

**Whitewater Township Board
Minutes of Special Meeting held March 20, 2018**

Call to Order

Supervisor Popp called the meeting to order at 7:01 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: Interim Fire Chief Tim Arbenowske, Firefighter David Tilley, Firefighter Eric Arbenowske

Set/Adjust Meeting Agenda

Goss requested that New Business 1a, Approval of New Fire Department Members, be moved directly after Public Comment for the convenience of Chief Arbenowske and the other members present. Second by Lawson. On voice vote, all those present voted in favor, none opposed.

Declaration of Conflict of Interest

None

Public Comment

None

Whitewater Township Fire Department – Approve New Members (moved from New Business)

Chief Arbenowske stated that over the last two weeks they have had all the members on Station 3 fill out applications. Arbenowske approves of the following members: Eric Arbenowske, Nick Carpenter, Micaiah Foust, Dylan Gilbert, Jeremy Jennett, Drew Jeurink, Matt Koeplin, Mike Stephenson, and Dave Tilley. They have been members with Grand Traverse Rural Station 3 anywhere from 6 months to about 10 years.

Discussion followed.

Motion by Hubbell to accept Chief Arbenowske’s recommendations for the applicants of the new fire department; second by Lawson. There was no further discussion. Roll call vote: Benak, yes; Goss, yes; Hubbell, yes; Lawson, yes; Popp, yes. Motion carried.

Public Hearings

2018/2019 Fire Special Assessment District Budget

Popp opened the public hearing at 7:07 p.m., asked those in attendance to sign in, and noted that legal notice of this public hearing was published in the Traverse City Record-Eagle on March 4, 2018, and in the Elk Rapids News on March 8, 2018.

The property tax millage rate proposed to be levied to support the proposed Fire Special Assessment District budget is 1 mill.

Proposed total revenues are \$371,300, proposed total expenditures are \$341,950, and projected change in fund balance is \$29,350.

No written comments were received.

No one is present to make public comment.

The public hearing on the Fire Special Assessment District budget was closed at 7:10 p.m.

2018/2019 Ambulance Millage Budget

Popp opened the public hearing at 7:11 p.m., asked those in attendance to sign in, and noted that legal notice of this public hearing was published in the Traverse City Record-Eagle on March 4, 2018, and in the Elk Rapids News on March 8, 2018.

The property tax millage rate proposed to be levied to support the proposed Ambulance Millage Budget is 1.5 mills, reduced by Headlee to 1.4929 mills.

Total revenues expected are \$362,316. Requested expenditures are \$366,700. Projected change in fund balance is -\$4,384.

No written comments were received.

No one is present to make public comment.

The public hearing on the Ambulance Millage budget was closed at 7:13 p.m.

2018/2019 General Fund Budget and All Other Township Budgets

Popp opened the public hearing at 7:13 p.m., asked those in attendance to sign in, and noted that legal notice of this public hearing was published in the Traverse City Record-Eagle on March 4, 2018, and in the Elk Rapids News on March 8, 2018.

The property tax millage rate proposed to be levied to support the proposed General Fund Budget and all other Township Budgets is 1 mill, reduced by Headlee to 0.5991 mills.

General Fund: Proposed total revenues are \$489,550. Total expenditures are \$647,193. Projected change in fund balance is -\$157,643.

Road Fund: Proposed total revenues are \$11,405. Total expenditures are \$22,000. Projected change in fund balance is -\$10,595.

Road Repair/Replacement Fund: Requested revenues are \$100,005. Requested expenditures are \$118,000. Projected change in fund balance is -\$17,995.

Park Fund: Projected revenues are \$122,850. Requested expenditures are \$209,220. Projected change in fund balance is -\$48,674.

Recreation Fund: Projected revenues are \$60,000. Requested expenditures are \$59,878. Projected change in fund balance is \$122.

Ambulance Replacement Fund is no longer used.

Public Improvement Fund: The fund balance will remain unchanged at \$225. No income or revenue is projected.

Fire Capital Improvement Fund: Total revenues are \$90,300. Total expenditures are \$50,000. Projected change in fund balance is \$40,300.

