

**Whitewater Township Board  
Minutes of Regular Meeting held January 24, 2017**

**Call to Order**

Popp called the meeting to order at 7:00 p.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan.

**Roll Call of Board Members**

Board Members present: Benak, Goss, Hubbell, Lawson, Popp

Board Members absent: None

Others present: Jeremy Jennett, David Tilley, Tim Shaffer

**Set/Adjust Meeting Agenda**

Proposed changes to Planning Commission Bylaws were added as New Business #8.

**Declaration of Conflict of Interest**

None

**Public Comment**

None

**Correspondence**

None

**Public Hearing**

None

**Reports/Presentations**

None

**Unfinished Business**

**Review Emergency Services Building Renovations**

A revised drawing has been submitted showing various options for addressing the need for fire suppression of the sleeping quarters. Two options were given for relocation of the sleeping quarters. Other options are fire suppression of the entire west end of the building or fire suppression of the entire building.

Options were discussed.

It was noted that fire sprinklers, fire alarm, and 24/7 monitoring will add to the annual maintenance costs of the building.

Popp stated he has already contacted Fire Pros in Grand Rapids to provide a quote on sprinkler, fire alarm, and monitoring services. He stated Dependable Fire Equipment is a sprinkler only company. We would have to contract with another company to install the fire alarm and

potentially another monitoring company. Once a fire sprinkler system is shown on the drawing, there will be an additional plan review by Grand Traverse Metro. The fire alarm and monitoring requirements will come into play at that time.

There was agreement that the original configuration of the building (with the addition) will be maintained, that the existing south wall of the administrative (west) end of the building will become a fire wall which will extend 2' above the roof. This 20 x 20 area will need fire suppression.

The subject of only one dayroom was briefly discussed.

If the option above is not acceptable, relocating the 10' x 20' sleeping quarters an additional 10' to the south is favored, at which point the sleeping quarters area as originally shown would be available for a dayroom/office for ambulance.

Popp stated those are the two options he will take back.

### **Review Whitewater Township Planning & Zoning Fees**

This agenda item was not discussed.

### **Update on Junk Complaint**

Popp plans to meet with the zoning administrator soon to bring him up to speed on two junk complaints.

### **New Business**

#### **Request for Grand Traverse Fire Department Rural Division to Purchase 2009 Ford Expedition**

Rural Fire is seeking to learn what the township's interest is in selling the Expedition. Popp has asked Nick Carpenter to provide thoughts from the department.

Benak stated she did a little looking. The \$8,000 to \$10,000 is really low-balling it, even considering the \$800 repair. On Craigslist, a 2009 Expedition with 72,000 miles was listed for \$15,995, same condition. The township's Expedition also has lights, sirens, and decals.

Discussion followed.

Popp would like to postpone this discussion until he hears back from Nick Carpenter regarding what the members think of this proposal.

Jennett pointed out that the Expedition is currently the only 4-wheel-drive vehicle at their station and the only one with a working trailer hitch. Right now, the snowmobile trailer, the boat, or the Kubota would have to be hauled by the Expedition or the air truck.

### **Whitewater Township Park – 2017 Season Dates and Rates**

Goss provided a memo with respect to this agenda item.

**Motion by Lawson, second by Benak, to designate May 12 as the opening date, May 12 through 14 as Free Camping Weekend, and October 1 as the closing date of Whitewater Township Park Campground for the 2017 season.** There was no further discussion. **On voice vote, all those present voted in favor, none opposed. Motion carried.**

Goss noted the camping rates were last raised in 2015 and reviewed current rates for Traverse City State Park and Barnes Park, both of which are higher than the proposed increase at Whitewater. Goss recommends a \$1 per night increase in the off-peak and peak season rates.

**Motion by Benak, second by Lawson, to increase the 2017 off-peak season camping fee to \$24 per night and the 2017 peak season camping fee to \$29 per night.** There was no further discussion. **On voice vote, all those present voted in favor, none opposed. Motion carried.**

Goss stated that no change is recommended in the nonrefundable reservation fee, boat launch fees, wood and ice fees, or the pavilion fees.

Goss reviewed the non-camper dump station rates at Barnes Park (\$15) and Kalkaska RV Park (\$12). Goss recommends that the current fee of \$5 be increased to \$10 per dump for non-campers.

**Motion by Hubbell, second by Lawson, to increase the 2017 rate for dump station use (non-campers only) to \$10 per dump.** There was brief discussion of taking it to \$15. The motion was not amended. **On voice vote, all those present voted in favor, none opposed. Motion carried.**

Goss stated there is some demand for storage of boats and campers in the additional parking lot. A few items were stored in 2016. Users were charged a nominal fee and signed the hold harmless agreement. Borrowing from Traverse City State Park's storage rules, Goss has prepared a proposed policy and fees for storage of boats or campers.

Discussion followed.

Popp thinks the zoning administrator should sign off as it is creating another use not enjoyed by others.

Lawson and Goss disagreed.

Popp stated the hold harmless agreement should be reviewed by legal counsel, to which Goss replied that it is the same agreement the township has always used and it has been reviewed by an attorney.

Popp would prefer that any units left more than 14 days be towed at owner expense, as opposed to being assessed a \$10 per day fee.

It was agreed that a requirement would be added that storage is only available to those who have had recent residency at the campground.

