

**Whitewater Township Board
Minutes of Regular Meeting held February 9, 2016**

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: County Commissioner Carol Crawford, Mobile Medical Response Director of Northern Operations Nick Bernelis, and 4 others

Set/Adjust Meeting Agenda

Popp stated he would like to discuss the 01/12/2016 Township Board minutes and remove Unfinished Business Item #4, keeping that on the second agenda of the month.

Declaration of Conflict of Interest

None

Public Comment

None

Public Hearing

None

Reports/Presentations/Announcements/Comments

County Board of Commissioners Report

Carol Crawford gave the following report:

- The county has a new deputy administrator, Jen DeHaan. She started about two weeks ago.
- They thought they had a Human Resources director, but apparently that person declined.
- Finance Department went from five to two. They are currently seeking qualified applicants for Human Resources and Finance.
- Last week, the BOC approved a proposal to go to two full board meetings a month as opposed to the committee structure. They will meet the 1st and 3rd Wednesdays. The other two Wednesdays are set aside for work sessions, if necessary. This schedule allows things to be approved twice a month. This will start in April.
- There is an upcoming discussion regarding combining the Register of Deeds and County Clerk into one department with one elected official, Clerk/Register. Crawford stated she is not in favor of this and does not think it is a necessary move. She stated she is never going to be in favor of eliminating a public official and the ability of the public to choose that particular person. It is actually three departments: Register of Deeds, Clerk of the Circuit Court, and Vital Records and Elections clerks. It is kind of being pushed through very quickly. Tomorrow, they will decide if they want to set a public hearing on it. Crawford does not think it warrants having a public hearing.

County Road Commissioner Report – No one is present from the Road Commission.

Mobile Medical Response Report

Director of Northern Operations Nick Bernelis gave the following report:

- For the month of January, they made scene on 14 calls. They were dispatched 18 times, probably cancelled en route 4 times. They had a response time of 10:00 to 10:59 minutes 93% of the time. Response time for one call was over 16 minutes, likely due to distance or weather. Bernelis listed the nature of the calls.
- From 11/01/2015 through 01/31/2016, response times were 10:00 to 10:59 minutes 94% of the time. A couple calls were over 12:59 minutes. The final report shows the number of calls, time of day, and day of week.
- Bernelis stated there was a question about two calls for delayed response. For the New Year's Day call, he talked to the medic and looked in the CAD notes. There was a mechanical problem with the ambulance. The inverter was inadvertently left on and drained the battery. They had to jump the rig, which increased the en route time to the call.

Popp noted that is different than the message relayed to him.

Bernelis stated if Popp has any other information, he will revisit it. The crew member stated the battery was dead. Both individuals were there, ready to go. The problem has been fixed; it will not happen again.

Bernelis stated he reviewed another call that was brought to his attention by Hubbell. At 21:30, the ambulance was dispatched and started moving. At 21:37, it arrived on scene. The CAD showed it was documented for weather.

Whitewater Township's ambulance is back in the area. The state inspector should be coming any day. It is ready to roll.

There were no questions from the board.

Planning Commission Report

Lloyd Lawson gave the following report:

- The PC had a meeting last Wednesday. They had a good meeting by comparison to what they have had. Brad did a good job regulating it.
- There was a lot of good discussion of private roads, which was the primary topic. They discussed the definitions of private roads and driveways. There were documents offered from other members about example ordinances. Lawson found a document from a legal firm in Grand Rapids about regulating private roads. Right now, they are leaning toward, if they create a private road ordinance, it probably will not have anything to do with the structure of the road or the building of the road or the type of requirements that would require engineering. A lot of townships steer away from that; they do not want the liability of having to qualify an engineered road.

- Zoning Administrator Vey suggested that an emergency vehicle ordinance be created asking people to keep the roads open enough for emergency vehicles.
- There will be more discussion at the next meeting. Some board members would like to get a better idea on where the board would like the PC to go with this. Are we to rewrite an ordinance, or is this something the board might want to eliminate? A couple members are asking for more direction from the board.

General discussion followed.

Popp would like to bring this back at the second meeting.

Lawson noted the next meeting is March 2nd. If possible, they will touch on Articles 16 through 20.

