

**Whitewater Township Board
Minutes of Regular Meeting held May 9, 2017**

Call to Order/Pledge of Allegiance

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: Mobile Medical Response Representative Scott Kiernicki, County Commissioner Carol Crawford, Mike Jacobson, Tim Shaffer, and 4 others

Set/Adjust Meeting Agenda

There were no adjustments.

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:

- They have been focusing on choosing a new administrator and chose a company called GovHR to be their search firm.
- There is a survey on their website about what the community might like to see in a new administrator. The whole process will take about 3-4 months.
- Tomorrow night they will have pension study session number 2. All options are still on the table. Bonding is still up, possible millage, all kinds of different options to tackle the pension obligations. They have not made any decisions yet. They hope to formulate a pension stabilization plan.
- They put out an offer to a new IT department head, which has been vacant for almost a year.
- Their new HR director, Bill Hendry, has been there about a month.

Discussion followed concerning length of tenure of Tom Menzel and the need for a 5- to 10-year administrator.

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

Mobile Medical Response Report

Scott Kiernicki gave the following report:

- Provided copies of the April reports and indicated there were 19 calls in April. Categorization of calls was noted. Response times of 13:59 or less were met 95% of the time. There was one call above that.

Goss noted that, according to Steve Myers, the one lengthy call was due to back-to-back calls. The backup unit had trouble finding the location.

The board passed along their condolences to MMR and to the family of Nick Bernelis (former Director of Northern Operations), who passed away April 30.

Planning Commission Report

Lloyd Lawson gave the following report:

- The PC had two meetings this month, the second one on 4/26, primarily focusing on going through the ordinances, reviewing the definitions, doing a rough draft on what should be special use and what should be allowed, i.e., a business office without a drive-through would be allowed, but a business office with a drive-through would have to have a special use permit. They are discussing definitions to make sure they are correct and complete. They will revisit a number of things again in the next meeting.
- There is a special meeting on May 17th at 7:00 p.m.
- They are getting a lot of ground covered lately. Kudos to everyone on the PC.

The lack of permitted uses in the commercial district was discussed briefly.

Parks & Recreation Advisory Committee Report

Cheryl Goss gave the following report:

- Goss attended the Parks & Recreation Advisory Committee (PRAC) meeting last night. They were mainly discussing the installation of playground equipment at Hi Pray Park this past weekend. There was a huge amount of activity starting on Friday night with Brandon Hubbell excavating the enlarged playground area, with the help of Josh and Melissa Melton. The new pieces of equipment were in place by Sunday, along with the placement of 80 cubic yards of beach sand.
- There was a little bit of surface damage on a couple pieces, mainly on the merry-go-round. Touchup paint is available.
- Remaining to be done is to paint the swing set, paint the kiosk, sand the bleachers, water-seal the bleachers, and install the border around the playground area.
- Goss offered to reimburse at least a tank of gas for each piece of equipment used (Brandon's bobcat and tractor, Josh Tress's excavator). The offer was declined.
- Upon completion, everyone who worked on the cleanup of the park/installation of the new equipment should be recognized in the Elk Rapids News and other places.
- The PRAC is moving their June meeting to a week earlier, at which time they will meet at Battle Creek Natural Area to tour the park and get an idea of projects they may want to do there.
- They are also starting to think about applying for grants. Decker is going to create a checklist of items that are normally needed for grant applications.

Brief discussion followed.

Consent Calendar

Receive and File

1. Supervisor's Report for April 2017
2. Clerk/Park & Recreation Administrator's Report for April/May 2017
3. Zoning Administrator's Report for April 2017 (not available)
4. Mobile Medical Response April 2017 Activity Reports
5. Grand Traverse Rural Fire Chief's April 2017 Report
6. Approved 03/01/2017 Planning Commission Minutes
7. Approved 03/08/2017 Historical Society Minutes
8. Approved 03/13/2017 Parks & Recreation Advisory Committee Minutes
9. Approved 04/07/2017 Planning Commission Minutes
10. Approved 04/08/2017 Parks & Recreation Advisory Committee Special Meeting Minutes
11. Approved 04/26/2017 Planning Commission Special Meeting Minutes

Correspondence

1. Grand Traverse County Sheriff Department Statistics for April 2017 (not available)
2. Grand Traverse Rural Fire Board DRAFT Minutes of 03/15/2017
3. Grand Traverse Rural Fire Department Officers' Meeting Minutes of 04/05/2017

Minutes

1. Recommend approval of 04/11/2017 and 04/25/2017 regular meeting minutes

Bills for Approval

1. Approval of Alden State Bank vouchers # 41578 through 41649
2. Approval of First Community Bank Miami Beach vouchers # (none)
3. Approval of First Community Bank WMDLS vouchers # (none)

Budget Amendments (none)

Revenue & Expenditure Report (none)

Referring to the supervisor's mention of a Rural Fire 2018 revenue and expense document, Goss inquired whether there is an increase planned for the quarterly assessment.

