

WHITEWATER TOWNSHIP BOARD
AGENDA FOR 1st REGULAR MEETING – NOVEMBER 14, 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
6. Grand Traverse Rural Fire Department (Update from 11/09/2017 Meeting)

H. Consent Calendar

Receive and File

1. Supervisor's Report for October 2017
2. Clerk/Park & Recreation Administrator's Report for October/November 2017
3. Zoning Administrator's Report (not available)
4. Mobile Medical Response October 2017 Activity Reports
5. Grand Traverse Rural Fire Chief's Report October 2017
6. Grand Traverse Rural Fire Chief's Report November 2017
7. Approved 08/09/2017 Historical Society Minutes
8. Approved 09/11/2017 Parks & Recreation Advisory Committee Minutes
9. Approved 10/04/2017 Planning Commission Minutes
10. Approved 10/11/2017 Historical Society Minutes

Correspondence

1. Grand Traverse County Sheriff Department Statistics for October 2017
2. Grand Traverse Rural Fire Board DRAFT 09/20/2017 Minutes
3. GTRFD Officers' Meeting Overview 10/04/2017
4. Grand Traverse Rural Fire Board DRAFT 10/18/2017 Minutes
5. GTRFD Officers' Meeting Overview November 2017 (not available)
6. E-mail 10/29/2017 Jane Rohl re: Camping Season at Whitewater Township Park
7. Letter 10/30/2017 Paddle Antrim re: Request to Allow Inclusion of Access Sites

Minutes

1. Recommend approval of 10/10/2017 and 10/24/2017 regular meeting minutes

Bills for Approval

1. Approval of Alden State Bank vouchers # 42141 through 42231
2. Approval of First Community Bank Miami Beach voucher # 1235
3. Approval of First Community Bank WMDLS vouchers # (none)

Budget Amendments (included in Unfinished Business #1)

Revenue & Expenditure Report

I. Unfinished Business

1. Emergency Services Building Renovation/Addition Project – Update and Budget Amendments
2. Discussion of Whitewater Township Fire Department (subcommittee meeting 11/15)
3. Ordinance 32 - Private Road Ordinance – Proposed Revision
4. Review of Zoning Ordinance Amendment No. 72
5. NFPA Subscription

J. New Business

1. Grand Traverse County DPW – Miami Beach Sewer District Budget Amendment
2. Risk Control Report – Michigan Township Participating Plan
3. Approval of Tobin & Co. Representation Letter Signature
4. Approval of Modification of Offer of Employment for Zoning Administrator

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: Next meeting date December 12, 2017 at 7:00 p.m.

N. Public Comment

O. Adjournment

To: Township Board Members

From: Cheryl A. Goss, Township Clerk

Date: 11/10/2017

Re: Consent Calendar for 11/14/2017 Township Board Meeting

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

Budget Amendments (included in Unfinished Business #1)

Revenue & Expenditure Report

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

October 2017

1) Investigate citizen observations:

A. None

2) Office duties:

A. Rural Fire Board:

The Regular meeting of the Rural Fire Board was held October 18, 2017. A motion to add a New Business action item (motion to dissolve) to the agenda was put forth by Springfield Township and seconded by Fire Lake Township. The Item was added to the agenda.

Other business items included extending the 2017 budget into the first quarter of 2018. The accountant Mr. Milliron provided information to the Board of how this could be accomplished. It would save the department the expense of conducting a yearend audit for 2017 and an entity closing audit in 2018.

How and where to store the Department's written records if the Department dissolves was another topic. Chief Weber and Mr. Milliron presented information highlighting the services of the State of Michigan Records Management Services. When properly packaged, this service will house your records for a specified period of time and respond to FOIA requests in your behalf. More information will be forth coming. This conversation spilled over into information on cloud services. For the past couple of years the Department has been storing all of its run reports with a cloud based service for an annual fee. No one really knows what will happen if the fee is no longer paid. Chief Weber will be providing additional information on this too.

Fife Lake and Union Townships have entered into an agreement for fire protection services. It appears at this point, Whitewater Township will not be responding into Union Township except at special requests.

I initiated a discussion about how the ladder truck came into Rural Fire's possession. One possibility is that the Grand Traverse Band of Ottawa and Chippewa Indian Tribe (GTB) gave the truck to Whitewater Township via then Fire Chief Randy Stites for additional fire protection to the community and casino properties. I am interested in learning and understanding the capabilities of the truck and if it has continued use for our community and our neighbors.

A motion to dissolve the Grand Traverse Rural Fire Department – Rural Division by March 31, 2018 was made by Springfield Township and supported by Fife Lake Township. The motion passed by the required 2/3 vote of the full Board.

B. Meetings:

- 1) Met Luann Snider regarding historical information needed for the phase one environmental study being conducted on the railroad property. Luann has put in a number of hours of work researching pictures and descriptions of the buildings that were on the property we are interested in. The grist mill and a potato storage building is what her work revealed.
- 2) Met with Miami Beach Sewer District Residents, heard testimony that they don't see an issue with the way the system is run now. Don't want the costs to rise. Bonding should be sought if and when a replacement system is needed. Maintain what is there treat all property owners equal by using data driven (individual tank inspections) pumping and maintenance schedules in the future ordinance.
- 3) Received request for natural gas and charter cable services on Skegemog Point Road. I have made contact with our local DTE representative who is busy closing out the last on the 2017 projects in the area. I expect an early 2018 meeting update to discuss possible extensions.

C. Other Efforts:

- 1) Lots of reading regarding on call fire departments, mutual aid agreements, ordinances, and department policies. Provided copies of Whitewater's existing Fire Prevention Ordinance and the International Fire Code. I again want to thank our Station 3 Responders and Mr. Bob Shugart for all of their input on this time consuming matter.
- 2) Regular meetings with members of the Grand Traverse Band of Ottawa and Chippewa Indian Tribe have once again been scheduled for the second Friday of each month at 9:00 AM in the main lobby lounge area of the Grand Traverse Resort.
- 3) Received an application/resume for appointment consideration to the Planning Commission for Mr. Glenn Savage.
- 4) Because of opening day of deer season, the regular November meeting of Rural Fire was moved to the 9th, so two Rural Fire Agendas were generated in the month of October.
- 5) Prepared for and conducted a Public Hearing on General Ordinance #50, the Video Service Provider Right-of-Way Management Ordinance.

Respectfully Submitted,



Ron Popp
Whitewater Township Supervisor.

Clerk/Parks & Recreation Administrator's Report for October/November 2017

To: Whitewater Township Board Members

From: Cheryl A. Goss, Township Clerk

Date: 11/10/2017

This report details activity in the Clerk's office since my last report dated 10/06/2017.

Meetings Attended (in addition to Township Board meetings):

1. 10/09/2017 Parks & Recreation Advisory Committee
2. 10/12/2017 Informal Progress Meeting at 8380 Old M-72 Renovation/Addition Site
3. 10/12/2017 Private Road Ordinance (with Mangus/Habedank)
4. 10/18/2017 Private Road Ordinance (with Mangus/Habedank)
5. 10/19/2017 Grand Traverse County Municipal Clerks' Association
6. 10/19/2017 Capital Improvement Programs Workshop
7. 10/27/2017 Formal Progress Meeting at 8380 Old M-72 Renovation/Addition Site
8. 11/02/2017 Private Road Ordinance (with Mangus/Habedank)
9. 11/08/2017 Mobile Medical Response Advisory Board
10. 11/08/2017 Private Road Ordinance (with Mangus/Habedank)
11. 11/09/2017 Informal Progress Meeting at 8380 Old M-72 Renovation/Addition Site

Elections: There was no election in Whitewater Township this month. We have replaced all of the old metal ballot containers with the newer collapsible ballot bags, which take up much less space. The old metal containers have been put up for sale, \$5 each or best offer.

Whitewater Township Park: The Whitewater Emergency Services Auxiliary held their annual Halloween Party on Saturday, October 28. There was good attendance despite the fact that it was cold and rainy at times. Eighteen campsites were booked (out of 44 available), but due to the rain and cold temps, six of them did not show. (No refunds are given for inclement weather.) A few people commented that it was nice to have the party in a location which was not so cramped. If WESA wants to hold the party at the park in future years, it should be held no later than mid-October. Holding it the last weekend of October did interfere somewhat with timely winterization of the bathhouse, shutdown of the sewer system, and other closing procedures.

Hi Pray Park/Battle Creek Natural Area/Lossie Road Nature Trail/Petobego Natural Area:

The pavilion at Hi Pray Park has been winterized. The rest of the park benches have been purchased. Two sections of fencing and a post behind a rental house on Old M-72 disappeared this year but have now been replaced. Another section was replaced last year behind the same house. This appears to be deliberate. One of the residents of the rental house has been warned that any further damage to the fence behind their home will be reported to the police.

BCNA: The Danger/Flowing Water/Unsafe Ice sign was reordered to replace the previous sign that was stolen. Dennis Leach has volunteered to install the new sign.

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

Other News: None

Demand Analysis by Day of Week for Whitewater Twp

From 10/01/2017 to 10/31/2017

<i>Time of Day</i>	1.SUN	2.MON	3.TUE	4.WED	6.FRI	7.SAT	Total
02:00 - 02:59	0	0	1	0	0	0	1
05:00 - 05:59	0	0	0	0	0	1	1
10:00 - 10:59	1	0	0	0	0	0	1
12:00 - 12:59	1	0	0	0	0	0	1
13:00 - 13:59	0	0	0	0	0	1	1
15:00 - 15:59	0	0	0	2	0	0	2
17:00 - 17:59	0	0	0	1	0	1	2
20:00 - 20:59	0	0	0	0	1	0	1
21:00 - 21:59	0	0	0	3	0	1	4
22:00 - 22:59	0	1	0	0	0	0	1
Total	2	1	1	6	1	4	15

Requests by Nature of Call in Whitewater Twp

From 10/01/2017 to 10/31/2017

	Total
Breathing Problems	1
Burns (Scalds) /Explosion	1
Chest Pain (Non-Traumatic)	1
Falls	5
Sick Person (Specific Diagnosis)	4
Traffic/Transportation/Accidents	1
Unknown Problem (Man Down)	2
Total	15

Fractile Response Time

Company IS MOBILE MEDICAL RESPONSE; AND Trip Date IS BETWEEN 10/01/2017 AND 10/31/2017; AND Dispatch Zones IS GT-Whitewater; AND Vehicles IS NOT MOBILE MEDICAL RESPONSE: MD-4 OR MOBILE MEDICAL RESPONSE: MD1 OR MOBILE MEDICAL RESPONSE: MD2 OR ...

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%
03:00 - 03:59	1	3	8%	23%
04:00 - 04:59	5	8	38%	62%
05:00 - 05:59	2	10	15%	77%
10:00 - 10:59	1	11	8%	85%
14:00 - 14:59	2	13	15%	100%

Total Calls for MOBILE MEDICAL RESPONSE: 13

Transport Count by Month

	1/2017	2/2017	3/2017	4/2017	5/2017	6/2017	7/2017	8/2017	9/2017	10/2017	Total
Village of Elk Rapids	23	12	15	21	14	11	27	22	17	7	169
Elk Rapids Twp	5	3	6	6	5	4	7	5	5	4	50
Milton Twp	14	9	9	4	4	17	13	12	16	11	109
Whitewater Twp	13	10	4	16	7	7	14	9	20	9	109
Torch Lk Twp	0	0	2	0	0	1	2	2	0	0	7
Kalkaska County	0	0	2	0	0	0	0	0	1	0	3
GT County	7	2	4	0	5	0	9	1	2	3	33
Total	62	36	42	47	35	40	72	51	61	34	480



Grand Traverse Rural Fire Department Chief's Report

Theo Weber, Fire Chief & CEO

October 2017

Memorandum:

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
- ⊗ Pump testing is being scheduled
- ⊗ E3 primer repaired
- ⊗ Tanker 3 valve repaired
- ⊗ E2 mirror repaired
- ⊗ Mask Fit tests postponed due to software issue
- ⊗ Hose, ground ladder and Aerial Ladder testing Completed

Incident Calls for September 2017

- 1 - Fires
- 12 - EMS
- 6 - Hazard
- 2 - Service Calls (all unauthorized burning)
- 7 - Good Intent
- 2 - False Alarm
- 2 - Other

32 Total Calls (August was 16)

Meetings Attended/Held:

- ⊗ GTRFD Officers - Changed to Chief meeting directly with members at each station

We are Rural!



Chief's Report, page 2

- 🕒 Gt County Area Chiefs – Chief did not attend due to scheduling conflict
- 🕒 Central Dispatch Technical Advisory Committee – Cancelled

- 🕒 NWRTC –The budget was approved for 2018, Finances have stabilized due to the revenue stream from the NMC ship board firefighting. Required repairs and updating of the facility continues.

Training:

September training: Apparatus Familiarity & Driving Assessment

Notable Items:

The FEMA Safer Grant (Recruitment & Retention) No new information. We hope to hear something soon. Organizational changes may impact ability to accept grant.

We are Rural!

GRANDTRAVERSERURA

Incident Type Report (Summary)

**Alarm Date Between {09/01/2017} And {09/30/2017}
and FDID = "02802"**

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
	2	6.25%	\$0	0.00%
	2	6.25%	\$0	0.00%
1 Fire				
100 Fire, Other	1	3.12%	\$0	0.00%
	1	3.12%	\$0	0.00%
3 Rescue & Emergency Medical Service Incident				
321 EMS call, excluding vehicle accident with	3	9.37%	\$0	0.00%
322 Motor vehicle accident with injuries	6	18.75%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	2	6.25%	\$0	0.00%
341 Search for person on land	1	3.12%	\$0	0.00%
	12	37.50%	\$0	0.00%
4 Hazardous Condition (No Fire)				
400 Hazardous condition, Other	1	3.12%	\$0	0.00%
411 Gasoline or other flammable liquid spill	2	6.25%	\$0	0.00%
413 Oil or other combustible liquid spill	1	3.12%	\$0	0.00%
444 Power line down	2	6.25%	\$0	0.00%
	6	18.75%	\$0	0.00%
5 Service Call				
561 Unauthorized burning	2	6.25%	\$0	0.00%
	2	6.25%	\$0	0.00%
6 Good Intent Call				
600 Good intent call, Other	1	3.12%	\$0	0.00%
611 Dispatched & cancelled en route	3	9.37%	\$0	0.00%
661 EMS call, party transported by non-fire	2	6.25%	\$0	0.00%
671 HazMat release investigation w/no HazMat	1	3.12%	\$0	0.00%
	7	21.87%	\$0	0.00%
7 False Alarm & False Call				
745 Alarm system activation, no fire -	2	6.25%	\$0	0.00%

GRANDTRAVERSERURA

Incident Type Report (Summary)

Alarm Date Between {09/01/2017} And {09/30/2017}
and FDID = "02802"

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
7 False Alarm & False Call	2	6.25%	\$0	0.00%

Total Incident Count: 32

Total Est Loss: \$0

GRANDTRAVERSERURA

Incident Type Report (Summary)

**Alarm Date Between {09/01/2016} And {09/30/2016}
and FDID = "02802"**

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	2	6.89%	\$245,000	100.00%
141 Forest, woods or wildland fire	1	3.44%	\$0	0.00%
	3	10.34%	\$245,000	100.00%
3 Rescue & Emergency Medical Service Incident				
322 Motor vehicle accident with injuries	1	3.44%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	2	6.89%	\$0	0.00%
	3	10.34%	\$0	0.00%
4 Hazardous Condition (No Fire)				
400 Hazardous condition, Other	4	13.79%	\$0	0.00%
424 Carbon monoxide incident	1	3.44%	\$0	0.00%
444 Power line down	2	6.89%	\$0	0.00%
463 Vehicle accident, general cleanup	3	10.34%	\$0	0.00%
	10	34.48%	\$0	0.00%
5 Service Call				
550 Public service assistance, Other	2	6.89%	\$0	0.00%
561 Unauthorized burning	6	20.68%	\$0	0.00%
	8	27.58%	\$0	0.00%
6 Good Intent Call				
611 Dispatched & cancelled en route	3	10.34%	\$0	0.00%
	3	10.34%	\$0	0.00%
7 False Alarm & False Call				
700 False alarm or false call, Other	1	3.44%	\$0	0.00%
	1	3.44%	\$0	0.00%
8 Severe Weather & Natural Disaster				
8001 Severe Weather - Tree Removal from	1	3.44%	\$0	0.00%
	1	3.44%	\$0	0.00%

Total Incident Count: 29

Total Est Loss:

\$245,000

GRANDTRAVERSERURA

Incidents by Township (Summary)

Alarm Date Between {09/01/2017} And {09/30/2017}
and FDID = "02802"

Township	Count	Pct of Incidents	Est Losses	Pct of Losses
* < Not Reported >	4	12.50 %	\$0	0.00 %
FFLK FIFE LAKE TWP	2	6.25 %	\$0	0.00 %
HRG HARING TWP	1	3.12 %	\$0	0.00 %
KING VILLAGE OF KINGSLEY	1	3.12 %	\$0	0.00 %
MAYF MAYFIELD TWP	2	6.25 %	\$0	0.00 %
PARA PARADISE TWP	9	28.12 %	\$0	0.00 %
SPRI SPRINGFIELD TWP	2	6.25 %	\$0	0.00 %
UNIO UNION TWP	1	3.12 %	\$0	0.00 %
WHWT WHITEWATER TWP	10	31.25 %	\$0	0.00 %
Total Incident Count:	32		Total Est Losses:	\$0

GRANDTRAVERSERURA

Incidents by Township (Summary)

Alarm Date Between {09/01/2016} And {09/30/2016}
and FDID = "02802"

Township	Count	Pct of Incidents	Est Losses	Pct of Losses
BLAR BLAIR TWP	1	3.44 %	\$60,000	24.49 %
BOAR BOARDMAN TWP - KAL CO	1	3.44 %	\$0	0.00 %
FFLK FIFE LAKE TWP	4	13.79 %	\$0	0.00 %
FLVL FIFE LAKE VILLAGE	1	3.44 %	\$0	0.00 %
GRLK GREEN LAKE TWP	3	10.34 %	\$0	0.00 %
GRNT GRANT TWP	2	6.89 %	\$0	0.00 %
KING VILLAGE OF KINGSLEY	1	3.44 %	\$185,000	75.51 %
MAYF MAYFIELD TWP	4	13.79 %	\$0	0.00 %
PARA PARADISE TWP	4	13.79 %	\$0	0.00 %
SPRI SPRINGFIELD TWP	2	6.89 %	\$0	0.00 %
UNIO UNION TWP	2	6.89 %	\$0	0.00 %
WHWT WHITEWATER TWP	4	13.79 %	\$0	0.00 %
Total Incident Count:	29		Total Est Losses:	\$245,000

GRANDTRAVERSERURA

Monthly Incident Counts By Station

Alarm Date Between {09/01/2017} And {09/30/2017}
and FDID = "02802"

Station #	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Percent
	0	0	0	0	0	0	0	0	4	0	0	0	4	12.50%
002	0	0	0	0	0	0	0	0	13	0	0	0	13	40.62%
003	0	0	0	0	0	0	0	0	11	0	0	0	11	34.37%
006	0	0	0	0	0	0	0	0	4	0	0	0	4	12.50%

Total Runs by Month											
Jan	0	Feb	0	Mar	0	Apr	0	May	0	Jun	0
Jul	0	Aug	0	Sep	32	Oct	0	Nov	0	Dec	0

Grand Total Runs: 32

GRANDTRAVERSERURA

Monthly Incident Counts By Station

Alarm Date Between {09/01/2016} And {09/30/2016}
and FDID = "02802"

Station #	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Percent
002	0	0	0	0	0	0	0	0	8	0	0	0	8	27.58%
003	0	0	0	0	0	0	0	0	4	0	0	0	4	13.79%
004	0	0	0	0	0	0	0	0	7	0	0	0	7	24.13%
006	0	0	0	0	0	0	0	0	10	0	0	0	10	34.48%

Total Runs by Month											
Jan	0	Feb	0	Mar	0	Apr	0	May	0	Jun	0
Jul	0	Aug	0	Sep	29	Oct	0	Nov	0	Dec	0

Grand Total Runs: 29



Grand Traverse Rural Fire Department Chief's Report

Theo Weber, Fire Chief & CEO

November 2017

Memorandum: This month's activities have been focused on finishing projects and assuring all training and testing are up to date. A couple of issues with apparatus have been identified and are being addressed. Two vehicles were damaged during responses and repairs have been scheduled. Work has been started by staff to identify and purge files according to retention schedule. Software, subscriptions, and maintenance contracts identified and scheduled to be terminated by March 31st 2018.

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 2018.
- ⊗ Engine 6 damaged during Fire response
- ⊗ Marine 6 and its trailer were damaged during a river rescue
- ⊗ Pump testing is complete
- ⊗ Mask Fit tests for all members have been completed
- ⊗ E3 frame corrosion identified during pump testing and remediated by CSI
- ⊗ E2 Valve problem identified during pump testing scheduled for valve replacement by CSI

Incident Calls for October 2017

- 4 - Fires
- 6 - EMS
- 5 - Hazard
- 2 - Service Calls (all unauthorized burning)
- 5 - Good Intent
- 3 - False Alarm
- 0 - Other

28 Total Calls (September calls were 32)

We are Rural!



Meetings Attended/Held:

-  GTRFD Officers - Focused was on finishing all equipment repairs and training for 2017
-  Central Dispatch Technical Advisory Committee
-  NWRTC – 2017-18 FFI & II class and Driver Training have been scheduled. Required repairs and updating of the facility continues.

Training:

November Training: Bloodborne pathogens and lock out/tag out.

GRANDTRAVERSERURA

Incident Type Report (Summary)

Alarm Date Between {10/01/2017} And {10/31/2017}
and FDID = "02802"

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
	3	10.71%	\$0	0.00%
	<u>3</u>	<u>10.71%</u>	<u>\$0</u>	<u>0.00%</u>
1 Fire				
100 Fire, Other	2	7.14%	\$0	0.00%
111 Building fire	2	7.14%	\$440,000	100.00%
	<u>4</u>	<u>14.28%</u>	<u>\$440,000</u>	<u>100.00%</u>
3 Rescue & Emergency Medical Service Incident				
300 Rescue, EMS incident, other	1	3.57%	\$0	0.00%
321 EMS call, excluding vehicle accident with	1	3.57%	\$0	0.00%
322 Motor vehicle accident with injuries	3	10.71%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	1	3.57%	\$0	0.00%
	<u>6</u>	<u>21.42%</u>	<u>\$0</u>	<u>0.00%</u>
4 Hazardous Condition (No Fire)				
400 Hazardous condition, Other	2	7.14%	\$0	0.00%
460 Accident, potential accident, Other	1	3.57%	\$0	0.00%
463 Vehicle accident, general cleanup	2	7.14%	\$0	0.00%
	<u>5</u>	<u>17.85%</u>	<u>\$0</u>	<u>0.00%</u>
5 Service Call				
550 Public service assistance, Other	2	7.14%	\$0	0.00%
	<u>2</u>	<u>7.14%</u>	<u>\$0</u>	<u>0.00%</u>
6 Good Intent Call				
600 Good intent call, Other	1	3.57%	\$0	0.00%
611 Dispatched & cancelled en route	1	3.57%	\$0	0.00%
631 Authorized controlled burning	2	7.14%	\$0	0.00%
661 EMS call, party transported by non-fire	1	3.57%	\$0	0.00%
	<u>5</u>	<u>17.85%</u>	<u>\$0</u>	<u>0.00%</u>
7 False Alarm & False Call				
745 Alarm system activation, no fire -	1	3.57%	\$0	0.00%

GRANDTRAVERSERURA

Incident Type Report (Summary)

Alarm Date Between {10/01/2017} And {10/31/2017}
and FDID = "02802"

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
7 False Alarm & False Call				
746 Carbon monoxide detector activation, no CO	2	7.14%	\$0	0.00%
	3	10.71%	\$0	0.00%

Total Incident Count: 28

Total Est Loss: \$440,000

GRANDTRAVERSERURA

Incident Type Report (Summary)

Alarm Date Between {10/01/2016} And {10/31/2016}
and FDID = "02802"

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
113 Cooking fire, confined to container	1	3.33%	\$0	0.00%
	<u>1</u>	<u>3.33%</u>	<u>\$0</u>	<u>0.00%</u>
3 Rescue & Emergency Medical Service Incident				
322 Motor vehicle accident with injuries	3	10.00%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	1	3.33%	\$0	0.00%
341 Search for person on land	1	3.33%	\$0	0.00%
360 Water & ice-related rescue, other	1	3.33%	\$0	0.00%
	<u>6</u>	<u>20.00%</u>	<u>\$0</u>	<u>0.00%</u>
4 Hazardous Condition (No Fire)				
412 Gas leak (natural gas or LPG)	1	3.33%	\$0	0.00%
413 Oil or other combustible liquid spill	1	3.33%	\$0	0.00%
424 Carbon monoxide incident	2	6.66%	\$0	0.00%
444 Power line down	1	3.33%	\$0	0.00%
	<u>5</u>	<u>16.66%</u>	<u>\$0</u>	<u>0.00%</u>
5 Service Call				
531 Smoke or odor removal	1	3.33%	\$0	0.00%
550 Public service assistance, Other	1	3.33%	\$0	0.00%
561 Unauthorized burning	1	3.33%	\$0	0.00%
	<u>3</u>	<u>10.00%</u>	<u>\$0</u>	<u>0.00%</u>
6 Good Intent Call				
611 Dispatched & cancelled en route	5	16.66%	\$0	0.00%
631 Authorized controlled burning	1	3.33%	\$0	0.00%
661 EMS call, party transported by non-fire	1	3.33%	\$0	0.00%
	<u>7</u>	<u>23.33%</u>	<u>\$0</u>	<u>0.00%</u>
7 False Alarm & False Call				
745 Alarm system activation, no fire -	6	20.00%	\$0	0.00%
	<u>6</u>	<u>20.00%</u>	<u>\$0</u>	<u>0.00%</u>
8 Severe Weather & Natural Disaster				

GRANDTRAVERSERURA

Incident Type Report (Summary)

Alarm Date Between {10/01/2016} And {10/31/2016}
and FDID = "02802"

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
8 Severe Weather & Natural Disaster				
8001 Severe Weather - Tree Removal from	2	6.66%	\$0	0.00%
	<u>2</u>	<u>6.66%</u>	<u>\$0</u>	<u>0.00%</u>

Total Incident Count: 30

Total Est Loss: \$0

GRANDTRAVERSERURA

Incidents by Township (Summary)

**Alarm Date Between {10/01/2017} And {10/31/2017}
and FDID = "02802"**

Township		Count	Pct of Incidents	Est Losses	Pct of Losses
*	< Not Reported >	6	21.42 %	\$0	0.00 %
FFLK	FIFE LAKE TWP	4	14.28 %	\$400,000	90.91 %
FLVL	FIFE LAKE VILLAGE	1	3.57 %	\$0	0.00 %
GAR	GARFIELD TWP - KALKASKA	1	3.57 %	\$0	0.00 %
KING	VILLAGE OF KINGSLEY	2	7.14 %	\$0	0.00 %
MAYF	MAYFIELD TWP	2	7.14 %	\$0	0.00 %
PARA	PARADISE TWP	5	17.85 %	\$0	0.00 %
SPRI	SPRINGFIELD TWP	1	3.57 %	\$0	0.00 %
UNIO	UNION TWP	3	10.71 %	\$0	0.00 %
WHWT	WHITEWATER TWP	3	10.71 %	\$40,000	9.09 %
Total Incident Count:		28		Total Est Losses:	\$440,000

GRANDTRAVERSERURA

Incidents by Township (Summary)

Alarm Date Between {10/01/2016} And {10/31/2016}

Township		Count	Pct of Incidents	Est Losses	Pct of Losses
BLAR	BLAIR TWP	1	3.33 %	\$0	0.00 %
CLEA	CLEARWATER TWP	1	3.33 %	\$0	0.00 %
EBAY	EAST BAY TWP	1	3.33 %	\$0	0.00 %
FFLK	FIFE LAKE TWP	3	10.00 %	\$0	0.00 %
FLVL	FIFE LAKE VILLAGE	2	6.66 %	\$0	0.00 %
GRLK	GREEN LAKE TWP	11	36.66 %	\$0	0.00 %
KING	VILLAGE OF KINGSLEY	1	3.33 %	\$0	0.00 %
MAYF	MAYFIELD TWP	1	3.33 %	\$0	0.00 %
PARA	PARADISE TWP	3	10.00 %	\$0	0.00 %
SPRI	SPRINGFIELD TWP	2	6.66 %	\$0	0.00 %
WHWT	WHITEWATER TWP	4	13.33 %	\$0	0.00 %
Total Incident Count:		30		Total Est Losses:	\$0

GRANDTRAVERSERURA

Monthly Incident Counts By Station

Alarm Date Between {10/01/2017} And {10/31/2017}
and FDID = "02802"

Station #	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Percent
	0	0	0	0	0	0	0	0	0	6	0	0	6	21.42%
002	0	0	0	0	0	0	0	0	0	10	0	0	10	35.71%
003	0	0	0	0	0	0	0	0	0	5	0	0	5	17.85%
006	0	0	0	0	0	0	0	0	0	7	0	0	7	25.00%

Total Runs by Month											
Jan	0	Feb	0	Mar	0	Apr	0	May	0	Jun	0
Jul	0	Aug	0	Sep	0	Oct	28	Nov	0	Dec	0

Grand Total Runs: 28

GRANDTRAVERSERURA

Monthly Incident Counts By Station

Alarm Date Between {10/01/2016} And {10/31/2016}
and FDID = "02802"

Station #	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Percent
002	0	0	0	0	0	0	0	0	0	5	0	0	5	16.66%
003	0	0	0	0	0	0	0	0	0	6	0	0	6	20.00%
004	0	0	0	0	0	0	0	0	0	12	0	0	12	40.00%
006	0	0	0	0	0	0	0	0	0	7	0	0	7	23.33%

Total Runs by Month											
Jan	0	Feb	0	Mar	0	Apr	0	May	0	Jun	0
Jul	0	Aug	0	Sep	0	Oct	30	Nov	0	Dec	0

Grand Total Runs: 30

Whitewater Township Historical Society
Minutes of the Meeting held on August 9, 2017

Approved
Oct. 11 2017
ZHS

Call to Order:

-Meeting was called to order by Snider at 7:23 pm at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan.

Roll Call:

-Members Present: Birks/Yes, and Snider/Yes.
-Members Absent: Lake

Set / Adjust Agenda:

-No Changes

Approval of Minutes:

-Birks made the motion to approve the (July 12, 2017) minutes and Snider seconded the motion.
-All in Favor: 2 / Opposed 0.
Motion Carried

Public Comment:

-Mary Lou Baggs brought in some items to show us and is letting us get copies of them.

Correspondence:

-None

Unfinished Business:

-We needed to re-approve the June 14, 2017 minutes with the corrected time of the meeting.

Birks made the motion to approve the minutes with the corrected time and Snider seconded the motion.

All in Favor: 2 / Opposed 0

Motion Carried.

-New information that Birks got from Steve Harold:

Steve said that he did not know of any battle that was at Battle Creek, he said that there was a huge battle south of Ludington, Michigan that 5000 people were killed and the Indians put their heads on stakes.

Steve also said that ten to twelve thousand years ago was the first population of Indians in our area.

New Business:

- Took some copies of the items that Mary Lou Baggs brought in.
- We were going to head to Circle Hill Cemetery for a field trip, but something came up so we were not able to go, we will try to go there at our next meeting.
- Our next meeting is September 13, 2017.

Public Comment:

-None

Adjournment:

- Birks made the motion to adjourn the meeting and Snider seconded the motion.
- The meeting was adjourned by Snider at 8:15 pm.

