

**Whitewater Township Board  
Minutes of Regular Meeting held May 12, 2015**

**Call to Order/Pledge of Allegiance**

Supervisor Popp called the meeting to order at 7:02 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: County Commissioner Carol Crawford and 5 others

**Set/Adjust Meeting Agenda**

There was no objection to consideration of additional proposals for copier and lawn maintenance.

Hubbell indicated he would like to briefly discuss road brining and an update on ambulance.

Road Brining and Ambulance were added under Board Comments/Discussion.

**Declaration of Conflict of Interest**

None

**Public Comment**

**Terry Starr, Principal of Cherryland Middle School**, thanked the Board for the opportunity to be here. He stated he had no idea Williamsburg ever had a high school and wonders what year the merger took place. He noted the meeting started with the Pledge to the flag and that it is a great country we live in. It has also been a trademark of the United States to focus on community service and that is why he came here today. Since Cherryland Middle School is now an International Baccalaureate school, all 8th graders are required to perform some community service. He invited the Board and audience to a community service display of this year's 8th grade projects on May 29th from 8:30 to 10:30. He asked the Board to think about things 8th graders can do in Williamsburg in the way of projects. They will assign teams of one to three students who can perform these community service acts.

Mr. Starr answered several questions from Board members.

**Public Hearing**

None

**Reports/Presentations/Announcements/Comments**

**Grand Traverse County Sheriff Department Report** – No one is present from the Sheriff's Department.

**County Board of Commissioners Report**

County Commissioner Carol Crawford gave the following report:

- The Board of Commissioners (BOC) voted to not renew the county administrator's contract as of January 31. He chose to leave 5/1. They are currently without an administrator, so they have given Dean Bott, Director of Finance, some of the purchasing power that the former administrator had. The BOC has contracted with a human resources person, Paula Sagala, to provide some human resource services when needed so as not to overwhelm Mr. Bott. They will discuss the job description and qualifications on Wednesday for a new administrator. They will have a new HR director soon as well.
- The BOC approved the Commission on Aging and the Senior Center Network to spend some of their excess fund balance to upgrade their service and technology. An extra person was approved to staff the satellite locations in the county.

**Fire Captain Report** – Captain Arbenowske is not present.

### **Ambulance Coordinator Report**

Ambulance Coordinator Dawn Martin gave the following report:

- A couple team members have some loss in their family.
- As of today, they are up to 68 runs, 41 transports. They responded last week to a call in Acme.
- They are 100% compliant with turning in reports within 24 hours.
- A couple priority 3 calls were priority 1 on arrival.
- An emergency driver training class will be held on May 16 in Kingsley. Lesa Kreps will be attending.
- On May 3, they had a landing zone drill with the North Flight helicopter. Chief Weber was there, along with the fire department and EMS people. They learned how to direct the helicopter in, set the safety zone, etc.
- May 17 through 24 is EMS Week.
- On May 18, the Board and their families are invited to a cookout at the station from 5:00 to 8:00 p.m. This is her treat to the team to say thank you.
- Visitors stop by the station, bring food.
- Ambulance 3A2 is back in house (out of storage) and is compliant.

### **Planning Commission Report**

Planning Commission Representative Lloyd Lawson gave the following report:

- The PC meeting on May 6th was very long, lasting till 10:40. They spent a lot of time on the zoning ordinance.
- Master Plan letters were supposed to go out on Friday, which started the 63-day review period for surrounding areas. The plan will be put on the township website for the public. They discussed having the webmaster set up a blind email or comment box.
- The Master Plan Open House is on June 3 from 5:00 (sic) to 6:30, with the regular meeting after. They will mail out postcards to let the community know. They plan to have it outdoors, weather permitting. Lawson will get some maps printed.
- The PC discussed methods of reviewing the zoning ordinance. They are going to start reviewing three or four at a time. There is a lot to do.

Brief discussion followed.

**Parks & Recreation Advisory Committee Report – No report.**

**Consent Calendar**

Receive and File

1. Supervisor's Report for April 2015 (none)
2. Clerk's Report for April 2015 (none)
3. Zoning Administrator's Report for April 2015 (none)
4. Fire Captain's April 2015 Activity Report (none)
5. Ambulance Coordinator's April 2015 Activity Report
6. Approved 02/09/2015 Parks & Recreation Advisory Committee Minutes
7. Approved 03/04/2015 Planning Commission Minutes
8. Approved 03/09/2015 Parks & Recreation Advisory Committee Minutes

Correspondence

1. Grand Traverse County Sheriff Department Statistics for April 2015
2. Grand Traverse Rural Fire Department Draft Minutes of 04/15/2015
3. Letter 04/27/2015 Glory Wiltjer re: 8955 Skegemog Point Road
4. Notice of Opportunity to Comment re: Cherryland Electric Cooperative Renewable Energy Plan
5. MSU Extension Diagnostics Clinics

Minutes

1. Recommend approval of 04/07/2015 special meeting minutes and 04/14/2015 and 04/28/2015 regular meeting minutes

Bills for Approval

1. Approval of Alden State Bank vouchers #39397 through 39490
2. Approval of ~~Alden State Bank~~ First Community Bank Miami Beach voucher #1163

Budget Amendments (none)

Revenue & Expenditure Report (none)

**Motion by Hubbell, seconded by Popp, to accept the Consent Calendar.** Hubbell inquired why there is no report from supervisor or clerk. Popp noted the only one required is from the Treasurer. Goss stated her report is that she is glad the election is over; also, it was announced today that there will be no August election. There was no further discussion. **Roll call vote: Goss, yes; Lawson, yes; Hubbell, yes; Benak, yes; Popp, yes. Motion carried.**

Regarding the letter from Glory Wiltjer, Goss inquired if there are permits for everything that has been done at 8955 Skegemog Point Road.

