

DRAFT MINUTES – FOR 03/12/2019 CONSENT CALENDAR

**Whitewater Township Board
Minutes of Regular Meeting held February 12, 2019**

Call to Order/Pledge of Allegiance

Supervisor Popp called the meeting to order at 7:01 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: Treasurer Benak, Clerk Goss, Trustee Hubbell, Trustee Lawson, Popp
Board Members absent: None

Others present: Fire Chief Brandon Flynn, John Nolan, Ronald Bachi, Dave Tilley, Tim Shaffer, and 1 other

Set/Adjust Meeting Agenda

Goss added approval of quotation for vehicle extrication equipment.

Added as New Business #4.

Declaration of Conflict of Interest

None

Public Comment (4:31)

Ronald Bachi, 6987 Cook Road, said he is here to talk to the board tonight about event barns, but really, he is not. He has often talked to the board about the importance of being honest and fully transparent. In full transparency, we are not talking about a farmer that has a nice red barn with cornfields, apple and cherry orchards that is surrounded with cows and bales of hay with soft music playing in the background, a beautiful bride, a handsome groom riding up on a wagon to get happily married. That is not what this is about, so let's stop with the event barn crap. This is about the commercialization of our agricultural land and nothing else. Who has approached the planning commission or township board and even asked them about an event barn? According to the planning commission, the Williams backed out and have no interest in an event barn ordinance. To date, we can only believe what the PC and the township board has informed the public of. If they just said that to sidetrack the people of Whitewater Township, then that is lying, lacking full transparency. When you lie, that's where accountability comes into play. Even the Williams had the dignity to say that it wasn't an event barn and that it was an event center. That's scary. The Williamsburg Theater is an event center. Turtle Creek Casino is an event center. What are we truly talking about? The special use that would allow agricultural land to be turned to commercial. Just tell the truth. Here's the question that is never asked. Why is this special use ordinance that is illegal and non-existent in Whitewater Township being pursued so vigorously? No one asked for it. The people don't want it. Yet, the boards pursue it with passion and conviction. Here's a question that everybody has been thinking but no one has been asking. How does this special use ordinance that would allow agricultural land to be turned to commercial affect the members of the PC and the township boards? Have you, the township board and the PC, put the cart before the horse? Is Whitewater Township ready for the commercialization of agricultural land? Have you done your research? How about the present conditions of our roads? Can they handle it? Are they designed and safe enough for much

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increased high traffic volume? Do you have sidewalks for all our roads? Are the joggers and dog walkers going to be safe? Are the people of Whitewater prepared to deal with the increased noise and light pollution, or the dangers of possibly the addition of alcohol-infused traffic? In putting together a survey, these are the type of questions that should be asked. You should ask them this question. If you and all your neighbors bought houses years ago and they surround a piece of agricultural land, would you be okay if someone bought that agricultural land and all of a sudden the township board said, hey, it's going to be commercial now? But don't worry if there's a parking lot, loud noises and traffic, because we promise you forever we will babysit that business and make sure everyone is safe and happy. How's that sound? That's so wrong on every level of what is right and just. Why do you want to change our township so much? Many would argue that we live in the perfect township, lakes and streams and woods and paths, beautiful rural communities. If we want to go to the big grocery store, Meijer's is just five minutes down the road. We're eight minutes from Chef Charles Pizza in Elk Rapids. If we want to go to the Secretary of State office in Kalkaska instead of Traverse City, it's only 10 miles down the road and we're in and out. But the beauty of it is we can leave all that commercial rat race and we can drive right back into Whitewater, our paradise where we live right here in our home. If you decide to create a special use ordinance to commercialize our agricultural land, it will probably spread like wildfire, engulfing everything in its path. It will get out of control. It will change our total landscape. There is no pathway back from regret. Most people take great things for granted. Don't take our lakes and streams and our parks and our woods and our quiet peaceful neighborhoods, and most of all the people of Whitewater Township, for granted. If you ask the residents of Whitewater Township what would they like to change about our township, they would probably say nothing at all. None would say please commercialize that piece of agricultural land I live next to so someone can put a business there. I promise you, based on the people I have met and talked to in the township, this is truly how they feel. I know you can hear us, but are you listening. Thank you.

