

WHITEWATER TOWNSHIP BOARD
AGENDA FOR 2ND REGULAR MEETING – JULY 22, 2014
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 your electronic devices.

- A. Call to Order
- 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 member's questions. The chair shall control the amount of time each person shall be allowed to speak, which shall not exceed five (5) minutes.
- F. Correspondence
 - 1. Boardman River Watershed Collective Impact Plan – Meeting Invitation
 - 2. E-mail Correspondence between Scott Helder and Clerk Goss
 - 3. E-mail Correspondence from Vaughn Harshfield
- G. Public Hearing
- H. Reports/Presentations
 - 1. Jim Cook - Grand Traverse County Road Commission
- I. Unfinished Business
 - 1. Master Plan Review – Possible Approval for Distribution
 - 2. Discuss Ballot Language Replacing Current Fire Special Assessment District (with a recurring voter approved funding method for all emergency services including, but not limited to, Police, Fire, and EMS)

J. New Business

1. Review 4 New Township Job Descriptions for possible approval.
 - a. MFR
 - b. EMT-B (basic)
 - c. EMT-A (advanced)
 - d. Pager Duty
2. Review revised Whitewater Township Graded Wage Scale for possible approval. Please read “Items for Discussion” at the bottom of the document.
3. Review Resolution 14-XX (creating payment for pager duty personnel) for possible approval.

K. Tabled Items

L. Board Comments/Discussion

M. Announcements

1. Next meeting date: August 12, 2014

N. Public Comment

O. Adjournment

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

Boardman River Watershed Collective Impact Plan MEETING INVITATION

The Boardman River Watershed Collective Action Plan utilizes the information and recommendations developed as part of the Boardman River Watershed Prosperity Plan to prepare an action program focused on the identification of projects and programs that will enhance the economic development outcome of the thirteen watershed communities.

Blair Township
Boardman Township
City of Traverse City
East Bay Township
Fife Lake Township
Garfield Township
Kalkaska Township

Paradise Township
Union Township
Village of Fife Lake
Village of Kalkaska
Village of Kingsley
Whitewater Township

RECEIVED
7-16-14
EG

The process that we propose to use is **locally-based** and is focused on identifying short-term implementable projects that bolster opportunities for economic development growth in the community and the watershed as a whole. Local government unit participation is critical to process and outcome of the program. Results from this process will be shared with State of Michigan departments and agencies that will assist with implementation. On June 12, 2014 the results of the Boardman River Watershed Prosperity Plan and this project were shared with the Governor's cabinet of department heads and other agency representatives.

The Boardman River Watershed Collective Impact Plan is being co-chaired by Chuck Korn, Supervisor, Garfield Township and Mitch Foster, Village Manager for the Village of Kingsley.

Meeting Information

Monday, July 28, 2014

1:30 p.m.

Garfield Township Hall

3848 Veterans Drive

Traverse City, MI

Please feel free to invite a representative from your Planning Commission, Downtown Development Authority, and Parks and Recreation Commission to attend. Again, local participation and involvement will be the key to this process.

If you would prefer to receive advance materials and a reminder please send me an e-mail. Thank you.

John Iacoangeli
jri@bria2.com

Cheryl (Walton) Goss

From: Cheryl (Walton) Goss <clerk@whitewatertownship.org>
Sent: Friday, July 18, 2014 9:17 AM
To: 'Helders'
Cc: Ron Popp (supervisor@whitewatertownship.org)
Subject: RE: deq-wb-campground-tentpolicy_298444_7.pdf

Scott -

The board budgeted for the replacement of the stairs in the budget adopted for the new fiscal year beginning on April 1, 2014. Supervisor Popp has investigated various ways to replace the stairs, perhaps even re-contouring of the slope in order to provide for a suitable pathway down without an actual stairway being built. To this date, a proposed plan has not been provided to the board.

I was not aware that campers were using these stairs, and we will immediately rectify that situation. In the meantime, I will bring this issue to the board's attention. Our next meeting is July 22nd. I cannot predict the timing of board action on this issue, but I will request that it be given immediate attention.

Thank you for your comments.

Cheryl (Walton) Goss
Whitewater Township Clerk
5777 Vinton Road, P.O. Box 159
Williamsburg, Michigan 49690
Telephone: 231.267.5141 X 24
Fax: 231.267.9020
clerk@whitewatertownship.org

-----Original Message-----

From: Helders [REDACTED]
Sent: Thursday, July 17, 2014 8:53 PM
To: Cheryl Walton
Subject: Re: deq-wb-campground-tentpolicy_298444_7.pdf

Cheryl

Thank you for the reply. Although I do feel you/the board is incorrect, email is not the proper format for any argument. I will say that my family has camped for over 10 years all through the michigan state park system and never one time have we had to pack up a tent.

My next question involves the timing of the repair or replacement of the stairs leading up to the upper loop. These are clearly a hazard and the barriers around them are fully in adequate to keep people off them. While we were camping last time I saw multiple kids and adults using the steps as the road around is quite long.
Do you know when the stairs will be repaired?

By the way,

Our kids really enjoyed sleeping in our boat. Not sure how boat sleeping is allowed and tent sleeping is not.

Thank you
Scott

Sent from Scott's iPhone

> On Jul 16, 2014, at 3:16 PM, "Cheryl \ (Walton\) Goss" <clerk@whitewatertownship.org> wrote:

>

> Scott -

>

> The tent policy you quoted applies to tents placed over picnic tables
> or over areas used for seating or activities. It is a policy
> statement which does not have the force and effect of law.

>

> The Whitewater Township Board voted in October 2013 to follow state
> law with respect to 1 "recreational unit" per site. "Recreational
> unit" is specifically defined in the law and includes tents.

