

**Whitewater Township Board  
Minutes of Regular Meeting held May 14, 2019**

**Call to Order/Pledge of Allegiance**

In the absence of the supervisor, Clerk Goss called the meeting to order at 7:00 p.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan.

**Motion by Benak to nominate Paul Hubbell to chair the meeting; second by Lawson. On voice vote, all those present voted in favor, none opposed. Motion carried.**

The Pledge of Allegiance was recited.

**Roll Call of Board Members**

Board Members present: Treasurer Benak, Goss, Trustee Hubbell, Trustee Lawson

Board Members absent: Supervisor Popp

Others present: Deputy Supervisor Ron Bachi, Fire Chief Brandon Flynn, Zoning Administrator Lindsey Wolf, County Commissioner Gordon LaPointe, and 12 others

**Set/Adjust Meeting Agenda**

Goss requested to move New Business #1, Cemetery Sexton, to right before Reports/Presentations as Wilkinson must travel to Peninsula Township's board meeting this evening.

Goss proposed to add Personnel Issue as New Business #6.

There was board concurrence with both changes to the agenda.

**Declaration of Conflict of Interest**

None

**Public Comment (06:58)**

Janet Bachi, 6987 Cook Road, accused the clerk of impugning the integrity and reputation of her deputy supervisor husband and treating herself and coworkers badly.

**(11:14)**

Tim Shaffer, 5309 Moore Road, commended the fire chief and crew on the super job they did putting together the pumper/tanker specs. He also commended the whole township on 97.95% of payments made at the township hall and not turned over to the county for collection.

**(12:15)**

Ron Bachi, Whitewater Township Deputy Supervisor, 6987 Cook Road, relayed his history of attendance at township meetings and Popp's request that he become deputy supervisor. He complained that he has not been allowed to sit at the board table, citing lack of respect for the supervisor's office. He again brought up a March meeting notice on which the incorrect days of the week were listed and criticized the board's response. He criticized the clerk's response to his delivery of a poor quality contract document faxed to him by Popp. Referring to his removal of

clerk's mail from the township hall and its subsequent return by his wife, he accused the clerk of disrespecting his wife, himself, and everyone in the office, accusing Bachi of lying and purposely taking documents.

**(19:22)**

Heidi Vollmuth, 8371 Winnie Lane, noted that elected and appointed officials are held to a higher standard, accused the clerk of violating the respect of the voters, and lectured on the responsibilities of boards.

**(22:07)**

Mike Conlan, 5918 Vinton Road, said he is interested in buying a piece of property across from his house.

**(23:05)**

Robert Barnes and Angela Barnes, 863 Bertina Lane, Traverse City, stated they recently bought a piece of property on Wheeler Pines Road and support a change in the zoning ordinance to allow accessory structures without a primary building.

**Public Hearing (26:07)**

None

**New Business (26:14) (moved up on the agenda)**

**Appointment of Cemetery Sexton and Approval of Cemetery Sexton Agreement**

Goss introduced Bob Wilkinson to the board and described sexton services he has graciously performed this spring for Whitewater Township. Goss noted that he provides sexton services to other townships as well, and clerks in two of those townships provided glowing references with respect to his services. Goss is recommending that the township hire Wilkinson as cemetery sexton. A proposed sexton agreement has been drafted.

There were no board questions for Wilkinson.

Ron Bachi read a memo from Popp criticizing the clerk for not scheduling the sexton interviews with the supervisor's office and that all agreements should be reviewed by legal counsel.

Goss replied that it is the entire township board's responsibility to make sure the township is providing cemetery sexton services, adding that she took on the task of meeting with potential sextons because of upcoming burials. To her knowledge, Popp has been out of town and not able to attend interviews.

Benak noted that this is a contractual service, not an employee.

Benak also noted that the changes in pricing will need to be addressed.

Goss stated she has already placed a rate resolution on the June agenda.

**Motion by Lawson to appoint Robert Wilkinson as Whitewater Township Cemetery Sexton, effective immediately; second by Benak. On voice vote, all those present voted in favor, none opposed, Popp absent. Motion carried.**

Discussion of the proposed sexton agreement followed.