Respectfully submitted,

Luann Snider
Historical Society Recording Secretary

**Whitewater Township
Parks and Recreation Advisory Committee
Regular Minutes for Monday, September 11, 2017**

Call to order 7:05 p.m.

Roll Call: Butler, Cosgrove, Hubbell, Leach, Melton

Absent: Decker

Also in attendance Recording Secretary MacLean, (corrected, Clerk Goss not in attendance)

Set / Approve Agenda:

Declaration of Conflict of Interest: None

Public Comment: None

Approval of August 14, 2017, Regular meeting minutes and August 21, 2017, Special Meeting.

MOTION by Leach second by Hubbell to approve the minutes. Voice vote: All in favor. Motion carried.

Reports/Presentations/Announcements/Comments/Correspondence:

Unfinished Business:

1. Township Park playground equipment. Where at the park? Cost of sand blasting and powder coating – Cheryl CRM. Additional fasteners, swings and additional chain – Melissa for this fiscal year for spring installation.

MOTION by Cosgrove, second by Hubbell to send a recommendation to the Board to fix all of the equipment and put it up in the spring on the grassy area. Voice vote: All in favor. Motion carried.

2. “No Overnight Parking” signage. Must have an enforceable rule or law, state or local. “No Overnight Parking or Camping”. To Cheryl: What do the other parks’ signs say and do they have extra signs we can buy? And by what legal authority is it enforced?

3. Benches for Hi Pray and BCNA: . Metal frame, composite. Cosgrove ordered one to test.

MOTION by Cosgrove, second by Leach to recommend to the board to purchase 5 benches (2 for Hi Pray playground, 2 for basketball/tennis and 1 for BCNA), Home Depot #60054, \$145.79 each, \$728.95. Voice vote: All in favor. Motion carried

Preen to keep the weeds from germinating in the spring in the playground area at Hi-Pray.

4. Recreation Plan: Appendix 9 and 14. Appendix 9 is good with property line adjustment.

QUESTIONS: Why was BCNA not done correctly with the grant money in the first place? Who signed off on it? Was it approved that way?

Is it feasible to make it a complete loop around the pond at BCNA? Investigate how much tree removal.

Red dotted line to the lake in the non passable area for now or remove now and add in the future if applicable. Put a sign up that says “Trail Closed”.

Appendix 14 : Makes no sense to have the connector – remove.

No specific decisions made on the map changes.

Replace the “ice” sign at the pond as it was stolen / removed.

New Business:

1. Discussion of Projects to gather info to start application process for grants. Move forward in 2017. Plan for 2018.

Next regular meeting October 9, 2017.

Agenda items: .

Public Comment: None

Adjournment: 9:00 p.m.

Respectfully submitted,

Lois MacLean

Recording Secretary

WHITEWATER TOWNSHIP PLANNING COMMISSION
MINUTES FOR REGULAR MEETING
October 4, 2017

Call to Order at 7:04 p.m.

Pledge of Allegiance

Roll Call: Dean, Hooper, Jacobson, Lawson, Mangus, Render

Absent: Link

Also in attendance: Lois MacLean, Recording Secretary; Denny Habedank, Zoning Administrator plus 0 in audience

Set / Adjust Agenda: Set

Declaration of Conflict of Interest: None

Public Comment: None

Public Hearing: Amendment #72 pertaining to:

Article 3, Definitions

Article 17, Administration

Article 19, Request for Amendment

a. Open Public Hearing at 7:05 p.m.

b. Attendance sign in request

c. Notice published in The Record Eagle on September 17, 2017

d. Amendment #72, Article 3, Definitions; Article 17, Administration; Article 19, Request for Amendment

e. Presentations: Zoning Administrator: Definitions – Foot print, recommend from overhang, recommend including decks. Foot print is not used for setbacks. County code says decks have to have a foundation. Add a definition of Setback in the future to address this question. Dwelling question regarding seasonal rentals.

f. Correspondence received: None received from the general public. Clerk Goss provided suggested changes, grammatical, Public Act references and other minor changes.

g. Public Comment:

Comment in opposition to the amendment: None

Comment in favor of the amendment: None

h. Close Public Hearing at 7:26 p.m.

PC discussion, action and decision:

Motion by Lawson, second by Jacobson to send Amendment #72 regarding Article 3, Article 17 and Article 19 including changes as suggested by Clerk with the exception of Site Condominium to the Board for approval.

Roll call vote: Dean-yes; Hooper-yes; Jacobson-yes; Lawson-yes; Link-n/a; Mangus-yes; Render-yes

Approval of Minutes:

Motion to approve September 6, 2017, Regular Meeting Minutes by Dean, second by Lawson. On voice vote, all in favor. Motion carried.

Correspondence: None.

Reports:

Zoning Administrator Report,: Got a call about a possibility of an event barn on M72 – they would like to move ahead on this. It is part Ag and part Residential. May want to look at as a PUD.

Habedank also notes that he is happy to be back.

Dean: Did anyone hear about the Acme township seasonal rental? What was noted in the newspaper is that it limits the number and the size of the property allowed.

Habedank: Medical Marijuana issue will have to be addressed by the December 15, state deadline. Discussion of the timeline. Has a generic/model ordinance that can be updated with Whitewater Township specifics. At this point, because so much is up in the air, it is recommended by other entities to just hold off at this time, wait and see. The township must make a decision. The Board will make a decision based on the survey then, if necessary, it would be sent to the PC for specifics. There are 214,000 card carrying medical marijuana patients in the state. There are 38,000 in the county.

Chair's Report, Mangus: The board did go over the private road ordinance.

Township Board Rep., Lawson: Marijuana growers were in attendance at a recent board meeting.

ZBA Representative, Hooper: September meeting regarding a setback for an accessory building was approved.

Committee Reports: None.

Additional Items: None.

Old Business:

1. Article 6, Residential including potential items to move to 6. 6.13 is about waterfront. Consensus to move all of 6.13 as written to Article 14, Waterfront and address with Article 14.

Discussion: R1 is subdivisions and around the lakes. There is a trend of “granny flats” and “tiny houses” that may need to be addressed in the future. Maybe consider as a conditional use. These create affordable housing options. Possibly add as a special use in proposed 6.11.

Consensus to remove proposed 6.02 E

Mangus will provide an updated proposal for the next meeting.

2. Article 14, Waterfront. postpone

New Business:

1. Article 7, R2-R3. postpone
2. Event Barns. (discussed during ZA report)

Next Regular Meeting November 1, 2017: Agenda items: Continue with Article 6 and the rest of the agenda items.

Public Comment: None

Commission Discussion/Comments: None

Continuing Education: None.

Adjournment: 9:08 p.m.

Respectfully Submitted
Lois MacLean,
Recording Secretary

Whitewater Township Historical Society
Minutes of the Meeting held on October 11, 2017

Approved
11-8-2017
YKS

Call to Order:

-Meeting was called to order by Snider at 7:07 pm at the Whitewater Township Hall
5777 Vinton Road, Williamsburg, Michigan

Roll Call:

-Members Present: Birks/Yes, and Snider/Yes
-Members Absent: Lake

Set / Adjust Agenda:

-No Changes

Approval of Minutes:

-Birks made the motion to approve the (August 9, 2017) minutes and Snider seconded the motion.

-All in Favor: 2 / Opposed 0.

Motion Carried

Public Comment:

-None

Correspondence:

-None

Unfinished Business:

-Birks didn't have a chance to ask Steve Harold any more questions, about when the native Americans came to this area.

-We were going to have a field trip to the cemetery, but it got too dark outside.

New Business:

-Snider had a few meetings with Ann Hoopfer (from the Samels farm), regarding information on the family and photo's that the society has.

Public Comment:

-None

Adjournment:

-Birks made the motion to adjourn the meeting and Snider seconded the motion.

-The meeting was adjourned by Snider at 8:16 pm.

Respectfully Submitted,

Luann Snider
Historical Society Recording Secretary

Grand Traverse Sheriff Department Calls for Service Statistics

Month Year
October 2017

Day of Week	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	TOTAL				
	496	551	506	431	433	406	413	3,236				
Hour of Day	0	1	2	3	4	5	6	7	8	9	10	11
	91	56	59	34	40	43	77	111	166	169	178	180
	12	13	14	15	16	17	18	19	20	21	22	23
	142	170	172	190	216	179	174	180	165	159	158	127
Location	Citations	Traffic Crashes			Arrests			*Other	Criminal	Non-Criminal	Traffic Crashes	Total
		Fatal	PIA	PDA	OWI	MIP	Criminal					
01 Acme	9	0	2	16	2	1	10	77	26	42	18	163
02 Blair	29	0	5	28	2	0	22	217	89	73	33	412
03 East Bay	27	0	4	36	0	0	18	196	49	88	40	373
04 Fife Lake	6	0	2	7	0	0	5	47	5	12	9	73
05 Garfield	53	0	9	82	3	2	68	579	307	354	91	1,331
06 Grant	2	0	0	2	0	0	0	16	9	11	2	38
07 Green Lake	6	0	4	9	0	0	8	80	38	42	13	173
08 Long Lake	5	0	0	14	0	0	1	56	21	42	14	133
09 Mayfield	12	0	1	17	1	0	0	58	3	6	18	85
10 Peninsula	1	0	0	6	1	0	3	52	14	48	6	120
11 Paradise	7	0	1	16	1	0	6	49	12	35	17	113
12 Union	4	0	1	1	0	0	1	15	2	4	2	23
13 Whitewater	4	0	0	12	1	0	4	52	11	12	12	87
29 Fife Lake Vlg	4	0	0	0	0	0	0	19	0	11	0	30
30 Kingsley Vlg	3	0	0	0	0	0	5	49	21	16	0	86
66 Traverse City	3	0	0	0	3	0	48	0	0	0	0	0
84 Out of County	0	0	0	0	1	0	27	0	0	0	0	0
Totals	175	0	29	246	15	3	226	1,562	607	796	275	3,240

*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 11/01/17.

Arrest Stats are as of 11/01/17.

Totals are not equal.

RECEIVED

11/6/17

CB



GRAND TRAVERSE RURAL FIRE BOARD MEETING

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

September 20, 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

Motion by Paradise, supported by Union to approve the agenda as presented. 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 August 16, 2017
- b. Payroll – The Board approves Payroll #16 in the amount of \$6,070.68 and Payroll #17 in the amount of \$5,585.64.
- c. Accounts Payable – The Board approves Pre-Authorized Vendor’s Payable, for September 5, 2017 in the amount of \$829.10 and Vendor’s Payable for September 20, 2017 in the amount of \$17,044.43.
- 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 Paradise to approve the consent calendar for September 20, 2017 as presented. Roll Call Vote: Fife Lake (aye) Paradise (aye), Springfield (aye), Union (aye), Whitewater (aye). Motion carried unanimously.

V. Public Comment

Brianna Haycraft, 4209 E. M-37, Kingsley – Haycraft asked if the Fire Board was planning to pay for fire school, which starts in November. She has been speaking with Captain Fritz, and has been told it needs to be discussed by the board.

VI. Unfinished Business

- a. **CPSM Recommendations** – A budget has not yet been completed for the 2018 year. A personnel committee was developed. The recruitment and retention grant has been completed. The board has begun to track and analyze expenditures. The Chief stated that any repairs are allocated to each piece of equipment, so that the department knows what each piece of equipment costs. The board discussed this item. Metrics for dispatch have been completed; the board discussed this item. A formal district wide fire risk analysis and pre-incident planning was to be completed by a deputy chief, a position that is currently on hold. This item is important, but has not been completed due to a lack of staffing. The board discussed this item; the completion of this item (any many others, including software, memberships, fire school and other training) depend on whether GTRFD is still an acting department past December 31, 2017. The fire school starts in November; it costs approximately \$2,000 per candidate. This item will be discussed further under New Business Item d. Facilities plans are being taken care of by the individual townships; Paradise is currently finding facilities expansion cost prohibitive, and Whitewater is also looking at very high costs for expanding and renovating facilities. Fife Lake is also looking at facilities expansion, but in the current location can only build up. Department policy review is dependent on the existence of GTRFD past December 31; current policies have been provided to the board. The board is not planning a work session at this time to discuss the department policies.
- b. **Resolution for Annual Meeting** – This is an item to be dealt with after the continued existence of GTRFD has been discussed post December 31, 2017.

- c. **Resolution for Name Change** – A motion was made at the February meeting to make GTRFD the formal name of the department. Legal counsel then recommended that a formal resolution be passed and sent to all townships. The board believes this has been done, but will verify this.
- d. **Station 6 Discussion of Relevant Issues** – This has been completed.
- e. **Review GTRFD Administration Policies** - This is an item to be dealt with after the continued existence of GTRFD has been discussed post December 31, 2017.
- f. **Review Detailed Steps for Dissolution** – This is part of item g.
- g. **Review Jim Young’s Response to Rural Fire Board Questions** – The board discussed the responses provided by legal counsel Jim Young to the questions posed by the board. These responses were provided in the meeting packet, starting on page 26. Going back years, there has been a process for dissolution, which was fairly clean, but the board wanted to clarify the steps for themselves and the public. The board discussed each point made by Young. Steps 1, 2, and 3 of the dissolution process have been completed. For Step 4, townships making claim to assets need to do this immediately. Whitewater claims the skid unit on Brush 3; this is already not listed on the appraised asset list. Fife Lake states that there may be claims from her township; Chief stated that receipts for purchase and donation must be submitted in order to make a claim and this must be done soon. The board discussed appraisal value. Step 5 has not been completed, and will not be until all other issues/steps have been addressed.

The board discussed the resolution of Step 4. Fife Lake and Roger Gibson stated that Fire Lake still has equipment in service that was purchased and owned by Fire Lake prior to the creation of GTRFD. This includes extrication equipment, a brush truck skid unit and other truck accessories. The Chief stated that significant repairs have been made to much of this equipment, which comes close to meeting the value of this equipment new. Members of the board stated that their townships each put quite a bit of money into the system around the same time for the use of the department. The board discussed the value of equipment appraisals and how they will be accepted.

The Chief has talked with the state, and been told that no new fire department will receive a fire department ID until the GTRFD has been officially dissolved. When the paperwork for this dissolution and a formal resolution from the township wishing to start a new department both reach the state level, a fire department ID will be granted. There are approximately 26 mutual aid agreements currently in place with GTRFD; when a formal dissolution date is chosen, these parties can be notified. When the time comes to dissolve GTRFD, a letter will be drafted by legal counsel to notify the parties in mutual aid agreements. The date of dissolution is key in the whole process.

A third party has been used to complete an asset appraisal, and this appraisal has been reviewed. The board has not yet determined how the appraisal is going be used and

assets dispersed in the dissolution. The board discussed equipment appraisals, in Item b below. The board then returned to Young's letter.

Young presented three options for timelines. The first is to keep GTRFD functional until all assets can be transferred at once; the second is a piecemeal transfer of assets and temporary continuation of GTRFD until all replacement departments are ready; the third is a piecemeal transfer of assets and agreements and the immediate dissolution of GTRFD. The board discussed the options and how they would affect each township. Paradise likes Option 2; he feels it's best for his township, which may not be ready if GTRFD decides to dissolve quickly. Paradise has been instructed by his township board to vote no on dissolution. Whitewater favors Option 1, because it gives more stability to the townships that don't have departments. Union would prefer Option 1, but he trusts the department to do what is right; he feels if things are done piecemeal something will be lost in the shuffle. However, he feels that deadline needs to be set, because the board frequently kicks the can down the road. Springfield prefers Option 2, because it will let his township function as a department as soon as it is ready, and get going and start over, while still assisting folks who need it. Fife Lake prefers Option 2 as best for her township. The Chief does not have an opinion.

Assets would be divided as necessary, and as appropriate. Each township needs to determine what assets they need to protect their citizens, and sell the rest, so that it is GTRFD overall that takes the hit, rather than an individual township after the assets are split up. This needs to be done immediately. The Chief pointed out that there are assets that were purchased for GTRFD as a whole and may not make sense for any individual department to own. He also feels that if GTRFD is going to dissolve, they need to set a date. **Whitewater moved to dissolve GTRFD by December 31, 2017, Fife Lake seconded.** Paradise asked if a date further out could be chosen, given that Whitewater and Paradise are not ready to start their own departments. The board and Chief discussed dates, and how far out a date could be set. Union does not feel comfortable with this, given that he still has no agreement from other townships to protect his township; this agreement is in the works, but coverage and fees have not been determined yet. Springfield would also like to see a date further out. **Roll call vote: Union (no), Paradise (no), Fife Lake (yes), Whitewater (yes), Springfield (yes). Because a motion to dissolve requires a 2/3 vote, the motion fails.** A formal resolution would be needed to dissolve, if the motion had passed.

Fife Lake stated that they and Springfield are willing to offer their assistance in developing their own departments, as they are further ahead of Whitewater and Paradise in this area. **Fife Lake moved to dissolve GTRFD by March 31, 2018, Springfield seconded.** Fife Lake feels this is more realistic. **Roll call vote: Union (no), Paradise (no), Fife Lake (yes), Whitewater (yes), Springfield (yes). Because a motion to dissolve requires a 2/3 vote, the motion fails.**

Union detailed the points that he would need covered to feel comfortable with dissolution. He needs firm agreements with all the other townships to cover his township that detail the level of service and costs. The board discussed the coverage of

Union. Fife Lake stated that she feels that GTRFD will be dissolving, the townships just need to get everything in order and get a date set.

VII. New Business

- a. **Completion/Removal of Unfinished Business Items a). - e). (see above) – UB a.1, 4 and 6, CPSM Recommendations, still need to be addressed, as does UB b. UB c, name change, needs to be verified. At this point, a budget will need to be completed, as at this point it looks like GTRFD will still exist as of January 1, 2018. Union moved to have staff prepare a proposed 2018 Annual Budget for review at the October regular meeting, including options with and without Fife Lake and Springfield. Whitewater seconded. All in favor, motion carried.** Maintenance costs have been tracked, so a.4 can be removed. The board discussed the district-wide fire risk analysis and planning. The Chief restated that GTRFD currently does not have the staff and assets to conduct this analysis. **Whitewater moved to remove a.6 from the agenda, despite being incomplete, Fife Lake seconded. All in favor, motion carried.** Item b will be left on the agenda.
- b. **Equipment Appraisals – Whitewater reminded the board that they bought the skid unit on Brush 3, and Chief stated that the skid unit was not included in the appraisal value of Brush 3. Whitewater moved to accept the actual cash value column of the appraisals as presented in the third-party report as the basis for valuation. Paradise seconded.** Paradise knows that by supporting the motion to approve this valuation, his station is leaving money on the table, but splitting hairs on fuel and maintenance and other expenses is going down a rabbit hole. He feels that accepting the appraisal is what is right and neighborly. The board discussed this as a “good neighbor” move that would allow a fair division of assets among both station owning and non-station owning townships. Whitewater, Union and Springfield agree with accepting the value and moving on, and being good neighbors to all of the other townships. The Chief feels that accepting this valuation from a third-party appraiser is the correct move. Fife Lake is not 100% on board, but will agree to move this forward. **A roll-call vote was taken. Paradise (yes), Fife Lake (yes), Whitewater (yes), Union (yes), Springfield (yes). Motion passed unanimously.**
- c. **Mutual Aid Agreements – This was previously discussed. Union is waiting on numbers from Fife Lake and Springfield, and discussion with the other townships. Some items have been agreed upon, but final coverage and costs have not yet been decided. The agreement between Union and Fife Lake/Springfield should be finalized in the next month, and should be on the October GTRFD agenda. Paradise asked if GTRFD is not dissolved by December 31, 2017, will Fife Lake and Springfield be leaving? This question was not answered.**
- d. **Rural Fire 2018 – GTRFD will still exist in some form, at least in the early months of 2018. The board continued to discuss the dissolution of GTRFD and the agreements with Union. The cost recovery numbers need to be updated, according to Chief – the board directed him to follow up on this. Union moved that as long as GTRFD is in existence, all approved applicants to the fire school be funded. Paradise seconded.** The board discussed this item, and whether the individual townships should contribute. Fife Lake stated that there have been three events in Fife Lake/Springfield where there has been either

no response or one person responding from GTRFD, and this is of great concern. **All in favor, motion carried.**

After dissolution, the students will go to their respective departments and be useful to the entire community. The Chief stated that he will continue to move forward as if GTRFD will exist in 2018. Paradise suggested offering the Chief a month-to-month contract going forward in 2018; it does sound as if GTRFD will dissolve at some point in 2018, and finding a new chief would be a significant amount of work for a department that is looking to dissolve. The board discussed this, and the stability that it would provide GTRFD as a whole going forward. Fife Lake was hoping for a December 31, 2017 date to dissolve; she does not want to see what happened last year happen again, where the board did not have a choice in a chief. She would like to advertise now for a temporary chief or deputy chief. Whitewater asked the Chief for his opinion – Chief stated that he was not planning to go further than the end of the year, and he would need to consider the matter. The board again discussed a dissolution deadline. **Paradise moved that if GTRFD is still an entity in 2018, Chief Weber be offered a month-to-month contract at 1/12 of his annual salary for 2017, Union seconded. Roll call vote: Union (yes), Paradise (yes), Fife Lake (no), Whitewater (yes), Springfield (no).** Chief stated that his decision to accept will be based on the dissolution date that the board sets.

Fife Lake wanted to reiterate that she does not feel Fife Lake and Springfield are getting covered properly by GTRFD. Chief stated that he cannot force volunteers to respond; Station 2 and Station 6 are both dispatched to incidents in those townships. He does not know what other actions to take to make sure incidents are covered. The board discussed responses from a volunteer department. This is a struggle that all of the townships will have to deal with moving forward, whether as GTRFD or as individual stations. Union pointed out that in the draft agreements with Fife Lake/Springfield, there is a clause that specifically states a response is not guaranteed from volunteer departments.

- e. **Disposition of Records Post-Dissolution – Whitewater moved to table this item until a dissolution date is set. Union seconded. All in favor, motion carried.**

VIII. Second Public Comment

Neil Haycraft, 4209 E. M-37, Kingsley. - Haycraft stated that there is a volunteer in Fife Lake who cancels Kingsley crews before they can get on scene. That is why they are not responding to Fife Lake/Springfield fires, or are responding but not making it to the scene. He recommended that Union start their own fire station.

Fife Lake left the meeting shortly after the start of Haycraft's comment.

Chief Weber – Weber stated that for the record, volunteer services have been declining for 15 years. The only way you can guarantee a response is to have paid on-call staff. Recruitment and retention grants are ongoing. The toxic nature of the board has driven away recruits, and this includes the comments from the Fife Lake supervisor who breaks apart the department rather

than trying to hold it together. His crews were told they were not allowed to be part of the Fife Lake 4th of July Parade; this is part of the toxic attitude that he's talking about.

IX. Adjournment

Motion by Paradise, supported by Union to adjourn the meeting at 8:30 p.m. Motion carried unanimously (Fife Lake absent).

Ron Popp, Chairman

Dana Boomer, Recording Secretary

DRAFT



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 October 4, 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: Capt. Fritz Lt. Bugai	Station 3: Capt. Arbenowske	Station 6: Lt. Stiner
Safety Officer Lt. Stiner Training Officer J. Gibson (absent)		

Chief's Report

Safer Grant Update: Chief Weber shared that the grant request was unsuccessful.

Other:

- Pump testing has been completed on all pumping apparatus, preventive maintenance is scheduled for next week.
- It is the desire of the Chief to have all vehicle repairs and maintenance completed by years end.
- We have three signed up for fire school and possibly a fourth.
- Three members are signed up for MFR and one is retesting for his EMT license

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.

Training Officer:

Lt. Carpenter has been appointed training officer, Lt. Gibson will be notified.

Station Reports

Station 2:

Captain Fritz and Lt. Bugai shared comments on the most recent significant calls.

Station 3:

Captain Arbenowske reported that they had public education activities planned for October and the station update is proceeding.

Station 6:

Lt. Stiner reported a few issues with malicious activity, electrical and hose lines disconnected from trucks. Station air compressor was turned off. Battery disconnected on brush truck skid unit. Previously the tanker's tablet hidden behind and under seat.

Other issues; A fire safety event was held at Hayes manufacturing. Lt Steiner was asked if the fire trucks came from Kingsley because they were told there weren't any at Fife Lake.

Chief received a phone call from female who asked why Rural removed the fire trucks from Fife Lake. I explained that we had not. She stated Roger Gibson told her that we had.

Other

Scott Air Pack Mask FitTesting:

We have the mask fit tester back and the software issue is resolved, testing to begin immediately

Meeting adjourned at 7:00 p.m.



GRAND TRAVERSE RURAL FIRE BOARD MEETING

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

*October 18, 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 – Springfield moved to add the dissolution of GTRFD to the agenda as New Business item d, Fife Lake seconded. The board discussed the location this item. Union stated that he disagrees with putting action items on the agenda at the meeting, rather than in advance. Fife Lake asked that if this is not added to the agenda tonight, it be added to the agenda for all meetings in the future. Paradise stated that he appreciated Union's point. **In favor: Paradise, Whitewater, Fife Lake, Springfield; Opposed: Union opposed. Motion passed.**

Whitewater stated that he had received information earlier today regarding the 2017 budget, and would like to add it to the agenda. **Whitewater moved that this be New Business item e, Union seconded. All in favor, motion passed.**

Union stated that he will be out of town for the next meeting, which is November 15, 2017, as it is opening day of rifle season. Paradise will also be gone. Chief Weber will also likely be unable

to attend. This will be discussed later in the meeting. **Whitewater moved to add discussion of November meeting date as New Business item f. Union seconded. All in favor, motion passed.**

Motion by Union, supported by Springfield to approve the agenda as amended. 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 September 20, 2017
- b. Payroll – The Board approves Payroll #18 in the amount of \$4,140.90 and Payroll #19 in the amount of \$3,785.71.
- c. Accounts Payable – The Board approves Pre-Authorized Vendor’s Payable, for October 4, 2017 in the amount of \$548.74 and Vendor’s Payable for October 18, 2017 in the amount of \$6,900.02.
- d. Reports and Communications – The Board directs the staff to receive, file and respond to communications as necessary. (Financial-Budget without Fife Lake & Springfield, Chief’s, RTC, Attorney).

Motion by Fife Lake, supported by Springfield to approve the consent calendar for October 18, 2017 as presented. Roll Call Vote: Fife Lake (aye) Paradise (aye), Springfield (aye), Union (aye), Whitewater (aye). Motion carried unanimously.

V. Public Comment - None

VI. Unfinished Business

a. CPSM Recommendations –

1. 2018 Budget Update from Staff – Milliron stated that he had completed research that would allow GTRFD to extend the current budget for up to three months. This may be preferable to completing another full budget process, including a public hearing, if GTRFD is to dissolve before March 31, 2018. This would also allow the department to combine the audits for the 2017 year and the first three months of 2018. The board discussed how this process would work.

Milliron will be completing more research on whether new appropriations resolutions would be needed. The board directed the staff to draft all appropriate resolutions for budget extension and appropriations, if necessary. The board also asked Milliron to speak with the department's auditor to make sure this is an appropriate course of action.

2. Long Range Facilities Capital Plan – Supervisors to complete for their own townships. Whitewater stated that building is progressing in his township, although some issues have been encountered.
3. Review all Department Policies by May 17, 2017 – Postponed until 12/31/2017

b. Resolution for Annual Meeting – Postponed until 12/31/2017

c. Resolution for Name Change – Postponed until 12/31/2017

d. Review GTRFD Administration Policies – Postponed until 12/31/2017

e. Review Detailed Steps for Dissolution – As Union understands it, the steps have been basically completed. The remainder of the board agreed. This will be left on the agenda, however, in case additional discussion is needed.

f. Review Jim Young's Response to Rural Fire Board Questions – Paradise stated that it may be prudent to invite Mr. Young to be present at future meetings. He feels that as they are dissolving an entity that holds \$2-3 million dollars of public money, a few thousand in attorney fees is probably worth spending. The board discussed this possibility. Fife Lake stated that the change of the November meeting date should be coordinated with Mr. Young's schedule. Whitewater will check on Mr. Young's schedule, and a special meeting will be called to set a formal November meeting date. The board had consensus that November 9th at 6 pm is the preferred meeting date.

g. Disposition of records post-dissolution – The records of the department must be kept, according to state retention requirements, and there are several options for this. They must be accessible to fulfill FOIA requests. Chief Weber stated that to store the records with a private party will require pre-payment of \$1500-2000/yr and a named responsible party. The state will also hold records for a fee of \$4/box, but this would require additional boxing, scanning, labeling and inventory work. The electronic files held by the Firehouse Software are also in question, and Chief Weber has a call into them to see how these files will remain accessible after the dissolution of the department. Milliron, Weber and the board discussed the disposition of records. The Chief feels there are currently approximately 40-50 boxes of records. Whether they are all current documents that are required to be retained is unknown. The board discussed whether someone could be hired to sort out the current documents versus those which could be discarded. The board discussed how electronic records would be maintained, and whether a township could be designated to hold the electronic records, with a certain amount of money designated to the township for their expenses in keeping the records.

The board is of the consensus that Mr. Young's opinion will be requested on the topic of electronic record storage and the transfer of storage authority to another entity or township. Chief Weber will continue his research into how to maintain the electronic records for the various software, including Firehouse (for run data) and Target Solutions (for training). Chief Weber will ask Mary Jo Barck whether she would be interested in sorting through the accumulated paper records to sort out those which can be discarded. The Chief will bring more information to the November meeting.

- h. Mutual Aid Agreement status update from Fife Lake/Union Township** - Union attended a recent Fife Lake meeting of the fire authority which will take over if GTRFD dissolves. He received an offer and agreement template for Mutual Aid from the fire staff which would cover fire service for all of Union Township. Members of the Whitewater Township Board were also in attendance. Union's board is in agreement that they will be signing that agreement with Fife Lake when GTRFD dissolves.

VII. New Business

- a. Budget Amendment #4-2017** – Increase 818.002 (Consulting Fees) by \$2,500 and 932.002 (Fire Equip/Phys. Exams) by \$2,500, and Decrease 702.650 (Wages – Secretary) by \$5,000. This makes for a Net Change of \$0. The consulting fees are mainly to cover the appraisals of the equipment. **Whitewater moved to approve Budget Amendment #4-2017, Union seconded. Roll call vote: Union (yes), Paradise (yes), Fife Lake (yes), Whitewater (yes), Springfield (yes), motion carried.**
- b. Discussion about Disposition of Ladder Truck** – Whitewater stated that the ladder truck may have been a gift from the Grand Traverse Band of Ottawa and Chippewa Indian Tribe, which eventually came into the possession of GTRFD. The potential gift is still under investigation, and additional information should be available within a few days. Weber stated that there are other items that were granted, gifted, or otherwise acquired by the department. The fact that they are currently housed in one station does not make them the property of that station. The board discussed that items bought with 2% grants from the Band were not gifts. The ladder truck's origins (and the possibility of it being a gift, not a grant) are not yet known for sure. The board discussed the ladder truck, and will wait on the tribe's input on the matter. This item will be kept on the agenda for the November meeting.
- c. Mitigation Rate Changes (Review/Update/Approve)** – Chief presented a recommended increase in mitigation rates, of approximately 15%. The department is behind in increasing rates, and cost of living has increased approximately 13% since the last increase. **Union moved to adopt the mitigation rate changes as proposed by Chief Weber, Springfield seconded. Roll call vote: Union (yes), Paradise (yes), Fife Lake (yes), Whitewater (yes), Springfield (yes), motion carried.**
- d. Dissolution of GTRFD** - **Springfield moved to dissolve GTRFD by December 31, 2017, Fife Lake seconded.** Paradise stated that he will vote no, no matter what. He stated that Fife Lake and Springfield are in a much better position to start their own departments. He

would appreciate the consideration to dissolve the department March 31, 2018, to allow Whitewater and Paradise additional time to start their own departments. He feels the board as a whole might also need the additional time to dissolve an entity like GTRFD. Union supported Paradise on the date, as he feels more time is needed to dissolve the department. **Springfield amended his motion to dissolve GTRFD by March 31, 2018, Fife Lake supported the amendment. Roll call vote: Union (yes), Paradise (no), Fife Lake (yes), Whitewater (yes), Springfield (yes). Motion passed to dissolve GTRFD, which needed a 2/3 vote of the board.**

e. **2017 Budget** – Discussed previously.

f. **November Meeting Date** – The November regular meeting will be set for November 9th at 6 pm. If Jim Young is available, he is invited to the discussion, either in person (preferred) or by telephone or by video chat. If he is not available, a special meeting can be set to discuss dissolution with Mr. Young.

