WHITEWATER TOWNSHIP BOARD
AGENDA FOR 1st REGULAR MEETING – JULY 11, 2017
7:00 p.m. at the Whitewater Township Hall
5777 Vinton Road, Williamsburg, MI 49690
Phone 231-267-5141/Fax 231-267-9020

At this time, the board invites everyone to silence their electronic devices.

A. Call to Order/Pledge of Allegiance

B. Roll Call of Board Members

C. Set/Adjust Meeting Agenda

D. Declaration of Conflict of Interest

E. Public Comment
Any person shall be permitted to address a meeting of the township board. Public comment shall be carried out in accordance with the following board rules and procedures:
1. Comments shall be directed to the board, with questions directed to the chair.
2. Any person wishing to address the board shall speak from the lectern and state his or her name and address.
3. Persons may address the board on matters that are relevant to township government issues.
4. No person shall be allowed to speak more than once on the same matter, excluding the time needed to answer board members' questions. The chair shall control the amount of time each person shall be allowed to speak, which shall not exceed five (5) minutes.

F. Public Hearing (none)

G. Reports/Presentations/Announcements/Comments
1. County Board of Commissioners Report
2. County Road Commissioner Report
3. Mobile Medical Response Report
4. Planning Commission Report
5. Parks & Recreation Advisory Committee Report

H. Consent Calendar
Receive and File
1. Supervisor's Report for June 2017
2. Clerk/Park & Recreation Administrator's Report for June/July 2017
3. Zoning Administrator's Report for June 2017 (no report)
4. Mobile Medical Response June 2017 Activity Reports
5. Grand Traverse Rural Fire Chief's Report June 2017
6. Approved 06/07/2017 Planning Commission Minutes

Correspondence

1. Grand Traverse County Sheriff Department Statistics for June 2017 and 2nd Quarter 2017 Totals
2. Grand Traverse Rural Fire Board 05/17/2017 Approved Minutes
3. Grand Traverse Rural Fire Board 05/24/2017 Approved Minutes
4. GTRFD Officers' Meeting Overview 06/07/2017
5. Letter 06/19/2017 Michigan Township Participating Plan Approving Dividend Distribution
6. Letter 06/19/2017 Charter Communications re: Changes to Channel Lineup
7. Springfield Township Resolution Approving Withdrawal from Rural Fire Department – Mailed to Clerk

Minutes

1. Recommend approval of 06/06/2017 and 06/12/2017 special meeting minutes and 06/13/2017 and 06/27/2017 regular meeting minutes

Bills for Approval

1. Approval of Alden State Bank vouchers # 41756 through 41835
2. Approval of First Community Bank Miami Beach vouchers # 1190
3. Approval of First Community Bank WMDLS vouchers # (none)

Budget Amendments (none)

Revenue & Expenditure Report (none)

I. Unfinished Business
   1. Emergency Services Building Renovation/Addition Project
   2. Zoning Administrator Job Posting Update

J. New Business (none)

K. 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)

L. Board Comments/Discussion

M. Announcements
   1. Next meeting date July 25, 2017

N. Public Comment

O. Adjournment

Whitewater Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities who are planning to attend. Contact the township clerk at 231-267-5141 or the TDD at 800-649-3777.

To: Township Board Members

From: Cheryl A. Goss, Township Clerk

Date: 07/07/2017

Re: Consent Calendar for 07/11/2017

Receive and File

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An appropriate motion would be: Motion to approve Consent Calendar items as presented.

Moved by _____, seconded by _____. Roll call vote:

Whitewater Township Supervisor's Report

June 2017

1) Investigate citizen observations:

   A. None.

2) Office duties:

   A. Rural Fire Board:

   The Regular meeting of the Rural Fire Board was held June 21, 2017. Major topic of discussion was the request from Fife Lake and Springfield Townships for the dissolution of the Organization. The discussion centered around what steps need to be taken to dismantle the organization and how Union Township, without a fire station within its boundaries, will receive future fire protection services. It was agreed the three Townships would meet to discuss a future mutual aid agreement between them, staff would begin the process of asset division, and legal counsel would be consulted to form a detailed list of dissolution steps.

   Other business of the meeting included the sale of a surplus tanker to Peninsula Township Fire Department for $3,500.00. It was Board consensus to notify the Assistant Chief candidates the position will remain unfilled. The Board agreed to postpone all other agenda items until next month.

   B. Meetings:

      1) Michigan Township Association Meeting – Not attended in June.

      2) Supervisor's meeting this monthly event was not attended in June.

      3) Two Special meetings regarding the Emergency Service Building.

      4) Two meetings with Miami Beach Association folks to receive additional maintenance documents they have been maintaining over the years and to provide additional explanation about how the two current Township held funds 590-000-008 Sewer & Receiving Fund and the 590-000-009 Bond Payment Fund.

   C. Parks & Rec: Recreation Department –

      1) No interaction with the group this month. We will be clarifying some information about Battle Creek Natural Area and the reported condition of the trail leading to Elk Lake was in poor shape.

   E. Planning Commission:

      1) Chairwoman, Kim Mangus forwarded information about Zoning Ordinance Amendment number 69 and 70 for Township Board review.

F. Other Efforts:

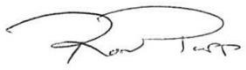
1) Reviewing various NFPA standards and Public Acts pertaining to fire department operations.

2) Working on Ordinance 28 and the Miami Beach Sewer District.

3) DTE Easement requests for the possible Vinton Road gas main extension.

4) Review of the appointment process and Township Policy continues.

Respectfully Submitted,



Ron Popp
Whitewater Township Supervisor.

Clerk/Parks & Recreation Administrator's Report for June/July 2017

To: Whitewater Township Board Members

From: Cheryl A. Goss

Date: 07/07/2017

This report details activity of the Clerk/Parks & Recreation Administrator since my last report dated 06/08/2017.

Meetings Attended (in addition to Township Board meetings):

1. 06/21/2017 Rural Fire Board meeting in Kingsley
2. 07/06/2017 Mobile Medical Response Advisory Board (went to Elk Rapids for the meeting, but due to a scheduling mix-up, there was no one there from MMR; meeting cancelled)
2. 07/06/2017 Pre-Construction Meeting at Emergency Services building

Elections: Terese and I are enjoying an election-free summer!

Whitewater Township Park:

- The campground and boat launch were extremely busy over the 4th of July holiday/ Cherry Festival week. Rangers are working very hard to make sure everyone has a great camping and/or boating experience!
- Arrow Homes has not yet prepared a site plan for the flush toilet facility. I have looked for a previous plan for the pit toilets but have not found anything. We are hoping to have the plan soon. In the meantime, the pit toilets have been closed down and porta-johns have been brought in. The dumpster at the boat launch has been the repository of choice for fish guts for many years, so it was recently replaced with bagged garbage cans that can be emptied frequently. We recently lost a paid pavilion booking due to the unsanitary design of the pit toilets, as well as the smells emanating from the dumpster and pit toilets, especially in hot weather.
- The used playground equipment purchased from East Bay Township has been delivered to Whitewater Township Park. No information yet on the cost of the bearing for the merry-go-round. Contrary to what the ad said, this unit had not been recently painted. We will discuss getting the swing set and monkey bars set up at the next PRAC meeting.
- One of the two main breakers for the campsites went down earlier this week during the hot, humid weather. Campers were advised to limit their electrical usage, especially the big RVs with multiple AC units. We will have this breaker replaced soon. The other one was replaced last summer. Neither of these breakers affects the bathhouse or ranger station.

Hi Pray Park/Battle Creek Natural Area/Lossie Road Nature Trail/Petobego Natural Area: We have a few fixer-upper things to do at Hi Pray Park as time allows.

8380 Old M-72 Renovation/Addition Project: See updates elsewhere in the packet.

Other News:

- The Stryker power cot has been sold for $6,256 to Marquette Township Fire & Rescue.
- A downpayment check was sent to Apple Fence for the recycle bin fencing. It will be installed in approximately two weeks.

# # #

Demand Analysis by Day of Week for Whitewater Twp

From 06/01/2017 to 06/30/2017

TIME OF DAY	3.TUE	4.WED	5.THU	7.SAT	Total
08:00 - 08:59	0	0	0	1	1
09:00 - 09:59	0	0	1	0	1
10:00 - 10:59	1	0	0	1	2
12:00 - 12:59	1	0	0	0	1
13:00 - 13:59	1	0	1	0	2
15:00 - 15:59	1	1	0	0	2
16:00 - 16:59	1	0	0	1	2
19:00 - 19:59	0	0	0	1	1
21:00 - 21:59	0	1	0	0	1
22:00 - 22:59	0	0	0	1	1
Total	5	2	2	5	14

Requests by Nature of Call in Whitewater Twp

From 06/01/2017 to 06/30/2017

	Total
Abdominal Pain/Problems	1
Breathing Problems	1
Burns (Scalds) /Explosion	1
Chest Pain (Non-Traumatic)	1
Falls	2
Sick Person (Specific Diagnosis)	3
Standby Non-Dedicated	1
Unconscious/Fainting (Near)	2
Unknown Problem (Man Down)	2
Total	14

Fractile Response Time

Company IS MOBILE MEDICAL RESPONSE; AND Trip Date IS BETWEEN06/01/2017 AND 06/30/2017; AND Initial Priority IS P-1 Life Threatening Emergency OR P-2 Emergency No Lights OR P-3 Downgrade (No Lts/Sirens); AND Dispatch Zones IS GT-Whitewater; ...

MOBILE MEDICAL RESPONSE

	Call Count	Cumulative Call Count	Percent of Total Calls	Cumulative Percent of Total Calls
00:00 - 01:59	2	2	15%	15%
02:00 - 02:59	1	3	8%	23%
03:00 - 03:59	4	7	31%	54%
04:00 - 04:59	2	9	15%	69%
07:00 - 07:59	1	10	8%	77%
09:00 - 09:59	2	12	15%	92%
10:00 - 10:59	1	13	8%	100%

Total Calls for MOBILE MEDICAL RESPONSE: 13

14 calls total - 1 standby (not shown on this report)

Transport Count by Month

	1/2017	2/2017	3/2017	4/2017	5/2017	6/2017	Total
Village of Elk Rapids	12	9	9	15	9	8	62
Elk Rapids Twp	3	3	6	4	3	3	22
Milton Twp	6	5	7	3	4	15	40
Whitewater Twp	13	5	4	14	4	6	46
Torch Lk Twp	0	0	1	0	0	1	2
Kalkaska County	0	0	2	0	0	0	2
GT County	4	2	4	0	4	0	14
Total	38	24	33	36	24	33	**188**

Grand Traverse Rural Fire Department
Chief's Report

Theo Weber, Fire Chief & CEO

June 2017

Memorandum:

The two finalists for Deputy Chief were interviewed by the Fire Board at a special meeting. The Board asked staff to query each candidate as to their salary and benefit needs.

Annual SCBA mask fit testing has begun for all personnel. Testing of SCBA's and Hydraulic Extrication tools are being scheduled.

Apparatus & Equipment:

- E6 continues to have drivability issues, Spartan / Spencer feels they have no obligation or liability to repair this truck. Ultimately I believe we will need to replace the front axle assembly (Approx. $15,000.00). This work needs to be budgeted for in 2017.
- All Apparatus are in service at this time, some apparatus are being stored outside at station 3 while construction takes place.
- Preventive maintenance and DOT inspections have been completed on all Apparatus.
- A leaking seal has been replaced on Brush 3 skid unit
- All hydraulic extrication tools will be inspected and certified this month by First Due.
- Each stations SCBA's will be inspected and flow tested by Argus-Hazco

Incident Calls for May 2017

5 - Fire
3 - EMS
5.- Hazard
2 - Service Calls (all unauthorized burning)
3 - Good Intent
2 - False Alarm
1 - Special Incident type

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21 Total Calls (April was 26)

We are Rural!

Meetings Attended/Held:

- GTRFD Officers – Held at Station 2, see notes
- LPT – Most of the meeting involved finalizing the Emergency Response plan for the Bay Shore Marathon
- Central Board – The decision to support only one phone app was made. Transition to Active 911 will begin shortly. Central dispatch will be adding additional dispatchers to fill vacancies.
- GT County Area Chiefs – June's meeting was held a Peninsula Twp. Fire Station # 1. A round table discussion took place regarding issues related to vehicle maintenance inspection and testing. In addition both Traverse City Fire and Metro Fire are looking to hire additional Firefighters.

Training:

June training: This month's training will be all things related to water rescue and boat operations

Notable Items:

The FEMA Safer Grant (Recruitment & Retention) No new information. We expect to hear something this month.

GRANDTRAVERSERURA

Incident Type Report (Summary) 1

Alarm Date Between {05/01/2017} And {05/31/2017}
and FDID = "02802"

Incident Type	Count	Pct of Incidents
1 Fire		
131 Passenger vehicle fire	1	4.76%
141 Forest, woods or wildland fire	2	9.52%
142 Brush or brush-and-grass mixture fire	1	4.76%
162 Outside equipment fire	1	4.76%
	5	**23.80%**
3 Rescue & Emergency Medical Service Incident		
322 Motor vehicle accident with injuries	3	14.28%
	3	**14.28%**
4 Hazardous Condition (No Fire)		
400 Hazardous condition, Other	3	14.28%
444 Power line down	1	4.76%
460 Accident, potential accident, Other	1	4.76%
	5	**23.80%**
5 Service Call		
553 Public service	1	4.76%
561 Unauthorized burning	1	4.76%
	2	**9.52%**
6 Good Intent Call		
622 No Incident found on arrival at dispatch	3	14.28%
	3	**14.28%**
7 False Alarm & False Call		
700 False alarm or false call, Other	1	4.76%
745 Alarm system activation, no fire -	1	4.76%
	2	**9.52%**
9 Special Incident Type		
911 Citizen complaint	1	4.76%

GRANDTRAVERSERURA

Incident Type Report (Summary) 1

Alarm Date Between {05/01/2017} And {05/31/2017}
and FDID = "02802"

Incident Type	Count	Pct of Incidents
9 Special Incident Type	1	4.76%

Total Incident Count: 21

GRANDTRAVERSERURA

Monthly Incident Counts By Station

**Alarm Date Between {05/01/2017} And {05/31/2017}
and FDID = "02802" and Station In
"002","003","006"**

Station #	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Percent
002	0	0	0	0	6	0	0	0	0	0	0	0	6	28.57%
003	0	0	0	0	8	0	0	0	0	0	0	0	8	38.09%
006	0	0	0	0	7	0	0	0	0	0	0	0	7	33.33%

Total Runs by Month												
Jan	0	Feb	0	Mar	0	Apr	0	May	21	Jun	0	
Jul	0	Aug	0	Sep	0	Oct	0	Nov	0	Dec	0	

Grand Total Runs: 21

GRANDTRAVERSERURA

Monthly Incident Counts By Station

**Alarm Date Between {05/01/2016} And {05/31/2016}
and FDID = "02802" and Station In
"002","003","006"**

Station #	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Percent
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003	0	0	0	0	7	0	0	0	0	0	0	0	7	33.33%
006	0	0	0	0	8	0	0	0	0	0	0	0	8	38.09%

Total Runs by Month												
Jan	0	Feb	0	Mar	0	Apr	0	May	21	Jun	0	
Jul	0	Aug	0	Sep	0	Oct	0	Nov	0	Dec	0	

Grand Total Runs: 21

GRANDTRAVERSERURA

Incidents by Township (Summary)

**Alarm Date Between {05/01/2017} And {05/31/2017}
and FDID = "02802" and Station In
"002","003","006"**

Township		Count	Pct of Incidents	Est Losses	Pct of Losses
ACME	ACME TWP	1	4.76 %	$0	0.00 %
BLAR	BLAIR TWP	1	4.76 %	$0	0.00 %
COLF	COLFAX TWP	1	4.76 %	$0	0.00 %
FFLK	FIFE LAKE TWP	2	9.52 %	$0	0.00 %
KING	VILLAGE OF KINGSLEY	1	4.76 %	$0	0.00 %
MAYF	MAYFIELD TWP	1	4.76 %	$0	0.00 %
PARA	PARADISE TWP	2	9.52 %	$0	0.00 %
SPRI	SPRINGFIELD TWP	5	23.80 %	$0	0.00 %
UNIO	UNION TWP	1	4.76 %	$0	0.00 %
WHWT	WHITEWATER TWP	6	28.57 %	$0	0.00 %

Total Incident Count: 21 **Total Est Losses: $0**

Incidents by Township (Summary)

**Alarm Date Between {05/01/2016} And {05/31/2016}
and FDID = "02802" and Station In
"002","003","006"**

Township		Count	Pct of Incidents	Est Losses	Pct of Losses
FFLK	FIFE LAKE TWP	3	14.28 %	$15,000	100.00 %
FLVL	FIFE LAKE VILLAGE	2	9.52 %	$0	0.00 %
MAYF	MAYFIELD TWP	1	4.76 %	$0	0.00 %
PARA	PARADISE TWP	4	19.04 %	$0	0.00 %
SPRI	SPRINGFIELD TWP	1	4.76 %	$0	0.00 %
UNIO	UNION TWP	3	14.28 %	$0	0.00 %
WHWT	WHITEWATER TWP	7	33.33 %	$0	0.00 %

Total Incident Count: 21 **Total Est Losses: $15,000**

WHITEWATER TOWNSHIP PLANNING COMMISSION
MINUTES FOR REGULAR MEETING
June 7, 2017

Call to Order at 7:00 p.m.
Roll Call: Dean, Hooper, Jacobson, Lawson, Mangus, Render
Absent: Link
Also in attendance: Recording Secretary MacLean
Set / Adjust Agenda: Move New Business, site condo review discussion before Unfinished Business

Declaration of Conflict of Interest: Mangus will be recusing herself from the Site Condo Review and turn the meeting over to Dean for that portion.
Public Comment: Connie Roundtree, 5413 Glendenning Trail. Was at the township board meeting regarding the private road ordinance discussion. Very informal discussion at the board meeting. Have lived on a private for 12 years, it is a site condo. Roundtree is a real estate broker giving a different perspective to the subject. We used to have to drive 2 miles of unpaved road to get to our paved private road. Have read the ordinance and the proposed changes. Need to keep in mind safety and liability when looking at the ordinance. Safety for the user, the township and the builder. It goes beyond the aesthetics. Substandard roads can be a liability. Keep in mind the emergency vehicles, elderly driving, young drivers. Need a private road maintenance agreement when getting a loan. Curb appeal is important when developing and value. The township ordinance should protect the owner, the developer and the township. Repealing it could cause ramifications that you may not even be aware of. Need to have minimum standards. Is the road ordinance, the way it currently stands, costly to the developer? The developer can recoup in selling the properties. The requirements seem minimal and would be part of the planned expense. Do you want the township to be a nice place to live or a not so nice place to live. Willing to come in and speak as a real estate broker in the future.
Mangus: We will be discussing this in the future. It looks like we will be adjusting the standards of the current ordinance.
Dean: It is not just about developments it impacts private property owners as well.