Benak stated she would like to make a change to No. 7 where it says “either party may terminate this agreement upon 10 days’ notice,” and would like it to say 30 days.

Wilkinson indicated his agreement with that change.

Goss will make the change.

**Motion by Goss to approve the Whitewater Township Cemetery Sexton Agreement as amended with the attached 2019 fee schedule; second by Lawson. On voice vote, all those present voted in favor, none opposed, Popp absent. Motion carried.**

#### **Reports/Presentations/Announcements/Comments (36:47)**

##### **County Board of Commissioners Report**

Gordie LaPointe gave the following report:

- Regarding the pension liability, the board has increased the contribution to MERS from \$5.9 million to \$7 million annually. This is a key priority they want to keep on top of.
- The county jail still remains a focus. Several years ago, there was discussion of overcrowding. The current jail has 160 beds. They were talking about building a 300-bed jail. The population is going down for a number of reasons, such as sobriety court and drug court. He toured the Wexford County Jail, completely different design, much more efficient, less cost to operate. Grand Traverse County spends \$5.5 million per year to man the jail.
- The health department is pursuing a grant to fund the harm reduction program, working with people who have drug addictions. The needle exchange portion of the program caused a big discussion at the last county board meeting. There are people with strong opinions on both sides. The sheriff is strongly opposed to the program, but the health department is equally in support of it.
- Tree cutting at the airport was a big issue. They cleared a 40-acre parcel near Costco. They had a legal right to do it.
- Tomorrow, they have a board meeting and strategic planning session to identify the key things the county should be focusing on. The seven commissioners all have different opinions and they hope to boil it down to three or four to focus on over the next several years.

There were no questions for LaPointe

**County Road Commissioner Report (45:26)** - There is no one present from the road commission.

**Mobile Medical Response Report (45:31)** - No one is present from Mobile Medical Response. April 2019 Activity Reports are in the board packet.

**Fire Department Report (45:36)**

Fire Chief Brandon Flynn gave the following report:

- They had a busy month in April with 7 calls, 33 for the year. They are a little ahead on call volume.
- The biggest thing they are keeping an eye on is burn permits, which the DNR has kept closed most days except for a few rainy days. They have been working closely with the DNR fire supervisor because our area is mostly state land. Windstorms over the past few summers have caused quite a bit of fire load out there, which they are keeping an eye on. They are working collectively to keep the illegal burns to a minimum.
- He reported that he responded with Blair Township to an approximately 100-acre fire a couple weekends ago to help with one of the staging areas.
- He and Popp have been working on the asphalt paving project. He explained the suggestions of Consumers Energy to alleviate future problems with the electrical feed to the station.
- The Target Solutions training platform is up and running.

In response to Goss's question, the Chief further explained the electrical feed issue.

Referring to the Chief's monthly reports, Benak stated she has never had such good communication between the fire department and this township board since she has been on the township board, and that includes the township's time with Rural Fire. She said the Chief's communication is excellent; we know what is going on in detail. She praised the Chief for an excellent job and stated she appreciates it very much.

Benak also praised Firefighters Tilley and Stephenson for the outstanding work they did on saving a gentleman's life recently and suggested they should get a commendation.

Discussion followed.

**Planning Commission Report (53:48)**

Lawson gave the following report:

- The meeting was on May 1.
- They discussed accessory structures at length. The planning commission overall does not think accessory structures should be completely banned on property alone by themselves. The zoning administrator has done some research outside of the Grand Traverse area and there are townships which allow it but with stipulations or regulation. They talked about allowing it in the RC district or some other areas as well. They talked about allowing them in the RC district if all they are doing is using them for storage.

Benak questioned why just the RC district.

Lawson said that was the main one they talked about. They talked about other districts, too, where it would be allowed in some but not all of them.

Benak said she is not sure what the difference is. If you are going to allow them, you allow them.

Lawson stated the PC is not against it if the board was to decide on changing it to allow for it.

- Lawson reported that they talked about the 5-acre requirement south of town, but they are waiting on the research to finish as to whether it is a legitimate ordinance or not.

There were no questions from the board.

Ron Bachi stated he has enjoyed the PC meetings and he thinks the PC is working well right now.