VIII. Second Public Comment

Linda Forwerck, 116 E. Front Street, Fife Lake – Forwerck stated that she appreciated all of the volunteers who responded to the recent fire in Fife Lake Township. There was a huge response to a big fire, and on behalf of Fife Lake and Springfield, she thanks everyone for their combined efforts to provide service on that fire.

IX. Adjournment

Motion by Union, supported by Springfield to adjourn the meeting at 7:09 p.m. Motion carried unanimously.

Ron Popp, Chairman

Dana Boomer, Recording Secretary

Cheryl A. Goss

From: Jane Rohl <jane.rohl@icloud.com>
Sent: Sunday, October 29, 2017 2:46 PM
To: Cheryl A. Goss
Subject: Thank You

Can't express how much we enjoyed the camping season at Whitewater and we especially loved Halloween and hope you continue having the Halloween camping weekend! Please thank everyone for us, Peggy, Dan, Jared, and yourself of course. We feel like part of the Whitewater Park family!

Thank you,

Jane and Joe Rohl

See you next year!!

Sent from my iPhone



P.O. Box 1011 | Bellaire, MI 49615
info@paddleantrim.com
www.paddleantrim.com
231-492-0171

RECEIVED
11-1-17
Ce

October 30, 2017

Whitewater Township Board
PO BOX 159
Williamsburg, MI 49690

Dear Whitewater Township Board:

Paddle Antrim is a local non-profit working to protect our waterways. We host regular paddling classes/events as well as offer a grant program to local governments and other area non-profits. In the past two years, we have committed over \$12,000 toward local projects that protect our waterways, educate users, and improve access. Besides these two great programs we are also leading the development of the Chain of Lakes Water Trail.

In February I sent an executive summary of the Chain of Lakes Water Trail Plan and have included another for your reference. This plan identifies over 70 different access sites, 14 potential routes and is a road map for developing the trail with on the ground capital improvements. The full plan can be found at www.paddleantrim.com/water-trail. We are actively moving forward with implementation and will be focusing on signage in the next year, which will include finalization of access sites for mapping.

We believe support from the access site owner is key to a successful water trail. We only include access sites which have been approved by the owner and, to date, have resolutions from 14 local government jurisdictions and non-profits that identify access sites for inclusion. We ask for Whitewater Township to consider allowing potential access sites to be included on the water trail. I welcome the opportunity to present the project to the board for your consideration at an upcoming meeting.

Thank you for your consideration and I look forward to sharing our project with you. Please feel free to contact me at 231-492-0171 or deana@paddleantrim.com.

Sincerely,

Deana Jerdee
Executive Director

Enclosed: Water Trail Executive Summary

**Whitewater Township Board
Minutes of Regular Meeting held October 10, 2017**

Call to Order

Popp called the meeting to order at 7:03 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, Popp

Board Members absent: Lawson

Others present: Carol Crawford, Nick Carpenter, Tim Shaffer, and 7 others

Set/Adjust Meeting Agenda

Goss noted that RCI has provided a quote for insulating and heating the storage room at the Emergency Services Building, which should be voted on under Unfinished Business #1.

Popp added the vote on adoption of Ordinance No. 50 as Unfinished Business #5.

Declaration of Conflict of Interest

None

Public Comment

Scott McBride, 5842 Moore Road, stated his wife Susanne and he purchased property on Moore Road about a year and a half ago. The first 28 years of his life, his family ran the National Summer Palaestrum, which was a children's summer camp. He stated he is here to express the importance of the board's decision and to ask the board to opt in to the Medical Marijuana Facilities Licensing Act. The state is going to be making those licenses applicable on December 15. He would like to see the board take action to provide for permitting for the five licenses that would be available.

Susanne McBride, 5842 Moore Road, stated she has been married to Scott for 24 years. She is a caregiver; she was first a patient. She stated she and her husband are law-abiding citizens, and society needs to get over thinking this is a bad substance. It is really helping a lot of people. She asked the board to please consider opting in and know that not everybody who is involved in the industry fits the stereotype that you might have in your mind.

John J. Kreger, 8019 Skegemog Point Road, stated his parents' retirement home has been here for 43 years. He is an ex-Dearborn public teacher and is here to support what the McBrides have said. He described several joint replacements he has had and stated that marijuana helps him sleep and relax. Anybody who could be helped by it, that would make their life easier, he supports 100%. He asked the board to please consider it.

Public Hearing**Ordinance No. 50 – Amendment to Video Service Provider Right-of-Way Management Ordinance**

Popp opened the public hearing at 7:22 p.m. and noted the following:

- Anyone wishing to comment should sign in.
- Notice of the public hearing was posted by the clerk at the township hall kiosk on Wednesday, September 20, 2017, and in the Traverse City Record-Eagle on Sunday, September 24, 2017.
- No written comments have been received.

Popp asked if there is any spoken comment concerning Ordinance No. 50.

(There were no comments.)

Popp declared the public hearing closed at 7:23 p.m.

Popp invited the board to offer discussion.

It was agreed that discussion would take place at the time of the vote.

Reports/Presentations/Announcements/Comments**County Board of Commissioners Report**

County Commissioner Carol Crawford gave the following report:

- In the past month, they have a new Commission on Aging director who will begin on 10/19.
- Last week, they agreed to allow Comfort Keepers an extra \$10,000 through the end of the year to do backup services for the Commission on Aging. They reached their \$30,000 allowed without having to come back to the BOC for more. This led to a discussion about the purchasing policy, which is a little ambiguous. Administration will work on rewriting the policy.
- A couple weeks ago, they had a joint meeting with the parks commission to understand properties that the parks commission holds that may be excess property and what is the process to go through with the parks commission to be able to sell some of those pieces. A process will come to the board in the next couple weeks for how they can go about selling property that is currently under the stewardship of the parks.
- They have approved a reorganization of the 86th District Court administration.
- They authorized the formation of an officers' compensation commission. They are hoping to hire for that in the next several weeks. They will begin their work in January and will figure out what all of the elected officials should make in the next term, which begins in 2019.

Goss questioned when the elected County Board of Commissioners is going to take back control of the parks and pavilion properties from the unelected and unaccountable commissions and/or authorities which currently oversee them.

Crawford explained that the BOC does have the power to overturn a parks commission decision to not sell unused park land. The Pavilions is different in that the building is under the control of the building authority until the outstanding bonds are paid off.

County Road Commissioner Report – No one is present on behalf of the Road Commission.

Mobile Medical Response Report – No one is present on behalf of Mobile Medical Response.

Planning Commission Report – Lloyd Lawson is absent.

Parks & Recreation Advisory Committee

Parks & Recreation Administrator Cheryl Goss gave the following report:

- The Parks and Recreation Advisory Committee met last night and Goss attended their meeting.
- Regarding the used playground equipment for Whitewater Township Park, it was agreed that Goss will request quotes for sandblasting and powder coating the swings and monkey bars. The quote for the merry-go-round has already been received. The committee would like to get the equipment painted this fall. The committee will work on getting written quotes for the price of cement, bolts, fasteners, etc. Melton has obtained prices on new swings and chains. Invoices from the Hi Pray Park installation will be used to come up with price quotes for the cost of lumber, rebar, weed mat, and beach sand.
- Goss updated the committee on the status of the flush toilet facility, i.e., that it has been shelved for the time being as too costly. Decker volunteered to research some alternatives.
- Regarding enforcement of park rules, mainly with respect to people hanging around or staying overnight at Hi Pray Park, the committee asked Goss to contact the sheriff's department to get more information about police enforcement of these rules. Once this information is received, they will decide on the wording of a sign.
- Goss informed the committee that the township board has approved the purchase of six park benches. Those will be ordered this fall and stored for the winter.
- PRAC discussed the two map amendments for the Recreation Plan. Appendix 9 has been corrected to show the actual amount of BCNA property and removal of the piece of private property that was formerly included. Appendix 14 shows the path of the Lossie Road Nature Trail and the Battle Creek Natural Area trails before the August 2015 storm damage. Map My Walk has been used to show where the current trail is. When Appendix 14 is corrected, the Recreation Plan needs to be amended to add the corrected maps.
- Concerning BCNA, the committee is also concerned that the current trail which goes north from the parking lot does not actually exist all the way to the water's edge. They are concerned that perhaps the township did not get what it paid for when the trail was cleaned up. They would like the board to investigate the contract to see what was supposed to be done. Were Riegle and Parshall supposed to get all the way to the water? Dennis Leach and Tom Cosgrove did concede that the former trail to the water went through a swamp, which was dry, was probably only about 8 feet wide, and was in rough shape.

- There was brief discussion about gathering cost figures for next year's budget.
- The committee would like to see a tennis court backboard constructed yet this year. Tom Cosgrove will get backboard information.

Consent Calendar

Receive and File

1. Supervisor's Report for October 2017
2. Clerk/Park & Recreation Administrator's Report for September/October 2017
3. Zoning Administrator's Report – Land Use Permits
4. Mobile Medical Response September 2017 Activity Reports
5. Grand Traverse Rural Fire Chief's Report September 2017
6. Approved 07/27/2017 Zoning Board of Appeals Minutes
7. Approved 08/02/2017 Planning Commission Minutes
8. Approved 08/14/2017 Parks & Recreation Advisory Committee Minutes
9. Approved 08/21/2017 Parks & Recreation Advisory Committee Special Meeting Minutes
10. Approved 09/06/2017 Planning Commission Minutes

Correspondence

1. Grand Traverse County Sheriff Department Statistics for September 2017 and 3rd Quarter Totals
2. Grand Traverse Rural Fire Board DRAFT 08/16/2017 Minutes
3. GTRFD Officers' Meeting Minutes September 2017 (not available)
4. Letter 09/14/2017 Charter Communications re: Change to Channel Lineup
5. Letter 09/25/2017 Elk-Skegemog Lakes Association re: Purple Loosestrife Treatment
6. Letter 09/29/2017 Charter Communications re: Changes to Channel Lineup

Minutes

1. Recommend approval of 09/12/2017 and 09/26/2017 regular meeting minutes and 09/21/2017 special meeting minutes

Bills for Approval

1. Approval of Alden State Bank vouchers # 42054 through 42140
2. Approval of First Community Bank Miami Beach voucher # 1234
3. Approval of First Community Bank WMDLS voucher # (none)

Budget Amendments (none)

Revenue & Expenditure Report (none)

Referring to the clerk's report suggestion that the large tree on the north side of the township hall needs to have branches removed, Popp stated he will get three quotes.

Scope of the tree work was discussed. It was agreed that branches close to the township hall should be removed as opposed to complete tree removal. Goss suggested the large horizontal branch be completely removed to avoid roof damage.

Motion by Hubbell to approve Consent Calendar items as presented; second by Goss.

There was no further discussion. **Roll call vote: Benak, yes; Goss, yes; Hubbell, yes; Lawson, absent; Popp, yes. Motion carried.**

Unfinished Business

Emergency Services Building Renovation/Addition Project

Goss reported there will be no additional cost for the 9'6" overhead door.

Brief discussion followed regarding clearances for vehicles.

Lt. Nick Carpenter will take some measurements of the trucks and advise the board.

Bulletin No. 4 has been provided, which shows an additional cost of \$16,731 to insulate and heat the new storage area.

Carpenter explained the reasons for requesting the area to be heated, i.e., prevention of pumps freezing, starting issues. They may use the space for training in the winter, especially if they get more members.

Popp noted that up to this point all of the ancillary storage facilities have been heated.

Motion by Hubbell to authorize Bulletin No. 4; second by Popp. There was no further discussion. **Roll call vote: Goss, yes; Hubbell, yes; Lawson, absent; Popp, yes; Benak, yes. Motion carried.**

Goss provided upcoming progress meeting dates and times.

Discussion of Whitewater Township Fire Department

Popp stated the documents in the packet are meant to keep everybody informed of what he is forwarding back and forth to Carpenter, Arbenowske, and Shugart. There are also MTA documents, the Long Lake ordinance, a sample ordinance from Shugart.

Carpenter said they continue to work on a policies and procedures manual for the department in preparation to provide to the board for review. They have created a sample ordinance for the township to review using the MTA sample. They are still working on budgetary issues as well.

Goss stated she compared the proposed ordinance that was submitted by Shugart with the MTA sample and she has a number of questions.

Discussion followed.

Popp stated it is his observation that one of the two ordinances is written from the township being the employer point of view and the fire personnel being employees, and went on to state that we cannot lose sight of the fact that we are volunteers at this time, unless the township board wants to move in a different direction and hire part-time, full-time staff.

Goss responded that volunteers do not get paid, and noted that the local department has been a paid-on-call department for many years. Paid-on-call firefighters will be township employees, paid at a rate set by the township board, and covered by workers comp.

Goss inquired if the board wants to have a special meeting to hammer out the ordinance.

Popp suggested we submit our comments and work on it remotely, especially given that Shugart is in Texas for another four or five months. Once we get it closer, it can be brought in front of the board.

Goss stated the whole board needs to be part of the discussion. Goss suggested Carpenter attend a meeting in place of Shugart to answer any questions.

There was board consensus that this matter should be kept on the board's first and second agendas of the month.

Goss will e-mail Shugart and request the Word version of his proposed ordinance.

Goss requested that the budget numbers be put into the township's regular budget format.

Popp stated at this point he is going to keep it in the Excel program.

Proposed Update Section 2.0 Administrative Policies & Procedures Manual re: Public Hearing for Non-Zoning Ordinance Amendments

Popp stated the new language to be inserted will require that a public hearing be held prior to adoption of all non-zoning ordinance amendments. The specific language to be added to Section 2.4 (d) Meeting Agenda is: All non-zoning ordinance adoption or amendment actions shall be preceded by a public hearing.

Motion by Benak to approve the additional language; second by Hubbell. There was no further discussion. **Roll call vote: Hubbell, yes; Lawson, absent; Popp, yes; Benak, yes; Goss, yes. Motion carried.**

Miami Beach Sewer System – Condition Assessment Proposal

A proposal has been received from Gourdie-Fraser to complete the condition assessment. A Miami Beach representative has questions as to who is going to pay for the phase 1 work, whether phase 2 is going to be mandatory and, if so, who is going to pay for it, as well as the number of actual risers in use. Popp also reported that Ron Bertul asked Popp to contact Kotesky Brothers Excavating, the company who installed pressure filters on the effluent side of the septic tanks. Gary Kotesky indicated they do filter evaluations or sock changes for anywhere between \$50 and \$100 if the customer supplies the socks.

Brief discussion followed.

Goss noted that she favors engaging Gourdie-Fraser to perform the phase 1 services for \$3,200 on the township-owned part of the system.

Conversation ensued regarding obtaining more than one quote for phase 1 services, where the money will come from for the charges, the need for an estimate of the pumping costs, as well as routine maintenance which has been performed by the residents.

It was agreed that an estimate of the pumping fees will be obtained and this matter will be brought back for potential action on the second October agenda.

Adoption of Ordinance No. 50 – Amendment to Video Service Provider Right-of-Way Management Ordinance

Motion by Popp to adopt Ordinance No. 50 as presented; second by Hubbell. There was no further discussion. **Roll call vote: Lawson, absent; Popp, yes; Benak, yes; Goss, yes; Hubbell, yes. Motion carried.**

New Business

Medical Marijuana Survey Results

Benak provided survey results to the board this evening and explained the process of distributing the surveys, the number returned (total of 335), and the bar graphs showing the results. All of the written comments on the surveys are included in the results. Benak will calculate the percentage of return and provide that figure.

Benak inquired of the board if 335 responses is enough to make a decision on how the board feels about opting in or opting out, or do we need more input from the community, more expert opinion.

Popp stated he would like to bring in Vaughn Harshfield, who is very experienced with statistics. Popp suggested the 334 (sic) will relate to a 90+ percent statistical accuracy.

Lengthy discussion followed.

This matter will be brought back at the second October meeting.

Approval of Park Fund Capital Expenditure

Goss provided a memo detailing the need for a storage shed at Whitewater Township Park and is seeking board approval for this capital expenditure.

Motion by Popp to purchase a 12 x 16 pre-made shed, set and delivered, with additional money for a pea stone platform, two 22 x 27 windows, no extra doors, total expenditure of up to \$4,000 with site preparation; second by Hubbell. There was brief discussion of workmanship. **Roll call vote: Popp, yes; Benak, yes; Goss, yes; Hubbell, yes; Lawson, absent. Motion carried.**

Tabled Items**Review Administrative Policy Section 5 (tabled 10/14/2014)**

This agenda item will remain tabled.

Review Ordinance 22 Pension Plan (tabled 10/25/2016)

This agenda item will remain tabled.

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

This agenda item will remain tabled.

Board Comments/Discussion

None

Announcements

The next township board meeting is 10/24/2017 at 7:00 p.m.

Public Comment

Nick Carpenter stated he talked to the engineer at the last walk-through and asked whether it would be possible, with the new sprinkler system installation, to also have some sort of in-house hydrant to refill the trucks. The engineer did not think it would be an issue. Carpenter would like an opinion if that is something we can look at while we are in the renovation project.

Brief discussion followed.

Popp stated he will check with his tribal water contacts.

Adjournment

Motion by Hubbell to adjourn; second by Popp. Meeting adjourned at 9:24 p.m.

Respectfully submitted,

Cheryl A. Goss
Whitewater Township Clerk

**Whitewater Township Board
Minutes of Regular Meeting held October 24, 2017**

Call to Order

Supervisor 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: Planning Commission Chair Kim Mangus and 13 others

Set/Adjust Meeting Agenda

Popp would like to add discussion of an NFPA subscription for the fire department.

Added as New Business #3.

Declaration of Conflict of Interest

None

Public Comment

Scott McBride, 5842 Moore Road, stated he is here to thank the board for keeping the dialogue active regarding Michigan medical marijuana licensing activities. The survey clearly showed the majority of the residents were not in favor of this activity in the township. He pleaded with the board to think about the minority of people in the community who would benefit by having access to medical marijuana in their community. There are potential business opportunities for individuals in the township. He stated he appreciates the board staying open to this idea even if the board decides not to opt in in the near future.

Mr. McBride provided some written material to the board.

Correspondence

1. E-mail 10/13/2017 Scott McBride re: Medical Marijuana Facilities Licensing Act
2. E-mail 10/13/2017 Ardella Benak re: Medical Marijuana Facilities Licensing Act
3. E-mail 10/17/2017 Scott McBride re: Medical Marijuana Facilities Licensing Act

Correspondence was not discussed.

Public Hearing

None

Reports/Presentations**Grand Traverse Rural Fire Department (Supervisor)**

At the 10/18 Rural Fire Board meeting, the board decided to dissolve by 03/31/2018. There are a few business items to close out, i.e., what to do with all the records, who has access to electronic cloud-based software if you do not pay the fees. The next regular meeting is 11/9 at 6:00 p.m. (rescheduled from the 15th to the 9th).

Brief discussion followed regarding Rural Fire records.

Acme Christian Thrift Store (ACTS)

There is no representative present for ACTS.

Unfinished Business**Emergency Services Building Renovation/Addition Project**

Goss provided an update memo, including an extensive progress report provided by Chris Richter (RCI). The next formal progress meeting is Friday at 10:00 a.m.

Update on Junk Complaint

The Zoning Administrator's 09/26/2017 memo regarding junk complaints was in the board packet. There were no questions.

Discussion of Whitewater Township Fire Department

Popp stated he got an e-mail this morning from Bob Shugart, who provided comments on the sample ordinance.

There is no one present from the fire department.

Goss stated she is happy to hear Shugart's comments and noted that she also has questions that need to be answered. Goss proposed that a 2-person subcommittee of the board, along with Nick Carpenter and Bob Shugart, be formed to work on the ordinance.

Benak agreed with the formation of a subcommittee.

Popp went on to list Shugart's comments as follows:

- Drop the probationary requirement to six months. Too many policy items in the ordinance. Just refer to the probationary period and let the policy file dictate the length of probation.
- Section 3, add water and ice rescue to the services provided.
- Section 4.3, selection of officers below the chief internally (by members), then submit the names to the township board for approval. See policy file 11 for the method of selection.
- Section 15.1, fire truck could happen upon an emergency and may use emergency lighting to block off traffic or to investigate. The wording "officially dispatched" is too restrictive.
- Section 17, use of firehouse parking is covered in the policy file.

- Other comments indicate we can pull more out of the ordinance and deal with it specifically in policy. Might be easier to change policies than ordinance. Go generic with ordinance and specific with policy.
- Deputy chief does not require 5 years of financial experience. This should be deleted from the deputy chief job description.

Popp noted that Shugart has provided the first 21 policies.

Goss and Benak both stated they did not receive the policies, at which time Benak reiterated that a group e-mail was supposed to be set up.

Shugart will be asked to copy all board members on anything sent out.

A subcommittee of Goss and Popp will be set up which will meet in the evening. Carpenter, Arbenowske, and Shugart will be invited to participate.

Discussion ensued, including following the MTA sample ordinance, timing of hiring of a fire chief, ordinance effective date.

Benak stated she has a serious question about the added Section 17, Soliciting Donations, which states the fire department wants their own nonprofit corporation, but they want the funds to be deposited into the treasurer's account to be distributed by the township. Benak stated she cannot take private funds, put it into township accounts and redistribute it to the township. In the past, donations have been given to the fire department through the township and the township distributes it, but it is not at the request of what the fire department wants.

Popp stated he also has questions about Section 17 because it is not how we currently operate.

Discussion followed.

Goss noted several insertions that do not appear in the original MTA sample.

Referring to Section 2, Geographic Coverage Area, Popp noted that Rural Fire belongs to two different groups, the Mutual Aid Box Alarm System of Michigan and the Michigan Emergency Management Assistance Compact, and stated the township was the recipient of assistance from these two groups during the August 2015 storm. Popp inquired if the names of these two groups should be included in the ordinance.

Goss, Benak, and Hubbell voiced the opinion that the township should concentrate on what we have to do first.

With respect to Section 3, Scope and Level of Services, subsection E, Emergency Medical Services, Benak stated she feels strongly that "non-transport" needs to be added to the wording. The township has MMR (Mobile Medical Response) and she does not want the fire department to in any way get an idea that they are going to compete with them.

Discussion of a scenario where both ambulances were busy and someone would be transported in the chief's vehicle ended with Benak's statement that, in that situation, more ambulances would be called. Putting a citizen in the chief's vehicle and driving them to the hospital is never going to happen in this day and age. They will stabilize as best as possible and North Flight will be on the way.

Goss noted the following questions and comments on the proposed ordinance:

- Section 2, Geographic Coverage Area, the added language in red: Do not understand what is being proposed; what does it mean. Needs attorney review.
- Section 3e, Emergency Medical Services, "non-transport" needs to be added.
- Section 3j, what is "confined space rescue?"
- Section 3i, what is "high angle rescue?"
- Section 3k, Public Act 207 of what year?
- Section 4.1, "firefighters" should be changed to "on-call firefighters."
- Section 4.3, who will be creating the "department policy file?" Who will have the authority to revise the "department policy file?" (Brief discussion followed on this question.)
- Section 5.2, the language in red is not needed.
- Section 8.2b, last sentence, change "Township Supervisor" to "Township Board."
- Section 8.2d, first sentence, change "Township Supervisor" to "Township Board."
- Section 8.2e, first sentence, change "Township Supervisor" to "Township Board."
- Section 8.2e, second sentence, change "subsequent" to "immediate."
- Section 8.2g, delete "purchasing policy" and replace with "Financial Administration Policy." Also, what is meant by the language in red?
- Section 9.1, first sentence, "paid" should be inserted in front of "on call firefighters."
- Section 9.2, second sentence needs revision. "Each firefighter appointed by the Township Board shall be an employee of Whitewater Township." Paragraph 9.2 needs attorney review.
- Section 9.3, original MTA language says probationary period is six months, but change in red to "not less than one year."
- Section 10.1, missing word in the first sentence.
- Suggest that an MFR license not be required, in order to recruit those who wish to pursue firefighting but have no desire to provide emergency medical services.
- Section 10.2, add "non-transport" after "emergency medical services."

Concerning Section 11.2g, "Township Board shall have previously deputized firefighters who direct traffic . . .," Benak stated she does not recall ever doing this and inquired if Rural has ever deputized firefighters to conduct safe traffic flow during the time of an accident.

Brief discussion followed, with agreement that the language can probably be removed.

Goss resumed her questions as follows:

- Section 13, Compensation, is monthly going to be the frequency that the firefighters get paid? (Benak suggested the firefighters be given the choice of monthly, quarterly, yearly.)
- Section 13, third sentence, time records shall be submitted monthly to the “Township Clerk,” not “Township Board.” Also, Goss would like to add, “All time slips shall also be signed as approved by the Fire Chief before they are submitted to the Township Clerk's office.” All time sheets need approval by a department head.
- Section 18, Soliciting Donations, Goss questions whether WESA already serves this purpose.

With respect to hiring a fire chief, Popp stated the existing budget does not accommodate that position.

Hubbell stated before we start advertising, we ought to have some expectations of what we expect the chief to do and what we are going to be able to pay.

Discussion followed.

There was consensus that the ordinance and the chief’s job description are the number one priority.

There was discussion of asking Nick Carpenter to be the interim fire chief or perhaps a consultant to the board. Bob Shugart has volunteered to do this also, but he is out of town for the next four months.

Popp will ask Carpenter and see what he says.

There was consensus that Popp and Goss will be a subcommittee for drafting of the ordinance.

Lawson noted that Public Act 207 of 1941 is the Fire Prevention Code.

Miami Beach Sewer System – Condition Assessment Proposal – Phase One Approval

Popp reported that Gary Kotesky is interested in helping folks with their socks, but he has not returned anything for the conditional survey of the system. Popp believes it was the consensus of the board that we would have Kotesky provide a price for a Phase 1 inspection.

Goss stated what was agreed on at the last meeting was that an estimate of the pumping fees was needed. Along that line, the County DPW provided information that there are four 1600-gallon tanks in the Miami Beach system and the last time they were pumped there was 1900 gallons of septage taken to the septage treatment facility. The total bill was \$520.20. Goss questioned why we would wait on getting the condition assessment done; it is a 20-year-old system. Also, Divozzo thought the \$3,200 quote from Gourdie-Fraser was very reasonable. However, other quotes could be obtained.

Discussion followed, including comments from Miami Beach property owners, primarily suggesting that other quotes be obtained, whether there is any urgency to the assessment, the system was designed for 30 years.

Motion by Popp to contract with Gourdie-Fraser Inc. (GFA) to perform the Phase 1 scope of services for the Miami Beach Sewer System at a cost of \$3,200, as outlined in GFA's 09/21/2017 proposal letter to John Divozzo, plus pumping fees and reimbursable costs; second by Benak.

Audience member Dave Hauser stated Butch Strait could do an inspection, or Gmoser or Williams and Bay, probably a lot cheaper than Gourdie-Fraser.

Popp stated Gourdie-Fraser is also taking a look at constructing a new one and giving us a projection of cost, and suggested there is a significant amount of work that goes into costing out a new system and figuring out what is going to have to be done to today's standards, which is included in the \$3,200.

In response to audience member comments suggesting Gourdie-Fraser may have a conflict of interest and that the condition assessment should be put out for bid, Popp disputed both assertions and stated he would rather have the information sooner than later as we still have an ordinance to draft.

It was also noted that time is of the essence because the existing ordinance and contract with the county is no longer in force. The county is continuing to provide the inspections and the billing services without a contract in place due to their good graces.

There was no further discussion.

Roll call vote: Benak, yes; Goss, yes; Hubbell, yes; Lawson, yes; Popp, yes. Motion carried.

Popp will notify GFA that they have been awarded the job.

Statistical Importance of Medical Marijuana Survey

Popp reported that Vaughn Harshfield no longer has the ability to calculate the number; the software was on a computer that he no longer has. Popp contacted Mickey Dean, who took the opposite position to Harshfield with respect to statistical importance. Harshfield advocated 98%; Dean advocated some lower number.

Discussion followed.

Benak stated she will calculate the response rate and provide it to the board.

Discussion followed on the topic of whether the board believes it has sufficient information to make a decision on whether to opt in or opt out, or is there other input that the board wants to hear.

Goss stated the only additional input she previously suggested might be beneficial would be from people who could tell us the impact, pro and con, of having these types of facilities.

Benak stated you will not find anyone in Michigan who can tell you that because it is new. She stated she is open to hearing from experts on the pros and cons of having them within your township; she always thought the survey was a first step. Benak said we have had people approach us who want to come in and talk; is that something we are interested in.

Benak and Lawson expressed support for people to come in and talk.

Hubbell said he is convinced that it works; he wants to know if this is the right thing to do for this township.

Popp stated he has been to as many seminars as everyone else and is thinking that he has never heard someone speak positively on the total business aspect. There has always been an element of negativity. How do we get Hubbell's question answered regarding if it is going to be a good thing for the township? What we are dancing with is not following the majority rule. Popp stated he has no interest in pursuing this item any further but will keep it on our docket every quarter, as we have for the last 18 to 24 months.

Further discussion indicated there is not a big rush, we do not need to be the first one in, you can see how it is working out for other communities before you make your decision, how do we come back once we cross the line, fear of the unknown for the community, not going against the survey results, look at it every quarter to see how it is working elsewhere.

Popp indicated that we will put it on a quarterly basis from this point forward, i.e., the second board meeting of January.

There was consensus that the board is going to do nothing at this point.

Ordinance 32 Private Road Ordinance – Update on Mangus/Habedank/Goss Review

Goss provided a memo describing the progress that has been made; a first draft should be available for the 11/14/2017 meeting.

New Business

Review of Zoning Ordinance Amendment No. 72

Planning Commission Chair Kim Mangus is present.

Referring to Article 3, Benak inquired about the definition of accessory buildings.

Mangus explained the Planning Commission's thinking on the definition.

Discussion followed.

In order that the board can see what wording was added and what was removed, Mangus will prepare a new document for Article 3 which contains the existing definitions and the proposed definitions.

The same information will be provided for Articles 17 and 19.

This matter will be brought back at the November 14 meeting.

Review Bids/Award Winter Maintenance Contract

Motion by Goss to award a 3-year snow removal contract to 365 Outdoor; second by Hubbell. Discussion followed regarding 365 Outdoor's record of past service and the various bid prices. **Roll call vote: Goss, yes; Hubbell, yes; Lawson, yes; Popp, no; Benak, no.**
Motion carried.

NFPA Subscription

Popp stated there are various NFPA manuals that need to be ordered for the fire department, most of which cost between \$30 and \$55 each. There is interest in looking into a subscription in order to print and have electronic access. A subscription fee is \$1,500 or they can be ordered individually.

Discussion followed.

Popp will check with the Firefighter Training Council; they may have these available to us.

This matter will be brought back at the next meeting (11/14).

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

Popp stated he needs further direction on the tree on the north side of the township hall. If the large horizontal branch is removed, the tree is going to be extremely lopsided. Do we just cut it down? Popp asked the board to take a look at it during the day and provide some direction.

Popp stated he got the first 21 (fire department) policies last night and will make sure they go out to the board, and will make sure Shugart sends out a group e-mail.

Announcements

The next township board meeting is on Tuesday, November 14, 2017, at 7:00 p.m.

