

**Whitewater Township Board  
Minutes of Regular Meeting held March 10, 2015**

**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, Goss, Hubbell, Lawson, Popp

Board Members absent: None

Others present: Grand Traverse County Treasurer Heidi Scheppe, Grand Traverse County Road Commissioner Marc McKellar, County Commissioner Carol Crawford, Rural Fire Chief Theo Weber, Ambulance Coordinator Dawn Martin, and 6 others

**Set/Adjust Meeting Agenda**

Benak stated she would like to add Resolution #15-03 and #15-04 for collection of school taxes.

Added as New Business #5.

Goss stated she would like to pull two things out of the Consent Calendar, the 02/23/2015 special meeting minutes and the 02/24/2015 regular meeting minutes; they are completed, but they were not in the packet.

**Declaration of Conflict of Interest**

None

**Public Comment**

**Grand Traverse County Treasurer Heidi Scheppe** stated she is here to give a summary of the settlement this year. She has been tracking the ebb and flow of the collections and made a summary of Whitewater Township. Whitewater Township has had declining delinquencies; constituents are paying their taxes on time, saving them money in penalties and fees. All of the townships are on the same software; they now get data twice a month, with each disbursement. She stated she hopes to do this annually to let Whitewater Township know how their taxpayers are doing.

**Grand Traverse County Road Commissioner Marc McKellar** reported that the winter overall was mild. By April, they are hoping to do a budget adjustment to roll funds that were not used on winter maintenance into funds for spring, summer, and fall maintenance. However, work crews and contractors are at capacity already. If possible, they will add projects later in the year. They are looking at the largest budget for maintenance that they have ever had, somewhere around \$19-20 million.

Weight restrictions are coming on quick and will probably last until mid to late April. There is a lot of water on the road; they will try to go out and mark some of the extreme areas.

The County Commissioners and the Road Commission are meeting on the 12th to discuss the dam removal and the replacement bridge at Cass Road. They are trying to get down to final figures so the County Board knows their financial obligation. The Road Commission has all of their funds for the bridge replacement. The Implementation Team is still seeking funds for removal of the dam and restoration of the riverbed. The Road Commission is moving forward as if the bridge is going to be built. They have a \$3.088 million grant that is going to pay for the bridge.

McKellar also stated he hopes to get out here on a regular basis; he was just assigned to Whitewater Township in January.

Brief discussion followed regarding traffic volume at the Cass Road Bridge and on South Airport Road, as well as the upcoming construction on U.S. 31.

**Tim Shaffer**, 5309 Moore Road, noted that Rural Fire and Ambulance are on the agenda. He is requesting that the public have a chance to ask questions on things dealing with these areas.

### **Public Hearing**

None

### **Reports/Presentations/Announcements/Comments**

**Grand Traverse County Sheriff Department Report** - No one is present from the Sheriff Department.

### **County Board of Commissioners Report**

County Commissioner Carol Crawford gave the following report:

- Regarding the Cass Road Bridge, once it is built, it will save TCAPS a tremendous amount of money. Currently, TCAPS is only allowed to take empty busses across the bridge. Their bus garage is near the bridge. To be able to cross the bridge with full busses will save them money and time.
- Regarding the Soil Erosion Department, Pete Bruski decided to leave. They have reset the fees in an effort to have Soil Erosion be self-sustaining. They have also given Mr. Remai the ability to hire someone to replace Bruski and to raise and lower the hours based on the season.
- They are close to getting a contract that is uniform for all the community police officers. The townships reimburse the county the direct cost of the officers in their particular township. The cost is somewhere between \$75,000 and \$79,000 a year. They are working on what are direct costs, what are indirect costs, and how will the amount they charge the townships change every year.
- The county's Director of Human Resources is leaving. The deputy administrator passed away in August. There is currently one administrative assistant. The county will be working hard to fill that position.

Brief discussion followed concerning community police officers.