### **Parks & Recreation Advisory Committee Report (57:03)**

Goss gave the following report:

- The committee met last night; all 5 members were present.
- They have asked Goss to bring up to the board whether the township would be interested in putting an offer on a 1-acre parcel of land on the south side of Lossie Road Nature Trail with frontage on Skegemog Point Road which is owned by Elk Rapids Schools. It was recently listed for sale for \$29,000. The committee thought this area would provide some parking for trail walkers.

Hubbell said maybe we look at the Grand Traverse Conservancy for a little help, if we become interested.

It was agreed to add discussion of this parcel to an upcoming agenda.

- Goss updated the board on all of the committee's various projects for this year, i.e., the batting cage, dugouts, and the trail signage/kiosks/benches project.
- Three applications have been received for the alternate position on the Parks & Recreation Advisory Committee. They will be provided to Popp.

Brief discussion followed regarding stone for the batting cage.

### **Consent Calendar (1:04:27)**

Goss added under Correspondence the Halt Fire letter received 05/13/2019 stating how impressed they were with Fire Chief Flynn regarding the specs on the new fire apparatus.

Receive and File

1. Supervisor's April 2019 Report
2. Clerk/Parks & Recreation Administrator's April/May 2019 Report
3. Zoning Administrator's April 2019 Report
4. Mobile Medical Response April 2019 Activity Reports
5. Fire Department April 2019 Report

6. Treasurer's Cash Balance, Bank Accounts, and Interest Reports
7. Approved 01/24/2019 Zoning Board of Appeals Minutes REVISED
8. Approved 03/06/2019 Planning Commission Minutes
9. Approved 03/11/2019 Parks & Recreation Advisory Committee Minutes
10. Approved 03/28/2019 Zoning Board of Appeals Minutes
11. Approved 04/03/2019 Planning Commission Minutes

#### Correspondence

1. Grand Traverse County Sheriff Department Statistics for January/February/March/April 2019 (delayed due to technical issue at county)
2. Letter 04/09/2019 ISO re: Building Code Effectiveness Grading Schedule Program
3. Letter 04/12/2019 Charter Communications re: Spectrum Originals and Gaiam TV
4. Letter 05/13/2019 Halt Fire re: Bid on Fire Apparatus (**added**)

#### Minutes

1. Recommend approval of 04/09/2019 regular meeting minutes

#### Bills for Approval

1. Approval of Alden State Bank vouchers # 43852 through 43975
2. Approval of First Community Bank Miami Beach vouchers # 1253 through 1254
3. Approval of First Community Bank WMDLS vouchers # 1316 through 1319

Budget Amendments (none)

Revenue & Expenditure Report (none)

**Motion by Goss to approve the Consent Calendar as amended; second by Lawson. Roll call vote: Benak, yes; Goss, yes; Hubbell, yes; Lawson, yes; Popp, absent. Motion carried.**

#### **Unfinished Business (1:05:47)**

##### **Pumper Tanker - Award Contract**

Chief Flynn stated they had five bids and explained their rationale for discarding some of the bids. He explained the help received from CSI with the bid specifications, as well as some initial concern with choosing them. He explained some of the options chosen for the vehicle. This vehicle is a replacement for the tanker and will provide a backup pump, which is a priority. The tanker is 20 years old and at its maximum life. He feels CSI did a good job price-wise. The planned delivery date is toward the end of January.

**Motion by Lawson to enter into the contract dated 05/14/2019 with CSI Emergency Apparatus LLC for the purchase of a 1900-gallon tanker on a Freightliner chassis, per proposal dated 03/27/2019, at a total contract price of \$343,886.00, and further authorizing Fire Chief Brandon Flynn to execute said contract; second by Benak. Roll call vote: Goss, yes; Hubbell, yes; Lawson, yes; Popp, absent; Benak, yes. Motion carried.**

Goss will prepare a check this week to be sent with the signed contract.

**Miami Beach Sewer System - Document Review (1:14:55)**

John Nolan and Tom Slopsema are present.

Goss noted that the Miami Beach Road Association (MBRA) attorney drew up some documents, which were provided to the township attorney. The township attorney, Jacob Witte, commented back. Then John and Tom had separate e-mails questioning some things.

Discussion followed, including comments from Slopsema.

