

**Whitewater Township Board  
Minutes of Special Meeting held March 20, 2014**

**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: Arnell Boyd, Jim Galligan, Vaughn Harshfield

**Set/Adjust Meeting Agenda**

Goss would like to add an agenda item at the end of New Business related to application for a township credit card.

**Declaration of Conflict of Interest**

None

**Public Comment**

None

**Public Hearings****2014/2015 Fire Special Assessment District Budget**

Popp opened the public hearing on the 2014/2015 Fire Special Assessment District Budget at 7:04 p.m. and reminded audience members to sign in. The notice of public hearing was published in the Traverse City Record-Eagle on 03/09/2014 and in the Elk Rapids News on 03/13/2014. The property tax millage rate to be levied to support the proposed Fire Special Assessment District budget is 1 mill.

Referring to the Fire Fund, Page 9 of the budget document, Popp stated projected revenue is \$199,902 and projected expenditures are \$199,902. Popp pointed out line item 999 and the proposed transfer to the Fire Capital Improvement Fund of a little over \$21,000.

Popp stated that no written comments were received regarding this fund and inquired if there was any comment or question from the public.

Arnell Boyd, 10447 Baggs Road, asked what monies were being set aside for a building.

Popp replied that would be line item 999, leftover funds being transferred to the Fire Capital Improvement Fund, which could be used for a building or some type of apparatus.

Boyd asked if that could be increased.

Popp stated the revenue number is pretty solid and not going to change. The only way to transfer more out would be to not spend as much as budgeted in any of the line items.

Boyd questioned the lawn maintenance budget of \$500 and inquired whether our volunteers would be responsible for that.

Popp replied that line items have been adjusted, even in small amounts. Also, a proposal was made to emergency services personnel to perform some duties at the building and away from the building.

Hubbell stated we left money in lawn maintenance because we still have a contract there.

Popp stated the monies budgeted are not a mandatory expenditure. Leftover money goes back in the fund.

Popp inquired if there were any other questions from the public.

(No response)

Popp stated the public hearing on the 2014/2015 Fire Special Assessment District Budget is closed at 7:16 p.m.

#### **2014/2015 General Fund Budget and all other Township Budgets**

The public hearing on the 2014/2015 General Fund Budget and all other Township Budgets was opened at 7:17 p.m. Popp noted that everyone present has signed in. The notice of this public hearing was published in the Elk Rapids News on 03/13/2014 and in the Traverse City Record-Eagle on 03/09/2014. Popp stated the property tax millage rate to be levied to support the General Fund budget and all other Township Budgets shall be 1 mill, as reduced by Michigan Compiled Laws 211.34d, better known as Headlee. The rate this year is .6021.

Referring to the page entitled Projected Change in Fund Balances, Popp stated this is a quick look at the overall budget. Projected General Fund balance on 03/31/2014 is \$377,358. On 03/31/2015, this amount is \$302,708, revealing that the township is planning to spend approximately \$76,000 more than what will be taken in. Because the township ambulance service is struggling to respond to calls during the day, an additional \$80,000 was budgeted to wages for daytime personnel for the next year, during which time funding will likely be sought through a millage.

Popp asked for comments.

Boyd asked where it would show the expenditures for ambulance.

Popp directed Boyd to Page 6, line item 999 Transfers to Other Funds, showing \$174,500 being transferred out of General Fund. Popp listed the funds which would be the beneficiaries of those monies, including \$132,000 to the Ambulance Fund, an increase of \$80,000 over what was

budgeted for transfer in 2013/2014. Also, the Board has elected to transfer \$10,000 to the Ambulance Replacement Fund.

Boyd stated the old ambulance is valuable as an asset, but in view of the budget being stretched into the red, should it be funded that much. Could some dollars be borrowed from the Road Repair and the Recreation Fund?

Popp stated the 4WD ambulance, which is used during the winter season, is of an age where it is beyond its useful life. Whitewater Township Ambulance Service can maintain it in an operational condition for as long as it wishes, but it cannot be sold to anyone else to be used as an ambulance. Recreation Fund took a big hit this year. The Road Repair/Replacement Fund could be eliminated, but Popp thinks it is a good idea to start saving toward repairing our roads. Popp stated we are looking for ways to reduce the amount of red, but understanding what the budget means is that we have the money to spend if we need it.

