

**Whitewater Township Board
Minutes of Regular Meeting held June 14, 2016**

Call to Order/Pledge of Allegiance

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: Road Commissioner Marc McKellar, County Commissioner Carol Crawford, and 3 others

Set/Adjust Meeting Agenda

Benak stated she would like to add discussion of 2% grants. Added as New Business #6.

Goss would like to discuss an invoice from Direct Designs. Added as New Business #7.

Declaration of Conflict of Interest

None

Public Comment

Marc McKellar stated their asset management plan for 2016/2017 plan year is coming up for renewal. They will be looking at it next week. He is going to probably vote affirmative because it is working on the hard surface roads. They are well ahead of their plan in terms of the quantity and quality of repair and the percentage of bad roads to good roads. The bad roads with low ratings are shrinking. After this year, it is going to get harder to make big jumps percentage-wise because they will be getting into some of the more nasty stuff. They have spent the millage money very well. Those funds were leveraged with state and federal funds to double their money on a lot of projects. The millage will expire at the end of this year. They are going for a new 4-year millage, a 1 mill renewal. They have updated their board resolution concerning road prioritization. They have a resolution that says how they are going to spend this money.

Regarding Baggs Road, he stated he and Popp have talked a lot about this. He has talked about it at the board meetings. It is clear that people want a resolution, sooner than later. If we make something that is completely unaffordable, it is not going to happen. If Clearwater Township, Whitewater Township, and Kalkaska County Road Commission (KCRC) cannot afford it, how does it become a solution if three out of four cannot afford it? Grand Traverse County Road Commission (GTCRC) has a responsibility to the residents who live on that road. He stated he is going back to the board and will say the \$650,000 fix on this road is not a solution if it cannot be done. He will ask Clearwater Township to put it in their plan for their millage vote in November. Then we need to find out what Whitewater Township can contribute and what KCRC can contribute. GTCRC has already put \$156,000 away for this project, with the idea that it would be equally split four ways.

McKellar stated he will ask that Whitewater Township host a meeting here, invite Cook, Johnson, any Grand Traverse County board members who want to be here, KCRC, and Clearwater Township. He is asking Popp to put it together to get ahead of the Kalkaska County road millage vote.

McKellar noted there is no obligation from the state to maintain the road due to the DNR launch.

McKellar acknowledged that Kalkaska does have a legal obligation (to maintain Baggs Road). He is convinced that, if the cost is reasonable, KCRC will find the money.

On the topic of Elk Lake Road, Hubbell stated he heard complaints about cutting trees and promised to pass the word along. His opinion is that it will turn out nice.

Tim Shaffer, 5309 Moore Road, asked about the State of Michigan's public access, why can't it be closed off until something is done. If it is closed off, somebody will do something quickly.

Public Hearing

None

Reports/Presentations/Announcements/Comments

County Board of Commissioners Report

Carol Crawford gave the following report:

- There was an issue with Community Mental Health (CMH) in the jail. They were not providing the services they agreed to for the inmates. Part of the reason was that a lady retired. At the same time, CMH changed their focus from geographical supervisors to population supervisors. She explained the new process. Grand Traverse County needs one person who comes in every day, whether it is 1 hour or 8 hours a day, to evaluate the general mental health going on in our jail. CMH agreed to that. There was also a backup of inmates who needed assistance. They have taken care of that. They are going to come out with a 1-page standard operating procedure of how CMH deals with our inmates.
- She went to a meeting recently with MERS, the retirement service. In her opinion, they talk down to the elected officials and administrators. Their pat answer is the actuaries say this and that; they insist they can bring us an average return of 7.75%, which is ridiculous. The Board of Commissioners is looking at lots of options; one might be to leave. Menzel is trying to get them to take the amortization out further so that the yearly payments will be less.
- They have hired a finance director, Jody Lundquist. She starts on July 5th.
- The IT director has resigned. There was a major audit of his department to see where the gaps were. The audit showed we are really on par with a lot of organizations. There are some security gaps, things we could do better, software upgrades that are needed.

There were no questions for Commissioner Crawford.

County Road Commissioner Report

Popp noted this report was received under Public Comment.

Mobile Medical Response Report

Popp stated no one will be here from MMR tonight.

