

**Whitewater Township Board
Minutes of Regular Meeting held January 9, 2018**

Call to Order/Pledge of Allegiance

Supervisor Popp called the meeting to order at 7:00 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: Goss, Hubbell, Lawson, Popp

Board Members absent: Benak

Others present: Deana Jerdee, Kim Mangus, Tim Arbenowske, Tom Shelder

Set/Adjust Meeting Agenda

Goss stated she would like to add two items, Municipal Civil Infraction Ordinance and Purchase of ArcGIS Software.

Both items were added under New Business.

Declaration of Conflict of Interest

None

Public Comment

None

Public Hearing

None

Reports/Presentations/Announcements/Comments

County Commissioner Report – Carol Crawford is not present.

County Road Commissioner Report – Marc McKellar is not present.

Mobile Medical Response Report – No one is present from Mobile Medical Response.

Planning Commission Report

Lloyd Lawson gave the following report:

- The Planning Commission met last Wednesday night.
- A public hearing was held. There was no opposition to any issues brought forth.
- Worked on Article 6. It is coming to the board.
- Had election of officers: Kim Mangus, chair; Mickey Dean, vice chair; Eric Render, secretary.
- Went through the bylaws, policies, procedures. They decided that 3 absences in a row or 6 in a year would constitute sending it to the township board for review as to whether to let the member go or put someone else in their position. That will come to the board as well.
- They are still working on amendments, going through the ordinance. They have gotten a lot done and have a lot to do.

Parks & Recreation Advisory Committee Report

Cheryl Goss gave the following report:

- The committee met last night; everyone was present.
- They adopted their meeting schedule for the next fiscal year and elected officers. Melissa Melton will continue as chairperson, Brandon Hubbell will continue as vice chair, and Dennis Leach will continue as secretary.
- Chuck Decker is going to attend a DNR grant writing workshop.
- Decker put together a beautiful packet of material named 2018 Hi Pray Park Baseball Field Improvements. The proposal is for replacement of the dugouts, purchase of a pitching machine, a batting cage (materials only; volunteers will build), and a tennis backboard. Goss would like to have this on the next township board agenda for the board to review and see if they agree with the improvements and will fund them in the Recreation Fund budget. However, the committee does intend to apply for grants with Major League Baseball, Rotary Good Works, and the tribe.
- Final budget numbers will be available soon on the costs of refurbishing and installing the used playground equipment for Whitewater Township Park.
- Signs prohibiting motorized vehicles on Lossie Road Nature Trail and in Battle Creek Natural Area, as well as signs marking the trailheads of Lossie Road Nature Trail, will be ordered.

Brief discussion followed.

Grand Traverse Rural Fire Department

Popp apologized that the December meeting minutes were not provided, and stated we should be up to speed all the way back to September in the packet.

Since Captain Arbenowske has to leave at 7:30, discussion turned to the appraisal lists of apparatus and other equipment.

Referring to page 83 of the electronic packet, line item number 1 is equipment that was in the station when the appraiser was there. (Pages 84 and 85 show the individual items included in line item 1.) Arbenowske and Carpenter have advised that the township owns some of the equipment on the list and the value should be removed from Rural Fire. Those items have been highlighted in yellow. Items colored in red are ones that the fire personnel do not wish to keep. One item colored in orange is not at Station 3. With removal of these items, what used to be valued at \$55,805.59 is now valued at \$40,193.42.

Goss noted one correction, that being that the fire department wanted to keep the manual allotment valued at \$500, leaving the value at \$40,693.42. Arbenowske confirmed this correction.

Brief discussion followed.

Moving to apparatus, a math mistake on the appraisal of Air 4 was caught by Bob Shugart (page 94 of the electronic packet). The truck frame was only depreciated by \$50 but should have been

depreciated by 50%. Jim Moore from Metropolitan Appraisal has confirmed the 50% depreciation.

Another error on the Air 4 appraisal is the description of the truck. It should be listed as a 2005 Chevy instead of a TerraStar. An updated version of the appraisal will be sent.