>

> It's our understanding that the DEQ is aware of the conflict in the
> campground law and is reviewing the law in this regard.

>

>

> Cheryl (Walton) Goss
> Whitewater Township Clerk
> 5777 Vinton Road, P.O. Box 159
> Williamsburg, Michigan 49690
> Telephone: 231.267.5141 X 24
> Fax: 231.267.9020
> clerk@whitewatertownship.org

>

>

>

> -----Original Message-----

> From: Helder halders,holder@gmail.com
> Sent: Sunday, July 13, 2014 10:44 AM
> To: Cheryl Walton
> Subject: deq-wb-campground-tentpolicy_298444_7.pdf

>

> Please note the attached amendment to the tent law.

>

> I suggest you update your policy to reflect current law prior to being sued.

>

>

> Thank you
> Scott

>

>

> http://www.michigan.gov/documents/deq/deq-wb-campground-tentpolicy_298444_7.pdf

>

>

Cheryl (Walton) Goss

From: [REDACTED]
Sent: Friday, July 18, 2014 8:29 AM *Paul Hubbell*
To: Ron Popp; Cheryl Walton; Della Benak; [REDACTED]; Lloyd Lawson
Cc: [REDACTED]
Subject: EMERGENCY SERVICES BUILDING

July 18, 2014

To: The Whitewater Township Board:
Ron Popp, Supervisor
Cheryl Goss, Clerk
Della Benak, Treasurer
Paul Hubbell, Trustee
Lloyd Lawson, Trustee

From: Vaughn W Harshfield

Subject: Emergency Services Building

The WWT 2009 Community Input Survey data indicated that WWT citizens will **not** support a new Emergency Services Building via a millage increase. Indeed, during the last election it was said that if elected, "I pledge to not place unwarranted millage requests on the ballot." Option 2 as described at the recent Town Hall Meeting is unwarranted. Why? The Grand Traverse Band of Ottawa and Chippewa Indians have offered WWT a **GIFT** of an Emergency Services Building.

The offer by The Grand Traverse Band of Ottawa and Chippewa Indians must be taken seriously and cannot be ignored or complicated by Option 2 as described at the recent Town Hall Meeting. Option 2 is always available, but the Tribe's offer is now. And, Option 2 as presented at the Town Hall Meeting won't even house the current equipment required by our Fire and EMS personnel. I say again, Option 2 won't house our current equipment!

The Tribe's proposed IGA contains some issues that can be worked out in a mutually satisfactory manner. I also realize that Rural Fire must enter these negotiations in some fashion. Here again, all issues can be worked out in a mutually satisfactory manner. That's what Boards do when they work for the benefit of their citizens.

If the WWT Board can't or won't work with our neighbors; then, what will happen?

The Tribe will build their Emergency Services Building within eyeshot of our current Fire Station. This building will serve several functions in our Township and it will be visible from M-72. It would be a disaster for this building to exist without WWT participation. And, how would non-participation be explained to the taxpayers of WWT by this Board?

With the information presented at the Town Hall Meeting and the fact that most citizen inputs favored the Tribe's offer, the only direction to pursue is to team up with The Band of Ottawa and Chippewa Indians to provide an Emergency Service Building that benefits everyone in our Township.

This Administration's legacy will be defined by an Emergency Services Building.

Please include this email in the next Board Packet under correspondence.

Thank you,

ELECTION INFORMATION
TUESDAY, AUGUST 5, 2014
Polls will be open 7:00 a.m. to 8:00 p.m.

NOTICE TO VOTERS:
NEW VOTER IDENTIFICATION REQUIREMENT IN EFFECT

Due to a recent court ruling, every Michigan voter who offers to vote in the polls must comply with the requirement by showing picture identification or signing an affidavit attesting that he or she is not in possession of picture identification. (See MCL 168.523 for picture identification requirement)

<p>ACME TOWNSHIP Precinct #1 Twp Hall, 6042 Acme Rd., Acme Precinct #2 Fire Station, 6042 Acme Rd., Acme</p> <p>BLAIR TOWNSHIP Precinct #1 Fire Station, 2121 Co. Rd. 633, Grawn Precinct #2 Fire Station, 2121 Co. Rd. 633, Grawn Precinct #3 Fire Station, 2121 Co. Rd. 633, Grawn Precinct #4 Twp Hall, 2121 Co. Rd. 633, Grawn</p> <p>EAST BAY CHARTER TOWNSHIP Precinct #1 Twp Hall, 1965 Three Mile Rd. N, T.C. Precinct #2 Fire/Ambulance Station, 110 High Lake Rd., T.C. Precinct #3 Fire/Ambulance Station, 110 High Lake Rd., T.C. Precinct #4 Twp Hall, 1965 Three Mile Rd. N, T.C.</p> <p>FIFE LAKE TOWNSHIP Precinct #1 Twp Hall, 134 Morgan St., Fife Lake</p> <p>GARFIELD CHARTER TOWNSHIP Precinct #1 GT Metro Fire Station, 2025 E. Silver Lk Rd. N., T.C. Precinct #2 Twp Hall, 3848 Veterans Dr., T.C. Precinct #3 Fire Station, 3000 Albany St., T.C. Precinct #4 Public Service Bldg., 2650 LaFranier Rd. T.C. Precinct #5 First Christian Church, 3686 W. South Airport Rd., T.C. Precinct #6 Road Commission., 1881 LaFranier Rd., T.C.</p> <p>GRANT TOWNSHIP Precinct #1 Twp Hall, 8986 Davis Rd., Buckley</p> <p>GREEN LAKE TOWNSHIP Precinct #1 Twp Hall, 9394 10th St., Interlochen Precinct #2 Interlochen Library, 9700 Riley Rd., Interlochen</p>	<p>LONG LAKE TOWNSHIP Precinct #1 Long Lake Elem. School, 7600 North Long Lake Rd., T.C. Precinct #2 Bay Pointe Church, 6880 Secor Rd., T.C. Precinct #3 Westwood Elem. School, 1500 Fisher Rd., T.C.</p> <p>MAYFIELD TOWNSHIP Precinct #1 Twp Hall, 2991 W. Center Rd., Kingsley</p> <p>PARADISE TOWNSHIP Precinct #1 Twp Hall, 2300 E. M-113, Kingsley Precinct #2 Twp Hall, 2300 E. M-113, Kingsley</p> <p>PENINSULA TOWNSHIP Precinct #1 Twp Hall, 13235 Center Rd., T.C. Precinct #2 Fire Station, 8150 Center Rd., T.C.</p> <p>UNION TOWNSHIP Precinct #1 Twp Hall, 5020 Fife Lake Rd., Fife Lake</p> <p>WHITEWATER TOWNSHIP Precinct #1 Twp Hall, 5777 Vinton Rd., Williamsburg</p> <p>CITY OF TRAVERSE CITY Precinct #1 Fire Station, 500 W. Front St., T.C. Precinct #3 G.T. Heritage Ctr., 322 Sixth St., T.C. Precinct #7 Traverse Heights School, 933 Rose St., T.C. Precinct #8 Civic Center, 1125 W. Civic Center Dr., T.C. Precinct #9 Eastern School, 1600 Eastern Ave., T.C. Precinct #10 Glenn Loomis School, 1009 S. Oak St., T.C.</p>
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If you have a disability requiring any special assistance, please notify the County Clerk immediately at 922-4760; TDD 800-649-3777.