It was clarified that the first column on the Demand Analysis Report is time of day. It will be labeled as such in the future.

Planning Commission Report

Lloyd Lawson gave the following report:

- The PC had their meeting last week. The minute format has changed. There is not enough information on there. He felt a lot of the subject matter that was discussed was not all there.
- They did a site review restart for Hidden Pines. They want to finish the development on Broomhead Road. They have most of the work done. They were asked to make sure the health department was still good and the permits were still valid, and if not, to bring them up to date. There is a letter from the township listing things that need to be done yet. The PC did not see any reason to revoke the land use permit. Vey will check that nothing new has been added to the zoning and get back with them.
- They had a lot of discussion on the private roads. Lawson felt like the discussion was kind of going in a circle. He does not think they got a lot accomplished. Lawson feels the PC is at a point that they need to make a recommendation to the board.
- Back on Hidden Pines, they need some copies of some board minutes from back in that time frame. They need to find the minutes of some public hearings that were supposed to have happened.
- ZA Vey had a great idea. Instead of having a dedicated private road ordinance, maybe we recommend that anything that could be a private road, if it gets over two or more people, that they are mandated to have a road maintenance agreement, without specifying what is in the agreement, instead of mandating gravel and size and width. There are issues with some properties which only have 10- and 12-foot easements. You cannot put a 33-foot roadbed in there if you do not have the room for it.

General discussion followed concerning Ordinance 32, the private road ordinance.

In order to clarify what the Township Board asked the Planning Commission to do regarding the private road ordinance, the meeting minutes will be consulted.

Parks & Recreation Advisory Committee Report

Cheryl Goss gave the following report:

- The PRAC meeting was last night and it was held at Whitewater Township Park. The committee toured some of the park, mainly looking at the playground areas. The playground equipment which was formerly in the campground has been demolished due to it being unsafe. The committee looked at an alternative location for playground equipment.
- The pit toilets were discussed. Recent information from a local well driller suggested that the well for the hand pump at the pavilion could be converted to a water source for flush toilets at the boat launch/picnic area. There is electricity available already in that location. There would still be holding tanks that would have to be pumped.

Lawson suggested that the PRAC may want to look into the Major League Baseball (MLB) organization as they provide a lot of grants for baseball diamonds, dugouts, etc.

Referring to the statement in the 04/11/2016 PRAC minutes, “let’s see what the township will let us work on,” Popp commented that he would remind the PRAC that they are an advisory to the board; they are supposed to be out there gathering information of what the public wants to see at the different recreation venues and then bring us information on what is a priority, what people think.

General discussion followed regarding what the PRAC should focus on.

Benak stated she recently attended a grant-writing class at the UP Summit and provided details of what she learned. Benak would like to see the PRAC focus on finding grants.

Hubbell suggested we should prioritize the capital improvements list.

Audience member Andrew Jeurink, 8601 Church Street, asked if the township is going to publicize the discussion of park ideas.

Benak noted that we publish the agendas; we let people know.

Jeurink stated it needs to be prioritized, maybe in the newsletter or brought to a higher attention rather than off to the side.

Benak stated when the PRAC was going through the process of writing the Recreation Plan, several portions of the newsletter were dedicated to that process, as well as a survey.

Popp stated we can draw more attention to the publications we send out. In the newsletters, we can highlight the future plans of certain commissions or committees.

Consent Calendar

Receive and File

1. Supervisor’s Report for May 2016 (none)
2. Clerk’s Report for May-June 2016
3. Zoning Administrator’s Report for June 2016
4. Grand Traverse Rural Fire Chief’s Activity Report 05/11/2016 to 06/08/2016
5. Mobile Medical Response May 2016 Activity Reports
6. Approved 04/11/2016 Parks & Recreation Advisory Committee Minutes
7. Approved 04/20/2016 Historical Society Minutes
8. Approved 05/04/2016 Planning Commission Minutes
9. Approved 05/11/2016 Historical Society Minutes

Correspondence

1. Grand Traverse County Sheriff Department Statistics for May 2016
2. Grand Traverse Rural Fire Department DRAFT Minutes of 05/18/2016
3. Email 06/03/2016 Tom Ward re: Whitewater Township Park Stewardship

4. Letter 06/09/2016 Michigan Township Participating Plan re: Dividend Distribution

Minutes

1. Recommend approval of 05/10/2016 and 05/24/2016 regular meeting minutes and 05/10/2016 closed session minutes

Bills for Approval

1. Approval of Alden State Bank voucher #s 40643 through 40746
2. Approval of First Community Bank Miami Beach voucher # 1177
3. Approval of First Community Bank WMDLS voucher # (none)
4. Approval of Alden State Bank Money Market voucher #1013

Budget Amendments (none)

Revenue & Expenditure Report (none)

Motion by Hubbell, seconded by Lawson, to approve the Consent Calendar as presented.

