

**Whitewater Township Board  
Minutes of Regular Meeting held June 11, 2013**

**Call to Order/Pledge of Allegiance**

Supervisor Popp called the meeting to order at 7:00 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/Goss

Board members absent: None

Others present: 7

**Set/Adjust Meeting Agenda**

Lawson will do a short report on the Planning Commission. Added as #8 under Reports/Presentations/Announcements/Comments. Walton/Goss would like to add receipt of Grand Traverse Rural Fire Board minutes of 05/15/2013. Added as #6 under Receive and File.

**Declaration of Conflict of Interest**

None

**Public Comment**

None

**Public Hearing**

None

**Reports/Presentations/Announcements/Comments**

**County Board of Commissioner's Report**

Larry Inman gave the following report:

- Tomorrow at 7:00 p.m. is the Resource Management & Administration meeting. The Road Commission will be there to discuss the possibility of moving forward with a bond proposal. The biggest hurdle for the BOC is that they have not started on the 2014 budget and there is a substantial shortfall to deal with. There will be an extensive discussion regarding possible road improvements.
- There will be a joint meeting between the BOC and the Road Commission on June 18 to discuss the Cass Road bridge. There is \$3.2 million designated to replace the 2-lane bridge road. The issue of establishing a Hartman-Hammond connection has been brought up.
- There is a strategic planning session meeting scheduled for June 19.
- The Grand Traverse County Clerk has a proposal to offer photo services for passports.
- The County board has voted to go paperless by July 1. Each commission member will be getting an iPad.

**Grand Traverse County Sheriff Department Report - None**

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

Captain Arbenowske gave the following report:

- There were 6 calls in May, 2 rescue, 4 fire related. Still down for the year about half of what they were.
- The department participated in Clean-Up Day and the Memorial Day parade. There were very few veterans. Department member Joshua (Levi) Martin carried a flag for the veterans.
- The department has a couple purchases to make, namely, a rescue mannequin and a TV. Tim is planning to meet with Trustee Lawson, who has done research on repeater antennas.

Benak reported that she learned at the last Rural Fire Board meeting that Whitewater Township's fire personnel are completely up to date on training, and she commended Captain Arbenowske for that accomplishment.

**Ambulance Coordinator Report** – Dawn Martin is not available due to a family emergency.

### **Supervisor/Zoning Administrator Reports - May 2013**

Popp will combine the Supervisor and Zoning Administrator reports. Regarding zoning, he states it has been extremely busy. There have been 7 land use permits and 3 complaints, including a building too close to a side yard setback, debris, and multi-family uses in R1, basically revolving around summertime rentals. He stated the latter issue should go back to the Planning Commission. Last year at this time, 14 LUPs were granted. This year, there have been 20. Two of the three complaints are still open. The debris complaint has been closed.

Regarding the supervisor's office, Popp reported that he meets monthly with Commissioner Inman and Acme Township to discuss tribal issues. The May meeting was cancelled due to documents not being ready regarding the tribe's proposal to pay ad valorem tax in lieu of 2% money. This will discount the tribe's payments by nearly \$800,000. Popp's meeting with the tribe was cancelled due to principals out of town/vacations, so there is nothing to report on the fire department.

Six township residents attended a program put on by the county entitled "Making Bulletproof Decisions." This program focused on planning commissions and the decisions they make. Popp came away very happy with the way our Planning Commission operates. One area that needs to be addressed is the inclusion of findings of fact for site plan review decisions.

Popp had a couple meeting with the Road Commission this past month. One meeting was with Jim Cook and Jim Johnson regarding Baggs and Crisp Roads. They are currently working on a proposal for us and Kankaska County concerning Baggs Road. Crisp Road has a soft spot right on the township line. Acme Township has backed out of their gravel agreements. People in Fox Den subdivision are unhappy with the condition of the road. The Road Commission will also be looking at that area.

DTE Phase 1 natural gas project is progressing slowly. They need 100 to sign up. Last count was 64 and the deadline is June 7. Popp's office has been supplying a lot of information to DTE.

The Lossie Trail survey is complete. Parks & Recreation Advisory Committee members who volunteered time and expertise to install posts will be contacted.

There are 2 new rangers at Whitewater Township Park, Ken Anderson and Irene Vasquez. Also, Philip Garno is volunteering at the park in a handyman capacity. Popp feels Mr. Garno's prior work experience will be valuable in the park.

