

**Whitewater Township Board
Minutes of Special Meeting held March 4, 2019**

Call to Order

In the absence of the supervisor, Clerk Goss called the meeting to order at 6:13 p.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan.

Goss noted that the deputy supervisor is present. However, page 32 of the little red book states that a deputy supervisor is not permitted to chair a township board meeting; the township board must appoint one of its members to chair the board meeting when the supervisor is absent.

Brief discussion followed.

Motion by Goss to nominate Hubbell to chair the meeting; second by Lawson. There was no further discussion. **On voice vote, Benak, Goss, Hubbell, and Lawson voted in favor, none opposed, Popp absent.** Motion carried.

Budget discussion briefly began but was terminated in order to address roll call and other preliminary agenda items.

Roll Call of Board Members

Board members present: Treasurer Benak, Clerk Goss, Trustee Hubbell, Trustee Lawson

Board members absent: Supervisor Popp

Others present: Ron Bachi (Deputy Supervisor)

Set/Adjust Meeting Agenda

There were no adjustments.

Declaration of Conflict of Interest

None

Public Comment

None

Agenda Items as Listed in Special Meeting Notice

Budget Work Session

Discussion of the budget began with the Township Hall and Grounds department. There was discussion about hiring a handyman employee versus an independent contractor to perform repairs and maintenance at various buildings and parks in the township. The suggestion is to put money in Contingency earmarked for this position until it is decided whether it will be an employee or an independent contractor.

It was agreed that \$10,000 will be added to the General Fund Contingency account to cover handyman services at the township hall and both cemeteries, to be determined later if they will be an employee or independent contractor.

The remainder of the department 265 line items were discussed, with some adjustments.

Department 276 Cemetery was discussed next. Goss reported that we may have to advertise for a cemetery sexton. Also, there are large dead limbs in both cemeteries which will require a bucket truck to remove. Benak asked if this is where we would put repair and maintenance of historic headstones. Each line item was discussed, with some adjustments made.

Moving on to department 400, Planning Commission, Goss reported the last time the per diem for planning commission and zoning board of appeals was increased was in the 2013/2014 budget, and recommended that planning commission members be increased to \$70 per meeting and the chairperson be increased to \$100 per meeting. Board members were in agreement with the increase and allotted \$9,000 to cover wages for 16 meetings.

The 804 Professional Services line item in department 400 was extensively discussed. Popp has suggested \$17,000, with a note that it is for recodification of the zoning ordinance only. Goss reported that she is seeking an additional quote on recodification of the general ordinances and funds should be earmarked elsewhere in the budget for that expenditure. There was agreement to add \$7,000 in the township board department, line item 804, for recodification of general ordinances, taking it from \$1,500 to \$8,500. The remainder of the department 400 line items were discussed, with no changes.

Benak stated she would like to get equipment for the planning commission members, inexpensive laptops with software, carrying cases, antivirus. Discussion followed. It was agreed that \$3,000 will be added to Capital Expenditure for 6 laptops and associated items at \$500 each.

Moving on to department 405, Zoning Administrator, Goss noted that Wolf has asked for a \$2 per hour wage increase in lieu of health insurance, which the township does not offer. It was agreed that Wolf's hourly wage will go to \$28 per hour and 702 Salaries will be set at \$50,000. The remainder of the zoning administrator line items were discussed. Wolf's request to add \$10,000 to 804 Professional Services, as she thought perhaps the cost of recodification of the zoning ordinance would come out of this department, was nixed; this expenditure will come out of the planning commission department. Meal/Lodging and Mileage Reimbursement will be changed to \$500 each.

Benak wondered if a laptop should be purchased for the zoning administrator to be used at meetings. Discussion followed. \$800 will be put into Capital Expenditure to allow for such a purchase, if needed.

For department 410, Zoning Board of Appeals, Goss recommended that the per diem be increased to \$70 per meeting for members and \$100 per meeting for the chairperson, noting again that these per diems have not increased since the 2013/2014 budget. Eight meetings will be budgeted for. The salary, wage, Social Security, and Medicare line items were adjusted accordingly. Postage was increased slightly; the remaining line items were accepted as recommended.

Department 865, Insurance, the requested numbers were not changed.