Popp replied that the document uses a .85 millage rate. The current rate is .72. This higher rate would mean an approximate additional contribution of \$10,000 for Whitewater Township.

Goss also commented that Rural Fire's suggestion that they want standard leases between all their buildings is laughable; tenants do not write leases. The supervisor's report also indicates that Rural Fire has begun to withhold rent. Goss suggested that, if rent is not paid, it should be deducted from the next quarterly assessment.

Brief discussion followed.

Motion by Hubbell, second 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, no. Motion carried.**

Unfinished Business**Emergency Services Building Renovation/Addition Project**

Popp reported, per an e-mail from Gregg Bird, there is no requirement to keep the fire siren operational; it can be decommissioned.

Discussion concerning the disposition of the siren and tower.

There was consensus to scrap both pieces.

Goss provided the following updates:

- The walk-through/inspection took place this morning. Three general contractors showed up, as well as a couple electrical contractors and an excavating contractor. Dan Rudy was also present. Some written information was handed out.
- Plan Review #2 was received yesterday. The wall separating the apparatus room from the rest of the building must be a fire wall, and everything on the west side will have to be sprinkled.
- Mike Skrzypczak from the tribe called yesterday. He and Goss discussed the potential for another water line being brought into the building for fire suppression. Currently, there is a 1" line. The ballpark estimated cost for the additional line was \$5,000 to \$10,000.
- Robert Hunt (plan reviewer) advised that all of the R2 uses have to be firewalled, i.e., the sleeping rooms, bathrooms, kitchen, and dayroom.
- All of the general contractors were notified of the firewall/fire suppression requirement at this morning's meeting.

General discussion followed, including movement of the shed, tank, and generator, as well as getting the discussion going with the Tribe for fire suppression.

Goss will provide the Fire Pro quote and the sewage disposal permit to everyone present at the walk-through.

Ordinance 28 - Miami Beach Sewer Project

According to Benak, there are no updates from Mr. Axe.

There was consensus that the resident meeting will not be set until after the June 13 meeting with DPW.

Personnel Administration Policy 3.0, Section 3.10

Popp stated he has no update on this agenda item.

CLOSED SESSION – Nick Thornton Parcel Sale

It was agreed that this agenda item will be moved to the end of business so that audience members will not have to wait.

Flush Toilet Facility Project – Whitewater Township Park

Goss provided all of the information that has been gathered by her and PRAC member Chuck Decker regarding a flush toilet facility.

Various proposals were discussed.

Goss stated her concern is getting it done this year and using it before the park closes for the season.

Benak stated she likes the Arrow Homes proposal but would like it with better aesthetics that fit more into the atmosphere at the park, i.e., exterior finish.

Lawson said he is not opposed to Arrow Homes. Getting it done quickly is important, too.

Benak stated she thinks quite a bit of research has been done on who is out there and what they can offer.

Discussion followed regarding wind bracing, the necessity of going through Grand Traverse County plan review, concrete versus wood.

Motion by Lawson to approve the purchase agreement from Arrow Homes in the amount of \$78,000, with consideration of modifying to a different exterior finish, for the flush toilet facility at Whitewater Township Park and to authorize the clerk to sign the purchase agreement.

The amount was corrected to \$78,846.

Goss will get a price for the exterior finish upgrade and bring to the board.

Goss seconded the motion.

Popp stated it is worth nothing that we are going outside of section 4.8 of the Financial Administration Policy, which requires us to solicit sealed bids for anything over \$20,000. How do we give ourselves exemptions to certain sections of our policies and procedure?

Benak responded that because we did collect four other companies' bids, although not sealed, specifically for our project, she feels like we have met the spirit of that policy.

Hubbell stated he feels the same way and is comfortable with what he sees here.

Goss also agrees.

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

New Business

Appointments to Zoning Board of Appeals and Planning Commission

Popp noted that he received a phone call today with respect to the Planning Commission appointments. It was a telephone of concern, that business can be separated from township business. Business that we are engaged in, or recommendations that are engaged in, if they can be separated from their positions on the Planning Commission. In other words, would a builder always elect to ease or relax requirements.

Benak asked if there was a specific concern that brought the comment about.

Popp stated no. According to the caller, it was just a concern that builders will be builders, and they will want to build and build and build, and sometimes the Planning Commission is charged with the duty of not building certain things or restrictions on buildings.

Hubbell stated you are going to have that in any township you go to, and if you restrict to not let people like that on there with creative ideas, it is a sad day for this country.

Lawson stated the current zoning is so restrictive that it is hard to get a business in here or to build.

The benefits of having a variety of people on boards and commissions was discussed.

Tim Shaffer identified himself and stated his address as 5309 Moore Road.

Popp is recommending Tim Shaffer to an alternate position on the Zoning Board of Appeals, term to end on 12/31/2019.