(10:17)

John Nolan, 9933 Miami Beach Road, stated later in today's agenda there will be a reference to a memo that Goss put together for him, but he would like to voice his concern over an attorney's invoice that was charged to the MBRA receiving account. This invoice from the attorney was to the benefit of the township in the decision to investigate the possibility to transfer the existing system, and it totally benefited the township. MBRA was not privileged to the attorney's work product in this instance. The invoice was to draft, review, revise, finalize an opinion regarding the Miami Beach sewer system. As far as he knows, when Elk (sic) Shores item of whether to own their system or not came to the board, the attorney's opinion was not billed back to their association. In closing, he would like to ask how in the future can invoice disputes be avoided. Could board determination and approval be made up in advance to avoid any disputes of funds that may impact their receiving fund?

Public Hearing

None

Reports/Presentations/Announcements/Comments (12:10)

County Board of Commissioners Report – Gordon LaPointe advised previously that he would not be able to attend this meeting.

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

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

Fire Department Report

Fire Chief Brandon Flynn gave the following report:

- In January, there were a handful of emergency calls, including a vehicle accident, chimney fire, power line down, and a fire alarm.
- They had the usual four training classes. They missed a few meetings this month because of a couple weather-related incidents.
- They are still plucking away at the pre-incident surveys and the self-inspection forms with the local businesses, which is going well. He has had to do a couple follow-ups with Ginop Sales, but they have been more than happy to accommodate them. Apparently, nobody has inspected or been to any of our businesses since probably 2004. None of the Knox Box keys are working and the information that is in the Knox Box is dated around 2004. It is good they are getting through the Knox Box systems and updating the keys and all of their information for these buildings, but it is going to take some time.
- He has provided a specification sheet for the pumper-tanker they are considering, which is on the agenda later.
- They received a 2% grant for extrication equipment. He put in two grant applications, one for helping fund the pumper-tanker and the other for partial funding of the extrication equipment. The last few weeks, they have been demoing certain equipment and have narrowed it down to Hurst and Holmatro. Last night, they had the Holmatro dealer up testing their equipment, but it turns out that everybody likes the Hurst. The repair and parts are local and the warranty was pretty substantial. After comparing both, they decided to pick the Hurst.
- He has started working on the annual budget.
- He provided the 2018 run totals, which is in the same format as for 2017 except for the addition of a mutual aid column to give an idea of the times that mutual aid has come to our township to help us and when we have gone to another township. It has not really changed too much. There were 63 runs total (65 in 2017) but basically the same percentages. Vehicle accidents were number one.

Popp asked if we need a policy for false fire alarms.

Chief stated they go to all fire alarms, even if they call back to try to cancel.

Popp asked if we need a policy to charge for things like that.

Chief said they have to be a recurring nuisance; it is something they could look at, but since he has been here, they have not had any nuisance fire alarms.

Planning Commission Report (17:54)

Lawson reported that he did not attend, but Goss did attend and offered to speak on his behalf.

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Goss reported that:

- All planning commission members except Lawson were there, as well as the zoning administrator and one person in the audience.
- The PC received correspondence from Tom Cosgrove about a personal storage building ordinance. Consensus was reached to send the personal storage building ordinance and a temporary uses ordinance to the supervisor.
- Zoning Administrator Wolf reported that there was a proposal for a commercial campground at the Evina property with yurts. Doug Mansfield has prepared a proposed plan and met with Wolf and the fire chief to review the plan.
- Wolf mentioned she has drafted the event barns survey and sent it to Benak and Popp.
- Wolf is going to get some training materials for the planning commission.
- Hooper reported on the January variance request at the ZBA. Hooper was also present at the commercial campground plan review as a representative of the planning commission.
- The recodification proposals were discussed. Mangus stated she would like to see a joint meeting with the board to have any one of the three companies come in and explain the process a little more, and she provided a few questions which Goss will follow up with the companies on. Mickey Dean asked for links to local ordinances by these companies to be e-mailed to the planning commission.
- Regarding zoning amendments 73 and 74, the planning commission answered the attorney's questions. Goss provided those to Attorney Patterson. The public hearing on those amendments has been tentatively set for the March meeting.
- Planning commission members have been asked to provide bios for the spring newsletter.
- Their next meeting is March 6.
- Goss left before the end of the meeting.