Popp responded that, despite the managed vegetative strip in the zoning ordinance, the entire lot was clear-cut. It has received a quantity of comments. There has been another ZBA request today to clear-cut a lot. It may be a misinterpretation of the ordinance. The protection may

pertain only to streams, due to an amendment that was not accurately transcribed from the amendment to the working copy of the ordinance. Popp believes it belongs at the PC and the ZBA.

**Unfinished Business**

**Review PRAC Master Plan (Recreation Plan)**

There is nothing to review at this time.

**Ordinance 22 Pension Plan**

Popp noted a copy of the plan document has been received.

Discussion followed.

Popp stated he would like to get Burnham & Flower's recommendations and then send their recommendations and the plan document to Fahey.

Benak noted there was consensus at the last meeting to send it to Fahey for wording to repeal Class 2.

Further discussion followed.

Benak stated that, to put a plug in the hole, we need to go ahead with the amendment to eliminate Class 2 from our ordinance, and we need to have legal counsel on it.

Discussion continued.

**Motion by Lawson, seconded by Popp, to start the process to repeal Ordinance 22.**

Benak noted there was board consensus to do something and Popp decided on his own not to do it. Where does that take precedence? Does Popp override board action?

Further discussion followed.

Popp stated we will send it off to Fahey.

Goss inquired whether Popp is saying that two things will be done; (1) Popp is agreeing to send the plan to Fahey for his review, and we have a motion.

Popp stated we are going to do both things.

There were a few additional comments.

**Ayes: Goss, Lawson, Popp. Nays: Benak, Hubbell. Motion carried.**

Popp inquired of Benak what the question is to ask Fahey about the plan.

Benak stated it is in the meeting minutes.

**Job Description for Parks & Recreation Administrator**

Goss stated that she drafted a job description for P&RA and asked if the Board had any changes.

**Motion by Hubbell, seconded by Lawson, to adopt the Parks & Recreation Administrator Job Description.** There was no further discussion. **Ayes: Goss, Popp, Hubbell, Benak, Lawson. Nays: None. Motion carried.**

**Review Whitewater Township Planning and Zoning Fees**

Popp is recommending that the planning and zoning fee schedule be revised to more accurately reflect the cost to provide each of the listed services.

Discussion followed.

Under Land Use Permit-Commercial, “Special Events for Established Businesses on Site” will be eliminated due to lack of definition.

Under Land Use Permits–Miscellaneous, the lines regarding Seasonal Sales and Temporary Special Events (Non-Profit and For Profit) will be eliminated due to lack of definitions.

Benak noted that agricultural property is exempt from fees. Hubbell agreed.

Discussion followed regarding whether agricultural buildings are exempt from land use permit fees.

Popp will research whether agricultural is exempt from fees.

There was brief discussion concerning adding the language “including attorney fees” to the asterisked sentence which says, “Should outside assistance be required in the review process, actual costs for such assistance shall be billed back to the applicant.”

Benak noted that “Sign Permit” under Land Use Permit-Commercial is missing on the revised document. Also, she stated it is excessive to ask residential to pay \$125 for a sign permit and commercial to only pay \$50.

Discussion followed as to what is considered a sign.

Popp noted that “Sign” should be added to the first line under Land use Permit-Commercial.

The word “commercial” should be deleted under Land Use Permit-Residential.

Benak stated she does not agree that non-profits such as WESA should have to pay \$125 to put their signs out for the Halloween party or the spaghetti dinner.

Discussion followed regarding whether the township has authority to tell someone they can put a sign in the road right-of-way, off-premise signs, etc.

Benak would like to see agricultural land use permits remain no charge until it has been researched.

Popp will bring back the changes and find out the answer to the agricultural question.

### **New Business**

#### **Status of Zoning Administrator**

Goss noted that Ron Popp was given the authority to function as Acting Zoning Administrator (AZA) through today. Physical exam and driving record results for Josh Vey have been received. Vey did not schedule a lift test. Goss inquired whether the Board is going to require Vey to get the lift test, and if so, why we are asking the zoning administrator to have a lift test.

Discussion followed.

**Motion by Hubbell, seconded by Lawson, that Whitewater Township does not require the zoning administrator to have a lift test.**

Discussion followed.

Popp stated the hiring policy should be checked first.