Motion by Lawson, second by Benak, to confirm the recommendation of the supervisor appointing Tim Shaffer to a 3-year alternate position on the Whitewater Township Zoning Board of Appeals, term to end 12/31/2019.

There were no questions for Mr. Shaffer.

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

Eric Render identified himself and stated his address as 4418 North Broomhead.

Popp is recommending Eric Render for a position on the Planning Commission, term to end on 12/31/2019.

Benak commented that she is very excited to see that Render has downtown development authority experience.

Hubbell had no comment.

Several questions from Goss revealed the following information about the candidate:

- He is a qualified elector in Whitewater Township.
- He heard about the Planning Commission position through discussion with the supervisor.
- He has lived in the township just over a year, moving from Lewiston, Michigan.
- He has attended planning commission meetings but not in Whitewater Township.
- He has a general understanding of the makeup, nature and purpose of the Planning Commission and believes he can bring things to the table in terms of board insight and township interest.
- He owns a construction business.
- He does not see any issues with attending up to two meetings a month for a couple hours each.
- He stated he does not have any certain issues that he feels strongly about as far as zoning or planning.
- In answer to the question whether he is generally pro-growth or if he likes Whitewater Township the way it is and does not want more businesses or houses, he stated he is pro-growth but more so smart growth; he moved here for a reason; he likes it the way it is. He stated he works in 7 or 8 counties in Northern Michigan. Any changes in Whitewater Township are not going to have an adverse effect on his business. He stated he is generally for more businesses and housing. He does mostly residential construction.

There were no further questions.

Motion by Hubbell, second by Benak, to appoint Eric Render to a 3-year term on the Planning Commission, term to expire 12/31/2019. There was no further discussion. **Roll call vote: Lawson, yes; Popp, yes; Benak, yes; Goss, yes; Hubbell, yes. Motion carried.**

Mike Jacobson identified himself and stated his address as 7031 Skegemog Point Road.

Popp is recommending Jacobson to a position on the Planning Commission to fill the remaining term of the late Matt Lyons, term to end 12/31/2018.

Motion by Goss, second by Hubbell, to appoint Mike Jacobson to the Planning Commission, term to expire 12/31/2018.

Jacobson confirmed that he is available for up to two meetings a month, a couple hours each.

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

Review Zoning Administrator Résumés

Nine applications were received. After discussion, consensus was reached that McElyea and Rozmarek will be interviewed.

There was brief discussion of salary versus hourly compensation for the position, as well as office hours. Goss stated we need someone a couple days a week.

The job description may need to be amended regarding the number of office hours. Compensation was also discussed.

A special meeting of the township board will be set for Wednesday, May 31, at 5:00 p.m. for zoning administrator interviews.

Popp will notify everyone after confirming the two candidates can be here on that date.

Award Lawn Maintenance Contract

The bid specifications were sent to seven contractors. One bid was received.

Motion by Hubbell, second by Lawson, to award a 3-year contract to Lawn-N-Order for lawn maintenance and spring and fall cleanup services at the locations listed. There was no further discussion. **Roll call vote: Benak, yes; Goss, yes; Hubbell, yes; Lawson, yes; Popp, yes. Motion carried.**

Whitewater Township Park Logo Contest

Seven designs were received and briefly discussed.

Motion by Hubbell, second by Lawson, to accept Garrison Waugh's design as the new Whitewater Township Park logo. There was no further discussion. **Roll call vote: Goss, yes; Hubbell, yes; Lawson, yes; Popp, yes; Benak, yes. Motion carried.**

Benak suggested letters be sent to the other people who submitted designs thanking them for their participation.

Consensus was reached that an Honorable Mention will be awarded to Addison Bloye and the clerk will let her know that the board loved her designs.

CLOSED SESSION – Nick Thornton Parcel Sale

Motion by Popp, second by Benak, to go into closed session to discuss property purchase. There was no further discussion. **Roll call vote: Hubbell, yes; Lawson, yes; Popp, yes; Benak, yes; Goss, yes. Motion carried.**

The board adjourned to closed session at 8:58 p.m.

The board reconvened in open session at 9:22 p.m.

Motion by Popp, second by Benak, to purchase Nick Thornton's parcel that adjoins the township property, maximum offer price up to \$7,000. There was no further discussion. **Roll call vote: Goss, no; Hubbell, no; Lawson, no; Popp, yes; Benak, yes. Motion failed.**

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.

Review Whitewater Township Planning & Zoning Fees (tabled 02/28/2017)

This agenda item will remain tabled.

Board Comments/Discussion

Hubbell asked about the fencing behind the township hall.

Goss stated she has not addressed it yet.

Announcements

Next meeting is 05/23/2017 at 7:00 p.m.

Public Comment

None

Adjournment

Motion by Hubbell, second by Lawson, to adjourn. Meeting adjourned at 9:24 p.m.

Respectfully submitted,

Cheryl A. Goss
Whitewater Township Clerk