### **Fire Captain Report**

Grand Traverse Rural Fire Department Chief Theo Weber gave the following impromptu report:

- There are nine cadets graduating from fire recruit school. Three of them are coming to Whitewater Township. They will also be completing their Medical First Responder training over the next six weeks.
- They started with 19 students in class and they are finishing with 19, which is unique. The class average is 92%. Eleven of those 19 are Rural firefighters.
- In the last grant cycle, the Grand Traverse Band awarded Rural \$45,000 to improve their water and ice rescue capabilities. They are in the process of purchasing ice rescue equipment and a couple of rigid hull inflatable boats designed for inland waters. They have sent seven people out to become ice rescue technicians, which will double their force of ice rescue personnel. They have over 80 bodies of water in their response area.
- He sent copies of Rural Fire's annual report to Whitewater Township and hopes the information was beneficial.

### **Ambulance Coordinator Report**

Ambulance Coordinator Dawn Martin gave the following report:

- Congratulations to those who are getting ready to graduate; Adam Shaffer is one of them. (Audience applause)
- As of today, they are up to 38 runs. This is two less runs than the same time last year.
- They missed a call on February 1. They have not missed any runs since that time. They have had all of the day and evening shifts covered. She is thankful to the crew who has dedicated their time to do this.
- They are into May 2015 for scheduling purposes and have brought North Flight and Med Control up to date with what they have been doing.
- Next weekend is Winterfest in Manistee. CPR and trauma classes will be taking place. Martin will be attending on Saturday.
- Regarding the upcoming road construction, it will affect EMS providers on the east side. There will not be enough of a shoulder for emergency vehicles to get through. They will have to find a different route. For Whitewater, they will have to take Williamsburg Road to Supply and Hammond. That will be for Priority 1, 2 and 3 calls. There could be a delay of 30-45 minutes.
- The Med Control meeting was today. Whitewater Township has been 100% compliant with paperwork. The HP-CPR meeting was also today.

Brief discussion followed regarding use of Five Mile Road to get around the construction, transporting to Kalkaska, and air ambulance.

### **Planning Commission Report**

Trustee Lawson gave the following report:

- The Planning Commission met on March 4th. They started reviewing Public Act 33 of 2008. They wanted clarification on legislative body approval or rejection. If the township board has final approval, there is a difference in the way the plan is finalized. (Goss noted that several years ago the Whitewater Township Board, via resolution, gave final approval of the master plan to the township board. Goss will provide the resolution.)

- They discussed the process of the mailing list for the master plan.
- The PC would like to know if the township has a capital improvement plan; if not, are they going to get involved in one. They would like to know if it is something they need to start looking at.
- There was discussion of a digital filing system, a place where PC members could go to retrieve documents they use regularly and look up township information.
- The PC approved the purchase of a projector for training and presentations, maximum purchase price of \$1,500. Lawson will recommend some model numbers.

Brief discussion followed concerning the projector purchase. Popp recommended it be a township board purchase as a capital expense and then allow departments to use it, to be signed in and out by the clerk.

### **Parks & Recreation Advisory Committee Report**

Benak stated she was not at the meeting.

### **Consent Calendar**

Goss stated she is removing the 02/23/2015 special meeting minutes and the 02/24/2015 regular meeting minutes, to be put on the April Consent Calendar.

### Receive and File

1. Supervisor's Report for February 2015 (none)
2. Clerk's Report for February 2015
3. Zoning Administrator's Report for February 2015 (none)
4. Fire Captain's February 2015 Activity Report (none)
5. Ambulance Coordinator's February 2015 Activity Report
6. Approved 05/22/2014 Zoning Board of Appeals Minutes
7. Approved 08/07/2014 Zoning Board of Appeals Minutes
8. Approved 01/12/2015 Parks & Recreation Advisory Committee Minutes
9. Approved 02/04/2015 Planning Commission Minutes
10. Clerk's Memos re: February Ambulance Overtime

### Correspondence

1. Grand Traverse County Sheriff Department February 2015 Statistics
2. Email 02/23/2015 UMich Survey re: Road Conditions and Funding
3. Letter 02/25/2015 American Tower re: Sublease and Leaseback 8380 Old M-72
4. Letter 02/25/2015 American Tower re: Sublease and Leaseback 9500 Park Road
5. Email 03/05/2015 DEQ re: Tents in Campgrounds
6. Fahey Invoices – February 2015

