

**Whitewater Township Board  
Minutes of Regular Meeting held March 29, 2016**

**Call to Order**

Supervisor Popp called the meeting to order at 7:03 p.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan 49690.

**Roll Call of Board Members**

Board members present: Benak, Goss, Hubbell, Popp

Board members absent: Lawson

Others present: Dan Rudy of Direct Designs, Vaughn Harshfield, Tim Shaffer

**Set/Adjust Meeting Agenda**

There were no adjustments.

**Declaration of Conflict of Interest**

None

**Public Comment**

None

**Correspondence**

None

**Public Hearing**

None

**Report/Presentations:**

**County Board of Commissioners Report:** Carol Crawford is not present. She submitted a report via e-mail.

**Unfinished Business****Review Ordinance 22 Pension Plan**

This agenda item was not discussed.

**Review Whitewater Township Planning & Zoning Fees**

This agenda item was not discussed.

**Review Emergency Services Building Renovations**

Two estimates of the cost of the renovations have been received, one from Do-All Maintenance, one from Hubbell Construction.

Rudy noted that both estimates include just about everything.

The estimates are for a 20' wide building.

Popp provided a color GIS image showing the fire station property and a yellow cross-hatch area. The yellow area is what he has asked to purchase from MDOT. It does not impede on the rail line right-of-way. There is no decision from MDOT at this point.

Discussion followed regarding width of the building, drain field, parking area, health department requirements, possible price of the MDOT property.

**Motion by Hubbell to send the plans out for bid at the 20x80 and 24x80 sizes.**

It was noted that language should be added to the bid concerning installation of a new drain field per health department specifications, two bedroom.

Discussion followed concerning bid specifications regarding drain field, cabinets, flooring, who makes up the request for proposal, etc.

Rudy stated his engineer needs to look at the plans.

Popp noted we will need a site plan for the zoning administrator.

The sealed bid process was reviewed. Among other things, “The supervisor, in consultation with the department head, shall develop bid specifications, which shall be approved by the township board.”

**Hubbell’s motion failed; the project is not ready to be bid.**

Consensus was reached to have the supervisor prepare the bid specifications and to have Direct Designs submit the final plans. April 12<sup>th</sup> is the desired time frame by which these tasks will be accomplished.

Rudy does not feel it is a necessity to submit the plans to Construction Code first.

**Rural Fire Update**

Popp stated Rural Fire is bringing two organizational consultants in. The meeting with the first consultant will take place on 04/20/2016 from 12:00 p.m. to 3:00 p.m. The meeting with the second consultant will take place from 3:00 p.m. to 6:00 p.m. The regular meeting will start at 6:00 p.m. They plan to discuss what the fire department will look like in the future. Green Lake has asked for an extension on their purchase agreement for equipment, which the Rural Fire board approved. There is overwhelming support for Act 57.

Brief discussion followed.

An administrative assistant has not yet been hired.

**Recording Secretary Job Description**

There are three job descriptions in the packet, i.e., a document stating it was last modified 03/14/2008, Popp’s revision last modified 02/04/2016, and Goss’s revision last modified

02/18/2016. Goss's revision incorporates all changes discussed by the board on 02/09/2016, as well as Goss's revision of the "Typical Duties of Recording Secretary" section (renamed Additional Duties of Recording Secretary).

Benak stated there was concern about adding the township board's meeting minutes.

Goss noted that issue was addressed in the document. Where it says "board, commission, or committee," it means any board, commission or committee. Goss stated it is her intent that this document could be used to hire a recording secretary for the township board.

Popp noted he has concerns about "Hours of Work" on the second page. He feels the intent is the hour of day, not the total number of hours spent. If a recording secretary utilizes *Taking Township Minutes* as a format, those minutes may not fit the board's wants or likes. Popp recommends that the time spent should not be at the discretion of the person doing the work; it should be sufficient to produce the minutes to the board's satisfaction.

Goss noted that minutes are supposed to reflect what was done, not what was said.

Discussion followed, with general agreement that the recording secretary should identify the speaker(s) if comments are placed in the minutes.

Benak noted that if there is something wrong with the way a recording secretary is taking the minutes, it will be brought up in a board meeting, at which point the clerk will have a conversation with the recording secretary.

**Motion by Benak, seconded by Goss, to approve the most recent revision of the Recording Secretary Job Description dated 02/18/2016.** There was no further discussion. **On voice vote, all those present voted in favor, none opposed, Lawson absent. Motion carried.**

#### **Review Graded Wage Scale (tabled 04/14/2015)**

Lengthy discussion took place regarding graded wage scales in general and the information provided by Popp.

Turning to the questions on the bottom of the document entitled Graded Wage Scale Approved 07/22/2014, there was board consensus that the increases on the graded wage scale are automatic and not merit based.

There was also board consensus that when someone moves from one grade level to another, they would move vertically on the scale and there would be no loss of years of service.

