

**Whitewater Township Board  
Minutes of Regular Meeting held April 28, 2015**

**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, Lawson, Popp

Board members absent: Hubbell

Others present: 4

**Set/Adjust Meeting Agenda**

In light of Hubbell's absence, Popp inquired whether Unfinished Business No. 2 should be addressed.

Goss stated that Hubbell told her that he had no objection to the Board handling it.

**Declaration of Conflict of Interest**

None

**Public Comment**

**Vaughn Harshfield, 4404 N. Broomhead Road**, inquired whether the Park Coordinator position should be posted.

**Correspondence**

None

**Public Hearing**

None

**Reports/Presentations**

None

**Unfinished Business**

**Review PRAC Master Plan (Recreation Plan)**

Popp noted there is nothing to review at this time.

**Review Ordinance 22 Pension Plan**

Popp inquired whether there were any comments regarding his April 6 memo.

Benak stated she does not agree with Popp's comment that each time a group of employees qualified for the plan, the ordinance was amended to exclude them, and explained why. She feels it should be tabled until Hubbell is here. With possibly outsourcing the ambulance service, she feels this is premature and thinks that should play out before anything is done. As to the

question of unsustainability, \$3,300 was budgeted this year. We are not talking about \$20,000 or \$50,000. This is not something that needs to be taken care of right now; she would rather have a full board.

Popp noted the part that is unsustainable is the ambulance side. It will increase the labor costs by 10%.

Lengthy discussion followed.

Goss suggested a moratorium be put into place prohibiting any new members (elected or appointed officials or employees) being added to the plan and then repeal Ordinance 22 effective November 2016.

Board consensus is to amend the ordinance prohibiting any new members to the pension plan, with full repeal of the ordinance at the end of this term of office, and to possibly create a new plan. Popp will seek legal advice as to how to move through this process and will have it for the first meeting in May, with a public hearing expected to take place at the first meeting in June.

Conversation turned to the eligibility date for ambulance employees. There was Board consensus that any ambulance employee who had been with the township more than 3 months on the day the job descriptions went to 56 hours a week was eligible for the pension plan.

A question arose as to the anniversary date of the policy and the accrued benefit already due those employees who have met the above requirement.

Upon further discussion, Board consensus was reached that Ordinance 22 should be amended to eliminate Class 2 employees from eligibility and to prohibit any new members in any class. Attorney Fahey will be asked to draft the language. Popp will attempt to prepare this for the first May meeting agenda, with a public hearing potentially at the first June meeting.

Goss will contact Burnham & Flower to determine the anniversary date of the plan and whether there is a set sign-up period.

## **New Business**

### **Park Coordinator**

Goss provided a memo concerning the history of the Parks & Recreation Delineation of Duties document. An April 2015 revision of the document calls for the creation of a Park Coordinator position and lists the duties of the position. Due to Goss's involvement with Whitewater Township Park for the 2013 and 2014 seasons, she asked the Board to adopt the 2015 revision of the Delineation of Duties document, appoint her to the position of Park Coordinator for the current fiscal year and that an hourly wage of \$12 be approved for the position.

Benak inquired whether the funds had been budgeted.

Goss replied that \$10,000 was budgeted under 702 Salaries in the Park Fund, but she does not expect it to be anywhere near that.

Benak inquired whether there was a job description for the coordinator.

Goss stated that is why she revised the Delineation of Duties document; the last column would be the job description for the Park Coordinator, who would focus on Whitewater Township Park and Hi Pray Park.

Discussion followed regarding the creation of a job description.

Popp stated he sees the camping park as an enterprise account, making its own revenue, and does not know that he wants an outside person into an enterprise account in the case of a job posting. A park manager position could be posted.

Benak stated that Carol's job was not posted, although the board at that time was criticized for not doing so.

Further discussion followed regarding whether the job should be posted.

Popp stated he likes the idea of staying consistent with the job description and using the Delineation of Duties as a document to generate the job description, and stated he is back to keeping the Delineation of Duties that is currently in place, with additions.

Benak stated the reason the 2012 version of the document came into existence is because Carol wanted the board to know exactly how much she was doing.

Discussion followed concerning some of the duties.

Popp stated he thinks we need a job description, Goss should be paid for what she has done and is doing, and that the job could be posted, but we are far too late into the season to attempt to hire someone this year. The job description should remain as parks and recreation administration, unless there is some validity to separating the campground from the rest of recreation.

Benak stated that parks administration and recreation administration were split in the past pay-wise.

Discussion followed concerning the separation of park and recreation funds in the budget.

**Motion by Benak to pay the \$12/hour to Goss for Park Coordinator or Parks and Recreation Administrator and create a job description for the Parks and Recreation Administrator or Park Coordinator position.**

Benak feels an official job description should be created.

**Motion seconded by Lawson.**

Discussion followed as to creation of a job description and the facilities that might fall under a park coordinator position or the parks and recreation administrator position, as well as Lawson's suggestion to use the motion framed by Goss in her memo.

Benak stated she will withdraw her motion, but Popp would prefer a vote.

**On voice vote, those in favor were none; those opposed were Lawson, Popp, and Goss; Hubbell absent. Motion failed.**

Further discussion followed as to duties, payment retroactive to 4/1, and responsibility for parks and recreation, including the role of the Parks & Recreation Advisory Committee.