In response to Hubbell's question, Popp reported that there was no damage as far as survey stakes purportedly removed on Lossie Road Nature Trail.

Mouser reports that the dates of July 20 or 27 for installation of posts on the Lossie Road Nature Trail were discussed at last night's Parks & Recreation Advisory Committee meeting. Mr. Donkers has volunteered his tractor to transport posts. Discussion followed.

### **Clerk's Report – May 2013**

Walton/Goss advised that she has officially changed her name to her married name (Goss). The bank resolution later on the agenda is necessary to effectuate this change with Alden State Bank and to add Deputy Clerk Terese Hooper as an authorized signer. Walton/Goss reported that Terese is doing a great job in the clerk's office. Also, the township audit has been scheduled for July 22 through 25, and Tobin & Co. will be preparing the F65 form due September 30th.

### **Planning Commission Report (as added)**

Regarding the June 5 meeting, Lawson reported that Mr. Flannery was requesting to add a 40 x 80 accessory building to his property. The main discussion centered on how to classify it. The request was approved. However, it became apparent during this process that a lot of terms in the Zoning Ordinance lack clear definition. Lawson feels definitions should be addressed once the PC is done with the Master Plan.

Additional township history from 1900 to the present has been provided by Historical Society Chairperson Luann Snider for addition to the Master Plan.

All Planning Commission members have taken their oaths.

The PC will be starting on Part 4 of the proposed Master Plan at their upcoming meetings, which are June 19 and July 9.

Popp inquired what the Township Board could do to help the Planning Commission. Lawson replied that the board may want to identify a few ordinances that need to be dealt with.

### **Consent Calendar**

Referencing the 05/31/2013 email from the DEQ under Correspondence, Popp inquired whether the township should provide notice to anyone within 300 feet of the proposed project (installation of seawall and placement of riprap along the seawall at 9991 Miami Beach Road). The public hearing will likely be in Cadillac. Popp will call to verify that the DEQ has noticed this matter.

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

Receive and File

1. Battalion #3 Fire Captain's May 2013 Activity Report
2. Ambulance Coordinator's May 2013 Activity Report
3. Treasurer's Cash Balance, Bank Accounts, and MBIA Class Investment Reports for February 2013
4. Approved Parks & Recreation Advisory Committee minutes of 04/08/2013
5. Approved Planning Commission minutes of 05/01/2013
6. **Grand Traverse Rural Fire Board minutes of 05/15/2013 (as added)**

Correspondence

1. Grand Traverse County Sheriff Department statistics for May 2013
2. 05/31/2013 e-mail from Jodi Ege (DEQ) re: Water Resources Division Public Notice for Application # 13-28-0005-P located in Whitewater Township
3. Grand Vision Update: May 2013

Minutes

1. Recommend approval of 05/14/2013 and 05/28/2013 regular meeting minutes

Bills for Approval

1. Approval of Alden State Bank vouchers # 36968 through 37065
2. Approval of Alden State Bank Miami Beach voucher # 1135

Budget Amendments (none)

Revenue & Expenditure Report (none)

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

**Unfinished Business**

**Discuss Zoning Administrator Resumés**

Discussion held concerning how much meeting time should be allocated to interviews. Benak would like to interview Roger Williams, Dennis Habedank, Matt Jody, Michelle Marsh, Bernard Yantz, and Roger Bradley. Walton/Goss listed Roger Williams, Matt Jody, and Bart Rison as applicants she would like to see interviewed. Lawson does not have his list with him. Popp would like to interview Tim Wheeler, David Bisbee, Dennis Habedank, and Michelle Marsh. Hubbell's list includes David Bisbee, Bart Rison, Matt Jody, and "the really long one." General discussion concerning the various applicants followed. Those applicants who were listed by at least 2 board members will be interviewed: Jody, Marsh, Rison, Bisbee, Williams, and Habedank.

Popp will contact these applicants to see if they are still interested. Discussion followed concerning the number of meetings needed to schedule 6 interviews and when they should be held. Consensus reached to conduct 3 of the interviews at the next regular board meeting on

June 25 at 7 p.m. and to schedule a special meeting on June 26 at 5 p.m. for the other 3 interviews.

