

**Whitewater Township Board
Minutes of Special Meeting held February 19, 2019**

Call to Order

Supervisor Popp called the meeting to order at 6:00 p.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan.

Roll Call of Board Members

Board Members present: Treasurer Benak, Clerk Goss, Trustee Hubbell, Trustee Lawson, Popp
Board Members absent: None
Others present: Fire Chief Brandon Flynn, Historical Society Chairperson Luann Snider

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 began with Fire Fund revenues. The figure \$191,000 will be used for 402 Property Taxes, zero for 590 Grants, and 699 Transfers to Other Funds will go to zero because the fire truck will be purchased out of the Fire Capital Improvement Fund.

Proposed revenues versus proposed expenditures were discussed. The Contingency account was reduced from \$30,000 to \$15,000.

Popp suggested raising the fire special assessment district levy a tenth of a mill.

Benak reminded the board they previously discussed having to readjust their thinking after the department runs for a couple years. She would like to see belts tightened first before thinking about increasing the millage.

Chief Flynn agreed that a full fiscal year from the time he started should pass before reevaluating.

Discussion turned to the Historical Society budget. A letter was submitted by Snider detailing various things she does in furtherance of preserving the history of Whitewater Township, all of which is uncompensated. A wage is being requested.

Discussion followed.

Snider said she could do 15 to 20 hours per week, here or at home scanning. She also needs a laptop computer. She is asking to continue to be compensated as she is currently for the recording secretary duties, in addition to an hourly wage for other duties.

Snider has at least six years of experience as chair of the Historical Society.

Popp proposed that a new line be added to the Graded Wage Scale for Historical Society.

Benak stated if we are going to start paying for the position, she wants to know what we are paying for. Benak inquired of Snider if she would be willing to do a report once in a while for the board packet so everybody knows what is happening with the Historical Society.

Snider agreed to do that, and described that work is needed on the historical files before they are scanned. She agreed to go to training classes for historical society recordkeeping, and described some research she has done in that regard.

Lawson asked if the township will get a computer and scanner for her to use.

Hubbell agreed that we should budget for a computer.

Discussion followed regarding line items which will need to be added to the Historical Society budget.

It was agreed that this position will be that of an employee, not appointed. A job description will be created. It was agreed that the following line items will be added to the 803 Historical Society department: Medical Professional Services, Professional Services, Dues and Memberships, Software Support, Mileage Reimbursement, Meal/Lodging Expense, Education & Training.

Discussion followed regarding the level of commitment to preserving Whitewater Township history.

Popp recommends the 6-year level wage at \$13.90 and that the 727 Office Supplies and Expense line item be funded at \$1,300 in order to purchase a computer.

The seven new line items will be funded as follows: Medical Professional Services \$150, Professional Services \$500, Dues and Memberships \$100, Software Support \$500, Mileage Reimbursement \$100, Meal/Lodging \$250, Education & Training \$250.

Popp and Snider will create a job description in the coming weeks.

Hubbell thanked Snider for all of her time and effort.

Discussion turned to General Fund revenues. Using the \$195,000,000 figure for taxable value, the 2019 levy of 0.5985 mills is projected to generate \$116,707. All other revenue line items were discussed, with several adjusted.

Expenditure line items were reviewed and adjusted in the Township Board department.

The position of handyman or maintenance man was discussed. Goss read a list of duties she has come up with so far, i.e., diagnose/repair/replace broken/malfunctioning items at all facilities (cemeteries, parks, township hall, emergency services building), interior/exterior maintenance of buildings (painting/repair), emptying trash at cemeteries, raising/lowering flags at facilities, maintaining cleanliness of recycling center, someone to contact and meet with electrical, plumbing or mechanical contractors and show them what needs to be done, get quotes, provide general oversight of contractors through job completion, someone to assist the Parks & Recreation Advisory Committee with projects, possible need for someone to mark grave sites for burials or markers.

The pros and cons of employee versus independent contractor were discussed.

Benak stated she thinks it is a good idea to look into hiring an actual handyman who takes care of our facilities, and went through a list of items which have been discussed and budgeted for over the last three years but which have not been completed.

There was discussion of assigning money to a wage line item in each fund to pay someone to do facility maintenance.