Parks & Recreation Advisory Committee Report (PRAC)

Cheryl Goss gave the following report:

- The PRAC meeting was last night. They reviewed the minor changes the board talked about on January 26 and they were in agreement with making those changes.
- Regarding the discrepancy in the number of watersheds, a check of The Watershed Center website revealed the names of the five watersheds. Brandon Hubbell was to contact someone he knows to try and get a map. Goss stated she contacted the GIS office today and asked them to provide a watershed map.
- The PRAC was given all public comment to date on the Draft Recreation Plan. One comment suggested the North Country Trail be listed in the inventory. The North Country Trail passes through seven states, including the southeast corner of Whitewater Township. It is shown on one of the new maps. This information will be added to the plan.
- The public comment period ends on February 20th. Goss has requested of Popp that a public hearing on the plan be set for the February 23rd meeting.
- PRAC would like to have a special meeting on Monday, February 22nd, to review the last of the public comment and see if any changes should be made as a result.
- Disability Network in Traverse City has completed the accessibility evaluations. PRAC agreed that this 2-page document will be added to the appendix.
- With the PRAC's help, Goss has finished the post-completion self-certification reports which the DNR requires every five years on grant-assisted parks. These reports must go with the Recreation Plan to the state (DNR).
- Goss drew the board's attention to two plaques on the board table. They are permanent recognition signs; they will be installed at the grant-assisted parks. One of the plaques recognizes funds received from the Land and Water Conservation Fund. This plaque will be installed at Whitewater Township Park. The other plaque recognizes funds received from the Michigan Natural Resources Trust Fund. Battle Creek Natural Area and Petobego Natural Area will each have a Michigan Natural Resources Trust Fund plaque installed.
- The PRAC spent some time last night thinking about where they would go to find grant money.

Popp noted that he and Melton had a conversation regarding the addition of the disability evaluations triggering a new public comment period.

Discussion followed.

There was board consensus that the addition of the accessibility evaluations and post-completion self-inspection reports will not trigger a restart of the public comment period.

Consent Calendar

Referring to the 01/12/2016 minutes, page 2643, “This was totally uncalled for and very unprofessional; it was done in a fit of anger,” Popp stated he wonders if that is a subjective sentence and if it should remain.

Benak said it is not subjective if someone said it.

Benak noted that in her conversations with Matt Lyons and Pat Miller, they admitted they did not speak up. Benak said she indicated to them that if something is getting out of control, help shut it down and get back on track; do not just sit there. In the PC situation, Benak noted Kim Mangus tends to monopolize the conversation. If other people do not like that, maybe they need to participate in the conversation. If their opinions reflect the same as the chair, Mangus will get the idea she is outvoted on this. Benak stated she advised both men: Find your voice, speak up.

Lawson stated a couple people in the meeting before last stated they need to exercise Robert’s Rules and object or make a motion and get it moving, and Lawson thinks that happened more in the last meeting. People were making their points and leaning more toward the rules, and the chair was a lot more receptive. He stated the chair was trying hard to make things go well.

Hubbell said he talked to two or three members of the PC about the meeting we are talking about and all three of them said he took control of his meeting. Hubbell stated he has sat at this table when it has gotten out of hand and has seen different supervisors slam that thing down and say this is the way the meeting is going to run.

Popp stated he thinks it is a good discussion and is happy with the recognition that there is a cause and effect generally here.

Motion by Hubbell, seconded by Lawson, to approve Consent Calendar items as presented. There was no further discussion. **Roll call vote: Goss, yes; Hubbell, yes; Lawson, yes; Popp, yes; Benak, yes. Motion carried.**

Receive & File

1. Supervisor’s Report for January 2016
2. Clerk’s Report for January 2016
3. Zoning Administrator’s Report for January 2016 (not available)
4. Grand Traverse Rural Fire Chief’s Activity Report 12/07/2015 to 01/13/2016, Financial Reports for Month Ending 12/31/2015, and 2016 Approved Budgets
5. Mobile Medical Response January 2016 Activity Report

6. Treasurer's Bank Accounts, Cash Balance, and Interest Reports for December 2015
7. Approved 11/09/2015 Parks & Recreation Advisory Committee Minutes
8. Approved 11/30/2015 Parks & Recreation Advisory Committee Special Meeting Minutes
9. Approved 12/14/2015 Parks & Recreation Advisory Committee Minutes

Correspondence

1. Grand Traverse County Sheriff Department Statistics for January 2016
2. Grand Traverse Rural Fire Department DRAFT 01/20/2016 Regular Meeting Minutes

Minutes

1. Recommend approval of 01/12/2016 and 01/26/2016 regular meeting minutes

Bills for Approval

1. Approval of Alden State Bank voucher #s 40370 through 40424
2. Approval of First Community Bank Miami Beach voucher #1172
3. Approval of First Community Bank WMDLS voucher (none)

Budget Amendments (none)

Revenue & Expenditure Report (04/01/2015 through 12/31/2015)

Unfinished Business

Review Ordinance 22 Pension Plan

Popp noted we are still awaiting the time to schedule it.

