

**Whitewater Township Board
Minutes of Regular Meeting held September 26, 2017**

Call to Order

Supervisor 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: 4

Set/Adjust Meeting Agenda

Goss noted the RCI document on the table is the cost of the newly required fire suppression in the training room and mezzanine; this needs to be voted on. (Added to Unfinished Business #1)

Goss would also like to add the following:

- An update on the Flush Toilet Facility. (Added as New Business #4)
- A brief discussion of the park bench in the meeting room. (Added as New Business #5)
- A quote from ESET for antivirus software. (Added as New Business #6)

Declaration of Conflict of Interest

None

Public Comment

Nick Piedmonte, 10625 Dalzell Road, Traverse City, stated his team is here trying to learn about where we are at with the medical marijuana surveys. We understand you sent them out to citizens and taxpayers. We think it is a good move to solicit feedback from the community. His group is gathering information and are interested to know how Whitewater Township is viewing things that are taking place at the state level.

Benak replied that most of the surveys are in. About 380 have been returned. All data has been entered into an Excel spreadsheet. The next step is analysis of the data. When the results are ready, we will be giving it to the board and the public.

In response to a question from Benak, Piedmonte stated they run a company called Grand Traverse Vapor. They have six locations throughout Northern Michigan. They will be pursuing both provisioning center licenses and marijuana cultivation. They are interested in trying to connect with communities, particularly in Grand Traverse County, who are taking an honest assessment of these issues. They respect the pros and cons of it. They intend to make a real estate play in whatever community it happens to be.

Brief discussion followed.

Correspondence

None

Public Hearing

None

Reports/Presentations**Grand Traverse Rural Fire Department – Supervisor Supplemental Report**

Popp provided the following information:

- As a result of public comments, the Rural Fire Board directed Chief Weber to welcome anyone who wants to join, and noted that they are going to pay for the training up front. There are three people waiting in the wings.
- Popp made sure Brush 3 was listed on the appraisal. The \$11,000 value is just the truck, not the skid unit that the township bought. (Discussion followed.) It will be left up to the responders whether to keep it.
- As a result of a 2004 rescue truck purchase which was eventually sold by a different rural department, there is a policy which says if a township donates a piece of equipment into the system and it gets transferred elsewhere, you cannot sell it until it comes back to this township. Fife Lake says they want their Holmatro extrication equipment back. All the stations bought this equipment about the same time. Rural Board decided that all of the stations really bought their own equipment. It is a wash.
- There are 26 mutual aid agreements that will have to be redone; did not find out how many affect our township.
- Discussed three different ways to dissolve Rural Fire. We can agree to dissolve and everybody gets all their paperwork ready to submit to the state for new fire department identification. Once everybody is at the same level, we will pick a date to dissolve. Another way is that if you are ready to go now, you can go now, but we will not actually dissolve and we are not going to transfer equipment to you until after we dissolve. The latter scenario raised questions of borrowing equipment, who pays the insurance, accidents. (Discussion followed.)
- Directed staff to create a 2018 budget, with and without Fife Lake.
- The board also voted by a 3-2 split to extend Chief Weber's contract month by month into 2018 at the current monthly rate. We have a chief and a budget that can be put into play at 12/31/2017 if we are not ready to dissolve.
- Fife Lake and Union indicated that they would have their pricing differentials discussed and hammered out by 10/1, which should then theoretically allow the vote to dissolve to happen at the 10/20 meeting.
- It was brought up that a week ago Saturday from the meeting date, out of all 3 departments we only had one fireman respond to an all-call and it was a fireman that responds to Station 3. Out of 30 people, only one responded.

Goss provided some further information, i.e., Fife Lake is having a meeting on 10/3 to hammer out a cost recovery agreement with Union Township. Also, Roger Gibson provided further information regarding the call where only one person responded; it was a report of smoke, which turned out to be some people clearing trees and burning brush.

Discussion followed.

Lawson reported that he called on the Fire Tools software and talked to the company owner. Lawson listed several local entities who use it. The full-version disk of all four modules is being

shipped here. It was offered to us for \$800 (from \$1450). There is a \$400 per year annual fee. There is no extra charge for support, which is available seven days a week.

Discussion followed.

Unfinished Business

Emergency Services Building Renovation/Addition Project

A written update dated 09/22/2017 was provided by Goss.

Battery-operated versus non-battery-operated locksets were discussed. Battery-operated locksets are included in the bid price. Richter has supplied a separate quote for commercial grade mechanical locksets.

Motion by Lawson to accept the new proposed locks as stated in the quote; second by Benak. There was no further discussion. **Roll call vote: Benak, yes; Goss, yes; Hubbell, yes; Lawson, yes; Popp, yes. Motion carried.**

Goss reported that the code office has recently decided that fire suppression is now also required in the training room and mezzanine. RCI has provided a quote from AFP.

Discussion followed.

Motion by Lawson to accept the quote for \$5,151.51 for the additional fire suppression costs; second by Hubbell. There was no further discussion. **Roll call vote: Goss, yes; Hubbell, yes; Lawson, yes; Popp, yes; Benak, yes. Motion carried.**

Goss reported that the job is on schedule.

Update on Junk Complaint

Zoning Administrator Habedank provided an email update. There were no questions.

MDOT Land Transaction – Phase One Environmental Study

Three proposals were received, Global Environmental Engineering, Otwell Mawby, and Gosling Czubak.

Discussion followed. It was agreed that the phase one study should be done. It was noted that we would not be liable for cleaning it up if something is found. The quoted prices were discussed.

Motion by Goss to engage Otwell Mawby to perform the phase one environmental assessment of the MDOT property for \$1,650; second by Benak. There was no further discussion. **Roll call vote: Hubbell, yes; Lawson, yes; Popp, yes; Benak, yes; Goss, yes. Motion carried.**

Popp will sign the authorization to proceed.