### Minutes

1. Recommend approval of 02/10/2015 and 02/24/2015 regular meeting minutes and 02/11/2015, 02/16/2015, 02/19/2015, and 02/23/2015 special meeting minutes

### Bills for Approval

1. Approval of Alden State Bank vouchers # 39201 through 39279

2. Approval of First Community Bank Miami Beach voucher #1159

Budget Amendments (none)

Revenue & Expenditure Report (none)

**Motion by Lawson, seconded by Goss, to approve the Consent Calendar as presented, with removal of the 02/23/2015 special meeting minutes and the 02/24/2015 regular meeting minutes.** Popp stated he does not wish to discuss the Fahey invoices; just make sure everybody saw them. **Roll call vote: Goss, yes; Hubbell, yes; Lawson, yes; Popp, yes; Benak, yes. Motion carried.**

**Unfinished Business**

**Review Ordinance 22 Pension Plan – Fahey’s Comments**

Popp noted that Fahey’s comments were received Friday afternoon. Popp recommends this agenda item be moved to the first meeting in April.

**New Business**

**Budget Work Session (rescheduled from 03/03/2015)**

Various line items were discussed and adjusted. Popp noted there is a proposed operating deficit in the General Fund of \$173,220. Of that, \$100,000 is dedicated to road repair, \$18,000 to recreation, \$37,000 to ambulance, \$10,000 to ambulance replacement, and \$10,000 to the Road Fund for brining.

Benak stated she has questions on the deputy treasurer wage section. It may need to be increased, depending on what happens tonight. It is on the agenda.

**Rural Fire Cost Recovery – Resolution #15-02**

Popp stated there has been some confusion on this resolution. The Emergency Services Charges resolution is Ordinance 37 (not 36). Popp noted it was published as Ordinance 36, and believes re-notice is a requirement. Chief Weber has supplied answers to previous Board questions.

Section 2C, personal liability for charges, and Section 1, non-collection against persons without insurance coverage, was discussed and clarified.

Section 8, Multiple Property Protection, was also discussed and clarified.

Popp inquired whether cost recovery efforts should be attributed to whatever township generates them.

Chief Weber stated the Rural agreement was to erase township lines and benefit us all.

Popp noted this was a key negotiating factor in the CPO program. Garfield Township was generating lots of money in citations, but the sheriff’s department was not crediting Garfield Township for that. Popp stated the ordinance should be reviewed by the legal team.

Chief Weber stated he cannot increase his rates until Whitewater Township settles. It is too complicated for the recovery people to bill one township different than others. It is an accounting challenge.

Brief discussion followed.

**Motion by Goss, seconded by Benak, to adopt Resolution #15-02 with the attached schedule of charges.** There was no further discussion. **Roll call vote: Hubbell, yes; Lawson, yes; Popp, yes; Benak, yes; Goss, yes. Resolution adopted.**

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

**Motion by Popp, seconded by Lawson, to re-publish Ordinance 37 with the correct ordinance number and including Exhibit A Mitigation Rates Based on Per Hour.** There was no further discussion. **Roll call vote: Lawson, yes; Popp, yes; Benak, yes; Goss, yes; Hubbell, yes. Motion carried.**

#### **Ambulance Bid Specification Sheet**

Popp stated he would entertain the thought of having ambulance personnel take the microphone so we can ask questions directly. There is a document to generate.

Dawn Martin, Alan McCullen, and Lesa Kreps moved to the podium area.

Popp noted he wants to find out from the Board what they see as important in their ambulance service.

Lengthy discussion took place concerning location of ambulance, ALS or BLS service, hiring local people/current staff, backup ambulance, the concept of creating a list of must-haves for proposed companies or, alternatively, providing information and asking them to make a proposal, retaining ownership of hardware/leasing, employee benefits, short-term contract, economy of scale, invitation of companies to see what they have to offer.

