

**Whitewater Township Board  
Minutes of Special Meeting held February 18, 2014**

**Call to Order**

Supervisor Popp called the meeting to order at 7:01 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: Ambulance Coordinator Martin, Fire Captain Arbenowske

**Set/Adjust Meeting Agenda**

Goss stated she would like to add the BrickHouse Interactive contract for the online reservation system if time is available this evening; otherwise, it could be added on 02/27/2014. Consensus reached to add it, with Hubbell stating his desire that the meeting end as close to 9:00 p.m. as possible.

Popp indicated he would like to move the Ambulance and Fire budgets to the top of the Agenda Items list, essentially reversing the order of the items. No objection from Board members.

**Declaration of Conflict of Interest**

See below.

**Public Comment**

No public was present.

**Budget Work Session (Ambulance/Fire Funds)**

The proposed Ambulance Fund budget was discussed first, addressing all line items under revenues and expenditures. Lengthy discussion was held concerning the increased personnel costs associated with the proposed duty crew and/or the on-call proposal, as well as various places funds might be found to cover those costs. Popp outlined three options, namely, to keep the status quo, to draw down General Fund reserves, or to use the duty crew to perform off-site tasks. Further discussion resulted in cuts to several line items, still leaving a deficit balance. Consensus reached that 626 Fees Charged will be increased to balance the fund, which Popp estimates will be \$3,000 to \$3,500.

Turning the Board's attention to the Fire Fund budget, Popp announced that there were changes in PILT payments this year allowing for increased payments per acre for all purchased land for special assessment districts.

As Martin was about to leave, Popp noted he still does not have a rip and run report with Emerson on it. Martin stated it is sitting on her desk and she will get it to Popp.

All Fire Fund revenue and expenditure line items were then discussed at length. At the conclusion of review of the Fire Fund, Popp indicated that he will increase 402 Property Taxes to \$181,000 and 999 Transfers to Other Funds will be used to balance.

#### **Budgeted Transfer – General Fund to Road Fund**

Goss provided a memo detailing the status of the Road Fund cash account and anticipated expenditures. Discussion followed. **Motion by Lawson, seconded by Hubbell, to approve a transfer of \$10,000 from the General Fund to the Road Fund, as budgeted. Roll call vote: Benak, yes; Lawson, yes; Popp, yes; Goss, yes; Hubbell, yes.**

#### **Budgeted Transfer – General Fund to Ambulance Fund**

Goss also provided a memo detailing the current status of the Ambulance Fund cash account and noted that no budgeted transfers have occurred as of yet in this fiscal year. **Motion by Hubbell, seconded by Lawson, to approve a transfer of \$12,000 from the General Fund to the Ambulance Fund, as budgeted. Roll call vote: Lawson, yes; Popp, yes; Goss, yes; Hubbell, yes; Benak, yes.**

#### **BrickHouse Interactive Contract for WWT Park Online Reservation System**

Popp stated that Jim Sundberg has investigated several widgets to add to the township website to book park reservations online. Popp took a look at the system recommended by Sundberg and feels that, while not 100%, it will be a good first step. The Board is being requested to approve the signing of a contract with BrickHouse Interactive to design the widget on the township website and link credit card capability to the system, at a cost of up to \$1,000. It was noted that there is no language in the contract specifying the linking of the credit card system. Popp stated he had a verbal discussion with Sundberg that credit card payment would be linked and feels the contract should say that. Goss advised that Sundberg is coming in on February 19th for a meeting. She will clarify this issue with him and the Board can address this item again on February 27th. Benak inquired who will pay the merchant fees. Popp responded that the township will be responsible for those. Lawson stated they will be an operating expense of the park. Discussion followed. Goss will get clarification from Sundberg on February 19th and add this topic to the agenda for the February 27th special meeting.

#### **Board Comments/Discussion**

None

#### **Public Comment**

None

#### **Declaration of Conflict of Interest**

None

#### **Adjournment**

Motion by Hubbell, seconded by Lawson, to adjourn. Meeting adjourned at 9:45 p.m.

Respectfully submitted,  
Cheryl A. Goss  
Whitewater Township Clerk