Slopsema said their attorney, Ben Price, has volunteered to call Witte and get the language agreed upon between the attorneys and then we all review it, and stated that is probably the fastest way to do this. He welcomed the township board providing direction on any of the items.

Hubbell noted that Popp provided a written comment.

Goss agreed with the two attorneys getting together.

Benak noted it will be the quickest way to get this hammered out; we are not that far apart.

Slopsema said they did not see a response from Popp.

Benak noted Popp sent a memo agreeing that the two counsels should get together.

Goss volunteered to convey to Witte tomorrow that the MBRA attorney and Witte can get together and hammer this out and bring back the documents that each one feels protect their client.

Goss asked Slopsema for an update on the road commission.

Slopsema said they received a list of items from the road commission, starting with the need to provide their annual DEQ permit. Slopsema said he has it in writing from the DEQ 5-6 months ago that the DEQ permit was for construction only; the discharge amounts are so low that they do not need a permit. He said he is starting over with the road commission.

Goss brought up the escrow.

Discussion followed.

Slopsema said the Miami Beach board will meet on Memorial Day weekend; there is no general meeting scheduled. Once they get all the final stuff together, then they have to give their people a chance to vote.

**Emergency Services Building Driveway Project - Review Engineering Bids (1:24:16)**

Goss noted that it came to light at about 2:30 today that the document for this agenda item is not in the packet. Goss re-sent it through e-mail to board members, but stated she has not had time to read it. The purpose is to choose an engineering firm.

Fire Chief Flynn is present and explained that three contractors have provided proposals. Two of them were going to be here tonight, but Flynn called them off due to the electronic snafu. Flynn suggested it be tabled to a special meeting or even next month.

Discussion followed.

There was board consensus that this agenda item will be added to a special meeting agenda, if one is set.

**Whitewater Pines Site Condominium - Final Conditional Approve/Deny (1:27:48)**

Applicants Steve and Kim Mangus are present, along with Zoning Administrator Lindsey Wolf.

Steve stated they have been working for the last year on all the approvals from other agencies and he believes they are pretty good to go. He asked if the board has any questions.

Goss asked what has to go on the plans yet.

Steve replied that there are some minor things, arrows to be added for water flow in terms of the drainage, retention basins will be added.

Kim added scale vicinity map and district specifications for surrounding properties, a couple typos, and the next print will be an as-built site plan which is reflective of exactly what is existing on the property, and will be the final plan, signed, sealed, and sent to the state.

Steve stated that after they put the irons in, they make sure that what the irons are is exactly what you see.

Benak noted the project went from 33 units to 28.

Steve noted that happened at the planning commission, and the township board gave preliminary approval on June 26 last year.

Goss asked if the Manguses have any idea why Popp called it a planned unit development.

Steve said it is not; he probably got confused. It is technically a site condo.

Hubbell acknowledged that it is a lot of work.

Wolf stated there are just a few items that need to be put on the plans, and noted that Kim dropped off a letter today stating that those as Steve mentioned would be added to the plans. Wolf stated she is comfortable with the way that this is. The only thing he did not mention was the "Unnamed Court," and she believes that is going to be an extension of one of the drives, so that will be reflected on the plan. Also, for the easement for emergency services, there will be some form of designation that will allow them to be able to find somebody in case of an emergency.

Steve said you are talking about an address, so there would have to be an address out there, because they technically consider it a driveway.

Kim stated, just like any other driveway, it is required to be marked at the curb and it will have a Hamilton Ridge Drive address.

Goss asked if it will show that Hamilton Ridge continues.

Kim stated it does not continue; it is a private drive off of Hamilton Ridge that will have two parcels on it, but the address will be on Hamilton Ridge, and the driveway marker for the fire department is required to be on Hamilton Ridge indicating that there are two homes down that private driveway.

Steve stated the bottom line is when you drive in, you want to have quick, easy access to visually see that address. There will be language in the common docs that state that.

Goss stated it needs to be addressed because emergency services has to be able to know exactly where they are going.

Kim stated it is exactly the same as any other private driveway.