Benak asked that the PC members also provide pictures.

Brief discussion followed regarding length of bios.

Parks & Recreation Advisory Committee Report (23:04)

Goss gave the following report:

- The committee met last night, with 3 of 5 members present.
- Two updated Recreation Plan maps were reviewed, which were approved by the committee with one final change to one of the maps.
- Leach has the two “Stay on Trail, Respect Private Property” signs for Lossie Road Nature Trail and will install them soon.
- The committee continued to work on budget numbers for 2019/2020.
- The status of various projects was discussed, i.e., the batting cage, dugouts, tennis backboard, campground playground equipment, and the kiosks/signs/benches project for the nature trail system.
- Brandon Hubbell has made contact with a lady at the YMCA in an attempt to spur interest in other teams using the big ball field. Goss has pulled out the lease that was used previously and reported that the last year the field was leased was 2009. The lease should probably be updated.

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Maria Delaney, Benefits Advisor for Aflac, stated she spoke with Popp in December about offering some type of benefit to the emergency personnel and/or the park rangers. She feels their accident plan would be a great option. Aflac is supplemental insurance, also known as voluntary benefits. It is not required by law. What they do is, in the event of an injury, accident, or illness, they pay claims money directly to the policyholders. The person can choose to do whatever they like with it. They can use it to pay hospital bills or medical bills or to supplement income or provide an income replacement. With the accident plan, a policyholder is covered 24/7 on and off the job. It is available to an individual or an entire family. They have an AD&D benefit, which is typically a benefit in a life insurance plan, or you could have it in lieu of life insurance. They have term and whole life insurance. They have an organized sporting event benefit. Their rates are locked. Whatever they quote and sell you at, that is what your rate is, and it does not increase as you claim on the policy. Their plans are portable. When employees leave, they pay for the plan. If they stay, the employer pays for the plan. The price points in the packet are not a formal quote. Whatever they would quote the township at would be lower than that.

There were no questions for Ms. Delaney.

Consent Calendar (33:41)

Receive and File

1. Supervisor's Report for January 2019
2. Clerk/Parks & Recreation Administrator's Report for January/February 2019
3. Zoning Administrator's Report for January 2019
4. Mobile Medical Response January 2019 Activity Reports
5. Whitewater Township Fire Department January 2019 Report
6. Treasurer's Bank Accounts, Cash Balance, and Interest Reports December 2018
7. Approved 10/10/2018 Historical Society Minutes
8. Approved 11/12/2018 Parks & Recreation Advisory Committee Minutes
9. Approved 11/29/2018 Zoning Board of Appeals Minutes
10. Approved 01/02/2019 Planning Commission Minutes

Correspondence

1. Grand Traverse County Sheriff Department Statistics for January 2019 (delayed due to technical issue at county)
2. Letter 01/11/2019 Charter Communications re: Agreement with Tribune Broadcasting
3. Letter 01/21/2019 Charter Communications re: Price Adjustments
4. Foster & Swift Municipal Law News re: New Amendments to Michigan Fireworks Safety Act (RMP)

Minutes

1. Recommend approval of 01/08/2019 and 01/22/2019 regular meeting minutes

Bills for Approval

1. Approval of Alden State Bank vouchers # 43614 through 43703
2. Approval of First Community Bank Miami Beach vouchers # 1249
3. Approval of First Community Bank WMDLS vouchers # (none)

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Budget Amendments (none)

Revenue & Expenditure Report (none)

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, yes. Motion carried.**

Unfinished Business (34:05)

Emergency Services Building Driveway/Parking Lot Project – Review Request for Sealed Bids

Fire Chief Flynn is present.