Discussion followed regarding Fife Lake Township's assertion that their trucks have missing hose. There was also discussion of the ownership of a Lucas chest compressor on one of Whitewater's lists. Arbenowske confirmed it is owned by Rural Fire and is on the engine.

There was consensus that the truck inventory lists should be verified.

Popp noted the Rural Fire Board will meet next Wednesday and would like to begin dividing things up.

It was discussed that a few things are still up in the air, including the issue of the ladder truck. Shugart has recommended that Whitewater Township keep it as it could serve as a second engine, but the township has no place to store it.

Discussion followed, after which Captain Arbenowske departed the building.

Tom Shelder, 11686 Topview Drive, asked that the Paddle Antrim presentation be moved up on the agenda.

There was no objection from the board.

Consent Calendar

Receive and File

1. Supervisor's Report for December 2017
2. Clerk/Parks & Recreation Administrator's Report for December 2017/January 2018
3. Zoning Administrator's Report for December 2017 (**not available**)
4. Mobile Medical Response December 2017 Activity Reports
5. Grand Traverse Rural Fire Chief's Report (**not available due to Weber resignation**)
6. Approved 09/28/2017 Zoning Board of Appeals Minutes
7. Approved 11/13/2017 Parks & Recreation Advisory Committee Minutes
8. Approved 11/29/2017 Fire Department Subcommittee Minutes
9. Approved 12/06/2017 Planning Commission Minutes

Correspondence

1. Grand Traverse County Sheriff Department Statistics (**not available**)
2. Grand Traverse Rural Fire Board 11/09/2017 Regular Meeting Minutes
3. Grand Traverse Rural Fire Board 12/04/2017 Special Meeting Minutes
4. GTRFD Officers' Meeting Minutes (**not available**)
5. Springfield Township Resolution Approving Continued Membership in Rural Fire Department until its Dissolution on March 31, 2018

6. E-mail 12/08/2017 PC Chair Kim Mangus re: Zoning Map Software and 2017 Year-End Report
7. Letter 12/12/2017 Charter Communications re: Upcoming Changes

Minutes

1. Recommend approval of 12/12/2017 regular meeting minutes

Bills for Approval

1. Approval of Alden State Bank vouchers # 42301 through 42368
2. Approval of First Community Bank Miami Beach vouchers # 1237
3. Approval of First Community Bank WMDLS vouchers # (none)

Budget Amendments (none)

Revenue & Expenditure Report (none)

Motion by Lawson to approve the Consent Calendar as presented; second by Hubbell. There was no further discussion. **Roll call vote: Benak, absent; Goss, yes; Hubbell, yes; Lawson, yes; Popp, yes. Motion approved.**

Unfinished Business

Paddle Antrim Presentation by Deana Jerdee (moved from Unfinished Business #5 to Unfinished Business #1)

Deana Jerdee stated that Paddle Antrim is a nonprofit organization. They have been around since 2014, a 7-member board. Tom Shelder is one of the board members. They serve the Chain of Lakes, including the Jordan River Valley. Their mission is to protect the waterways by connecting people through paddling. They host classes and events on kayaking and paddling safety and host the Paddle Antrim Festival. They give back to the community by way of a mini grant program to nonprofits and local governments who are doing things which align with their mission.

She is here tonight to talk about the Chain of Lakes Water Trail, which they have been working on for two years. There will be trailheads, access sites, signage, and routes. One of the keys is to get the access sites approved. An inventory showed 115 access sites on the Chain of Lakes, i.e., parks, road ends, all of which are important to identify. They have done a water trail plan based on the access points approved so far and provided a map of all approved sites. They do not want to put sites on the map unless the jurisdiction wants them on there, and they want the jurisdiction to choose which access sites they want to include.

She asked that the board consider adding Whitewater Township Park and township road ends to the trail. She stated that the west side of Elk Lake is critical to provide shelter for paddlers when it is windy, and having the access sites is really key.