**Hubbell added the following language to the motion: Provided it is not required in the hiring policy.**

**Ayes: Hubbell, Benak, Goss, Lawson. Nays: Popp. Motion carried.**

Goss inquired what the Board would like to do about Popp's AZA authority; it ended today.

Discussion turned to Vey's acceptance of the job offer. Popp noted he will start at \$16/hour, to increase to \$18/hour within 180 days.

Popp is not sure when Vey is available to start.

Discussion followed concerning possible extension of Popp's authority.

Popp stated he will recuse himself from this discussion and declare a conflict of interest.

(At about 9:18 p.m., Popp left the board table.)

Discussion followed.

**Motion by Hubbell, seconded by Lawson, to extend the Acting Zoning Administrator authority until 05/26/2015, with consideration of further extension to be on the 05/26/2015**

**agenda.** There was no further discussion. **Ayes: Hubbell, Benak, Lawson, Goss. Nays: None. Motion carried.**

(At about 9:21 p.m., Popp returned to the board table.)

#### **Replacement of Township Hall Copier**

The township hall copier and treasurer office copier have needed repairs. Discussion followed concerning the quotes from Netlink and Kopy Sales.

**Motion by Popp to lease the copier from Kopy Sales for a 5-year term at \$61.64 per month.**

Discussion followed. Motion failed for lack of a second.

**Motion by Goss, seconded by Benak, to lease the Sharp 2615N copier from Netlink.** There was no further discussion. **Ayes: Goss, Hubbell, Benak, Lawson. Nays: Popp. Motion carried. (See roll call vote below.)**

#### **Lawn Maintenance Bids**

Bids were received from Blackmore Property Maintenance, Lawn-N-Order, and M.A.K. Property Maintenance. Discussion followed.

**Motion by Popp, seconded by Goss, that we accept Lawn-N-Order's cleanup bid and mowing bid for the summer of 2015.** There was no further discussion. **Roll call vote: Hubbell, yes; Lawson, yes; Popp, yes; Benak, no; Goss, yes. Motion carried.**

Returning to agenda item **Replacement of Township Hall Copier**, Popp noted that the vote on the motion should have been by roll call. **Roll call vote: Lawson, yes; Popp, no; Benak, yes; Goss, yes; Hubbell, yes. Motion carried.**

#### **Ambulance Housing and Accommodations**

Popp noted he and Goss have met with a couple people and MMR has been here. Everybody is focused on how to house the people. Whitewater people are using chairs, rollaway beds. We could probably add a sleeping area to the existing fire station via remodeling and/or a small addition. The second ambulance is now outside. Funds were included in the budget for some type of building. Popp inquired where the Board would like him to look.

Discussion of various options followed, including a second level over a portion of the building.

Consensus was reached to have Popp investigate options, using \$50,000 as an estimated cost figure.

#### **Rural Fire Proposed Lease**

Rural Fire has submitted a proposed lease document for space they are using at the emergency services building. Popp noted that recently some locks were changed at the fire station, preventing access of elected officials. Rural Fire stated they have the right to lock the building and refused to provide access. Popp stated ambulance personnel were provided with access but

chose to follow Rural Fire's lead. Popp stated he had previously informed the ambulance personnel that the township owns and controls the building because there is no lease. Popp also noted the proposed document is a blanket lease which was prepared in 1994 and was supposed to be enacted when the original intergovernmental agreement was signed. Rural Fire has provided this document to all townships which have a station and asked them to review it and provide changes.

Brief discussion of various aspects of the lease followed.

Consensus was reached that Rural Fire should proceed to refine the document.

### **Tabled Items**

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

This agenda item will remain tabled.

#### **Review Graded Wage Scale (tabled 04/14/2015)**

This agenda item will remain tabled.

### **Board Comments/Discussion**

#### **Ambulance**

Hubbell inquired of the status of the RFP for ambulance services. Goss replied that, with the election now over, she will prepare the document and have it ready for the May 26 board meeting.

Hubbell also inquired about the meeting with the representatives of the Frederic Ambulance Service. Popp noted that they felt there were possibilities for remodeling at the fire station. They are willing to work with what is there. They have people who actually sleep in the ambulance because of the remote territory they cover.

Discussion followed concerning ambulance services that would be solicited for a bid, the township's sealed bid process, and the need for review of the RFP document by the Board.

#### **Road Brining**

Popp noted he has witnessed road grading and some evidence of brine application.

Hubbell stated he is disappointed in the brining on his road. It was not a complete application. It should be brined again.

Discussion followed.

### **Announcements**

The next Township Board meeting is 05/26/2015.

### **Public Comment**

None

**Further Board Discussion**

Hubbell inquired if Popp would have anything ready for the next meeting regarding ambulance renovation.

Popp replied no, that he is not doing much with ambulance right now. Also, a lock has been put on the office door.

Goss noted the key safe does not contain a key for the fire station office door lock.

Popp also reported that the padlock was cut off the power panel at Hi Pray Park and a replacement lock was installed.

Discussion followed.

**Adjournment**

Motion by Lawson, seconded by Popp, to adjourn. Meeting adjourned at 10:26 p.m.

Respectfully submitted,

Cheryl A. Goss  
Whitewater Township Clerk