Benak stated the question has been put to the Board: What are you doing with the money that you got from the millage; are you sure this is the best expenditure of the money you are bringing in? The only way we can honestly answer that to the public is by doing our research, and basically that is what we are talking about doing. Just to make an informed decision and be able to say to the public, yes, we have done our homework, is what we are attempting to do.

Popp stated he asked MMR on February 25 if he (MMR) could bring a full presentation to the Board on March 10. He (MMR) said he “needed additional information and needed to discuss what I feel Whitewater Township needs to provide me before I can provide an accurate proposal.” He (MMR) said we need to know what you want.

Further discussion ensued on the subject of information to provide, requesting a general versus specific presentation, and using the bid process.

**Motion by Hubbell, seconded by Goss, to bring MMR in to see what they have to offer regarding ambulance services for Whitewater Township.** Brief discussion followed concerning checking with more than one ambulance service, gathering all the information, and presenting it to the public. **Ayes: Benak, Goss, Hubbell, Lawson. Nays: Popp. Motion carried.**

Further discussion followed.

**Motion by Popp, seconded by Benak, that Paul Hubbell make contact with MMR.** There was no further discussion. **Ayes: Benak, Goss, Hubbell, Lawson, Popp. Nays: None. Motion carried.**

Discussion followed concerning items on April agendas and when MMR can be scheduled on the agenda. Goss suggested MMR be given the option of April 14th or 28th. Hubbell will let the Board know which date works for MMR.

#### **Review Graded Wage Scale / Deputy Treasurer Wage**

Referring to the Graded Wage Scale document, the question has come up: How do we apply this document? Are performance evaluations required? Who does it apply to? How is the document supposed to function? Are raises automatic on an employee's anniversary date?

Discussion followed.

Benak would like to see if the other employees were moved up on April 1, 2012. Benak believes, when Hockin made the change in wage to become effective the beginning of the new fiscal year, we must have agreed that everybody's wage increases are now going to move to the first of the fiscal year, for ease of the clerk. The increase for Lois became effective April 1st of the new fiscal year after they adopted it. We need to look at the deputy clerk's also and see if hers did, too, or anybody else who might have been on hourly payroll.

**Motion by Popp, seconded by Benak, to review the other hourly employees' pay stub history and put this matter back on the agenda for the first meeting in April.** Brief discussion followed. **Ayes: Benak, Goss, Hubbell, Lawson, Popp. Nays: None. Motion carried.**

#### **Resolutions #15-03 and 15-04 Summer Property Tax Collection**

**Motion by Popp, seconded by Lawson, to adopt Resolution #15-03, TCAPS 2015/2016 Summer Tax Collection with attachment.** Brief discussion followed. **Roll call vote: Popp, yes; Benak, yes; Goss, yes; Hubbell, yes; Lawson, yes. Resolution adopted.**

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

**Motion by Benak, seconded by Lawson, to adopt Resolution #15-04, Elk Rapids Schools 2015 Summer School Property Tax Collection.** Brief discussion followed. Benak noted she has renegotiated the price with Elk Rapids Schools; it is \$2 per parcel now instead of \$1.75. **Roll call vote: Benak, yes; Goss, yes; Hubbell, yes; Lawson, yes; Popp, yes. Resolution adopted.**

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

**Tabled Items**

None

**Board Comments/Discussion**

The 14th and 28th were noted to be the April 2015 meeting dates, although they are tentative until formally adopted. Popp would like to go back to one meeting a month.

Benak inquired if the additional training announced by Popp via email is still available.

Popp replied affirmatively.

Goss reminded the Board that she will be out of the office all of next week to attend the Basic Institute training in Mt. Pleasant.

Benak reminded the Board that a cleanup date must be decided on before the spring newsletter.

**Announcements**

None

**Public Comment**

**Tim Shaffer, 5309 Moore Road**, stated his son had to leave but wished to express that he would like to see a police officer in the Williamsburg area. There are places along M-72 that people are still doing 80 miles an hour.

Brief discussion followed concerning community policing.

**Adjournment**

**Motion by Lawson, seconded by Popp, to adjourn.** Meeting adjourned at 10:19 p.m.

Respectfully submitted,

Cheryl A. Goss  
Whitewater Township Clerk