Public Hearing: Regarding Amendment #70 pertaining to Article 2, Interpretation
a. Open Public Hearing at 7:12 p.m.
b. Attendance sign in request
c. Notice published in The Record Eagle on May 21, 2017.
d. Amendment #70, Article 2 Interpretation, Section 2.10 Purposes: *Remove "and to realize the community goals, policies and objectives expressed in the Township Master Plan."*
Section 2.11 Scope: Restatement of section as adopted.
Section 2.12 Splitting Lots Within Recorded Subdivisions: No lot, outlot *(spelling correction only)* or other parcel of land in a recorded plat shall be further partitioned or divided unless in conformity with the *(remove: ordinance of the municipality)* standard of the district in which it exists. The *(remove: municipality)* township may permit the partitioning of land into not more than four (4) parts. *(**Remove:** However, any lot, outlet or other parcel of land not served by public sewer and public water systems shall not be further partitioned or divided if the resulting lots, outlots or other parcels are less than the minimum land area provided for in this act.)*
Add new section, Section 2.13 Rules of Interpretation, standard principles used in zoning
e. Presentations: None
f. Correspondence received: No written comments were received.
g. Public Comment:
Comment in opposition to the amendment:
Judith Danford, 1139 N West Silver Lake Rd, Traverse City, MI 49684. Owns property at 1330 Hursh Rd., Address section 2.13 Rules of interpretation: #2 any interpretation of this ordinance would be decided by the ZBA. When would that be necessary? Example? Concern comes from the subjective vs the objective.
Mangus: If it is beyond the basic definitions. If needed the ZBA would consult an attorney and the zoning administrator. If there are parts of the ordinance that are in conflict with each other.
Danforth: What is the intent of ordinance?
Mangus: It gives property owners an option when the property owner and the ZA and/or PC cannot agree.

No comment for the proposed amendment.

h. Close Public Hearing: 7:20 p.m.
PC discussion, action and decision:

Motion by Hooper, second by Jacobson to send Amendment #70 regarding Article 2 to the Board for approval as presented.
Roll call vote: Dean-yes; Hooper-yes; Jacobson-yes; Lawson-n/a; Link-n/a; Mangus-yes; Render-yes

Approval of Minutes:
Motion to approve May 3, 2017, Regular Meeting Minutes by Dean, second by Hooper. All in favor. Motion carried.
Motion to approve May 17, 2017, Special Meeting Minutes by Hooper, second by Jacobson. All in favor. Motion carried.

Correspondence: None.
Reports: None
Zoning Administrator Report,: None
Chair's Report, Mangus: None
Township Board Rep., Lawson: N/A. Mangus from the Board: The township did not get a zoning administrator. Reposting the position. In the mean time they have called on an interim ZA, Denny Habedank to work at least one day a week. He will be starting this Friday. Denny is familiar with the ZO and the clean-up work we are trying to do.
ZBA Representative, Hooper: No meetings.
Committee Reports: None.
Additional Items: None.

New Business:

1. Whitewater Pines Site Condo – Preliminary Plat Review: Mangus recusing herself from the meeting for this portion. Dean is conducting as the Chair.
   This is tied to Ordinance 16.
   Presentation from Steve Mangus, 1214 Cerro Drive, Traverse City. There is a difference between a site condo and a sub division. Site condo allows for common areas. The private road will always be a private road. In brief, the road and utilities were previously installed. For whatever reason the developer never finished the project. The number of lots and how they are split is the only difference from the original previously approved project. Additional exterior lots will have drives off Broomhead and Deal Roads. Previously it was a site condo approval. Have not determined which 10 will be 2 family homes and which 23 will be the single family homes.
   Discussion of the drives being off the roads rather than the cul-de-sac.
   This is a preliminary request.
   Steve Mangus: Getting this approval so they can go to the other entities to get those approvals. Final approval would not come until those are gotten.
   PC: Concerned about the number of road cuts not part of the main. Five drives off Deal seem excessive. Current private road ordinance has a limit of 25 lots. Possibly request from the board relief from the private road ordinance regarding number of lots. Can move 3 to the cul-de-sac if it were approved by the board.
   Steve Mangus: In 2006 there were 21 lots approved. Looking to build nice homes, middle class family homes similar to what is in the area. AG minimum lot size is 40,000 sf., all lots meet those requirements. Sanitarium will determine wells and septics. Each lot has to perk. Not looking for any special treatment.
   PC: The previous ZA recommended setting up a sub-committee to go through the preliminary steps in more detail. The preliminary process is four steps. (1) Preliminary approval from the PC; (2) Go to the other entities to get those approvals; (3) Public Hearing through the PC; (4) PC sends their recommendations to the Board.
   Steve Mangus: If they have the latitude to change the drives that would be helpful.
   PC: This was previously approved with a smaller number of lots. Complies with the ordinance the way it is. Public Hearing is through the PC then it is sent to the board. The neighbors will have their input at the public hearing.
   The previous project had preliminary and final approval by the Board. It is only the density that has changed.
   The PC is in consensus that it is okay to move forward to form a sub-committee and notify the Board.
   Preliminary plat lay out has to be approved. From the PC perspective this is the largest number of lots there

could be, there could be fewer approved by the other approving entities. The northern portion is where the most concern is.
Consensus to give a preliminary approval so they can move forward in getting the other approvals.
Motion by Hooper, second by Jacobson for the PC to create a sub-committee, hold a public hearing and then send the proposal to the board. The public hearing could be as soon as July 5, if the sub-committee meetings with the ZA are done and the Manguses can get the other approvals in time for proper notification of the meeting.
Roll call: Hooper-yes; Jacobson-yes; Lawson-n/a; Link-n/a; Mangus-recused; Render-yes; Dean-yes. Motion carried.

Dean, Hooper, Render, Jacobson have offered to be on the subcommittee but there will only be three in attendance at the meeting with the ZA.

Kim Mangus back in the meeting as Chair.

Old Business:

1. Fourth review of Article 8, Commercial. Consensus that this is ready to set aside to be ready for a public hearing. Motion by Dean, second by Jacobson to move Article 8, Commercial as Amendment #71 to the next available public hearing. All in favor. Motion carried.
2. Second Review of Article 8, Village. Discussion. Kim will make discussed adjustments and bring back.
3. Second review of Article 9, Industrial - *postpone*
4. Continue review of Article 3, Definitions, including additions. Billboards will relocate in the future - *postpone*.

New Business:

2. Private Road Ordinance Direction. The township board sent it back to the PC. They do not want to eliminate the Private Road Ordinance and would like a review with recommendations. A sample modified ordinance was sent to the board. May be able to make two standards: Personal private roads and sub-division/site condo type. Hopefully, the PC will get a copy of the attorney opinion on the private road ordinance. Possibly move the General Ordinance to a Zoning Ordinance as is and then the PC can work on it or make the change and let them decide if it is best as a General Ordinance or as a Zoning Ordinance. Kim will supply a couple rough drafts of ideas to get a direction.

Next Regular Meeting July 5, 2017
Possible Public Hearing on Amendment #71
Road Ordinance
Village, Industrial, Definitions

Public Comment: Judith Danford, 1139 N West Silver Lake Rd, Traverse City, MI 49684, Spent 21 years in this township, got their first land in 1958. Have previously worked with the township on this whole topic. I stopped in 2009. Who is writing or re-writing the ordinance?
Mangus: We are trying to go through each article and resolve conflicts within the ordinance also trying to straighten out the Notices of Public Hearings that happened previously.
Judith: The PC will need to do double due diligence to not raise any question on the site condo project. How does the number of parcels change the impact on the township? The sub-committee will meet with the ZA then hold a public hearing, can't really plan a public hearing before that meeting. Many townships have site plan review for every single project in the township. The PC is the defense line to keep things from getting out of control.
There are entities that provide services to put the ordinances together. This is crucial and vital to our township. The Zoning Ordinance sets the perimeters. Putting the ordinance together in piece-meal right now, who is going to do the final clean-up.
Mangus: Our intent is to send this to a recodification company to get it all together but we have to address somethings before we can even send it to a company for the professional input.
Hooper notes that he was a previous ZA for the township and was on the PC previously. Somethings were not done properly previously and that is why we are going through it the way we are.
Judith: Thank you for your explanation.

Steve Mangus: 1214 Cerro Drive, TC. I am an honest developer. Please be sure to show me zero favoritism just treat me fairly.

Commission Discussion/Comments: None
Continuing Education: None.
Adjournment: 9:28 p.m.

Respectfully Submitted
Lois MacLean,
Recording Secretary

Grand Traverse Sheriff Department Calls for Service Statistics

2nd Quarter Totals
April - June 2017

Day of Week	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	TOTAL				
	1,433	1,627	1,696	1,705	1,627	1,613	1,319	11,020				
Hour of Day	0 294	1 179	2 149	3 99	4 95	5 142	6 212	7 322	8 426	9 526	10 560	11 519
	12 574	13 615	14 663	15 740	16 719	17 632	18 661	19 527	20 571	21 639	22 706	23 480
Location	**Citations**	**Traffic Crashes**			**Arrests**			***Other**	**Criminal**	**Non-Criminal**	**Traffic Crashes**	**Total**
		Fatal	**PIA**	**PDA**	**OWI**	**MIP**	**Criminal**					
01 Acme	34	0	3	30	5	2	24	313	88	153	33	587
02 Blair	85	0	7	53	6	5	61	816	235	308	60	1,419
03 East Bay	55	0	4	77	6	2	33	708	236	328	81	1,353
04 Fife Lake	19	0	2	8	1	0	4	160	21	36	10	227
05 Garfield	191	0	25	190	17	7	214	2,078	1,047	1,229	215	4,569
06 Grant	3	0	3	9	0	0	3	41	17	28	12	98
07 Green Lake	17	0	4	29	4	0	31	392	137	178	33	740
08 Long Lake	17	0	2	25	3	0	11	197	93	170	27	487
09 Mayfield	12	0	0	16	2	0	8	168	29	23	16	236
10 Peninsula	19	1	3	13	0	0	6	145	51	126	17	339
11 Paradise	13	0	2	25	2	1	13	194	64	61	27	346
12 Union	5	0	2	4	0	0	1	39	6	18	6	69
13 Whitewater	9	0	0	18	2	0	10	150	30	55	18	253
29 Fife Lake Vlg	5	0	0	0	0	0	2	48	10	28	0	86
30 Kingsley Vlg	13	0	0	8	0	0	9	128	44	43	8	223
66 Traverse City	10	0	0	0	5	1	188	0	0	0	0	0
84 Out of County	0	0	0	0	0	0	62	0	0	0	0	0
Totals	507	1	57	505	53	18	680	5,577	2,108	2,784	563	11,032

*Other Calls for Service Include: 911 Hangups; BOL; Follow-up to Complaints; Motorist Assists; Public Relations; Serving Legal papers; Traffic Stops; Warrant Attempts

Ticket stats are based on what District Court has entered as of 6/30/17.

Arrest stats are as of 7/02/17.

Totals are not equal.

RECEIVED 7-5-17 CB

Grand Traverse Sheriff Department Calls for Service Statistics

Month June **Year** 2017

Day of Week	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	TOTAL
	448	564	540	676	672	484	407	3,791

Hour of Day												
	0 107	1 68	2 46	3 30	4 41	5 47	6 74	7 98	8 129	9 170	10 194	11 208
	12 205	13 205	14 257	15 244	16 218	17 217	18 231	19 192	20 194	21 218	22 225	23 173

Location	Citations	Traffic Crashes			Arrests			*Other	Criminal	Non-Criminal	Traffic Crashes	Total
		Fatal	PIA	PDA	OWI	MIP	Criminal					
01 Acme	13	0	2	13	0	2	6	85	35	59	15	194
02 Blair	22	0	5	15	1	0	24	268	94	112	20	494
03 East Bay	18	0	2	33	4	0	12	218	84	133	35	470
04 Fife Lake	6	0	1	3	0	0	2	52	8	12	4	76
05 Garfield	67	0	13	70	5	5	68	658	351	456	83	1,548
06 Grant	2	0	2	5	0	0	2	14	10	8	7	39
07 Green Lake	4	0	1	8	1	0	19	140	61	68	9	278
08 Long Lake	5	0	1	10	1	0	2	65	31	61	11	168
09 Mayfield	7	0	0	5	1	0	5	57	12	9	5	83
10 Peninsula	3	1	2	7	0	0	0	61	20	46	10	137
11 Paradise	6	0	1	9	1	1	2	71	22	14	10	117
12 Union	2	0	0	1	0	0	0	11	2	6	1	20
13 Whitewater	3	0	0	6	0	0	1	52	7	19	6	84
29 Fife Lake Vlg	2	0	0	0	0	0	0	12	3	10	0	25
30 Kingsley Vlg	4	0	0	2	0	0	1	37	17	9	2	65
66 Traverse City	4	0	0	0	3	0	46	0	0	0	0	0
84 Out of County	0	0	0	0	0	0	12	0	0	0	0	0
Totals	168	1	30	187	17	8	202	1,801	757	1,022	218	3,798

*Other Calls for Service Include: 911 Hangups; BOL; Follow-up to Complaints; Motorist Assists; Public Relations; Serving Legal papers; Traffic Stops; Warrant Attempts

Ticket stats are based on what District Court has entered as of 6/30/17.

Arrest Stats are as of 7/02/17.

Totals are not equal.

RECEIVED 7-5-17

GRAND TRAVERSE RURAL FIRE BOARD MEETING

Paradise Township Hall
2300 E. M-113
Kingsley, MI 49649

May 17, 2017
Regular Meeting held at 6:00 p.m.

Chairman Ron Popp Vice-Chair Doug Mansfield Treasurer Rob Lajko

Members: Fife Lake -Linda Forwerck, Paradise- Rob Lajko, Springfield- Tom Gonyer, Union- Doug Mansfield, Whitewater- Ron Popp

Any interested person or group may address the Grand Traverse Rural Fire Board on any agenda item when recognized by the presiding Chairman or upon request of any Board Member. Also, any interested person or group may address the Grand Traverse Fire Board on any matter of Fire Department concern not on the Agenda during the agenda item designated Public Comment. The comment of any member of the public or any special interest group may be limited in time. Such limitation shall not be less than five minutes unless otherwise explained by the presiding Chairman, subject to appeal by the Grand Traverse Rural Fire Board.

I. Roll Call

Paradise (present), Springfield (present), Union (present), Whitewater (present) and Fife Lake (present).

II. Approval of Agenda

Paradise inquired where on the agenda the Expulsion Resolution would be discussed. Whitewater said it would be covered under item Unfinished Business, Item f. Station 6 – Discussion of any relevant facts. Chief Weber asked if under New Business, Item b. could be moved to Item d., should a closed session be called. **Motion by Union, supported by Paradise to approve the agenda with the additions as noted. Motion carried unanimously**.

III. Conflict of Interest

No conflicts of interest were reported by members.

IV. Consent Calendar

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Board motion without discussion. Any member of the Board, staff or the public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for individual consideration by the Board; and such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single Board action adopting the consent calendar.

a. Minutes - The Board approves the minutes of Grand Traverse Rural Fire Board of April 19, 2017
b. Payroll – The Board approves Payroll #7 dated April 6, 2017 in the amount of $8,750.93 and Payroll #8 dated April 20, 2017 in the amount of $5,455.28.
c. Accounts Payable – The Board approves Pre-authorized claims for April 6, 2017 in the amount of $4,416.02 and Vendor's Payable for April 19, 2017 in the amount of $18,042.16.
d. Reports and Communications –The Board directs the staff to receive, file and respond to communications as necessary. (Financial, Chief's, RTC, Attorney).

Motion by Union, supported by Fife Lake, to approve the consent agenda as presented. Roll Call Vote: Fife Lake (aye), Paradise (aye), Springfield (aye), Union (aye), Whitewater (aye). Motion carried unanimously.

V. Public Comment

None at this time.

VI. Unfinished Business:

a. CPSM Recommendations

1. Budget. The budget planning document provided in the packet was prepared by administration as requested. Chief Weber stated the figures are based on past practice and history. Mr. Milliron commented the only variance in the budget is salaries which are yet to be set. Discussion held noted both the Board version and the Admin version would require a minimum of 1.2 mils to support. This will require either an increase in millage rates or utilization of the fund balance. Union stated this would double their millage and he doubts he could get support from community as there are no new services purposed with the increase. Mr. Milliron said that currently revenues are set and the only adjustment that can be made are in expenses. Union said he could sell the concept if it included the "big jump" into a Fire-based EMS. Having staffed stations are what many of his constituents believe is already occurring. He also supports cross-training into working department heads. Paradise agreed they could entertain that format, but questions if Whitewater can get go ahead – without Board support. Union suggested joint township meetings. Whitewater added that should Fife Lake and Springfield stay, that could help plug a hole in the financials and the coverage areas. Fife Lake stated that she and Springfield do not have remarks at this time, but did add that should they choose to combine Fire and EMS it would be their decision, they have no plans at this time to make the "big jump."