Public Comment

Tim Shaffer, 5309 Moore Road, provided comment on the medical first responder training for firemen. He stated from his experience there is going to be a lot of times where they need first aid training to assist the ambulance service or on certain scenes. His personal feeling is firemen need first aid training, basic CPR, defibrillator training, because you never know what situation you are going to be in. Also, when you go through the policy proposals, you need Nick or Tim or Bob here to explain certain things in the policies.

Adjournment

Motion by Lawson to adjourn; second by Hubbell. Meeting adjourned at 9:30 p.m.

Respectfully submitted,

Cheryl A. Goss
Whitewater Township Clerk

**Bills for Approval
November 14, 2017**

ALDEN STATE BANK

PAYROLL 10/13
ACCTS PAYABLE 10/17
PAYROLL 10/27
ACCTS PAYABLE 10/31
PAYROLL 11/10

42141 - 42231

42141 - 42162
42163 - 42183
42184 - 42197
42198 - 42215
42216 - 42231

Gross Payroll \$9,647.32
Grand Total \$15,580.41
Gross Payroll \$7,050.03
Grand Total \$100,927.15
Gross Payroll \$8,301.90

FIRST COMMUNITY BANK - MIAMI BEACH 1235

ACCTS PAYABLE 10/17 1235

Grand Total \$32.00

FIRST COMMUNITY BANK - WMDLS

ALDEN STATE BANK - MONEY MARKET

Check Register Report

Bills for Approval 11/14/2017

Date: 11/10/2017

Time: 9:17 am

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							
42163	10/17/2017	Printed		AMERICAN	AMERICAN WASTE	10/01-10/31/2017	240.00
42164	10/17/2017	Printed		AT&T-PARK	AT&T	10/01-10/31/2017	72.16
42165	10/17/2017	Printed		CEDAR CR	CEDAR CREEK STORAGE BARN	DOWNPAYMENT ON 12X16 SHED	639.00
42166	10/17/2017	Printed		CONSUMERS	CONSUMERS ENERGY	9/13-10/10/2017	789.81
42167	10/17/2017	Printed		HABEDANK	DENNIS HABEDANK	Housing Summit 2017 Reg Fee	50.00
42168	10/17/2017	Printed		EFTPS	EFTPS	9/29/2017 PAYROLL	1,970.01
42169	10/17/2017	Printed		EXCEL SITE	EXCEL SITE RENTALS LLC	SEPT 2017	1,350.00
42170	10/17/2017	Printed		FAHEY	FAHEY SCHULTZ BURZYCH RHODES	Video Service Provider	188.00
42171	10/17/2017	Printed		FUELMAN	FUELMAN	FUEL FOR EXPEDITION	49.12
42172	10/17/2017	Printed		GILL-ROY	GILL-ROY'S HARDWARE 6737	CORNER IRONS TO REPAIR	18.36
42173	10/17/2017	Printed		GMOSER	GMOSER'S SEPTIC SERVICE,INC	RENTAL AND CLEANING	758.65
42174	10/17/2017	Printed		GT BAND	GT BAND OTTAWA & CHIPPEWA	7/01-9/29/2017	106.47
42175	10/17/2017	Printed		JOHN HANCC	JOHN HANCOCK LIFE INS CO	JULY, AUG, SEPT. 2017	784.00
42176	10/17/2017	Printed		LAWN-N	LAWN-N-ORDER	STUMP GRINDING HI PRAY PARK	700.00
42177	10/17/2017	Printed		STAPLES	STAPLES CREDIT PLAN	TWP HALL/TWP BD/CLERK	143.34
42178	10/17/2017	Printed		STATE TAX	STATE OF MICHIGAN - TREASURY	9/29/2017 PAYROLL	324.31
42179	10/17/2017	Printed		TC RECORD	T.C. RECORD-EAGLE, INC.	TB PH ORDINANCE #50	438.75
42180	10/17/2017	Printed		THOMAS C	THOMAS COSGROVE	CONVERTIBLE BENCH/TABLE	145.79
42181	10/17/2017	Printed		TOBIN	TOBIN & CO PC	AUDIT FOR YEAR END 3/31/17	6,628.00
42182	10/17/2017	Printed		TRANS WORL	TRANSWORLD NETWORK CORP	9/07-10/01/2017	9.64
42183	10/17/2017	Printed		VOYA INSTI	VOYA INSTITUTIONAL TRUST CO	JULY/AUG/SEPT 2017	175.00
42198	10/31/2017	Printed		CEDAR CR	CEDAR CREEK STORAGE BARN	BALANCE FOR 12X16 BARN	2,600.00
42199	10/31/2017	Printed		CHARTER	CHARTER COMMUNICATIONS	10/30-11/29/2017	372.17
42200	10/31/2017	Printed		CHERRYLANI	CHERRYLAND ELECTRIC COOP	M72 & COOK RD	43.45
42201	10/31/2017	Printed		CONSUMERS	CONSUMERS ENERGY	9/14-10/12/2017	513.14
42202	10/31/2017	Printed		HABEDANK	DENNIS HABEDANK	9/22-10/12/2017	74.36
42203	10/31/2017	Printed		DTE ENERGY	DTE ENERGY	9/20-10/19/2017	38.63
42204	10/31/2017	Printed		EFTPS	EFTPS	10/13/2017 PAYROLL	2,035.97
42205	10/31/2017	Printed		ER NEWS	ELK RAPIDS NEWS LLC	SNOW BID LEGAL NTC	54.00
42206	10/31/2017	Printed		FAST SIGNS	FAST SIGNS TRAVERSE CITY	HALLOWEEN PARTY	303.59
42207	10/31/2017	Printed		GILL-ROY	GILL-ROY'S HARDWARE 6737	PARK/TWP HALL	134.01
42208	10/31/2017	Printed		GMOSER	GMOSER'S SEPTIC SERVICE,INC	PUMP SEWER SKID	238.00
42209	10/31/2017	Printed		KIM FINCH	KIM FINCH	SEPT. & OCT.	225.00
42210	10/31/2017	Printed		LAWN-N	LAWN-N-ORDER	SITE PREP FOR SHED	200.00
42211	10/31/2017	Printed		RICHTER	RCI RICHTER CONSTRUCTION, INC.	PAY APPLICATION NO 5	91,118.80
42212	10/31/2017	Printed		STATE TAX	STATE OF MICHIGAN - TREASURY	SEPT 2017 SALES TAX	402.51
42213	10/31/2017	Printed		TC RENT	TC RENTALS	RENTAL FOR STUMP GRINDER	350.00
42214	10/31/2017	Printed		TYLER TECH	TYLER TECHNOLOGIES, INC	FUND BALANCE MAINTENANCE	2,136.10
42215	10/31/2017	Printed		UNIFI EQ	UNIFI EQUIPMENT FINANCE, INC.	COLOR COPIER LEASE	87.42
				Total Checks: 39	Checks Total (excluding void checks):		116,507.56
				Total Payments: 39	Bank Total (excluding void checks):		116,507.56

Check Register Report

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Whitewater Township

BANK: FIRST COMMUNITY BANK MB

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
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FIRST COMMUNITY BANK MB Checks

1235	10/17/2017	Printed		GTC TREAS	GRAND TRAVERSE CO TREASURER	DPW EXPENSES SEPT. 2017	32.00
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Total Checks: 1	Checks Total (excluding void checks):	32.00
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Total Payments: 1	Bank Total (excluding void checks):	32.00
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Total Payments: 40	Grand Total (excluding void checks):	116,539.56
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INVOICE APPROVAL LIST BY FUND REPORT

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Whitewater Township

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
Fund: 101 GENERAL FUND							
Dept: 101 Township Board							
101-101-727	Office Supplies & Exp STAPLES CREDIT PLAN		TWP HALL/TWP BD/CLERK	42177	10/09/2017	10/17/2017	93.46
							93.46
101-101-802	Audit & Accounting Sv TOBIN & CO PC	1000002942	AUDIT FOR YEAR END 3/31/17	42181	09/13/2017	10/17/2017	6,628.00
							6,628.00
101-101-830	Pension Plan JOHN HANCOCK LIFE INS CO		JULY, AUG, SEPT. 2017	42175	10/01/2017	10/17/2017	784.00
							784.00
101-101-901	Publishing ELK RAPIDS NEWS LLC		SNOW BID LEGAL NTC	42205	10/26/2017	10/31/2017	54.00
	T.C. RECORD-EAGLE, INC.	09172055	ZOA #71 ADOPTION	42179	09/30/2017	10/17/2017	98.25
	T.C. RECORD-EAGLE, INC.	09172055	TB PH ORDINANCE #50	42179	09/30/2017	10/17/2017	95.50
							247.75
101-101-940	Equipment Rental UNIFI EQUIPMENT FINANCE	334172	COLOR COPIER LEASE	42215	10/21/2017	10/31/2017	87.42
							87.42
Total Dept. Township Board:							7,840.63
Dept: 210 Attorney							
101-210-801	Legal Services FAHEY SCHULTZ BURZYCH	38926	8380 OLD M-72 CONSTRUCTIC	42170	10/03/2017	10/17/2017	64.00
	FAHEY SCHULTZ BURZYCH	38927	MDOT PROPERTY	42170	10/03/2017	10/17/2017	57.00
	FAHEY SCHULTZ BURZYCH	38927	AUDIT LETTER	42170	10/03/2017	10/17/2017	19.00
	FAHEY SCHULTZ BURZYCH		Video Service Provider	42170	10/17/2017	10/17/2017	48.00
							188.00
Total Dept. Attorney:							188.00
Dept: 215 Clerk							
101-215-727	Office Supplies & Exp STAPLES CREDIT PLAN		TWP HALL/TWP BD/CLERK	42177	10/09/2017	10/17/2017	12.61
							12.61
101-215-847	Software Support TYLER TECHNOLOGIES, INC	025-204158	FUND BALANCE MAINTENANC	42214	10/31/2017	10/31/2017	2,136.10
							2,136.10
Total Dept. Clerk:							2,148.71
Dept: 265 Township Hall & Groun							
101-265-740	Operating Expense & STAPLES CREDIT PLAN		TWP HALL/TWP BD/CLERK	42177	10/09/2017	10/17/2017	37.27
							37.27
101-265-810	Janitorial Services KIM FINCH		SEPT. & OCT.	42209	10/31/2017	10/31/2017	225.00
							225.00
101-265-811	Waste Removal Servi AMERICAN WASTE	2128388	10/01-10/31/2017	42163	10/01/2017	10/17/2017	15.00
							15.00
101-265-851	Internet/Website CHARTER COMMUNICATION		10/30-11/29/2017	42199	10/20/2017	10/31/2017	59.99
							59.99
101-265-922	Electricity						

INVOICE APPROVAL LIST BY FUND REPORT

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
	CONSUMERS ENERGY	201005232540	9/13-10/10/2017	42166	10/10/2017	10/17/2017	156.67
							156.67
101-265-923	Electric Heat						
	CONSUMERS ENERGY	201005232541	9/13-10/10/2017	42166	10/10/2017	10/17/2017	74.12
							74.12
101-265-924	Telephone						
	CHARTER COMMUNICATION		10/30-11/29/2017	42199	10/20/2017	10/31/2017	208.12
							208.12
101-265-930	Facility Repairs/Maint						
	GILL-ROY'S HARDWARE 673	1710-742622	PARK/TWP HALL	42207	10/18/2017	10/31/2017	62.72
							62.72
							Total Dept. Township Hall & Grounds: 838.89
Dept: 276 Cemetery							
101-276-922	Electricity						
	CONSUMERS ENERGY	205365546288	9/13-10/10/2017	42166	10/10/2017	10/17/2017	23.42
							23.42
							Total Dept. Cemetery: 23.42
Dept: 400 Planning Commission							
101-400-901	Publishing						
	T.C. RECORD-EAGLE, INC.	09172055	ZOA #71 ADOPTION	42179	09/30/2017	10/17/2017	0.00
	T.C. RECORD-EAGLE, INC.	09172055	PC PH ZOA #72	42179	09/30/2017	10/17/2017	95.50
							95.50
							Total Dept. Planning Commission: 95.50
Dept: 405 Zoning Administrator/F							
101-405-860	Mileage Reimburseme						
	DENNIS HABEDANK		9/22-10/12/2017	42202	10/31/2017	10/31/2017	74.36
							74.36
101-405-880	Education & Training						
	DENNIS HABEDANK		Housing Summit 2017 Reg Fee	42167	10/17/2017	10/17/2017	50.00
							50.00
							Dept. Zoning Administrator/Planning: 124.36
Dept: 410 Zoning Board of Appea							
101-410-901	Publishing						
	T.C. RECORD-EAGLE, INC.	09172055	ZOA #71 ADOPTION	42179	09/30/2017	10/17/2017	0.00
	T.C. RECORD-EAGLE, INC.	09172055	ZBA PH BEEHLER	42179	09/30/2017	10/17/2017	149.50
							149.50
							Total Dept. Zoning Board of Appeals: 149.50
							tal Fund GENERAL FUND: 11,409.01
Fund: 203 ROAD FUND							
Dept: 446 Road Right of Way							
203-446-921	Street Lights						
	CHERRYLAND ELECTRIC CC		M72 & MOORE RD	42200	10/25/2017	10/31/2017	13.75
	CHERRYLAND ELECTRIC CC		M72 & SKEGEMOG PT RD	42200	10/25/2017	10/31/2017	14.85
	CHERRYLAND ELECTRIC CC		M72 & COOK RD	42200	10/25/2017	10/31/2017	14.85
	CONSUMERS ENERGY	204119622992	9/01-9/30/2017	42166	09/30/2017	10/17/2017	80.88
							124.33
							Total Dept. Road Right of Way: 124.33

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Whitewater Township

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
Total Fund ROAD FUND:							124.33
Fund: 206 FIRE FUND							
Dept: 336 Fire Dept							
206-336-739	Fuel & Oil FUELMAN	M5LB2-42ZP2	FUEL FOR EXPEDITION	42171	10/12/2017	10/17/2017	49.12
							<u>49.12</u>
206-336-811	Waste Removal Servi AMERICAN WASTE	2128142	10/01-10/31/2017	42163	10/01/2017	10/17/2017	15.00
							<u>15.00</u>
206-336-920	Natural Gas DTE ENERGY		9/20-10/19/2017	42203	10/25/2017	10/31/2017	19.32
							<u>19.32</u>
206-336-922	Electricity CONSUMERS ENERGY	205365546287	9/13-10/10/2017	42166	10/10/2017	10/17/2017	211.41
							<u>211.41</u>
206-336-924	Telephone CHARTER COMMUNICATION		11/01-11/30/2017	42199	10/22/2017	10/31/2017	52.03
							<u>52.03</u>
206-336-928	Water GT BAND OTTAWA & CHIPPE		7/01-9/29/2017	42174	09/30/2017	10/17/2017	53.24
							<u>53.24</u>
Total Dept. Fire Dept:							400.12
Total Fund FIRE FUND:							400.12
Fund: 208 PARK FUND							
Dept: 756 Township Park							
208-756-740	Operating Expense & FAST SIGNS TRAVERSE CIT	435-27607	SIGNS PARK/REC	42206	10/25/2017	10/31/2017	199.20
							<u>199.20</u>
208-756-748	Sales Tax STATE OF MICHIGAN - TREA	SMIBUS001518549	SEPT 2017 SALES TAX	42212	10/20/2017	10/31/2017	74.26
							<u>74.26</u>
208-756-811	Waste Removal Servi AMERICAN WASTE	2131248	10/01-10/31/2017	42163	10/01/2017	10/17/2017	160.00
							<u>160.00</u>
208-756-812	Septic Services GMOSER'S SEPTIC SERVICE	31956	RENTAL AND CLEANING	42173	09/30/2017	10/17/2017	758.65
							<u>758.65</u>
208-756-852	Promotional Expense FAST SIGNS TRAVERSE CIT	435-27620	HALLOWEEN PARTY	42206	10/26/2017	10/31/2017	53.39
							<u>53.39</u>
208-756-922	Electricity CONSUMERS ENERGY	201538852338	09/14-10/12/2017	42201	10/12/2017	10/31/2017	118.54
	CONSUMERS ENERGY	201538852339	9/14-10/12/2017	42201	10/12/2017	10/31/2017	394.60
							<u>513.14</u>
208-756-924	Telephone AT&T	231267509110	10/01-10/31/2017	42164	10/01/2017	10/17/2017	72.16
	TRANSWORLD NETWORK C	14175414-0271	9/07-10/01/2017	42182	10/07/2017	10/17/2017	9.64
							<u>81.80</u>

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Whitewater Township

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
210-651-928	Water GT BAND OTTAWA & CHIPPE		7/01-9/29/2017	42174	09/30/2017	10/17/2017	53.23
							<u>53.23</u>
210-651-942	Building Rental EXCEL SITE RENTALS LLC	18686	SEPT 2017	42169	10/01/2017	10/17/2017	1,350.00
							<u>1,350.00</u>
210-651-970	Capital Expenditure RCI RICHTER CONSTRUCTI	19-2017-05	PAY APPLICATION NO 5	42211	10/27/2017	10/31/2017	45,559.40
							<u>45,559.40</u>
							Total Dept. Ambulance: 47,483.39
							Fund AMBULANCE FUND: 47,483.39
Fund: 406 FIRE CAPITAL IMPROV							
Dept: 000							
406-000-970	Capital Expenditure RCI RICHTER CONSTRUCTI	19-2017-05	PAY APPLICATION NO 5	42211	10/27/2017	10/31/2017	45,559.40
							<u>45,559.40</u>
							Total Dept. 000: 45,559.40
							AL IMPROVEMENT FUND: 45,559.40
Fund: 590 MIAMI BEACH SEWER							
Dept: 000							
590-000-805	Contracted Services-l GRAND TRAVERSE CO TRE	93947	DPW EXPENSES SEPT. 2017	1235	09/30/2017	10/17/2017	32.00
							<u>32.00</u>
							Total Dept. 000: 32.00
							MI BEACH SEWER FUND: 32.00
Fund: 750 PAYROLL CLEARING F							
Dept: 000							
750-000-238	Pension Withheld VOYA INSTITUTIONAL TRUS		JULY/AUG/SEPT 2017	42183	10/17/2017	10/17/2017	175.00
							<u>175.00</u>
750-000-258	Accrued Payroll Taxes						
	EFTPS	270767701978707	9/29/2017 PAYROLL	42168	10/04/2017	10/17/2017	1,970.01
	EFTPS	270769161440770	10/13/2017 PAYROLL	42204	10/18/2017	10/31/2017	2,035.97
	STATE OF MICHIGAN - TREA	SMIBUS001453217	9/29/2017 PAYROLL	42178	10/04/2017	10/17/2017	324.31
	STATE OF MICHIGAN - TREA	SMIBUS001500226	10/13/2017 PAYROLL	42212	10/18/2017	10/31/2017	328.25
							<u>4,658.54</u>
							Total Dept. 000: 4,833.54
							PAYROLL CLEARING FUND: 4,833.54
							Grand Total: 116,539.56

To: Whitewater Township Board

From: Cheryl A. Goss, Clerk

Date: 11/10/2017

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

1. A formal progress meeting was held on Friday, October 27, at 10:00 a.m. Lloyd and I were both present. Minutes of the meeting are attached.
2. Item No. 14 in the 10/27 minutes, water leakage through the largest window and onto the floor in the training room, has since been fixed by RCI, at no cost to the township.
3. Change Order No. 3 was fully executed on 10/27, a copy of which is attached. This is the change order dealing with insulating and heating the new equipment bay.
4. Richter Construction's October pay application is attached. Engineer Mark Pressell approved the pay application and the invoice has been paid.
5. An informal progress meeting was held on Thursday, November 9. Minutes are not kept for informal meetings. Present were Chris, Kyle, and Lenny from RCI, engineer Mark Pressell, and me. It was noted that the gas heater needs to be installed in the new equipment bay, one more coat of paint is needed on the walls, the overhead door is due to arrive the week of 11/13, fire suppression has been installed in the mezzanine area, flooring is being laid, the cabinets are on site. Once the flooring is finished, the plumber will be back to install bathroom fixtures. Everything is on track at this point and final inspections are set for the last week of November.
6. With the possibility of occupancy by the end of November, Chuck from Excel Site Rentals was consulted as to how much notice they need in order to remove the portable trailer and sewer skid. They need 3 days' notice to pull permits and schedule a crew. Once occupancy is confirmed, I will call Excel to schedule removal.
7. Weather permitting, Richter Construction plans to complete the gravel parking and entry drive this year (included in bid).
8. What I hope will be the final budget for this project is also attached, along with proposed budget amendments. These will need to be handled via roll call vote.

###



Whitewater Township
EMS Facility Addition & Renovations
PROGRESS MEETING No. 3
October 27, 2017 @ 10:00am

MINUTES *(sent to distribution October 27, 2017)*

Attendees:	Cheryl Goss	Whitewater Township
	Chris Richter	RCI
	Jim Sturgil	MMR
	Kevin Vaquera	MMR
	Kyle Richter	RCI
	Lenny Miller	RCI
	Lloyd Lawsen	Whitewater Township
	Mark Pressell	Pressell Engineering
Cc:	Bobby Novak	Novak Painting & Wallcovering
	Chris Day	AFP Fire Protection
	Dan Harris	Absolute Building Solutions
	Dave Watson	Floor Covering Brokers
	Jim Kassell	N.W. Michigan Contracting
	Pat Law	Temperature Control
	Ron Boyle	Advantage Electric
	Ron Novak	Advanced Insulation Systems
	Russ Julian	Julian Concrete

Old Business

1. Approval of Previous Meeting Minutes

Approved.

2. Open / Unresolved Issues

None.

RCI | Richter Construction, Inc.

3760 N US Highway 31 South, Suite 10 – Traverse City, Michigan 49684

Telephone: 231-668-8497 Fax: 231-668-8507

www.RCI-CGC.com

New Business

3. Status of Shop Drawing Log

Complete – item closed.

4. Status of RFI's

None open.

5. Pending Changes

None open.

6. Status of Bulletin's

None open.

7. Status of Change Orders

Change Order 3 executed for Bulletin No. 4. Chris noted that subcontractor Change Orders had been issued.

8. Progress Schedule Review

Chris noted that per the current project schedule, the project was still progressing well and currently continues to be on track. No noted concerns with progress. Chris reminded everyone that the project will at times appear ahead in some areas and behind in others, but that anything less than 2 weeks off should not be of major concern. Cheryl noted that she had no concerns.

9. Past Weeks Progress

Lenny noted that the M&E work as associated with Bulletin No. 4 has continued, and that the framing and wall insulation was complete. The metal liner panels are on site and are currently being installed. Exterior doors are installed, and interior doors are 90%. Drywall finishing is complete and painting work has begun. PTAC units are being installed. The added ½ wall at the Exercise Room is framed and drywalled. The concrete entry stoop has been formed for concrete.

Chris noted the following progress per Pay Application No. 5, dated 10/27/2017; Selective Demolition 100%, Site Development & Excavation 79%, Septic System 100%, Fire Suppression Main Line (including testing and repair of GTCRC roadway) 100%, Concrete Foundations 100%, Concrete Flatwork 73%, Rough Carpentry 83%, Building Insulation 100%, Roofing & Siding Finishes 100%, Interior & Exterior Doors 95%, Windows 100%, Drywall Finishes 100%, Plumbing & HVAC 87%, Electrical 76% and Change Order No. 1 work 100%, Change Order No. 2 15% and Change Order No. 3 62%.

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10. Progress Outlook

Lenny noted that the Bulletin No. 4 work will continue with completion expected next week. Painting through 1st coat on walls and doors will continue. The exterior entry guard railing will be installed next week so that everything can be measured up for the steel hand railings. Concrete entry stoop and miscellaneous patches will be poured and finished next week. Once the fire suppression work is completed the interior soffit will be installed. Interior trim will be delivered on Monday and trim work will start next week. Flooring prep work will start following painting, and flooring finishes will continue thereafter. The overhead door is coming in next week and will be installed as soon as received. The cabinets and countertops are in TC and will be shipped to the job site once the flooring is installed – installation to follow. Door hardware will be installed following door painting. Mechanical and electrical finishes will follow paint work.

11. Inspections Report

All rough inspections are now completed and passed with no issues. The next round of inspections will be finals once everything is complete.

12. Noted Claims or Potential Disputes

No noted Claims or Potential Disputes.

13. Safety Report

68 days on site with NO reported injuries.

Chris noted that MIOSHA did visit the site on Monday October 23, 2017 and that the following safety violations were cited (RCI and ABS were the only contractors on site during the visit – RCI was the only one working.) 1. RCI – Table saw on site without a guard. 2. RCI – One extension cord with electrical tape placed at the plug end. Although the cord was operating and in compliance, a piece of tape was placed to strengthen the male end at the cord connection and OSHA provides that electrical tape shall not be placed on any cords in any manner. 3. RCI- had an extension cord plugged into a hot receptacle that did not have a cover plate on it. The cover plate had been removed by the Drywall Contractor so that mud could be added to the over cut area.

RCI operates all jobsites in strict compliance regarding Life Safety and MIOSHA compliance, and is very proud of its safety record. Chris noted that this is a reminder to everyone that no matter how safe we are all working, there is always room for improvement – and always something that MIOSHA will find.

14. Items of Concern - Requiring Attention

Lenny noted that there is a leak at one of the existing windows (south unit) in the new Training Room. Lloyd and Cheryl reviewed and authorized exploration and repair on a T&M basis. Mark and Lenny reviewed the exterior condition after the meeting and noted what appeared to be previous attempts at caulking other trouble areas of this opening. A plan to remove the siding as necessary to verify the flashing condition or consistency was made. Lenny will complete the exploration and repair work and report back at the next meeting.

RCI | Richter Construction, Inc.

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15. Miscellaneous Open Discussion

A meeting schedule for November has been set as following; Thursday November 9th @ 10:00 am – informal progress review. Tuesday November 21st @ 10:00 am – Mark and Lenny will meet to develop a Punch List. Thursday November 30th @ 10:00 am – formal month end progress meeting.

Since the MMR staff must occupy the new space before the temporary trailers can be moved off-site, the plan is to obtain a Temporary Certificate of Occupancy sometime between November 21st and the 30th. Once MMR can occupy, weather permitting, the site work can be wrapped up. If weather does not allow, the line items associated with the site finishes will be held open until spring 2018.

ALL TRADES NEED TO ANTICIPATE ISSUANCE OF A FORMAL PUNCH LIST ON NOVEMBER 22ND, WITH COMPLETION REQUESTED BY NOVEMBER 30TH. It is the intent of RCI to have all punch list items completed for reinspection before November 30th so that Mark can review at the formal month end meeting and payment can be authorized for all.

16. Month End Billing Submission and Review

A formal presentation and review of the current Payment Application No. 5 was made by Chris. Cheryl and Mark agreed to walk the site following the meeting for final review and prior to approval. An approved copy was provided to Chris following the meeting.

17. Adjourn

Meeting adjourned at 11:40 am.

*** This is a record of notes as taken by the author. Please notify the author of any noted errors or requests for modification of any entry.

RCI | Richter Construction, Inc.

3760 N US Highway 31 South, Suite 10 – Traverse City, Michigan 49684

Telephone: 231-668-8497 Fax: 231-668-8507

www.RCI-CGC.com

2010 Edition - Electronic Format

AIA Document G701 – 2010

Change Order

- OWNER
- ARCHITECT/ENGINEER
- CONTRACTOR
- SUBCONTRACTOR

TO CONTRACTOR:

RCI | Richter Construction, Inc.
3760 N US 31 South, Suite 10
Traverse City, Michigan 49684

OWNER:

Whitewater Township
 5777 Vinton Road
 Williamsburg, Michigan 49690

CHANGE ORDER NUMBER: 03

DATE: October 14, 2017

ARCHITECT'S PROJECT NUMBER: 15-2015

CONTRACT DATE: July 24, 2017

CONTRACT FOR: Renovation/Addition of the Fire/Ambulance Station – 8380 Old M-72, Williamsburg, Michigan 49690

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives.)

1. Bulletin No. 4, item 1 – Provide R-38 Blown Loose-Fill insulation at ceiling, R-19 Fiberglass Batt, TYVEK, white metal liner – ADD \$ 16,730.99
Panel at the ceiling and exterior walls, one (1) ceiling hung gas fired unit heater, low temp thermostat and dedicated
Circuit and duplex receptacle at the New Equipment Bay area, only.

The original (Contract Sum) (Guaranteed Maximum Price) was \$383,563.63

The net change by previously authorized Change Orders \$12,503.32

The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was \$396,066.95

The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order in the amount of \$16,730.99

The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be \$412,797.94

The Contract Time will be (increased) (decreased) (unchanged) by (0) days.

The date of Final Completion as of the date of this Change Order therefore is

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive for which the cost or time are in dispute as described in Subparagraph 7.3.8 of AIA Document A201.

ACCEPTED:

RCI | Richter Construction, Inc.
 Contractor

By: [Signature]

By: Chris Richter, President
Printed Name & Title

Date: 10/14/17

ACCEPTED:

Pressal Engineers
 Architect / Engineer

By: [Signature]

By: Mark A. Pressal
Printed Name & Title

Date: 10/27/2017

ACCEPTED:

Township Board Approved
10/10/2017
Whitewater Township
 Owner

By: [Signature]

By: Cheryl L. Goss, Township Clerk
Printed Name & Title

Date: 10/17/2017



INVOICE

RCI | Richter Construction, Inc.

3760 N US Highway 31 South, Suite 10
 Traverse City, Michigan 49684
 Telephone: 231-668-8497
 Fax: 231-668-8507

INVOICE NO. 19-2017-05
 DATE October 27, 2017
 CUSTOMER ID WWT

TO:

Whitewater Township
 5777 Vinton Road
 Williamsburg, Michigan 49690

PROJECT:

Whitewater Township
 Renovation/Addition
 8380 Old M-72
 Williamsburg, Michigan 49690

CONTRACT AUTHORIZATION	CUSTOMER PO	PAYMENT TERMS	DUE DATE
Cheryl A. Goss, Clerk	Executed Agreement	Net 10	11/10/17

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1.00	Pay Application No. 5 - Progressing Billing for Work Complete thru October 30, 2017	91,118.80	91,118.80

RECEIVED
 10/27/17
CB

Terms of payment as noted above. A service charge of 1.5% monthly, or 18% annually, will be added to all past due accounts.

SUBTOTAL \$	91,118.80
SALES TAX	
TOTAL \$	91,118.80

✓ CB

THANK YOU FOR YOUR BUSINESS!

To (Owner):
Whitewater Township
5777 Vinton Road
Williamsburg, Michigan 49690

Project:
Whitewater Township
Rural Fire Station # 3
Addition & Renovation
8380 Old M-72, Williamsburg, Michigan 49690

Application No: 05
Application Date: 10/27/2017
Period To: 10/31/2017

From (Contractor):
RCI | Richter Construction, Inc.
3760 N US Highway 31 South, STE 10
Traverse City, Michigan 49684

Architect/Engineer:
Pressell Engineering & Design, Mark A. Pressell
8995 W. Kelly Road
Lake City, Michigan 49651-8663

Architects Project No: 15-215
Project Name: Whitewater Township
Contract Date: 7/24/2017

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, if required, is attached.

1. Original Contract Sum	\$383,563.63	✓
2. Net by Change Orders	\$29,234.31	✓
3. Contract Sum to Date	\$412,797.94	✓
4. Total Completed and Stored to Date	<u>\$ 310,178.80</u>	
5. Retainage		
0% of Completed Work	\$ 0.00	
0% of Stored Material	\$ 0.00	
Total Retainage	\$0.00	
6. Total Earned Less Retainage	\$310,178.80	
7. Less Previous Payments	\$219,060.00	✓
8. Current Payment Due	<u>\$91,118.80</u>	✓ <i>CS</i>
9. Balance to Finish, Including Retainage	<u>\$102,619.14</u>	✓

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$12,503.32	\$0.00
Total approved this Month	\$ 16,730.99	\$ 0.00
TOTALS	\$ 29,234.31	\$ 0.00
Net Changes by Change Order	\$ 29,234.31	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is due. and that current payment shown herein is now due.

