

Whitewater Township Board
Minutes of Regular Meeting held December 15, 2009

Call to Order

Supervisor Lake called the meeting to order at 7:00 p.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan, followed by the Pledge of Allegiance.

Roll Call

Board members present: Benak, Boyd, Hockin, Hubbell and Lake.

Board members absent: None.

Others present: Attorneys Derman & Turkelson, Planning/Zoning Administrator Meyers, Owners Representative LaPointe, Fire Chief Stites and 6 others

Set/Adjust Meeting Agenda

The agenda was adjusted as discussed.

Declaration of Conflict of Interest

None

Public Comment

Glenn Savage, 9833 Pineneedle Ln.

- Questioned invoices from Pointe Consulting.
- Stated Zoning Administrator is capable of writing grants.
- Questioned why two attorneys attend the Township Board meetings.

Attorney Derman stated the Township is only charged for one attorney when attending the board meeting; the second attorney is for back up. It was also stated that attorney Turkelson is a township resident.

Public Hearing

None.

Receive and File

1. Treasurer's Cash Balances & Investment Reports for July, August, September, October and November.
2. Planning Commission 12/02/09 draft regular meeting minutes
3. Supervisor's report for November 2009 & memos from Andy LaPointe
4. Clerk's report for November 2009
5. Planning/Zoning Administrator's report for November 2009
6. Battalion #3 Fire Chief November Activity Reports

Correspondence

1. Grand Traverse Rural Fire Department Board minutes of 11/18/09 regular meeting
2. Grand Traverse County Sheriff Department Service Statistics for November 2009
3. Grand Traverse County Road Commission minutes of 10/21/09 rescheduled meeting
4. A 11/13/09 copy of the TCAPS summer tax levy resolution
5. A 11/18/09 letter of thanks from Ross Childs
6. Recycle Smart, 12/09, re: Christmas Tree Recycling

7. A 12/04/09 letter from Charter Communications, re: Completion of Chapter 11 Restructuring of Charter Communications Inc.
8. An e-mail reminder from Katie Lowran, Grand Traverse County Administrative Office Manager re: Next Semi-Annual Joint BOC/Local Municipality meeting on 01/21/10, 9 a.m. to 12 p.m. at the Civic Center

Reports/Presentations/Announcement/Comments

Sheriff Department Report

There was no report.

Fire Chief/Ambulance Coordinator Report

- Chief Stites reviewed statistics for the month of November.
- Reported that new furnace and heaters have been installed and hooked up to natural gas.
- Reported that the water well pump quit working on 11/13/09 and had to be replaced.
- The ladder truck is now being stored at Paradise Township. Work will be done on it while in storage.

Attorney Report

- Charter Communications end of bankruptcy notices have been received.
- Millbrook Condo Association bank statements were distributed to appropriate officials.
- Planning Commission is working on the sign ordinance section of the zoning ordinance. The PC also has seven sub-committees for the Master Plan.
- Updated the board on the issues with the Grand Traverse Septage Plant.
- Acme Township is proceeding with Farmland Preservation.
- Grand Traverse County Road Commission and clerk are working on final accounting for WMDLS special assessment.
- Real Estate purchase has been accepted and title insurance is complete. Closing will be at a later date.
- Was in e-mail contact with John Petoskey/Grand Traverse Band legal counsel regarding the Water Agreement. No response at this time.
- Contractual Agreement for Fire Prevention Inspection Services has been lost in legal at the Grand Traverse Band office per Chief Stites.

Owner's Representative Report

- Received communication this week from FEMA inquiring whether we wanted our grant application to be considered in Round 2.
- SAFER grant-can only apply for Chief position. Rural Agreement hinders some other grant opportunities.

Consent Calendar

1. Approved minutes 11/17/09 regular and 12/08/09 special meetings.
2. Approved Alden State Bank vouchers #32090-32181 and Alden State Bank Miami Beach voucher #1085.

Moved by Hubbell, seconded by Benak, to approve the consent calendar items.

Motion approved 5-0.

Unfinished Business

Ladder Truck Repairs

The ladder truck is titled to Rural Fire so the previous motion to apply for 2% allocation monies for repairs to the truck is not feasible.

Chief Stites has talked to Rural and they will be submitting the 2% allocation grant for repairs to the ladder truck.

2% Grant Application Defined

There was a discussion and several suggestions for the 2% allocation grant request. Some of the suggestions were:

- Boyd suggests educational opportunities for current staff.
- Benak suggests cemetery fencing.
- Hubbell suggest applying for a grant to pave Park Road (all of it). Lake will contact the Grand Traverse County Road Commission regarding possible cooperation with G T Band and BIA funds.

It was the consensus of the board to submit the grant for cemetery fencing.

Lights & Sirens Proposal

A worksheet detailing the cost of various styles of lights, sirens and radios for ambulance member personally owned vehicles was presented by Ambulance Coordinator Stites. Stites recommends the Mini Justice Light bar. Proposed cost of the Mini Justice Light bar, radios and sirens is \$2,639.55.

The request and the 2% allocation grant due on December 31st were discussed.