Staffing discussion shifted back to two directors being appropriate with the run volume, per Whitewater. Chief Weber added that having a Fire Chief and Medical Director is a cost savings. Whitewater continued that department heads would need to working members of both Fire and EMS and take shifts. Fife Lake said their director takes shifts on EMS.

Paradise asked about the SAFER grant and its impact. Chief Weber clarified it is only for new Fire Department recruits and associated expenses and cannot be used to off-set payrolls. Paradise also asked about providing EMS under Intergovernmental Agreement. Chief Weber said it could be done with modifications to agreement.

Whitewater commented on labor costs and Mr. Milliron shared that Fire and EMS expenses are not much else other than labor. Whitewater asked Mr. Milliron if he could develop a new column with EMS revenue and expenses included. Mr. Milliron stated it could be done with support from townships to get the figures. Paradise commented that perhaps this could be a three year goal for the department, when Whitewater's EMS contract expires. Paradise could set the example. Although Paradise could not see this happening by the end of 2017 it could be a goal to staff with the model. Chief Weber shared that 80% of the current roster are EMS cross-trained. Whitewater would like to see current administrative positions revert to responding personnel. Union wondered if a time analysis has been done to see if they would be able to perform those duties. Whitewater said it can based on current call volumes/dates/times. Whitewater does not believe the accounting position should be cross-trained. Union commented we need to remember through the process that we are rural and are dependent on each other.

2. **Personnel Committee**. To be discussed under item d. Resolution for annual Meeting Date.

3. **Recruitment and Retention (SAFER Grant). Waiting on notification.**

4. **Track and Analyze Repair and Maintenance Costs by March 15, 2017**. County Chiefs are reviewing vendors for equipment service. Whitewater asked what it would take to bring on our own, Chief Weber said we couldn't keep on busy enough. Whitewater asked could they be a member. Chief Weber said they could but it is a specialized field and he reminded the members that this work and various inspections are contracted to avoid liability.

5. **Dispatch Metrics by June 1, 2017.** Done

6. **Conduct a formal district wide fire risk analysis and pre-incident planning by May 17, 2017.** Still to be completed by a new Deputy Chief.

7. **Water Access Points.** Completed.

8. **Long range facilities capital plan, by July 19, 2017** – Fife Lake stated at this time there are not interested in participating in a long range plan. Paradise will work with the Chief to prepare for a July meeting date. Chief Weber would like to include the "white-box" concept for Union.

9. **Review all Department Policies by May 17, 2017** – Staff were directed to review, update and forward to members for review at May meeting. Chief Weber stated those policies are completed and each member should have a copy to take with them to review.

b). Fire Station Leases.

Whitewater Township lease as presented cannot be approved due to utilities and liability coverage at $10million is not consistent with remainder of townships. Chief Weber reminded the members that lease payments cannot be made without a signed lease. Whitewater said their township may withhold next quarterly payment if lease is not approved. Union suggested Whitewater contact Paul Olson (Municipal Underwriters of West Michigan, Inc.) they are insurer for both Whitewater Township and Rural Fire. Maybe Mr. Olson could review the Whitewater lease and provide education into liability coverages for Whitewater Township Board. Counsel has recommended consistency in the station leases and this is currently much different than existing leases. Fife Lake gave Chairman Popp their proposed lease which will be presented at the next Regular Meeting.

c). Deputy Chief Hiring Process Update.

Paradise thanked staff for the organization. Four qualified candidates were presented, two are being asked to interview with the Board. Union commented salary could be determined once we have additional budget materials. Salary can also be based on experience, and right now Board and Admin are apart on salary. A special meeting will be held on May 24, 2017 at the Paradise Township hall to interview both candidates. The meeting will begin at 4:00 p.m. with first candidate to be interviewed and second candidate scheduled for 5:00 p.m. Notice will be posted. .

d). Resolution for Annual Meeting Date.

Discussed the actual date and the impact approval of the Bylaws may have on the meeting date. Much discussion was held as to whether Bylaws were rendered obsolete with the Intergovernmental Agreement in place. Also, the members were not certain if Articles of Incorporation existed for the department. Whitewater and Fife Lake will work together to determine if Articles of Incorporation still exist and if the Bylaws are still in effect. This will also help to verify consistency in annual meeting date. Department legal counsel may be able to assist with this process as well.

e). Resolution for Name Change.

Motion by Union, supported by Fife Lake to approve the name change document as provided with the addition of both Fife Lake Township and Springfield Township as participating members. The document will be amended and forwarded to each township for their approval. Motion carried unanimously.

f). Station 6 – Discussion of relevant facts.

Whitewater stated after review by counsel there may be legal challenges and this might not be the method of choice. The departments counsel has spoken with Fife Lake counsel. Fife Lake added there is no determination that they met the criteria for expulsion and they

will, after completing their homework, determine a date to leave between July 1, 2017 and December 31, 2017. Union stated they are ok with Fife Lake leaving early and believe that was the intent of Rob's motion last month. Union also asked if changes to the Intergovernmental Agreement could be made to allow Fife Lake to leave earlier, but any date going forward should be communicated to the Board. Mr. Milliron said we could pro-rate their payment based on last date as a member. Fife Lake added that to be fair to the Board more information will be shared at the June meeting. **Paradise made motion, supported by Union to withdraw the expulsion proposal as made at the April 19, 2017 Regular Board Meeting. Roll Call Vote: Fife Lake (aye), Paradise (aye), Springfield (aye), Union (aye), Whitewater (aye). Motion carried unanimously.**

g). Review GTRFD Administration Policies

Whitewater asked the members to review the policies as provided. Fife Lake asked that an index be forwarded. Union said they want to know the policies are there and to become familiar with them but does have expertise to determine if correct. Union would like to see the policies adopted and asked for a July date to review and approve.

VII. New Business:

a). **Budget Amendment #2-2017, Increase Expenditures Line Item 818.006 Mutual Aid – Metro, $1,000.00 and decrease Line Item 990.000 contingency, $1,000.00. Net change $.00. Motion by Fife Lake supported by Whitewater to approve Budget Amendment #2-2017. Roll Call Vote, Fife Lake (aye), Paradise (aye), Springfield (aye), Union (aye), Whitewater (aye). Motion carried unanimously.**

b). **Review, amend and possibly adopt Rural Fire Bylaws from March 15, 2015 Agenda.**

Whitewater referenced agenda information from March of 2015 and the legal opinion at that time that Bylaws were no longer needed with the approval of the Intergovernmental Agreement. Counsel will be asked to look back on that decision to determine if they can be incorporated into Intergovernmental or approved as a separate document.

c). **Set deadline for having complete P&P manual in PDF format.**

Members would like to see Employment Policies and an index for the June 2017 meeting.

Closed Session for Attorney-Client Discussion

d). Chief/CEO Job Description & Employment contract review – Possible Closed Session.

Union moved, Paradise supported to go into closed session at 8:57 pm for the purpose of contractual and personnel communication exempt from disclosure

under MCL 15.243(1)(g) as permitted by MCL 15.268(h). Roll Call Vote, Fife Lake (aye), Paradise (aye), Springfield (aye), Union (aye), Whitewater (aye). Motion carried unanimously. No action was taken during session.

The public session reopened at 9:32 p.m.

VIII. Second Public Comment

None at this time

IX. Adjournment

Motion by Paradise, supported by Union to adjourn the meeting at 9:35 p.m., motion carried unanimously.

Ron Popp, Chairman

Mary Jo Barck, Recording Secretary

GRAND TRAVERSE RURAL FIRE BOARD MEETING

Paradise Township Hall
2300 E. M-113
Kingsley, MI 49649

May 24, 2017
Special Meeting held at 4:00 p.m.

Chairman Ron Popp Vice-Chair Doug Mansfield Treasurer Rob Lajko

Members: Fife Lake –Terry Street (Alternate), Paradise- Rob Lajko, Springfield- Tom Gonyer, Union- Doug Mansfield, Whitewater- Ron Popp

Any interested person or group may address the Grand Traverse Rural Fire Board on any agenda item when recognized by the presiding Chairman or upon request of any Board Member. Also, any interested person or group may address the Grand Traverse Fire Board on any matter of Fire Department concern not on the Agenda during the agenda item designated Public Comment. The comment of any member of the public or any special interest group may be limited in time. Such limitation shall not be less than five minutes unless otherwise explained by the presiding Chairman, subject to appeal by the Grand Traverse Rural Fire Board.

I. Roll Call

Paradise (present), Springfield (present), Union (present), Whitewater (present) and Fife Lake (present).

II. Approval of Agenda

Motion by Union supported by Springfield to approve the agenda as presented. Motion carried unanimously.

III. Conflict of Interest

No conflicts of interest were reported by members.

IV. Public Comment

None at this time.

V. Unfinished Business

None at this time

VI. New Business:

a). Deputy Chief Candidate Interviews. The members interviewed two parties who were recommended by the interview panel: Jacque Gibson and Robert Shugart. Both candidates were asked similar questions and allowed to question the members of the Board. After the last candidate was interviewed, the members ranked the candidates with Mr. Gibson their preference, however a question from him regarding a contract led to discussion about length of the contract, salary and other benefits. The recording secretary was asked to inquire of both candidates, via email, their response to the following:

- Salary Expectation
- Health Insurance Needs
- Vacation Expectation
- Sick/Personnel Time Expectation

The discussion of a vehicle requirement was also held, however Chief Weber reminded the members a Suburban is available for their transportation needs. Information received will be shared with the members at least one week before the June 21, 2017 Regular Meeting.

VII. Second Public Comment

Ken Fritz, Dell Road, Kingsley.
Mr. Fritz wished to share with the members experience from his business background which indicated an economic downturn on the horizon in 10 – 15 years. This recession is predicted to be worse than 2008 and may again reduce property values – directly impacting the department's revenue. He urged them that the time is now to become financially stable, ACT57 or increased millage rates need to be looked at now. As Mr. Mansfield commented we can get support for more service for a greater price but it's hard to sell the same service for more money.

VII. Adjournment

Motion by Whitewater, supported by Union to adjourn the meeting at 6:44 p.m., motion carried unanimously.

Ron Popp, Chairman

Mary Jo Barck, Recording Secretary

GRAND TRAVERSE RURAL FIRE DEPARTMENT

CHIEF THEO WEBER

2266 E. M-113, Suite B ~ Kingsley, MI 49649
Phone: (231) 263-7875 Fax: (231) 263-0506~ Website: www.gtfire.org Email: Info@gtfire.org

Grand Traverse Rural Fire Department
Officer's Meeting
June 7, 2017
6:00 p.m.
Meeting Overview

Meeting opened promptly at 6:00 p.m. by Chief Weber. This meeting was held at Station 2, Paradise Township due to remodel of Station 3, Whitewater Township.

Station 2:	**Station 3:**	**Station 6:**
Capt. Fritz	Capt. Arbenowske	Lt. Stiner
Lt. Bugai		

Safety Officer Lt. Stiner
Training Officer J. Gibson (absent)

Chief's Report

Whitewater Station Remodel: (provided by Captain Arbenowske)

Captain Arbenowske attended the most recent Whitewater Township meeting and stated bids were received for the update/remodel. Although the Township expected bids to be in the $180,000 range they were actually closer to $400,000. He also said the bids as received did not address electrical and parking issues which will both add considerably to the cost. All members were concerned about the trucks being parked outside, exposing them to theft of onboard equipment. Captain Arbenowske doesn't believe the remodel addresses any long-term needs of the station.

Safer Grant Upate:

Chief Weber shared that we should know sometime in June if we have been successful. The grant will cover the expenses related to recruiting and training additional firefighters.

Deputy Chief Recruitment Update:

Chief Weber reported the Deputy Chief process is going forward, although during the same meeting where finalists were announced it was also announced that the potential exists for a motion to dissolve the organization. Board Chairman Popp stated he had received correspondence from both Fife Lake Township and Springfield Township of their intent to bring this forward.

Radio Sale:

Lt. Bugai was given permission to do what he needed to ensure the sale.

Training Records:

There has been more activity in Firehouse documenting training. Chief Weber was happy to see this as documentation is needed in order to pay the members for training.

Bid Update:

Only one bid has been received thus far for the 2009 Expedition and we have received no bids for the Chevrolet.

EMS Licensing Portal:

Chief Weber will forward to the members updates to the EMS licensing renewal process.

Officer Education:

Officer's were invited to register for an upcoming NFIRS 5 Reporting training program being offered in Traverse City in July. The course would help with uniformity in incident reporting.

Station Reports

Station 2:

Captain Fritz and Lt. Bugai shared they have completed May training and have had a few car accidents.

Station 3:

Captain Arbenowske was extremely pleased with the coverage of the Memorial Day parade. The Department was well represented and the community and press both showed support of the event. This parade has been held for more than 50 years in the community.

Tires on Air 3: Only the front tires were replaced and clarification will be sought regarding DOT requirements relating to "age" of tires.

The Department has been offered a house in Whitewater Township for a controlled burn. Both Chief Weber and Captain Arbenowske have taken a drive-by but need to clarify it is the correct property. Mary Jo will contact the owner and ask them to submit necessary paperwork to the DEQ. Once the paperwork process is completed we will begin the planning for the actual burn.

Station 6:

Lt. Stiner reported much the same as Station 2. Station 6 will be changing their training day of the week. Currently station members have targeted Sunday afternoon. Staff put the boat in the water and it all checked out fine.

Other

Scott Air Pack Onsite Flow Testing:

This will be held July 5 & 6. A member will need to be available at each station. Also, Lt. Bugai asked if they could repair leaking air bottles while here. Chief Weber asked that we know where they are and we will add to the work order.

Holmatro Repair and Preventive Maintenance:

Scheduled for June 14 & 15, again a member will need to be available at each station for technicians access.

Education

The members viewed a video on the flow path of fire and held much discussion after. Chief Weber commented this was only a refresher. It was suggested the Officer's subscribe to a Youtube channel "Stop Believing Start Knowing" which offers numerous educational examples.

Meeting adjourned at 7:00 p.m.

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MICHIGAN TOWNSHIP PARTICIPATING PLAN

Dear Michigan Township Participating Plan Member:

We are very excited to announce that on April 10, 2017, the Michigan Township Participating Plan Board of Directors approved a dividend distribution to be processed and distributed pro rata to members of our program.

On April 10, 2017 it was determined that the distribution would be 2.7531377 percent per qualifying member, tied to the member's premium of the 2013-2014 underwriting year (the program's dividend calculation year). Additionally, we are very pleased to inform you actuarial calculations indicate an improved loss ratio for the 2011-2012 and 2012 -2013 underwriting years that brings to you an additional 0.03355813 percent.

Accordingly, we are pleased to enclose your check for the program's 2013-2014 dividend calculation and additional percentage for the 2011-2012 and 2012-2013 dividend calculation years.

The Michigan Township Participating Plan will continue to work hard in conjunction with our members in continuing to bring growth and benefits to our members in the coming years. **The Board thanks you for your continued loyalty and support!**

If you should have any questions regarding this distribution please contact your Michigan Township Participating Plan agent.

On behalf of the Michigan Township's Participating Plan Board of Directors,

Ronald E. Reid

Ronald E. Reid
Chairman

RECEIVED 6-19-17

1700 Opdyke Court • Auburn Hills, Michigan 48326 • (248) 371-3100 • (800) 783-1370 • (248) 371-3069 fax • www.theparplan.com

Charter
COMMUNICATIONS

RECEIVED 6-22-17 CG

June 19, 2017

Whitewater Township
5777 Vinton Rd.
P.O. Box 159
Williamsburg, MI 49690

Dear Franchise Official:

This letter is to inform you of changes to our channel line-up taking effect on or after July 14, 2017.

- *Universal HD* on channel 815 will cease network operation on or after July 14, 2017.
- *Olympics Channel* will launch on Spectrum Digi Tier 1/Silver package on or after July 14, 2017. *Olympics Channel* is "Home of Team USA" on channels 245 and 698 (HD).

Charter Communications customers in your community are already receiving information regarding these changes.

Should you have any questions about this programming change, please contact me at (906) 401-0616.

Sincerely,

Don Gladwell

Don Gladwell
Manager, State Government Affairs, Michigan
Charter Communications

RESOLUTION NO. APPROVING WITH DRAWAL FROM RURAL FIRE DEPARTMENT

WHEREAS, Springfield Township has been a member of Grand Traverse Fire Department – Rural Division since February 1996;

WHEREAS, on or about April 18, 2017, Springfield Township submitted its notice of intent to withdraw to the Grand Traverse Fire Department – Rural Division pursuant to Article XVII of the Intergovernmental Agreement Creating the Grand Traverse Fire Department – Rural Division;

WHEREAS, the Springfield Township Board has determined it is in the best interest of the Township to withdraw from the Grand Traverse Fire Department – Rural Division and create its own fire department;

NOW, THEREFORE, BE IT RESOLVED, that the Springfield Township Supervisor is hereby authorized to take all necessary steps to effectuate the withdrawal of Fife Lake Township from the Grand Traverse Fire Department – Rural Division no later than December 31, 2017. The Springfield Township Supervisor is also hereby authorized to demand the return of equipment and gear rightfully belonging to Springfield Township and subject to return under the Intergovernmental Agreement. The Springfield Township Supervisor is also hereby authorized to negotiate the purchase of additional equipment and gear from Grand Traverse Fire Department – Rural Division that is necessary for the operation of the Fife Lake/Springfield Township Fire Department, upon terms similar to those offered to Long Lake and Green Lake Townships.

ADOPTED BY THE FOLLOWING VOTE: Jeremy Bingy, Sandi Parker

YEAS: Carl Ingersoll, Bonnie Gonyer, Tom Gonyer

NAYS: None

Declared adopted on June 13, 2017.

