

**Whitewater Township Board
Minutes of Special Meeting held January 13, 2010**

Call to Order

Supervisor Lake called the meeting to order at 7:00 p.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, MI 49690.

Roll Call

Township Board members present: Benak, Boyd, Hockin and Lake.

Township Board members absent: Hubbell

Also attending: 4 others.

Agenda as Written in Special Meeting Notice

1. Budget Works Session-Park & Recreation
2. MTA Report (Fire Chief Payment)

Approval of Agenda

The agenda was approved as posted in the special meeting notice.

Declaration of Conflict of Interest

None.

Public Comment

None.

Budget Work Session

Park Fund

The proposed budget and change in fund balance for Whitewater Township Park was presented and discussed. Suggestions for capital expenditures were noted as follows: swing set for campground, dock, storage shed (s) and pole building. It was the consensus to put off the storage shed(s) and pole building to be considered in future years. It was also suggested that there be a charge for the maps that are provided to campers.

Hockin explained that the plan is to purchase a packaged swing/play set to be constructed by the park staff. Boyd suggests using volunteer labor and materials for the project.

Requests for an additional section for the dock have been received in the past few years; Hockin would like to get a quote for a new dock or an additional section for the current dock which is many years old. A previous quote for an additional section was reviewed by the township board several years ago and determined to be too costly for the old dock. Further information will be brought back to the board prior to the budget being finalized.

Boyd also suggests that contact be made with the Michigan Ice Boat Association regarding their use of the launch and pavilion facility for ice boat races. Boyd also offered suggestions of contacts that could be made. Hockin will attempt to make contact.

Recreation Fund

The proposed budget and fund balance change for the Recreation Fund was presented for review. The recreation budget covers “Hi” Pray Park, Petobego Natural Area, Lossie Road Nature Trail and Battle Creek Natural Area. Capital expenditures were discussed:

Parking lot fencing at Petobego Natural Area

Boundary and Trail Signage at Petobego and Battle Creek Natural Areas

Bleachers at “Hi” Pray Park

Survey of Lossie Road Nature Trail

It was the consensus that trail signage and survey of the Lossie Road Nature Trail should be postponed until a future budget.

Lake suggests an additional pavilion be considered in the future.

Boyd mentioned that the Southeast corner of the parking area at “Hi” Pray Park that was cleared last spring needs to be evaluated in the spring.

Hockin will get estimates for the bleachers at “Hi” Pray Park which may end up being repair and maintenance rather than a capital expenditure, for the parking lot fencing at Petobego Natural Area and for boundary signage. The information will be brought back so the budget can be finalized.

MTA Report (Fire Chief Payment)

Supervisor Lake reported on the opinion from MTA regarding the overpayment of the fire chief.

There was considerable discussion of the Clerk’s accounting methods that are deemed by some to be inadequate.

Boyd suggests that there is a power struggle between the Treasurer and the Clerk and that the Treasurer should be preparing the checks, not the Clerk. Boyd was informed that it is the statutory duty of the Clerk for payroll, accounts payable and to maintain the general ledger.

Benak needs documentation of what is included on the paycheck. Hockin responded that the pay stub uses a work around to accomplish what prior treasurer’s have requested.

Hockin will check to see if Fund Balance can generate a detailed payroll check stub. Benak suggests that there is a work around that can accomplish this.

Hockin also stated that completion of the Offer of Employment as provided in the Personnel Policies Manual would be appropriate. The form was not completed when Stites was hired.

Boyd suggests a new Offer of Employment for Fire Chief Stites.

Benak and Boyd would like the overpayment back to October discussed by the board.

Moved by Boyd, seconded by Benak to have the clerk calculate and prepare the gross pay overpaid and bring it back to the board for discussion at the regular meeting on January 19, 2010.

Motion approved.

Public Comment

Kim Mangus, P O Box 84-Williamsburg

- Suggests a donation jar at the campground for maps.
- Suggest business inserts for the campground brochures.

Hockin stated the local businesses are contacted each year and inserts in the brochures are offered to them at no charge.

Supervisor Lake reminded the board members of the next budget work session on January 26, 2010 at 7:00 p.m.

Adjournment

The meeting was adjourned at 8:58 p.m.

Respectfully submitted,
Carol Hockin, Clerk