

**Whitewater Township Board  
Minutes of Special Meeting held June 1, 2015**

**Call to Order**

Supervisor Popp called the meeting to order at 6:02 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: 4

**Set/Adjust Meeting Agenda**

No changes.

**Declaration of Conflict of Interest**

None

**Public Comment**

None

**Agenda Items as Listed in Special Meeting Notice****Review Draft RFP for Ambulance Service**

Continued review of the draft document took place. There was lengthy discussion resulting in the following changes.

- An Exhibit C will be added to the RFP listing the ambulances and on-board equipment. Popp will provide an inventory list.
- A walk-through of the ambulance facility will be required for anyone responding to the RFP. Notice of the mandatory walk-through will be added on the first page of the proposal letter. The walk-through will take place on Monday, June 15, 2015, at 10:00 a.m.
- Under Fees, number 6, “including billing methods” will be added to the end of the sentence.
- The demographic information will include only the section entitled Population by Age and Sex. All other demographic information will be removed.
- The Mutual Aid Letter of Agreement will be removed from the RFP.
- Under Deliverables, number 8 will be “mutual aid agreements.” (The original number 8 was moved to Exhibit B.)
- The Advanced Life Support Ambulance Intercept Agreement will be removed from the RFP.
- The Billing and Accounts Receivable Management Agreement will be removed from the RFP.
- The page entitled History of Whitewater Township Ambulance Service will be removed from the RFP.

- The page detailing dispatch and billing volume will be revised. The second column heading will be number of transports (billable volume). The third column heading will be number of non-transports. Data for May will be included.

Referencing Section 4.8(b) of the township's financial administration policy, the process of bid solicitation was discussed, including invitation to known vendors, publication in the Traverse City Record-Eagle, and dates for bid deadline, bid opening, and walk-through.

Once the bids have been opened, Goss will PDF the information and distribute to all Board members. At the first meeting in July, the Board will determine which companies will be asked to give presentations, which will be done at a special meeting.

### **Review Fire Special Assessment District Options**

Popp noted that Attorney Fahey has given the Board some options regarding the Fire Special Assessment District.

Audience member Kim Halstead observed that what was going on (previously) was that there was a \$4.5 million fire station and the man from the tribe said you can charge 10 mills if you so desire. There was an uproar over it. He stated you still run into the problem where five people are making the decision for the whole township. It is not a very good idea sometimes.

Lengthy discussion followed.

Benak stated she is not ready to choose an option.

Popp stated he is good with option 4.

Goss stated she is leaning toward the idea that the FSAD would be replaced with a conventional millage for fire.

Lawson agrees with a conventional millage for just fire.

Hubbell agreed.

There was no desire to include ambulance or police.

Benak stated she is not ready to make a decision and would like more time.

Popp stated this agenda item will be brought back at the June 23rd meeting.

Goss will find out from the County Clerk whether any ballot proposals are under consideration for November.

### **Board Comments/Discussion**

Benak reminded the Board that Clean-Up Day is June 13. Also, there is a June 30 deadline for the 2% grant cycle. She would like to send out an e-mail reminder for Clean-Up Day.

Goss stated she sent pictures of township park roads to the Board (via e-mail). They are in bad shape. Goss would like to get bids from three contractors for drainage work and grading.

Discussion followed.

Hubbell suggested that the type of aggregate that allows water to go through and stays packed should be looked into.

Popp stated a hard surface should be considered for inclines.

**Public Comment**

**Kim Halstead, 7923 Cook Road**, suggested the bid information should state the date of the meeting when questions will be answered.

**Adjournment**

Motion by Hubbell, seconded by Lawson, to adjourn. Meeting adjourned at 8:13 p.m.

Respectfully submitted,

Cheryl A. Goss  
Whitewater Township Clerk