

*DRAFT MINUTES – FOR 12/11/2018 CONSENT CALENDAR*

**Whitewater Township Board  
Minutes of Regular Meeting held November 13, 2018**

**Call to Order/Pledge of Allegiance**

Supervisor Popp called the meeting to order at 7:05 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: Fire Chief Brandon Flynn, Tom Slopsema, Ron Bachi

**Set/Adjust Meeting Agenda**

There were no adjustments.

**Declaration of Conflict of Interest**

None

**Public Comment**

Tom Slopsema, 9693 Miami Beach Road, stated he is representing the Miami Beach Road Association relative to the sewer system. He forwarded a letter last week updating that they understand the township now owns the sewer system and he is here just to clarify that. They have a verbal with the county that they will contract directly with them for the operation and maintenance of that system if they can get it transferred from the township to the Miami Beach Road Association. They would like to make this request as soon as possible. They would like to understand all the next steps, understand all the issues related to doing this. He does not know if there are road blocks on the township's side, and he understands that a question should have been put to the township attorneys relative to this. He stated he does not know for sure if that happened or not. They need to understand the future impacts, if any, on the property taxes, on the drain field and the lift station properties, how the transfer of the receiving fund would occur. The Miami Beach Association would prefer to receive that fund and manage it for capital expenses. The association would request township direction and advice on the next steps required to enact this plan. He stated they are very interested to do that and they will assist in any way.

**Public Hearing**

None

**Reports/Presentations/Announcements/Comments**

**County Board of Commissioners Report** – Carol Crawford is not present.

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

**Mobile Medical Response Report** – No one is present from Mobile Medical Response; October activity reports have been provided.

*DRAFT MINUTES – FOR 12/11/2018 CONSENT CALENDAR***Fire Department Report**

Chief Flynn gave the following report:

- They had 1 call in the month of October, an EMS assist.
- Training consisted of vehicle maintenance, blood-borne pathogens, lockout/tagout, helicopter landing zone training at Metro Station 8, and a couple training sessions for tanker shuttle, which was for ISO review.
- The ISO inspection was today. The inspector did not have any of the hydrants. There will be more to come on that as he hears. They spent the day last Friday flow testing some of the hydrants. Flynn stated it was a lot of prep work to get all the information the inspector needed, but he did get all of the vehicle maintenance reports, pump testing reports, and DOT inspection reports, all of which were missing in the transfer of paperwork (from Rural Fire)
- Meetings he attended last month were the training center, board meeting, LPT, fire chiefs, and LAPC.
- He finished the grant writing class series and found them helpful. He was interested in what organizations are looking for on the review side.
- They had a meeting with Mill Creek Elementary to discuss public education. They did the public education on a day that there was a lockdown drill.
- They went to the open house dedication ceremony for Elk Rapids Fire Department's new training center, which has been named after Tom Emerson, who was heavily involved in establishing the center.
- First Due Fire Equipment loaned them a portable power unit for their extrication tools while the engine is gone for repair.
- The engine was picked up yesterday for repair.
- They attended the Halloween Party.
- The rescue boat work was completed at the factory south of Big Rapids. The guy who built the boat repaired some other things while it was there.
- Flynn has developed a self-inspection sheet to hand out to local businesses to make sure certain things are in working order. This is part of their pre-incident survey forms which will be filled out on all businesses, which is required by ISO.
- In collecting all data for ISO, last year's run totals were needed and Flynn was able to get those through Central Dispatch and has analyzed the information and put it on a spreadsheet. He cautioned not to get too crazy on the average response time, stating that Central Dispatch uses a rip and run system, which is a really old system with a human factor on inputting the times and time stamping. He stated the time stamping for our calls is terrible. On one call, he contacted Central Dispatch and they sent him the actual time stamp recording of the whole call from start to finish, and the times were nowhere near the rip and run sheet. He stated average response time is 13 minutes, but there are a ton of variables that happen with time stamping on responses times.

Variables affecting time stamping and how to possibly achieve more accurate time stamps were briefly discussed.

Flynn pointed out other statistics that he gathered for 2017 calls.

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**Planning Commission Report** – No report was given as the township board and planning commission met jointly on 11/07/2018.

