

**WHITEWATER TOWNSHIP BOARD**  
**Minutes of Special Meeting held March 24, 2020**

**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 in Person:** Benak, Goss, Hubbell, Lawson, Popp

**Board Members Present via Experimental Zoom App:** Benak, Popp

**Board Members Absent:** None

**Others Present in Person:** None

**Others Present via Experimental Zoom App:** Attorney Chris Patterson, Della Benak, Susan Zak

**Set/Adjust Meeting Agenda**

Goss requested to add Closure of Township Hall to Foot Traffic to the agenda as New Business #14.

Lawson suggested adding the adoption of using Zoom or teleconferencing in our meetings.

Popp stated we do not have to do that just yet, per Chris Patterson, but thinks it will come up at the next regular scheduled board meeting.

Via each board member's express agreement, Closure of Township Hall to Foot Traffic was added as New Business #14.

Regarding the Zoom question, Popp said a resolution has been developed or is in the process of being developed, with Patterson's assistance, but is not available tonight.

There were no other adjustments to the agenda.

**Declaration of Conflict of Interest**

None

**Public Comment**

None

**(9:00)**

**Agenda Items as Listed in Special Meeting Notice****Public Hearing – 2020/2021 Fire Special Assessment District Budget**

The public hearing was opened at 6:08 p.m.

There was no public present in the township hall.

The legal notice for this budget public hearing was published in the Traverse City Record-Eagle on 03/15/2020 and in the Elk Rapids News on 03/12/2020.

The property tax millage rate proposed to be levied to support the Fire Special Assessment District budget is 1.0000 mill.

Proposed revenues are \$219,500. Proposed expenditures are \$237,235.

No written comments were received.

Public comments were invited.

**(10:55)** Janet Bachi, 6987 Cook Road, joined the meeting via the Zoom app.

There were no public comments.

The public hearing on the Fire Special Assessment District budget was closed at 6:11 p.m.

It was agreed that the public hearing would be reopened to discuss an adjustment to the Fire Special Assessment District budget proposed by Goss.

The public hearing for the 2020/2021 Fire Special Assessment District budget was reopened at 6:12 p.m.

Goss proposed that the Facility Repairs/Maintenance line item be increased by \$7,500 to cover the cost of painting the old exterior of the building.

After discussion, each board member expressly agreed to evenly split the \$7,500 cost between the Fire Fund and Ambulance Fund, i.e., add \$3,750 to the Facility Repairs/Maintenance line item in both the Fire Fund and Ambulance Fund.

Popp questioned the Social Security and Medicare calculations in the Fire Fund, and noted the increase of \$4,000 in line item 590, Grants-Private Sources, to accommodate partial state reimbursement for wildland firefighter gear.

Public comment was again invited.

There were no public comments.

The public hearing was re-closed at 6:19 p.m.

**(21:02)**

**Public Hearing – 2020/2021 Ambulance Millage Budget**

The public hearing was opened at 6:20 p.m.

There was no public present in the township hall.

The legal notice for this budget public hearing was published in the Traverse City Record-Eagle on 03/15/2020 and in the Elk Rapids News on 03/12/2020.

The property tax millage rate proposed to be levied to support the proposed ambulance millage budget is 1.5000 mills, as reduced by Headlee, MCL 211.34d.

Proposed revenues are \$389,300. Proposed expenditures are \$364,025.

No written comments were received.

Public comments were invited.

There were no public comments.

(23:08) Popp noted Susan Zak has left the Zoom app.

The public hearing on the Ambulance Millage budget was closed at 6:23 p.m.

(24:20)

**Public Hearing – 2020/2021 General Fund Budget and All Other Township Budgets**

The public hearing was opened at 6:23 p.m.

There was no public present in the township hall.

The legal notice for the budget public hearing was published in the Traverse City Record-Eagle on 03/15/2020 and in the Elk Rapids News on 03/12/2020.

The property tax millage rate proposed to be levied to support the proposed General Fund Budget and all other Township Budgets is 1.0000 mill, as reduced by Headlee, MCL 211.34d.

**General Fund** proposed revenues are \$533,750. Proposed expenditures are \$753,587.

No written comments have been received on the General Fund budget.

Public comments were invited.

There were no public comments.

(26:59) Popp noted that Chris Patterson has left the meeting.

Goss answered questions from Popp regarding the highlighted statement on the Projected Change in Fund Balances document showing Fire Fund expenditures in the current fiscal year, as well as Social Security and Medicare costs for election workers.