There was agreement that the numbers 1 through 10 at the top of the document are years of service and should be labeled as such. Also, the guidelines for the document will be stated at the bottom of the document.

There was also consensus that the wage for each grade tops out at 10 years of service. It is possible that employees who have attained 10 years of service will move to a higher grade on the GWS.

Addressing questions about the Graded Wage Scale in previous minutes, it was agreed as follows:

- Raises are effective on April 1 each year, not on an employee's anniversary date.
- The Graded Wage Scale applies to all hourly employees, whether part-time, full-time, or seasonal.

Verbiage that would take into account a person's experience level was discussed but not finalized (examples: the board reserves the right to modify starting wages based on experience level and achievement throughout the course of the year; the board reserves the right to start an employee anywhere on the graded wage scale based on prior experience). This verbiage will be massaged at a later date.

- The graded wage scale is needed because it has different grades, even though some are not currently used.
- Employees must have a minimum of six months of service before receiving a wage increase.
- The township board has discretion to review and modify the Graded Wage Scale as it deems appropriate.

Popp noted that once the language, as agreed upon above, has been added to the Graded Wage Scale, it will be brought back for approval.

#### **Arborist Agreement**

Goss requested two changes to the Request for Proposal document: (1) Under Services To Be Provided, item number 2, that it be worded to say "Generate a map and list of hazardous trees on the property. (2) Under Services To Be Performed, item number 4, Goss wants to make sure that an invitation to bid on this work is also given to those companies who have already expressed an interest to Whitewater Township.

Discussion followed.

**Motion by Popp, seconded by Hubbell, that the supervisor amend item number 4 under Services To Be Provided to reflect that the duty to solicit bids will be the township's responsibility, so the Financial Administration policy is followed.**

Benak asked: We are not doing anything with Petobego?

Popp replied that Petobego was taken care of by the DNR.

**On voice vote, all those present voted in favor, none opposed, Lawson absent. Motion carried.**

Regarding the Hazardous Tree Inventory Agreement, Goss proposed the same changes as for the Request for Proposal. Number 4 under Services To Be Provided should be modified to be consistent with the RFP.

Consensus was reached to make those changes to the Hazardous Tree Inventory Agreement.

Both the Request for Proposal and the Hazardous Tree Inventory Agreement will be sent to Attorney Fahey for review.

### **Broomhead Road Repair Proposal**

Estimates have been provided from the Grand Traverse County Road Commission for a project on the paved portion of Broomhead and another project on the gravel portion from Farrell Road to Roots Lake Road. Township cost on the paved portion is \$120,000. Township cost on the gravel portion is \$81,000. Popp inquired whether the board wants to do something with Broomhead Road.

Discussion followed.

Consensus was reached to not fund either Broomhead Road project at this time.

### **New Business**

#### **Budget Amendments – Fiscal Year 2015/2016**

Goss noted that no cost centers are over budget. Therefore, no budget amendments have been recommended.

#### **Antenna Installation**

Popp provided some e-mails on this topic. Mobile Medical Response is requesting to install some antennas at the fire/ambulance facility due to the steel roof rendering the portable radio and pagers inoperable with the 800 MHz system. Popp asked Chief Weber if one group of antennas could work for both Fire and Ambulance.

**Motion by Goss, seconded by Benak, to give authority to Mobile Medical Response to install three antennas on the north outside wall of the Whitewater station, one for a bidirectional 800 MHz amplifier and two for Antrim and Grand Traverse paging base radios.**

Brief discussion followed.

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

Popp will inform Nick Bernelis (MMR) tomorrow of the board's decision.

#### **Appointment of 2016/2017 Parks & Recreation Administrator**

**Motion by Hubbell, seconded by Benak, to appoint Cheryl Goss as the Parks & Recreation Administrator for the 2016/2017 fiscal year at a pay rate of \$12.36 per hour. Benak stated**

we need to plan ahead for the next year or make the position for a longer period of time, such as the appointee's term of office. Goss noted the job should be posted before budget time, perhaps at the end of a season, for the following year. **Roll call vote: Goss, yes; Hubbell, yes; Lawson, absent; Popp, yes; Benak, yes. Motion carried.**

#### **Tabled Items**

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

This agenda item was not discussed.

##### **Rural Fire Station Lease (tabled 08/11/2015)**

This agenda item was not discussed.

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

Hubbell stated he would like to see sale of the ambulance on the next agenda.

Popp said we need to decide what to do with the inventory and the cot.

Brief discussion followed.

Benak stated she did a lot of research and there are a lot of companies that would buy the LifePak. Benak will provide the research.

#### **Announcements**

The next township board meeting is April 12th.

#### **Public Comment**

None

#### **Adjournment**

**Motion by Hubbell, seconded by Goss, to adjourn.** Meeting adjourned at 9:56 p.m.

Respectfully submitted,

Cheryl A. Goss  
Whitewater Township Clerk