

Whitewater Township Board
Minutes of Special Meeting held Monday, February 29, 2016

Call to Order

Supervisor Popp called the meeting to order at 6:05 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: None

Set/Adjust Meeting Agenda

There were no adjustments.

Declaration of Conflict of Interest

None

Public Comment

None

Budget Work Session

Popp provided an updated budget document for this meeting.

In answer to questions from a previous budget work session:

- Benak stated she has not had time to call Fahey regarding what he would charge to audit the special assessment districts (Miami Beach and WMDLS), but there should be enough in the attorney line item.
- Lawson stated \$1200 to \$1400 would cover the cost of an amplifier, speakers, and sound board.

Popp stated he has some notes about a General Fund transfer in (referring to Ambulance Replacement Fund), park policy on physicals, a notation to eliminate Park Ranger II from the Graded Wage Scale, and some question about a maintenance person.

Goss noted that board salaries have not been settled on.

The final fund to be addressed is Recreation Fund. Proposed revenues and expenditures were reviewed.

Consensus was reached that wages for Parks & Recreation Advisory Committee members will increase from \$30 per meeting to \$50 per meeting for members and from \$40 per meeting to \$80 per meeting for the chairperson.

Also, \$2,000 will be allocated to the Contingency line item to compensate a grant-tracking person.

Breakdown of the \$9,000 allocation in the Capital Expenditure line item is as follows:

- \$3,000 – replace pavilion roof at Hi Pray Park
- \$2,000 – playground materials
- \$2,000 – pitless well adapter
- \$2,000 – new sign at Hi Pray Park

Discussion turned to how the expected Section 19 funds for cleanup of Battle Creek Natural Area and Lossie Road Nature Trail should be accounted for in the budget. Due to the scope of the work, sealed bids will have to be obtained. Once the work is completed, the state will reimburse the township for the cost. It was agreed that, for budgeting purposes, a \$60,000 figure would be utilized. Receipt of these funds will be shown in General Fund line item 101-000-566, State Grants. The cleanup expenses will be paid out of 101-101-956, Miscellaneous Expense.

In line item 209-757-880, Education & Training, \$400 will be allocated to pay for grant writing classes for two Parks & Recreation Advisory Committee members.

An increase in election wages was discussed. Consensus was reached that election workers will go from \$10/hour to \$11/hour. Chairpersons will go from \$12/hour to \$13/hour, eliminating the \$25 flat fee per election for chairs. The cost of the 2016 biannual election inspector training was factored in to the total wages.

Regarding elected official wages, it was noted that every other township around provides a cost of living increase annually. Board salaries in Whitewater Township have not changed since the 2012/2013 fiscal year. The MTA Salary Survey was consulted regarding where the pay of Whitewater Township officials falls in comparison to other like-size townships. Consensus was reached to increase the salaries of the supervisor, clerk, and treasurer by 3% (supervisor \$26,780, clerk \$27,295, and treasurer \$26,780) and to increase the trustee salaries to \$160 per meeting.

Discussion turned to the need for a general maintenance person in the township. No job description currently exists for such a position. Consensus was reached that monies will be allocated to two wage line items in order to compensate one of the park rangers for maintenance work performed at the township hall and cemeteries. In the Cemetery Department, \$1,000 will be allocated to 101-276-703 for maintenance person wages and line item 101-276-930 will be reduced to \$4,000. In the Township Hall & Grounds Department, a new line item will be added, 101-265-703, for maintenance tasks performed at the township hall; \$2,500 will be allocated.

It was reiterated and consensus was reached that the only changes to the Graded Wage Scale are the increase in park ranger wages and the elimination of the Park Ranger II scale.

Final review of the Salary/Wage Schedule was undertaken. Parks & Recreation Advisory Committee wages will be increased as previously discussed. With the township no longer having ambulance personnel, it will be noted under Ambulance Personnel that wages are paid by Mobile Medical Response; likewise with the Ambulance Coordinator and Assistant Ambulance

Coordinator positions. Election inspector and chairperson wages will be increased as previously discussed. Board salaries will also be increased as previously discussed. There was board consensus on all revisions.

Several projected change in fund balance numbers were reviewed. There is a discrepancy in what the Park Fund shows as its fund balance amount compared to the cash balance report. Goss will review the history of Park Fund revenues and expenditures in an attempt to resolve the discrepancy on the projected change in fund balance document. Bottom line numbers in each fund were also discussed.

The final budget work session will take place on March 10, 2016, at 5:00 p.m.

Board Comments/Discussion

Popp related a series of events involving moving the (old) ambulance from 8380 Old M-72. Popp was notified that the plug-in for the MMR ambulance was removed and used to re-plug in the Whitewater Township ambulance. Through a Saturday conversation with MMR supervisor John Lata, he said there are a lot of strange happenings in Whitewater. Lata may attend one of our board meetings in March.

Hubbell offered to remove the lettering from the old ambulance at no charge.

Discussion followed.

With Election Day approaching, it was agreed that the old ambulance (which is currently sitting in the township hall parking lot) will be moved to Hubbell's property.

Public Comment

None

Adjournment

Motion by Lawson, seconded by Hubbell, to adjourn. There was no further discussion. On voice vote, all those present voted in favor, none opposed. Motion carried. Meeting adjourned at 9:18 p.m.

Respectfully submitted,

Cheryl A. Goss
Whitewater Township Clerk