Tom Shelder also spoke and compared access to mountains out west to access to water in Michigan. He stated he is passionate about maintaining the ability for everyone to have access to water. The Chain of Lakes is a very unique place and Paddle Antrim would like to ensure that

everyone has the ability to enjoy it and access it. He would encourage the board to think about how they can maintain that access as their responsibility to the local population.

Discussion followed.

It was pointed out that the township does not have control over road ends as they are owned by the local road commission. Possible access sites would include Whitewater Township Park and maybe Battle Creek Natural Area.

Goss and Jerdee will work on resolution language for access to Whitewater Township Park and Battle Creek Natural Area, to be brought back at another meeting.

Emergency Services Building Renovation/Addition Project

Goss stated another RCI invoice for approximately \$13,000 was paid today. Approximately \$11,000 is left to pay on the contract, having to do with the parking lot. Goss noted there is a power pole in the way of full utilization of the proposed rear parking area. She will contact Consumers about getting the pole relocated. The fire personnel have moved their desks, etc., back over to the building. Low voltage wiring needs to be completed in the fire office/training room.

It was agreed that this item of business will be removed from the agenda until parking lot issues come up.

Whitewater Township Fire Department – Recommendations re: Ordinance, Fire Chief Job Description, Apparatus/Equipment Lists, Property Distribution Waiver

Popp reported that the Fire Department Subcommittee last met on December 13, 2017. Bob Shugart, a former fire chief in New York and New Jersey and a responder in Elk Rapids, has provided a lot of assistance. The apparatus and inventory lists were generated. Recommendations from the subcommittee are to keep what is on the list, including the ladder truck.

Discussion followed concerning the pros and cons of the ladder truck, the language of the property distribution waiver, the skid on Brush 3 not appearing on any list, reduction in two of the values on the apparatus appraisal list, and the fact that the vehicles have not been inventoried.

An updated list will be supplied for Air 4.

Popp stated the Rural Board has accepted the appraisals as being accurate, at the direction of the chief.

Consensus is that we will wait for an updated list.

Private Road Ordinance

Goss stated she has not drafted the repeal ordinance yet but will do so. Goss will advise Popp when it is ready to be back on the agenda.

Zoning Ordinance Amendment No. 72

The proposed revision of Article 17, Administration, was reviewed. There were no changes.

The proposed revision of Article 19, Request for Amendment, was next reviewed. The following changes were made:

- 19.10 Intent, “ individual” should be “individuals”
- 19.12, paragraph C, uncapitalize “public hearing”
- 19.12, paragraph D, uncapitalize “public hearing” and reword as follows: Following all public hearings regarding amendment requests, the Planning Commission shall formally submit to the township board a summary of public input provided at the public hearing, along with the evaluation and recommendation of the Planning Commission.

Motion by Popp to adopt Zoning Ordinance Amendment No. 72, as amended in November, December, and January; second by Lawson. There was no further discussion. Roll call vote: Goss, yes; Hubbell, yes; Lawson, yes; Popp, yes; Benak, absent. Motion carried.

There was brief discussion of Zoning Ordinance Amendment No. 73, which recently went to public hearing, as well as a recommended change to the PC bylaws regarding member absences. Popp stated these items will be on the second agenda of this month.

Paddle Antrim Presentation by Deana Jerdee

See Page 3046.

Fire Department Equipment List – Review/Approve Apparatus/Equipment Lists

This could not be completed because there has not been an inventory of the tools assigned to each of the apparatus. The responders will be asked to verify these items.

Grand Traverse Rural Fire Department – Property Distribution Waiver

The equipment lists need to be verified to see if the township owns anything else that is on the trucks. This is expected to be finalized next month.

Sale of Land at 6400 Elk Lake Road

Popp stated he does have new information but needed clarification of his notes. Dawn (Kuhns) has commented on the valuation. Popp will bring it back for next month.

New Business**Review Sample Fire Department Budget**

Popp provided a proposed budget. Reference was made to labor line items for fire chief, administrative assistant, deputy chief, and safety officer, totaling \$60,000. The 2018 proposed budget is \$262,000.