There was no further discussion. **Roll call vote: Benak, yes; Goss, yes; Hubbell, yes; Lawson, yes; Popp, yes. Motion carried.**

Unfinished Business

Review Ordinance 22 Pension Plan

Not discussed.

Review Whitewater Township Planning & Zoning Fees

Not discussed.

Review Emergency Services Building Renovations

Popp noted that an official survey of the property has been received. The building is within the building envelope. The front yard setback could be an issue, but we are not changing the front of the building. We are approved through the railroad engineering office for a land transfer. We are waiting for terms and a price. The new survey has been given to Dan Rudy.

Rural Fire Update

Popp stated there has been no Rural Fire meeting since the township board's last meeting. The entire Rural Fire Board packet was included in the packet. The agenda does include a discussion about Chief Weber's contract, which expires at the end of June. Popp asked for direction from the board on how to vote on an employment contract for Chief Weber.

Discussion followed.

There was agreement that Weber's contract should be extended until the end of the year. Lawson suggested it be extended to January.

Popp stated he would like to make a motion at the Rural Board, with this board's support, that this item stay on the Rural Board agenda and that we actively seek resumés for a replacement chief.

There was support from the rest of the township board for Popp to make a similar motion.

Review Audio Equipment Needs

Lawson stated he is going to Fort Wayne on Thursday to attend a special audio equipment event. This is an opportunity to purchase equipment at reduced amounts. Lawson inquired whether the board would like him to purchase any of this equipment while he is down there.

Per the memo, Lawson is recommending the following equipment:

- Mixing board (analog or digital)
- Amplifier
- Connectors (2) for speaker to amplifier connection
- Power conditioner
- Two microphones
- Two microphone cables
- Two wall-mount speakers
- Two short microphone cables for mixer to amplifier connection

Discussion followed.

Motion by Benak, seconded by Hubbell, to authorize Trustee Lawson to purchase the above-listed audio equipment at a cost of no more than \$1,600. Benak stated she would prefer the digital. Discussion followed. **Roll call vote: Goss, yes; Hubbell, yes; Lawson, yes; Popp, no; Benak, yes. Motion carried.**

There was brief discussion of which line item the expense should be posted to. Benak and Goss will make this determination.

New Business

Resolution #16-11 First Community Bank Signature Change

Motion by Popp, seconded by Lawson, to adopt Resolution #16-11. There was no further discussion. **Roll call vote: Hubbell, yes; Lawson, yes; Popp, yes; Benak, yes; Goss, yes. Motion carried.**

Resolution #16-12 Elk Rapids Schools 2016 Summer Tax Collection

Motion by Lawson, seconded by Hubbell, to adopt Resolution #16-12. There was no further discussion. **Roll call vote: Lawson, yes; Popp, yes; Benak, yes; Goss, yes; Hubbell, yes. Motion carried.**

Hi Pray Park Pavilion – Discuss/Approve Roof Replacement Proposals

Popp stated the pavilion roof at Hi Pray needs to be replaced. Three contractors were called; two responded with proposals. Benak questioned whether Stinson does roofs. Brief discussion followed. **Motion by Hubbell, seconded by Popp, to accept the bid from Stinson**

Landscaping & Irrigation. There was no further discussion. **Roll call vote: Popp, yes; Benak, no; Goss, yes; Hubbell, yes; Lawson, yes. Motion carried.**

Cell Phone Tower - Lump Sum or Month to Month Discussion

Popp stated he has some experience with communication towers and knows the market is changing rapidly. Is it time to hire a consultant to advise us on our asset? Are we doing the right things? Are we headed in the right direction?

Discussion followed.