Sandra Parker

Sandra Parker, Fife Lake Township Clerk

Tom Gonyer

Tom Gonyer , Springfield Township Supervisor

RECEIVED 6-19-17 CG

ngfield Tov
P.O. Box 1
Lake, MI

7015 0640 0006 3491 1867

UNITED STATES POSTAL SERVICE

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49690

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49633
JUN 15, 17
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$6.59
R2305K134094-09

1st NOTICE 6-16-17 LA
2nd NOTICE
RETURNED

Cheryl Gross
Whitewater Township
PO Box 159
Williams Duke MI 49690

49690C0159 B002

Whitewater Township Board
Minutes of Special Meeting held June 6, 2017

Call to Order
Popp called the meeting to order at 7:00 p.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan.

Roll Call of Board Members
Board Members present: Benak, Goss, Hubbell, Lawson, Popp
Board Members absent: None
Others present: Roberto Garza, Jerry McKimmy, Mary Ann Kassel, David Tilley, Tim Arbenowske, Tim Shaffer

Set/Adjust Meeting Agenda
Goss would like to add consideration of purchasing used playground equipment from East Bay Township.

Added as agenda item No. 4.

Declaration of Conflict of Interest
None

Public Comment
Jerry McKimmy, 9821 Elk Lake Trail, addressed the board on the subject of weekly rentals. It was brought to his attention the board is considering shutting down weekly rentals or regulating them. He stated he rents his place 9-10 weeks during the summer, $2800 per week, plus Michigan use tax which goes to the State of Michigan. He does not get the homestead exemption. He is paying about $10,000 per year (in taxes). People come from Indiana, Ohio, Michigan, and sometimes further out, between 90 to 100 adults who come through the house in the summer. They are shopping, golfing, boating, probably spending between $50,000 to $100,000 per year. He asked: Have you considered this issue? Where do you stand on it?

Agenda Items as Listed in Special Meeting Notice
Open Sealed Bids re: Emergency Services Building Renovation/Addition Project
The Northern Fire & Safety bid envelope was opened. It contained a one-page quote for fire extinguishers.

The Richter Construction bid envelope was opened and consisted of 20+ pages.

The Eckler Building Solutions bid envelope was opened and consisted of one page.

At 7:06 p.m., a recess was taken in order to make copies of the Richter and Eckler bids for the board and the public.

At 7:24 p.m., the meeting reconvened.

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Copies of the Richter and Eckler proposals were provided to each board member and two copies for the public.

Richter's bid price is $396,946. Eckler's bid price is $383,500.

There was no discussion for 30 minutes, while individual review of the bids took place.

Popp stated he has questions on the RCI bid:

- It looks like they are going to demo all of the natural gas heat and replace it with electric P-TAC units.
- The fire suppression bid in RCI is too old and they are still calling for single station smoke detectors, which he thinks are going by the wayside because of the additional fire protection requirement. The last set of drawings required everything on the west side of the apparatus bay to be protected. The February 2017 fire suppression bid is outdated.
- Questions on the complete electrical section. It appears to maybe indicate that we need to move the existing panel, which is not included.
- The owner is to provide necessary plumbing, mechanical, and electrical design engineering as required by code.
- Owner to provide necessary structural engineering in compliance with 2012 IBC and Michigan amendments. Popp thinks we are on 2013.
- What is the performance bond procedure? It is not included in the Richter bid, but is included in the Eckler bid.
- No kitchen equipment. Popp thinks, according to the last plan review, it would be a commercial kitchen installation, i.e., an exhaust hood, commercial appliances, its own fire protection system.
- It appears we may have to relocate all utilities.
- They want the AIA-105 construction agreement.

The board discussed the following topics:

- Budgeted amount of $266,000.
- The possibility of a loan versus cash on hand for the amount over what was budgeted.

Popp voiced concern that $400,000 on 1600 square feet is too expensive, stating we need to look at maybe a different building, start from scratch, something that accommodates our future needs. He stated he is not opposed to spending the money, but originally, we were looking at spending the money and still looking at a long-term solution, a new fire station that would meet community needs well into the future, and then reusing this station as potentially a township hall. The current township hall would potentially become a historical building. At $400,000, he does not see it as a viable plan.

Goss replied that $400,000 on 1600 square feet is not what we have. There is 800 square feet that will be remodeled, which is expensive. The building has to have something done; it is a disaster. It is 42 years old and does not appear to have had anything done to it. It is not an option to not do something with the building. Noting that the two proposals are not much different (in price), that is what it is going to cost. With Rural Fire and its uncertain future, Goss

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stated she does not see a new fire station being built soon. We need to get our building remodeled and expanded and figure out how to pay for it without costing the taxpayers any more money.

Hubbell stated he thinks we need to move forward, even though it is more than we intended. The township is never going to go wrong with putting money into that building. It can be used for a township hall. We are going to have to do something if we end up going out on our own. There is more storage already by doing this. Hubbell stated he thinks it is the right move for the future. He does not think we have time to start over.

Lawson agrees that we need to keep moving and does not think we are wasting any money. There is a lot of value in that building. By remodeling it, we are increasing the value.

Benak noted that we cannot leave the building the way it is. Nothing has been done to it since it was built in 1974 or 1976. The only upgrade she knows of was that the furnaces were replaced when it went to natural gas, and a new roof. There have been multiple problems with squirrels chewing on electrical wires. The building is probably a fire hazard in itself because of that. It needs an update. If the township hall ends up moving over there, this is just one step ahead of the renovations that would have to be done. She stated the cost surprised her a little bit; we probably only had two companies bidding because everybody is so busy. Back when there was hardly any work we would have gotten a better price. She stated she is for moving forward. Regarding finding money in the budget or getting a loan, we would have to find out what the interest rate would be, and it would be a short payback, maybe only extend it out two years, maybe just one year. If Rural Fire dissolves, by 12/31 we may be out on our own. How long will it be before we can put up a brand-new fire department?

It was agreed that the board is not ready to award a contract tonight and that a special meeting will be set for next Monday, 6/12, at 7:00 p.m.

Award Contract
This agenda item was not addressed.

E-mail Quotation from Triangle Window Fashions for Window Treatments
Goss noted that Julianna Schoenwald provided a quote for blinds.

Consideration of Used Playground Equipment Purchase (added)
Goss explained the items up for auction by East Bay Township, i.e., a merry-go-round, swings, and monkey bars. This equipment would be set up at Whitewater Township Park. The Parks & Recreation Advisory Committee has recommended a bid of $800 be placed.

Discussion followed.

Motion by Benak, second by Goss, to authorize the clerk to bid up to $1500 on the East Bay Township used playground equipment listed on the Public Surplus website. There was no further discussion. **Roll call vote: Benak, yes; Goss, yes; Hubbell, yes; Lawson, yes; Popp, no. Motion carried.**

Board Comments/Discussion
None

Public Comment
Tim Shaffer, 5309 Moore Road, stated on the bids he can see there a lot of questions which the board has, and also the firemen have a lot of questions, too. At the next meeting on Monday, he would like the board to be open to having the firemen communicating directly during the meeting and the bidders be here to answer questions. In regard to paying for this, we do have a fire assessment district; that would be another option to think about, but you are going to have to get a vote of the people on that.

Hubbell stated if the fire department has questions, he would like to know what they are. They have been invited to every meeting, and he does not want this to turn into a last-minute thing. If they have questions, they should be asking us all along.

Shaffer said one concern he has is a natural gas system. He thinks natural gas is a good idea. Are they going to go to high energy electric heating in the building? He is not in favor of that.

Adjournment
Motion by Lawson, second by Popp, to adjourn. Meeting adjourned at 8:37 p.m.

Respectfully submitted,

Cheryl A. Goss
Whitewater Township Clerk

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Whitewater Township Board
Minutes of Special Meeting held June 12, 2017

Call to Order
Popp called the meeting to order at 7:00 p.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan.

Roll Call of Board Members
Board Members present: Benak, Goss, Hubbell, Lawson, Popp
Board Members absent: None
Others present: Tim Shaffer, Vaughn Harshfield, Tim Arbenowske, Cindy Arbenowske, Steve Donkers, Arnell Boyd, Chris Richter, Kyle Richter, Dave Tilley, Eric Arbenowske

Set/Adjust Meeting Agenda
There were no adjustments.

Declaration of Conflict of Interest
None

Public Comment
Tim Arbenowske, 6408 Elk View Drive, stated he is the captain of the fire station. He has been on the department for 17 years. He stated we had an architect in approximately 2003. The township paid $12,000 for plans. It was deemed not worthy to do this project. Since then, we have had three building committees. We purchased property on Elk Lake and Cram Road, which is still sitting there for at least 10-12 years. An architect, the same one who said we should not do this to this building, designed a building; the township paid him $120,000. That particular building is pretty darn close over in Metro's area. A consultant was hired to generate revenue or get bonds. We had a community meeting about three years ago at Mill Creek, which was very positive with the public, but somehow it stalled between the Grand Traverse Band and this board; not sure why. The main reason why the building is going to get constructed to this level is because there is a contract with the ambulance service that requires living space. Arbenowske stated he understands there is a signed contract, you have to do it, but he still thinks you are throwing good money at a bad situation. He stated he could say a few other things, but he is going to keep his mouth shut.

Agenda Items as Listed in Special Meeting Notice
Discuss Bids re: Emergency Services Building Renovation/Addition Project
Kyle Richter, Project Estimator, and Chris Richter, President, are present from Richter Construction.

Through questions from Goss, Chris Richter provided the following information concerning their bid:

- Regarding the cost of fire suppression, if there is an error (overstatement of the cost in the bid), it will be credited back or removed from their proposal before any contract is signed.

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- An HRU (heat recovery unit) will be installed in each bathroom for heating and cooling.
- The P-TAC system is more expensive than conventional air conditioning. The tradeoff is that each unit is high efficiency and each space (room) can be heated/cooled as needed. These are not the typical units you would see at a Holiday Inn. Each unit is programmable. They have a heat pump and a 13.3 efficiency rating.
- Vinyl composite tile (VCT) is economical, durable, needs a maintenance program, has good slip resistance.
- Regarding possible electrical panel upgrade, he declined to guess on the cost. It is possible it can remain. There are other options, including a subpanel.
- Regarding any added costs not in the proposal, Chris stated they are providing a price based on the information supplied by the township. He also stated there are no known conditions that exist today, but he cannot speak for subsoil conditions, things they cannot see. Kyle, Advantage Electric, Temperature Control, and Northwest Michigan Contracting scheduled a visit to the site to look at existing conditions. He stated they probably have a little more, as opposed to a little less, figured.

Goss reported that Attorney Chris Patterson was contacted about the A-105 2007 document versus the township's Construction Agreement. Basically, one or the other can be used and tailored to this project.

Goss stated she had an extensive conversation today with Ben Eckler (Eckler Building Solutions proposal), during which he provided the following information:

- They included the cost of the performance bond in their bid price, and the bond is for the entire bid amount.
- Regarding timeline, Eckler would be able to start as soon as an agreement is signed. They could start the demolition before the final plans are ready. In the meantime, they would be working with Mark Pressell to get the plans through Construction Code.
- Eckler said six months was a safe parameter for completion, perhaps as soon as four months.
- The electrical that they have included is what would be required by code. The township would be free to dictate the location of outlets, switches, etc.
- There would be one or two "data drops" per room for Internet/phone communication wiring, i.e., conduit with an open box.
- They do not plan to do anything with the existing electrical service, but they will do it if they have to.
- Their bid does not include kitchen appliances.
- For heating, their HVAC contractor specified a 45,000 BTU ceiling-mounted unit in the cold storage area. They also would maintain the gas furnace for the existing part of the building. Their HVAC contractor also recommended a Mitsubishi mini-split system. It is gas powered; it heats and cools. Eckler stated they could go that route or add an outdoor AC system.
- Their plan for the flooring is exposed sealed concrete in all areas.
- Their fire suppression quote includes construction of the fire wall, the suppression system itself, and the new water main.

- Eckler said they bill monthly and would expect payment within 10-15 days. They use an AIA billing form.
- They can supply the standard AIA agreement.
- Eckler has supplied a 6-page business profile and references.

Discussion followed regarding the possibility of a loan to cover costs over what was budgeted, cost of a parking lot, budget information, expenses not included, the need to upgrade the building.

Popp stated future uses may not include fire or ambulance, so a lot of the upgrades will be cast out when the building changes uses. At $460,000 for an estimate, without a driveway, without a parking lot, we ought to look for a longer term solution than two to five years tops. We have heard from the fire personnel that this project does not fit their needs from a housing or logistics point of view, but it is better than having equipment sit outside. We understood it was a band-aid. If we were to put $300,000 with this $460,000, could we get a building that will take us into the next two decades; would it be possible? We can still comply with, not our contractual agreements, but our unwritten agreements to supply reasonable living space for the ambulance service, like what we are doing now. It is expensive. It could be installed differently to control those expenses. This is not a project that we have to move forward on. He would like the board to think about how we are spending this money. The last thing he wants to do is run a $300,000 water line to the school, and that is exactly what previous boards have done, and there is one use, the school. A project like this, while embarked upon for the correct reasons, we, too, now have come to a determination that putting $400,000 into that building probably is not the right thing to do for the fire department.

Goss pointed out that the building has been useable and will continue to be useable for the fire department. It is providing more storage space than what they have now. Goss stated she thinks, especially with the turmoil that Rural Fire is going through, they will probably be in that building a little bit longer than was anticipated, unfortunately. It is an unknown what is going to happen with Rural. Everything in the (new) building will be useable, perhaps with the exception of the showers. Bedrooms can be turned into offices. It is going to make the building more attractive, whether township offices are moved there or some other use.

There were no other questions for Richter Construction.

Regarding the AIA document, Chris Richter stated they have certain language that their attorney will require, just as the township's attorney will have, but they are not bound by any authority to use the AIA document.

In response to Popp's reference to the fire department saying this building is not adequate, Goss asked that someone from the fire department reiterate what is lacking in this building.

Various fire personnel listed the following items:

- Will not house the ladder truck or its replacement.
- Cold storage and water pumps do not mix.
- Floor drain in the apparatus bay drains to a dry well where the addition will go.

- There are two vehicles sitting out front. There is no place to store the brush truck. We need space. We are wall to wall.
- How much has been spent on the tree removal? How much has been spent on drawings and engineering and architecture?
- If Rural dissolves, the ladder truck will have to sit outside.
- They would love to see a new station. In the past, the option was there with the tribe.
- It is hard to navigate and walk through the building. They have to go around equipment, move equipment around, which delays their response times.
- The ladder truck is sitting in Kingsley right now. That is one of the primary reasons the emergency personnel were looking toward a new building or expansion.

Hubbell stated he was part of the board when the ladder truck was given to us. We want the ladder truck in this township, but it is really old now. He stated he is not so sure he wants it. Also, here we are in the 9th inning or the 4th quarter. All we started out to do is put an addition on the building to house the ambulance people and remodel the office for both entities involved. Nobody showed up from Fire for the last year and a half. Now, all of a sudden it is turning into a fester. This was supposed to help get us through and move to the next plan in this township to hopefully build a fire department. We are not saying we are not going to, but we can only do with what we have. You can bring up all you want about the past, how much we spent on this, put on this. It got voted down, not just by us, but the people, too. We are trying to do the best with what we have. We could not pass any of these tonight and kick the can further down the road, and it will be another three or four or five years before we get something built. Something is better than nothing right now. If we can get this going, maybe in a year or two, prior to that, work on this the next couple years to maybe come up with a business plan to buy another piece of property, sell the one on Cram Road, buy another piece, or build somewhere, across the road, who knows, or work with the tribe. He stated he thinks we have to start somewhere and do something.

Former township board member Arnell Boyd commented that the board has to start working back with the tribe. It could have all been put together, a facility like what is out on Silver Lake Road. You're spending money here, well intended because you haven't got any other place to go. It's your fault. You botched the negotiations and was unwilling to go to the tribe and work with them and investigate and put it in front of the people, and now you're getting hammered at least tonight because there are a few people who showed up. I applaud where you are going with this discussion tonight. I do not see that this is anywhere means something that should be approved because it's just pouring money down the drain. It's a temporary fix for five years. In five years, what are you going to do again? Go back and negotiate with the tribe? Ask them to come to the table and negotiate with you? Step up to the table right now.

Goss reminded everyone that it was 2009 when the $3.1 million dollar fire station was being proposed. The community found out about that and they shot it down. Stimulus money was applied for; the township did not get it. Goss reminded Arnell Boyd that he was on the board for three more years after that and he didn't make it happen either.

Boyd agreed it did not happen, because of resistance, but it should have been negotiated. When the board turned over and he left the board, it went down the drain.

Goss also supplied the factual history that the current supervisor and some other board members did meet with the tribe. There was a motion passed to work with the tribe. The tribe proposed an intergovernmental agreement and a lease agreement, which was sent to the township attorney. The attorney had a number of issues with the agreement, and at some point, that was not pursued anymore. Perhaps Popp can fill in exactly what happened with the tribe, but for some reason, the intergovernmental agreement never got signed.

Boyd stated it could have been pursued harder.

Popp said it is also fair to say we have a new fire department direction. The way it was being run, Rural Fire allowed the township some control. With Chief Weber, he is running the organization according to the 1996 Intergovernmental Agreement, which gives him total authority, no authority to the township.

Brief discussion followed.

Award Contract

Moving back to the agenda, Popp inquired if there is any board member who would wish to make a statement.

Benak stated we had to go through this process to establish a cost, and to say we have wasted the time; it could have taken a lot less time to get through this process. There has been some delaying and dragging of feet that should not have happened and we would have had this up before us a lot sooner than now. Just how long it took us to get these plans, to get the bid process done, was a ridiculous amount of time. She can only think what is going to happen when or if we scrap this project and now nothing is going to happen. Not going to work with the tribe; there is too much opposition. We are not going to have 1.2, 1.5, or 2 million dollars to build a new station. If it took us this long to get this addition planned, she can only shudder to think about the amount of time this board would take to put its own fire department together.