CANDIDATES

On August 5, 2014, an election will be held for the purpose of nominating candidates for the Republican and Democratic parties for partisan offices listed below:

UNITED STATES:

**U.S. Senator
Representative in Congress, 1st District**

MICHIGAN:

**Governor/Lt. Governor
State Senator, 37th District**

State Representative, 104th District

COUNTY:

County Commissioners – all 7 Districts

TOWNSHIP VACANCIES:

Acme Township – Clerk, Treasurer
East Bay Township – Park Commissioner
Green Lake Township – Clerk
Peninsula Township – Supervisor, Park Commissioner
Union Township - Trustee

PRECINCT DELEGATES:

All Precincts

PROPOSALS

On August 5, 2014, the following proposals will be on the ballot:

STATEWIDE PROPOSAL

(Wording not received yet from State)

TOWNSHIP PROPOSALS

FIFE LAKE TOWNSHIP

PROPOSAL TO RENEW FIRE MILLAGE

This proposal renews the fire millage of 1.2 mills previously approved by the electors that expired after the December, 2013 levy.

Shall the limitation on the amount of ad valorem taxes which may be levied by the Township of Fife Lake, Grand Traverse County, Michigan, against taxable property in the Township be increased by up to 1.2 mills (\$1.20 per \$1,000 of taxable value) for a period of four (4) years, 2014 through 2017 inclusive, for the purpose of providing funds for fire protection, and shall the Township levy such millage for this purpose? If approved and levied in its entirety, this millage would raise an estimated \$60,022 for the Township in 2014.

PROPOSAL TO RENEW AMBULANCE MILLAGE

This proposal renews the ambulance millage of 1 mill previously approved by the electors that expired after the December, 2013 levy.

Shall the limitation on the amount of ad valorem taxes which may be levied by the Township of Fife Lake, Grand Traverse County, Michigan, against taxable property in the Township be increased by up to 1 mill (\$1.00 per \$1,000 of taxable value) for a period of four (4) years, 2014 through 2017 inclusive, for the purpose of providing funds for the maintenance and operation of the ambulance service, and shall the Township levy such millage for these purposes? If approved and levied in its entirety, this millage would raise an estimated \$50,018 for the Township in 2014.

PROPOSAL TO RENEW POLICE MILLAGE

This proposal renews the police millage of 1.75 mills previously approved by the electors that expired after the December, 2013 levy.

Shall the limitation on the amount of ad valorem taxes which may be levied by the Township of Fife Lake, Grand Traverse County, Michigan, against taxable property in the Township be increased by up to one and three-fourths (1¾) mills (\$1.75 per \$1,000 of taxable value) for a period of four (4) years, 2014 through 2017, inclusive, for the purpose of providing funds for police protection (sector officer), and shall the Township levy such millage for this purpose? If approved and levied in its entirety, this millage would raise an estimated \$87,532 for the Township in 2014.

LONG LAKE TOWNSHIP

LONG LAKE TOWNSHIP PROPOSAL TO RENEW MILLAGE FOR EMERGENCY SERVICES

This proposal will permit the Township to restore the Township's 1 mill for emergency services, previously approved by the electors of Long Lake Township, which expired December 2013.

Shall the limitation on the amount of ad valorem taxes which may be levied by the Township of Long Lake, Grand Traverse County, Michigan, against taxable property in the Township be renewed by up to one (1) mill (\$1.00 per \$1,000 of taxable value) for a period of five (5) years, 2014 through 2018, inclusive, for the purpose of continuing funding for equipping, operating and maintaining emergency services within the Township, and shall the Township levy such millage for this purpose? If approved and levied in its entirety, this millage would provide an estimated \$425,939.46 for the Township's emergency services in 2014.

