updated information from Bill Mouser regarding Baggs Road, and also added Item 6 to New Business, a request from an ice boat group to use the Whitewater Township Park parking lot this upcoming weekend.

**Motion by Lawson, seconded by Hubbell, to approve the updated agenda. On voice vote, the motion carried.**

**Declaration of Conflict of Interest**

None

**Public Comment**

Arnell Boyd, 6447 Baggs Road, would like the board to consider having an open report on any past, current, or future lawsuits of any kind, with financial disclosure. This would allow the public to understand what the lawsuits involve, as well as to be aware of expenditures.

Brief discussion followed. Supervisor Popp questioned whether Boyd was looking for costs and outcome. Boyd stated expenditures are an important factor; the township should be transparent.

**Public Hearing**

None

**Reports/Presentations/Announcements/Comments****County Board of Commissioners Report**

Larry Inman e-mailed that he would not be able to attend.

**Grand Traverse County Sheriff Report** – No officer present.

### **Battalion #3 Fire Captain Report**

Tim Arbenowske apologized for a late written report and gave the following oral report:

- There were 2 fire calls last month and 2 trainings.
- Statistics for 2012 were given.
- Physicals are done with the exception of one person, who is outside the area.

### **Ambulance Coordinator Report**

Dawn Martin gave the following report:

- This past weekend a lot of departments around the area were stretched with 4 events going on (Polar Plunge, VASA, WinterFest, and Snocross).
- Call volume is always down this time of year but did have 3 calls within a 24-hour period.
- There were 8 runs in January, 4 transported by Whitewater, 4 on which NorthFlight assisted, a few non-transports.
- Martin remarked at the number of people who are not turning their headlights on at nighttime and advised that people need to slow down in the winter conditions.
- Ambulance personnel were at the Snocross event from 7:30 a.m. to 10:00 p.m. on February 8 and 9. There were a couple injuries. February 10 was a shorter day. Less than expected was spent on food as they were given meal tickets by the tribe.

### **Grand Traverse Recycle – Kim Elliott**

Benak introduced Kim Elliott for a recycling presentation. Kim Elliott and Bob Osterhout from Grand Traverse County Resource Recovery were present. Kim first thanked Dawn and Tim for responding to a PIA he was involved in and said he appreciated the ambulance service.

Regarding his presentation, Kim provided to each board member a copy of a 5-page Recycle Smart publication detailing American Waste's single hauler and preferred hauler status with some other local municipalities and asked that the Whitewater Township Board consider this an option to research. Discussion followed. Benak stated the \$13/month fee for a 90-gallon cart would be a huge savings if we can get the same rate. She would like permission to check into this. Popp stated he would not endorse one company over another. Benak replied that it would not be a mandate. **Motion by Benak, seconded by Hubbell, to have Benak investigate prices for township resident trash and recycle. On voice vote, the motion carried.** Benak will bring back information at the first meeting in April.

### **William Mouser, GT County Road Commission –Update on Baggs Road**

William Mouser investigated the question of whose responsibility it is to maintain Baggs Road. The staff at GTCRC went back to 08/05/1992, when a county line road maintenance agreement was entered into giving Kalkaska County responsibility for Baggs Road. Popp stated that Kalkaska voters approved 1 mill for road improvement, but Whitewater Township residents on Lakeside Trail and Baggs Road do not pay that millage, and inquired how we get intergovernmental funding. Discussion followed. Mouser provided Popp with a copy of the agreement.

Mouser also brought a flier detailing dates and times for the Mix of Fixes program, a 45-minute PowerPoint presentation explaining PASER ratings and road maintenance techniques. Elected officials are encouraged to attend.

Popp added that there is also an MDOT regional transportation planning meeting in Elk Rapids on February 21. It will take place at the Elk Rapids Township Hall from 2 to 4 p.m.

### **Consent Calendar**

Popp directed the board to several sections of the 01/02/2013 Planning Commission minutes having to do with the PC's concern over future setbacks on Elk Lake Road and M-72, consideration of special meetings every 3 months to address tabled items, the question of the PC getting done with the Master Plan in time for the spring newsletter, public comment regarding permitted and special uses, recommendation for a billboard to announce the Master Plan. Discussion followed.