Benak stated she is a little disappointed that you guys (the firemen) did not show up sooner, start talking to us sooner. We understand you need a fire station. I want you to have a new fire station. This building is not going to go to waste; it will be used by the township. If we put money into this, yes, it is a band-aid, but it gives you some room now. Do you really want us to scrap this and you get nothing? Because that is what is going to happen. Benak stated she has been here since 2009 and nothing has happened. If it was only for MMR, we would have bought a piece of property across the street, housed them there, and you would still be getting nothing, not even an update to a bathroom. You got a better solution, you got a set of plans, you've done all the work, you want to bring it to us and show us, Benak would gladly look at it. But to show up at the last meeting and say we haven't done our job, that is just not fair, especially when she knows she went into this with the best of intentions for both the fire station, the ambulance personnel, and the fire department personnel.

Lawson had no comment.

Hubbell stated he knows it is a lot of money, but if we don't do anything, you know what is going to happen. You're just going to kick the can down the road. Let's put the investment in the building and get us by and get a business plan going. Don't give up on it once we vote something in here to do something, add on. Move right on to the next project. We all have a pretty good gut feeling Rural Fire is going away, so we know that is our next big project. Let's work toward that, possibly build another building, or possibly work with the tribe, if the rest of the board is willing. He stated he is willing.

Benak and Goss stated they are willing, too.

Lawson stated we have even discussed, in the time frame of the five or eight years that we are going to be using this building, of creating a fund and saving some money and putting it aside so we had funds available to start the next project. We have plans for that.

Discussion followed.

Goss asked the board if there is any other information they need before making a decision on whether to award the contract to one of the two companies. What information are we missing? If there is no other information we need, Goss thinks we need to make a decision.

Lawson agreed we need to make a decision.

Goss stated she does not need any other information. Heating can be added to the cold storage area. The building does need to be remodeled. We need to move forward.

Motion by Popp to move to Item G on the agenda.

There was no second. Motion failed.

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

There was consensus to add discussion of financing to the agenda.

Added as Item #3.

Financing (added)
Popp stated we pull it all out of General Fund; why pay the interest. There is money in the Fire Capital Improvement account.

Discussion followed.

There was consensus that at least for now the project will be funded with monies on hand.

Board Comments/Discussion
None

Public Comment
Tim Shaffer, 5309 Moore Road, stated it is not true that the firemen have not been here in the past except down to the last minute. Fire personnel have been here several times but have not been up to the podium to speak. The drain off the apparatus bay has been addressed numerous times by me and several other people coming to meetings over the last three years. I think this board could work out something to help fund for a new station by raising the fire special assessment by a half mill over 5 years. That would give you a lot of base to start with for the new fire station. Half mill will not be that much strain on the people but would help tremendously to get funding ahead for future planning.

Dave Tilley, 1631 Rasho Road, stated he does not live in the township. Obviously, he is biased toward the fire department as he is a firefighter with Grand Traverse Rural. He said we know nothing is going to please everybody. The board is doing the best they can. They are trying to do the best they can. Obviously, we do not see eye to eye, but he applauds the board for moving forward and doing something. It is definitely not going to hurt us. Yes, it will give us more room. Is it ideal? No. It is a step forward and he does appreciate that. This is for himself; he can't speak for anybody else, obviously. He stated he will do everything he can, if asked, to work with the board. If he can answer questions, if he can help do something, he will offer his help.

Adjournment
Motion by Hubbell, second by Lawson, to adjourn. On voice vote, all those present voted in favor, none opposed. Meeting adjourned at 8:40 p.m.

Respectfully submitted,

Cheryl A. Goss
Whitewater Township Clerk

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Whitewater Township Board
Minutes of Regular Meeting held June 13, 2017

Call to Order/Pledge of Allegiance
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: Benak, Goss, Hubbell, Lawson, Popp
Board Members absent: None
Others present: County Commissioner Carol Crawford, County Road Commissioner Marc McKellar, Mobile Medical Response Interim Director Scott Kiernicki, Fife Lake Township Supervisor Linda Forwerck, Fife Lake Township Clerk Terry Street, and 18 others

Set/Adjust Meeting Agenda
Popp made the following adjustments: Move Unfinished Business #2 to Unfinished Business #1. Also, move New Business #4 to Unfinished Business #2.

Goss added the following items:

- Failure of the supervisor to turn over Paul Olson insurance documents to the clerk's office.
- Declassification of the Private Road Ordinance legal opinion.

Added as New Business #7 and #8.

Declaration of Conflict of Interest
None

Public Comment
None

Public Hearing
None

Reports/Presentations/Announcements/Comments
County Board of Commissioners Report
Carol Crawford gave the following report:

- Last week, the Board of Commissioners (BOC) agreed with their pension service, MERS, to take pension payments out from 12 years to 16 years and pay an even $5.9 million per year. This will be more budgetable.
- They also agreed to sell 160 acres in Whitewater Township to the Grand Traverse Regional Land Conservancy. There was a higher bidder who did not want to divulge what they want to do with it, almost 50% higher than what was asked. The land conservancy will eventually turn it over to the DNR to become part of the Pere Marquette State Forest. Five different trails run through there. It puts it back on the tax rolls.

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- They have received between 25 and 30 applications for administrator. It will be narrowed from 3 to 5. BOC will choose to interview 2 to 3 in person. They hope to have a new administrator in late August.
- Next Wednesday, they will be talking about properties they still own, what can be done with them, what can't, how did we get them, why do we have them, what are the strings attached to them.
- They will be talking more about pension things, may be talking about bonding still, maybe a millage. They will flesh those out and make final decisions.

There were no questions from the board.

County Road Commissioner Report
Marc McKellar gave the following report:

- Congratulations on the Baggs Road project. The road commission has extended the project beyond Baggs Road to take care of some additional issues.
- They are out doing a lot of road maintenance and mowing.
- The asset management plan is improving tremendously. They are getting a lot of cooperation from townships.

Popp thanked the road commission for leveraging state and federal contribution dollars to get the Williamsburg and Elk Lake Road projects done.

There was some discussion of an east-west crossing in Grand Traverse County, as well as Cook Road to the north.

Mobile Medical Response Report
Scott Kiernicki, Interim Director, reported that the call total for May was 9 and described the nature of the calls.

Goss thanked Kiernicki for responding so quickly to a recent phone call from Woodland School trying to determine whether their ambulance service comes from East Bay Township or Whitewater. They also had a concern about several students with allergies. Kiernicki very promptly contacted Woodland School and has arranged to do some public relations activities at the school in the fall.

Planning Commission Report
Lloyd Lawson reported that, due to his work schedule, he has not attended the last two meetings. The minutes are available, though.

Parks & Recreation Advisory Committee Report
Cheryl Goss gave the following report:

- The last meeting of this committee was on Monday, June 5th, at Battle Creek Natural Area. We walked down to the lake, even though there is no trail to the lake for the last several hundred feet. We walked to the pond and dam area. The committee is formulating ideas for improvements to the BCNA.

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- The trail in those areas which was cleared last fall of down and leaning trees is in good shape and very passable. There is some growth of grass/weeds but not enough to warrant any type of mowing or trimming at this time.
- The Hi Pray Park playground equipment has been installed and has received a lot of use already. A final coat of paint on the swing set frame and grass seed around the playground equipment area are left to be done.
- A new item of maintenance for the restroom building at Hi Pray is that the double doors and frame on the equipment room actually fell to the ground this past weekend. This will be replaced with a 36" steel door, with studs and siding for the rest of the opening.
- Chuck Decker is working on some grant projects to recoup the cost of the Hi Pray Park playground equipment.
- The used playground equipment purchased last week for Whitewater Township Park will be picked up on or before June 21 and delivered to the park. There will be additional installation costs.

Consent Calendar

Receive and File

1. Supervisor's Report for May 2017
2. Clerk/Parks & Recreation Administrator's Report for May/June 2017
3. Zoning Administrator's Report for May 2017 (no report)
4. Mobile Medical Response May 2017 Activity Reports
5. Grand Traverse Rural Fire Chief's Report May 2017
6. Treasurer's Reports May 2017
7. Approved 04/10/2017 Parks & Recreation Advisory Committee Minutes
8. Approved 05/03/2017 Planning Commission Regular Meeting Minutes
9. Approved 05/17/2017 Planning Commission Special Meeting Minutes

Correspondence

1. Grand Traverse County Sheriff Department Statistics for March/1st Quarter/April/May 2017
2. Letter 04/13/2017 Grand Traverse County Treasurer Heidi Scheppe re: Settlement History for Whitewater Township
3. Grand Traverse Rural Fire Board DRAFT Minutes 04/19/2017
4. GTRFD Officers' Meeting Minutes 05/03/2017
5. Letter 05/16/2017 Springfield Township re: Request to Dissolve – Mailed to Clerk
6. Letter 05/25/2017 Fife Lake Township re: Request to Dissolve – Mailed to Clerk
7. Fife Lake Township Resolution 05/25/2017 Approving Withdrawal from Rural Fire Department – Mailed to Clerk

Minutes

1. Recommend approval of 05/09/2017, 05/23/2017, and 05/31/2017 regular meeting minutes and 05/09/2017 closed session minutes

Bills for Approval

1. Approval of Alden State Bank voucher #s 41650 through 41755
2. Approval of First Community Bank Miami Beach voucher # 1189

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3. Approval of First Community Bank WMDLS voucher # (none)

Budget Amendments (none)

Revenue & Expenditure Report (none)

Motion by Hubbell to approve the Consent Calendar 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

Ordinance 28 - Miami Beach Sewer Project

John Divozzo, Director of the Grand Traverse County Public Works Department, is in attendance.

Popp noted that this process started with Juanita Pierce coming to the township board asking about a generator and potentially some leftover funds from the special assessment district that may need to be returned to the public. The township began to look into Ordinance 28, which was adopted in 1997. There is a contract with the Grand Traverse County Board of Public Works to maintain the system. Because it was a special assessment district, it was not under the township general fund budget, so the board did not address any of the expenses or budget for them.

Referring to various sections of the document entitled "Ordinance No. 28, Whitewater Township Sewage Disposal System, Miami Beach Rate Ordinance," the following information was provided:

- Benefit Charge (a) is a lump sum paid at the time a structure was connected to the sewer when it was constructed. It looks like an incentive to tap in early.
- Benefit Charge (b) is the additional charge if you waited 12 months or more to connect.
- The system was designed to handle 10,000 gallons of effluent per day, which breaks down to 250 gallons per riser. There is an ability to charge an additional 25 cents per gallon if they go over 250 gallons per day. Divozzo confirmed there is no way to effectively measure that. To his knowledge, there is no metering of the sewage individually at each connection.
- Average water usage is typically 50 to 60 gallons per person per day.
- Divozzo reported that the system is getting pretty close to the 10,000 gallons per day capacity limit. An annual report is submitted to the state. Water usage is based on the number of people in the house and water use behavior. Multiple bathrooms in a house does not necessarily mean that more water is used. It comes down to the number of people. There is less usage certain times of the year. In the summer, there is a lot more water usage. The average is around 10,000 gallons per day.
- An audience member reported that there is a counter on the pump station, which normally runs around 7,000 gallons.
- If it goes over capacity, the state may ask us to do something to increase capacity. Engineers can tell you what the cost will be.
- Thirty-eight homes are connected. The system was designed for 40 lots or parcels.

- The ordinance calls for bills to be issued quarterly. However, the county's contract allows them to bill their customers in the same manner as other customers. They have moved to monthly billing for all customers.
- If people are delinquent in paying their bill, past due charges can be moved over to the property tax bill. Benak confirmed that is what happens but very infrequently. DPW certifies a letter to the township; then it is added to the taxes.
- Divozzo said he would have to look at the bond documents and drawings to determine whether the individual pumps on residents' properties are part of the system or are personal property of the residents. He has seen it both ways. An audience member said it is their understanding they own what is on their property. Divozzo advised that anyone with a pump issue should contact BPW first to see what they can do prior to a homeowner expending money on a pump.
- He is not aware of any assets (generator) that they have pertaining to Whitewater, but he will look into it.
- The township has not received any records regarding pumping of individual septic tanks at regular intervals. Divozzo would be able to identify all of those brought to the septage facility within the last few years.
- Filter socks have been installed on the gray water tanks to reduce the frequency of pumping. Inspections are performed every two years and a report is generated.
- Divozzo stated he would have no problem with longer than 24 months between pumpings.
- The ordinance establishes a right of the township to shut off sewer service to properties in violation of the ordinance. Divozzo says there is typically a valve for each property. He explained the shutoff procedure. If a situation arose, homeowners and the township would be notified well in advance, and they would not continue without the blessing of the township.
- The BPW operates, maintains, manages, and administers the system but does not have the authority to set rates. The township should identify them and put them out in a public document.
- Resident Juanita Pierce stated that if association members are not paying their sewer bill or their dues or their taxes, the board (of the Miami Beach Association) goes to work to put a lien on the property.
- In the 09/23/1996 BPW minutes, there is an estimate of 30 years and upward as the period of usefulness for the project. Divozzo stated usually the life expectancy does not exceed the bond schedule. We need to do a condition assessment. An engineering firm will tell us what stage we are in the useful life and then tell us what the useful life is. Then all budgets can be based on that. It is not going to be an estimate. We should be able to get an assessment this year.
- Benak reported that, as of 5/31, there is $75,523.23 for maintenance and repair. The other money sitting in the bank was from the special assessment and was only used to pay the bonds. This is money that will be refunded and there is $47,232.55 as of 5/31.
- Divozzo would ask their engineer to provide a cost estimate for the condition assessment and would let the township know what it is. If it fits within the current budget, the BPW would ask for the township's blessing and do it. If it is more than what they have available, they would let the township know.
- The DPW gets paid $7,000 per year. With that, they pay all of their costs.

- The township is only responsible for the public aspect of the system, typically anything in the right-of-way.
- The funds set up by the township to handle the monies were discussed.
- Divozzo stated now that the bonds are paid off and the township owns the system, the township gets to rewrite the ordinance any way they want it.
- Divozzo affirmed that the BPW is willing to continue operation and maintenance of the system, stating he sent out a memo and also did a draft budget for O&M for 2018. From a monthly or daily standpoint, the rates are sufficient to cover the operation and maintenance. Replacement is going to require additional funds. He provided copies of the draft budget.
- The document entitled "Agreement Between the Grand Traverse County Board of Public Works and the Township of Whitewater for Operation of a Sewer System," dated 10/27/1997, was next discussed. Some things will have to be changed. Divozzo's office will redraft the agreement for the township's review.
- Divozzo will search their files for information on the bids and the actual construction costs.

Popp stated we will move forward with the condition assessment and spend time developing a budget. There is no problem with maintaining the existing payment schedule to BPW.

Per Benak, we can leave everything status quo for now until we get the condition assessment.

Divozzo quickly summarized the details of the Miami Beach Sewer System. The township has to now own the system, instead of the county. For questions, Divozzo can be reached at 995-6039.

Fife Lake/Springfield Townships' Request to Dissolve Rural Fire
Linda Forwerck, Fife Lake Township Supervisor, and Terry Street, Fife Lake Township Clerk, are present.

Popp asked what information he can supply to the board, and what are the board's directives to him at the Rural Board.

Benak stated she has made her opinion known a couple different times during previous meetings. She is set for Rural Fire to dissolve. We have had several committees in the past. The reason we did not leave is that it was too cost prohibitive. The deal to buy the equipment back was much more expensive than what they gave Green Lake or Long Lake, so Whitewater could not really afford to go out on their own. There are some benefits, such as organized training, keeping track of certifications, volume buying. If we choose to go on our own, we would have to hire a fire chief and possibly some administrative so they could track all the things Rural Fire does now. Benak stated she thinks it is doable. Other townships are doing it.

Hubbell stated he wants out. He echoes everything she says. He thinks it is time. Watching what has happened over the course of the last few years, it is not going to stay together. It is not beneficial to us as far as cost effective anymore. It is time to move on.

Direct costs are Popp's major concern. Also, some residents enjoy less than an ISO 9 standard on their homeowner's insurance.

Benak stated hers is at 7.

Popp stated Rural Fire is up for ISO reinspection.

Forwerck stated it is her understanding that the ISO industry is looking at their rating system differently now, but she does not know what the results of that will be.

Popp noted that the number of full-time personnel has been/will be reduced with the departure of various townships. The rating will go up.

Hubbell stated it will depend what we do with surrounding townships.

Popp stated Elk Rapids is not interested in coming together at this point.

Goss expressed concerns with how a vote to dissolve would take place in 2018, after Fife Lake and Springfield leave (if next week's motion to dissolve does not pass). After Fife Lake and Springfield leave, there will be only one other township in Rural Fire who can provide equipment and manpower. Also, we have already been told the .72 we are paying will go to .85 in the new budget. We could be doing a lot with the $100,000 we are paying to Rural.

Benak pointed out that Rural is still pushing EMS-based fire, which she is not interested in.

Goss stated she is leaning toward dissolution.

Popp stated a supermajority is needed to dissolve, four votes.

Lawson stated he has felt for quite a while that it was not going to last, and it is going quicker than what we want it to go, but he thinks we are going to be doing something for ourselves here real soon. It is going to be a mess and a lot of work trying to get it organized, dealing with the dissolution, getting our equipment back, if we can. It is a lot to worry about, a lot of money to put out, too.

Short discussion followed regarding repair of fire trucks.