PARADISE TOWNSHIP

AMBULANCE AND EMERGENCY MEDICAL SERVICE RENEWAL MILLAGE LEVY PROPOSAL

Shall the expired previous voted increase in the tax limitation imposed under Article IX, Sec. 6 of the Michigan Constitution on general ad valorem taxes within Paradise Township, of 1.0 mills (\$1.00 per \$1,000 taxable value) be renewed at 1.0 mills (for a total of \$1.00 per \$1,000 of taxable value) and be levied for a period of four (4) years, 2014 through 2017, inclusive, for the purpose of providing ambulance and emergency medical services; and shall the Township levy such renewal in millage for such purpose, thereby, raising in the first year an estimated \$117,400.

PENINSULA TOWNSHIP

PROPOSAL TO RENEW POLICE PROTECTION MILLAGE

This proposal reestablishes the 2/10ths of a mill police protection millage previously approved by the electors that expired after the December, 2013 levy. Specifically, the proposal renews the .1998 mills authorized in 2013 and restores the .0002 mills previously rolled back by the Headlee Amendment.

Shall the limitation on the amount of ad valorem taxes which may be levied by the Township of Peninsula, Grand Traverse County, Michigan, against taxable property in the Township be increased by up to two-tenths (2/10ths) of a mill (\$.20 per \$1,000 of taxable value) for a period of four (4) years, 2014 through 2017, inclusive, for the purpose of providing funds for police protection, and shall the Township levy such millage for this purpose? If approved and levied in its entirety, this millage would raise an estimated \$122,778 for the Township when first levied in 2014.

SCHOOL PROPOSALS

BENZIE COUNTY CENTRAL SCHOOLS

OPERATING MILLAGE RENEWAL PROPOSAL

This proposal will allow the school district to levy the statutory rate of 18 mills on all property, except principal residence and other property exempted by law, required for the school district to receive its revenue per pupil foundation allowance and renews millage that will expire with the 2014 tax levy. **(Contact the Benzie County Clerk at 231-882-9671 for the full text of this proposal)**

MANTON CONSOLIDATED SCHOOLS

OPERATING MILLAGE RENEWAL PROPOSAL

This proposal will allow the school district to levy the statutory rate of 18 mills on all property, except principal residence and other property exempted by law, required for the school district to receive its revenue per pupil foundation allowance and

renews millage that will expire with the 2014 tax levy. **(Contact the Wexford County Clerk at 231-779-9450 for the full text of this proposal)**

INTRODUCTION TO TOWNSHIP MILLAGE QUESTIONS

5. How does a millage ballot question get on the ballot?

To place a millage proposal on a ballot, the township board must adopt by roll call vote a resolution stating the ballot language and indicating the board's intention to place it before the voters on a specified election date. See the sample resolution on page 15.

Millage proposals cannot be placed on a ballot by citizen petition (except for a petition for a tax for a free public library (MCL 397.210)). [*Citizens may petition for a referendum on establishing a special assessment district for police or fire protection under Public Act 33 of 1951 (MCL 41.801, et seq.), but that ballot question is not a property tax proposal, even though the special assessment is apportioned by millage rate.*]

What information must a millage proposal include?

According to MCL 211.24f, a millage ballot proposal must include the following:

1. The extra-voted millage amount in dollars per thousand dollars of taxable value. For example, a fire protection millage of 2 mills (the millage amount) equals \$2 for every \$1,000 of taxable value. A property with a taxable value of \$50,000 would be taxed \$100 for the millage.

2. The purpose for the millage. The taxes raised by the millage are restricted funds that may be used only for the purpose(s) listed in the ballot language. The more specific the language used, the more restricted the uses for the revenues raised. For example, if the purpose is "to purchase fire equipment for Apex Township Fire Department," then that millage cannot be used for payroll or overhead costs of the Apex Township Fire Department, and it cannot be used to purchase equipment for another fire department. A broader purpose such as "to provide fire protection services" may include operating a fire department or contracting with another unit for fire protection.

3. The number of years that the millage will be effective. A property tax cannot exceed 20 years, but a township board may wish to use a shorter "life span." A millage is subject to rollback and will be subject to levy less and less each year. A short life span, such as three to five years, brings the levy up for renewal before it is rolled back very much. A millage can be renewed by election at its original amount upon its expiration. Short life spans also give a board flexibility to recover a rolled back millage or to not renew it.

Also, the duration of the millage determines when it will come up for renewal—and what elections the renewal question might be scheduled for.

4. The estimated revenue the township will collect in the first year of the levy. This is the township's total taxable value divided by 1,000 and multiplied by the number of mills. Using our 2-mill fire millage example, a township with a total taxable value of \$67 million would state in the ballot language that it expects to levy an estimated total of \$134,000 in the first year the millage is levied. A new millage (increase) approved after April 30 will not be rolled back in its first year if it is levied in that same year (MCL 211.34d(9)).

5. Whether the millage is new (an increase) or a renewal (of a previous voted increase). Technically, a renewal is also an increase, but the ballot language can say that the previous voted increase is being “renewed,” instead of “increased.” A millage proposal is a renewal if it **states the same number of mills** and the **same purpose** stated in the previous ballot proposal. Also, if there will be a gap of one or more tax years between the last collection of the previous millage and the first collection of the proposed millage, then the proposal is an increase, not a renewal. A renewal of a rollback of .5 mills or less can be a single ballot. Otherwise, two ballot questions are required.

6. Each local unit of government to which the revenue from that millage will be disbursed. MCL 211.24f(1) requires a millage ballot question to “fully disclose each local unit of government to which the revenue from that millage will be disbursed.” Local unit is then defined to include “county, city, village, township, school district, intermediate school district, community college district, public library, or local authority created under state law.”