Hubbell and Lawson agreed with hiring someone for this position.

Popp suggested finding someone who would fit into the fire department as well.

Goss stated that was brought up previously and the fire department did not want anything to do with it, and stated she wants the main job of this person to be getting caught up on all of the maintenance that has been let go.

Wage was discussed. Goss stated, from people she has talked to, we will need to pay a minimum of \$21 to \$25 per hour. Also, this person will need their own tools and truck.

Goss suggested we could use 703 Wages to pay this employee, which exists in all of the necessary departments or funds. For township hall maintenance, it would fall under Dept 265 Township Hall and Grounds.

The Supervisor, Elections, Assessor, Attorney, Clerk, Board of Review, and Treasurer budgets were reviewed and adjusted as needed.

It was suggested that the deputy clerk and deputy treasurer starting wage should increase, thereby increasing each annual increment. The deputy treasurer, having been with the township 10 years, has maxed out on the Graded Wage Scale.

Benak stated she would like to increase her deputy to be here at least 1.5 days a week. Also, if we start the electronic transfer of paper records in her office, Benak can use extra wages in her budget to have her deputy work on it.

Popp requested an updated budget document.

The board will pick up at the next budget work session with the Township Hall and Grounds department.

Popp and Hubbell advised they will not be here on Thursday. Benak said she will probably be late.

It was agreed that the 2/21 budget work session will be canceled.

New budget work session dates were chosen as follows: Monday 3/4 at 6 p.m., Thursday 3/7 at 6 p.m., and Monday 3/18 at 6 p.m.

The budget public hearing will take place at the regular meeting on Tuesday 3/26 at 7 p.m.

Board Comments/Discussion (2:40:46)

Goss reported that Kim Mangus called up the zoning administrator before the last meeting and requested that she not sit at the board table during planning commission meetings. Wolf sent out a memo asking for board direction on it. Goss questioned the planning commission chairperson giving direction to the zoning administrator as she is not her boss. Goss stated the board has to make a decision, because if Wolf is not welcome to sit at the table, she still needs a table to sit at. The objection from Mangus seems to be that someone could think the zoning administrator is voting, but someone could also think that of the recording secretary. In Goss's opinion, either Wolf should sit at the table if the recording secretary is at the table, or one of the end tables is moved over slightly to accommodate both the zoning administrator and the recording secretary.

Hubbell stated we hired Wolf to come to these meetings and be involved.

Popp stated he feels just the opposite; it is Mangus's meeting.

Benak stated she is just chairing the meeting; it is not her meeting.

Discussion followed.

Benak stated Wolf comes to the meeting with materials; she is there to respond to their questions; she is there as a tool for them. To ask her to sit out in the audience and balance her stuff is very insulting. She said we are very fortunate to have somebody who is going to be at these meetings to answer their questions and provide the guidance.

Hubbell stated we have always asked zoning administrators if they are willing to commit to at least one meeting a month, because that is what we wanted, and stated he feels strongly the zoning administrator needs to sit in on these meetings. It is good practice; we are all working

together. He said he is a little disappointed in Mangus to say that to her; she could have asked the board about it. And with the name plates which say recording secretary and zoning administrator, who is going to think they are voting? We want her there.

Further discussion ensued.

Goss stated she would like some direction to be given to Mangus.

Benak noted this is board discussion time; we cannot make any decisions.

Discussion followed regarding adding this item to the agenda.

Motion by Goss to add direction to PC chair to tonight's agenda; second by Lawson. There was no further discussion on the motion. **On voice vote, Benak, Goss, Hubbell and Lawson voted yes, Popp opposed. Motion carried.**

Direction to PC Chair (added)

Discussion of the issue followed.

There was consensus that we will pass along that room will be made for the zoning administrator at the meeting table.

Popp stated he will follow it up with an email tomorrow, and will forward the e-mail to Mangus to everybody.

Public Comment

None

Adjournment

Motion by Lawson to adjourn; second by Hubbell. On voice vote, all those present voted in favor, none opposed. Meeting adjourned at 8:52 p.m.

Respectfully submitted,

Cheryl A. Goss
Whitewater Township Clerk