Motion by Hubbell that if a motion for dissolution is put forward at a Rural Fire Board meeting, the Whitewater Township Board directs our Rural Fire representative to vote yes to dissolve; second by Lawson. There was no further discussion. **Roll call: Goss, yes; Hubbell, yes; Lawson, yes; Popp, yes; Benak, yes. Motion carried.**

Forwerck asked to address the board and stated that Fife Lake and Springfield have been struggling with this. Tom Gonyer is the supervisor at Springfield. They have had one joint meeting. They do already have their own ambulance authority that is a combination of the two townships. They have been joined at the hip since way before Rural Fire started. They have

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hired Todd Millar for their attorney for the fire situation and that is who did Long Lake Township's legal work. They are having another joint work study meeting on 6/27, which is an open meeting, Whitewater is welcome to come, and they will ask Todd to be ready with some kind of generic language to put their fire and ambulance together. Springfield Township is in Kalkaska County. Garfield Township in Kalkaska County has been a very strong support system for them when their volunteers were and are currently down to 1-2 members. They just cannot operate their own fire station. They say every 10 minutes a fire doubles in size. If they wait for the people at the Kingsley station to come over and man their equipment, you are at 30 minutes, so it has tripled in size. Garfield has had their backs through this difficult time. Their goal is to be out of Rural Fire by the end of this year, if not before, but they have a lot of homework to do. They are prepared to do that. They think they will easily have 10-15 volunteers back for fire. She explained how their full-time ambulance employees were allowed to respond to fire calls and the days/hours their station is manned. She wanted to let us know they are really doing a lot of preparation work; they will have mutual aid agreements. Whitewater is welcome to call them with questions or come to the workshop meeting on 6/27 at 7:00 at the Fife Lake Township hall. They will be happy to answer questions.

Terry Street stated he has put a lot of thought and effort into this as well, and he saw the long-time benefits from the past from Rural Fire, but it has served its purpose and it is time to move on. At Whitewater's $100,000 annual contribution, that is $500,000 over 5 years. You can pay for equipment over and over again.

Forwerck stated they have a tentative budget and they think they can do it very well with the $96,000 combined funds that Springfield and Fife Lake now contribute to Rural.

Brief discussion followed.

Emergency Services Building Renovation/Addition Project
Goss stated she sent everyone the e-mail received from Chris Richter today. They are going to have their attorney look at our construction agreement; they are not going to insist on the AIA document. Goss sent an e-mail to Dan Rudy and Mark Pressell with Richter's proposal and advising that we have awarded the contract to Richter Construction, also advising Pressell that we need the professional engineer agreement signed and returned.

Personnel Administration Policy 3.0, Section 3.10
Popp stated there is no update on this agenda item.

Community Survey vs Town Hall Meeting
Benak provided an update on what she has done with the medical marijuana survey. It needs to be on the next board agenda for approval.

New Business
Resolution #17-09 Elk Rapids Schools 2017 Summer Tax Collection
Motion by Goss to adopt Resolution #17-09; second by Lawson. There was no further discussion. **Roll call vote: Hubbell, yes; Lawson, yes; Popp, yes; Benak, yes; Goss, yes. Motion carried.**

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

Resolution #17-10 Traverse Bay Area ISD 2017 Summer Tax Collection
Motion by Lawson to adopt Resolution #17-10; second by Goss. There was no further discussion. **Roll call vote: Lawson, yes; Popp, yes; Benak, yes; Goss, yes; Hubbell, yes. Motion carried.**

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

Resolution #17-11 Traverse City Area Public Schools 2017 and 2018 Summer Tax Collection
Motion by Hubbell to adopt Resolution #17-11; second by Lawson. There was no further discussion. **Roll call vote: Popp, yes; Benak, yes; Goss, yes; Hubbell, yes; Lawson, yes. Motion carried.**

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

Access to Treasurer/Zoning Office
Benak stated if neither she nor the zoning administrator are in the office, people should not be in her office. She is responsible for the funds that are in the office and the records of the funds that are in the office. She is not comfortable with it just being opened. As far as the zoning administrator stuff is concerned, she is sure whoever comes in or whoever is filling in wants to know their stuff is where it was when they left it. The only other person who goes in there is Dawn Kuhns, the assessor.

Addressing the supervisor, Benak told him she knows he likes to get in her office when a township person is here, but he just simply needs to tell them the office is not open and to make an appointment.

Popp replied that, according to MCL 41.62, the records that he gained access to are that of the supervisor's office, so we have a conflict of interest. Also, section 5.2a of our own policy manual says that both the clerk and the supervisor shall have access to the key control cabinet, which has keys to every building in the township.

Benak said she does not believe it says what keys are supposed to be in the cabinet and she chooses not to have her key in the cabinet. She stated she has a right to keep control of her office as the treasurer.

Popp proposed trading offices.

Benak said no, the supervisor's office is not big enough. If she has to share an office with somebody, the zoning administrator and the assessor are the logical ones to share it with. Benak stated that while Popp is considered the chief assessor, he does not do the assessing job and he does not do the zoning administrator job.

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Popp admitted he does not do the zoning administrator's job.

Benak repeated that he does not do the assessor's job; he does not have the certification for it.

Popp stated he is still held accountable.

Benak said he does not do the day-to-day work of assessing and he really shouldn't be talking to the citizens about it. They should be referred to who we actually pay to do the job.

Popp stated the fact is that he is the one responsible for the records.

Benak stated the fact is she is the one responsible for the funds and the tax records back there. The more her door is open, the more chances something could happen. Benak stated she had a taxpayer stand right behind her and steal $40 off a stack of money they gave her. Things happen.

Hubbell inquired of Popp whether what he needs can happen during the hours the treasurer is in the office.

Popp pointed to the difference in office hours. In this particular case, it happened to be one of his son's golf coaches. They met in the parking lot and he asked to have information on a parcel of land he was interested in. Popp stated that our procedures say that he has access and MCL says that he has access, and that comes directly from our attorney.

Goss pointed out that the gentleman that Popp helped had already been helped by the clerk. The citizen walked in as Popp was walking out. He said he had a question about land division. Goss gave the man Dawn Kuhns' card and he left the building. Next thing Goss knows, the supervisor has him in tow walking back into the office and telling Goss he needs to get in the zoning administrator's office. Goss stated she asked Popp for what purpose. Popp replied "taxation." Goss told Popp he was not the treasurer. Popp replied with "I'm the assessor." Goss told Popp that was Dawn's job. Goss reported that she did go ahead and open the office, which is the last time she will ever do that.

Goss further stated to Popp that the gentleman had a question about land division, which is not in the supervisor's purview; he needed to talk to one of the three people who handle land divisions.

Goss also stated that Popp does have access to the key safe. Popp's township asset record sheet shows that he was issued a key to the election closet in June of 2015, and Popp produced the key on a prior occasion when he claimed he did not have it. Goss did, however, say that there is not a key to the treasurer or clerk office in the key safe. Goss further stated that Popp has not been given any authority by the board to be in the treasurer office looking at anything. Goss stated Popp is not going to get access to that (treasurer) office, period, end of discussion.

Popp stated he will go right to the attorney and let him know.

Benak asked Popp why he insists on doing the zoning administrator's job; that is the only reason he would need to have access to those files.

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Popp stated that is incorrect.

Hubbell says he does not understand why Popp cannot wait to do what we are supposed to do here. We have people in all these positions, and if they (the public) can't wait, that is their problem, not Popp's problem. It's no different than any other township.

Goss stated Popp can have Chris Patterson send something to the board about it and we will take it up. Also, the supervisor is not bonded at a high enough rate to have access to the treasurer's office.

There was discussion of the zoning administrator's bonding.

Popp stated it is something we need to get figured out because he needs to be able to have access. We will have Chris advise us on it.

Revision of Zoning Administrator Job Description

Goss stated she does not think it will be fruitful to put the job description back out there when we are only requiring four hours of office time. We need somebody here 12 to 16 hours a week in the township, either in the office or doing site inspections. When Meyers was here, it was three days a week.

Discussion followed.

Hubbell suggested it be 16 to 24.

Motion by Goss to revise the Hours of Work paragraph in the zoning administrator job description to reflect that the zoning administrator needs to be in the township 16 to 24 hours a week; second by Lawson. There was no further discussion. **On voice vote, all those present voted in favor, none opposed. Motion carried.**

Goss will repost the job with the revised job description.

Failure of Supervisor to Turn Over Paul Olson Insurance Documents to Clerk's Office (added)

Goss stated Paul Olson was here on May 23 (meeting) while Goss was out of the office. Lois MacLean's notes and the audio clearly reflect that Olson made a presentation and handed a letter, an invoice, new insurance certificates, and the workers' compensation policy to the supervisor for the clerk. Those documents have not been given to Goss. On Monday, 6/5, Goss sent a memo asking the supervisor to provide those documents to the clerk's office. There is an invoice to be paid, and the Expedition is being driven without a current insurance certificate. The insurance paperwork is always filed in the clerk's office, and Goss would like the supervisor to explain why he has not turned it over and when he is going to turn it over.

Popp stated he must have missed the memo; he is sorry. It is clearly an oversight. He would assume the documents are under lock and key in his filing cabinet.

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Goss stated she would like it in her box by tomorrow morning.

Declassification of Private Road Ordinance Legal Opinion (added)
After brief discussion, there was consensus that the Private Road Ordinance legal opinion can be publicized.

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.

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Board Comments/Discussion
None

Announcements
Next regular township board meeting is June 27, 2017, at 7:00 p.m.

Public Comment
None

Adjournment
Motion by Hubbell to adjourn; second by Lawson. There was no further discussion. **On voice vote, all those present voted in favor, none opposed.** Meeting adjourned at 9:44 p.m.

Respectfully submitted,

Cheryl A. Goss
Whitewater Township Clerk

Whitewater Township Board
Minutes of Regular Meeting held June 27, 2017

Call to Order
Popp called the meeting to order at 7:00 p.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan.

Roll Call of Board Members
Board Members present: Benak, Goss, Hubbell, Lawson, Popp
Board Members absent: None
Others present: Roberto Garza, Dave Hauser

Set/Adjust Meeting Agenda
Popp would like to add a request for payment of expenses.

Added as New Business #7.

Declaration of Conflict of Interest
None

Public Comment
None

Correspondence
Letter 06/14/2017 Department of Natural Resources re: Opportunity to Comment on Road Inventory Project

Goss will post the letter on the township website in case the public wants to comment.

Public Hearing
None

Reports/Presentations
None

Unfinished Business
Emergency Services Building Renovation/Addition Project
Goss provided a written update, dated 06/27/2017, concerning happenings since the contract award on June 12. An e-mail today from Kyle Richter details the updated cost of fire suppression, which is substantially lower per a quote from Advanced Fire Protection. There will be a $26,174 credit on those costs. Richter also provided a price for the performance, labor and material bond, which was not part of their original quote. The new contract amount will be $13,382.37 lower than Richter's original bid, bringing the price to $383,563.63.

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Goss noted that she emailed Mark Pressell and Dan Rudy on 6/13 and again today, with no response. Richter needs three original sets of the May 15th plans with raised seal and signature on each set, as well as the plan review application signed and sealed by Pressell. She will call Rudy tomorrow to follow up. Also, the Professional Engineer Agreement needs to be signed.

Goss requested that the board give permission to the supervisor and clerk to sign the Construction Agreement once it has been approved by the township's attorney.

Motion by Hubbell that the supervisor and clerk are authorized to sign the attorney-approved Construction Agreement; second by Lawson. There was no further discussion. **Roll call vote: Benak, yes; Goss, yes; Hubbell, yes; Lawson, yes; Popp, no. Motion carried.**

Update on Junk Complaint
A report is pending on three junk complaints.

Ordinance 28 - Miami Beach Sewer Project
The ordinance is off to DPW and we are awaiting the condition assessment of the system.

Ordinance 32 – Private Road Ordinance – to Planning Commission
Ordinance 32 has been sent to the Planning Commission.

There was consensus that the Junk Complaint, Ordinance 28, and Ordinance 32 agenda items will be taken off the normal agenda temporarily and reinstated when there are updates.

Charter Franchise Agreement
The new Uniform Video Service Local Franchise Agreement from Charter has been received. Township attorney Chris Patterson is reviewing the document. Popp stated he and Patterson responded that it is a complete agreement within the 15 business days.

Goss noted that her office has not been provided with a copy of the letter that Popp refers to, which, according to the return receipt, was mailed on June 20 to Charter Communications legal department.

It was discussed that the township currently receives 5% of each customer bill as a franchise fee. The township can choose to collect anywhere from 0% to 5%. Charter collects the fee and pays it to the township. The agreement extends 10 years into the future.

Discussion followed as to the amount to collect.

There was consensus to stay at 5% for video services. Since the township does not have PEG channels, no PEG fees are collected.

Motion to authorize the Clerk to sign the Uniform Video Service Local Franchise Agreement and Attachment 1 to the Uniform Video Service Local Franchise Agreement; second by Benak. There was no further discussion. **Roll call vote: Goss, yes; Hubbell, yes; Lawson, yes; Popp, yes; Benak, yes. Motion carried.**

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Medical Marijuana – Proposed Survey

A proposed survey on this topic has been created by Benak and Popp. The final version will be mailed with the July tax bills. The survey includes an explanation of the Medical Marijuana Facilities Licensing Act, links to additional information, followed by seven questions and a comment section.

After discussion, it was agreed that the survey and the three hyperlinked documents shown on the survey will be available on the township website.

Deadline for return of surveys was discussed.

The survey will be printed on different colors of paper corresponding to whether it was mailed with a tax bill, mailed to people who are voters but who do not get a tax bill, or picked up at the township hall. Surveys printed from the website will be white. There will be stickers on the tax envelopes indicating there is a survey enclosed.

Motion by Popp to make the return date 08/31/2017; second by Lawson. There was no further discussion. **On voice vote, all those present voted in favor, none opposed. Motion carried.**

There was consensus that the proposed survey form is approved.

New Business

Proposed Zoning Ordinance Amendment No. 69

Kim Mangus, Planning Commission Chairperson, is present and was invited to the podium.

The proposed deletion of section 15.11, Distance of System From Any Body of Water, in Article 15, Sanitation Requirements, was discussed. County ordinance requires a drain bed to be 75 feet from the well but only 50 feet from the lake. Section 15.11 requires the septic tank and the field to be 100 feet from the lake. Popp recommends that section 15.11 be retained.

The proposed deletion of sound regulations in Article 26 was discussed. In doing so, the goal of the planning commission is to eliminate any inconsistencies between Article 26 and the township's noise ordinance. Although the sheriff is charged with enforcing the noise ordinance, the township has no agreement with the sheriff to do so. The county repealed their noise ordinance in November 2016. The sheriff department no longer responds to noise complaints.

Mangus stated the situation with the sound ordinance was straightforward in that there were two conflicting ordinances which had different authorities and different standards. The PC looked at which one is the better ordinance. By far, the general ordinance is very practical and enforceable, depending on your police contract. The one in the zoning ordinance requires a decibel meter which is read at the time of the incident by an individual standing on the lot line.

Popp stated his interpretation of Article 26 is that it protects the landowner from a business coming in; it guarantees quiet enjoyment of your property. It has nothing to do with the

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occasional party, which is under the general ordinance. This would apply to a manufacturing business who might move into a zoning district abutting residential which has a press going every 10 seconds.

Benak related an incident with a neighborhood lawn care business operating late at night and creating noise.

Mangus said noise disturbances are more likely to occur, not in the commercial district, but with home occupations. She suggested that the township add an addendum to the general ordinance that would cover business issues. Enforceability is also an issue (lack of staff, lack of sound meter and staff trained in its operation). An addendum to the general ordinance would be immediately binding at the time of the amendment.

Popp stated he would like to see 15.11 reinstated and a draft come back to the board on Article 26.

The board discussed the pros and cons of Article 26.

Goss inquired of Mangus what the Planning Commission's thinking was in recommending removal of section 15.11.

Mangus replied that Grand Traverse County is typically the only one who deals with that. They are the ones who do the approval. The zoning administrator is not involved in sanitation inspections.

Popp noted the distance from the water to the disposal facility is labeled on the site plan. We are not going to the site to do a sanitation inspection; we are doing the site plan inspection, just as we would for any setback.

Other details of the county ordinance were discussed, as well as various circumstances affecting placement of septic systems on waterfront properties.

The issue of protection of water quality was discussed.

Dave Hauser, 9240 Skegemog Point Road, stated he has lived in the township for about 16 years and been on the Elk-Skegemog Lake Association Board for about 17 years. They are concerned about water quality in the Chain of Lakes. He cited several other municipalities with frontage on the Chain of Lakes who have the 100-foot setback requirement and one (Kalkaska) with a 50-foot requirement. He stated that if the requirement were relaxed to 50 feet, odds are over time that we could see an increase in pollutants, and it is unlikely to be changed back to 100 feet in the future. He urged the board to retain the 100-foot requirement in Whitewater Township, stating we need to keep the standard high to keep our water quality high.

Goss requested that Mangus explain the recommended changes to Article 36, Mobile/Manufactured Home Park District.

Mangus stated that it is the policy of the State of Michigan that you cannot discriminate against any legal form of housing. A trailer is a legal form of housing; it needs to be accommodated in some manner. We had allowances made for a trailer park in one location, which was not available and not in any condition to be utilized as a trailer park. We had little provisions to make sure that trailers could not be utilized in our township. The planning commission tried to go back through the ordinance and look at what makes it legal, what would not make it legal, and set up standards for use as opposed to barriers to use. She stated this was based very heavily off East Bay Township's ordinance. The planning commission removed a good number of additional standards that East Bay Township holds. It is already regulated through the county. You have to get a permit to set a trailer. They have standards for anchoring, proper construction, etc. Older trailers have to have engineer certification that they can handle the snow loads in Grand Traverse County. The recommended changes are setting basic guidelines regarding codes, electrical, etc., and trying to bring our ordinance into compliance with the law.

Goss noted that she has attended all of the public hearings on zoning amendments at the planning commission. As the minutes reflect, there were no written or oral comments in favor of or in opposition to any of the changes in Amendment No. 69.