**Motion by Lawson, seconded by Benak, to appoint Cheryl Goss to the position of Parks and Recreation Administrator for fiscal year 2015/2016, to be paid at an hourly rate of \$12.00 per hour, with time spent on Parks and Recreation Administrator duties to be documented and approved by the township supervisor, pay retroactive to April 1st.**

Benak noted that Goss should declare a conflict of interest.

Goss declared a conflict of interest and removed herself from the board table at 9:25 p.m. She then re-read the motion.

Very brief discussion followed.

**Roll call vote: Benak, yes; Lawson, yes; Popp, no; Hubbell, absent. Motion carried.**

Goss returned to the board table at 9:29 p.m.

**Motion by Benak, seconded by Popp, to instruct the clerk to create a revised job description for parks and recreation administrator.** There was no further discussion. **On voice vote, all those present voted in favor; none opposed; Hubbell absent. Motion carried.**

Lawson asked if policies and procedures should be updated to allow the clerk to take this position.

Brief discussion followed.

#### **Review Whitewater Township Planning and Zoning Fees**

Popp noted this review is quite complicated. He explained the time and fees related to land use permits regardless of the size of the building, as well as ZBA hearing costs. Popp recommends the fee schedule be modified.

After some discussion, Popp noted this agenda item will be brought back.

### **Supplemental Brine Applications**

Popp's memo included information on this topic.

Benak inquired if Grand Traverse County would allow us to do it.

Goss inquired if it was budgeted for.

Popp stated all of this would be from contingency money.

Goss noted that nothing was put in the contingency line item in the Road Fund, so there would have to be a budget amendment and a transfer from the General Fund.

Popp stated we would have to verify the contractor has a permit to do it in Grand Traverse County. The areas he is requesting the additional brine for, other than Park Road, are areas where medical issues have been reported.

Popp answered a number of questions from Board members.

**Motion by Goss, seconded by Lawson, to authorize the Supervisor and Clerk to seek permission from Grand Traverse County Road Commission and to purchase supplemental gravel road brining services from any licensed contractor possible, if the need arises, purchase limited to \$2,000, with budget amendment to take place.** There was no further discussion. **Roll call vote: Goss, yes; Lawson, yes; Popp, yes; Benak, yes; Hubbell, absent. Motion carried.**

### **Hubbell Storage Lease**

Popp stated the Hubbell lease will end May 10 and asked if the ambulance should be pulled out or should Popp look for another place or see if Hubbell wants to extend the lease.

Brief discussion occurred.

Consensus was reached that the ambulance should be removed from the Hubbell storage building by the end of the lease.

Goss noted the golf cart will also be removed.

Popp will notify the ambulance service to have everything removed from the Hubbell storage building no later than May 8th.

### **Budget Amendments – Fiscal Year 2014/2015**

Goss prepared a memo detailing budget amendments and explained the overage for township board salaries.

**Motion by Popp, seconded by Benak, to approve the budget amendments as written.** There was no further discussion. **Roll call vote: Lawson, yes; Popp, yes; Benak, yes; Goss, yes; Hubbell, absent. Motion carried.**

**Zoning Administrator Position – Josh Vey**

Popp noted the previous motion was to offer \$15/hour to Josh Vey. He would not accept. There was no leeway, so Popp did not make additional offers.

Goss noted it was discussed, but the motion was never modified.

Popp said there has been good discussion, but Popp is concerned that Vey feels he is too busy to take us on. Vey is looking to get close to the \$18/hour.

**Motion by Benak, seconded by Lawson, that we offer up to \$18/hour to Josh Vey.**

Popp stated he would negotiate, but within 180 days he would be at \$18/hour. His intent is to have performance reviews at 90 and 180 days, but this is not part of the motion.

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

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

Not addressed.

**Board Comments/Discussion**

Popp inquired where the Board would like him to go with ambulance. He and Goss met with North Flight. They are probably not going to be a viable option, having only three ambulances covering Elmwood Township, all of Garfield Township, part of East Bay Township, Acme Township, and a flex car in Manton. Popp stated we do not have housing available, a prerequisite for MMR. We could look at sharing an ambulance with Elk Rapids.

Brief discussion followed.

Goss will get the RFP prepared after the election is over.

Popp stated he has sent a request out to Frederic as well.

Benak reminded the Board that sealed bids are required, which are only opened in front of the clerk and supervisor on a published time and date.

**Announcements**

Next Township Board meeting is May 12th.

**Public Comment**

**Tim Shaffer, 5309 Moore Road**, commented that he can see Goss doing the parks/recreation administrator job this year but possibly training her deputy for it next year. He also stated Moore Road is getting real dusty right now and asked if it is on the list to get brined in the near future.

As to ambulance, what about working with the tribe? Would the ambulance service be up there at the same time as the fire department? That might be an option, too.

In response, Popp noted that, despite efforts of this and the previous administration to work toward an emergency services building, we are nowhere. He trusts Chief Weber is doing the best he can possibly do, but Popp does not know where those negotiations are. His last knowledge is that it is 95% complete. He has not seen anything at the Rural level to bring back to the Board. The ambulance cannot wait. Popp stated the monthly meetings were never reestablished after the holiday break.

Goss stated she would like to look at the emergency services building with an eye to remodeling it for living quarters.

Benak stated that everything is set for cleanup day on June 13th. She gave Popp a sheet from American Waste to sign.

Brief discussion followed.

### **Adjournment**

Motion by Goss, seconded by Popp, to adjourn. Meeting adjourned at 10:35 p.m.

Respectfully submitted,

Cheryl A. Goss  
Whitewater Township Clerk