Wolf stated the Manguses also dropped off a letter from their surveyor in support of the basins and runoff water. They talked about the permanent easement that grants access to Lots 10 and 11. Unit 9 will essentially become a corner lot from this easement. There are some things that the board needs. They were looking initially for some variances from the general ordinance in regard to the private roads. Per Private Road Ordinance 32L, if more than 25 lots have access to a private road, a second means of access meeting the requirements of this ordinance shall be approved. As they stated, the roads were built previously for another project. If the second approach is created, a permit is required from the road commission. She stated that is noted in the packet from the government approvals. They have been talking with the Chief about the second entrance point and coming to some form of agreement, which she will let the Chief elaborate on. Also, Private Road Ordinance 32K, the road right of way for the entrance off Broomhead serving that number of units needs to be 66'. The site plan indicates 50', so the township board has the authority to grant a variance from the private road requirements. She stated the township board also has to approve the names that were selected by Equalization, which are in the correspondence from Equalization.

Benak asked if these are the things that still need to be done.

Lawson asked is that for final, or is that for stuff that still needs to be completed even after final.

Wolf stated this is something that needs to be taken care of so they can go to Equalization and get those road names approved, knowing that the board has approved them, so they can continue to be able to finalize this to send it to the state.

Benak asked: And the exceptions to the general ordinances, that is something we need to put on an agenda, correct?

Wolf replied that it was talked about at the last meeting just during regular comment that they had requested that. She stated she could not find any language that the private roads had been accepted, so she felt like that needed to be clarified this evening.

Benak said not the private road names; she is talking about Ordinance 32.

Wolf stated that they had requested previously that the roads be accepted as is. She stated she could not find any language that the board had approved that through the approval process.

Benak asked if we need to put that on an agenda like we did with the road off Bunker Hill, where we gave the waiver to Ordinance 32, Heiges Trail.

Goss stated it sounds like there are several motions that need to be made and she would hate to draft them on the fly.

Benak said she is asking: Is that what we need to do? We need to get it on an agenda so that we can formally waive the requirements to Ordinance 32; is that correct?

Goss replied yes, that is what they are asking for.

Wolf said she does not know how it has been done in the past, but this was discussed at their last approval meeting, so she does not know what the board's procedure for that is.

Goss said she does not have any problem doing this, but we do not have suggested motions, and stated it sounds like we have several motions that we need to come up with. Goss suggested maybe she can work with Wolf on those, and said this is probably something Popp should have brought to us; we are supposed to have action items before things are put on the agenda.

Benak suggested we could do it in June.

Goss stated we could add this to the special meeting and she could work on some motions with Wolf.

Hubbell stated he thinks we should; they have been working on this a long time.

Lawson agreed that they have; we need to get it done.

Benak stated whatever we are going to do, she would like to have it finished on our end, what we are responsible for.

Lawson said if the motions were made now, we are still in a meeting about this right now.

Goss asked Lawson what motions he wants to make.

Benak asked if we had to publish that we were making an exception to Heiges Trail for Ordinance 32.

Goss stated she knows it was an agenda item granting a variance from the Private Road Ordinance. Goss stated they are looking for final approval, but there will be conditions that they will need to meet.

Wolf said conditions that the missing elements from the drawings would be included, it would contain the seal, and that the board was fine with the way the roads are constructed at this point.

Lawson asked if those are the two things.

Steve said they cannot move forward with doing the rest of their work until they have --

Kim stated that on the letter she submitted, on the second page in the middle, there is a list of the final approval points that would be in a typical motion for final approval pending completion of that list. Those are the items that are still remaining to be completed but cannot be completed until final approval from the board is granted. She said they cannot file their deeds with Grand Traverse County until the board has approved the project. There are things like that.

Goss said right; you cannot sell any lots until you get everything in order.

Kim said of course. Until they have final approval pending from the board, there are certain things that legally they cannot complete.

Steve stated Lindsey has to have a list that she can give us so we can check it off.

Wolf stated she did some additional research as far as the Master Plan and survey respondents and there is a lot of support for a development like this. She said personally she has been involved in quite a few developments over her time and this is one of the nicer ones that she has actually been able to work with as far as layout. When you drive by off Broomhead, you see all the woods. She does not even think you will notice that there will be a subdivision in there when it was built to capacity. Wolf offered to answer other questions.