With respect to section 15.11, Goss agreed that this language should be retained in the ordinance.

Lawson said he did not disagree with the 100 feet. The sound ordinance is a duplication and he does not feel we can enforce it, and it should not be there. Regarding the mobile home parks, the statutes are pretty clear on what we can and cannot allow, and the planning commission dialed it in to follow the statutes.

Popp stated a line was drawn through BOCA but kept HUD.

Mangus stated this would apply to anything that has a vehicular registration or be less than BOCA. Construction Code has advised that the term BOCA has been replaced with MRC, Michigan Residential Code. Anything that meets the Michigan Residential Code will be viewed as a home, as a residential structure. Things that have a vehicular title or would be temporary housing via FEMA or HUD would be treated under the mobile home ordinance, Article 36.

Mangus further advised that with respect to any concern that they have taken out trailer parks, any trailer park falls under the state mobile home trailer park act, so it is still allowed. Whitewater Township treats it as a mobile home site condo.

It was agreed that the retention of section 15.11 does not need to go back through public hearing at the PC level.

Motion by Goss to adopt Zoning Ordinance Amendment No. 69, except that section 15.11 should be retained in Article 15, Sanitation Requirements; second by Hubbell. There was no further discussion. **Roll call vote: Hubbell, yes; Lawson, yes; Popp, yes; Benak, yes; Goss, yes. Motion carried.**

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Appointment of Roberto Garza to Zoning Board of Appeals Alternate
Roberto Garza, 8705 Angell Road, is present.

There was brief discussion.

Motion by Lawson to confirm the recommendation of the supervisor appointing Roberto Garza to a 3-year alternate position on the Whitewater Township Zoning Board of Appeals, term ending 12/31/2019; second by Hubbell. There was no further discussion. **On voice vote, all those present voted in favor, none opposed. Motion carried.**

Garza will stop in tomorrow to take the oath of office.

Recycle Bin Fencing – Apple Fence Quote
Goss explained the Apple Fence quote, specifically, that the proposal does not call for the fencing to follow the property line, as was originally proposed.

There was brief discussion of the logistics of erecting a fence in the recycle bin area and the quoted prices with and without privacy slats.

Motion by Popp to approve the Apple Fence proposal, with the privacy slats option, for $3,032; second by Lawson. There was no further discussion. **Roll call vote: Lawson, yes; Popp, yes; Benak, yes; Goss, yes; Hubbell, yes. Motion carried.**

Whitewater Township Park Storage Policy
A proposed storage policy was discussed by the board in January. The recommended changes have been made and are being brought back for approval.

The recommended changes were discussed.

Popp repeated his objection that the zoning administrator should verify the use is allowed in this zoning district. We could be opening up precedence for RV storage in the agricultural district.

Goss replied that it is a very seasonal operation.

Lawson commented that all RV parks do temporary storage.

Motion by Hubbell to adopt the Whitewater Township Park Storage Policy for Recreational Units; second by Lawson. There was no further discussion. **Roll call vote: Popp, no; Benak, yes; Goss, yes; Hubbell, yes; Lawson, yes. Motion carried.**

Review General Ordinance 41 – Video Service Provider Right-of-Way
Popp stated we should make sure our ordinance is up to date. He has sent this to the township attorney to make sure it is in compliance with the law.

Discussion followed.

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This agenda item will be brought back for public hearing on any changes.

Proposed Zoning Ordinance Amendment No. 70
Motion by Popp to adopt proposed Zoning Ordinance Amendment No. 70 as written; second by Benak. There was no further discussion. **Roll call vote: Benak, yes; Goss, yes; Hubbell, yes; Lawson, yes; Popp, yes. Motion carried.**

Popp Request for Payment of Expenses (added)
Popp stated that he turned in mileage expense reports. The clerk felt certain charges were not business related or within the supervisor department, i.e., attendance at the funerals of Basil Gray and Matt Lyons, attendance at an information seminar for the Elk Rapids School bond vote, and responding to two junk complaints. He is asking the board to approve mileage reimbursement of $48.24.

Goss noted that the supervisor waited until 03/30/2017 to turn in all of his mileage for the 2016/2017 fiscal year, which consisted of five or six pages. Goss explained her reasons for denying the requests.

Discussion followed.

No action was taken.

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 stated she would like to know who Popp has talked to, by name, regarding any of the John Goss property on Buck Road, citing the fact that there was a signed purchase agreement until someone spoke to Popp about the property, at which point the proposed purchaser backed out of the agreement. Goss stated she would like to know who, when, and why Popp discussed any of the property belonging to John Goss on Buck Road.

Popp stated he thinks he has only talked to two people. One was recently. His first name is Shane. He was Popp's son's golf coach. He stated he happened to meet him in the parking lot, asked him how he was. Turns out he had questions on that parcel.

Goss noted this is the gentleman who walked in saying he had a question about a land division and Goss directed him to the assessor, and is the same occasion which Goss previously brought

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to the board where the supervisor came back into the building with the gentleman and insisted that the clerk open the zoning office.

Goss then asked what information Popp gave this gentleman about the property, because the gentleman was in Popp's office for 30 to 40 minutes.

Popp stated he wanted to see where the land had been divided from; he wanted to see the assessing file of the entire parcel, so they tried to find the parent parcel. As Popp recalls, they could not find the entire parent parcel but only a single land division that involved one piece of land, "and I don't think it was owned by you or John."

Goss interjected that she wants to make it clear that her name is not on either of the pieces of property that John Goss owns on Buck Road.

Goss asked if Popp has talked to anybody else about John's property.

Popp stated there was one other person, but he cannot recall their name. It was a male.

Goss reported that she was told by Lois MacLean a couple Fridays ago that a woman came into the zoning office that day. The woman said she was from TAAR and she wanted to talk to somebody about the Goss property and said she had talked to someone named Popp.

Popp stated no.

Goss asked if Popp has talked to any women, any realtors or any women about the property.

Popp again stated no.

Goss stated it is obvious that we do not need to have the supervisor involved in anything to do with zoning, land divisions, land combinations. Popp has no authority to do those things. The board has not appointed Popp as the part-time zoning administrator, the assistant zoning administrator, the assistant assessor, or the assistant treasurer.

Popp stated the board does not have to appoint him as the assessor because that is his statutory duty.

Goss replied that, according to Leelanau County Equalization Director Laurie Spencer, the supervisor is the assessor only if they have an assessing certification, which Popp does not have.

Popp reiterated that it is a statutory duty of the supervisor.

Goss noted that Whitewater Township has an excellent assessor who handles all questions from the public.

Goss further stated that she heard today that this person or one of the people Popp talked to bought another parcel in Whitewater Township.

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Goss inquired of Popp if he talked to any of these people about the private road ordinance, did he give them any information at all about the private road ordinance as it relates to John Goss property on Buck Road.

Popp stated we do not know who "these people" are, except for one.

Goss said that Popp has stated one of them is Shane, and Popp says he talked to one other male, and stated she is asking about all the people Popp said he talked to; did Popp talk to them at all about the private road ordinance and how it might apply to John Goss property on Buck Road.

Popp replied no.

Moving to the topic of the treasurer office window replacement, Goss inquired who the board would like her to call to do the repair.

Discussion followed.

Goss will make some phone calls.

Announcements
Next township board meeting is July 11, 2017, at 7:00 p.m.

Public Comment
Kim Mangus, 1214 Cerro Drive, thanked the board for helping on their progress with the zoning ordinance. She anticipates another public hearing in August. They have been working extensively on the commercial zoning district and have completed a rough draft, and they are nearing completion for the village and the industrial. She anticipates they will be bringing all three before the board after their next public hearing.

Mangus asked that the amended articles be posted on the website and new pages be issued to the PC, perhaps in a different color.

She also brought up the issue of a fan operating beneath a light fixture in the meeting room, causing the light to flash, which might be bothersome to certain people.

Adjournment
Motion by Lawson to adjourn; second by Hubbell. Meeting adjourned at 9:23 p.m.

Respectfully submitted,

Cheryl A. Goss
Whitewater Township Clerk

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Bills for Approval
July 11, 2017

ALDEN STATE BANK	**41756 -**	
ACCTS PAYABLE 6/12	41756	Grand Total $540.34
ACCTS PAYABLE 6/13	41757 - 41777	Grand Total $18,289.83
ACCTS PAYABLE 6/14	41778	Grand Total $12,442.00
PAYROLL 6/23	41779 - 41802	Gross Payroll $10,564.16
ACCTS PAYABLE 6/27	41803 - 41818	Grand Total $14,743.78
PAYROLL 7/7	41819 - 41834	Gross Payroll $9,924.98
ACCTS PAYABLE 7/5	41835	Grand Total $1,010.67

FIRST COMMUNITY BANK - MIAMI BEACH	**1190**	
ACCTS PAYABLE 6/27	1190	Grand Total $127.45

FIRST COMMUNITY BANK - WMDLS

ALDEN STATE BANK - MONEY MARKET

Check Register Report

Bills for Approval 07/11/2017

Date: 07/07/2017
Time: 12:25 pm
Page: 1

Whitewater Township

BANK: ALDEN STATE BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
ALDEN STATE BANK Checks							
41756	06/12/2017	Printed		EAST BAY	EAST BAY CHARTER TOWNSHIP	Used Playground Equipment	540.34
41757	06/13/2017	Printed		AD ASSESS	AD ASSESSING INC	JUNE 2017	1,768.00
41758	06/13/2017	Printed		AMERICAN	AMERICAN WASTE	6/01-6/30/2017	240.00
41759	06/13/2017	Printed		AT&T-PARK	AT&T	6/01-6/30/2017	58.56
41760	06/13/2017	Printed		AT&T-CELL	AT&T MOBILITY	5/23-6/22/2017	45.50
41761	06/13/2017	Printed		HUBBELL	BRANDON HUBBELL	TREATED LUMBER FOR HPP	49.98
41762	06/13/2017	Printed		BRIAN WOLF	BRIAN WOLF	REFUND FOR LAND USE PERMIT	50.00
41763	06/13/2017	Printed		C GOSS	CHERYL GOSS	MILEAGE 4/05-6/08/2017	74.90
41764	06/13/2017	Printed		CONSUMERS	CONSUMERS ENERGY	5/01-5/31/2017	132.21
41765	06/13/2017	Printed		EFTPS	EFTPS	5/26/2017 PAYROLL	1,776.42
41766	06/13/2017	Printed		ERNEST	ERNEST L KEECH	BURIAL CREMAINS FOR	50.00
41767	06/13/2017	Printed		GILL-ROY	GILL-ROY'S HARDWARE 6737	CONCRETE,PVC PIPE FOR DRAIN	216.59
41768	06/13/2017	Printed		GTC ROAD	GRAND TRAVERSE COUNTY ROAD	1ST APPLICATION	6,201.50
41769	06/13/2017	Printed		GT PACKJAN	GT PACKAGING & JANITORIAL	MISC SUPPLIES	216.75
41770	06/13/2017	Printed		LAWN-N	LAWN-N-ORDER	5/19-6/12/2017	3,005.00
41771	06/13/2017	Printed		CULLIGAN	MCCARDEL CULLIGAN WATER COND	JUNE COOLER RENTAL	9.00
41772	06/13/2017	Printed		NEOPOST	NEOPOST USA INC.	POSTAGE METER RENTAL	931.21
41773	06/13/2017	Printed		NETLINK	NETLINK BUSINESS SOLUTIONS	MAINT AGRMT/COPIES	1,758.49
41774	06/13/2017	Printed		STATE TAX	STATE OF MICHIGAN - TREASURY	5/26/17 PAYROLL	277.07
41775	06/13/2017	Printed		TRANS WORI	TRANSWORLD NETWORK CORP	LONG DISTANCE 5/07-6/03/2017	17.76
41776	06/13/2017	Printed		RECORD-TC	TRAVERSE CITY RECORD EAGLE	Legal notice pub. hrg ZOA 70,	258.10
41777	06/13/2017	Printed		VISA	VISA	REC/PARK/FIRE	1,152.79
41778	06/14/2017	Printed		MUM	MUNICIPAL UNDERWRITERS OF	MICH TWNSHP PAR PLAN	12,442.00
41803	06/27/2017	Printed		ALPINE	ALPINE ELECTRIC CORPORATION	REPAIR OUTDOOR LIGHT	399.72
41804	06/27/2017	Printed		AMERICAN	AMERICAN WASTE	ANNUAL CLEANUP DAY 2017	8,050.00
41805	06/27/2017	Printed		AMY COLL	AMY COLLINS	REFUND FOR PAVILION	75.00
41806	06/27/2017	Printed		CHARTER	CHARTER COMMUNICATIONS	6/30-7/29/2017	369.31
41807	06/27/2017	Printed		CONSUMERS	CONSUMERS ENERGY	5/15-6/13/2017	1,132.78
41808	06/27/2017	Printed		DTE ENERGY	DTE ENERGY	5/23-6/21/2017	33.57
41809	06/27/2017	Printed		EFTPS	EFTPS	6/09/17 PAYROLL	1,806.78
41810	06/27/2017	Printed		EXCEL SITE	EXCEL SITE RENTALS LLC	RENT FOR JUNE 2017	1,350.00
41811	06/27/2017	Printed		GILL-ROY	GILL-ROY'S HARDWARE 6737	ADDTL PARK DRAIN PARTS	43.13
41812	06/27/2017	Printed		GOURDIE	GOURDIE-FRASER & ASSOCIATES	STARTUP OF SEPTIC SYSTEM	160.00
41813	06/27/2017	Printed		MTA	MICHIGAN TOWNSHIPS ASSOCIATION	Clerks Professional Dev'mt	299.00
41814	06/27/2017	Printed		STAPLES	STAPLES CREDIT PLAN	PARK/TWP BD/CLERK/TREAS	344.15
41815	06/27/2017	Printed		STATE TAX	STATE OF MICHIGAN - TREASURY	MAY 2017	319.72
41816	06/27/2017	Printed		T-J TIRES	T-J TIRES	83 SCRAPPED TIRES	166.00
41817	06/27/2017	Printed		HOME CITY	THE HOME CITY ICE COMPANY	42 BAGS OF ICE	107.20
41818	06/27/2017	Printed		UNIFI EQ	UNIFI EQUIPMENT FINANCE, INC.	COLOR COPIER LEASE	87.42
41835	07/05/2017	Printed		APPLE	APPLE FENCE COMPANY INC	1/3 down recycle bin fencing	1,010.67

Total Checks: 40 **Checks Total (excluding void checks): 47,026.62**

Total Payments: 40 **Bank Total (excluding void checks): 47,026.62**

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
FIRST COMMUNITY BANK MB Checks							
1190	06/27/2017	Printed		GTC TREAS	GRAND TRAVERSE CO TREASURER	DPW SEWER EXP MAY 2017	127.45
				Total Checks: 1		**Checks Total (excluding void checks):**	**127.45**
				Total Payments: 1		**Bank Total (excluding void checks):**	**127.45**
				Total Payments: 41		**Grand Total (excluding void checks):**	**47,154.07**

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
Fund: 101 GENERAL FUND							
Dept: 000							
101-000-476 Licenses & Permits							
	BRIAN WOLF		REFUND FOR LAND USE PERI	41762	05/03/2017	06/13/2017	50.00
							50.00
						Total Dept. 000:	**50.00**
Dept: 101 Township Board							
101-101-727 Office Supplies & Exp							
	STAPLES CREDIT PLAN		PARK/TWP BD/CLERK/TREAS	41814	06/08/2017	06/27/2017	132.70
							132.70
101-101-817 Clean Up Day Service							
	AMERICAN WASTE	1989913	ANNUAL CLEANUP DAY 2017	41804	06/12/2017	06/27/2017	8,050.00
							8,050.00
101-101-940 Equipment Rental							
	UNIFI EQUIPMENT FINANCE	304076	COLOR COPIER LEASE	41818	06/20/2017	06/27/2017	87.42
							87.42
101-101-941 Postage Meter Rental							
	NEOPOST USA INC.	54894339	POSTAGE METER RENTAL	41772	06/01/2017	06/13/2017	931.21
							931.21
101-101-959 Scrap Tire Expense							
	T-J TIRES		83 SCRAPPED TIRES	41816	06/10/2017	06/27/2017	166.00
							166.00
						Total Dept. Township Board:	**9,367.33**
Dept: 195 Elections							
101-195-860 Mileage Reimbursem							
	CHERYL GOSS		MILEAGE 4/05-6/08/2017	41763	06/12/2017	06/13/2017	16.05
							16.05
						Total Dept. Elections:	**16.05**
Dept: 209 Assessor							
101-209-807 Assessing Services							
	AD ASSESSING INC		JUNE 2017	41757	06/01/2017	06/13/2017	1,768.00
							1,768.00
						Total Dept. Assessor:	**1,768.00**
Dept: 215 Clerk							
101-215-727 Office Supplies & Exp							
	STAPLES CREDIT PLAN		PARK/TWP BD/CLERK/TREAS	41814	06/08/2017	06/27/2017	11.63
							11.63
101-215-860 Mileage Reimbursem							
	CHERYL GOSS		MILEAGE 4/05-6/08/2017	41763	06/12/2017	06/13/2017	53.50
							53.50
101-215-880 Education & Training							
	MICHIGAN TOWNSHIPS ASS		Clerks Professional Dev'mt	41813	06/27/2017	06/27/2017	299.00
							299.00
						Total Dept. Clerk:	**364.13**
Dept: 253 Treasurer							
101-253-727 Office Supplies & Exp							
	STAPLES CREDIT PLAN		PARK/TWP BD/CLERK/TREAS	41814	06/08/2017	06/27/2017	57.45
							57.45