Goss requested the report be emailed to her directly from Otwell Mawby (in addition to being emailed to the supervisor).

New Business

2017/2018 Snow Removal Bids

Popp provided a proposed bid form.

Changes discussed are as follows:

- Prices will be requested for a 3-year period.
- It will be advertised in the Traverse City Record-Eagle on Sunday 10/1 and in the Elk Rapids News next week, as well as sent to known vendors. Goss will prepare a notice for publishing.
- The deadline will be October 20, 2017, with the contract to be awarded at the 10/24 meeting.
- Additional areas to be plowed are the east drive and tennis court area near the west fence.
- The form should indicate that plowing requirements may change.

Approve Event Contract with WESA for Halloween Party

Goss provided a memo detailing the need for a contract with WESA to put on the Halloween event at Whitewater Township Park. The park can be advertised, and the township can reimburse WESA for some of their expenses.

Motion by Hubbell to approve the WESA contract; second by Lawson. There was no further discussion. **Roll call vote: Lawson, yes; Popp, yes; Benak, yes; Goss, yes; Hubbell, yes.**
Motion carried.

Motion by Hubbell to reimburse Williamsburg Emergency Services Auxiliary for event-related expenses in an amount not to exceed \$500, as detailed in the Event Contract, and to track those expenses through a Promotional Expenses line item in the Park Fund; second by Benak. There was no further discussion. **Roll call vote: Popp, yes; Benak, yes; Goss, yes; Hubbell, yes; Lawson, yes.** **Motion carried.**

Establish Criteria for Seeking Advice from Township Attorney

Goss provided a memo urging that criteria be established for accessing the township attorney. Goss feels the only people who should be accessing the attorney are the township board and the zoning administrator. Some questions can be answered by the Michigan Townships Association attorney without cost to the township. Goss stated she thinks the board needs to agree that advice should be sought before it happens.

Popp stated he does not think any of these powers that he reached out to the township attorney (two noted totaling less than \$400) are excessive. We did look at the pension plan Ordinance 22 heavily when we employed ambulance staff. It was tabled as board consensus when we subcontracted out the ambulance staff. It was not a waste of taxpayer money. We may be reviewing it again depending on how many people we have for the fire department. Popp stated what brought this about was the letter from the Disability Network which was addressed to supervisor that the clerk responded to.

Benak noted the clerk is the park administrator and it is her job to respond to complaints about the park.

Popp stated there should have been some consultation there.

Benak stated the point is that if any of us are going to consult the attorney, it should be because the board has said we need to get legal advice. Then the board needs to see the communication going to the attorney and the response back from the attorney. Benak stated she agrees there are things we need to talk to the attorney about, but she has said in the past that she wants to see what is being sent and the response. If we are paying for it, she has a right to see it. The actual documentation should be kept with the clerk, who is the official recordkeeper.

Popp suggested the clerk submit criteria for board approval.

Benak stated Popp needs to give the clerk copies of his correspondence and the attorney responses for both items (treasurer office access, letter from Disability Network).

Popp stated the attorney provided them.

Goss replied that the attorney has not provided Popp's e-mails to the attorney on either subject.

Popp stated he will send it to the board.

Goss will bring something back to be added to the AP&P manual.

Update on Flush Toilet Facility

Goss provided a change order from Arrow Homes showing the cost of complying with the sewer and well permit issued by the Grand Traverse County Health Department. This would add \$47,190 to the cost of the project, making the total cost \$126,036. Goss is recommending that the project be cancelled.

Discussion followed.

There was board consensus that the flush toilet facility project will be placed on hold for now. Arrow Homes will be informed that the additional cost is beyond the township's budget and they will be asked to provide a bill for services provided thus far.

Proposed Park Benches

Goss drew the board's attention to a park bench sitting in the meeting room. The Parks & Recreation Advisory Committee would like to place some park benches at Hi Pray and one at Battle Creek Natural Area. They would like to purchase 4 or 5 of the style on display here. The price is approximately \$150 each. The benches will be secured to prevent theft and stored inside during the winter.

There was consensus that six benches will be purchased.

Antivirus Software Quote

A quote was provided by Lawson for ESET antivirus software. The cost is \$775 for twelve 3-year licenses. It would be installed on all of the desktop computers at the township hall and all of the board member laptop computers which are owned by the township. Additional licenses may need to be purchased later for fire department use. The ranger station laptop will continue to use the antivirus software already installed.

Motion by Popp to purchase the 3-year licenses for the ESET antivirus software; second by Hubbell. The number of licenses was discussed; it was agreed that 10 will be purchased for now. **Roll call vote: Benak, yes; Goss, yes; Hubbell, yes; Lawson, yes; Popp, yes. Motion carried.**

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

This agenda item was not discussed.

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

This agenda item was not discussed.

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

This agenda item was not discussed.

Board Comments/Discussion

Benak drew the board's attention to the spreadsheet provided by Zoning Administrator Habedank listing all land use permits issued between 03/01/2017 and 09/25/2017 and commented that it is awesome.

Discussion followed.

Benak brought up BS&A software for zoning. The cost is about \$7,000. It would solve any problems with new personnel and would let the assessor know of new construction going on in the township.

Goss noted that Habedank started working 4 days per week this week. He will be working Monday through Thursday.

Announcements

Next regular township board meeting is 10/10/2017 at 7:00 p.m.

Public Comment

None

Adjournment

Motion by Hubbell to adjourn; second by Lawson. Meeting adjourned at 8:54 p.m.

Cheryl A. Goss

Whitewater Township Clerk