Goss noted the following:

- P.O. Box 159 should follow the street address, 5777 Vinton Road, in all instances it occurs in the document.
- Packet page 71, Section 3, Compliance with Applicable Laws, inquiry whether the Persons with Disabilities Act is different from the Americans with Disabilities Act. *Chief Flynn thinks it is the same; he will check into it.*
- Goss provided Flynn with the bid package for the Emergency Services Building renovation/addition project.
- Packet page 72, Section 5, Insurance Requirements, minimum limits should be stated in the 5.2 paragraph.
- Section 6.4 typo: No oral statements OF (not OR) any person
- Section 6.6, add “or entity” on the end of the statement which says “The contractor shall not assign the contract or any part thereof to any other person.”
- Section 7.1, the address reversal issue.
- Packet page 75, the aerial shot of the building, inquiry whether the chief has determined if there is room to move the snowmobile trailer and shed back and still remain on township property. *Chief Flynn said there is not room.*
- Packet page 76, the fire department and township addresses need the p.o. box number listed second.
- Observation that a determination has to be made as to where the funds are going to come from for this project.
- A proposed contract should be included with the bid documents.
- It must be stated that all change orders have to be approved by the township board.
- The contractor(s) will have to provide waivers of lien and sworn statements in order to get paid.
- Township policy says that at least 10% of the total contract cost shall be retained by the township until final approval is given by the township board, although this was waived on the Emergency Services Building project.
- A performance bond and a payment bond must be provided by the contractor at his cost if the contract exceeds \$50,000.

The requirement of professional engineering for projects over \$15,000 was discussed.

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Goss also noted that there is a requirement that the contractors must state that they are not an Iran-linked business. Also, a notice must be published in the newspaper, and no faxed or e-mailed bids will be accepted.

Popp noted the following:

- It is ready for the attorney to review but needs physical demarcation and a site plan.
- Packet page 70, Section 2.8, an engineer should specify compaction, depth of aggregate, thickness of bit, and the mix. Is there a target axle weight in mind? *Chief Flynn said the numbers came from Elmer's project manager.*
- Page 72, we should have a contract for the potential bidders to review. The attorney should write it.

Benak noted that where "township" is abbreviated, it should be spelled out.

Lawson asked if we are going to get a company that provides engineering with their service, or get an outside engineering company.

Discussion followed.

Goss noted that the reason for the law is so that the township has someone who is not employed by one of the bidders checking the bidder's work.

Popp suggested a reasonable dollar amount, maybe \$5,000, be approved that the clerk and he can go up to for engineering services, and noted the document is ready to be shipped out to the attorney.

Goss suggested the document be sent to the attorney this week in order to get it in their work stream.

Chief Flynn said he suspects they will want a core of the front to verify what is down there.

Popp and Flynn will call Jozwiak to find out a cost for engineering services, as well as provide the document to Patterson and ask him to generate the contract.

There was board consensus to the above-stated plan of action.

Pumper Tanker Specifications – Review Request for Sealed Bids (1:03:03)

Chief Flynn and Firefighter Dave Tilley are present.

Chief Flynn provided the following information:

- They have not decided who they are going to send it to yet. There is a list of manufacturers that he has in mind. Pierce helped him put the specification sheet together and has already given a ballpark price. His thoughts are CSI (Spartan), probably E-One, Sutphen, Pierce, and a couple other manufacturers here in Michigan. There will be at least three quotes.

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- He believes the cost will be in the \$400,000 to \$425,000 range. Pierce said \$379,711, which includes two inspection trips for two people, delivery, post-delivery inspection, training, loose equipment, and \$10,000 contingency fund.

Popp commented on the following:

- On packet page 77 (Dear Bidder letter), the 4th paragraph seems like a repeat of the 3rd paragraph and suggested combination of the two paragraphs.
- On packet page 80, 3rd paragraph seems to be like a checklist; maybe it should be available when the bids go out. *Flynn stated this format is standard in the industry, the manufacturers are real familiar with it, and it is easy to see where a manufacturer has not met a portion of the specification.*
- Same page, rephrase “sole decider” to be “at our sole discretion.”
- Packet page 81, the requirement to have a certified welding inspector in plant during working hours may limit a number of people who do not have access to that and seems stringent.
- Same page, bottom paragraph, the requirement to provide 10 fire departments/ municipalities who have bought a second time. *Flynn stated he would be comfortable eliminating that requirement and will replace that paragraph with a request for references.*
- Packet page 82, delivery representative shall remain for a sufficient length of time, Popp recommends the wording be replaced with “see section below” for a more specific length of time the representative needs to be on site.
- Same page, paragraph D under Performance Tests, have to obtain 50 mph, no time frame. *Flynn said it was not an important item.*
- Packet page 83, Service and Warranty Support (Manufacturer), ownership of two service facilities, stocking of 1 million parts, it was noted that the requirements can be modified.
- Packet page 86, difference in insurance requirements, Popp recommended to go with one number. *Benak suggested it say the minimum the township has or above.*
- Packet page 87, New Vehicle Orientation, manufacturer representative availability, this paragraph and the paragraph on page 81 should reference each other.
- Packet page 88, inspection process, Popp likes the third-party weekly progress reports. Who picks the third party? Further down the page, Popp suggested elimination of the Inspection Trips paragraph; let us decide what airline we want to go to and when we will go; we will pay for it. *Brief discussion followed.*
- Same page, dealer longevity is 10 years. *Brief discussion followed.*
- Packet page 92, tire pressure management system, is that an NFPA requirement? *Flynn stated yes.*
- Packet page 93, electronic stability control, is this an NFPA requirement? Do we want it to automatically brake for us? *Flynn will check into it.*
- Packet page 96, concern for transmission temperature but no gauge on the pump panel. *Flynn stated he has seen transmission temperature gauges on the pump panel, at least a warning light.*
- Packet page 114, compartmentation option, polypropylene body, Popp asked if the chief changed his mind on this. *Flynn stated he included it in this spec; it is an option. Tilley stated it is an option, but not all companies will allow for a poly body.*

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Regarding the next move, Popp stated we let Chief Flynn make up his mind if any changes are needed, and asked if we are to the point of getting it out to the attorney for approvals.

Discussion followed.

Goss suggested the attorney could be asked what type of purchase agreement or legal document should be put in place with the eventual successful bidder.

Flynn stated the specification document, after corrections, is ready to go out for bid.

Motion by Popp to allow the chief to make these changes as he sees fit that we discussed here tonight and then send this document out for sealed bids; second by Lawson. Goss stated while the chief is making changes, we should ask the attorney what kind of purchase agreement we will need to enter into with the successful bidder. Popp stated he is good with that recommended change; Lawson agreed. **Roll call vote: Goss, yes; Hubbell, yes; Lawson, yes; Popp, yes; Benak, yes. Motion carried.**

Popp volunteered that he and Flynn will contact the attorney.

Update on Additional .ORG E-Mail Addresses from 01/08/2019 (RMP) (1:44:55)

Popp inquired if there is an update on the e-mail addresses.

Goss stated she has not done anything as she is unsure of the number of e-mail addresses the PC is looking for.

Lawson said originally they were talking about one as a direct contact to the PC.

Goss noted the Charter account has to be updated to get more e-mail addresses. For a higher monthly fee, you can have up to 25 e-mail addresses. Currently, we can only have 10 and they are all in use. Goss inquired who needs an e-mail address.

Lawson stated he does not think anybody really needs one; what they are looking for is a direct contact. The other option they spoke about was maybe pointing people on the website to the zoning administrator for planning commission questions that could be directed to her, and then she could get them to the planning commission. They were looking at ways so they could contact the planning commission and get information to them. They were talking generally of just one address, and you could do a G-mail address for that.

Discussion followed.

Lawson stated it is more like a department e-mail is what they are asking about, not so much the individuals.

Popp said he and Benak will come up with a plan outside of the meeting.

*DRAFT MINUTES – FOR 03/12/2019 CONSENT CALENDAR***Miami Beach Sewer System (1:52:50)**

John Nolan of the Miami Beach Road Association (MBRA) is present.

Goss provided a memo concerning an attorney fee that was charged to the Miami Beach Fund. John Nolan has questioned whether this invoice should be charged to the Miami Beach Fund.

Discussion followed concerning the history of seeking the legal opinion and the fact that the gist of the legal opinion was provided to the MBRA, although not the opinion itself. Also, it was noted that it was Benak's suggestion that the MBRA think about taking the system over, which then prompted the request for the legal opinion.

Nolan stated yes, it is correct, they received the interpretation of the opinion, but he would suggest that to split the bill in half versus anyone taking full ownership would be reasonable. His earlier statement was how do we avoid this in the future; can we determine this in advance so there would not be a dispute after the fact.

More discussion followed.

Goss suggested future bills be split.

Hubbell said on this one here, we should be responsible for all of this bill (the \$762.50).

Lawson agreed.