Boyd asked if there has been any inquiry to the Grand Traverse Band to assist with this service that they benefit from as well.

Popp stated that data would indicate that, as a high, 42% of the ambulance calls go to the casino, with a low of 22%, on an annual basis. Popp stated he approached the Tribe through the December grant process and asked for a \$90,000 grant, writing a complete budget showing exactly what their money would be spent on; it was all personnel. Popp stated we were rejected.

Boyd inquired if there has been any communication with the Grand Traverse Band regarding the fact that they have personnel that are qualified to be responders who are not willing to help volunteer on this behalf in our township.

Popp replied that during the 2% grant process, the township was asked if any of the openings would be available to tribal members, and if so, how many. Out of 12 additional people needed to cover the grant, all of them were open to tribal people. Popp also advised that the township has multiple EMS people who are employed at the Tribe and can no longer leave to respond during their work hours. Popp was assured during the grant process that the employment policy did allow for the people to leave for ambulance calls, but this is not always possible. It is a sign of the times.

Boyd stated he would make a comment to that, that it is a sign of the times in the interest of the way you want to look at it, but he does not see it as a sign of the times on behalf of the gestures that have maybe not been carried out or the forwardness of this township to the Grand Traverse Band as to the willingness to work together to create a fire and ambulance service on behalf of the township, not just us, not them, but jointly as two separate identities, understanding they are a sovereign nation, but this Township Board has in some form failed the township in moving forward, extending a hand and moving forward for an ambulance service and fire department housed in one building someplace on these properties, not necessarily their property or ours but as a whole in this township. He stated he personally thinks we are going to lose that aspect to Acme. He stated he is only speaking for himself, but he thinks it is unfortunate that this is happening; we had a good start and someplace along the line it has fallen by the wayside and

their willingness has gone by the wayside. Instead of chasing and being in front of the ball, we are now on the backside of the ball trying to catch up and, as he sees it, it is never going to happen again and it is going to go away from us and to Acme Township.

Hubbell stated he does not know a lot, but there was good news that was released to us two or three meetings ago that they are moving forward with plans and they want to work with us. By putting this money aside, we have to protect the township for this year until we can figure out actually what is going to happen. Hubbell thinks some good things are going to happen and options could be presented to this township in the near future.

Boyd asked if there is a real option to acquiring a temporary service to man the station.

Popp replied that all options are still open. The Board has not decided on any one plan and is still hopeful for a magic bullet, that is, a service to present themselves that we can hire for a known amount and just come in and provide the service, just like Paradise Township. NorthFlight has been contacted, but they are out of our price range. Allied does not operate within Munson Medical Control Authority currently. Popp has also met with Elk Rapids EMS and East Bay. He was told these services are having the same problem we are. Popp stated we are pushing this as far forward and as rapidly as we can. In his first meeting with the tribe, Popp told them to build a building and we will rent it. They have concerns on their end, too. Within the past three months, there is a visual design of a building. Arbenowske has asked the Board to come up with at least a Plan B for a building and so far there are two proposals on the table and we are waiting for the third; we are waiting for the Tribe.

Boyd asked: Have they not responded from the architect.

Popp replied that recently they have responded. The most recent response is that they would like to build a building similar to the one East Jordan completed because their architect knows that architect and the prints are already done.

Boyd stated he would not go close to Super Jack with anything; just go over and look at Garfield Township on Silver Lake Road and see what your building looks like exactly.

Hubbell stated he does not care if the building is pink or purple; if the portion we are going to rent addresses our needs, that is all he is after. Hubbell stated he did not want to spend this money either, but the most important thing is to bridge or bandage the ambulance to give us some time. Hubbell believes some good things will come out of this yet.

Boyd inquired if there had been any thought to going to Rotary or Elks to, so to speak, get down on your knees and beg.

Hubbell stated his dad, who has been in Elk Rapids Rotary for 60 years, said if they did anything, they would do it for Elk Rapids first.