No written comments were received.

No one is present to make public comment.

The public hearing was closed at 7:18 p.m.

Board discussion of the budget ensued, with the following notations and/or changes to the budget.

It was agreed that the General Fund 930 (Facility Repairs/Maintenance) and 970 (Capital Expenditure) line items have enough dollars allocated to fund the following projects:

- \$1,000 to replace the window in the Treasurer/Zoning office.
- \$2,000 for interior/exterior painting at township hall.
- \$2,000 for sealing/stripping of township hall parking lot.
- Unknown cost to replace carpeting in meeting room and Clerk's office.
- New desktop computer for the Treasurer.
- Unknown cost to remove water heater at township hall and install an on-demand system.
- Lateral file cabinets for the Treasurer/Zoning office.

Benak pointed out that there is additional money in Contingency if needed.

Regarding Fire Fund, it was agreed that the \$5,500 figure allocated to health insurance for the chief will not be changed.

In the Park Fund, \$5,000 each was allocated to newly created insurance line items, 820 Liability Insurance and 821 Workers Compensation.

Goss noted a correction in Ambulance Fund on budget worksheet page 18. The 811 Waste Removal account should show \$100.

Insurance numbers provided by Paul Olson for the new fire department were discussed. It was agreed that the amounts currently assigned to the Fire Fund 820 and 821 line items will not be changed.

Goss provided a revised Projected Change in Fund Balance document with some additional notes at the bottom. No numbers were changed.

This document was discussed at length. It was suggested that the projected numbers should be changed to Actual Thru column numbers to more accurately reflect the status of each fund.

Goss noted that Benak brought to her attention budget amendments that have not been made in the Road Fund, Road Repair/Replacement Fund, and Recreation Fund to show that the planned budgeted transfers into those funds were diverted to other funds.

Discussion followed.

It was agreed that the Projected Change in Fund Balance document will be revised to use Actual Thru column numbers in place of the Projected Revenues and Projected Expenditures numbers.

Unfinished Business

None

New Business

Whitewater Township Fire Department – Approve New Members

See Page 3099.

Whitewater Township Fire Department – Discuss/Approve Any Other Department Details

It was clarified that Whitewater's fee schedule will not be attached to the Grand Traverse Metro mutual aid agreement. There will be another document with Whitewater's fee schedule.

The proposed standard mutual aid agreement was discussed. It was agreed that numbered paragraph 3 will be stricken in its entirety.

It was noted that the Emergency Services Charges ordinance needs amendment.

Regarding numbered paragraph 9, the last sentence will be removed.

Numbered paragraph 13 regarding sovereign lands was debated.

After much discussion, it was agreed that the Elk Rapids mutual aid agreement will be modified by Popp and Goss to become a standard mutual aid agreement.

The names of departments to which the standard mutual aid agreement should be sent was discussed. It was agreed that the document will be sent to the Fife Lake and Clearwater Township boards for now. It was also agreed that Whitewater's cost recovery charges will be attached to the agreement.

In other fire department business, Goss noted that she will be bringing the State of Michigan Subscription Service contract to the board on 3/27 for approval.

Goss also brought up the question of using Elk Rapids Primary Care or Munson Occupational Health for firefighter physicals. No decision was made.

Items for the 3/27 agenda were briefly discussed. Popp stated he will not be at the 3/27 meeting.

Resolution #18-05 Salary for Supervisor 2018/2019

Motion by Lawson to adopt Resolution #18-05; second by Hubbell. There was no further discussion. **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.

Resolution #18-06 Salary for Clerk 2018/2019

Motion by Popp to adopt Resolution #18-06; second by Lawson. There was no further discussion. **Roll call vote: Hubbell, yes; Lawson, yes; Popp, yes; Benak, yes; Goss, yes.**
Motion carried.

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

Resolution #18-07 Salary for Treasurer 2018/2019

Motion by Goss to adopt Resolution #18-07; second by Hubbell. There was no further discussion. **Roll call vote: Lawson, yes; Popp, yes; Benak, yes; Goss, yes; Hubbell, yes.**
Motion carried.