Benak said it was the board's decision to go to the attorney and ask these questions that needed to be asked before we could make a decision on turning it over to Miami Beach.

Lawson agreed.

Goss said a journal entry could be done to take the cost out of the General Fund instead of the Miami Beach Fund.

Motion by Lawson to pay the bill of January 4, 2019, for the preparation of the legal opinion for the amount of \$762.50 for research for the Miami Beach treatment plant out of the General Fund; second by Popp. There was no further discussion. **Roll call vote: Hubbell, yes; Lawson, yes; Popp, yes; Benak, yes; Goss, yes. Motion carried.**

Goss stated she would like to ask Nolan if he has any other updates for the board about things they are doing. She also brought to the board's attention that Patterson sent an e-mail last Friday questioning whether the Miami Beach Road Association is aware of all the requirements that they are going to need to meet for this. Goss replied to the e-mail and gave Patterson some information and told him this matter would be discussed this evening and she would get back with him tomorrow, and also, from what Goss knows, the Miami Beach Association is not finding that they are running into much in the way of barriers to get things done on their end.

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John Nolan stated they have been pursuing a couple things, doing due diligence for the proposed transfer. The DEQ was one of the first things, whether it was allowable or acceptable. They found out it was an application and some requirements of reporting the annual discharge, which currently the Grand Traverse DPW does. They are minimal requirements, and the DEQ has asked to be notified after the transfer is completed. There is an application they have to fill out with Michigan Waters.

They went back to their membership and shared their information with them. They had an overwhelming response to continue their investigation of member ownership. They had a couple people who had concerns or issues, but 95% supported it. One person was against it, and there were two or three who have not made a decision.

Nolan stated they recently spoke with the DPW about having them continue to provide the service. They are in agreement that to do that, they would have to initiate their own separate contract. Nolan stated he met with John Divozzo today to find out if there is any pre-work or financial statements needed to come up with their own service agreement. Divozzo said the agreement can be done after the transfer agreement is resolved. It did not seem to be an issue with the DPW to continue the services for their organization. The association had concerns over billing and collecting, and the DPW would continue to do what they do today.

Nolan stated the road commission got involved before the end of the year. Last Thursday, the road commission has come back with some issues in regard to right of way which require permitting, provided documents to them, and they are waiting to hear back what the requirements will be, which are to be determined. So they are pursuing right now what the issues could be with the road commission.

They are waiting to hear any progress of the transfer agreement. They look to do separate agreements that are necessary for the DEQ, the GT DPW, anything with the road commission. They view no involvement by the township other than if there is anything the township needs to know, they would want to share that they had those arrangements in place. They are looking to take the transfer agreement to their legal representatives to do the due diligence on that. He stated if there is anything they need to provide to the township -- they don't have any open requests, but any information or anything they can assist on, he and Tom (Slopsema) are available.

Lawson inquired if they ever found the missing pages on the prints.

Nolan reported that Scott Jozwiak provided the as-built documents. They are not as clear as the road commission wants as far as measurements. He reported that the DPW is going to GPS Cook Road. When they did it for Miami Beach Road, they did not do it for the whole system. When the weather allows it, they are going to GPS Cook Road in order to determine the right of way issues.

Brief discussion followed concerning the existence of part of this utility on public property, granting of an easement for access on Lossie Road Nature Trail, and road commission concern of abandonment of the system or damage to the road.

*DRAFT MINUTES – FOR 03/12/2019 CONSENT CALENDAR***New Business (2:16:50)****Proposed Changes to AP&P Manual Section 2.0 Township Board Administration**

Goss provided a memo with proposed changes to the Administrative Policies & Procedures Manual to go back to one regular meeting a month.

Motion by Popp to accept the changes to the AP&P Manual Section 2 as outlined in our packet to go back to one meeting a month.

Goss stated this would be effective 04/01/2019, as written.

Discussion followed concerning agenda items which involve lengthy discussion.

Benak commented that the efficiencies outlined by Goss in the four bullet points are very explicit and should be in the Policies & Procedures Manual. That way, anybody coming after us knows exactly what the rules are, what the time frame is, and what you are supposed to do if I want an agenda item added and I come to the supervisor and I just give you a memo with no backup material or I wait until the very last minute. This gives the exact guidelines. Benak stated she would like to include these four bullet points where appropriate in the Policies & Procedures Manual. As it stands now, there is one line and it does not cover it. She stated she really thinks we should go back to one meeting a month, and if we do our homework and we get the packets in advance, we should all be able to be ready to come and vote.