Review Whitewater Township Planning & Zoning Fees

Popp stated he and Vey have just begun to discuss fees and whether or not they are appropriate to offset his time.

Review Emergency Services Building Renovations

There was discussion of the fire department input. The floor level of the building addition was discussed (whether it should be level with the existing floor or at ground level) as well as the roof options.

There was consensus to keep the proposed bedroom area on the same level as the existing building, while potentially dropping the floor down to existing grade in the rest of the addition.

Popp would like to hear Rudy's input on that issue and have him draw the foundation plan. Popp stated he provided answers to Rudy's questions about the septic and needs to be in touch with MDOT to see if we can get a septage easement.

It is hoped that by March 15th plans will be available that are close to bid documents. Rudy will be given that expectation.

Goss noted that Rudy's bill is currently \$2,350. The board authorized up to \$3,000.

Update on Purchase/Installation of Videotape Equipment

This item was removed to the second meeting agenda of the month.

New Business

Appointment to Board of Review – Eric Sanborn

Popp stated this was completed previously, but it was recently learned that an appointee of the Board of Review only has 10 days to take the oath of office. The deadline was missed, so it is necessary to reappoint.

Motion by Lawson, seconded by Hubbell, to confirm the recommendation of the supervisor appointing Eric Sanborn to a one (1) year term on the Whitewater Township Board of Review as an alternate, term to end on 12/31/2016. Questions from Benak were answered. **On voice vote, all those present voted in favor, none opposed. Motion carried.**

Update on Section 19 Grant Application

Popp stated he has received verbal approval that our application was approved. We have not been paid because some of the work is not yet done, namely, at Battle Creek Natural Area and Lossie Road Nature Trail. We have verbal approval for up to \$80,000 for those two areas and must obtain sealed bids. How do we tell them what trees to take?

Discussion followed.

Consensus was reached to use a DNR forester to make an evaluation of what trees should be cut at BCNA and Lossie Road Nature Trail to clear a 30' wide minimum trail and the pros and cons of various cutting practices. The main purpose of this evaluation is to come up with language for a bid document.

As a side note, Goss suggested we proceed to get quotes on taking out the trees behind the fire station.

Review Recording Secretary Job Description

Popp provided a revised Recording Secretary Job Description.

Various sections of the proposed job description were discussed and modified.

Lois MacLean, recording secretary, suggested that a requirement be added that the draft minutes be provided to all members of the various boards, commissions, or committees (as applicable) within the statutory time period.

Due to the hour, it was agreed that this agenda item will be brought back at the second meeting. In the meantime, Goss will work on the Additional Duties section.

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.

Rural Fire Station Lease (tabled 08/11/2015)

This agenda item will remain tabled.

Board Comments/Discussion

Popp noted that he really liked the inclusion of the revenue and expenditure report, and asked if there is a way to just get cost centers every month.

Goss stated that, as the Fiscal Officer, she is required to provide quarterly revenue/expenditure reports.

Popp stated they are trying to make progress on the beaver dam (on Williamsburg Creek). MDOT has defaulted the duties to Grand Traverse County. Popp is talking to Mike Chandler at the Road Commission.

Announcements

Budget work sessions are scheduled for 02/15/2016 and 02/17/2016 at 6:00 p.m. The next township board meeting is 02/23/2016 at 7:00 p.m.

Public Comment

Lois MacLean, 5919 Linderleaf, stated regarding the notification on private roads, all you really need in there is a little checkbox that says the ambulance and fire department need this much space to get their vehicles down there. Have you read this and do you understand it, and then check the box.

Regarding road maintenance agreements, that is the property owners. She cited an example that she “could see being ugly.” They just got a road maintenance agreement because one of the neighbors needed it for a refinancing. Not everybody on the road signed it. Not everybody on the road has paid for it every year. What if there is another piece of property with someone who has not been involved at all? Do they get to sign our road agreement and all of a sudden we get to pay their share of updating the road to what they need? She stated the township has no business being involved in their road agreement. The notifications for emergency services vehicles are real easy and the township needs to just stay out of private road maintenance.

Adjournment

Motion by Lawson, seconded by Hubbell, to adjourn. Meeting adjourned at 10:11 p.m.

Respectfully submitted,

Cheryl A. Goss
Whitewater Township Clerk