Goss noted that Kim has on the list "vote to accept private roads as built," and thinks the board has agreed to that before, but asked Wolf to confirm that she said the board needs to formally grant a variance from the Private Road Ordinance.

Wolf replied that reading through the last meeting minutes, it does not look like those two points were resolved, from what she could find in any of the meeting minute language.

Kim stated they were not specified in the vote; they were discussed.

Wolf stated there was just no reflection of it in the minutes.

Goss said she is concerned that we have to have specificity. For the developers and for the board, we need specificity of what is being approved, the pending items. Goss stated she would like to have that right in the minutes. Goss proposed putting this on the special meeting agenda in a couple weeks, and in the meantime maybe she can start crafting some motions, because it sounds like it is going to be at least four motions. We have the road names, the variance from the Private Road Ordinance, granting final approval pending these things. It is just something that we need to have it all written out in front of us that we can say, yes, I am going to make that motion as written and then we vote on it. Just go down the line and get all of that done at one meeting. Goss asked if the Manguses have a problem with that.

Kim said, granted, there are several motions; they are very simple motions. Accept road names as proposed. She said you are not going to get anything more specific on what is going to be built than a project that is complete. You can see the roads and they are all specified on the blueprint as built.

Steve said he thinks a couple weeks is fine; that sounds reasonable. He said he wants to make sure that everything here is done properly, so in the future, the people who buy these, they do not want to be troubled with all this. We want to make sure those titles are all good.

Goss stated the board has to make sure that we are not skipping any steps with the Manguses that another developer is going to be required to do. If we skip something inadvertently, then another developer can come in here and say, well, you did not make them do that.

Kim stated you have made us do everything twice; she does not think the board is at a risk of that problem.

Goss stated she does not think they have done everything twice; totally different project.

Ron Bachi said he wanted to comment on what the supervisor has said toward this. He recommends the final of the Whitewater Pines based on Zoning Administrator Lindsey Wolf's finding of facts and conditions of approval.

Hubbell said it sounds like the appropriate thing to do is to put it on the special meeting in a couple weeks and we will get it done. He acknowledged it is not what the developers wanted to hear.

Lawson asked Wolf if she has a list right now of what exactly we need to do.

Wolf replied that at the end of her findings of fact there is a conditions of approval list, and began to read from the list.

Benak asked Wolf if she will be able to work with Goss on putting those motions together that we need so we can move forward.

Wolf said yes, that is no problem.

Steve said what probably should have occurred is when the pre-approval was given here, that is what you would go out and build everything with, and that is when the road and all of that should have been handled at that point. Because under normal construction, they are not going to spend all that money on wondering if you are going to accept it later. That is a lot of money. That is probably where the snafu happened, and then in the beginning of this there was a lot of confusion over how to handle all this.

Benak stated she believes that if we had an actual condominium ordinance in place, it would have been straightforward, and that is something the township should do.

Steve said that is true, because Habedank spent a lot of hours on that.

Benak said Wolf spent a significant amount, too, and stated she appreciates Manguses' patience; we want to get it right for you, too.

#### **Update on .ORG E-Mail Addresses (1:46:52)**

Benak reported that upgrading the internet service will allow for an increase from 10 to 25 available e-mail addresses, at a cost of approximately \$30 per month.

Discussion ensued, with key points as follows:

- All PC members will have .ORG e-mail addresses. If they do not want to use it, they do not have to.
- Names will be PC1, PC2, PC3, etc.
- Their bios and pictures will be put on the website, along with their new e-mail addresses.
- Benak would like her deputy to have her own e-mail address.
- Chief Flynn would like to have a new e-mail address assigned to Captain Arbenowske.
- Each account will have 5GB of storage.

**Motion by Benak to authorize Clerk to upgrade the existing Charter legacy account to Charter's new offering including 100 MB service, 25 e-mail boxes, with possible future website hosting; second by Lawson. On voice vote, all those present voted in favor, none opposed, Popp absent. Motion carried.**

#### **New Business (1:52:37)**

##### **Appointment of Cemetery Sexton and Approval of Cemetery Sexton Agreement**

See Page 3413 of these minutes.

##### **Review/Approve Building & Grounds Worker Job Description and Set Wage (1:52:43)**

Goss provided a memo and proposed job description.