Discussion followed regarding creation of agenda items, longer time to read the packet, meeting time spent on details that could be handled outside of the meeting, larger townships handling their business in one meeting a month, postponement of unfinished agenda items to the next meeting or a special meeting, inclusion of the four bullet points in the manual.

Goss pointed out that she missed a necessary change in Section 2.4d, “Any board member or department head who desires to have a business item placed on the agenda shall notify the supervisor and provide supporting documentation at least 7 days prior . . . ,” and noted that adoption of the proposed changes requires that the agenda be finalized eight business days prior to the meeting. Goss proposed that the “7 days” be changed to “9 business days,” which allows the supervisor and clerk one more day to finalize the agenda eight business days before a meeting, and added that the supporting documentation needs to be provided on that day as well.

Lawson asked Benak to make a motion, which he would second.

Popp stated he already made a motion.

Lawson noted Benak has some details to add to it.

Popp stated his motion is to adopt this basically in its entirety.

Benak responded no, that the four bullet points are included in the memo.

Hubbell added that Goss’s comment about the 7 days needs to also be in the motion.

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Lawson stated that he will second the modified.

Benak asked Popp if he wants to modify his motion to include the four bullet points.

Popp replied that he will withdraw his earlier motion.

Motion by Benak to adopt the proposed changes to Section 2.0 of the Administrative Policies & Procedures Manual to provide for one regular township board meeting per month, effective 04/01/2019, with the addition of the 4 efficiency bullet points to be added into the Policies & Procedures Manual, and for the correction of the 4th line of 2.4d, Meeting Agenda, from 7 days prior to 9 business days prior to the meeting date; second by Lawson.

Lawson noted there are three other bullet points on the next page and asked if those are part of it.

Goss replied no.

Lawson repeated his second of the motion.

There was no further discussion. **On voice vote, all those present voted in favor, none opposed. Motion carried.**

Resolution #19-02 Whitewater Township Board 2019/2020 Regular Meeting Dates (2:28:09)

Motion by Lawson to adopt Resolution #19-02; second by Hubbell. There was no further discussion. **On voice vote, all those present voted in favor, none opposed. Motion carried.**

Permission for Hemlock Woolly Adelgid Survey at Battle Creek Natural Area/Whitewater Township Park (2:28:31)

Motion by Lawson to grant permission to representatives of the Invasive Species Network to conduct surveys for the Hemlock Woolly Adelgid at Battle Creek Natural Area and Whitewater Township Park from February through May 2019 and starting again in December 2019, and to authorize the clerk to sign the Landowner Consent form; second by Benak. There was no further discussion. **On voice vote, all those present voted in favor, none opposed. Motion carried.**

Quotation for Vehicle Extrication Equipment (added) (2:29:30)

Popp stated the funds should come out of the Fire Capital Improvement Fund. Goss agreed.

Motion by Popp to approve the purchase of extrication equipment from Apollo Fire Equipment Company in the amount of \$31,000. Popp said it has to be sealed bid; it is over \$20,000. Goss replied that the township is only spending \$3,400; the rest is grant money. Popp confirmed it is still his motion. **Second by Lawson.** There was no further discussion. **Roll call vote: Lawson, yes; Popp, yes; Benak, yes; Goss, yes; Hubbell, yes. Motion carried.**

DRAFT MINUTES – FOR 03/12/2019 CONSENT CALENDAR

Tabled Items

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)

Board Comments/Discussion (2:30:36)

None

Announcements

1. February Township Board meeting dates:
 - a. 02/19/2019 special meeting at 6:00 p.m.
 - b. 02/21/2019 special meeting at 6:00 p.m.
 - c. 02/26/2019 regular meeting at 7:00 p.m.

Public Comment (2:30:42)

None

Adjournment

Motion by Lawson, second by Popp, to adjourn. On voice vote, all those present voted in favor, none opposed. Meeting adjourned at 9:29 p.m.

Respectfully submitted,

Cheryl A. Goss
Whitewater Township Clerk