**Parks & Recreation Advisory Committee Report**

Cheryl Goss gave the following report:

- The committee met last night. All members were in attendance.
- Melton filled Cosgrove in on the visit from the Land Conservancy attendees in October.
- They discussed the board’s hiring of Fleis & VandenBrink to prepare a master plan for Whitewater Township Park. They are looking forward to participating in the first meeting where input will be sought.
- Melton brought a projector and showed pictures of the progress of the batting cage roof. It is not 100% complete yet. They need to install wind bracing and the roof metal. The netting will be ordered and installed next year. How usage will work will have to be investigated and a policy developed.
- Melton recently walked the Lossie Road Nature Trail and Battle Creek Natural Area trails with a GIS device to get a more accurate map of the trails.
- Two “Stay on Trail” signs will be ordered and installed on both ends of Lossie Road Nature Trail to address nearby property owner concerns of trespassing.
- A couple illegal blinds were reported in BCNA.
- Installation of the playground equipment at Whitewater Township Park will be completed in the spring. Landing zone material may need to be purchased.
- Other projects will await the arrival of spring, i.e., the nature trail improvements and new dugouts at Hi Pray Park.
- The committee will start discussing budget at their December meeting.

**Consent Calendar**

Receive and File

1. Supervisor’s Report for October 2018
2. Clerk/Park & Recreation Administrator’s Report for October/November 2018
3. Zoning Administrator’s Report for October 2018 (none)
4. Mobile Medical Response October 2018 Activity Reports
5. Fire Department October 2018 Activity Report and 2017 Run Total Report
6. Approved 08/08/2018 Historical Society Minutes

Correspondence

1. Grand Traverse County Sheriff Department Statistics for October 2018
2. Letter 10/22/2018 Charter Communications re: Channel Lineup Change

Minutes

1. Recommend approval of 10/09/2018 and 10/23/2018 regular meeting minutes

Bills for Approval

1. Approval of Alden State Bank vouchers # 43302 through 43432
2. Approval of First Community Bank Miami Beach voucher # 1246
3. Approval of First Community Bank WMDLS vouchers # (none)

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Budget Amendments (none)

Revenue & Expenditure Report (none)

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

### **Unfinished Business**

#### **Legal Opinion re: Proposed Amendments to Zoning Ordinance Articles 6, 7, and 14 (Proposed Amendments 73 and 74)**

After brief discussion, it was agreed that the confidential legal opinion will be released to the planning commission.

Popp will send it to the PC.

#### **Review/Approve Article 17 Attorney Version with Financial Responsibility Amendment**

Per the attorney, the financial responsibility language does not need to be inserted in the zoning ordinance as long as all permit forms state the requirement, although the attorney also provided suggested language if the board wants it inserted.

Benak stated forms need to be updated with the requirement, as well as a place for her signature. Maybe the new zoning administrator could do it. Benak feels the requirement should be in the ordinance and on the forms.

Discussion followed.

It was agreed that the financial responsibility language recommended by the attorney will be added to Article 17. Forms will be updated.

#### **Revisit Recreational Marijuana Issue**

The board previously agreed that, if the ballot proposal passed, the township's attorney would be asked to draft an ordinance prohibiting recreational marijuana establishments. However, at the joint meeting, it was brought up that the proposal also allows for the production of hemp.

Discussion followed.

There was consensus that the attorney will be approached regarding an ordinance which would regulate the growing and sale of marijuana for personal use but allow growing of marijuana for hemp production only.

### **New Business**

#### **Review Zoning Administrator Applications/Select Interviewees**

Popp disclosed that he knows Rodger Peck, who is redoing a farmhouse for him in a builder capacity.

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The candidates were discussed and board members expressed their choices of candidates to interview.

It was agreed that Robert Hall and Lindsey Wolf will be interviewed.

Possible special meeting dates and times were discussed.

It was agreed that, if possible, both interviews will be scheduled on the same night, one at 6:00 p.m. and one at 7:30 p.m., on either 11/26, 11/27, or 11/28.

Goss will contact both candidates to set up the interviews and let the board know via e-mail.

**Budgeted Transfer – Recreation Fund**

**Motion by Lawson to transfer \$20,000 from the General Fund to the Recreation Fund; second by Hubbell.** There was no further discussion. **Roll call vote: Goss, yes; Hubbell, yes; Lawson, yes; Popp, no; Benak, yes. 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.

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

This agenda item will remain tabled.

**Board Comments/Discussion**

Hubbell said it smells like old carpet in here and we should follow through with getting quotes for replacement as budgeted.

Brief discussion followed.

Goss stated she will call Dennis at Factory Direct, KISS Carpet in Mancelona, and Home Depot for quotes.

Benak stated it is that time of year for the newsletter. Articles are needed, the sooner the better.

**Announcements**

A special meeting may take place in November for zoning administrator interviews.

Next regular township board meeting date is December 11, 2018, at 7:00 p.m.

**Public Comment**

None

*DRAFT MINUTES – FOR 12/11/2018 CONSENT CALENDAR***Adjournment**

Motion by Lawson to adjourn; second by Popp. On voice vote, all those present voted in favor, none opposed. Meeting adjourned at 8:05 p.m.

Respectfully submitted,

Cheryl A. Goss  
Whitewater Township Clerk