Contractor: *CK*

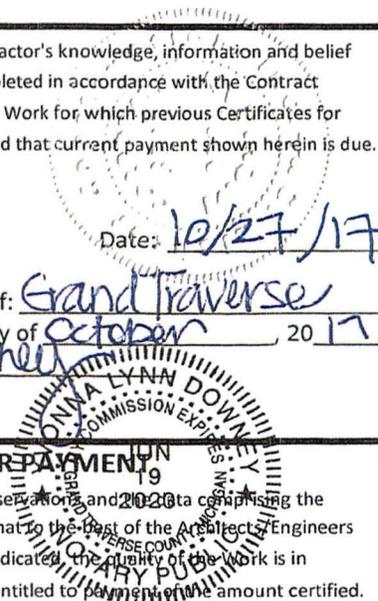
Date: 10/27/17

State of: Michigan County of: Grand Traverse

Subscribed and Sworn to before me this 27th day of October, 2017

Notary Public: *Yolana Lynn Downey*

My Commission Expires: June 19, 2023



ARCHITECT'S/ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and 2020a certifying the above application the Architect/Engineer certifies to the Owner that to the best of the Architect/Engineers knowledge, information and belief, the work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the amount certified.

Amount certified \$ 91,118.80

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

Architect: *M. A. Pressell*

Date: 10/27/17

This Certificate is not negotiable. The Amount Certified is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



AIA DOCUMENT G703 - CONTINUATION SHEET

Contractor's signed certification is attached.
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply.

Application No: 05
 Application Date: 10/27/2017
 Period To: 10/31/2017
 Architect's Project No: 15-215
 Project Name: Whitewater Township

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not in D or E)	G Total Completed & Stored to Date (D+E+F)	H % Percent of Completion (G / C)	I Balance to Finish (C-G)	J Retainage (If Variable Rate)
			From Previous Application (D + E)	This Period					
1	General Conditions	\$ 37,029.63	\$ 20,366.00	\$ 7,407.00	\$ 0.00	\$ 27,773.00	75.00%	\$ 9,256.63	
2	<i>Selective Demolition</i>	\$ 21,458.00	\$ 11,458.00	\$ 10,000.00	\$ 0.00	\$ 21,458.00	100.00%	\$ 0.00	
2.1	Site Development & Excavation	\$ 20,570.00	\$ 16,299.00	\$ 0.00	\$ 0.00	\$ 16,299.00	79.24%	\$ 4,271.00	
2.2	Septic System	\$ 7,475.00	\$ 7,475.00	\$ 0.00	\$ 0.00	\$ 7,475.00	100.00%	\$ 0.00	
2.3	Gravel Parking & Entry Drive	\$ 6,792.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 6,792.00	
2.4	Fire Suppression Main Line	\$ 18,955.00	\$ 18,955.00	\$ 0.00	\$ 0.00	\$ 18,955.00	100.00%	\$ 0.00	
3	Concrete Foundations	\$ 10,911.00	\$ 10,911.00	\$ 0.00	\$ 0.00	\$ 10,911.00	100.00%	\$ 0.00	
3.1	Concrete Flatwork	\$ 9,983.00	\$ 0.00	\$ 7,259.00	\$ 0.00	\$ 7,259.00	72.71%	\$ 2,724.00	
5	Steel Handrailing	\$ 2,480.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 2,480.00	
6	<i>Rough Carpentry</i>	\$ 60,083.00	\$ 46,076.00	\$ 3,668.00	\$ 0.00	\$ 49,744.00	82.79%	\$ 10,339.00	
6.1	Finish Carpentry - Trim	\$ 3,360.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 3,360.00	
6.2	Cabinetry & Countertops	\$ 2,998.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 2,998.00	
7	Building Insulation	\$ 4,136.00	\$ 0.00	\$ 4,136.00	\$ 0.00	\$ 4,136.00	100.00%	\$ 0.00	
7.1	Roofing & Siding Finishes	\$ 16,532.00	\$ 12,400.00	\$ 4,132.00	\$ 0.00	\$ 16,532.00	100.00%	\$ 0.00	
8	Interior & Exterior Doors	\$ 10,596.00	\$ 4,715.00	\$ 5,325.00	\$ 0.00	\$ 10,040.00	94.75%	\$ 556.00	
8.1	Overhead Door	\$ 2,218.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 2,218.00	
8.2	Windows	\$ 4,010.00	\$ 4,010.00	\$ 0.00	\$ 0.00	\$ 4,010.00	100.00%	\$ 0.00	
9	Drywall Finishes	\$ 22,540.00	\$ 8,395.00	\$ 14,145.00	\$ 0.00	\$ 22,540.00	100.00%	\$ 0.00	
9.1	Paint Finishes	\$ 14,703.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 14,703.00	
9.2	<i>Flooring Finishes</i>	\$ 11,002.00	\$ 0.00	\$ 4,502.00	\$ 0.00	\$ 4,502.00	40.92%	\$ 6,500.00	
10	Specialties	\$ 1,777.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 1,777.00	
15	Plumbing & HVAC	\$ 48,530.00	\$ 35,708.00	\$ 6,505.00	\$ 0.00	\$ 42,213.00	86.98%	\$ 6,317.00	
15.1	Fire Suppression System	\$ 7,820.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00%	\$ 7,820.00	
16	Electrical & Fire Alarms	\$ 37,605.00	\$ 18,010.00	\$ 10,532.00	\$ 0.00	\$ 28,542.00	75.90%	\$ 9,063.00	
CO-1	Change Order No. 1	\$ 6,474.76	\$ 4,282.00	\$ 2,192.76	\$ 0.00	\$ 6,474.76	100.00%	\$ 0.00	
CO-2	Change Order No. 2	\$ 6,028.56	\$ 0.00	\$ 877.05	\$ 0.00	\$ 877.05	14.55%	\$ 5,151.51	
CO-3	Change Order No. 3	\$ 16,730.99	\$ 0.00	\$ 10,437.99	\$ 0.00	\$ 10,437.99	62.39%	\$ 6,293.00	
						\$ 0.00	#DIV/0!	\$ 0.00	
GRAND TOTALS		\$ 412,797.94	\$ 219,060.00	\$ 91,118.80	\$ 0.00	\$ 310,178.80	75.14%	\$ 102,619.14	

Sworn Statement

STATE OF MICHIGAN
 COUNTY OF: Grand Traverse

Project No: 19-2017
 Project Name: Whitewater Township

Chris Richter being duly sworn, deposes and says:

RCI | Richter Construction, Inc. is the Contractor for an improvement to the following described real property situated in Grand Traverse County, Michigan, described as follows:

Whitewater Township Emergency Services Building - Rural Fire Station # 3
 8380 Old M-72, Williamsburg, Michigan 49690

Property ID # 28-13-004-058-00

That the following is a statement as of Friday, October 27, 2017 for each Subcontractor and Supplier, and Laborer with whom the Contractor has (contracted) or (subcontracted) for performance under the Contract with the Owner or Lessee thereof, and the amounts due to the persons as of the date hereof are correctly and fully set forth opposite their names, as follows:

Name of Subcontractor, Supplier, or Laborer	Type of Improvement Furnished	Total Contract Price	Amount Already Paid	Amount Currently Owing	Balance to Complete
Absolute Building Solutions, LLC	Drywall Finishes	\$ 19,950.00	\$ 7,300.00	\$ 12,650.00	\$ 0.00
Advanced Insulation Systems, Inc.	Insulation	\$ 5,221.00	\$ 0.00	\$ 5,221.00	\$ 0.00
Advantage Electric	Electrical	\$ 33,700.00	\$ 15,660.00	\$ 9,157.50	\$ 8,882.50
AFP Fire Protection	Fire Suppression	\$ 3,200.00	\$ 0.00	\$ 0.00	\$ 3,200.00
<i>Floor Covering Brokers</i>	<i>Flooring Finishes</i>	<i>\$ 5,650.00</i>	<i>\$ 0.00</i>	<i>\$ 0.00</i>	<i>\$ 5,650.00</i>
Julian Concrete	Concrete	\$ 15,020.00	\$ 6,318.90	\$ 6,312.60	\$ 2,388.50
Northwoods Construction, LLC	Labor Services	\$ 24,192.00	\$ 13,903.50	\$ 7,848.75	\$ 2,439.75
Novak Painting	Painting	\$ 12,600.00	\$ 0.00	\$ 0.00	\$ 12,600.00
N.W. Michigan Contracting	Excavation & Site	\$ 46,775.00	\$ 37,930.00	\$ 0.00	\$ 8,845.00
Temperature Control, Inc.	Plumbing & HVAC	\$ 47,733.00	\$ 31,050.00	\$ 5,656.50	\$ 11,026.50
					\$ 0.00
					\$ 0.00
American Waste	Dumpster Service	\$ 1,300.00	\$ 1,300.00	\$ 0.00	\$ 0.00
Northern Building Supply	Materials	\$ 31,829.46	\$ 23,873.53	\$ 3,509.91	\$ 4,446.02
Security Sanitation	Port-o-Jon Service	\$ 570.00	\$ 285.00	\$ 95.00	\$ 190.00
					\$ 0.00
					\$ 0.00
RCI Richter Construction, Inc.	General Contractor	\$ 165,057.48	\$ 81,439.07	\$ 40,667.54	\$ 42,950.87
					\$ 0.00
					\$ 0.00
Total to Date		✓ \$ 412,797.94	✓ \$ 219,060.00	\$ 91,118.80	✓ \$ 102,619.14 ✓

CR

WARNING TO OWNER OR LESSEE: An owner or lessee of the property may not rely on this Sworn Statement to avoid the claim of a subcontractor, supplier, or laborer who has provided a Notice of Furnishing or a laborer who may provide a Notice of Furnishing under Section 109 of the Construction Lien Act, 1980 PA 497, MCL 570.1109 to the designee or to the owner or lessee if the designee is not named or has died.

That the Contractor has not procured material from, or Subcontracted with, any person other than those set forth above and owes no money for the improvement other than the sums set forth above.

Deponent further says that he or she makes the foregoing statement as the Contractor for the purpose of representing to the Owner, Lessee or Mortgagee of the above described premises and his or her agents that the above described property is free from claims of construction liens, or the possibility of construction liens, except as specifically set forth above, and except for claims of construction liens by laborers which may be provided pursuant to Section 109 of the Construction Lien Act, Act No. 497 of the Public Acts of 1980, as amended, being Section 570.1109 of the Michigan Compiled Laws.

Deponent further says that Laborer Wages, Fringe Benefits and Withholdings are paid, except as disclosed within this Statement.

WARNING TO DEPONENT: A person who gives a false Sworn Statement with intent to defraud is subject to criminal penalties as provided in Section 110 of the Construction Lien Act, 1980 PA 497, MCL 570.1110.

CHRIS RICHTER
(Deponent Printed Name)

CM
(Deponent Signature)

CHRIS RICHTER hereby agrees to indemnify and hold Whitewater Township harmless against any lien, claim or suit of or by any subcontractor, supplier, laborer, or other construction lien claimant if said lien, claim or suit is asserted by a claimant whose compensation for services or materials furnished was, or should have been, received whether directly or indirectly out of funds paid pursuant hereto. This indemnity includes, but is not limited to, are reimbursable of all legal fees and other reasonable expenses connected with the proper defense by Whitewater Township of its insureds against claims of construction liens.

By: CM

Its: President.

Signed before me this 27th day of October, 2017.

Yvonna Lynn Downey
Notary Public - State of Michigan
County of Grand Traverse
My Commission Expires June 19, 2023

Notary Seal:





PARTIAL CONDITIONAL WAIVER

I/We have an agreement with Whitewater Township to provide General Contract Construction Services for the improvement to the property described as:

Whitewater Township Emergency Services Building – Rural Fire Station # 3
8380 Old M-72, Williamsburg, Michigan 49690

Property ID # 28-13-004-058-00

And hereby waive and release our construction lien rights against such Property for labor / materials provided through October 31, 2017; together with All previous waivers, if any, do cover all amounts due to use for improvements provided through the date shown above.

This waiver is conditioned on receipt of the actual payment in the amount of:
Ninety-one thousand, one hundred eighteen and 80 / 100 dollars
\$ 91,118.80

RCI | Richter Construction, Inc.
3760 N US Highway 31 South, Suite 10
Traverse City, Michigan 49684


Signature

Chris Richter, President
Print Name and Title

10/27/17
Date


Witness
October 27, 2017
Date

FULL CONDITIONAL WAIVER

I/We have an agreement with RCI | Richter Construction, Inc. To provide Shaft wall, Drywall Hanging and Drywall Finishing for the improvement to the property described as:

Whitewater Township Emergency Services Building – Rural Fire Station # 3
8380 Old M-72, Williamsburg, Michigan 49690

Property ID # 28-13-004-058-00

And hereby waive and release ALL our construction lien rights against such Property for labor / materials provided through October 25, 2017; together with All previous waivers, if any, do cover all amounts due to use for improvements provided through the date shown above.

This waiver is conditioned on receipt of the actual payment in the amount of:

Twelve thousand, six hundred-fifty and No / 100 dollars

\$ 12,650.00

Company Absolute Building Solutions
Address PO Box 522; 108 E. Main Street
Kinglsey, Michigan 49649

D-H
Signature

DAN HARRIS / OWNER
Print Name and Title

10-27-17
Date

[Handwritten Signature]
Witness

10/27/17
Date

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER:
RCI

PROJECT:
Whitewater Township

APPLICATION #: 2
PERIOD TO: 10/20/17
PROJECT NOS:

Distribution to:

FROM CONTRACTOR:
Absolute Building Solutions

VIA ARCHITECT:

CONTRACT DATE:

<input type="checkbox"/>	Owner
<input checked="" type="checkbox"/>	Const. Mgr
<input type="checkbox"/>	Architect
<input type="checkbox"/>	Contractor

CONTRACT FOR:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM-----	\$	<input type="text" value="19,600.00"/>
2. Net change by Change Orders-----	\$	<input type="text" value="350.00"/>
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	\$	<input type="text" value="19,950.00"/>
4. TOTAL COMPLETED & STORED TO DATE-\$ (Column G on Continuation Sheet)		<input type="text" value="19,950.00"/>
5. RETAINAGE:		
a. _____ of Completed Work (Columns D+E on Continuation Sheet)	\$	<input type="text"/>
b. _____ of Stored Material (Column F on Continuation Sheet)	\$	<input type="text"/>
Total Retainage (Line 5a + 5b or Total in Column 1 of Continuation Sheet-----	\$	<input type="text"/>
6. TOTAL EARNED LESS RETAINAGE----- (Line 4 less Line 5 Total)	\$	<input type="text" value="19,950.00"/>
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)-----		
	\$	<input type="text" value="7,300.00"/>
8. CURRENT PAYMENT DUE-----	\$	<input type="text" value="12,650.00"/>
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	<input type="text"/>

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown therein is now due.

CONTRACTOR:

By: D-H Date: 10-20-17

State of: _____
County of: _____

Subscribed and sworn to before
me this _____ day of _____

Notary Public: _____
My Commission expires: _____

CERTIFICATE FOR PAYMENT

In accordance with Contract Documents, based on on-site observations and the data comprising application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ----- \$

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner of Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

CONTINUATION SHEET

ATTACHMENT TO PAY APPLICATION

APPLICATION NUMBER: 2

PROJECT:
Whitewater Township

APPLICATION DATE:
PERIOD TO: 20-Oct-17

ARCHITECT'S PROJECT NO.

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		E This Period	F Materials Presently Stored (Not In D or E)	G		H Balance To Finish (C - G)	I Retainage
			From Previous Application (D + E)				Total Completed And Stored To Date (D + E + F)	% (G/C)		
1	Shaftwall material	2,150.00	2,150.00				2,150.00	100%		
2	Shaftwall labor	2,500.00	2,500.00				2,500.00	100%		
3	Drywall hang materials	3,250.00	800.00	2,450.00			3,250.00	100%		
4	Drywall hang labor	3,500.00	800.00	2,700.00			3,500.00	100%		
5	Drywall finish material	2,200.00	200.00	2,000.00			2,200.00	100%		
6	Drywall finish labor	6,000.00	500.00	5,500.00			6,000.00	100%		
7	COR 1	350.00	350.00				350.00	100%		
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SUBTOTALS PAGE 2		19,950.00	7,300.00	12,650.00			19,950.00	100%		

FULL CONDITIONAL WAIVER

I/We have an agreement with RCI | Richter Construction, Inc. To provide Building Insulation for improvement to the property described as:

Whitewater Township Emergency Services Building – Rural Fire Station # 3
8380 Old M-72, Williamsburg, Michigan 49690

Property ID # 28-13-004-058-00

And hereby waive and release ALL our construction lien rights against such Property for labor / materials provided through October 25, 2017; together with All previous waivers, if any, do cover all amounts due to use for improvements provided through the date shown above.

This waiver is conditioned on receipt of the actual payment in the amount of:
Five thousand, five hundred forty-one and No / 100 dollars
\$ 5,221.00

Company Advanced Insulation Systems, Inc.
Address 5975 Sunset View Drive
Traverse City, Michigan 49684

Lori F. Nawak
Signature

Lori F. Nawak / Office
Print Name and Title

10-26-17
Date

[Handwritten Signature]
Witness

10/26/17
Date

ADVANCED INSULATION SYSTEMS, Inc.

5975 Sunset View Drive
 Traverse City, Michigan 49684
 (231) 941-7786 Fax: (231) 421-8424

Invoice

Date	Invoice #
10/20/2017	3708

Bill To
RCI Richter Construction, Inc. Chris Richter 3760 N. US Highway 31 South Traverse City, MI 49684

P.O. No.	Due Date	Project
17320	11/19/2017	Whitewater Tsp. Fire - 8380 Old 72, W/B

Description
<p>PROJECT: NEW ADDITION/RENOVATION - Whitewater Township Fire Department, 8380 Old 72, Williamsburg, MI. New addition to existing structure, single story, slab on grade. Addition consists of new equipment bay, work-out room, 2 sleeping rooms, EMT day room, men's bathing room, with renovation to existing areas to women's bathing room, kitchen.</p> <p>NO INSULATION HAS BEEN INCLUDED FOR THE NEW EQUIPMENT BAY OR ANY EXISTING WALLS OF THE ORIGINAL BUILDING.</p> <p>PREP WORK & AIR SEALING: -Install Low-Expanding FOAM CHINKING around WINDOWS & DOORS. -CONTINUOUS RAFTER/ATTIC VENTING, with 1" Air Space: Install Card Board Rafter Vents 24". -Install ATTIC MARKERS.</p> <p>MAIN LEVEL: -2x6 EXTERIOR WALLS: Install R-21x15 Fiber Glass Batt. -EXTERIOR WALLS: Apply 4-Mil Poly Vapor Barrier. -REPAIR ALLOWANCE of \$250.00 has been included for wall areas @ Women's Bathing Room.</p> <p>SOUND INSULATION: -SOUND BARRIER for WALLS @ Women's & Men's Bathing Room, Sleeping Rooms, Common Wall of EMT Day Room and Work Out Room: Install R-11x15 Fiber Glass Batt.</p> <p>FLAT ATTIC/TRUSS AREAS: -ATTIC AREAS: Install CLIMATE-PRO Blown Fiber Glass @ R-50.</p>

E-mail	Web Site	TOTAL
info@advancedinsulationtc.com	www.insulation.tc	

ADVANCED INSULATION SYSTEMS, Inc.

5975 Sunset View Drive
Traverse City, Michigan 49684
(231) 941-7786 Fax: (231) 421-8424

Invoice

Date	Invoice #
10/20/2017	3708

Bill To
RCI Richter Construction, Inc. Chris Richter 3760 N. US Highway 31 South Traverse City, MI 49684

P.O. No.	Due Date	Project
17320	11/19/2017	Whitewater Tsp. Fire - 8380 Old 72, W/B

Description
OPTION #1 - Install Sealin' Hatch INSULATED ATTIC ACCESS DOOR for CEILING, with seals and painted colonial wood trim, (CEILING rough opening 22-1/2" x 30-3/4")...ADD...\$160.00 PER DOOR. - YES X 2.
8-14-17: Bulletin 1 - Option 1a: Existing INTERIOR HALLWAY Wall @ Kitchen/Hallway - SOUND BARRIER for WALLS: Install R-11x15 Fiber Glass Batt...ADD...\$107.00. - NO.
9-18-17: Bulletin 3 - Not Applicable to Insulation.

E-mail	Web Site	TOTAL	\$3,276.00
info@advancedinsulationtc.com	www.insulation.tc		

ADVANCED INSULATION SYSTEMS, Inc.

5975 Sunset View Drive
 Traverse City, Michigan 49684
 (231) 941-7786 Fax: (231) 421-8424

Invoice

Date	Invoice #
10/26/2017	3720

Bill To
RCI Richter Construction, Inc. Chris Richter 3760 N. US Highway 31 South Traverse City, MI 49684

P.O. No.	Due Date	Project
17601	11/25/2017	Whitewater/Fire Storage - 8380 Old 72 W...

Description
<p>PROJECT: RETROFIT - Whitewater Township Fire Department, 8380 Old 72, Williamsburg, MI. Existing storage garage area, slab on grade; request for insulation.</p> <p>Job site visit by Ron Novak on 10-4-17.</p> <p>PREP WORK: -CONTINUOUS RAFTER/ATTIC VENTING, with 1" Air Space: Install Card Board Rafter Vents 24". -Install ATTIC MARKERS.</p> <p>MAIN LEVEL: -2x6 EXTERIOR WALLS: Install R-19x15 Fiber Glass Batt. -EXTERIOR WALLS: Apply 4-Mil Poly Vapor Barrier.</p> <p>FLAT ATTIC/TRUSS AREAS: -ATTIC AREAS: Install CLIMATE-PRO Blown Fiber Glass @ R-38.</p> <p>OPTION #1 - Install Sealin' Hatch INSULATED ATTIC ACCESS DOOR for CEILING, with seals and painted colonial wood trim, (CEILING rough opening 22-1/2" x 30-3/4")...ADD...\$160.00 PER DOOR. - YES X 1.</p>

E-mail	Web Site	TOTAL	\$1,945.00
info@advancedinsulationtc.com	www.insulation.tc		

Advantage Electric Services, LLC

Phone: (231) 929-4900 or Toll Free: (888) 302-4900

Fax: (231) 929-4269

Waiver of Lien

I/we have a contract with **Richter Construction, Inc.** to provide electrical material and labor for services to the job location described as:

Whitewater Township Rural Fire Station #3
8380 Old M-72
Williamsburg, MI 49690



PARTIAL CONDITIONAL:

Hereby waive my/our construction lien in the amount of **\$9,157.50** for payment on invoice(s) **#13803**. This amount covers labor, materials or subcontract services provided through **10/25/17**. This waiver is conditioned on the actual payment for the amount and date shown above.



FULL CONDITIONAL:

Having been fully paid and satisfied, we are waiving all our construction lien rights against above referenced job location through _____. This waiver is conditioned upon the actual payment of \$_____.



PARTIAL UNCONDITIONAL:

Hereby waive my/our construction lien in the amount of \$_____. This amount reflects invoice(s) #_____ for labor, materials or subcontract services provided through _____. This waiver, along with all previous waivers, if any, does cover all amounts due to us for the contract/job improvements provided through the date shown above.

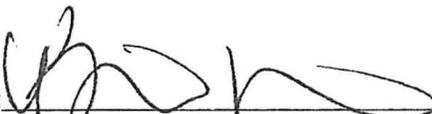


FULL UNCONDITIONAL:

Having been fully paid and satisfied, we are waiving all our construction lien rights against such property or job location.

If the owner or lessee of the property or the owner's or lessee's designee has received a notice of furnishing from me/one of us or if I/we are not required to provide one, and the owner, lessee or designee has not received this waiver directly from me/one of us, the owner, lessee or designee may not rely upon it without contacting me/one of us, either in writing, by telephone or personally, to verify that it is authentic.

Signed: _____



Bonnie Hunt, Agent
ar@advantagemi.com

Dated: 10/25/17

2238 Traversefield Drive
Traverse City, MI 49686

TO: RCI/RICHTER CONSTRUCTION INC.
3760 N US HWY 31 SOUTH
SUITE 10
TRAVERSE CITY MI 49684

PROJECT: WHITEWATER TOWNSHIP
RURAL FIRE STATION #3
8380 OLD M-72
WILLIAMSBURG, MI 49690

APPLICATION NO: 003
PERIOD TO: 10/25/17

Distribution to:
OWNER
ARCHITECT
CONTRACTOR

FROM: ADVANTAGE ELECTRIC
2238 TRAVERSEFIELD/PO BOX 5119
TRAVERSE CITY, MI 49696-5119

VIA ARCHITECT: PRESSELL ENGINEERING & DESIGN
MARK A. PRESSELL
8995 W KELLY ROAD
LAKE CITY, MI 49651

PROJECT NO: 15-215 (170116)
CONTRACT DATE: 7/13/17
INVOICE NO: 13803

CONTRACT FOR: WHITEWATER TWP FIRE STATION

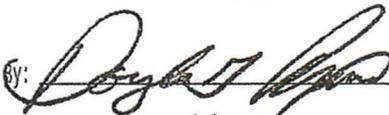
CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

- 1. ORIGINAL CONTRACT SUM.....\$ 32,700.00
- 2. Net change by Change Orders.....\$ 675.00
- 3. CONTRACT SUM TO DATE (Line 1+2).....\$ 33,375.00
- 4. TOTAL COMPLETED & STORED TO DATE.....\$ 27,575.00
(Column G on G703)
- 5. RETAINAGE:
 - a. 10.00% of Completed Work.....\$ 2,757.50
(Column D+E on G703)
 - b. % of Stored Material.....\$.00
(Column F on G703)
- Total Retainage (Line 5a+5b or.....\$ 2,757.50
Total in Column I of G703)
- 6. TOTAL EARNED LESS RETAINAGE.....\$ 24,817.50
(Line 4 less Line 5 Total)
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
(Line 6 from prior Certificate).....\$ 15,660.00
- 8. CURRENT PAYMENT DUE.....\$ 9,157.50
- 9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6).....\$ 8,557.50

CONTRACTOR: ADVANTAGE ELECTRIC SERVICES

BY:  Date: 10-25-17

State Of: MICHIGAN
County Of: ANTRIM, ACTING IN G.T. COUNTY

Subscribed and sworn to before me this 25th day of October 20¹⁷

JENNIFER THOMPSON
Notary Public, State of Michigan
My Commission expires: 09/03/22
County of Antrim.
My Commission Expires 09/03/22
Acting in the County of Grand Traverse

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$ _____
(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:
By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	675.00	.00
Total approved this month	.00	.00
TOTALS	675.00	.00
NET CHANGES by Change Order	675.00	.00

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT containing Contractor's signed Certification, is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 003
 APPLICATION DATE: 10/25/17
 PERIOD TO: 10/25/17
 ARCHITECT'S PROJECT NO: 15-215 (170116)

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUES	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H % G/C	I BALANCE TO FINISH (C - G)	RETAINAGE IF VARIABLE RATE
			PREVIOUS APPLICATION (D + E)							
	LABOR	15,060.00	6,500.00	5,500.00		.00	12,000.00	80	3,060.00	1,200.00
1	MATERIAL	13,740.00	9,000.00	3,000.00		.00	12,000.00	87	1,740.00	1,200.00
2	FIRE ALARM	3,000.00	1,000.00	1,000.00		.00	2,000.00	67	1,000.00	200.00
3	PERMIT	500.00	500.00	.00		.00	500.00	100	.00	50.00
4	MOBILIZATION	400.00	400.00	.00		.00	400.00	100	.00	40.00
	C/O #1									
	ADD 220V & 120V W/D RECEPS	675.00	.00	675.00		.00	675.00	100	.00	67.50
	BASE CONTRACT	32,700.00	17,400.00	9,500.00		.00	26,900.00	82	5,800.00	2,690.00
	CHANGE ORDERS	675.00	.00	675.00		.00	675.00	100	.00	67.50
	TOTALS	33,375.00	17,400.00	10,175.00		.00	27,575.00	83	5,800.00	2,757.50

PARTIAL CONDITIONAL WAIVER

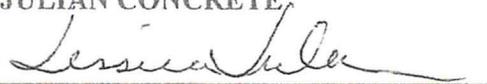
JULIAN CONCRETE has a contract with RCI Richter Construction LLC to provide Concrete for the improvement to the property described as Whitewater Township, Rural Fire Station #3
8380 Old M 72 Williamsburg, MI 49690, and by signing this waiver waive JULIAN CONCRETE's construction lien to the amount of \$ 6,312.60. for labor/materials provided through October 30, 2017.

This waiver, together with all previous waivers, if any, covers all amounts due to JULIAN CONCRETE for contract improvement provided through the date shown above.

This waiver is conditioned on actual payment of the amount shown above.

If the owner or lessee of the property or the owner's or lessee's designee has received a Notice of Furnishing from JULIAN CONCRETE or if JULIAN CONCRETE is not required to provide one, and the owner, lessee, or designee has not received this waiver directly from JULIAN CONCRETE, the owner, lessee, or designee may not rely upon it without contacting JULIAN CONCRETE, either in writing, by telephone, or personally, to verify that it is authentic.

October 30, 2017
Date

JULIAN CONCRETE
/s/ 
By: Jessica Julian
Phone: 231-649-4349
Fax: --
russ@julianconcrete.com

DO NOT SIGN BLANK OR INCOMPLETE FORMS. RETAIN A COPY.

USE THIS FORM WITH PROGRESS PAYMENT REQUESTS SPECIFYING THE DATE OF WORK INCLUDED IN PROGRESS PAYMENT.

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF 2 PAGES

TO CONTRACTOR:

RCI Richter Construction, Inc.
3760 N US Highway 31 South, Suite 10
Traverse City, MI 49684

PROJECT: Whitewater Township

Rural Fire Station #3 Add & Reno
8380 Old M 72
Williamsburg, MI 49690

APPLICATION NO:

2

Distribution to:

OWNER
 ARCHITECT
 CONTRACTOR

PERIOD TO: 10/31/17

FROM SUBCONTRACTOR:

Julian Concrete
3655 Lake Ann Road
Interlochen, MI 49643

VIA ARCHITECT:

Pressell Engineering & Design
8995 W. Kelly Road
Lake City, MI 49651-8663

PROJECT NOS:

CONTRACT

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM	\$	15,020.00
2. Net change by Change Orders	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	15,020.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	14,035.00
5. RETAINAGE:		
a. 10 % of Completed Work (Column D + E on G703)	\$	1,403.50
b. % of Stored Material (Column F on G703)	\$	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	1,403.50
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	12,631.50
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	6,318.90
8. CURRENT PAYMENT DUE	\$	6,312.60
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	2,388.50

SUBCONTRACTOR: *Julian Concrete*

By: *Jessica Sullivan* Date: *10/25/17*

State of: *Michigan* County of: *Benzie*
Subscribed and sworn to before me this *25th* day of *October*, 2017
Notary Public: *Mandy Gray Rineer*
My Commission expires: *9-25-2019*

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)
ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order	\$0.00	

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

APPLICATION NO: **2**
APPLICATION DATE: 10/25/2017

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: 10/31/2017

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO:

A ITEM NO	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
1	Concrete Footings	\$2,262.00				\$2,262.00	100.00%	\$0.00	\$226.20
2	Concrete Walls	\$4,759.00				\$4,759.00	100.00%	\$0.00	\$475.90
3	4" Building Addition Floor	\$2,096.00		\$2,096.00		\$2,096.00	100.00%	\$0.00	\$209.60
4	6" Pole Building Floor	\$4,918.00		\$4,918.00		\$4,918.00	100.00%	\$0.00	\$491.80
5	Exterior Concrete	\$985.00						\$985.00	
GRAND TOTALS		\$15,020.00	\$0.00	\$7,014.00	\$0.00	\$14,035.00	93.44%	\$985.00	\$1,403.50

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

PARTIAL UNCONDITIONAL WAIVER

I/We have an agreement with RCI | Richter Construction, Inc. to provide Subcontract Labor / Labor Services for the improvement to the property described as:

Whitewater Township Emergency Services Building – Rural Fire Station # 3
8380 Old M-72, Williamsburg, Michigan 49690

Property ID # 28-13-004-058-00

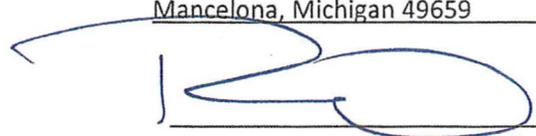
And hereby waive and release our construction lien rights against such Property for labor / materials provided through October 20, 2017; together with All previous waivers, if any, do cover all amounts due to use for improvements provided through the date shown above.