Popp stated a Mr. Hessel, who departed Williamsburg last September, gave Kalkaska County Library \$440,000 to build a new building. Popp stated he has also investigated state funding, the

American Firefighters Fund, FEMA, and we are out of all of those grant cycles right now. FEMA's next grant cycle appears to be open in September 2014. Trustee Lawson and Popp have procured a 2013 grant package to understand what type of information they are looking for and plan to complete the 2013 grant process, even though it has passed, because when the 2014 comes out, you only have 30 days to complete the 22-page grant. Popp stated we have good things happening, but just in case, this is our backup plan; we want to make sure that our residents are protected.

Kim Halstead, 7923 Cook Road, stated it looks like you are going to have to come up with a millage. He suggested line 670, the cell tower money, be allocated directly to ambulance, instead of going to the General Fund.

Popp stated \$10,000 of the cell tower money goes to the Ambulance Replacement Fund, but it does so through the General Fund. The handwriting on Page 6 of the budget document is our transparency. Another \$10,000 from the cell tower money goes into ambulance operations, coming in on line item 699 on Page 16. Fully 20% of the \$52,000 in Column 6 comes from cell tower, leaving \$10,000, which goes to the Road Fund for brining. Popp stated the cell tower money goes to those three funds.

Boyd stated that Halstead's point is that the public will accept and buy into the cell tower money being spent on ambulance service. That gesture will gain a lot of public good.

Popp asked how many of the audience members live on gravel roads, stating the single item that creates the most phone calls to his office is gravel roads and dust.

Hubbell stated the Board struggled with how much should be spent on brining the roads.

Boyd stated he has no sympathy for people complaining about rough gravel roads; slow down.

Goss stated she thinks what Halstead is trying to say is that the public would like to see that the checks for the cell tower revenue are deposited directly into the Ambulance Fund. Goss stated she is not opposed to that, but we should check with our auditors before doing so.

Popp asked if there were any other questions.

(No response)

At 8:08 p.m., Boyd announced that he was leaving.

Popp then referred everyone to the document entitled Projected Change in Fund Balances and stated that General Fund has already been covered.

For Road Fund, the projected fund balance at the end of this fiscal year is \$2,156. Expected revenues are \$24,505. Expected expenditures are \$24,500, increasing fund balance by \$5.

For Road Repair/Replacement Fund, the new fund, projected revenues are \$4,100, expenditures are zero, leaving a fund balance of \$7,600.

Projected fund balance for the Fire Fund at the end of March 2014 is \$197,034. Anticipated revenues are \$199,902 and anticipated expenditures are \$199,902. No fund balance change is anticipated. However, \$21,378 is projected to be moved to the Fire Capital Improvement Fund.

For the Fire Capital Improvement Fund, expected fund balance as of 03/31/2014 is \$129,886. It is expected to grow by \$21,378, for a total of \$151,264 as of 03/31/2015.

Referring to Park Fund, Popp stated fund balance as of 03/31/2014 is expected to be \$27,521. Anticipated revenues are \$106,300 and anticipated expenditures are \$128,247. Projected fund balance as of 03/31/2015 is \$5,574. More money is projected to be spent than taken in so that maintenance can be performed at the park, such as replacement of the stairway. Popp stated that in 2013-2014 the park had one of its highest profit margins ever. There was also a volunteer who helped with repairs.

Benak suggested that, on the final budget document for the park, a list of capital expenditures be handwritten on the bottom of the page.

Goss stated that a breakdown of the capital expenditure line item should be done for every fund and she will add that to the final budget document.

Popp inquired if there were any questions on the Park Fund.

(No response)

Moving to Recreation Fund, Popp stated the balance as of 03/31/2014 is \$1,897. Anticipated revenues are \$10,000 and anticipated expenditures are \$11,801. Popp explained that in the current budget year two capital expenditures were set aside in this fund, one for marking Lossie Road Trail and the other for fencing at Petobego Natural Area. The Petobego fencing was not completed. The \$1801 set aside for that project is being brought forward into the new budget.

Popp inquired if there were any questions on the Recreation Fund.

(No response)

For Ambulance Fund, projected fund balance on 03/31/2014 is \$19,472. Anticipated revenues are \$152,500 and anticipated expenditures are \$149,778. Projected fund balance on 03/31/2015 is \$22,194.

Ambulance Replacement Fund projected fund balance on 03/31/2014 is \$47,721. Revenues are expected to be \$10,045. No expenditures are anticipated. The fund balance as of 03/31/2015 will be \$57,766.