MTA Legal Counsel have indicated that “the application of this requirement becomes difficult when multiple ‘local units of government’ may receive disbursements from the proposed millage. This is especially difficult when the millage is for a number of years within which time the recipients of any portion of the millage may change. Where millage may be captured under a tax increment financing program by an authority [such as a downtown development authority] during the period of the levy, language should be used or added which would afford flexibility in eliminating named ‘local units of government’ and adding currently unknown ‘local units of government.’ Such broad additional language could be as follows: “ ... and such other or fewer local units of government as the Township Board determines appropriate.”

Bond Issues

MCL 211.24f also addresses requirements for ballot proposals to issue bonds: In addition to any other requirement provided by law, when submitting a proposal to authorize the issuance of bonds, the ballot shall state all of the following: (a) The principal amount to be borrowed; (b) The maximum number of years the bonds may be outstanding, exclusive of any refunding; and (c) A clear statement of the purpose for which the proceeds of the bonds will be used.

Bond issues involve complicated procedures and are beyond the scope of this informational material. MTA strongly recommends that any township considering a bond issue consult with a bond attorney.

How many times can a township put millage proposals on the ballot?

Under MCL 211.24f, a township can take millage proposals to the electors twice in one calendar year. A township may place as many millage questions as it wishes on the ballots for those two elections. If a township has put millage questions on the May ballot, it can still put millage questions on either the August or November ballot.

Campaign finance regulations apply to millage ballot questions

It is beyond the scope of this material to discuss campaign finance regulations in depth. But township officials should be aware that the use of township funds regarding a ballot question is statutorily regulated.

The Michigan Campaign Finance Act, MCL 169.201, *et seq.*, regulates the use of public money for ballot questions. Under the Act, using public money to influence elections is strictly prohibited. Any committees organized to run a campaign for a ballot question must be funded with private donations. Michigan courts, Attorney General opinions, and Secretary of State interpretive statements conclude that governmental units cannot use public monies or resources to "expressly advocate" voting "yes" or "no" on a millage. Township stationery cannot be used for letters, memos, or other communications expressly advocating that voters vote "yes" or "no" on a ballot question. Campaign materials expressly advocating a "yes" or "no" vote cannot be posted on township property.

MCL 41.110c authorizes townships to appropriate money or expend funds to maintain and circulate a publication to distribute information regarding township improvements, activities, and functions. However, the township board must take extreme caution that the information presented does not expressly advocate that voters vote to approve a millage or other ballot proposal.

No public or governmental employee may promote an opinion about a proposed millage during working hours (MCL 15.404). However, township officials and employees may advocate for a proposed millage on "their own time and dime." It may impress voters that officials are willing to work hard to get the millage passed.

Public Act 264 of 1995 added Section 57 (MCL 169.257) to Michigan's Campaign Finance Act to specifically prohibit a public body or anyone acting for a public body from making contributions or expenditures as defined in the Act. Effective March 28, 1996, actions that could be construed as a campaign contribution or expenditure became a felony offense, subject to a fine of up to \$20,000.

How does an approved millage question get on the tax bill?

Within five days after any election that includes a township millage proposal, a certified copy of the official election results must be filed with the county treasurer. (MCL 211.203)

In September, the township board must authorize the millage amount it will levy that December and report it to the county board of commissioners. On or before September 30 of each year, the township clerk must deliver to the supervisor and county clerk a certified copy of all statements and certificates on file and all records of any vote or resolution authorizing or directing money to be raised in the township by taxation for any purpose, along with a statement of the aggregate amount to be raised. If a millage election is held at the November election, and the millage passes, it will be certified and levied on the December tax bill in that same year. (MCL 211.36(4))

The township clerk and supervisor must sign a Millage Request Report to the County Board of Commissioners (Form L-4029) and submit it to the county clerk and equalization department on or before October 1. Where the millage election is held in November, it still may be submitted to the county for levy in that year because MCL 211.36(4) requires the county board of commissioners to meet to amend the L-4029. See page 21 for a copy of Form L-4029.

The supervisor delivers the tax roll and warrant to the township treasurer on or before December 1.

SAMPLE RESOLUTION TO ADOPT MILLAGE BALLOT LANGUAGE

_____ Township, _____ County
Resolution Number _____

WHEREAS, the Township Board of _____ Township wishes to provide
(indicate purpose of millage); and

WHEREAS, townships may provide *(indicate purpose of millage)*, as authorized
by Public Act ____ of _____, MCL _____ *(indicate the statute that authorizes a
township to do the purpose of the millage)*; and

*(Optional: May use the following if the township will use the millage to
contract/cooperate with other entities: WHEREAS, townships may contract and
cooperate with other entities to provide (indicate purpose of millage), as
authorized by the Michigan Constitution of 1963 and other laws; and)*

WHEREAS, townships may impose and levy ad valorem property taxes to finance lawful
public services, as authorized by the Michigan Constitution of 1963 and other laws; and

WHEREAS, the Township Board of _____ Township wishes to levy ____ mills
to *(indicate purpose of millage)*;

NOW, THEREFORE, BE IT RESOLVED that the Township Board of _____
Township, _____ County, approves the following millage ballot question
language and directs the Clerk to submit it to be placed on the _____, 20__,
election ballot:

(insert ballot language)

Motion made by _____. Seconded by _____.

Upon roll call vote the following voted
"Aye": _____
(list names of members voting "Aye")

"No": _____
(list names of members voting "No")

The Supervisor declared the resolution adopted.

(name) _____, Clerk

CERTIFICATE

I, _____, the duly elected and acting Clerk of _____ Township, hereby
certify that the foregoing resolution was adopted by the Township Board by a roll call vote at a
regular *(or special)* meeting of the Board held on _____, 20__, at which meeting a
quorum was present; and that this resolution was ordered to take immediate effect.