This waiver is UNCONDITIONAL having received the actual payment in the amount of:

Seven thousand, eight hundred forty-eight and 75 / 100 dollars

\$ 7,848.75

Company Northwoods Construction, LLC
Address 6723 S. M-66
Mancelona, Michigan 49659


Signature

Rich Grady
Print Name and Title

10/20/17
Date


Witness

10/20/17
Date

PARTIAL CONDITIONAL WAIVER

I/we have a contract with Richter Construction, Inc.
(other contracting party)

to provide Mechanical work for Addition and Renovations

for the improvement of the property described as: Whitewater Township Emergency
Services Building.

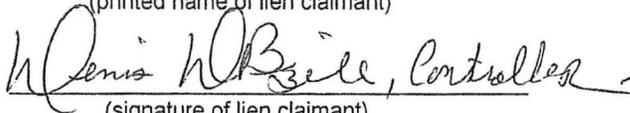
And by signing this waiver waive my/our construction lien to the amount of \$
\$5,656.50, for labor/materials provided through 10/24/17
(date of draw cutoff or actual payment)

This waiver, together with all previous waivers, if any, (circle one) does/does not cover all amounts due to me/us for contract improvement provided through the date shown above. This waiver is conditioned on actual payment of the amount shown above.

If the owner or lessee of the property or the owner's or lessee's designee has received a notice of furnishing from me/one of us, or if I/we are not required to provide one, and the owner, lessee, or designee has not received this waiver directly from me/one of us, the owner, lessee, or designee may not rely upon it without contracting me/one of us, either in writing, by telephone, or personally, to verify that it is authentic.

Dennis D. Bezile, Controller

(printed name of lien claimant)



(signature of lien claimant)

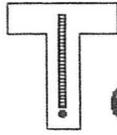
Signed on: 10/26/17

Address: 1623 Northern Star Drive

Traverse City, MI 49696

Telephone: 231-922-1862

DO NOT SIGN BLANK OR INCOMPLETE FORMS. RETAIN A COPY.



Temperature Control, Inc.

1623 Northern Star Drive
 Traverse City, MI 49696
 (231) - 922-1862 - Phone
 (231) - 922-1892 - FAX

Invoice

Date	Invoice #
10/25/17	208190

Bill To			
Richter Construction, Inc. 3760 N. US Highway 31 South Suite 10 Traverse City, MI 49684		P.O. Number	Project
		Contract - Chris ...	L-17-010 - Whitewater Twp Fi...
Terms		Net 30	
Description	Quantity	Rate	Amount
L-17-010 - Labor and materials to date for mechanical work for the addition and renovations as quoted - Whitewater Township Emergency Services Building. Less 10% Retention		6,285.00	6,285.00
Progress Billing - #3		-10.00%	-628.50
Total Contract:	\$47,733.00		
Previous Billings	\$34,500.00		
This Billing	\$6,285.00		
Remainder to Invoice:	\$ 6,948.00		
		Sales Tax (6.0%)	\$0.00
		Total	\$5,656.50

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

PAGE 1 OF 2 PAGES

TO: Richter Construction, Inc.
3760 N. US Highway 31 South, Suite 10
Traverse City, MI 49684

APPLICATION NUMBER: #3
PERIOD TO: 10/24/17
P.O. #
Invoice: 208190
Project # 15-215

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM: Temperature Control, Inc.
1623 Northern Star Drive
Traverse City, MI 49696-9243

VIA ARCHITECT:

CONTRACT FOR: Whitewater Township Emergency Services Building - Addition & Renovations

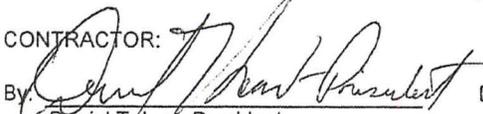
CONTRACTOR'S APPLICATION FOR PAYMENT

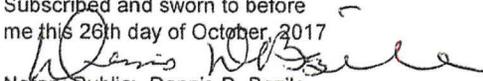
Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet. AIA Document G 703, is attached.

1. ORIGINAL CONTRACT SUM	\$42,200.00
2. Net change by Change Orders	\$5,533.00
3. CONTRACT SUM TO DATE (Line 1 +- 2)	\$47,733.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$40,785.00
5. RETAINAGE:	
a. 10 % of Completed Work (Columns D+E on G703)	\$4,078.50
b. 10 % of Stored Material (Column F on G703)	\$0.00
Total Retainage (Line 5a +5b or Total in Column 1 of G703)	\$4,078.50
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$36,706.50
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$31,050.00
8. CURRENT PAYMENT DUE	\$5,656.50
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$11,026.50

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$1,185.00	
Total approved this Month	4,348.00	
TOTALS	\$5,533.00	
NET CHANGES by Change Order	\$5,533.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: 
By: Daniel T. Law, President Date: October 25, 2017

State of: Michigan
County of: Antrim, acting in Grand Traverse County
Subscribed and sworn to before me this 26th day of October, 2017

Notary Public: Dennis D. Bezile
My Commission expires: 12/03/2021

ARCHITECTS CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the date comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED\$ _____
(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:
By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

Page 2 of 2 Pages

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contract's signed Certification is attached.
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: #3
 APPLICATION DATE: 10/24/17
 PERIOD TO: 10/24/17

ITEM NO.	DESCRIPTION OF WORK	C SCHEDULED VALUE	D	E	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C-G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD		TOTAL COMPLETED AND STOED TO DATE (D+E+F)	% (G/C)		
1	Plumbing	25,320.00	22,788.00	2,300.00		25,088.00	99.08%	232.00	2,508.80
2	HVAC	16,880.00	11,712.00	2,800.00		14,512.00	85.97%	2,368.00	1,451.20
3	C.O. #1 - Washer & Dryer Connections	1,185.00	0.00	1,185.00		1,185.00	100.00%	0.00	118.50
4	C.O. #2 - Install Unit Heater	4,348.00	0.00	0.00		0.00	0.00%	4,348.00	0.00
5						0.00	0.00%	0.00	0.00
6						0.00	0.00%	0.00	0.00
7						0.00	0.00%	0.00	0.00
8						0.00	0.00%	0.00	0.00
9						0.00	0.00%	0.00	0.00
10						0.00	0.00%	0.00	0.00
11						0.00	0.00%	0.00	0.00
12						0.00	0.00%	0.00	0.00
13						0.00	0.00%	0.00	0.00
14						0.00	0.00%	0.00	0.00
15						0.00	0.00%	0.00	0.00
16						0.00	0.00%	0.00	0.00
17						0.00	0.00%	0.00	0.00
18						0.00	0.00%	0.00	0.00
19						0.00	0.00%	0.00	0.00
20						0.00	0.00%	0.00	0.00
21						0.00	0.00%	0.00	0.00
22						0.00	0.00%	0.00	0.00
23						0.00	0.00%	0.00	0.00
24						0.00	0.00%	0.00	0.00
25						0.00	0.00%	0.00	0.00
26						0.00	0.00%	0.00	0.00
27						0.00	0.00%	0.00	0.00
28						0.00	0.00%	0.00	0.00
29						0.00	0.00%	0.00	0.00
30						0.00	0.00%	0.00	0.00
31						0.00	0.00%	0.00	0.00
32						0.00	0.00%	0.00	0.00
33						0.00	0.00%	0.00	0.00
34						0.00	0.00%	0.00	0.00
35						0.00	0.00%	0.00	0.00
36						0.00	0.00%	0.00	0.00
37						0.00	0.00%	0.00	0.00
TOTAL		47,733.00	34,500.00	6,285.00	0.00	40,785.00	0.00%	6,948.00	4,078.50

PARTIAL CONDITIONAL WAIVER

I/We have an agreement with RCI | Richter Construction, Inc. To provide General Construction and Building Materials for improvement to the property described as:

Whitewater Township Emergency Services Building – Rural Fire Station # 3
8380 Old M-72, Williamsburg, Michigan 49690

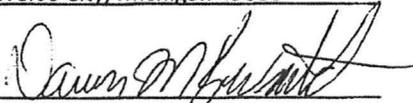
Property ID # 28-13-004-058-00

And hereby waive and release our construction lien rights against such Property for labor / materials provided through October 25, 2017; together with All previous waivers, if any, do cover all amounts due to use for improvements provided through the date shown above.

This waiver is conditioned on receipt of the actual payment in the amount of:
Three thousand, five hundred-nine and 91 / 100 dollars
\$ 3,509.91

Company
Address

Northern Building Supply, LLC
1701 W. South Airport Road
Traverse City, Michigan 49686



Signature

Dawn M. Kelwitch AL

Print Name and Title

Manager

10/26/17

Date


Witness

10-26-2017

Date



PARTIAL UNCONDITIONAL WAIVER

I/We have an agreement with Whitewater Township to provide General Contract Construction Services for the improvement to the property described as:

Whitewater Township Emergency Services Building – Rural Fire Station # 3
8380 Old M-72, Williamsburg, Michigan 49690

Property ID # 28-13-004-058-00

And hereby waive and release our construction lien rights against such Property for labor / materials provided through September 30, 2017; together with All previous waivers, if any, do cover all amounts due to use for improvements provided through the date shown above.

This waiver is unconditional, having received the actual payment in the amount of: One hundred seventeen thousand, one hundred ninety-eight and No / 100 dollars
\$ 117,198.00

RCI | Richter Construction, Inc.
3760 N US Highway 31 South, Suite 10
Traverse City, Michigan 49684

Signature

Chris Richter, President
Print Name and Title

Date

Witness

October, 27, 2017
Date

PARTIAL UNCONDITIONAL WAIVER

I/We have an agreement with RCI | Richter Construction, Inc. To provide Shaft wall, Drywall Hanging and Drywall Finishing for the improvement to the property described as:

Whitewater Township Emergency Services Building – Rural Fire Station # 3
8380 Old M-72, Williamsburg, Michigan 49690

Property ID # 28-13-004-058-00

And hereby waive and release our construction lien rights against such Property for labor / materials provided through September 25, 2017; together with All previous waivers, if any, do cover all amounts due to use for improvements provided through the date shown above.

This waiver is unconditional, having received the actual payment in the amount of:
Seven thousand, three hundred and No / 100 dollars

~~\$4,300.00~~

\$ 7,300.00

Company Absolute Building Solutions, LLC
Address 108 E. Main Street
Kingsley, Michigan 49649

D-H
Signature

DAW HARRIS owner/manager
Print Name and Title

10-24-17
Date

CK
Witness

10/24/17
Date

170114

PARTIAL UNCONDITIONAL WAIVER

I/We have an agreement with RCL | Richter Construction, Inc. To provide Electrical Services and Finishes for the improvement to the property described as:

Whitewater Township Emergency Services Building – Rural Fire Station # 3
8380 Old M-72, Williamsburg, Michigan 49690

Property ID # 28-13-004-058-00

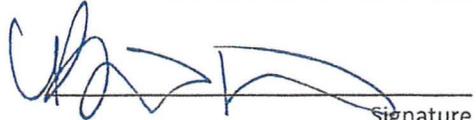
And hereby waive and release our construction lien rights against such Property for labor / materials provided through September 25, 2017; together with All previous waivers, if any, do cover all amounts due to use for improvements provided through the date shown above.

This waiver is unconditional, having received the actual payment in the amount of:

Ten thousand, three hundred-fifty and No / 100 dollars

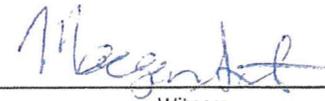
\$ 10,350.00

Company Advantage Electric, LLC
Address PO Box 5119
Traverse City, Michigan 49686-5119


Signature

Hunt, Bonnie (Agent)
Print Name and Title

10-24-17
Date


Witness

10/24/17
Date

PARTIAL UNCONDITIONAL WAIVER

I/We have an agreement with RCI | Richter Construction, Inc. To provide Excavation, Site Development and Fire Suppression Water Services for the improvement to the property described as:

Whitewater Township Emergency Services Building – Rural Fire Station # 3
8380 Old M-72, Williamsburg, Michigan 49690

Property ID # 28-13-004-058-00

And hereby waive and release our construction lien rights against such Property for labor / materials provided through September 25, 2017; together with All previous waivers, if any, do cover all amounts due to use for improvements provided through the date shown above.

This waiver is unconditional, having received the actual payment in the amount of:

One thousand and No / 100 dollars
\$ 1,000.00

Company N.W. Michigan Contracting
Address PO Box 6914
Traverse City, Michigan 49696

Mary Ann Kassel
Signature

Mary Ann Kassel
Print Name and Title

10-25-17
Date

CK
Witness

10/25/17
Date

PARTIAL UNCONDITIONAL WAIVER

I/We have an agreement with RCI | Richter Construction, Inc. To provide Mechanical Plumbing, Natural Gas Extension and HVAC Services – Rough and Finish for the improvement to the property described as:

Whitewater Township Emergency Services Building – Rural Fire Station # 3
8380 Old M-72, Williamsburg, Michigan 49690

Property ID # 28-13-004-058-00

And hereby waive and release our construction lien rights against such Property for labor / materials provided through September 25, 2017; together with All previous waivers, if any, do cover all amounts due to use for improvements provided through the date shown above.

This waiver is unconditional, having received the actual payment in the amount of:

Eighteen thousand and No / 100 dollars
\$ 18,000.00

Company Temperature Control, Inc.
Address 1623 Northern Star Drive
Traverse City, Michigan 49696

Dennis Bezile, Controller
Signature

Dennis Bezile, Controller
Print Name and Title

10/23/17
Date

[Signature]
Witness

10/23/17
Date

PARTIAL UNCONDITIONAL WAIVER

I/We have an agreement with RCI | Richter Construction, Inc. To provide General Construction and Building Materials for improvement to the property described as:

Whitewater Township Emergency Services Building – Rural Fire Station # 3
8380 Old M-72, Williamsburg, Michigan 49690

Property ID # 28-13-004-058-00

And hereby waive and release our construction lien rights against such Property for labor / materials provided through September 25, 2017; together with All previous waivers, if any, do cover all amounts due to use for improvements provided through the date shown above.

This waiver is unconditional having received the actual payment in the amount of:
Eighteen thousand, eight hundred twenty-two and 16 / 100 dollars
\$ 18,822.16

Company Northern Building Supply, LLC
Address 1701 W. South Airport Road
Traverse City, Michigan 49686



Signature

Dawn M. Kewitch
AR Manager Print Name and Title

10/23/17
Date


Witness

10/23/17
Date

To: Whitewater Township Board

From: Cheryl A. Goss, Clerk

Date: 11/11/2017

Re: Budget Amendments – 8380 Old M-72 Renovation/Addition Project

Because the 8380 Old M-72 Renovation/Addition Project had not been put out for bid before the 2017/2018 budget process, the board did not have an accurate cost figure at that time. Consequently, there is a deficit in what was budgeted compared to the actual cost. A detailed Excel spreadsheet is attached showing the current budgetary status of the project and the proposed ways to eliminate the \$165,000 deficit.

The planned \$16,000 transfer from the General Fund to the Road Fund is not needed and can be diverted to the expenses of the renovation/addition project. The only expenses that will come out of this fund for the rest of this fiscal year are for street lights (approximately \$130 per month x 5 months = \$650). The fund has a current balance of 9,929.55.

The planned \$100,000 transfer from the General Fund to the Road Repair/Replacement Fund is not necessary in this fiscal year and should be diverted to the expenses of the renovation/addition project. While this transfer was budgeted with good intentions, the importance of undertaking this long overdue renovation/addition project for fire and ambulance personnel (and for the sake of emergency responses in the township as a whole) takes precedence over roads. Diverting the \$100,000 to the renovation/addition project will not affect the current balance in the Road Repair Fund of \$118,476.78.

Likewise, the planned transfer of \$42,000 from the General Fund to the Recreation Fund, without have an accurate cost figure at budget time for the renovation/addition project, is simply too ambitious and should be partially diverted to the costs of the construction project. To put it in perspective, in 2014/2015, there was a \$10,000 transfer; in 2015/2016, there was an \$18,000 transfer; in 2016/2017, there was a \$25,000 transfer. The proposed diversion of \$20,000 to the renovation/addition project expenses, leaving intact a \$22,000 transfer, will leave the Recreation Fund with a small nest egg of approximately \$10,000 at the end of this fiscal year.

Regarding the proposed budget amendments in the Elections department, there was only one election in this fiscal year, so the wage line item can be amended to divert \$4,000 to the renovation/addition expenses. Also, we received a grant from the State of Michigan covering the entire cost of the new election equipment, so the \$4,000 in capital expenditure set aside for that purpose can be diverted to the expenses of the renovation/addition project.

The sum of \$54,000 was budgeted in the Fire Fund Contingency line item. Diverting \$21,000 from this line item to the expenses of the renovation/addition project leaves \$33,000 in the line item, which should be adequate considering that no particular expenses were budgeted for this account. Since these are Fire Special Assessment District funds, the entirety of the \$21,000 should be diverted to the Fire Capital Improvement Fund only (with none going to the Ambulance Fund).

These proposed amendments to the 2017/2018 budget in the total amount of \$165,000 will erase the budgetary deficit. These amendments can be accomplished with the following specific motions:

Motion to redirect budgeted Road Fund (\$16,000), Road Repair/Replacement Fund (\$100,000), and Recreation Fund (\$20,000) transfers, along with Election Department Wage (\$4,000) and Capital Expenditure (\$4,000) funds to the Ambulance Fund Capital Expenditure line item in the total amount of \$82,500 and to the Fire Capital Improvement Fund Capital Expenditure line item in the total amount of \$61,500.

Motion to reduce the Fire Fund Contingency line item by \$21,000 and move these funds to the Fire Capital Improvement Fund Capital Expenditure line item.

###

	A	B	C	D
1	FISCAL YEAR 2017/2018 COSTS - 8380 OLD M-72 RENOVATION/ADDITION PROJECT			
2				
3	RCI Richter Construction Original Contract Price		383,563.63	
4				
5	Change Order No. 1:			
6	Structural Beam	3,668.81		
7	Washer/Dryer Rough-In	2,192.48		
8	Insulation in mold remediation areas	613.47		
9	TOTAL		6,474.76	
10				
11	Change Order No. 2:			
12	Lockset upgrade	877.05		
13	Fire suppression upgrade to NFPA 13R/add			
14	coverage to training room	5,151.51		
15	TOTAL		6,028.56	
16				
17	Change Order No. 3:			
18	Insulate/install gas heater, thermostat,			
19	dedicated circuit in new equipment bay			
20	TOTAL	16,730.99	16,730.99	
21				
22				
23	Total RCI Contract Price as of 11/10/2017			412,797.94
24				
25				
26				
27	Mark Pressell (Engineer) Contract Price	3,500.00		3,500.00
28	(plus mileage)			
29				
30	Direct Designs	1,850.00		1,850.00
31				
32				
33				
34				
35	Other Actual Costs as of 11/10/2017			
36	5 Sets of Sealed Drawings	97.20		
37	Remove Siren	200.00		
38	Tree Removal	6,800.00		
39	Invitations to Bid (ER News & TC Record-Eagle)	231.98		
40	Cut/Cap/Relocate Natural Gas	631.25		
41	Cummins Sales & Service (convert backup generator			
42	to propane/re-convert to natural gas)	522.28		
43	TOTAL			8,482.71
44				
45	TOTAL OWED OR PAID AS OF 11/10/2017			426,630.65
46				

	A	B	C	D
47	FISCAL YEAR 2017/2018 COSTS - 8380 OLD M-72 RENOVATION/ADDITION PROJECT (continued)			
48				
49	UPCOMING EXPENSES			
50	Window Treatments (8 windows)	1,000.00		
51	Electric Range	600.00		
52	Washer	650.00		
53	Electric Dryer	500.00		
54	Entrance Mats (3' x 10')	500.00		
55	Dishes/Glassware/Silverware/Utensils/Pots/Pans	200.00		
56	Bedding/Towels	200.00		
57	??			
58	??			
59				3,650.00
60				
61	TOTAL PROJECT COSTS			430,280.65
62				
63				
64	2017/2018 FUNDS BUDGETED FOR PROJECT			
65	Ambulance Fund	133,000.00		
66	Fire Capital Improvement Fund	133,000.00		
67	TOTAL			266,000.00
68				
69				
70	BUDGET DEFICIT			164,280.65
71				
72	Proposed Budget Amendments			
73	Divert \$16,000 Road Fund* transfer to Amb/Fire Cap		16,000.00	
74	Divert \$100,000 Road Repair Fund** transfer to Amb/Fire Cap		100,000.00	
75	Divert \$20,000 of \$42,000 Rec Fund transfer to Amb/Fire Cap		20,000.00	
76	Divert \$4,000 Election Wages and \$4,000 Cap Exp			
77	to Amb/Fire Cap		8,000.00	
78	Divert \$21,000 Fire Fund Contingency*** to Fire Cap		21,000.00	
79	TOTAL			165,000.00
80				
81	BALANCE			719.35
82				
83				
84	Cash Balances as of 11/10/2017			
85	*Road Fund - \$9,929.55			
86	**Road Repair Fund - \$118,476.78			
87	***\$54,000 set aside in Fire Fund Contingency			

To: Whitewater Township Board

From: Cheryl A. Goss, Clerk

Date: 11/10/2017

Re: Ordinance 32 – Proposed Revision of Private Road Ordinance

Zoning Administrator Dennis Habedank, Planning Commission Chairperson Kim Mangus, and me have completed our review and proposed revision of the Private Road Ordinance.

Attached you will find a copy of the ordinance showing the original text and changes made, as well as a “finished” copy showing all changes made.

This item is on the board’s 11/14/2017 agenda for initial review.

###

WHITEWATER TOWNSHIP
PROPOSED REVISION OF PRIVATE ROAD ORDINANCE
ORDINANCE NO. 32

Adopted: September 16, 2003

Amended: July 20, 2004 (Amendment No. 1, effective September 6, 2004)

An Ordinance to regulate the construction of Private Roads and to establish penalties.

**THE TOWNSHIP BOARD OF WHITEWATER, GRAND TRAVERSE COUNTY,
MICHIGAN ORDAINS:**

Section 1 NAME

This Ordinance shall be known and cited as the Whitewater Township Private Road Ordinance.

Section 2 DEFINITIONS

CUL-DE-SAC: A circular vehicular turn-around at the end of a private road or easement.

DRIVEWAY: A private way providing vehicular access from a public or private road to two or fewer lots for a residence or to a commercial or non-commercial establishment.

EASEMENT: A right in the owner of one parcel of land by reason of such ownership, to use the land of another for the purpose of ingress or egress.

PRIVATE DRIVE: ~~Any access for vehicular traffic which is privately owned and maintained which provides access to two (2) or less lots or parcels~~

PRIVATE ROAD: Any road or thoroughfare for vehicular traffic which is privately owned and maintained and which provides the principal means of access to three (3) or more abutting properties.

ROAD FRONTAGE: The distance along a street line measured at the front of a lot.

ROAD/STREET: A public or private way for pedestrian and vehicular traffic, including avenue, lane, highway, or other way, excluding a driveway.

Section 3 PRIVATE ROAD STANDARDS

When private road development occurs in Whitewater Township **after (date)** and is not subject to the standards established under the Subdivision Control Act, P.A. 288 of 1967, MCLA 560.101 et seq., (as amended) ~~and~~ **or** the requirements of the Whitewater Township Subdivision Control Ordinance, the following private road standards shall apply. No person, firm, or corporation shall divide land accessed by private roads without providing for permanent public or private easements that conform to the requirements below.

- A. All lots ~~must~~ **shall** have ~~frontage on~~ **adequate access to** a public or private road and meet all Zoning Ordinance requirements. Such lots shall provide safe road access for fire protection and emergency services. ~~Any lot resulting from a land division shall comply with the road frontage requirements of the district in which it is located.~~
- B. All private roads shall be ~~entered~~ **located** within a permanent right-of-way easement duly recorded with the Grand Traverse County Register of Deeds. Right-of-way easements shall be dedicated for ingress and egress and installation of public and private utilities and shall prevent any development that interferes with their use as access roads. ~~All plans submitted for approval shall show the private road easement including a legal description, use restrictions, grades of the roads, and any drainage facilities and structures.~~
- C. ~~The names of all private roads shall be approved by the Whitewater Township Board. Their numbering shall be consistent with the County address numbering system and County Road Commission requirements.~~ **VERBIAGE MOVED TO SECTION 6**
- D. ~~C.~~ There shall be a clear vision zone at all corners of intersecting roads that meet Grand Traverse County Road Commission standards. **A permit must be obtained from the Grand Traverse County Road Commission for all driveways and private roads intersecting with public roads.**
- D. ~~A private road/~~ **An access** easement serving 2 or fewer lots, parcels, or condominium units shall be considered a ~~private~~ driveway and shall not be subject to the requirements of this section **Private Road Ordinance. THIS PARAGRAPH WAS FORMERLY SECTION H.**
- E. ~~Unless otherwise specified in this Ordinance, the Whitewater Township Zoning Ordinance and the Whitewater Township Subdivision Control Ordinance,~~ **All** private road easements shall be a minimum of 33 feet wide. The Township Zoning Administrator or Planning Commission may require additional width to the right-of-way easement to allow for road construction and maintenance where deemed necessary.
- F. ~~A drainage plan shall be submitted on a topographic map, with a minimum of two-foot contour intervals, indicating the manner in which surface drainage is to be dispersed. In~~

no case shall runoff from a private road be diverted beyond the limits of that private road onto adjacent roads or property unless appropriate drainage easements are provided.

- G. ~~F.~~ Permits from the Grand Traverse County Drain Commission and Soil Erosion Departments shall be obtained prior to the construction of any private road in Whitewater Township.
- H. ~~A private road/~~ **An access** easement serving 2 or fewer lots, parcels, or condominium units shall be considered a private driveway and shall not be subject to the requirements of this section. **SECTION H MOVED AND BECAME SECTION D**
- I. ~~G.~~ A private road serving or intended to serve 3 ~~to 6~~ **or more** lots, parcels, or condominium units shall meet the following design standards. Such roads shall have:
1. A right-of-way easement at least 33 feet wide. **Wider easements are preferable in order to allow for better emergency access and to more easily accommodate future maintenance, improvements, or expansion.**
 2. A granular soil base of not less than twelve inches in depth. The top six inches in depth shall be, at minimum, road grade processed gravel.
 2. The roadbed shall be ~~16~~ **18** feet wide with two foot grass shoulders on each side **and capable of accommodating emergency services vehicle traffic.**
 3. Adequate culverts where necessary.
 3. ~~Grades not exceeding seven percent. If the road is paved, with proper drainage, a road grade up to nine percent may be permitted.~~
 4. A 35 foot radius for cul-de-sacs or 60 foot hammerhead turnaround. **All road ends shall incorporate plans for emergency vehicle turnaround suitable for ingress and egress.**
- J. ~~A private road serving or intended to serve 7 and 12 lots, parcels, or condominium units shall meet the design standards in Item I. of this section, except that:~~
1. ~~The right-of-way easement shall be at least 50 feet wide.~~
 2. ~~The roadbed shall be 18 feet wide with two foot grass shoulders on each side.~~
 3. ~~A 35 foot radius for cul-de-sacs.~~
- K. ~~A private road serving or intended to serve 13 to 25 lots, parcels, or condominium units, shall meet shall meet the design standards in Item I. of this section, except that:~~
1. ~~The right-of-way easement shall be at least 66 feet wide.~~
 2. ~~The roadbed shall be 18 feet wide with two foot grass shoulders on each side.~~
- L. ~~If more than 25 lots or units have access to a private road, the road shall be reviewed by Whitewater Township to determine if Grand Traverse County road specifications are needed. A second means of access meeting the requirements of this Ordinance (either a public road or an approved private road) shall be provided.~~

Section 4 ~~NEW PRIVATE ROADS APPROVAL PROCEDURE~~

- A. The applicant shall submit to the Zoning Administrator ~~and or other official (s) designated by the governing body, in accordance with this Ordinance a general property development plan. (see standards and submittal requirements on the Township parcel division application form)~~ Prior to review the applicant shall provide a minimum of one (1) copy of: **the following:**
- ~~1. Engineered road construction plans by a licensed civil engineer~~
 - ~~2. Drainage plans~~
 - ~~3. A road maintenance agreement and deed restrictions signed by the applicant/owner, providing for:
 - ~~(a) An equitable method of apportioning the costs of maintenance and improvements to current and future users including a method for reapportioning costs for improvements and maintenance to the road in the event that land divisions occur on the road.~~
 - ~~(b) A notice that no public funds of Whitewater Township are to be used to initially build and thereafter repair or maintain the private road.~~
 - ~~(c) A provision that the owners of any and all of the property using the road shall refrain from blocking, prohibiting, restricting, limiting or in any manner interfering with normal ingress and egress and use by any of the other owners.~~
 - ~~(d) A letter from a licensed /certified engineer stating that the road has been built to Whitewater Township Private Road Ordinance specifications.~~~~
- 1. A land use permit application.**
 - 2. A plot plan showing contact information, existing and proposed parcels, structures, proposed road location, and other pertinent features.**
 - 3. Construction permits from the Grand Traverse County Road Commission are required for connection to county roads. Permits are required from the Grand Traverse County Soil Erosion Control Officer under the Soil Erosion and Sedimentation Control Act, P.A. 347 of 1974, MCLA 282.101 et seq., when applicable. No zoning permits shall be issued on any private road until such county permits have been granted and copies submitted to the Whitewater Township Zoning Administrator.**
 - 4. Drain Commission approval as needed.**
 - 5. Any other state or county permits as required.**
- B. **The Zoning Administrator shall review the application and site plan for compliance with all township ordinances.**
- C. **The Zoning Administrator may approve the site plan and road design.**

- D. At the discretion of the Zoning Administrator or upon request of the applicant, the project may be referred to the Planning Commission for site plan review to evaluate existing and proposed conditions.
- E. The Planning Commission shall render a decision to approve or deny the site plan and the conditions to be imposed.
- F. Any denial by the Zoning Administrator or the Planning Commission shall be in writing.

Section 5 EXTENSION OF EXISTING PRIVATE ROADS

When an extension of an existing private road is proposed resulting in 15 or more total parcels, the project shall be reviewed as follows:

- A. A land use permit application and site plan with proposed road design shall be submitted to the Zoning Administrator.
- B. Applicant shall submit all documents and approvals as required in Section 4 New Private Roads.
- C. The Zoning Administrator shall review the application and site plan for compliance with all township ordinances.
- D. The Zoning Administrator may approve the site plan and road design.
- E. At the discretion of the Zoning Administrator or upon request of the applicant, the project may be referred to the Planning Commission for site plan review to evaluate existing and proposed conditions.
- F. The Planning Commission shall render a decision to approve or deny the site plan and the conditions to be imposed.
- G. Any denial by the Zoning Administrator or Planning Commission shall be in writing.