Moved by Boyd, seconded by Hubbell, to authorize purchase of Grand Traverse Mobile, Option 1 lights, sirens and radios (2,639.55) for the Ambulance service from the General Fund; and to apply for a Grand Traverse Band 2% allocation grant for the lights/sirens/radios. **Motion approved 5-0.**

New Business

Appointments to Planning Commission and Zoning Board of Appeals

Supervisor Lake recommended reappointment of Steve Zakrajsek, Julie Courtade and Matthew Lyons to the planning commission for three year terms ending on December 31, 2012.

Moved by Hubbell, seconded by Benak, to confirm the recommendation of the supervisor appointing Steve Zakrajsek, Julie Courtade and Matthew Lyons to the planning commission for three year terms ending on December 31, 2012. **Motion approved 5-0.**

Supervisor Lake recommends reappointment of Todd Millar to the Zoning Board of Appeals for a three year term ending December 31, 2012.

Moved by Hockin, seconded by Benak to confirm the recommendation of the supervisor appointing Todd Millar to the Zoning Board of Appeals for a three year term ending December 31, 2012. Roll call vote: Boyd, no; Hockin, yes; Hubbell, yes; Lake, yes; Benak, yes. **Motion approved 4-1.**

Supervisor Lake recommends reappointment of Kenneth Bowen to the Zoning Board of Appeals for a three year term ending December 31, 2012.

Moved by Hubbell, seconded by Benak to confirm the recommendation of the supervisor appointing Kenneth Bowen to the Zoning Board of Appeals for a three year term ending December 31, 2012. Roll call vote: Hockin, yes; Hubbell, yes; Lake, yes; Benak, yes; Boyd, no. **Motion approved 4-1.**

Park Rates and Fees

Hockin recommends keeping the fees at Whitewater Township Park at the rates approved for the 2009 season.

She recommends an increase in the “Hi” Pray Park pavilion from \$50.00 to \$75.00. Rental of this pavilion includes use of the ball field, tennis courts and basketball court for a period not to exceed six hours and availability is subject to league schedules.

Moved by Boyd, seconded by Hubbell to amend the Fee Schedule for “Hi” Pray Park in the Administrative Policies and Procedures increasing the “Hi” Pray Park Pavilion fee from \$50.00 to \$75.00 and making the notation that the fee includes the use of the ball field, tennis courts and basketball court for a period not to exceed six hours (availability subject to league schedule). **Motion approved 5-0.**

Amendments to Administrative Policies & Procedures

Following a workshop on the Open Meetings Act the clerk reviewed Section 2.0 of the Administrative Policies and Procedures and is proposing the following change to 2.4 (c) Posting Meetings, change requests to **requires**; add to 2.4 (j) a new paragraph “**All public bodies shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public.**”; insert “**or record secretary**” following the clerk except in the fifth line of the second paragraph; and add “commission or committee” following the board in paragraphs two and three; delete board in the fifth line of the third paragraph.

Moved by Boyd, seconded by Benak to approve amendments to 2.4 (c) Posting Meetings and 2.4 (j) Record of Meetings and to update the Administrative Policies & Procedures to reflect these changes. **Motion approved 5-0.**

A new retention and disposal schedule has been developed for Michigan Township Treasurers and needs to be added to Appendix L of the Administrative Policies & Procedures.

Moved by Hockin, seconded by Boyd to add Schedule 29, Records Retention and Disposal Schedule for Michigan Township Treasurers to the Administrative Policies & Procedures and to update Appendix L to reflect this addition. **Motion approved 5-0.**

Online Bill Payment for Fuelman Account

Fleetcor who operate the Fuelman gas cards has begun charging a \$15.00 per month check processing fee. A method to eliminate this fee is to have Electronic Fund transfers. Electronic Fund transfers must be approved by the board and a policy written to cover the process. The clerk asked to have this process approved and a policy written and brought back to the board for approval. Electronic processing of federal payroll taxes would also come under this policy and will need to be implemented in January of 2010.

Moved by Benak, seconded by Boyd to approve online bill payment for billings where a charge would be made for check processing and to instruct the clerk to prepare a written policy for Electronic Fund Transfers. **Motion approved 5-0.**

Emergency Services Study Committee or Group

Lake asked for authorization for form a committee of officials and citizens to take up the following questions and issues and report back to the board by February 15, 2010.

1. What particular services are needed and should be planned into our future?
 - a. Fire, Ambulance, Police, Homeland Security, Disaster Planning
2. What affiliations and systems should the needed services be aligned with and provided through?
 - a. Stay in Rural Fire District
 - b. Become an independent department
 - c. Form a new alignment with neighboring units and combine efforts
3. What facilities should be planned for and provided?
 - a. Immediate future, five years, long term, twenty years out

Moved by Hubbell, seconded by Hockin to authorize the supervisor to form an Advisory Committee to review/research Emergency Services in Whitewater Township. **Motion approved 5-0.**

Public Comment

Leslie Meyers, Planning/Zoning Administrator

- County Planning has reviewed the Site Plan Review amendment to the Zoning Ordinance and it will be presented at the next regular board meeting.

Lake reminded the board of the budget work session on 01/05/10 at 7:00 p.m. This session will be a general discussion of matters relating to budget work.

The meeting was adjourned at 8:47 p.m.

Respectfully submitted,
Carol Hockin, clerk