Popp also directed the board to the 01/16/2013 Planning Commission minutes and the discussion regarding the future land use map. Popp recommended visiting the Long Lake Township website and taking their survey. He asked the board to review the PC minutes. Brief discussion followed.

Referencing Kevin McElyea's letter, Popp suggested that review of the Storm Water Ordinance should be removed from the PC as there is no reason to review it. A 02/11/2013 e-mail from McElyea asking the County BOC to remove his items from their 02/13/2013 agenda was read by Walton. Lawson asked if the ordinance should be tabled at the PC. Popp stated the issue will be brought up again at a future board meeting.

Popp directed the board to Correspondence item number 8, the Resolution to Approve the Updated 911 Service Plan. He stated this is in preparation for Smart 911. Popp questioned why we are being requested to approve an agreement before it is given to the public. Discussion followed.

### **Motion by Benak, seconded by Hubbell, to approve the Consent Calendar items as follows:**

#### Receive and File

1. Supervisor's Report for January 2013 with attached memos re: Rural Fire issues
2. Clerk's Report for January 2013
3. Zoning Administrator's Report for January 2013
4. Battalion #3 Fire Captain's January Activity Report
5. Ambulance Coordinator's January Activity Report
6. Treasurer's Cash Balance and Investment Reports for November 2012 and December 2012.
7. Draft minutes of 01/02/2013 Planning Commission meeting
8. Draft minutes of 01/16/2013 Planning Commission meeting
9. Draft minutes of 01/14/2013 Parks & Recreation Advisory Committee (not available)
10. Draft minutes of 01/28/2013 Parks & Recreation Advisory Committee (not available)
11. Grand Traverse County Sheriff Department statistics for January 2013

#### Correspondence

1. Letter dated 01/15/2013 from Charter re: Transition from Analog Format
2. Letter dated 01/16/2013 from Joyce Wilson re: Whitewater Township Park

3. NWMCOG eNews 01/24/2013
4. Letter dated 01/24/2013 from Kevin McElyea re: Storm Water Review Process
5. E-mail dated 01/30/2013 from University of Michigan Center for Local, State, and Urban Policy re: Local Leaders' Views on the System of Funding Local Governments in Michigan
6. E-mail dated 01/31/2013 from GT County Road Commission re: Mix of Fixes Presentations
7. Grand Vision Update: January 2013
8. E-mail dated 02/05/2015 from Bonnie Scheele re: Resolution to Approve the Updated 911 Service Plan with attachments.
9. Grand Traverse Rural Fire Board Minutes of 01/16/2013

#### Minutes

1. Recommend approval of 01/08/2013 and 01/22/2013 regular meeting minutes and 01/31/2013 special meeting minutes.

#### Bills for Approval

1. Approval of Alden State Bank vouchers # 36598 through 36688

#### Budget Amendments (none)

#### Revenue & Expenditure Report (none)

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

### **Unfinished Business**

#### **Zoning Administrator Job Description**

Supervisor/Interim ZA Popp stated he sees an opportunity to have an outside-of-the-township influence for enforcement. Last month, he spent 53 hours in zoning, most of which was research and putting packets together; now thinking along the lines of having an enforcement section and then ancillary support. Benak stated she looked at what a zoning administrator does, what a planner does, as well as looked at the ZBA and PC by-laws and compared other townships' job descriptions and came up with her own job description. Discussion followed. Consensus was reached that board members will review Benak's proposed job description and this issue will be discussed again on February 26.

#### **Rework of Personnel Policies 4 and 11**

Discussion concerning rectifying the discrepancy between Personnel Policy #4 and #11 centered on how township employees should accrue vacation time. Currently, vacation time accrues every week. Discussion followed concerning changing to annual accrual. Popp will revise the wording, providing a couple different scenarios as to how vacation time could be accrued, and this issue will be discussed again on February 26.