Goss listed three proposed adjustments in the General Fund:

- Increase revenue in Franchise Fees by \$2,400, to show a total of \$32,400.
- Increase revenue in Cell Tower Lease by \$2,300, to show a total of \$42,300.

Discussion followed.

**Motion by Popp to add \$2,400 to line item 101-000-451 and to add \$2,300 to line item 101-000-670; second by Goss. Roll call vote: Benak, yes; Goss, yes; Hubbell, yes; Lawson, yes; Popp, yes. Motion carried.**

Goss proposed increasing the deputy clerk wages to \$13,000, an increase of \$1,000.

Discussion followed.

**Motion by Goss to increase the deputy clerk wages to \$13,000; second by Hubbell. Roll call vote: Goss, yes; Hubbell, yes; Lawson, yes; Popp, no; Benak, yes. Motion carried.**

Public comment was again invited on the General Fund budget as amended.

Janet Bachi said she has no comments, but she can't hear anyone except for Popp.

Discussion followed concerning use of the Zoom app.

Microphones were adjusted.

**(39:40)**

**Road Fund** proposed revenues are \$13,005, proposed expenditures \$19,700.

No written comments were received.

Public comments were invited.

There were no public comments.

**(42:41)**

**Road Repair/Replacement Fund** proposed revenues are \$50,275, proposed expenditures \$0.

There is approximately \$266,000 in the fund.

No written comments were received.

Public comments were invited.

There were no public comments.

**(44:28)**

**Park Fund** proposed revenues are \$207,300, proposed expenditures \$374,905.

No written comments were received.

Public comments were invited.

There were no public comments.

**(46:01)**

**Recreation Fund** proposed revenues are \$20,275, proposed expenditures \$79,274.

No written comments were received.

Public comments were invited.

There were no public comments.

**(47:30)**

**Ambulance Replacement Fund** proposed revenues are \$0, proposed expenditures \$0.

No written comments were received.

Public comments were invited.

There were no public comments.

**(49:05)**

**Public Improvement Fund** proposed revenues are \$50,027, proposed expenditures \$10,000.

No written comments were received.

Public comments were invited.

There were no public comments.

Popp said the \$10,000 proposed expenditure was slated for an evaluation of physical plant for possible additional space needed at the township hall, and potential use for roads if the appropriate plan was designated, and asked if that was everyone's recollection.

Benak, Hubbell, and Lawson agreed.

Goss disagreed, stating the \$10,000 was to be a start toward an assessment of facility needs in the township, not just the township hall.

**(51:32)**

**Fire Capital Improvement Fund** proposed revenues are \$10,200, proposed expenditures \$233,000.

No written comments were received.

Public comments were invited.

**(52:30)** Janet Bachi announced she has no comments but has to leave for a few minutes.

**(52:37)** Kim Mangus, 1214 Cerro Drive and 5101 Brown Bear, joined the meeting via the Zoom app and stated she had no comment.

Popp questioned the negative figure of \$578,094.

Goss explained the figure.

The public hearing on the General Fund Budget and all other Township Budgets was closed at 6:54 p.m.

**(56:01)**

**New Business #1 – Resolution #20-07 Salary for Supervisor 2020/2021**

**Motion by Benak to adopt Resolution #20-07 Salary for Supervisor 2020/2021; second by Popp.**

Popp stated, in light of everything that is going on in the country, he wishes for his salary to remain at the previous level of \$26,780 and not the proposed \$27,585.

Goss noted that, for all of the township board salaries, it is not known who will be here after the November election and it (the increase) is for the next people coming into office, and reminded the board that the last increase in board salaries was in 2016.

Discussion followed.

Goss re-read the motion: **Motion to adopt Resolution #20-07 Salary for Supervisor 2020/2021.**

**Roll call vote: Hubbell, yes; Lawson, yes; Popp, no; Benak, yes; Goss, yes. Motion carried.**

Goss added that there is a pension available for people who want it but no health insurance or other benefits.

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

**(1:00:07)**

**New Business #2 – Resolution #20-08 Salary for Clerk 2020/2021**

Popp noted the base salary will be \$28,115.

**Motion by Hubbell to adopt Resolution #20-08 Salary for Clerk 2020/2021; second by Lawson. Roll call vote: Lawson, yes; Popp, no; Benak, yes; Goss, yes; Hubbell, yes. Motion carried.**

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

**(1:01:01)**

**New Business #3 – Resolution #20-09 Salary for Treasurer 2020/2021**

Popp noted the salary will be \$27,585.