(name) _____, Clerk

General Law Township Extra-Voted Millage Language

NOTE—All Samples Revised February 2007. The previously included language will work, but this language more clearly identifies what is being levied.

Note: To comply with MCL 211.24f(1), if applicable, add the following language at the asterisk (*) in any of the sample ballot questions:

Where the millage will be disbursed to a specific unit or units, include that unit by name:
“ ... of which a portion will be disbursed to the _____ Downtown Development Authority.”

Where the millage may be disbursed to multiple units or units under an agreement or contract subject to change, the following broad, additional language could be used as follows:

“ ... of which a portion will be disbursed to such other or fewer local units of government as the Township Board determines appropriate.”

Extra-Voted Millage

May be for general operating purposes or a specified purpose

1. Initial Question for Extra-Voted Millage (Increase)

Shall _____ Township impose an increase of up to ___ mills (\$__ per \$1,000 of taxable value) in the tax limitation imposed under Article IX, Sec. 6 of the Michigan Constitution and levy it for ___ (number of years of levy) years, 20__ through 20__ inclusive, for (general township operating purposes or insert language identifying specified purpose), which ___-mills increase will raise an estimated \$_____ in the first year the millage is levied*.

- [] Yes
[] No

2. Renewal Question for Extra-Voted Millage (Renewal)

Shall the expired previous voted increase in the tax limitation imposed under Article IX, Sec. 6 of the Michigan Constitution in _____ Township, of ___ mills (\$__ per \$1,000 of taxable value), reduced to ___ mills (\$__ per \$1,000 of taxable value) by the required millage rollbacks, be renewed at up to ___ mills (must be the same number as the reduced mills--identical to the rate levied in the immediately preceding year--or a lesser amount) (\$__ per \$1,000 of taxable value) and levied for ___ (number of years of levy) years, 20__ through 20__ inclusive, for (general township operating purposes or insert language identifying specified purposes), raising an estimated \$_____ in the first year the millage is levied*.

- [] Yes
[] No

**Whitewater Township Ambulance Service
MFR Job Description
Revised 7-15-2014**

Job Title: Medical First Responder

General Description:

The MFR shall:

1. Accompanies the Ambulance Crew on calls by performing the following duties.
2. Responsible to the On Scene EMT and the Ambulance coordinator.
3. Assist in the development of the service.
4. Follow Whitewater Township Ambulance Service Policy & Procedures, & Protocols

Qualifications

1. Knowledge and technical skills for MFR level of licensure. Ability to conduct radio communications with Grand Traverse County Dispatch and other agencies as required.
2. Comfortably performs initial assessment of each patient, using MFR techniques and procedures, with their scope of practice. Accurately collects, communicates, records and protects patient data to provide superior patient care and complete Northwest Regional Medical Control Authority (NRMCA) reporting requirements.
3. Ability to engage in oral or written communication as required minimizing intense situations between patient, family members, bystanders, and effectively completing Image Trend, NRMCA EMS Interim Field Notes, WTAS Patient Field Report, and Munson's Patient Registration Reports.
4. Demonstrates professional teamwork qualities by following instructions and directions from EMT or the Ambulance Coordinator.
5. Exhibits the ability to interpret conditions, come to conclusion, and act quickly to intervene in potential life threatening situations.
6. Knowledge of Michigan statutes and Northwest Regional Medical Control Authority regulations.
7. Knowledge of Whitewater Township's unique roads; both private and public, driveway accesses, its many lakes, streams.
8. Maintain a valid driver's license.

Physical Demands

Good general health. The work can be physically demanding including walking, standing, lifting, stooping, kneeling, climbing, balancing, reaching, feeling with hands and arms, and occasionally lifting of 90 plus pounds.

Work Environment

Examples provided are a small representation of the hazards you will occasionally encounter during your employment. While performing the duties of this job you may be exposed to; bloodborne pathogens, communicable diseases, dangerous chemicals, adverse weather condition, fire, high speed vehicular traffic, airborne particles, smells, and graphic scenes.

Salary

Hourly wage according to the Whitewater Township Graded Wage Scale as amended.

Hours of Work

The MFR shall be considered a part-time employee, working a flexible schedule up to 24 hours per week.

Typical Duties Include, But Are Not Limited To:

1. Assist other ambulance staff in the lifting and all transportation requirements as needed, by the patients.
2. Clean and sanitize all interior ambulance surfaces and equipment post run or as needed in preparation of future service.
3. Perform routine ambulance operational inspections of lights, sirens, radio equipment, medical equipment, and be responsible for ambulance exterior appearance.
4. Conduct daily supply inventory of ambulance(s). Maintain adequate supply inventory for replenishing needs.
5. Actively participate in regular ambulance staff meetings, and training opportunities to enhance services to the patient.
6. Carryout other duties as directed by the Ambulance Coordinator.

I have read the above job description and fully understand the conditions set forth therein. I will perform these duties to the best of my knowledge and ability.

