

PARK TOWNSHIP
BUDGET MEETING
FEBRUARY 26, 2009

Supervisor Amanda Price called to order the Park Township Budget Meeting held on February 26, 2009 at 6:30 p.m.

Present were Supervisor Amanda Price, Treasurer Jan Steggerda, Clerk Skip Keeter, Trustees Doug Dreyer, Jeffrey Ebihara, Jerry Hunsburger, Michael Toscano, Manager Stuart Visser, and Attorney Scott Sewick.

ART 1.

REVIEW MANAGER RESUMES

Price asked Mr. Baldrige (MML) to address the board regarding the manager search.

Baldrige asked the board for direction and gave information on procedures from this point.

Ebihara stated the interview questions have not been distributed among the board members because they become public information.

Baldrige requested the interview questions be given to the attorney for review.

Ebihara will confer with the committee regarding interview questions, distribute to attorney and auditors, per the recommendation of Mr. Baldrige, and give the questions to the remainder of the board five (5) days prior to the interviews.

Baldrige stated he will give the board a synopsis of the references when they are requested by the board.

MOTION MADE, MOTION SUPPORTED, MOTION CARRIED: A motion was made by Toscano and supported by Keeter to cover travel expenses for manager interviewees up to \$1500 according to IRS guidelines as amended.

Baldrige stated department heads should be present on the day of interviews. The township could provide, as part of the interview, a tour of the community and a packet of information to candidates. He stated after interviews are complete the committee can site visit and perform a credit/background check of the top candidates.

Ebihara asked if the Clerk's office could coordinate efforts and Visser give the township tour, the board agreed.

The board confirmed if a candidate agrees to an interview, their information is no longer confidential.

Baldrige stated the board should refer to candidates by # only. He added candidate #'s 18, 6 and 44 should not be interviewed. Candidate #20 should be added as an alternate.

Steggerda asked about those that did not reach the deadline.

The board agreed to not accept applications beyond what the board has at this time.

Ebihara asked if the board needs to interview all 5 candidates.

The board agreed to not interview #48 and #20 is a finalist.

Ebihara stated all future correspondence will go thru the Clerk's office.

MOTION MADE, MOTION SUPPORTED, MOTION CARRIED: A motion was made by Ebihara and supported by Keeter to interview candidate #'s 58, 20, 53, 37 and 41 on Saturday, March 21 at 10 am.

Hunsburger stated he does know one of the candidates.

Ebihara stated all press goes through Mr. Baldrige and the Clerk's office will address the press regarding logistical issues.

ART 2.

BUDGET REVIEW

Price asked Mr. Visser to review the budget.

Visser stated it is a draft document and explained the highlights of the proposed receipts.

Visser assured the board the larger budget items will be passed by the board prior to purchase.

Steggerda explained the need to change accounting software in the Clerk's and Treasurer's office.

Visser reviewed the additional budget requests for 2009-10.

The board discussed the benefits and concerns of each item.

Ebihara added an additional request for the retirement actuarial. He stated Rick Zweering will be at the March meeting to explain the actuarial study.

The board agreed to approve the following additions to the 2009-10 budget:

- GIS \$4,700
- Pictometry (previously approved) \$8,900
- MACC Broadcasting \$3,500

- BS & A Accounting System \$33,480 (spread over the next two (2) years (2009-10 & 2010-11)
- Imaging request reduced \$60,000,
- community survey (Master Plan) \$12,000 (take the remainder out of the contingency fund if appropriate)
- Strategic Plan \$10,000
- Engineering purposes and flooding issues \$70,000
- Retirement actuarial \$225,000 (set up in a trust no future boards can touch other than for that purpose)

Hunsburger reviewed his agenda item at this time regarding the engineering proposals. The groundwater committee has decided to wait to bring the entire proposal until Phase II of the proposals are submitted on March 10th and present them at the March board meeting.

Visser stated we have a sizable fund balance and we can make a budget adjustment for current year \$250,000 for the actuarial budget adjustments.

ART 3. BUDGET ADJUSTMENTS

Visser explained the adjustments proposed including retirement benefits.

MOTION MADE, MOTION SUPPORTED, MOTION CARRIED: A motion was made by Dreyer and supported by Steggerda to add a Budget Adjustment to the 2008-09 budget of \$250,000 for retirement benefits.

MOTION MADE, MOTION SUPPORTED, MOTION CARRIED: A motion was made by Keeter and supported by Hunsburger to approve the 2008-09 Budget Adjustments.

Adjustments are as follows:

• Auditing	+\$2,200	
• Legal Fees	+\$17,000	
• Streets		-\$190,000
• Drains	+\$21,000	
• Engineering	+\$5,000	
• Street Lights	+\$9,000	
• Net		-\$135,800
Revenues over (under) expenditures		(\$364,200)

ART 4. SALARIES

Visser proposed a 2.5% increase in salaries for cost of living.