Department 890, Contingency, was increased from \$25,000 to \$35,000. The additional \$10,000 will be allocated to a wage or other expenditure line item at such time as an employee or independent contractor is hired for this position.

Planned capital expenditures were discussed, i.e., six laptops for planning commission (\$3,000), laptop for zoning administrator (\$800), and new flooring for the township hall. The Home Depot quote is \$11,714 for the flooring and installation (not including movement of desks, cabinets, etc.). With the addition of new baseboard (not including the cost of installation), it was agreed to allocate \$14,000 to this expense.

Benak brought up that the thermostat in her office is behind a cabinet and should be moved while everything is out of the office.

The logistics of moving, painting, and installing flooring was briefly discussed.

The cost of painting will be paid out of Facilities Repair/Maintenance.

The treasurer is in need of a new desktop PC; \$1,200 will be allocated for this in Capital Expenditure.

Benak brought up parking lot sealing and striping. It was agreed this would be a facility repair/maintenance expenditure and the \$10,000 in the township hall 930 account is adequate, assuming \$2,500 for the parking lot, \$4,000 for interior painting.

Known expenditures in the Capital Expenditure account add up to \$19,000. This line item will be increased to \$20,000 to cover those expenditures.

Line item 999, Transfers to Other Funds, was discussed. Popp proposed the following transfers: \$65,000 to Ambulance Fund, \$10,000 to Road Fund, \$60,000 to Recreation Fund, and \$100,000 to Road Repair/Replacement Fund.

Discussion followed regarding the amount that should be transferred to the Road Repair Fund, with Benak stating we need to put money in the Public Improvement Fund to start planning what the community is going to look like. She would like to start putting some money aside every year to plan for the future. Where would a new township hall go? Where would a new fire station go? We need some kind of master plan on how this township is going to move forward; where is it we want these things to be.

Discussion followed.

Goss stated she does not disagree with Benak, but she would like to research what Public Improvement Fund money can be used for.

Hubbell noted a notation in the budget concerning supervisor laptop replacement.

Discussion followed.

Supervisor laptop at \$800 will be listed as a proposed expenditure under Capital Expenditure. The proposed allocation discussed earlier will cover this expense.

It was agreed that Goss will get an answer on the Public Improvement Fund question by Thursday, at which time transfers to the Road Repair/Replacement Fund and/or the Public Improvement Fund will be revisited.

The \$65,000 proposed transfer to Ambulance Fund was briefly discussed. Popp has proposed that \$45,000 will be expended for half of the cost for the driveway/parking lot asphalt project.

There was no disagreement with the \$10,000 transfer to Road Fund.

Regarding the proposed transfer of \$60,000 to the Recreation Fund, Goss noted this amount can be lowered since there is still \$40,000 in the 2018/2019 budget to be transferred to the Recreation Fund. Goss proposed reducing the Recreation Fund transfer to \$30,000.

Accordingly, the Transfers to Other Funds account will be reduced from \$235,000 to \$205,000.

Moving to Road Fund, all recommended figures were agreed to, except the allocation for street light expense will remain at \$2,000.

Regarding Road Repair/Replacement Fund, the transfer amount will be revisited. Goss noted this fund currently has a balance of approximately \$119,000. Goss also noted township taxpayers pay 1 mill annually to the road commission, which is approximately \$200,000.

Brief discussion followed.

Moving to Park Fund, Goss explained the revenue and expenditure figures she developed, noting that the park ranger starting wage should be increased to \$12, with a possible \$1 per hour incentive for those employees who work a minimum of 35 hours per week and stay through the Sunday of Labor Day weekend.

Lengthy discussion followed regarding wages and the labor market.

Several expenditure line items in the Park Fund were adjusted downward.

Due to the hour, the board will pick up with Recreation Fund at the March 7 budget work session.

Compensation of Deputy Supervisor

Due to the hour, this agenda item will be moved to the March 7 budget work session.

Board Comments/Discussion

Hubbell stated he wishes Ron (Popp) the best. He is a little bit disappointed the way the whole situation was handled for the board and for the township. There were several things tonight that maybe could have been avoided, questions that came up.

Discussion followed.

Public Comment

None

Adjournment

Next meeting is at 6:00 p.m. on Thursday, March 7. Meeting adjourned at 9:03 p.m.

Respectfully submitted,

Cheryl A. Goss
Whitewater Township Clerk