Date: _____ Signature: _____

**Whitewater Township Ambulance Service
EMT-B Job Description
Revised 7-15-2014**

Job Title: EMT -Basic

General Description:

The EMT-B shall:

1. Accompanies and leads Ambulance Crew on calls by performing the following duties.
2. Responsible to the Ambulance coordinator.
3. Assist in the development of the service.
4. Follow Whitewater Township Ambulance Service Policy & Procedures, & Protocols

Qualifications

1. Knowledge and technical skills for EMT-B level of licensure, including successful completion of First Trauma Care. Ability to document pharmaceutical kit, conduct radio communications with Grand Traverse County Dispatch and other agencies as required.
2. Comfortably performs initial and on-going assessment of each patient, using EMT-B techniques and procedures, with their scope of practice. Accurately collects, communicates, records and protects patient data to provide superior patient care and complete Northwest Regional Medical Control Authority (NRMCA) reporting requirements.
3. Ability to engage in oral or written communication as required minimizing intense situations between patient, family members, bystanders, and effectively completing Image Trend, NRMCA EMS Interim Field Notes, WTAS Patient Field Report, and Munson's Patient Registration Reports.
4. Demonstrates professional leadership and teamwork qualities to assure scene control by organizing, prioritizing and paying close attention to detail, as required in the absence of the Ambulance Coordinator.
5. Exhibits the ability to interpret conditions, come to conclusion, and act quickly to intervene in potential life threatening situations.
6. Knowledge of Michigan statutes and Northwest Regional Medical Control Authority regulations.
7. Knowledge of Whitewater Township's unique roads; both private and public, driveway accesses, its many lakes, streams.
8. Maintain a valid driver's license.

Physical Demands

Good general health. The work can be physically demanding including walking, standing, lifting, stooping, kneeling, climbing, balancing, reaching, feeling with hands and arms, and occasionally lifting of 90 plus pounds.

Work Environment

Examples provided are a small representation of the hazards you will occasionally encounter during your employment. While performing the duties of this job you may be exposed to; bloodborne pathogens, communicable diseases, dangerous chemicals, adverse weather condition, fire, high speed vehicular traffic, airborne particles, smells, and graphic scenes.

Salary

Hourly wage according to the Whitewater Township Graded Wage Scale as amended.

Hours of Work

The EMT-B shall be considered a part-time employee, working a flexible schedule up to 24 hours per week.

Typical Duties Include, But Are Not Limited To:

1. Assist other ambulance staff in the lifting and all transportation requirements as needed, by the patients.
2. Clean and sanitize all interior ambulance surfaces and equipment post run or as needed in preparation of future service.
3. Perform routine ambulance operational inspections of lights, sirens, radio equipment, medical equipment, and be responsible for ambulance exterior appearance.
4. Conduct daily supply inventory of ambulance(s). Maintain adequate supply inventory for replenishing needs.
5. Actively participate in regular ambulance staff meetings, and training opportunities to enhance services to the patient.
6. Carryout supervisory duties of other ambulance staff as directed by the Ambulance Coordinator.
7. Conduct other tasks as directed by the Ambulance Coordinator.

I have read the above job description and fully understand the conditions set forth therein. I will perform these duties to the best of my knowledge and ability.

Date: _____ Signature: _____

**Whitewater Township Ambulance Service
EMT-A Job Description
Revised 7-15-2014**

Job Title: EMT -Advanced

General Description:

The EMT-A shall:

1. Accompanies and leads Ambulance Crew on calls by performing the following duties.
2. Responsible to the Ambulance coordinator.
3. Assist in the development of the service.
4. Follow Whitewater Township Ambulance Service Policy & Procedures, & Protocols

Qualifications

1. Knowledge and technical skills for EMT-A level of licensure, including successful completion of First Trauma Care. Ability to document pharmaceutical kit, conduct radio communications with Grand Traverse County Dispatch and other agencies as required.
2. Comfortably performs initial and on-going assessment of each patient, using EMT-A techniques and procedures, with their scope of practice. Accurately collects, communicates, records and protects patient data to provide superior patient care and complete Northwest Regional Medical Control Authority (NRMCA) reporting requirements.
3. Ability to engage in oral or written communication as required minimizing intense situations between patient, family members, bystanders, and effectively completing Image Trend, NRMCA EMS Interim Field Notes, WTAS Patient Field Report, and Munson's Patient Registration Reports.
4. Demonstrates professional leadership and teamwork qualities to assure scene control by organizing, prioritizing and paying close attention to detail, as required in the absence of the Ambulance Coordinator.
5. Exhibits the ability to interpret conditions, come to conclusion, and act quickly to intervene in potential life threatening situations.
6. Knowledge of Michigan statutes and Northwest Regional Medical Control Authority regulations.
7. Knowledge of Whitewater Township's unique roads; both private and public, driveway accesses, its many lakes, streams.
8. Maintain a valid driver's license.

Physical Demands

Good general health. The work can be physically demanding including walking, standing, lifting, stooping, kneeling, climbing, balancing, reaching, feeling with hands and arms, and occasionally lifting of 90 plus pounds.

Work Environment

Examples provided are a small representation of the hazards you will occasionally encounter during your employment. While performing the duties of this job you may be exposed to; bloodborne pathogens, communicable diseases, dangerous chemicals, adverse weather condition, fire, high speed vehicular traffic, airborne particles, smells, and graphic scenes.

Salary

Hourly wage according to the Whitewater Township Graded Wage Scale as amended.

Hours of Work

The EMT-A shall be considered a part-time employee, working a flexible schedule up to 24 hours per week.

Typical Duties Include, But Are Not Limited To:

1. Assist other ambulance staff in the lifting and all transportation requirements as needed, by the patients.
2. Clean and sanitize all interior ambulance surfaces and equipment post run or as needed in preparation of future service.
3. Perform routine ambulance operational inspections of lights, sirens, radio equipment, medical equipment, and be responsible for ambulance exterior appearance.
4. Conduct daily supply inventory of ambulance(s). Maintain adequate supply inventory for replenishing needs.
5. Actively participate in regular ambulance staff meetings, and training opportunities to enhance services to the patient.
6. Carryout supervisory duties of other ambulance staff as directed by the Ambulance Coordinator.
7. Conduct other tasks as directed by the Ambulance coordinator.

I have read the above job description and fully understand the conditions set forth therein. I will perform these duties to the best of my knowledge and ability.