Section 5 6 ROAD IDENTIFICATION

All private roads shall be designated as such, have a name approved by the Whitewater Township Board, and a sign that meets county sign standards. **Their numbering shall be consistent with the County address numbering system and County Road Commission requirements.** The sign shall be erected by the property owner and must be approved by the Grand Traverse County Road Commission. **(VERBIAGE IN RED MOVED HERE FROM SECTION 3C)**

Section 6 7 FEES AND COSTS

The applicant shall pay an application ~~the private road permit and review~~ fee established by the Whitewater Township Board. Before final approval, the cost involved in the review of plans and the cost of inspections of the private road and drainage shall be paid for by the applicant/developer, **if applicable**.

Section 7 8 EXCEPTION/APPEALS

~~The applicant shall pay an application fee established by the Whitewater Township Board for any exception request or appeal.~~

Any person or entity aggrieved by the decision of the **Zoning Administrator** or designee(s) **Planning Commission** may, within ~~30~~ **60** days of said **written** decision, appeal the decision to the Whitewater Township Board.

The Township Board may grant an exception from the provisions of this ordinance ~~with recommendation from following evaluation of the township Planning Commission's on a findings. that undue hardship may result from strict compliance with specific provisions or requirements of the ordinance or that application of such provisions or requirements of the ordinance is impracticable.~~ The ~~Planning Commission~~ **Township Board** shall only **recommend grant** exceptions that it deems ~~necessary to or desirable for~~ **to be nondetrimental to** the public interest.

Section 8 9 PENALTIES

- A. Any person, firm or corporation who shall violate or assist in the violation of any provision of this Ordinance shall be guilty of a misdemeanor punishable by a fine of not more than One Hundred Dollars (\$100.00) or by imprisonment in the County Jail for a period not exceeding Ninety-three (93) days or both such fine and imprisonment. Every day that such violation shall continue shall constitute a separate and distinct violation under the provisions of this Ordinance.
- B. Any criminal prosecution hereunder shall not prevent civil proceedings for abatement and termination of the activity complained of. Violations of the provisions of this Ordinance are hereby declared to be a nuisance per se. The Township Board may institute proceedings in an appropriate court to enjoin, abate, and remove said nuisance.

Section 9 10 VALIDITY

Should any Section, clause, or provision of the Ordinance be declared by a court to be invalid, the same shall not affect the validity of this Ordinance as a whole or any part thereof, other than the part found to be invalid.

Section 10 11 EFFECTIVE DATE

This ordinance shall take effect thirty (30) days after publication.

**WHITEWATER TOWNSHIP
PRIVATE ROAD ORDINANCE
ORDINANCE NO. _____**

Adopted: _____

Effective: _____

An Ordinance to regulate the construction of Private Roads and to establish penalties.

**THE TOWNSHIP BOARD OF WHITEWATER, GRAND TRAVERSE COUNTY,
MICHIGAN ORDAINS:**

Section 1 NAME

This Ordinance shall be known and cited as the Whitewater Township Private Road Ordinance.

Section 2 DEFINITIONS

CUL-DE-SAC: A circular vehicular turn-around at the end of a private road or easement.

DRIVEWAY: A private way providing vehicular access from a public or private road to two or fewer lots for a residence or to a commercial or non-commercial establishment.

EASEMENT: A right in the owner of one parcel of land by reason of such ownership, to use the land of another for the purpose of ingress or egress.

PRIVATE ROAD: Any road or thoroughfare for vehicular traffic which is privately owned and maintained and which provides the principal means of access to three (3) or more abutting properties.

ROAD FRONTAGE: The distance along a street line measured at the front of a lot.

ROAD/STREET: A public or private way for pedestrian and vehicular traffic, including avenue, lane, highway, or other way, excluding a driveway.

Section 3 PRIVATE ROAD STANDARDS

When private road development occurs in Whitewater Township after _____ and is not subject to the standards established under the Subdivision Control Act, P.A. 288 of 1967, MCLA 560.101 et seq., (as amended) or the requirements of the Whitewater Township Subdivision Control Ordinance, the following private road standards shall apply. No person, firm, or

corporation shall divide land accessed by private roads without providing for permanent public or private easements that conform to the requirements below.

- A. All lots shall have adequate access to a public or private road and meet all Zoning Ordinance requirements. Such lots shall provide safe road access for fire protection and emergency services.
- B. All private roads shall be located within a permanent right-of-way easement duly recorded with the Grand Traverse County Register of Deeds. Right-of-way easements shall be dedicated for ingress and egress and installation of public and private utilities and shall prevent any development that interferes with their use as access roads.
- C. A permit must be obtained from the Grand Traverse County Road Commission for all driveways and private roads intersecting with public roads.
- D. An access easement serving 2 or fewer lots, parcels, or condominium units shall be considered a driveway and shall not be subject to the requirements of this Private Road Ordinance.
- E. All private road easements shall be a minimum of 33 feet wide. The Township Zoning Administrator or Planning Commission may require additional width to the right-of-way easement to allow for road construction and maintenance where deemed necessary.
- F. Permits from the Grand Traverse County Drain Commission and Soil Erosion Departments shall be obtained prior to the construction of any private road in Whitewater Township.
- G. A private road serving or intended to serve 3 or more lots, parcels, or condominium units shall meet the following design standards. Such roads shall have:
 - 1. A right-of-way easement at least 33 feet wide. Wider easements are preferable in order to allow for better emergency access and to more easily accommodate future maintenance, improvements, or expansion.
 - 2. The roadbed shall be 18 feet wide and capable of accommodating emergency services vehicle traffic.
 - 3. Adequate culverts where necessary.
 - 4. All road ends shall incorporate plans for emergency vehicle turnaround suitable for ingress and egress.

Section 4 NEW PRIVATE ROADS

- A. The applicant shall submit to the Zoning Administrator the following:
 - 1. A land use permit application.
 - 2. A plot plan showing contact information, existing and proposed parcels, structures, proposed road location, and other pertinent features.

3. Construction permits from the Grand Traverse County Road Commission are required for connection to county roads. Permits are required from the Grand Traverse County Soil Erosion Control Officer under the Soil Erosion and Sedimentation Control Act, P.A. 347 of 1974, MCLA 282.101 et seq., when applicable. No zoning permits shall be issued on any private road until such county permits have been granted and copies submitted to the Whitewater Township Zoning Administrator.
 4. Drain Commission approval as needed.
 5. Any other state or county permits as required.
- B. The Zoning Administrator shall review the application and site plan for compliance with all township ordinances.
 - C. The Zoning Administrator may approve the site plan and road design.
 - D. At the discretion of the Zoning Administrator or upon request of the applicant, the project may be referred to the Planning Commission for site plan review to evaluate existing and proposed conditions.
 - E. The Planning Commission shall render a decision to approve or deny the site plan and the conditions to be imposed.
 - F. Any denial by the Zoning Administrator or the Planning Commission shall be in writing.

Section 5 EXTENSION OF EXISTING PRIVATE ROADS

When an extension of an existing private road is proposed resulting in 15 or more total parcels, the project shall be reviewed as follows:

- A. A land use permit application and site plan with proposed road design shall be submitted to the Zoning Administrator.
- B. Applicant shall submit all documents and approvals as required in Section 4 New Private Roads.
- C. The Zoning Administrator shall review the application and site plan for compliance with all township ordinances.
- D. The Zoning Administrator may approve the site plan and road design.
- E. At the discretion of the Zoning Administrator or upon request of the applicant, the project may be referred to the Planning Commission for site plan review to evaluate existing and proposed conditions.

- F. The Planning Commission shall render a decision to approve or deny the site plan and the conditions to be imposed.
- G. Any denial by the Zoning Administrator or Planning Commission shall be in writing.

Section 6 ROAD IDENTIFICATION

All private roads shall be designated as such, have a name approved by the Whitewater Township Board, and a sign that meets county sign standards. Their numbering shall be consistent with the County address numbering system and County Road Commission requirements. The sign shall be erected by the property owner and must be approved by the Grand Traverse County Road Commission.

Section 7 FEES AND COSTS

The applicant shall pay the private road permit and review fee established by the Whitewater Township Board. Before final approval, the cost involved in the review of plans and the cost of inspections of the private road and drainage shall be paid for by the applicant/developer, if applicable.

Section 8 EXCEPTION/APPEALS

Any person or entity aggrieved by the decision of the Zoning Administrator or Planning Commission may, within 60 days of said written decision, appeal the decision to the Whitewater Township Board.

The Township Board may grant an exception from the provisions of this ordinance following evaluation of the township Planning Commission's findings. The Township Board shall only grant exceptions that it deems to be non-detrimental to the public interest.

Section 9 PENALTIES

- A. Any person, firm or corporation who shall violate or assist in the violation of any provision of this Ordinance shall be guilty of a misdemeanor punishable by a fine of not more than One Hundred Dollars (\$100.00) or by imprisonment in the County Jail for a period not exceeding Ninety-three (93) days or both such fine and imprisonment. Every day that such violation shall continue shall constitute a separate and distinct violation under the provisions of this Ordinance.
- B. Any criminal prosecution hereunder shall not prevent civil proceedings for abatement and termination of the activity complained of. Violations of the provisions of this Ordinance are hereby declared to be a nuisance per se. The Township Board may institute proceedings in an appropriate court to enjoin, abate, and remove said nuisance.

Section 10 VALIDITY

Should any Section, clause, or provision of the Ordinance be declared by a court to be invalid, the same shall not affect the validity of this Ordinance as a whole or any part thereof, other than the part found to be invalid.

Section 11 EFFECTIVE DATE

This ordinance shall take effect thirty (30) days after publication.

Cheryl A. Goss

From: S and K <skmangus@ymail.com>
Sent: Friday, November 03, 2017 1:40 PM
To: Ron Popp
Cc: Cheryl A. Goss
Subject: Ammendment 72
Attachments: Ord Sample - 17 - Administration PH.docx; Ord Sample - 19 - Request for amendment PH.docx; Ord Sample - 3 - Definitions TB.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Supervisor Popp and the Township Board,
As per the request of the Township Board, I am providing a more detailed copy of the revisions proposed for Articles 3, 17, and 19. These should provide greater clarity as to exactly what is and isn't proposed to change. Please take a moment and look them over and let me know if you need any additional information. I would also request that you forward these files to Trustee Paul Hubbel so that he can forward any notes to the board in the event that he is unable to make the meeting.
Kim Mangus
PC Chair

WWTS Planning Commission DRAFT Ordinance

Original text New Text Color Code:
Existing-Relocated Old Text or Notes

3.00

ARTICLE III DEFINITIONS

ACCESSORY BUILDING: A supplemental building or structure located on the same lot as the primary building. (Could add “lots continuous to”)

ACCESSORY BUILDING: A supplemental building or structure on the same lot or part of the main building occupied by or devoted exclusively to an accessory use. Such structures will be permitted only where a primary use exists or is being established.

ACCESSORY USE: A use naturally incident to and subordinate to the main use of the land or building.

ACCESSORY USE: A use naturally incident to, subordinate to and devoted exclusively to the main use of the land or building.

AGRICULTURAL COOLING PAD: The area and its related equipment where crops, cherries, in particular, are collected, temporarily stored, and rinsed with water to lower the temperature and prepare the crop for transport and processing.

AGRICULTURAL COOLING PAD: The area and its related equipment where crops, cherries, in particular, are collected and temporarily stored while well water is gently trickle-flushed through the fruit. Thusly, lowering crops temperature and preparing the crop for transport to be processed.

AGRICULTURAL PREMISES: A premises used or occupied for the cultivation of field crops, truck crops, nurseries, orchards, green houses, woodlots, pastures, husbandry of livestock, poultry or small animals, or any activities of a similar nature. (ZO Art 30)

AGRICULTURAL STAGING AREA: An area where trucks, transport equipment, harvesting coordination, and assembly and loading of agricultural products takes place related to the logistics of harvesting and transporting agricultural crops.

AGRICULTURAL STAGING AREA: An area where trucks, transport equipment, harvesting coordination, and assembly and loading of agricultural products take place related to the logistics of harvesting and transporting agricultural crops.

BED AND BREAKFAST ESTABLISHMENT: A private residential dwelling in which the owner provides overnight accommodations and breakfast to transient guests for compensation.

BED AND BREAKFAST ESTABLISHMENT: Transient lodging accommodations located within a single family dwelling unit and having limited food service limited to coffee, tea, juices, soft drinks and commercially prepared beverages and baked goods.

BILLBOARD: A sign structure generally available for lease or rent, although sometimes owned by the user, intended to support an off-premises business. Commercial Outdoor Advertising and Outdoor Advertising are other terms commonly applied to larger billboards. ~~Billboards require Special Land Use Permits, unless permitted in a specific zone, and require a site plan approved by the Site Plan Review Committee.~~

WWTS Planning Commission DRAFT Ordinance

BUILDING: A structure having a roof supported by columns or walls for the shelter, support, or enclosure of persons, animals, or property.

BUILDING: Any structure, including pre-manufactured or pre-cut, above or below ground, either temporary or permanent, erected on site, having a roof and used or built for the shelter or enclosure of persons, animals, chattels or property of any kind. This shall include tents, awnings, and vehicles situated on private property and used for purposes of a building, whether or not mounted on wheels.

BUILDING HEIGHT: The building height is the vertical distance measured from the finished grade level to the highest point of the roof surface if a flat roof; to the deck of mansard roofs; and to the mean height level between eaves and ridges of gable, hip and gambrel roofs. Where the building may be situated on sloping terrain, this height shall be measured from the highest finished grade at the building wall. **No Changes**

BUFFER STRIP: A strip of land reserved or used for plant material, berms, walls, or fencing to serve as a visual and/or sound barrier between properties, often required between properties in different zoning districts. **New**

CABIN: A simple housing structure providing temporary accommodation for recreational purposes. **No Changes**

CAMPGROUND, COMMERCIAL: A campground owned and operated expressly for the purpose of renting space in the campground on a transient basis for profit to the general public. A campground owned and operated by a non-profit organization for the exclusive temporary use and enjoyment of its members shall also be considered a commercial campground. **No Changes**

CAMPGROUND, PRIVATE FAMILY: Parcels of land owned and operated exclusively for the temporary use and enjoyment of those sharing in the ownership of the parcel, their invited guests and are for remuneration. **No Changes**

CONDOMINIUM UNIT: Means that portion of a condominium project or site condominium subdivision which is designed and intended for separate ownership and use, as described in the master deed, regardless of whether it is intended for residential, office, industrial, business, recreational, use as a time-share unit, or any other type of use. The owner of a "condominium unit" also owns a share of the common elements. The term "condominium unit" shall be equivalent to the term "lot" for purposes of determining compliance of a site condominium subdivision with provisions of this Ordinance pertaining to minimum lot size, minimum lot width, maximum lot coverage and maximum floor area ratio. **No Changes**

CONDOMINIUM PROJECT: Means a plan or project consisting of not less than two (2) condominium units if established and approved in conformance with the Condominium Act (Public Act 59 of 1978). **No Changes**

COMMERCIAL PREMISES: A premises used or occupied for transportation, retail sales or service businesses, wholesale sales facilities, apartments, hotels, motels, or commercial recreation. (ZO Art 30)

WWTS Planning Commission DRAFT Ordinance

COMMUNITY IMPACT STATEMENT:

An assessment of the ~~the~~ developmental, ecological, social, economic and physical impacts of a project on the natural environment and the physical improvements on and surrounding the development site. Information required for compliance with other ordinances shall not be required to be duplicated in the Community Impact Statement. (ZO Art 32)

CORRIDOR OVERLAY PLANNED UNIT DEVELOPMENT - COPUD: A corridor overlay zone which employs the methods and techniques of a planned unit development. (ZO Art 32)

CUL-DE-SAC: A circular vehicular turn-around at the end of a private road or easement. (GO 32)

DEED RESTRICTION: A restriction on a property that is recorded as part of deed with the County Register of Deeds. A deed restriction is binding on subsequent owners and enforced by the parties to the agreement. New

DOMESTIC PETS: Dogs, cats and other animals customarily housed within a dwelling.
No Changes

DWELLING: Any building or structure or ~~portion~~ thereof ~~legally~~ occupied as the home, residence or sleeping place of one or more persons.

DWELLING: Any building or structure or part thereof occupied as the home, residence or sleeping place of one or more persons permanently.

MULTIPLE FAMILY DWELLING: A building, structure, or portion thereof used or designed as a residence for three (3) or more families living independently of each other and independently doing their own cooking in said building. ~~and conforming in all other respects to the standards set forth under the Single Family Dwelling definition.~~ This definition includes three-family houses, four-family houses and apartments, but does not include trailer camps or mobile home parks.

SINGLE FAMILY DWELLING: A building, structure, or portion thereof containing not more than one dwelling unit designed for residential use and attached to a permanent foundation except where hereinafter exempt.

SINGLE FAMILY DWELLING: A building containing not more than one dwelling unit designed for residential use, complying with the following standards:

1. It is firmly attached to a permanent foundation.
2. The dwelling complies with all pertinent building and fire codes.
3. The foregoing standards shall not apply to a manufactured home located in a licensed manufactured home park except to the extent required by law.

TEMPORARY DWELLING: A building, structure, or portion thereof that is intended to be used on a temporary basis, has some of the facilities of a conventional dwelling, and is used in conjunction with the construction of a permanent residence.

WWTS Planning Commission DRAFT Ordinance

TEMPORARY DWELLING:

A structure that is intended to be used on a temporary basis, has some of the facilities of a conventional dwelling, is transportable and is used in conjunction with the construction of a permanent residence.

TWO FAMILY DWELLING: A building structure, or portion thereof designed for or occupied exclusively by two families living independently of each other and attached to a permanent foundation except where hereinafter exempt.

TWO FAMILY DWELLING: A building designed for or occupied exclusively by two families living independently of each other and conforming in all other respects to the standards set forth under the definition of SINGLE FAMILY DWELLING.

EASEMENT: A grant of one or more of the property rights by a property owner to and/or for use by the public, or another person or entity. No Changes

EQUIPMENT: Tangible property, excluding land, buildings, and vehicles, which is used in the operations of a business or completion of a task.

EQUIPMENT: The materials needed for a purpose such as a task, a project or a journey.

EXISTING BUILDING: A building existing or for which the foundations are in place or upon which there has been substantial work done prior to the effective date of this Ordinance or any amendment thereto. No Changes

EXISTING USE: A use of premises or buildings or structures actually in operation, openly, visibly and notoriously prior to the effective date of this Ordinance or any amendment thereto. No Changes

FENCE: A fence is a structure usually constructed from posts that are connected by boards, wire, rails or netting enclosing an area of ground to mark a boundary, control access, prevent escape, or provide a decorative feature.

FENCE: A structure constructed of wood, metal, glass, stone, brick or pre-made materials usually erected for the enclosure of yard areas or the perimeter of property.

FENCE, RESIDENTIAL STANDARDS:

1. Fences shall have the finished side facing outward away from the property in which it is located.
2. No fence shall be erected within the 50ft. setback of any lakes, rivers, streams.
3. Fences shall not exceed a height of 6 feet.
4. Prohibited fences include barbed wire, electric charges, or fences with sharp materials located on top.

FOOTPRINT: The area of land occupied by the foundation of a building and does not include appurtenances like decks unless they are on a permanent foundation. New

GREENBELT: An area of grass, trees and other natural vegetation between a structure or parking area and a public thoroughfare. New

WWTS Planning Commission DRAFT Ordinance

HAMMERHEAD TURNAROUND: A T shaped vehicular turnaround at the end of a road or easement. **New**

HAZARDOUS SUBSTANCES AND POLLUTING MATERIALS: Hazardous substances and polluting materials shall mean hazardous chemicals as defined by the Michigan Department of Public Health and the Michigan Department of Labor; flammable and combustible liquids as defined by the Michigan State Police Fire Marshal Division; critical materials, polluting materials and hazardous waste as defined by the Michigan Department of Natural Resources; hazardous substances as defined by the U. S. Environmental Protection Agency and hazardous materials as defined by the U. S. Department of Transportation. **No Changes**

HIGHWAY: Any public thoroughfare in Whitewater Township, including federal and state roads and highways. **No Changes**

HOME OCCUPATIONS: An occupation or business activity located within a residential dwelling or in an accessory building which is clearly subordinate to the principal residential use. ~~Home Occupations are further addressed in Section 37.40 of this Ordinance.~~ **Changes Noted**

IMPLEMENT: A tool or an instrument used in doing work. **No Changes**

INSTITUTIONAL PREMISES: Shall be interpreted to include such premises or portions thereof upon which is situated a public utility or other publicly owned, operated, or administered facility, any public, private or commercial vocational school, a cultural facility, including a museum, library or auditorium, or a religious or charitable facility. **(ZO Art 30)**

LAND DIVISION: Creation of a new lot or parcel. **New**

LOT: A parcel of land separated from other parcels of land by description on a recorded plat or by metes-and-bounds description which meets the requirements of this Ordinance, a condominium unit in a site condominium which meets the requirements of this Ordinance, a common area or element in a condominium project; a condominium unit. **Removed semi-colon**

CORNER LOT: Any lot having at least two (2) contiguous sides abutting upon one or more streets, provided that the interior angle at the intersection of such two sides is less than one hundred thirty-five (135) degrees. A lot abutting a curved street(s) shall be a corner lot if the arc has a radius less than one hundred and fifty (150) feet. **Corner lots, for the purpose of setbacks, shall have two front lot lines and two side lot lines.**

INTERIOR LOT: a lot which has only one lot line or portion thereof fronting on a street. **INTERIOR LOT:** A lot other than a corner lot which, with the exception of a "through lot," has only one lot line fronting on a street.

WWTS Planning Commission DRAFT Ordinance

LOT DEPTH: The **mean** horizontal distance between the front and rear lot lines, measured along the **mean** midpoint between side lot lines. **Changes Noted to match GO16**

LOT FRONTAGE: The length of the front lot line. **No Changes**

LOT OF RECORD: A tract of land which is part of a subdivision shown on a plat or map which has been recorded in the Office of the Register of Deeds for Grand Traverse County, Michigan; or a tract of land described by metes-and-bounds which is the subject of a deed or land contract which is likewise recorded in the Office of the Register of Deeds. **No Changes**

LOT WIDTH: The **mean** horizontal distance between the side lot lines measured **perpendicular to the mean depth, especially on irregularly shaped lots.**

LOT WIDTH: The horizontal distance between side lot lines measured parallel to the front line.

NONCONFORMING LOT: A lot of record which does not meet the requirements of this Ordinance. **No Changes**

THROUGH LOT (also called a double frontage lot): An interior lot having frontage on two (2) more or less parallel streets. **No Changes**

LOT LINES: The **property** lines bounding a lot or parcel. **Changes Noted**

FRONT LOT LINE: The line separating a lot from any street right-of-way, private road or other access easement. **In the case of a waterfront lot, the line which fronts on a navigable waterway shall be a front lot line. Corner lots, for the purpose of setbacks, shall have two front lot lines and two side lot lines.**

FRONT LOT LINE: The line(s) separating the lot from any street right-of-way, private road or other access easement.

REAR LOT LINE: The line opposite and most distant from the front lot line. In the case of a triangular or otherwise irregularly shaped lot or parcel, an imaginary line ten (10) feet in length entirely within the lot or parcel, parallel to and at a maximum distance from the front line.

REAR LOT LINE:

The line opposite and most distant from the front lot line. In the case of a triangular or otherwise irregularly shaped lot or parcel, an imaginary line ten (10) feet in length entirely within the lot or parcel, parallel to an at a maximum distance from the front line. In the case of a corner lot, the side opposite the shortest road frontage shall be considered the rear yard for setback purposes.

SIDE LOT LINE: Any lot line other than a front or rear lot line. **No Changes**

WWTS Planning Commission DRAFT Ordinance

ZERO LOT LINE: The location of a building on a lot in such a manner that one or more of the building's sides rest directly on or adjacent to a lot line. **No Changes**

MANAGED VEGETATIVE STRIP: A natural vegetative area extending along both sides of rivers, streams or watercourses, containing native trees, shrubs and other vegetation and natural materials. The purpose of the managed vegetative strip is to stabilize the river banks, prevent erosion, absorb nutrients in water run-off from adjacent lands, provide shading for the stream to maintain cool water temperatures and screening of adjacent man-made structures. **No Changes**

MASTER DEED: The document recorded as part of a site condominium subdivision to which are attached as exhibits, and incorporated by the reference, the approved bylaws for the site condominium subdivision and the site condominium subdivision plan. **No Changes**

MOBILE HOME: A structure, with a title issued by the State of Michigan, that is approved by the U.S. Department of Housing and Urban Development (HUD), and can be moved in one (1) or more sections, which is built on a chassis and designed as a dwelling with or without permanent foundation, when connected to the required utilities, and includes the plumbing, heating, and electrical systems. "Mobile home" does not include a recreational vehicle, or recreational trailer but shall include HUD housing. **Separated Definitions**

MOBILE HOME OR PRE-MANUFACTURED HOUSING:

According to Public Act No. 419 of 1976, mobile home or pre-manufactured housing means a structure, transportable in 1 or more sections and designed to be used as a dwelling with a permanent foundation, when connected to the required utilities, and includes the plumbing, heating, air-conditioning, and electrical systems contained in the structure. Mobile home does NOT include a recreational vehicle.

MOBILE HOME CONDOMINIUM PROJECT: A condominium project in which mobile homes are located upon separate sites which constitute individual condominium units.

MOBILE/MANUFACTURED HOME CONDOMINIUM PROJECT:

Means a condominium project which mobile homes or manufactured homes are intended to be located upon separate sites which constitute individual condominium units.

~~**MOBILE HOME-OCCUPIED:**~~

~~Means a trailer coach which is being used for dwelling or sleeping purposes.~~

MOBILE HOME PARK, TRAILER COACH PARK OR PARK: Means any parcel or tract of land under the control of any person, upon which three (3) or more occupied trailer coaches are harbored on a continual basis, or which is offered to the public for that purpose, regardless of whether a charge is made therefore, together with any building, structure, enclosure, street, equipment or facility used or intended for use incident to the harboring or occupancy of trailer coaches; except as provided by Section 91, Public Act 172 of 1970. **No Changes**

MOBILE HOME SUBDIVISION: A subdivision approved under the Land Division Act (Public Act 288 of 1967), as amended, which by deed restriction has been designated solely for occupancy by mobile homes, **HUD, or similar housing.**

WWTS Planning Commission DRAFT Ordinance

MOBILE/MANUFACTURED HOME SUBDIVISION:

A subdivision approved under Act 288, PA 1967, as amended, which by deed restriction has been designated solely for occupancy by mobile homes or manufactured homes.

MODULAR HOUSING UNIT or PRE-MANUFACTURED HOME: A dwelling unit constructed primarily within a factory in modules or components, which are then transported to a site where they are assembled on a permanent foundation to form a dwelling, and meet all codes and regulations applicable to conventional single-family home construction.

See **MOBILE HOME OR PRE-MANUFACTURED HOUSING:**

NATURAL FEATURES: Natural features shall include soils, wetlands, floodplain, water bodies, sand dunes, topography, vegetative cover and geologic formations. (ZO Art 32)

NONCONFORMING USE: A use which lawfully occupied a structure or site prior to the Effective date of this Ordinance or any amendment thereto, and which does not conform with the current use regulations of the district in which it is located. **Changes Noted**

NONCONFORMING STRUCTURE: A structure lawfully existing prior to the effective date of this Ordinance or any amendment thereto which does not meet the current zoning ordinance standards for building size or location on a lot for its use and district.

NONCONFORMING STRUCTURE: A structure lawfully existing prior to the effective date of this Ordinance or any amendment thereto which is occupied by a nonconforming use or built in a nonconforming manner.

NUISANCE: An offensive, annoying, unpleasant, or obnoxious thing or practice especially when constant or repetitive. A condition which is perceivable and extends its affect upon neighbors across property lines by the generation of excessive noise, odors, trash, abnormal traffic, congregation of people (particularly at night), or other similar conditions. **New**

ORDINARY HIGHWATER MARK: The point on the bank or shore up to which the presence and action of the water is so continuous as to leave a distinct mark either by erosion, destruction of terrestrial vegetation or other easily recognized characteristic. **No Changes**

OUTDOOR DISPLAY AREA: A designated outdoor area used for the display of merchandise visible to the public.

OUTDOOR DISPLAY AREA:

A designated outdoor area approved by the Planning Commission and located in the C-1 Commercial or N-Industrial districts to allow products being sold to be visible to the public.

OUTDOOR INVENTORY AREA: A designated outdoor area designed to allow for storage of excess inventory in a manner not visible to the public.

OUTDOOR INVENTORY AREA: A designated outdoor area approved by the Planning Commission and located in the C-1 Commercial or N-Industrial districts to allow for excess inventory to be stored in a manner not visible to the public.

PARCEL: A lot described by metes and bounds or described in a recorded plat. **No Changes**

WWTS Planning Commission DRAFT Ordinance

PLANNED UNIT DEVELOPMENT - PUD: A piece of property developed as a separate neighborhood or community unit. This form of development is based on an approved site plan and allows flexibility of design not available under normal zoning district requirements. The plan may contain a mixture of housing types, open spaces and other various land uses. **New**

PLAT: A map of a subdivision of land. **No Changes**

PLOT PLAN: The documents and drawings normally consisting of a drawing of the subject lot or parcel of land together with an outline drawing of the proposed structure(s) or modification(s) including all porches, extensions and roof overhangs showing the principle dimensions of the structure(s) and all setback distances measured perpendicular to all lot lines. The documents and drawings shall bear the name, address and telephone number of the land owner and applicant, and the date of the application. **No Changes**

PREMISES: A unit of contiguous real property under common ownership. (ZO Art 30)

PRIMARY or PRINCIPAL BUILDING: A building which houses the main or principal use of the lot on which it is located. All other buildings are accessory structures. **New**

PRIMARY OR PRINCIPAL USE: The main use to which the lot or premises are devoted. For example, the main use of a single-family home is residential, and the main use of a retail store is commercial. **New**

RECREATIONAL PREMISES: A premises used or occupied for recreational purposes, including parks, play areas, indoor or outdoor swimming pools, bathing beaches, boating and fishing areas, winter recreational areas, nature study areas, community halls and fairgrounds. (ZO Art 30)

RECREATIONAL UNITS: A vehicular structure, primarily designed as temporary living quarters for recreational camping or travel use, which either has its own motive power or is mounted on or drawn by another vehicle which is self-powered. Recreational units shall include travel trailers, camping trailers, motor homes, truck campers, slide-in campers and chassis-mounted campers dwellings. **Changes Noted**

SIGN: Any words, lettering, figures, numerals, phrases, sentences, emblems, devices, designs, trade marks, or combination thereof, by which anything is made known, such as the designation of an event, a firm, a profession, a business, or product, which are visible from any street or road and used as an outdoor display.

SIGN: Shall mean any name, identification, description, display, illustration, surface or device (including its structure and component parts) which is affixed to, painted on, or otherwise represented directly or indirectly upon a building, structure or land; which bears any inscription notice, motto or design, or which directs attention to an object, product, place, activity, person, institution, organization or business; and which is visible from a public street, right-of-way, sidewalk, alley, park or other area open to the public.

WWTS Planning Commission DRAFT Ordinance

SIGN STRUCTURE: A permanent physical structure on a fixed footing, foundation, column or base designed or used for the support and/or illumination of a sign. ~~All sign structures require Land Use Permits.~~ Changes Noted

SITE CONDOMINIUM SUBDIVISION: A division of land on the basis of condominium ownership, which is not subject to the provisions of the Subdivision Control Act of 1967, Public Act 288 of 1967, as amended and is subject to the requirements of the Condominium Act, Public Act 59 of 1978, as amended. No Changes

SITE CONDOMINIUM SUBDIVISION PLAN: The drawings attached to the master deed for a site condominium subdivision which describes the size, location, area, horizontal and vertical boundaries and volume of each condominium unit contained in the site condominium subdivision as well as the nature, location and size of common elements. No Changes

SITE PLAN: A plan drawn to scale showing proposed uses and structures for a parcel of land, including any details necessary to illustrate the final proposed use. A site plan may include elements such as the location of lot lines, the location of buildings, open spaces, parking, landscaping, and utility lines.