Lawson suggested the title of Maintenance Worker.

Benak thanked Goss for taking the time to do this. She read Popp's suggestions concerning this item, and stated if she had gotten this sooner, she would have been able to look at the personnel policy and procedures manual to see what he is referencing because he does not really say. He just says you are supposed to work together on these types of things, but questioned what types

of things, because when the board was putting together the job description for other jobs, the clerk and supervisor did not work together on those; the board worked together on it. There was a copy that was brought and then we changed and modified at the board level. Is this not the same thing?

Goss replied that it says she hasn't "made an attempt to schedule or inform the supervisor's office of the listed interviews." Goss said there have not been any interviews; she is just trying to get a job description approved and a wage set so we can put an ad in the paper.

Benak noted the board has done several job descriptions, i.e., modified the zoning administrator's job description, done a fire chief job description, and what happened is we brought one to the board and the board went through them and made changes, and then we adopted what we all agreed upon.

Goss said you have to start somewhere and this is where she started. If the board has changes they want to make, let's make them and get on with it and get it approved so we can set a wage and run an ad in the paper. Goss noted that three people have already expressed interest in the position.

Benak noted they read the newsletter.

Lawson inquired if this is going on the Graded Wage Scale.

Goss suggested it be put on there or on the Salary/Wage Schedule.

Benak noted we have been discussing this for three years now.

After discussion, the following changes were made to the proposed job description:

- Under Qualifications, remove the requirement of 5 years' experience.
- Under Other Duties, No. 9, change "township board" to "township clerk or supervisor."

In answer to his question, Bachi was advised that there is not a list of names of people to interview. Once the job description is approved, the position will be advertised in the paper.

It was acknowledged that the township has not had this position previously and the job description may need to be modified at some point.

Hours of work were discussed.

**Motion by Lawson to approve the Building & Grounds Worker Job Description with the changes discussed; second by Benak. On voice vote, all those present voted in favor, none opposed, Popp absent. Motion carried.**

Lawson said he thinks the position would have to be hourly and \$18 is a good starting point to get someone with the skill sets that we need.

Brief discussion followed.

**Motion by Lawson to approve a starting wage of \$18 per hour for the Building & Grounds Worker position; second by Hubbell. Roll call vote: Hubbell, yes; Lawson, yes; Popp, absent; Benak, yes; Goss, yes. Motion carried.**

**Approval of 2019 Park Rangers (2:14:05)**

Goss provided a memo with a brief description of each ranger. A couple other interviews have been done and Goss will bring those to the board at the next meeting.

**Motion by Hubbell to approve Dan Belanger, Margaret (Peggy) Quast, Kerry Kinery, and Robert Daniels as 2019 park rangers, to be compensated according to the 2019/2020 Graded Wage Scale; second by Lawson. Roll call vote: Lawson, yes; Popp, absent; Benak, yes; Goss, yes; Hubbell, yes. Motion carried.**

**Resolution #19-10 TCAPS Agreement for Collection of Summer Property Taxes (2:15:24)**

**Motion by Goss to adopt Resolution #19-10; second by Benak. Roll call vote: Popp, absent; Benak, yes; Goss, yes; Hubbell, yes; Lawson, yes. Motion carried.**

Lawson signed the agreement in Popp's absence.

Bachi stated the supervisor's office supports all the clerk's recommendations on NB3. On NB4, the supervisor's office also supports Resolution 19-10.

A true and complete copy of said resolution is attached to the minutes.

**Possible Sale of Property - Mike Conlan (2:16:52)**

Goss stated the map shows this parcel across from Mike Conlan's house, and said she had inquired of Zoning Administrator Wolf what can be done with this piece of property. Conlan has expressed in an e-mail that he does not want to pay taxes on something he can't do anything with. Wolf had provided an e-mail to Popp on 4/29 in which she answered some questions for him. Wolf confirmed in the e-mail that the north part of the property is large enough from a zoning perspective for a stand-alone parcel. However, the southern half does not meet zoning as a stand-alone parcel due to not enough width on the road. Wolf said in the e-mail that we would need to know what they would like to add the southern half to. Also, the southern piece would not be able to be combined with Conlan's property across the road. Goss noted that Conlan also owns the small strip on M-72 that was offered to the township at one time, but the combination of those two parcels would still not provide the 200' needed on Vinton Road.