Lastly, the Public Improvement Fund projected fund balance as of 03/31/2014 is \$224. No revenue or expenditures are anticipated. Fund balance on 03/31/2015 will be \$224.

Popp inquired if there was any public comment.

(No response)

Popp stated that no written comments have been received.

Popp then closed the public hearing at 8:19 p.m.

Popp inquired if the Board had any questions about what has been discussed.

(No response)

### **New Business**

#### **Approval of Budgeted Transfers – Fiscal Year 2013/2014**

Moving to New Business No. 1, Approval of Budgeted Transfers – Fiscal Year 2013/2014, Popp stated this agenda item deals with transfers which have not been completed for the current fiscal year. He then asked for a motion regarding the transfer of \$3,500 from the General Fund to the Road Repair/Replacement Fund. **Motion by Goss, seconded by Popp, to transfer \$3,500 from the General Fund to the Road Repair/Replacement Fund, as budgeted.** There was no discussion. **Roll call vote: Benak, yes; Goss, yes; Hubbell, yes; Lawson, yes; Popp, yes. Motion carried.**

**Motion by Lawson, seconded by Hubbell, to transfer \$13,000 from the General Fund to the Ambulance Fund, as budgeted.** There was no discussion. **Roll call vote: Goss, yes; Hubbell, yes; Lawson, yes; Popp, yes; Benak, yes. Motion carried.**

**Motion by Goss, seconded by Benak, to transfer \$10,000 from the General Fund to the Ambulance Replacement Fund, as budgeted.** Benak inquired whether the standard transfers made year after year should be made at the beginning of the fiscal year, because during the year they do accumulate interest, which is currently going to the General Fund. She stated we could not do that with the Fire Fund because there would be no operating funds, but she thinks it would be a good idea to do that with the smaller funds. Popp inquired what happens in the case of an emergency; that money could be used for other purposes. **Roll call vote: Hubbell, yes; Lawson, yes; Popp, yes; Benak, yes; Goss, yes. Motion carried.**

Regarding the proposed transfer of \$3,000 from the General Fund to the Recreation Fund, Popp stated this is money for Petobego and Lossie Road Trail not utilized in the current budget year. **Motion by Lawson, seconded by Popp, to transfer \$3,000 from the General Fund to the Recreation Fund, as budgeted.** There was no discussion. **Roll call vote: Lawson, yes; Popp, yes; Benak, yes; Goss, yes; Hubbell, yes. Motion carried.**

### **Budget Amendments – Fiscal Year 2013/2014**

Popp stated the Clerk has identified a few line items which are overextended or were not funded during the last fiscal year. Line items in normal print are overdrawn. The bold line items are where the credit will come from to cover the deficit.

Goss pointed out that the Capital Expenditure overage at the bottom of Page 1 represents an overage on computer purchases.

Popp inquired if there were any questions.

Goss stated the second page deals with Park Fund overages.

**Motion by Lawson, seconded by Hubbell, to approve budget amendments for the 2013/2014 fiscal year as recommended by the Clerk.** There was no other discussion. **Roll call vote: Popp, yes; Benak, yes; Goss, yes; Hubbell, yes; Lawson, yes. Motion carried.**

### **Resolution #14-05, Regular Board Meetings for 2014/2015 Fiscal Year**

Goss pointed out that the second meeting date in February 2015 was left blank as that would be an election date, if there is an election to be held. Goss inquired if the Board would like to choose a different date in February for the second regular meeting. Discussion followed. Consensus was reached to use the 4th Tuesday date, February 24, as the second regular meeting date. **Motion by Hubbell, seconded by Goss, to adopt Resolution #14-05.** There was no other discussion. **Roll call vote: Benak, yes; Goss, yes; Hubbell, yes; Lawson, yes; Popp, yes. Resolution adopted.**

A true and complete copy of said resolution is attached to the minutes.

### **Resolution #14-06, Salary for Supervisor**

Popp stated the salary is the same as last year. Goss stated all salaries are the same as last year. **Motion by Benak, seconded by Hubbell, to adopt Resolution #14-06.** Popp stated he would abstain. Hubbell and Benak both stated that Popp can vote on the motion. **Roll call vote: Goss, yes; Hubbell, yes; Lawson, yes; Popp, yes; Benak, yes. Resolution adopted.**

A true and complete copy of said resolution is attached to the minutes.