SITE PLAN: The documents and drawings required by the Zoning Ordinance necessary to insure that a proposed land use or activity is in compliance with local ordinance and state and federal statutes as specified in Sec. 25.00, provisions and requirements.

SPECIAL USES: Special uses are those uses which are not essentially incompatible with the uses permitted in a zoning district but require individual review and standards to avoid conflict with adjacent uses of land.

SPECIAL USES: An exception to the general rule as granted by the Planning Commission provided for in this Ordinance as prescribed in Article XXV, Sec. 25.13 of this Ordinance.

SPECIAL USE PERMIT: A permit issued by the Planning Commission following a Public Hearing which allows a specific activity in and on a property with additional specified requirements or provisions. New

STRUCTURE:

A structure is any production or piece of material artificially built up or composed of parts joined together in some definite manner; any construction, including dwellings, garages, building, mobile homes, signs and sign boards, tower, poles, antennae, stand pipes or other like objects, but not including fences. No Changes

VARIANCE: A variance is a modification of the literal provisions of the Zoning Ordinance granted by the Board of Appeals under qualifying circumstances. New

VEHICLE: A device or structure for transporting persons or things; a conveyance. No Changes

YARD: The space surrounding a structure New

WWTS Planning Commission DRAFT Ordinance

FRONT YARD: The space extending across the full width of the lot between the front of the principal building and the front lot line.

FRONT YARD: A yard extending across the front of the lot between the side lot lines, and being the minimum horizontal distance between the street and the main building or any projections thereof.

REAR YARD: The space extending across the full width of the lot between the back of the principal building and the rear lot line.

REAR YARD: A yard extending across the rear of the lot between the side lines and being the required minimum horizontal distance between the rear lot line and the rear of the main building or any projections thereof.

SIDE YARD: The space between a principal building and side lot line, extending from the front yard to the rear yard.

SIDE YARD: A yard between the main building and the side lot line, and extending from the required front yard to the required rear yard, and being the minimum horizontal distance between a side lot line and the side of the main building or any projection thereof.

ZONING ADMINISTRATOR or ZA: The officer and/or his duly appointed deputies, agents, employees, and inspectors charged with the administration and enforcement of this ordinance.
(ZO Art 30)

The following text is a DRAFT under review by the WWTS Planning Commission.

Color code:

New or altered

Original text

17.00

**ARTICLE XVII
ADMINISTRATION**

17.10 ZONING ADMINISTRATOR; APPOINTMENT; DUTIES.

A Zoning Administrator shall be appointed by and on such terms as shall be determined by the Township Board; provided that the Zoning Administrator shall not be a member of the Township Board, the Planning Commission or the Zoning Board of Appeals. He/she shall perform such duties as the Township Board may prescribe in addition to any duties prescribed in this Ordinance.

17.11 ZONING ADMINISTRATOR ELIGIBILITY.

To be eligible for appointment, the Zoning Administrator shall be generally informed on good building construction, on good practice in fire prevention and the proper installation of safety, health and sanitary facilities. He/she shall be in good health and physically capable of fulfilling his duties. In case he/she is personally interested in the construction of any building subject to the provisions of this code, the Township Board shall designate some other person to examine the plans, to inspect such building and to issue the necessary permits, approvals and certificates.

17.12 ZONING ADMINISTRATOR; DUTIES.

The Zoning Administrator shall:

- A. Receive and review all applications for land use permits and certificates of occupancy and approve or disapprove such applications based on compliance or non-compliance with the provisions of the **Whitewater Township General and Zoning** Ordinances.
- B. Receive all applications for site plan review and special use permits which the Planning Commission is required to decide under this Ordinance.
- C. Receive all applications for appeals, variances or other matters which the Zoning Board of Appeals is required to decide under this Ordinance.
- D. Receive applications for amendments to this Ordinance.
- E. Conduct field inspections and investigations, prepare maps, charts and other pictorial materials when necessary or desirable, and process applications so as to assist the Planning Commission, Zoning Board of Appeals and Township Board in formulating recommendations and/or approvals.
- F. Notify applicants in writing of any decision of the Planning Commission and implement the decisions of the Planning Commission.
- G. Maintain a map or maps showing current zoning classifications of all land in the Township.
- H. Maintain written records of all actions taken by the Zoning Administrator.
- I. Meet with the Township Board, Planning Commission, Zoning Board of Appeals and related committees as requested.

The following text is a DRAFT under review by the WWTS Planning Commission.

- J. Be responsible for providing forms necessary of the various applications to this Ordinance and any other forms as directed by the Township Board.
- K. Any additional responsibilities outlined in the Whitewater Township Zoning Administrator Job Description, as revised.

17.13 ZONING ADMINISTRATOR; COMPENSATION.

Compensation for the Zoning Administrator shall be established by the Township Board.

17.14 LAND USE PERMIT REVIEW.

~~A. Any individual, corporation, association, officer, department, board or bureau of the State, County or Township, planning to erect or move a structure or alter any existing structure or to establish a new use or expand an existing use for any premises in any land use district, shall file an application and plot plan and such other information as required by this ordinance. The application shall be accompanied by a clearly drawn plot plan showing:~~

A. The Zoning Administrator shall verify that all applications for land use permits shall be accompanied by a clearly drawn plot plan which contains the following:

1. Owner Information
2. Parcel ID Number
3. Property Address
4. North Arrow
5. Scale
6. Existing and/or Proposed Structures (including fencing)
7. Existing and/or Proposed Driveways
8. Road Right of Way and/or Utility Easements
9. Sanitary Facilities and Well
10. Water Bodies on the Site
11. Wetlands

B. The Zoning Administrator shall request that the applicant submit with the application such additional materials as may be needed to determine whether or not a permit should be issued, such as surveys, soil suitability tests, surface water disposal surveys, erosion control surveys and excavation disposal plans, abstracts, building plans, and permits from other government agencies.

~~C. —Evidence of Ownership.— All applicants shall provide the Zoning Administrator evidence of ownership of all property affected by the permit application.~~

C. Evidence of Ownership. The Zoning Administrator shall review evidence of ownership for all property affected by the permit application.

The following text is a DRAFT under review by the WWTS Planning Commission.

- D. Voiding of Permit. The Zoning Administrator may suspend or revoke a permit issued under the provisions of this Ordinance whenever the permit is issued erroneously on the basis of incorrect information supplied by the applicant or his agent and is in violation of any of the provisions of this Ordinance or of any other Ordinances or regulations of the Township.
- E. The Zoning Administrator shall require submission of an application for Site Plan Review in accord with the provisions of Section 25.00 as required.

17.15 LAND USE PERMITS INSPECTIONS

A. The construction or usage covered by any land use permit shall be subject to the inspection

By the Zoning Administrator to ensure compliance with the provisions of this Ordinance and the approved plot or site plan.

B. **The Zoning Administrator shall clearly communicate the inspections schedule to the applicant.** It shall be the duty of the holder of every permit to notify the Zoning Administrator when the construction or usage is ready for inspection.

C. Inspections shall be made by the Zoning Administrator at the following intervals:

1. At the time of staking out lot corners and proposed structures.
2. When the building foundation forms are in place and/or poles are set, if required and noted on the permit.
3. Upon Completion of the work authorized by the permit.

17.16 LAND USE PERMITS; DENIAL.

The Zoning Administrator shall promptly inform the applicant, **in writing**, of the denial of a Land Use Permit if such planned building or structure or land use does not comply with the provisions of this Ordinance. Applicants that have been denied a land use permit may appeal **Zoning Ordinance decisions** in accordance with Section 18.00 – Zoning Board of Appeals **or the standards set forth in the applicable General Ordinance.**

17.17 LAND USE PERMITS; FEES.

The fees for land use permits shall be established by the Township Board.

WWTS Planning Commission Draft Ordinance

Note: Text has been organized to allow for improved readability and clarity. No substantial changes in content have occurred but information about standard procedures has been expanded.

Original Text

New Wording

Notes/Retained Text

PROPOSED

19.00

ARTICLE XIX REQUEST FOR AMENDMENT

19.10 INTENT

It is the intent of Article 19, Request for Amendment to provide a means for individual, businesses, or groups to formally request changes or alterations to the Whitewater Township Zoning Ordinance.

19.11 PETITION.

Any person proposing or recommending a change in the district regulations or district boundaries shall petition the Township Planning Commission for a consideration of said change per the following procedure:

- A. A request in writing shall be presented to the Township Clerk. All petitions shall include the specific nature of said request accompanied by any relevant details the applicant believes to be pertinent.
- B. All such petitions shall be executed by the owner of the fee title to the subject property or his agent.
- C. The Township Clerk shall not accept any such petition for filing until there is filed with the Clerk the fee required to be paid by the person or persons requesting said change.
- D. The petitioner shall further provide to the Zoning Administrator and Planning Commission any additional information requested which is deemed relevant to consideration of said application.

19.12 PROCEDURE

The procedure for consideration of changes to the Ordinance are as follows:

- A. Petition in writing filed with clerk and deposit paid.
- B. Petitioner shall be notified in writing of the meeting date set for initial consideration of petition no less than ten (10) days prior to said meeting.
- C. The Planning Commission shall formally notice and conduct at least one Public Hearing on any request to amendment to the Zoning Ordinance. The Planning Commission may propose alternative options or wording for consideration conducted within the same public hearing.
- D. Following all Public Hearing regarding amendment requests the Planning Commission shall formally submit to the Township Board, a summary of public input provided at the public hearing, along with the evaluation and recommendation of the planning commission for evaluation by the Township Board.

WWTS Planning Commission Draft Ordinance

- E. Following consideration, the Township Board may adopt, reject, or return to the Planning Commission for reevaluation any proposed Request for Zoning Amendment. Adopted ordinance changes shall be published.

19.13 COST

Any party proposing or recommending a change in the zoning district regulations or zoning district boundaries shall be responsible for payment of all costs and expense incurred by the Township in considering said proposal or recommendation, including but not limited to costs of special meetings, legal fees, costs of notices and publications as follows:

- A. Petitioner shall deposit with the Township Clerk the sum of Three Hundred (\$300.00) Dollars toward payment of said costs.
- B. The Township Board may require the petitioner to deposit such additional sums with the Township Clerk as it determines to be necessary to **cover any** additional costs **beyond said deposit** before it considers any proposal or recommendation.
- C. In the event the amount of said costs incurred by the Township shall be less than the amount of **funds deposited** by the petitioner, the difference shall be refunded.
- D. It shall be understood, that under no circumstances shall said sum or any part thereof be refunded for failure of said change recommended or proposed by the petitioner to be adopted by the Township Board.

EXISTING TEXT

Text in RED was used directly in new format

19.10 COSTS; PETITION.

Any party proposing or recommending a change in the zoning district regulations or zoning district boundaries shall be responsible for payment of all costs and expense incurred by the Township in considering said proposal or recommendation, including but not limited to costs of special meetings, legal fees and costs of notices and publications, and shall deposit with the Township Clerk the sum of Three Hundred (\$300.00) Dollars toward payment of said costs. In the event that the Township Board shall at any time determine that the amount of said costs incurred or to be incurred will exceed the amount of said deposit, **the Township Board may require the petitioner to deposit such additional sums with the Township Clerk as it shall determine to be necessary to secure the payment of said additional costs before it considers any such proposal or recommendation. In the event the amount of said costs incurred by the Township shall be less than the amount of the deposit made by the petitioner with the Township Clerk, the difference shall be refunded to the petitioner. Provided, however, that under no circumstances shall said sum or any part thereof be refunded for failure of said change recommended or proposed by the petitioner to be adopted by the Township Board. Any person proposing or recommending a**

WWTS Planning Commission Draft Ordinance

change in the district regulations or district boundaries shall petition the Township Planning Commission for a consideration of said change. A form of petition shall be supplied by the Township Clerk. All petitions shall be executed by the owner of the fee title to the subject property or his agent. The said application shall be filed with the Township Clerk. The Township Clerk shall not accept any such petition for filing until there is filed with the Clerk the fee required to be paid by the person requesting said change.

The petition shall be accompanied by a development plan in compliance with Section 25.14, subsection B of this Ordinance, except when determined in whole or part not to be applicable in the sole discretion of the Planning Commission.

19.11 MEETING

The Planning Commission shall thereafter hold a meeting to consider said petition and shall notify the petitioner of the time and place of such meeting not less than (10) days prior thereto.

Ron Popp

From: Shugart, Robert <Robert.Shugart@capmetro.org>
Sent: Tuesday, October 24, 2017 10:06 AM
To: Ron Popp
Subject: NFPA subscription

Ron

Looks like a one year subscription is \$1,500, each manual is about \$55 so the breakeven point is approx. 30 manuals. I would suggest we purchase at least a one year subscription, this would help us out immensely in the first year as we try to review all the codes and hope to write policies to meet those standards.

It looks like a one year membership is \$175 which then entitles you 10% off on the \$1,500 subscription fee. I haven't investigated if it's really worth the \$25 to be a member.

Bob

National Fire Codes Subscription Service All Access - New or Renew



NATIONAL FIRE CODES[®]
SUBSCRIPTION SERVICE
ALL ACCESS

NFPA Members save an extra 10%.

Price:	\$0.00
Subscription Term - New or Renew	<input type="radio"/> 1 Year - (\$1,495.00) <input type="radio"/> 2 Year - (\$2,691.00) <input type="radio"/> 3 year - (\$4,036.50)
Quantity:	1

[+ Add to Cart](#)

Membership - New



Price:	\$0.00
Membership Term	<input type="radio"/> 1 Year - (\$175.00) <input type="radio"/> 2 Years - (\$315.00) <input type="radio"/> 3 Years - (\$445.00)
Quantity:	1

[+ Add to Cart](#)

Ron Popp

From: John Divozzo <jdivozzo@grandtraverse.org>
Sent: Thursday, October 26, 2017 4:21 PM
To: Ron Popp; Cheryl A. Goss
Cc: BETH FRIEND; CHUCK KORN; HAIDER KAZIM; Jay Zollinger; Jeff Shaw; MARVIN RADTKE Jr; RICHARD LEWIS; RICHARD LEWIS; ROB MANIGOLD; ROBERT FUDGE; RON CLOUS; STEVE LARGENT; Dianne Thompson
Subject: Miami Beach Budget Amendment
Attachments: Miami Beach_Budget Adjustment_10262017.pdf

Ron,

Attached is a formal document that is required to be approved by the Township prior to the DPW expending funds in the budget. I know the Township has already approved a portion of this (roughly 50%), but there are other costs that we had not quantified until today.

The bulk of these costs is labor - mainly associated with the force main break and estimate of time to assist with the condition assessment. I believe that I budgeted on the high side, just to make sure we don't have to come back and ask for more, but we have exceeded the annual budget as of last payroll.

I would be happy to attend the Township meeting to discuss this request, if you or the board have any questions.

We are currently only over the budget approximately \$350, but the projects and remaining two months of payroll will put us well over the amount.

To be honest, the main break(s) is/are the main reason for overage in payroll - there were two incidents and both occurred on a Friday (Sept. 29th and Oct. 13th). We also have extra hours for locating the existing infrastructure to prevent additional hits to the forcemain by the drilling contractor. We were able to use this information to get location marks installed and then come back and gps the area.

At the time, we were unable to estimate the cost because of uncertainty of the amount of work. We now have actual budget data and can project the remaining costs.

The benefit the Township will see is a complete operational system, system located and mapped for future reference and locating purposes, a condition assessment (including long-term budget requirements) and continued operation for the system.

We will only invoice the Township cost, which means actual expenditures should be less than the budget.

We will be discussing this next week at our finance committee meeting and seeking BPW approval the week after.

Please review the attached documentation and contact me with any questions.

Thank you.

John D.

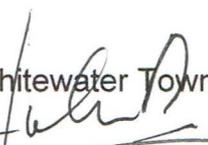
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John Divozzo, Director
Grand Traverse County DPW
2650 LaFranier Road
Traverse City, MI 49686
(231) 995-6039
(231) 929-7226 fax

CONFIDENTIALITY NOTICE: This email is intended for the use of the individual or entity to which it is addressed and may contain information that is privileged and confidential. If you are not the intended recipient or an agent responsible for the delivering it to the recipient, you are hereby notified that you have received this document in error and that any review, dissemination, copying, or the taking of any action based on the contents of this information is strictly prohibited. If you have received this communication in error, please notify me immediately by E-mail at the address shown and delete the original message. Thank you.



MEMO

To: Ron Popp, Whitewater Township
From: John Divozzo 
CC: Board of Public Works/Cheryl Goss, Whitewater Twp Clerk
Date: October 26, 2017

Subject: Miami Beach Sewer Budget

Ron,

The DPW is limited in spending to the approved budget for the systems we operate, including the Miami Beach Sewer System. This year, we have encountered several issues that will require spending to exceed the fiscal year budget.

Prior to expending funds that will exceed the budget, the DPW requires the Township's approval (except in emergency situations). This year, we have had to deal with one emergency (force main break) and have two major projects planned for completion.

The force main break resulted in overtime hours for DPW employees that will exceed the year's budget and the Condition Assessment and System Mapping projects were not included in the annual budget.

Payroll costs will exceed the budgeted values by \$4,500 and the Project costs will exceed the budgeted values by \$3,250. In total, the DPW is requesting an increase to the budget of \$7,750 to cover these additional expenses. I have attached the form for approval by the Township.

It is important to note that the additional funds include a pumping of the tanks and condition assessment of the system already approved by the Township. The mapping and overtime hours were necessary to protect public health and the integrity of the system. These are not normal or routine costs, but are necessary to manage and operate the system responsibly.

Please keep in mind that these are budget numbers and may not reflect actual costs for providing the services. Any unused amounts will not be invoiced to the Township.

If you have any questions regarding this information, please do not hesitate to contact me.

Thank you.

GRAND TRAVERSE COUNTY
BOARD OF PUBLIC WORKS
2650 LAFRANIER ROAD
TRAVERSE CITY MI 49686
231/995-6039 fax 231/995-6053

Budget Amendment

Date: October 26, 2017

TO: THE BOARD OF PUBLIC WORKS AND WHITEWATER TOWNSHIP

The following budget amendment has been proposed to the 2017 Whitewater Township Maintenance & Operations budget for the current year.

Fund 690 Dept. 465 Increase of \$7,750.00

\$4,500 for payroll costs and \$3,250 for contract services (System Pumping, GFA assessment & System Mapping).

Also Increase Local Grants 582.00 in the same amount.

(Local grants are the amount the township agrees to reimburse the County for any invoices that the County pays on the township's behalf related to water or sewer expenditures.)

Board of Public Works Action

Resolved that the proposed budget amendment is hereby approved and recommended to Whitewater Township to approve the same.

Chairperson-Jay Zollinger
Board of Public Works

The undersigned hereby certifies that he is the Secretary of the Grand Traverse County Board of Public Works and that the foregoing resolution was adopted by the Board of Public Works upon the date set forth below.

Date of Approval: _____

Secretary- Chuck Korn
Board of Public Works

=====
Township Board Action

Resolved that the foregoing amendment to the Whitewater Township's budget administered by the Grand Traverse County Board of Public Works be and hereby is approved.

Whitewater Township Supervisor-Ron Popp

The undersigned hereby certifies that she is the _____ Township Clerk of the above-named Township and that the foregoing resolution was adopted by action of the Township Board on the date set forth below.

Date of Approval: _____

Whitewater Township Clerk-Cheryl A. Goss

When the Township action is complete, please fill out the Township Board approval and return one signed form to the attention of Dianne Thompson at the DPW.

GRAND TRAVERSE COUNTY
EXPENDITURE BUDGET STATUS REPORT AS OF 10/26/2017

690 DEPT OF PUBLIC WORKS
465 WHITEWATER SEWER

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	EXPENDITURES		CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
				THIS MONTH	THIS YEAR			
701.00 DEPARTMENT HEAD	.00	.00	.00	.00	.00	.00	.00	N/A
702.00 FULL TIME & REGULAR PART TIM	.00	850.00	850.00	2736.40	2989.48	.00	2139.48-	351.70
702.01 LONGEVITY	.00	.00	.00	.00	.00	.00	.00	N/A
703.00 PART TIME TEMPORARY	.00	.00	.00	.00	.00	.00	.00	N/A
704.00 OVERTIME	200.00	700.00	900.00	89.39	884.17	.00	15.83	98.24
705.00 PERSONAL LEAVE	.00	.00	.00	.00	.00	.00	.00	N/A
715.00 FICA	16.00	100.00	116.00	202.71	280.81	.00	164.81-	242.08
716.00 HEALTH, OPTICAL & DENTAL	.00	75.00	75.00	.00	61.87	.00	13.13	82.49
716.02 SHORT & L-T DISABILITY	.00	3.00	3.00	.00	1.86	.00	1.14	62.00
717.00 LIFE INSURANCE	.00	1.00	1.00	.00	.60	.00	.40	60.00
718.00 RETIREMENT	.00	130.00	130.00	213.11	287.52	.00	157.52-	221.17
718.01 RETIREMENT DC	18.00	60.00	78.00	117.76	164.65	.00	86.65-	211.09
718.05 RETIREMENT - DB UAL	.00	350.00	350.00	524.51	719.03	.00	369.03-	205.44
719.00 WORKER'S COMP INS	7.00	45.00	52.00	94.61	129.70	.00	77.70-	249.42
720.00 UNEMPLOYMENT COMPENSATION	.00	.00	.00	.00	.00	.00	.00	N/A
725.99 PERSONNEL-CONTINGENCY	.00	.00	.00	.00	.00	.00	.00	N/A
PERSONNEL	241.00	2314.00	2555.00	3978.49	5519.69	.00	* 2964.69-	216.03
727.00 OFFICE SUPPLIES	.00	50.00	50.00	.00	7.16	.00	42.84	14.32
729.00 PRINTING AND BINDING	.00	100.00	100.00	.56	5.42	.00	94.58	5.42
730.00 POSTAGE	67.00	100.00	167.00	38.00	154.35	1.11	11.54	92.43
752.50 SEWER SYS. MAINT & SUPPLIES	.00	2000.00	2000.00	134.03	1094.06	270.05	635.89	54.70
COMMODITIES	67.00	2250.00	2317.00	172.59	1260.99	271.16	784.85	54.42
808.00 ATTORNEY FEES	.00	.00	.00	.00	.00	.00	.00	N/A
812.00 MIS CHARGES	.00	.00	.00	.00	.00	.00	.00	N/A
818.00 CONTRACT SERVICES	16.00	.00	16.00	.00	.45	.00	** 15.55	2.81
CONTRACTUAL SERVICES	16.00	.00	16.00	.00	.45	.00	15.55	2.81
909.00 ADVERTISING	.00	.00	.00	.00	.00	.00	.00	N/A
924.99 SEWER SYSTEM UTILITY EXP	400.00	.00	400.00	27.39	295.18	.00	104.82	73.80
941.02 SYSTEM SOFTWARE	10.00	.00	10.00	.00	8.03	.00	1.97	80.30
OTHER CHARGES	410.00	.00	410.00	27.39	303.21	.00	106.79	73.95
977.00 MACHINERY AND EQUIPMENT	.00	.00	.00	.00	.00	.00	.00	N/A
CAPITAL OUTLAYS	.00	.00	.00	.00	.00	.00	.00	N/A
992.00 CONTINGENCY	6266.00	4564.00-	1702.00	.00	.00	.00	1702.00	.00
992.50 PERSONNEL-CONTINGENCY	.00	.00	.00	.00	.00	.00	.00	N/A
DEBT SERVICE	6266.00	4564.00-	1702.00	.00	.00	.00	1702.00	.00
TOTALS	7000.00	.00	7000.00	4178.47	7084.34	271.16	355.50-	
CURRENT ACCUMULATIVE PERFORMANCE			121 %					
PERCENT OF BUDGET EXPENDED			101 %					

* Payroll
** Contracted Services

To: Whitewater Township Board

From: Cheryl A. Goss, Clerk

Date: 11/10/2017

Re: Risk Control Report – Michigan Township Participating Plan

Mike Morin, Risk Control Representative for the Michigan Township Participating Plan, contacted me this fall to schedule a meeting to discuss various township policies and procedures. We met on September 20, 2017, and Mike generated the attached report containing his comments and recommendations.

Mike's report is being provided to the board for its review and further action where the board deems appropriate.

###



September 22, 2017

Cheryl Goss, Clerk
Whitewater Township
P.O. Box 159
Williamsburg, MI 49690

Dear Ms. Goss:

I would like to thank you for taking the time to meet with Risk Control to discuss the operations of Whitewater Township. This action allows the Risk Control Department to assist the Township and its services in identifying existing and potential liability exposures that may be present in day-to-day operations such as yours.

Upon review of the information gathered and discussed during our meeting, please allow me to offer the following comments and recommendations:

- The municipal entity should ensure that all contracts for services and joint operations are written contracts. Each separate contract should contain a hold harmless clause that indemnifies the entity from any and all liability, injuries and/or damages caused by the service provider.

Certificates of insurance should be obtained from any independent contractor and reviewed prior to any services commencing. Proof of insurance should include specific guidelines for comprehensive general liability and worker's compensation. Minimum limits should correspond to the type of exposure present.

The municipal entity should also request to be named as an additional insured on the service provider's insurance policy. This action will help in reducing the potential liability loss.

The municipal entity attorney should review all legal contracts.

- The municipal entity should develop a training program for all employees on proper use of fire extinguishers.
- The municipal entity should request its Fire Service Provider inspect entity owned buildings for fire safety, including the inspection and recharging of fire extinguishers annually. Ensure that mechanical rooms are free of flammable materials, and that exits are clear of trip hazards. The entity should be provided with a record of the inspection and any needed recommendations. This action will help reduce the potential of a fire hazard exiting resulting in a property claim.

- The entity should utilize an At-Will Statement to clarify the employee / employer conditions and provide written acknowledgement of understanding. This action will help provide for a better defense in the case of potential litigation.
- If the water source located on the cemetery property is not potable, then the entity should place signage indicating that the water is not intended for consumption. However, if it is safe for consumption then the entity should ensure that testing is conducted as required by the State.
- The entity should develop and adopt a parks ordinance outlining the rules and regulations for use of the park(s). A sample copy of a parks ordinance is enclosed with this letter for your entity's review and consideration.
- As we discussed in our meeting when playground equipment is installed, a park and playground equipment inspection program should be implemented. Regular and frequent inspections of parks, playgrounds and equipment can help reduce a potential physical injury/liability hazard. Documentation is essential. A simple checklist that includes what hazard has been found, the date it was first observed and the date it was repaired will help in providing a stronger defense posture in claims of possible negligence. (A sample format for use as resource material is enclosed) It is suggested the inspections are performed at least weekly during the peak use season and at least once a month during the off-season.

A few key areas to keep in mind during inspection of playground equipment are as follows:

1. Ensure there is adequate fall material, as specified by the U. S. Consumer Product Safety Commission, around all playground equipment.
2. Check for dangerous hardware, like open "S" hooks on swings or protruding bolt ends.
3. Ensure there are no head entrapments on any playground equipment.
4. Ensure there are no trip hazards; including but not limited to exposed concrete footings, tree stumps, or exposed rocks.

According to the CPSC acceptable playground fall material is either loose fill materials such as wood mulch, double shredded bark mulch, uniform wood chips, fine and coarse sand or unitary materials such as rubber mats. The Consumer Product Safety Commission publishes voluntary standards for public playgrounds entitled the **Handbook for Public Playground Safety** at www.CPSC.gov. **Search for the document title under safety guidelines and download for your reference and use.** Although these are voluntary standards, they are widely recognized as being the authority on public playgrounds and are often used by plaintiff attorneys as a benchmark in lawsuits.

In the event you are in need of additional resource material, or assistance regarding these recommendations, please contact the Risk Control Department.

Thank you and we look forward to a continued, good working relationship with you and Whitewater Township.

Regards,

A handwritten signature in black ink that reads "Mike Morin" followed by a vertical line and the word "lead" written in a cursive style.

Mike Morin
Risk Control Representative
Michigan Township Participating Plan

Cc: Paul Olson, Municipal Underwriters of Michigan West, Inc.
Maureen Metzger, MTPP Underwriter

Enclosures: Sample Contracted Services Agreement
Sample At-Will Statement
Sample Park Ordinance
Sample Playground Inspection Form

September 7, 2017

Tobin & Co., P.C.
400 E. Eighth Street
Traverse City, MI 49686

This representation letter is provided in connection with your audit of the financial statements of Whitewater Township, which comprise the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information as of March 31, 2017, and the respective changes in financial position and, where applicable, cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of September 7, 2017, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated February 8, 2017, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all property classified funds and other financial information of the primary government required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.

- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
- 8) We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the accounts.
- 9) We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements, and we have not consulted a lawyer concerning litigation, claims, or assessments.
- 10) Guarantees, whether written or oral, under which the township is contingently liable, if any, have been properly recorded or disclosed.
- 11) We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the township from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of the township board or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 12) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 13) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 14) We have no knowledge of any fraud or suspected fraud that affects the township and involves –
 - Management
 - Employees who have significant roles in internal controls, or
 - Others where the fraud could have a material effect on the financial statements
- 15) We have no knowledge of any allegations of fraud or suspected fraud affecting the township's financial statements communicated by employees, former employees, regulators, or others.

- 16) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- 17) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- 18) We have disclosed to you the identity of the township's related parties and all the related party relationships and transactions of which we are aware.

Government-specific

- 19) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 20) We have a process to track the status of audit findings and recommendations.
- 21) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 22) We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
- 23) The township has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- 24) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
- 25) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
- 26) We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statements amounts or other financial data significant to the audit objectives.
- 27) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
- 28) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for

disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.

- 29) As part of your audit, you assisted with preparation of the financial statements and related notes. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.
- 30) The township has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 31) The township has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 32) The financial statements include all joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- 33) The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34.
- 34) All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 35) Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
- 36) Provisions for uncollectible receivables have been properly identified and recorded.
- 37) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 38) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- 39) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 40) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.

- 41) We have appropriately disclosed the township's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 42) We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
- 43) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- 44) With respect to the supplementary information on which an in-relation-to opinion is issued combining statements, individual fund statements,
- a) We acknowledge our responsibility for presenting the individual fund statement in accordance with accounting principles generally accepted in the United States of America, and we believe the individual fund statement, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the individual fund statement have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
 - b) If the individual fund statement is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.

Signature: _____

Title: _____



To: Whitewater Township Board
From: Cheryl A. Goss, Clerk
Date: 11/04/2017
Re: Approval of Modification of Offer of Employment for Zoning Administrator

With the holiday season nearly here, I recently began to wonder what the board's intention was on the issue of paid holidays when it made the employment offer to Denny Habedank. The township's holiday policy is as follows:

Holidays. The township observes paid holidays as listed below. You will be permitted to take these days off and will be paid at your regular rate of pay. If a recognized holiday falls on Saturday, Friday would be the observed day; if it falls on Sunday, the observed day will be Monday. The following days are recognized as paid holidays for full-time employees:

- New Year's Day
- Good Friday (1/2 day)
- Memorial Day
- Independence Day
- Labor Day
- Day before or day after Thanksgiving
- Thanksgiving Day
- Day before or day after Christmas
- Christmas Day

The offer of employment approved by the board on 08/22/2017 speaks to an hourly wage of \$28 per hour and 32 hours per week. It also states that "no benefits are being offered at this time."

Denny's 32-hour per week schedule makes him a part-time employee, according to the township's personnel policy, and not eligible for paid holidays.

However, if we value him as an employee, and I certainly do, we should not expect him to go without pay on holidays which fall on his regular work days.

I would urge that the board modify Denny's offer of employment to include regular pay for any holidays listed in the personnel manual which fall on his regular work days.

An appropriate motion would be: Motion to modify Dennis Habedank's offer of employment to include regular pay for holidays listed in the personnel manual when they occur on his regular work days.

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