Motion by Hubbell, seconded by Lawson, to hire a consultant to give us a recommendation on what we should do or not do with the cell phone towers in the future.

Benak asked: What are you looking to gain from the consultant?

Popp stated he is looking to gain a perspective of where we are at. Is a buyout potentially better, or do we let the lease run out in 2040? How do we best set the township up to protect this asset?

After some discussion, there was consensus that this expense (if approved) will come out of the General Fund Contingency line item.

There was further discussion as to whether there should be a cap on what can be spent on the consultant.

Popp stated he will not go over \$2,500 without board approval, and will try to negotiate it for less.

Roll call vote: Benak, yes; Goss, yes; Hubbell, yes; Lawson, yes; Popp, yes. Motion carried.

Introduction to Construction RFP

Popp noted there are sample construction documents in the packet which can be used when we advertise for bids. These were obtained from counsel. Popp would like the board's direction on which of these he should pursue. Ultimately, he would like the board to agree that he and another board member can work on the construction documents, with the advice of counsel, and bring the final version to the board.

Discussion followed.

Motion by Hubbell, seconded by Lawson, that Popp and another board member take this project on and get it done ASAP.

Consensus was reached that the draft agreement prepared by Fahey's office is the preferred contract document to use.

Popp pointed out the term “architectural plans and specifications” in the Construction Agreement document. Popp would like to request X number of dollar allowance for cabinets, carpet, light fixtures, etc. That will become our specifications.

Brief discussion followed.

It was agreed that “specifications” refers to architectural specifications.

Consensus was also reached that Popp and Goss will review drafts of the Construction Agreement and return a finished document to the board for approval.

Discussion of 2% Grants (added)

Benak stated there is a July deadline. She would like us to submit something. She stated she attended a Tribal Relations seminar. An official from the governor’s office was there with a lot of good information. He urged that a grant be submitted. Some projects are shovel ready; we already have the numbers on them, i.e., the stairs project, the station upgrade, and we have matching funds. Benak wants to know what the board thinks, if we should do it or not. Benak requested help from Popp, who has done it previously.

There was agreement that a 2% grant should be pursued.

Various projects were discussed, i.e., fire station, stairway at Whitewater Township Park, dock at the boat launch.

Benak suggested the grant request be done for safety upgrades for the parks, i.e., the dock, the playground equipment.

Popp stated he is willing to help and show how he has completed the forms in the past. Popp stated he has a contact at the DNR who can provide materials lists of approved DNR docks.

It was agreed that a 2% grant will be requested for the stairway, playground equipment, and the dock at the boat launch.

Popp suggested the Recreation Plan capital improvements list can also be consulted for projects.

Consensus was reached that Benak, with the assistance of Popp, will prepare a 2% grant application for the July 1 deadline.

Direct Designs Invoice (added)

Goss stated a new Direct Designs invoice was received today. It exceeds the previously approved amount. Goss provided an e-mail from Rudy detailing further time he will expend, as well as the engineer.

Popp stated the site plan is not done; there will be some changes on that now that we have the surveyor’s information. Popp estimates another \$3,000, with the current bill included.

Brief discussion followed.

Motion by Hubbell, seconded by Popp, to approve additional payments to Direct Designs up to \$3,000 for preparation of plans for the 8380 Old M-72 renovation/expansion. There was no further discussion. **Roll call vote: Goss, yes; Hubbell, yes; Lawson, yes; Popp, yes; Benak, yes. Motion carried.**

Tabled Items

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

Not discussed.

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

Not discussed.

Board Comments/Discussion

There was brief discussion about Baggs Road.

Announcements

Next meeting is June 28th.

Public Comment

Mary Lou Baggs, 7995 Baggs Road, stated last spring she talked to the road commission and mentioned the curve at the bottom of the hill on her road is very, very dangerous. She has had four near head-on collisions with a pontoon boat. Will the repair of the road involve widening that curve?

Popp replied that they would have to procure additional easement. He does not believe that the road is going to vary from its current location at all, but he will talk to the Road Commission.

Adjournment

Motion by Lawson, seconded by Popp, to adjourn. Meeting adjourned at 9:38 p.m.

Respectfully submitted,

Cheryl A. Goss
Whitewater Township Clerk