Date: _____ Signature: _____

**Whitewater Township Ambulance Service
Pager Duty Job Description
Revised 7-15-2014**

Job Title: Pager Duty

General Description:

The Pager Duty shall:

1. Sign up for vacant 12 hour Ambulance Service shifts, and be approved by the Ambulance Coordinator.
2. Shall remain within 10 minutes or less of the Whitewater Township Ambulance Station at all times during the 12 hour shift, for the sole purpose of assisting the duty crew with emergency responses.
3. Assist in the development of the service.
4. Follow Whitewater Township Ambulance Service Policy & Procedures, & Protocols

Qualifications

1. To be an approved member in good standing with the Whitewater Township Ambulance Service, with a minimum MFR licensure.
2. Have appropriate means to be located within 10 minutes or less of the Whitewater Township Ambulance Station.

Physical Demands

Good general health. The work can be physically demanding including walking, standing, lifting, stooping, kneeling, climbing, balancing, reaching, feeling with hands and arms, and occasionally lifting of 90 plus pounds.

Work Environment

Examples provided are a small representation of the hazards you will occasionally encounter during your employment. While performing the duties of this job you may be exposed to; bloodborne pathogens, communicable diseases, dangerous chemicals, adverse weather condition, fire, high speed vehicular traffic, airborne particles, smells, and graphic scenes.

Salary

According to Whitewater Township Resolution 14-XX.

Hours of Work

The Pager Duty shall be considered a part-time employee, working a flexible schedule up to 24 hours per week.

Typical Duties Include, But Are Not Limited To:

1. Respond to emergency calls as declared by Grand Traverse County Central Dispatch arriving within 10 minutes or less to the Whitewater Township Ambulance Station for the sole purpose of assisting other ambulance staff in the lifting and all transportation requirements as needed, by the patients.
2. Conduct other tasks as directed by the Ambulance Coordinator.

I have read the above job description and fully understand the conditions set forth therein. I will perform these duties to the best of my knowledge and ability.

Date: _____ Signature: _____

Whitewater Township

Graded Wage Scale

Amended XXXXXX

Grade	Job Description	1	2	3	4	5	6	7	8	9	10
Grade I	Clerical Worker	\$8.00	\$8.24	\$8.48	\$8.73	\$8.99	\$9.25	\$9.53	\$9.82	\$10.11	\$10.41
	General Labor										
Grade II	Park Ranger	\$9.00	\$9.27	\$9.54	\$9.82	\$10.11	\$10.41	\$10.72	\$11.04	\$11.37	\$11.71
Grade III	Park Ranger II	\$10.00	\$10.30	\$10.60	\$10.91	\$11.23	\$11.56	\$11.91	\$12.27	\$12.64	\$13.02
	Maintenance I										
	Medical First Responder										
Grade IV	Lead Park Ranger	\$11.00	\$11.33	\$11.67	\$12.02	\$12.38	\$12.76	\$13.14	\$13.53	\$13.94	\$14.36
	Maintenance II										
Grade V	Deputy Clerk	\$12.00	\$12.36	\$12.73	\$13.11	\$13.50	\$13.90	\$14.32	\$14.75	\$15.19	\$15.65
	Deputy Treasurer										
	EMT-Basic										
	Maintenance III										
Grade VI	EMT-Advanced	\$14.00	\$14.42	\$14.85	\$15.30	\$15.76	\$16.23	\$16.72	\$17.22	\$17.74	\$18.27
Grade VII	Paramedic	\$16.00	\$16.48	\$16.97	\$17.48	\$18.00	\$18.54	\$19.10	\$19.67	\$20.26	\$20.87
Grade VIII		\$30,000.00	\$30,900.00	\$31,827.00	\$32,782.00	\$33,765.00	\$34,778.00	\$35,821.00	\$36,896.00	\$38,003.00	\$39,143.00
Grade VIII		\$33,000.00	\$33,990.00	\$35,010.00	\$36,060.00	\$37,140.00	\$38,250.00	\$39,398.00	\$40,580.00	\$41,797.00	\$43,051.00

Items for conversation:

- 1) When an employee celebrates the beginning of his/her eleventh year of employment shall this form be updated or shall the 3% annual increase be applied.
- 2) Does the TB look at employee raises as merit based ? If so, what is the purpose of this document? Does it guarantee an employee an automatic annual raise?
- 3) If an employee gets promoted from one grade level to another, does he/she lose their seniority? For example Bill has worked with the Township for six years as a general labor and now has an opportunity to become a park ranger. What is his beginning wage as a park ranger?

RESOLUTION #14-11

Resolution for Ambulance Pager Duty Salary

Whitewater Township
Grand Traverse County, Michigan

Be It Resolved, that signing up and completing a 12- hour Ambulance Pager Duty Shift will qualify the signee to be compensated as follows, effective August 1, 2014, with payment to be issued bi-weekly.

1. A member of Whitewater Township Ambulance Service, who is in good standing and possesses minimum certification of MFR (Medical First Responder), shall receive the following salary for signing up and completing a 12-hour Ambulance Pager Duty Shift:
 - a. \$40.00 shall be paid per 12-hour shift of pager duty.
 - b. Any person signed up for a pager duty shift, and who responds to the ambulance station for the purpose of participating in an emergency response, shall also qualify for additional wages in accordance with Whitewater Township Resolution #11-04 Ambulance Personnel Wages.

A motion to adopt the foregoing resolution was made by _____ and seconded by _____.

Upon roll call vote, the following voted:

Yes:

No:

Absent:

Certificate

I, Cheryl A. Goss, Clerk of Whitewater Township, Grand Traverse County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the Whitewater Township Board of said municipality at a regular meeting held on _____ relative to the adoption of Resolution #14-11.

Cheryl A. Goss