Hubbell suggested a storage tag for stored vehicles and agreed that anything left longer than 14 days should be towed. Also, the storage tag should be returned to the office when the storage period is over.

There was consensus that \$5 per unit per night is a fair price for storage of recreational units.

Goss will make the recommended changes to the storage policy and bring it back for approval.

#### **Excel Site Rentals – Installation Invoice**

Goss provided a memo concerning the installation of the portable housing unit behind the fire station and the ensuing invoice for same.

Referring to Financial Administration Policy 4.8, Popp stated it is kind of vague when there is only one vendor. It sounds like a surprise invoice, but he does not think any policy is being violated.

Brief discussion followed.

**Motion by Lawson, second by Hubbell, to authorize payment of Excel Site Rentals Invoice 17501 in the amount of \$5,342.00.** There was no further discussion. **Roll call vote: Benak, yes; Goss, yes; Hubbell, yes; Lawson, yes; Popp, yes. Motion carried.**

(See statement on next page regarding the line item out of which the setup invoice will be paid.)

#### **Recreation Fund Budgeted Transfer**

A memo was provided by Goss detailing the need for the budgeted transfer.

**Motion by Goss, second by Lawson, to transfer \$25,000 from the General Fund to the Recreation Fund, as budgeted.** There was no further discussion. **Roll call vote: Goss, yes; Hubbell, yes; Lawson, yes; Popp, yes; Benak, yes. Motion carried.**

#### **Ambulance Fund Budget Amendment**

Goss apologized for the confusion of two memos on this topic. The purpose of the budget amendment is to fund the Building Rental line item to cover the rental on the trailer. In the meantime, the electrical bill has increased substantially with the running of heaters under the trailer to keep the pipes from freezing. The amendment will move money from the Facility Repairs/Maintenance line item to the Building Rental and Electricity line items.

**Motion by Hubbell, second by Benak, to approve Ambulance Fund budget amendments, as recommended by the Clerk.** There was no further discussion. **Roll call vote: Hubbell, yes; Lawson, yes; Popp, yes; Benak, yes; Goss, yes. Motion carried.**

Additional expenditures in the Ambulance Fund were discussed, i.e., \$5400 for setup, \$4,200 rent to the end of the fiscal year, \$2,000 per month for natural gas and electrical, totaling about \$11,600.

It was agreed that the Excel Site Rentals setup costs will be expensed to the Building Rental line item.

Goss will bring back a budget amendment to cover the trailer setup bill.

### **Medical Marijuana – Introduction to New Laws**

Popp provided information with respect to the recently enacted Medical Marijuana Facilities Licensing Act (MMFLA), Public Act 281 of 2016, MCL 333.27101, et seq. This act provides for state licensing of commercial medical marijuana facilities. Under the new law, townships will have a chance to say yes or no to whether marijuana grow centers or provisioning centers can be located in the township.

Popp stated that Acme is going to allow it; Clearwater is not.

The law says that no one can apply to the state for a license of any kind under the MMFLA unless the township has already adopted an ordinance that authorizes that type of facility. If a township has authorized one or more types of commercial medical marijuana facilities in the township, persons can apply to the state for licenses beginning 12/15/2017.

The board briefly discussed some of the provisions of the new law.

This issue will be brought back in three months.

### **Set Budget Work Session Dates**

The first budget work session will take place on Tuesday, 2/7, at 6:00 p.m.

### **Proposed Changes to Planning Commission Bylaws (added)**

Goss provided a memo with the proposed changes attached. **Motion by Popp, second by Goss, to adopt proposed changes to the Planning Commission Bylaws as discussed by the Planning Commission at their 01/04/2017 meeting. There was no further discussion. On voice vote, all those present voted in favor, none opposed. Motion carried.**

### **Tabled Items**

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

This agenda item will remain tabled.

#### **Review Ordinance 22 Pension Plan (tabled 10/25/2016)**

This agenda item will remain tabled.

### **Board Comments/Discussion**

None

### **Announcements**

Next township board meeting is February 7, 2017.

**Public Comment**

Tim Shaffer, 5309 Moore Road, stated he would like to know the status of sending a letter of request for Zoning Board of Appeals. He talked to the supervisor last month, has not heard anything.

Popp stated he finished the application form on Monday and will bring it to the first meeting in February for the board to review to see if the questions give them enough information about the applicant.

Goss questioned why the application when the board agreed that new applicants should submit a short bio and show up at the meeting for introduction.

Popp stated everyone could submit different information. This levels the playing field, gives the applicant an area to express themselves. Four other townships all have applications. It becomes a part of their policy and procedure manual.

**Board Comments/Discussion (Continued)**

Lawson inquired what the status is on special assessments and if there could be a brief update at the next meeting.

Referring to the WMDLS Special Assessment District, Benak stated she is down to four people left to pay. She has done all the research on the original parcels and what happened due to sales, splits, and combinations, when new parcel numbers were created. She stated she is really confident in the numbers. The unpaid amounts are not due yet from the taxpayers. There are a couple refunds to check on also.

**Adjournment**

Motion by Hubbell, second by Lawson, to adjourn. Meeting adjourned at 9:11 p.m.

Respectfully submitted,

Cheryl A. Goss  
Whitewater Township Clerk