Hunsburger stated no cost of living raises should be given for the 2009-10 fiscal year. He also asked the Trustees to consider a volunteer state of service for this year.

Price and Keeter asked to have their salary remain the same through 2009-10.

MOTION MADE; MOTION SUPPORTED; MOTION CARRIED: A motion was made by Toscano and supported by Ebihara to keep the Supervisor's yearly salary at \$13,104.

Steggerda asked to have her salary remain the same through 2009-10.

MOTION MADE; MOTION SUPPORTED; MOTION CARRIED: A motion was made by Ebihara and supported by Keeter to keep the Treasurer's yearly salary at \$64,368.

MOTION MADE; MOTION SUPPORTED; MOTION CARRIED: A motion was made by Keeter and supported by Toscano to keep the Clerk's yearly salary at \$13,104.

Ebihara introduced and the board discussed the idea of a flat monthly fee for Trustees.

MOTION MADE; MOTION SUPPORTED; MOTION CARRIED: A motion was made by Ebihara and supported by Dreyer to eliminate the Trustee's per meeting stipend and have a set yearly salary for Trustee's at \$1,800.

The board stated each Trustee must sign a document agreeing to the change in salary.

Hunsburger stated and the board agreed the staff is dedicated and works hard but due to the economic climate of the state, pay increases at this time are not appropriate.

Ebihara proposed giving merit increases for incentive to the staff.

The board agreed after a new manager is hired the Township should begin establishing a merit/performance based program for distributing pay increases.

MOTION MADE; MOTION SUPPORTED; MOTION CARRIED: A motion was made by Dreyer and supported by Hunsburger to deny cost of living pay increases to Township staff.

ART 5.

COMMUNITY SERVICES AND FUNDING REQUESTS

Price introduced Alisha Hatley Tulip Time Development.

Hatley asked the board for a donation for Tulip Time events in the amount of \$5000.

Visser reviewed the other Community Service requests.

MOTION MADE; MOTION SUPPORTED; MOTION CARRIED: A motion was made by Ebihara and supported by Keeter to approve the community services and funding requests including the adjustments for MACC T.V.

Those services are:

- Evergreen Commons \$7,500
- July 4th Fireworks \$3,069.20
- MACC Watershed \$13,573.17
- MACC Dues \$18,351
- Tulip Time \$5,000
- American Legion Band \$500
- Holland Museum \$3,000
- MACC T.V. \$3,500
- Macatawa Greenway Partnership \$4,000
- Clean Up Days \$26,000
- Leaf Collection \$17,500
- Township Newsletter/Postage \$6,500
- Lakeshore Advantage \$1,000
- Strategic Alliance \$50

ART 6. ENGINEERING PROPOSAL REVIEWS
Discussed by Hunsburger in article 2.

ART 7. PUBLIC COMMENTS
Price opened the public comment period.

Two people spoke at the public comment period.

Price closed the public comment period.

ART 8. RULES OF ORDER
Price introduced the adoption of the rules of order.

MOTION MADE; MOTION SUPPORTED; MOTION CARRIED: A motion was made by Ebihara and supported by Hunsburger to approve the rules of order as presented.

ART 9. WEST MICHIGAN AIRPORT AUTHORITY
A) FIRST AMENDMENT
B) RESOLUTION APPROVING BYLAW AMENDMENT

Hunsburger stated his concerns regarding obligations incurred while the Township is in the Authority if the voters decline a millage renewal.

The board discussed this issue further.

Sewick explained the legal process to the amendment process.

MOTION MADE; MOTION SUPPORTED; MOTION TABLED: A motion was made by Ebihara and supported by Dreyer to table the proposed amendments.

Price voted no.

ART 10. PUD EXTENSIONS
A) BLACK BERRY (2ND EXTENSION)

MOTION MADE; MOTION SUPPORTED; MOTION CARRIED: A motion was made by Toscano and supported by Keeter to deny the extension request for Blackberry PUD.

B) BLUE FLAG IRIS

Visser explained the extension request. He conferred with legal counsel and determined they have started the project and they can request an extension in November and request a multiple year extension (up to 3).

MOTION MADE; MOTION SUPPORTED; MOTION CARRIED: A motion was made by Ebihara and supported by Keeter ask the township manager to clarify the situation to the applicant representing Blue Flag Iris PUD.

ART 11. ADDITIONAL PUBLIC COMMENTS (5 MINUTES PER PERSON)
Price opened public comment period.

No person spoke during the public comment period.

Price closed the public comment period.

Price reviewed items to be placed on the agenda in March from discussions tonight.

ART 12. ADJOURN

MOTION MADE, MOTION SUPPORTED, MOTION CARRIED: A motion was by Steggerda and supported by Keeter to adjourn at 9:54pm.

Daniele Dykens
Recording Secretary