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

Resolution #18-08 Salary for Trustees 2018/2019

Motion by Benak to adopt Resolution #18-08; second by Popp. There was no further discussion. **Roll call vote: Popp, yes; Benak, yes; Goss, yes; Hubbell, yes; Lawson, yes.**
Motion carried.

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

Resolution #18-09 General Appropriations Act 2018/2019

Motion by Lawson to adopt Resolution #18-09; second by Goss. There was no further discussion. **Roll call vote: Benak, yes; Goss, yes; Hubbell, yes; Lawson, yes; Popp, yes.**
Motion carried.

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

Salary/Wage Schedule 2018/2019

Goss brought the board's attention to additions she made on page 2 concerning fire department salaries/wages, i.e., \$55,000 to \$70,000/year for Fire Chief, \$11.25/hour for firefighter training time, and \$16.50/hour for responses/runs, but was unsure what the board would like to show for Deputy Fire Chief and Officers wages.

Popp proposed \$18/hour for the Deputy Fire Chief and Officer positions.

Lawson inquired if deputy chief and officers should be the same hourly rate.

Discussion followed.

Hubbell proposed \$18.00 for deputy fire chief and \$17.50 for officers.

Goss noted that the Fire Department Ordinance lists the positions of Assistant Fire Chief, Fire Captain, Fire Lieutenants, and Safety Officer.

It was agreed that Assistant Fire Chief should be listed in the schedule, instead of Deputy Fire Chief, to be consistent with the ordinance, at \$18/hour.

It was agreed that each officer position will be listed separately at \$17.50/hour.

Motion by Goss to adopt the 2018/2019 Salary/Wage Schedule as revised; second by Lawson. There was no further discussion. **Roll call vote: Goss, yes; Hubbell, yes; Lawson, yes; Popp, yes; Benak, yes. Motion carried.**

Graded Wage Scale 2018/2019

Goss reviewed the changes, i.e., starting wage for Park Ranger, General Labor and Clerical to be \$11.00/hour, with 3% increases each year.

Motion by Hubbell to approve the 2018/2019 Graded Wage Scale; second by Popp. There was no further discussion. **Roll call vote: Hubbell, yes; Lawson, yes; Popp, yes; Benak, yes; Goss, yes. Motion carried.**

Board Comments/Discussion

Popp stated Habedank's 90-day review is past date and inquired if we have a form that we can do a job review on.

Discussion followed. Benak suggested the form used for Leslie Meyers' review might work.

Goss stated she objects to any review of Habedank until Popp produces the results of the review he did on Habedank on 11/09/2017.

Popp stated the employment policy has two different standards, and the 30- and 60-day reviews are meant to be informal. It is not until the 90-day review that it calls out for a specific filing with the employee record.

Goss questioned where the results of that review were reported to the board.

Popp replied that Benak asked him about it right after it was conducted; it was during a board meeting.

Goss stated that maybe there needs to be a change in the policy and procedures manual because her understanding of the law is that when a review is done on an employee, the employee gets to see the results of the review in writing, they sign it, and it goes in their personnel file. Goss also stated that it was never an agenda item (to provide the results of the review to the board). Perhaps Benak asked for it very informally and Popp answered it very informally, but that did not provide an opportunity for the rest of the board to pose questions. Goss again stated she will object to anybody doing a review on an employee without documenting it, having the employee sign it, and it be placed in their personnel file. Without that, it did not happen.

Popp stated the policy states it is not actual review until 90 days and that is the one that needs to be held within the employment records.

Goss added that apparently we need to change the policy manual. Also, the 90-day review needs to be done by the board, and give Habedank the opportunity to have that review done in closed session. Goss asked how he will be notified of the review.

Popp stated he wants the form first.

Job evaluation forms were briefly discussed.

Public Comment

None

Adjournment

Motion by Lawson to adjourn; second by Popp. On voice vote, all those present voted in favor, none opposed. Meeting adjourned at 8:43 p.m.

Respectfully submitted,

Cheryl A. Goss
Whitewater Township Clerk