Discussion followed.

Goss again asked that the proposed budget be placed into the township’s budget format.

Review/Approve Resolution re: Whitewater Township Fire Department

The 11/30/2017 version of the proposed ordinance developed by the Fire Department Subcommittee was reviewed. The following changes were made:

Section 2, Geographic Coverage Area, language in red says the following, “Notwithstanding this rule, exception can be made in the event of an emergency request for service, on a case-by-case basis, by the Chief or appointed delegate to another agency or municipality that does not have prior mutual aid agreements.”

Goss stated it is non-MTA language and prefers it be deleted. Popp stated there are reasons for it to exist and would like it to stay. Lawson and Hubbell agree with deletion.

Section 3, Scope and Level of Services, paragraph m, add “s” to the word “condition.”

Due to previous elimination of Section 7, At-Will Status, all subsequent sections will be renumbered sequentially.

All of the language in Section 10, Training, which is shown as stricken through, will be reinserted as it is standard MTA language and also appears in the Long Lake Township adopted ordinance.

Section 9, Safety, paragraph g will be removed. It states, “The Township Board shall have previously deputized firefighters who direct traffic at the site of an emergency as traffic officers.”

Section 10, Disciplinary Procedure, paragraph 10.6, which is currently stricken through, will be reinserted.

Section 11, Compensation, the stricken-through language, “all such time slips shall be signed by the department personnel designated on the time slip,” will be reinserted.

Section 12, Public Contact, paragraph 12.3, which is currently stricken through, will be reinserted.

Section 13, Emergency Responses, paragraph 13.3 is stricken through. After discussion, it was agreed that this paragraph will be removed.

Section 15, Use of Fire Station, was revised as follows:

15.1 The Emergency Services facilities of the Township and the Emergency Services vehicles and equipment shall not be utilized for private use. Only Emergency Services vehicles and equipment serving Whitewater Township may be kept at the Emergency Services Building. The Whitewater Township Emergency Services Auxiliary may store fundraising materials at the Emergency Services Building.

15.2 Alcohol and controlled substances shall not be brought onto the Emergency Services Building premises.

The title of this section will be changed to Use of Emergency Services Building.

“Fire Station” will be corrected to “Emergency Services Building” throughout the document.

On a side note, the board agreed that, while personal vehicles may not be brought into the Emergency Services Building, occasional washing of personal vehicles outside of the building will be allowed.

Section 16, Soliciting Donations, was discussed. There was consensus that it needs to be reviewed by the attorney.

Section 18, Publication and Effective Date, paragraph 18.2, the effective date of the ordinance will be April 1, 2018.

Goss will make the changes and send it off to the attorney.

Review/Approve Fire Chief Job Description

Due to the late hour, this item will be moved to the 1/23 meeting agenda. There was discussion of appointing an interim chief. Consensus was reached that Popp will see if Arbenowske is willing to do it for three months beginning 04/01/2018. Suggested wage is \$1000 per month.

Municipal Civil Infraction Ordinance (added)

Due to the late hour, this item will be moved to the 1/23 meeting agenda.

Purchase of ArcGIS Software (added)

Due to the late hour, this item will be moved to the 1/23 meeting agenda.

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

Goss noted that the 1st Quarter Assessment for Rural Fire is nearly \$27,000. The invoice was received today. The November 2017 Rural Fire Board minutes reveal that Accountant Dave Milliron suggested no assessments be billed for this quarter due to Rural Fire having plenty of money to operate. Goss questions the need for any of the five townships to pay this assessment.

Hubbell agreed.

Announcements

Next township board meeting date is 01/23/2018 at 7:00 p.m.

Public Comment

None

Adjournment

Motion by Lawson to adjourn; second by Hubbell. On voice vote, all those present voted in favor, none opposed. Meeting adjourned at 10:16 p.m.

Respectfully submitted,

Cheryl A. Goss
Whitewater Township Clerk

DRAFT