Goss inquired of Benak and Hubbell if they know what the township intended to do with this parcel.

Conlan said the e-mail was not shared with him. (He was given a copy).

Conlan asked what is the intent of the township to do with the parcel. For him, it would be nice if it was maintained. There is a lot of junk trees and blight there. He said there are two lots

broken up by CSX abandoned railroad grade. He said he mentioned to Popp that he probably would not be interested in it if it was highly taxed because you cannot do anything with the parcel because of the wet topography. With the south piece, he is more interested in doing a lot line adjustment to combine the two acres that he currently owns along M-72. Long-term, if the township would like to sell the parcel, he will probably go after the CSX railroad grade and get that titled back to him also.

Discussion followed.

Lawson and Hubbell agreed that the township should sell the parcel.

It was agreed that Conlan should speak with the zoning administrator and the assessor to find out what the possibilities are and the assessed value.

Conlan stated he is interested in purchasing the property if for nothing else than to maintain the trees.

It was agreed that this matter will be added to the 6/11 agenda for an update.

**Personnel Issue (added) (2:27:27)**

Goss announced that, unfortunately, the zoning administrator has been offered another position in another township that is too good to pass up. Goss stated this just came up yesterday. Wolf was approached by them and has been offered a very handsome salary and benefit package. Goss related what the township is paying her, as well as the details of the offer.

The board agreed that Whitewater Township cannot come close to the offer.

Goss reported that Wolf is planning to stay on for about a month, at least part-time. Goss asked her if she would consider finishing out the Whitewater Pines matter so the Manguses can get their project finished without having to deal with another zoning administrator, which she agreed to do. She has also agreed, if the township hires someone with not much experience, that she would shepherd them along a little bit.

Discussion followed.

Goss suggested the job be posted as soon as Wolf submits her official notice.

**Motion by Lawson for the clerk to post the job as soon as information is received that it is required, using the existing job description; second by Hubbell.** There was consensus to post the job in the usual places, i.e., Michigan Association of Planning, Record-Eagle, and MTA. **On voice vote, all those present voted in favor, none opposed, Popp absent. Motion carried.**

**Tabled Items (2:35:24)**

1. Review Administrative Policy Section 5 (tabled 10/14/2014)
2. Review Ordinance 22 Pension Plan (tabled 10/25/2016)
3. Review Whitewater Township Planning & Zoning Fees (tabled 02/28/2017)

Tabled items were not discussed.

**Board Comments/Discussion (2:35:30)**

Goss explained the purpose of the special meeting, i.e., the e-newsletter from the township attorney's office stating time is running short to get the ordinance in place opting out of recreational marijuana. The board discussed and voted on it at the 01/22/2019 meeting. Per the minutes, Popp was to ask the attorney for the ordinance. Goss stated she requested it yesterday and received it today. Per the attorney, public hearing is not required; it takes effect 30 days after publication.

Discussion followed.

There was board consensus to set a special meeting on May 29 at 7:00 p.m. Agenda items will be:

1. Recreational marijuana opt-out.
2. Asphalt project - review of engineer bids.
3. Whitewater Pines.

Hubbell asked Bachi to tell Ron Popp that thoughts and prayers are with him for him and his family; hope all is going well for him.

**Announcements (2:41:15)**

Next meeting will be May 29 at 7:00 p.m.

Next regular meeting is June 11 at 7:00 p.m.

**Public Comment (2:41:50)**

Ron Bachi had praise for Lindsey Wolf and thanked her for her service.

**(2:42:43)**

Lois MacLean, recording secretary for Parks and Rec, thanked the board for getting someone that can help the Parks and Rec and for getting an alternate also.

**(2:43:47)**

Tim Shaffer, 5309 Moore Road, stated he can see the building and grounds person as a year-round job as there are probably things inside that can be done during the winter months, and asked if the maintenance of the ball fields would fall under a park ranger job.

**Adjournment (2:45:00)**

Motion by Lawson to adjourn; second by Goss. Meeting adjourned at 9:40 p.m.

Respectfully submitted,

Cheryl A. Goss  
Whitewater Township Clerk