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
					Total Dept. Treasurer:		**57.45**
Dept: 265 Township Hall & Groun							
101-265-740 Operating Expense &							
	MCCARDEL CULLIGAN WATI		JUNE COOLER RENTAL	41771	06/01/2017	06/13/2017	9.00
							9.00
101-265-809 Lawn Maintenance Se							
	LAWN-N-ORDER		5/19-6/12/2017	41770	06/12/2017	06/13/2017	290.00
							290.00
101-265-811 Waste Removal Servi							
	AMERICAN WASTE	1975011	6/01-6/30/2017	41758	06/01/2017	06/13/2017	15.00
							15.00
101-265-851 Internet/Website							
	CHARTER COMMUNICATION		6/30-7/29/2017	41806	06/20/2017	06/27/2017	59.99
							59.99
101-265-922 Electricity							
	CONSUMERS ENERGY	201805636984	5/15-6/13/2017	41807	06/13/2017	06/27/2017	135.77
							135.77
101-265-923 Electric Heat							
	CONSUMERS ENERGY	201805636989	5/15-6/13/2017	41807	06/13/2017	06/27/2017	113.52
							113.52
101-265-924 Telephone							
	CHARTER COMMUNICATION		6/30-7/29/2017	41806	06/20/2017	06/27/2017	206.22
							206.22
101-265-931 Office Equipment Rep							
	NETLINK BUSINESS SOLUTI	134725	MAINT AGRMT/COPIES	41773	06/02/2017	06/13/2017	1,518.49
							1,518.49
					Total Dept. Township Hall & Grounds:		**2,347.99**
Dept: 276 Cemetery							
101-276-808 Cemetery Sexton							
	ERNEST L KEECH		BURIAL CREMAINS FOR	41766	05/27/2017	06/13/2017	50.00
							50.00
101-276-809 Lawn Maintenance Se							
	LAWN-N-ORDER		5/19-6/12/2017	41770	06/12/2017	06/13/2017	325.00
							325.00
101-276-922 Electricity							
	CONSUMERS ENERGY	202072634099	5/15-6/13/2017	41807	06/13/2017	06/27/2017	22.57
							22.57
					Total Dept. Cemetery:		**397.57**
Dept: 400 Planning Commission							
101-400-901 Publishing							
	TRAVERSE CITY RECORD E	05172055	Legal notice pub. hrg ZOA 70,	41776	05/31/2017	06/13/2017	118.00
							118.00
					Total Dept. Planning Commission:		**118.00**
Dept: 865 Insurance							
101-865-820 Liability Insurance							
	MUNICIPAL UNDERWRITERS	2963	MICH TWNSHP PAR PLAN	41778	05/02/2017	06/14/2017	12,442.00
							12,442.00

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
					Total Dept. Insurance:		**12,442.00**
Dept: 901 Capital Expenditure							
101-901-970 Capital Expenditure							
	APPLE FENCE COMPANY IN		1/3 down recycle bin fencing	41835	07/05/2017	07/05/2017	1,010.67
							1,010.67
					Total Dept. Capital Expenditure:		**1,010.67**
					tal Fund GENERAL FUND:		**27,939.19**
Fund: 203 ROAD FUND							
Dept: 446 Road Right of Way							
203-446-846 Road Brining Service							
	GRAND TRAVERSE COUNTY	5630	1ST APPLICATION	41768	05/22/2017	06/13/2017	6,201.50
							6,201.50
203-446-921 Street Lights							
	CONSUMERS ENERGY	204653408175	5/01-5/31/2017	41764	05/31/2017	06/13/2017	81.55
							81.55
					Total Dept. Road Right of Way:		**6,283.05**
					Total Fund ROAD FUND:		**6,283.05**
Fund: 206 FIRE FUND							
Dept: 336 Fire Dept							
206-336-740 Operating Expense &							
	VISA		REC/PARK/FIRE	41777	05/28/2017	06/13/2017	415.70
							415.70
206-336-810 Janitorial Services							
	AMERICAN WASTE	1974181	6/01-6/30/2017	41758	06/01/2017	06/13/2017	15.00
							15.00
206-336-920 Natural Gas							
	DTE ENERGY		5/23-6/21/2017	41808	06/22/2017	06/27/2017	16.78
							16.78
206-336-922 Electricity							
	CONSUMERS ENERGY	202072634071	5/15-6/13/2017	41807	06/13/2017	06/27/2017	197.58
							197.58
206-336-924 Telephone							
	CHARTER COMMUNICATION		7/01-7/31/2017	41806	06/22/2017	06/27/2017	51.55
							51.55
206-336-932 Equipment Repair & M							
	NETLINK BUSINESS SOLUTI	134692	MAINT AGRMT 6/01-9/01/17	41773	05/30/2017	06/13/2017	240.00
							240.00
					Total Dept. Fire Dept:		**936.61**
					Total Fund FIRE FUND:		**936.61**
Fund: 208 PARK FUND							
Dept: 756 Township Park							
208-756-727 Office Supplies & Exp							
	STAPLES CREDIT PLAN		PARK/TWP BD/CLERK/TREAS	41814	06/08/2017	06/27/2017	142.37
							142.37
208-756-740 Operating Expense &							
	GILL-ROY'S HARDWARE 673	1705-886879	BREAKERS,GFCI'S,ETC	41767	05/12/2017	06/13/2017	41.98

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
	GT PACKAGING & JANITORI/	0217975-IN	MISC SUPPLIES	41769	06/06/2017	06/13/2017	216.75
	VISA		REC/PARK/FIRE	41777	05/28/2017	06/13/2017	185.48
							444.21
208-756-741 Ice							
	THE HOME CITY ICE COMPA	3939170700	66 BAGS OF ICE	41817	06/07/2017	06/27/2017	64.40
	THE HOME CITY ICE COMPA	3933172287	42 BAGS OF ICE	41817	06/14/2017	06/27/2017	42.80
							107.20
208-756-748 Sales Tax							
	STATE OF MICHIGAN - TREA	SMIBUS001213421	MAY 2017	41815	06/21/2017	06/27/2017	35.32
							35.32
208-756-809 Lawn Maintenance Se							
	LAWN-N-ORDER		5/19-6/12/2017	41770	06/12/2017	06/13/2017	1,250.00
							1,250.00
208-756-811 Waste Removal Servi							
	AMERICAN WASTE	1976018	6/01-6/30/2017	41758	06/01/2017	06/13/2017	160.00
							160.00
208-756-812 Septic Services							
	GOURDIE-FRASER & ASSOC	36	STARTUP OF SEPTIC SYSTEM	41812	06/13/2017	06/27/2017	160.00
							160.00
208-756-860 Mileage Reimbursem							
	CHERYL GOSS		MILEAGE 4/05-6/08/2017	41763	06/12/2017	06/13/2017	5.35
							5.35
208-756-922 Electricity							
	CONSUMERS ENERGY	204564438846	5/16-6/14/2017	41807	06/14/2017	06/27/2017	306.33
	CONSUMERS ENERGY	204564438835	5/16-6/14/2017	41807	06/14/2017	06/27/2017	132.35
							438.68
208-756-924 Telephone							
	AT&T	231267509106	6/01-6/30/2017	41759	06/01/2017	06/13/2017	58.56
	TRANSWORLD NETWORK C	14074825-0271	LONG DISTANCE 5/07-6/03/201	41775	06/07/2017	06/13/2017	17.76
							76.32
208-756-925 Cellular Phone							
	AT&T MOBILITY		5/23-6/22/2017	41760	05/22/2017	06/13/2017	45.50
							45.50
208-756-930 Facility Repairs/Maint							
	GILL-ROY'S HARDWARE 673	1706-603259	30 AMP BREAKERS	41767	06/06/2017	06/13/2017	26.97
	GILL-ROY'S HARDWARE 673	1705-886879	BREAKERS,GFCI'S,ETC	41767	05/12/2017	06/13/2017	93.52
	GILL-ROY'S HARDWARE 673	1706-603241	CONCRETE,PVC PIPE FOR DR	41767	06/06/2017	06/13/2017	54.12
	GILL-ROY'S HARDWARE 673	1706-637954	CABLE FOR FLAG LIGHTING	41811	06/14/2017	06/27/2017	9.98
	GILL-ROY'S HARDWARE 673	1706-617071	ADDTL PARK DRAIN PARTS	41811	06/09/2017	06/27/2017	33.15
	VISA		REC/PARK/FIRE	41777	05/28/2017	06/13/2017	390.00
	VISA		REC/PARK/FIRE	41777	05/28/2017	06/13/2017	161.61
							769.35
208-756-964 Refunds							
	AMY COLLINS		REFUND FOR PAVILION	41805	06/13/2017	06/27/2017	75.00
							75.00
208-756-970 Capital Expenditure							
	EAST BAY CHARTER TOWN:	1852107	Used Playground Equipment	41756	06/07/2017	06/12/2017	540.34
							540.34
						Total Dept. Township Park:	**4,249.64**
						Total Fund PARK FUND:	**4,249.64**

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
Fund: 209 RECREATION FUND							
Dept: 757 Recreation							
209-757-809 Lawn Maintenance Se							
	LAWN-N-ORDER		5/19-6/12/2017	41770	06/12/2017	06/13/2017	1,140.00
							1,140.00
209-757-811 Waste Removal Servi							
	AMERICAN WASTE	1976019	6/01-6/30/2017	41758	06/01/2017	06/13/2017	50.00
							50.00
209-757-922 Electricity							
	CONSUMERS ENERGY	202072608974	4/26-5/24/2017	41764	05/24/2017	06/13/2017	50.66
	CONSUMERS ENERGY	201805636982	5/15-6/13/2017	41807	06/13/2017	06/27/2017	27.09
							77.75
209-757-930 Facility Repairs/Maint							
	ALPINE ELECTRIC CORPOR	W26344	REPAIR OUTDOOR LIGHT	41803	06/21/2017	06/27/2017	399.72
	BRANDON HUBBELL		TREATED LUMBER FOR HPP	41761	06/03/2017	06/13/2017	49.98
							449.70
						Total Dept. Recreation:	**1,717.45**
						Fund RECREATION FUND:	**1,717.45**
Fund: 210 AMBULANCE FUND							
Dept: 651 Ambulance							
210-651-920 Natural Gas							
	DTE ENERGY		5/23-6/21/2017	41808	06/22/2017	06/27/2017	16.79
							16.79
210-651-922 Electricity							
	CONSUMERS ENERGY	202072634071	5/15-6/13/2017	41807	06/13/2017	06/27/2017	197.57
							197.57
210-651-924 Telephone							
	CHARTER COMMUNICATION		7/01-7/31/2017	41806	06/22/2017	06/27/2017	51.55
							51.55
210-651-942 Building Rental							
	EXCEL SITE RENTALS LLC	18232	RENT FOR JUNE 2017	41810	06/19/2017	06/27/2017	1,350.00
							1,350.00
210-651-970 Capital Expenditure							
	TRAVERSE CITY RECORD E	05172055	Legal notice pub. hrg ZOA 70,	41776	05/31/2017	06/13/2017	70.05
							70.05
						Total Dept. Ambulance:	**1,685.96**
						Fund AMBULANCE FUND:	**1,685.96**
Fund: 406 FIRE CAPITAL IMPROV							
Dept: 000							
406-000-970 Capital Expenditure							
	TRAVERSE CITY RECORD E	05172055	Legal notice pub. hrg ZOA 70,	41776	05/31/2017	06/13/2017	70.05
							70.05
						Total Dept. 000:	**70.05**
						AL IMPROVEMENT FUND:	**70.05**
Fund: 590 MIAMI BEACH SEWER							
Dept: 000							
590-000-805 Contracted Services-I							

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
	GRAND TRAVERSE CO TRE/	93447	DPW EXPENSE APRIL 2017	1190	05/31/2017	06/27/2017	67.03
	GRAND TRAVERSE CO TRE/	93394	DPW SEWER EXP MAY 2017	1190	05/31/2017	06/27/2017	60.42
							127.45
						Total Dept. 000:	**127.45**
						MI BEACH SEWER FUND:	**127.45**
Fund: 750 PAYROLL CLEARING F							
Dept: 000							
750-000-258 Accrued Payroll Taxes							
	EFTPS	270755081351272	5/26/2017 PAYROLL	41765	05/30/2017	06/13/2017	1,776.42
	EFTPS	270756532899302	6/09/17 PAYROLL	41809	06/14/2017	06/27/2017	1,806.78
	STATE OF MICHIGAN - TREA	SMIBUS001152250	5/26/17 PAYROLL	41774	05/30/2017	06/13/2017	277.07
	STATE OF MICHIGAN - TREA	SMIBUS00184945	6/09/2017 PAYROLL	41815	06/13/2017	06/27/2017	284.40
							4,144.67
						Total Dept. 000:	**4,144.67**
						YROLL CLEARING FUND:	**4,144.67**
						Grand Total:	**47,154.07**

To: Whitewater Township Board

From: Cheryl A. Goss, Clerk

Date: 07/07/2017

Re: **Update on 8380 Old M-72 Renovation/Addition Project**

Happenings since 06/27/2017 Update:

06/27/2017 Receipt of Post Bid Addendum #1 from Richter Construction showing $26,174 cost savings on fire suppression and $12,791.63 additional cost for the PLM bond, bringing the total contract cost to $383,563.63.

07/05/2017 Called Dan Rudy to find out whether he has heard from Mark Pressell pursuant to requests for signed/sealed plans and signed/sealed commercial addendum.

07/06/2017 Dan Rudy reported that Pressell has the plans completed and will mail them for Monday delivery. They will be mailed directly to Richter Construction. Also requested that an electronic version be supplied to my office.

07/06/2017 Land Use Permit supplied to Richter Construction.

07/06/2017 Mandatory Pre-Construction Meeting on site. See Richter Construction agenda attached for details. Attended by myself and Tim Arbenowske. Numerous details discussed. Arranged for phone/Internet connections to be moved to the apparatus bay.

07/06/2017 Discussion with Tim Arbenowske re: items that need to be moved to storage or portable unit and vehicles that need to be moved.

07/06/2017 Sent Richter's proposed Construction Agreement changes and appendix documents to Attorney Chris Patterson for review and finalization.

07/07/2017 Arranged for a propane tank to be set and the backup generator to be converted to propane next week.

07/07/2017 Arranged for refrigerator to be cleaned prior to storage.

07/07/2017 Called DTE to schedule cut/cap of natural gas.

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Whitewater Township Fire & Rescue
Addition & Renovations
MANDATORY PRECONSTRUCTION MEETING
July 6, 2017 @ 10:30am

AGENDA

1. Introductions

   - RCI Representative - Chris Richter 231-668-8497 / 231-633-4420
   - RCI Superintendent - Lenny Miller 231-920-3998
   - RCI Project Manager – Kyle Richter 231-668-8497 / 231-866-0662
   - Project Architect
   - Owners Project Representatives
   - Subcontractor Trade Representatives

2. Project Information

   - Issuance of formal Contract Agreements and Construction Drawings
   - Review Shop Drawing Log
   - Site Address: 8380 Old M-72 - Williamsburg, MI 49690
   - Permit status

3. Project Schedule

   - Review & Discussion

4. Working Hours and Days

   - Monday thru Friday 7:30am to 4:00pm
   - Saturday or evening work as required to maintain project completion dates

5. Traffic, Parking and Construction Entry

- Keep traffic lanes open at all times
- There will be NO parking allowed at any time in front of the overhead doors
- No parking is allowed in the East Driveway
- There are three (3) parking spaces available in front of the building
- Extra parking is allowed across the street and in front of the cemetery
- Do not block emergency vehicles at any time

6. Staging / Lay Down Areas and Debris Removal

- On-site staging must be coordinated with RCI Site Superintendent
- **All trades groups are responsible for daily removal of their own debris**
- Demolition phase debris removal – dumpster placement
- No Job Trailers will be allowed on this site

7. Service Interruptions

- There must be minimal electrical service interruptions
- Emergency radio system must remain operational at all times
- Any interruptions must be scheduled at least 48 hours in advance

8. Safety and Responsibilities

- Use standard (OSHA) work zone control and observe your surroundings !!
- Hard hats are mandatory for all overhead construction
- Safety glasses and hearing protection for all cutting procedures
- Daily housekeeping - Zero tolerance

9. Payment Requests

- Payments will be issued monthly, based on a monthly, month end calculation of percentages complete as outlined in the Contract Documents; retainage will be held on this project, as outlined in the Contract Documents
- All applications for payment must be submitted on an AIA G702 form, including a complete G703 Continuation sheet, and must be submitted with a fully executed Sworn Statement - Waivers of Lien must be attached from the Subcontractor - any subcontractors of the Subcontractor, and all material suppliers shall be included.
- All applications submitted after the initial request are to include fully executed Unconditional Waivers of Lien, from the identified parties and in the amounts indicated on the Subcontractors Sworn Statement
- Cut off date for payment applications is the 25th - NO EXCEPTIONS

10. Work Orders and Contract Modifications

- All changes must be issued in writing by RCI
- RCI will forward proposed changes to all trades groups in the form of a formal bulletin - Please respond no later than three (3) days from the date of issuance - No response will constitute No Cost Change
- Please respond even if there is no cost change requested
- All field issues shall be reported directly to the RCI field representative and a documented resolve will be issued ASAP (it is not the intent of RCI to issue or authorize any field orders or changes that are not formally issued in writing, and approved by the Owner)
- Bulletin pricing is not to be included on any pay applications until a formal Change Order has been issued - Keep the documents clean

11. Miscellaneous

- Each trade group will be responsible to protect their own finished work through reasonable protective measures. It is requested that upon completion of the finished work, each trade group contact the project superintendent for an inspection.
- This project will be run under a PROGRESSIVE PUNCH process - No punch list will be expected at the completion of the project.
- Any required involvement with the Owner or Architect should consider an advance notice of at least 24 hours - Report all issues immediately
- Be PROACTIVE regarding inspections - Have all work ready and call ahead!!

12. Any other subject pertinent to the project, but not yet discussed:

13. Adjourn