### **New Business**

#### **Review of Electricity Bills for Lucsy Building**

John Lucsy has reported that the electric bills for the Moore Road building are running higher than the \$30 per month which the township agreed to pay toward electricity. Captain Arbenowske advises that the only thing running in the building has been a couple fans and the heat. No one else occupies the building. Discussion followed concerning the specific bill amounts, the fact that no one has been working in the building, the heat is now off, water has been off since last fall, and the significant jump in kilowatt hours used from April 20 to May 20. Walton/Goss feels Lucsy should be reimbursed for the actual electricity costs. Discussion followed concerning the terms of the lease agreement. Consensus was reached to have Supervisor Popp further investigate the situation.

#### **Resolution #13-08, Corporate Authorization Resolution, Alden State Bank**

Walton/Goss advised that the paperwork for this resolution is not in the packet as it was just received today. Benak stated the purpose of this resolution is to make the changes in the bank signature cards referenced earlier, namely, adding the Deputy Clerk as an authorized signer and Walton/Goss's name change to Goss. **Motion by Hubbell, seconded by Lawson, to adopt Resolution #13-08.** Popp would like to read the document. Benak stated it is the standard document prepared by the bank. Roll call vote: Benak, yes; Hubbell, yes; Popp, no; Lawson, yes; Walton/Goss, yes. **Motion approved and resolution adopted.**

A true and complete copy of said resolution is attached to the minutes.

#### **Resolution #13-09, Resolution Approving Agreement for Collection of Summer School Property Taxes between Traverse City Area Public Schools and Whitewater Township**

Benak stated the collection fee will be \$2.50 per parcel and there are 13 parcels in the TCAPS district. **Motion by Hubbell, seconded by Popp, to adopt Resolution #13-09.** Roll call vote: Hubbell, yes; Popp, yes; Walton/Goss, yes; Lawson, yes; Benak, yes. **Motion approved and resolution adopted.**

A true and complete copy of said resolution is attached to the minutes.

#### **Resolution #13-10, Resolution Approving Agreement for Collection of 2013 Summer School Property Taxes between Elk Rapids Schools and Whitewater Township**

Benak stated the collection fee is \$1.75 per parcel, a negotiated price, and there are approximately 1400 parcels. **Motion by Hubbell, seconded by Walton/Goss, to adopt Resolution #13-10.** Roll call vote: Popp, yes; Lawson, yes; Benak, yes; Walton/Goss, yes; Hubbell, yes. **Motion approved and resolution adopted.**

A true and complete copy of said resolution is attached to the minutes.

**Resolution #13-11, Resolution Approving Agreement for Collection of Summer School Property Taxes between Traverse Bay Area Intermediate School District and Whitewater Township**

Benak advised that there is no separate fee for collection of taxes for TBAISD; it is included in the \$2.50 collected from TCAPS. **Motion by Lawson, seconded by Benak, to adopt Resolution #13-11.** Roll call vote: Lawson, yes; Hubbell, yes; Popp, yes; Benak, yes; Walton/Goss, yes. **Motion approved and resolution adopted.**

A true and complete copy of said resolution is attached to the minutes.

**Establishment of Petty Cash Funds for Fire and Ambulance**

Dawn and Tim have both mentioned to Walton/Goss that it would be advantageous to have their own petty cash funds for those instances when the township hall is closed. Walton/Goss provided a memo detailing procedures that would need to be followed. Benak inquired whether the 2 individuals are bonded and whether it would be legal to set up these funds as she has been advised that only the clerk is allowed to have petty cash. Hubbell feels it is a good idea. Popp inquired about using a credit card instead. Discussion followed. Walton/Goss will further investigate the legality of same and whether the individuals in charge of the money need to be bonded.

**Tabled Items**

Hubbell inquired when the brining would be done. Popp stated he was advised by the Road Commission that they will be here after they finish Union Township in approximately 2 weeks.

**Board Comments/Discussion**

None

**Announcements**

Next meeting dates are June 25 at 7:00 p.m. and June 26 at 5:00 p.m.

**Public Comment**

None

**Adjournment**

**Motion by Hubbell, seconded by Lawson, to adjourn.** Meeting adjourned at 8:43 p.m.

Respectfully submitted,

Cheryl Walton/Goss  
Whitewater Township Clerk