### **New Business**

#### **Appointment of Rural Fire Board Representative and Alternate**

A Rural Fire Board representative and alternate need to be formally appointed. **Motion by Walton, seconded by Lawson, to recommend Treasurer Ardella Benak to an alternate post on the Grand Traverse Rural Fire Board, term to coincide with her term in office. On voice vote, motion carries.**

**Motion by Lawson, seconded by Hubbell, to appoint Supervisor Ron Popp to a primary post on the Grand Traverse Rural Fire Board, term of the post to coincide with his term in office. On voice vote, motion carried.**

#### **911 Resolution – NOT SMART 911**

The County Clerk's office has e-mailed a copy of the Resolution to Approve the Updated 9-1-1 Service Plan and indicated that "Each community has 45 days after receipt of the resolution to file with the County Clerk a notice of exclusion from the Plan." Popp stated that it is only dealing with the transfer of the secondary answering location from Kalkaska to Suttons Bay. Popp recommends no action be taken. It is the consensus of the board that no action will be taken on the resolution.

#### **Medicare Authorizations**

Walton provided a memo to the board dated 02/04/2013 detailing the necessity of appointing an "Authorized Official" for the Medicare enrollment. **Motion by Hubbell, seconded by Lawson, to appoint Clerk Cheryl Walton as the Authorized Official for the Whitewater Township Ambulance Service Medicare enrollment.** Roll call vote: Lawson, yes; Walton, yes; Popp, yes; Hubbell, yes; Benak, yes.

The appointment of a "2nd Authorized Official" was briefly discussed. Popp will accept the appointment as the 2nd Authorized Official only until Walton appoints a deputy clerk. **Motion by Hubbell, seconded by Lawson, to appoint Supervisor Ron Popp as the 2nd Authorized Official for the Whitewater Township Ambulance Service Medicare enrollment.** Roll call vote: Benak, yes; Hubbell, yes; Popp, yes; Walton, yes; Lawson, yes.

#### **TC-TALUS Funding**

A letter of 01/30/2013 has been received from TC-TALUS requesting funding from various local municipalities and entities, including \$286.18 from Whitewater Township. Popp indicated that the Grand Traverse County Board of Commissioners has shut down funding for TC-TALUS. GT County Road Commissioner Bill Mouser stated they received a lot of public comment on this topic, a few against, a few in support. The Road Commission has invested \$528,000 in TC-TALUS. Audience members Vaughn Harshfield and Lois MacLean commented. Discussion followed. **Motion by Benak, seconded by Popp, to send a letter to Matthew Skeels declining to support TC-TALUS monetarily.** Roll call vote: Lawson, yes; Hubbell; yes, Walton, yes; Popp, yes; Benak, yes.

#### **Set Opening/Closing Dates for Whitewater Township Park**

In the past, the park has opened for the season with the free camping weekend (set for May 10th this year) and closed around October 15. Popp has reviewed the 2012 revenue for Whitewater Township Park. It averages \$20/day after Labor Day. He suggested we leave the closing date as

October 15 for this year and revisit the issue next year. Consensus was reached that the park will open on May 10 and close on October 15, 2013.

**Ice Boat Group – Use of Parking Lot at Whitewater Township Park on February 15, 16, and 17**

Popp has been contacted by a local resident requesting use of the parking lot on the above dates. The group is also requesting a small donation for plowing expenses. Discussion followed. Walton questioned whether the group has to sign an indemnification agreement. **Motion by Popp, seconded by Lawson, to spend \$100 on plowing the Whitewater Township boat launch parking lot on one occasion, with receipt to be provided.** Roll call vote: Popp, yes; Benak, yes; Hubbell, yes; Walton, yes; Lawson, yes.

**Tabled Items**

None

**Board Comments/Discussion**

Lawson commented that, along with TC-TALUS, we should look at other things in the budget process.

**Announcements**

Next regular meeting date is February 26. Special meetings are scheduled for February 13, February 25, and February 27.

At the MDOT meeting on February 21, they will be presenting their agenda for the next 5 years. Benak plans to attend.

**Public Comment**

None

**Adjournment**

**Motion by Hubbell, seconded by Walton, to adjourn.** Meeting adjourned at 9:38 p.m.

Respectfully submitted,

Cheryl Walton  
Whitewater Township Clerk