**Motion by Lawson to adopt Resolution #20-09 Salary for Treasurer 2020/2021; second by Hubbell. Roll call vote: Popp, no; Benak, yes; Goss, yes; Hubbell, yes; Lawson, yes. Motion carried.**

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

**(1:01:46)**

**New Business #4 – Resolution #20-10 Salary for Trustees 2020/2021**

Popp noted the salary will be \$200 per meeting.

**Motion by Goss to adopt Resolution #20-10 Salary for Trustees 2020/2021; second by Lawson. Roll call vote: Benak, yes; Goss, yes; Hubbell, yes; Lawson, yes; Popp, no. Motion carried.**

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

**(1:02:30)**

**New Business #5 – Resolution #20-11 General Appropriations Act 2020/2021**

**Motion by Goss to adopt Resolution #20-11 General Appropriations Act 2020/2021; second by Hubbell. Roll call vote: Goss, yes; Hubbell, yes; Lawson, yes; Popp, yes; Benak, yes. Motion carried.**

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

**(1:03:14)**

**New Business #6 – Salary/Wage Schedule 2020/2021**

**Motion by Lawson to adopt Salary/Wage Schedule 2020/2021; second by Hubbell. Roll call vote: Hubbell, yes; Lawson, yes; Popp, yes; Benak, yes; Goss, yes. Motion carried.**

**(1:03:58)**

**New Business #7 – Graded Wage Scale 2020/2021**

**Motion by Goss to adopt Graded Wage Scale 2020/2021; second by Lawson. Roll call vote: Lawson, yes; Popp, yes; Benak, yes; Goss, yes; Hubbell, yes. Motion carried.**

**(1:04:45)**

**New Business #8 – 2019/2020 Fiscal Year Budget Amendments**

Goss provided the most current budget document and reported that no budget amendments are necessary.

No action required.

**(1:05:50)**

**New Business #9 – 2019/2020 Fiscal Year Budgeted Transfers**

Goss provided the Interfund Reconciliation report and noted that all budgeted transfers for the current fiscal year were previously approved and posted.

No action required.

**(1:06:30)**

**New Business #10 – Appointment of 2020/2021 Parks & Recreation Administrator**

**Motion by Hubbell to appoint Cheryl Goss to the position of Parks and Recreation Administrator for fiscal year 2020/2021 at an annual salary of \$7,004; second by Lawson.**

Popp expressed a concern that the clerk has a lot of work in her office this year and burdening her with additional park duty is out of bounds.

Discussion followed.

Goss re-read the motion: **Motion to appoint Cheryl Goss to the position of Parks & Recreation Administrator for fiscal year 2020/2021 at an annual salary of \$7,004.**

**Roll call vote: Popp, no; Benak, yes; Goss, yes; Hubbell, yes; Lawson, yes. Motion carried.**

**(1:08:48)**

**Closure of Township Hall to Foot Traffic (added)**

Possible closure of the township hall to foot traffic was discussed, although business would continue to be conducted via phone, e-mail, or advance appointment. Per the MTA, township board members are able to keep working. Goss wishes to maintain her office hours. The closure

would end when Governor Whitmer's executive order ends. Foot traffic has dropped off to almost nothing, even before the executive order.

Hubbell expressed that it should be worded so that if the Governor enacts a longer period, we would not have to revisit it, but the closure to foot traffic would be extended.

Content of the proposed motion was discussed.

Popp inquired if the motion indicates we will be open for appointment only.

Goss noted that it would be posted on the website and the door, along with everyone's contact information.

**Motion by Goss to close the township hall building to foot traffic through the duration of Executive Order 2020-21 and any extensions of the order; second by Popp. Roll call vote: Benak, yes; Goss, yes; Hubbell, yes; Lawson, yes; Popp, yes. Motion carried.**

**(1:15:17)**

**Board Comments/Discussion**

None

**(1:15:22)**

**Public Comment**

There is no public present in the township hall.

Via the Zoom app, Kim Mangus commented on the inability to hear some participants. She added that she applauds the supervisor's vote against making a pay raise. It is bad timing and in poor taste.

Lawson explained the typical method of conducting a meeting via teleconferencing and volunteered to provide information regarding options.

General discussion followed.

It was clarified that Attorney Chris Patterson's presence via the Zoom app was due to his interest in attending a Zoom meeting and the township will not be billed for the time.

Other remote meeting options were discussed.

**Adjournment**

**Motion by Goss to adjourn; second by Lawson. Roll call vote: Goss, yes; Hubbell, yes; Lawson, yes; Popp, yes; Benak, yes. Motion carried. Adjourned at 7:32 p.m.**

Respectfully submitted,  
Cheryl A. Goss  
Whitewater Township Clerk