### **Resolution #14-07, Salary for Clerk**

**Motion by Hubbell, seconded by Lawson, to adopt Resolution #14-07.** There was no discussion. **Roll call vote: Hubbell, yes; Lawson, yes; Popp, yes; Benak, yes; Goss, yes. Resolution adopted.**

A true and complete copy of said resolution is attached to the minutes.

### **Resolution #14-08, Salary for Treasurer**

**Motion by Lawson, seconded by Popp, to adopt Resolution #14-08.** Benak stated it is time to retire the one collection period language since, if it ever goes back to one collection period, it will still be for the same length of time, from July 1 to March 1. She stated there are not too



many townships that still have this. Popp asked if that means you only send one bill. Benak replied yes, but reminder notices must be sent and people would be making payments. Benak does not ever see it going back to one tax collection as it eases the burden for taxpayers. Also, the county would have to elect to do it before the township could do it. **Motion by Benak, seconded by Goss, to adopt Resolution #14-08 as amended, removing the reference to the \$20,792 base salary for one tax collection.** There was no other discussion. **Roll call vote: Lawson, yes; Popp, yes; Benak, yes; Goss, yes; Hubbell, yes. Resolution adopted.**

A true and complete copy of said amended resolution is attached to the minutes.

#### **Resolution #14-09, Salary for Trustee**

**Motion by Popp, seconded by Lawson, to adopt Resolution #14-09.** There was no discussion. **Roll call vote: Popp, yes; Benak, yes; Goss, yes; Hubbell, yes; Lawson, yes. Resolution adopted.**

A true and complete copy of said resolution is attached to the minutes.

#### **Resolution #14-10, General Appropriations Act**

**Motion by Hubbell, seconded by Lawson, to adopt Resolution #14-10.** There was no discussion. **Roll call vote: Benak, yes; Goss, yes; Hubbell, yes; Lawson, yes; Popp, yes. Resolution adopted.**

A true and complete copy of said resolution is attached to the minutes.

#### **Salary/Wage Schedule 2014/2015**

Goss stated that she added New Business items 9 and 10 to the agenda because, in 2013, motions were made to adopt those documents and she feels the Board should do that again to make it clear that the Board is adopting those documents. Referring to the Graded Wage Scale (Amended 03/27/2012) document, she noted that there is nothing in the minutes in that year about this document. Goss stated that motions, rather than resolutions, would be sufficient to adopt these documents. **Motion by Popp, seconded by Lawson, to adopt the Salary/Wage Schedule as presented.** There was no other discussion. **Roll call vote: Goss, yes; Hubbell, yes; Lawson, yes; Popp, yes; Benak, yes. Motion carried.**

#### **Graded Wage Scale (Amended 03/27/2012)**

**Motion by Popp, seconded by Goss, to adopt the Graded Wage Scale as amended 03/27/2012.** There was no other discussion. **Roll call vote: Hubbell, yes; Lawson, yes; Popp, yes; Benak, yes; Goss, yes. Motion carried.**

#### **Credit Card Application (added)**

Goss apologized, stating she just got the application yesterday. She requested it because the township does need to have a credit card. Goss quoted from an email from Alden State Bank with instructions for completing the application. Goss believes one account would be appropriate. Goss is asking to be authorized to fill out the application. Discussion followed regarding whether there should be one or two cardholders. Goss stated the credit card will not bypass the purchase order policy; it is just for ease of payment for certain things, stating she

recently had to put renewal of the township domain name on her personal credit card. Consensus was reached to have one cardholder. Discussion followed regarding credit limit. Consensus was reached to apply for a \$3,000 credit limit. **Motion by Popp, seconded by Hubbell, to apply for one credit card account, with one cardholder, that being Cheryl Goss, with a \$3,000 credit limit.** There was no other discussion. **Roll call vote: Lawson, yes; Popp, yes; Benak, yes; Goss, yes; Hubbell, yes. Motion carried.**

**Board Comments/Discussion**

None

**Announcements**

None

**Public Comment**

None

**Adjournment**

Motion by Hubbell, seconded by Goss, to adjourn. Meeting adjourned at 8:58 p.m.

Respectfully submitted,

Cheryl A. Goss  
Whitewater Township Clerk