

WESTFIELD TOWNSHIP TRUSTEES

Special Meeting/Fire Levy/Budget/General Business

January 13, 2011

Trustee Oiler opened the meeting at 7:03 pm.

Trustees present: James Likley, Ronald Oiler, and Gary Harris. Also present was Martha Evans, Fiscal Officer, Heather Sturdevant, Carol Rumburg, and John Miller.

FIRE LEVY

The trustees all agreed that it is necessary to place a levy on the May ballot for the purpose of operating and purchase of equipment for the Westfield Fire and Rescue Department. There hasn't been any new levy money since 1997. The township is trying to pay their share of the fire and rescue department expenses with \$78,879 per year that is collected from the present 1.5 mill levy.

Fiscal officer presented the certification from the county auditor of what a 2.5 mill levy would yield at the present property valuations. The amount is \$170,300 per year.

The fiscal officer also gave the trustees the revenue collected from EMS billing this year in the amount of \$27,985. Township share of Gloria Glens contract revenue will be \$4,654.

To arrive at a budget using the 59/41 percent factor is: add tax revenue, EMS billing estimate, and 59% of Gloria Glens contract divided by .59 will equal a budget for the fire department.

A 2 mill levy would yield a budget of \$289,650

2.5 mill levy would yield a budget of \$347,380 which would allow us to put aside funds for capital equipment such as rotation of squads and fire apparatus'.

The chief is looking into a grant for a squad this year, which may cost the village and township about \$25,000 each. A new squad will be about \$130,000.

The fiscal officer presented to the board the total amount spent and/or encumbered for the year 2010 of \$186,015.57. The budget for 2010 was \$208,973. The department came in with \$22,957.43 under budget.

Trustee Likley asked for a figure if we were to take into consideration a full time chief.

Backing out the chief and benefits for the last part of the year and the roof and adding a full year of wages and benefits for the chief would bring expenses to \$216,500. The budget for 2011 is \$215,380.

One can see we are just meeting operations with nothing to set aside for equipment.

This is how this years' budget was calculated:

Tax Revenue	\$ 78,879.00
Estimated EMS collections	\$ 30,000.00
Gloria Glens Revenue \$7,888 @59%	\$ 4,654.00
Carryover from 2010 budget \$22,950 @59%	<u>\$ 13,540.50</u>

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TOTAL \$127,073.50 divided by .59= \$215,380 (round figures)

The trustees and fiscal officer had a very detailed discussion on how to arrive at the 2011 budget.

ESTIMATED CERTIFICATE OF RESOURCES

During our discussion of the budget and what the proposed contract states of how the budget is to be calculated it was agreed that Trustee Likley's concern about how the proposed contract reads using the term "township's certificate of estimated resources" could possibly be misconstrued in the future.

Right now all of us know that the tax revenue, estimated EMS collections, township's share of a contract such as Gloria Glens is to be used when calculating the budget. The village also agreed that was to be fair but if this contract is in place for several years and all of this board, fiscal officer, mayor and council are not any longer in office and someone reads the terms Certificate of Estimated Resources that could mean a budget in excess of what the township may be able to fund. With the above concern and with everyone (trustees and fiscal officer) seeing the potential misunderstanding if it is not written in the contract the following motion was passed:

Trustee Likley made a motion to have #8 in the draft copy of the fire contract between Village of Westfield Center and Westfield Township amended to specify the following factors will be used to calculate the fire department budget: From the Certificate of Estimated Resources the following will be used to calculate the fire department budget: Tax Levy Revenue; Estimated Township EMS billing; Township share of the contractual services (such as Gloria Glens), seconded by Trustee Oiler. This is to bring clarification to the contract for the future. Roll call: Oiler, aye; Harris, aye; Likley, aye.

After a discussion on how it ^{its} best get the amendment to Bill Thorne, it was agreed the best way to get this amendment to Bill Thorne would be to have fiscal officer write the motion and e-mail it to Bill or hand deliver it to him as soon as we can to expedite the contract.

Trustee Likley noted the importance of quarterly reports from the chief is to track expenses to what is spent to date.

The chief is working on getting a grant to fund part of a new squad.

Heather suggested averaging 2009 and 2010 EMS income because we had a large volume of calls this year.

A discussion was held to determine what millage is needed to operate and set aside funds for equipment replacement. The trustees considered many scenarios, factoring in long term planning and that they do not want to go back to the voters for additional millage in a couple of years, the trustees came to a conclusion that 2.5 mills would be adequate to operate the fire department, provide some part-time staffing and to set aside funds for equipment as needed. The part-time staffing would improve response time which is a goal that the trustees and the chief would like to see. The equipment that will need to be replaced and/or purchased is:

- 1) Squad

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- 2) Vehicle for the chief (we are now paying mileage to the chief for using his personal vehicle at about \$200 per month)
- 3) Replace an older fire truck
- 4) Squad
- 5) Replace or remodel fire station

Trustee Likley is not willing to go out on even a no interest loan without the funding in place. The fiscal officer suggested that if the levy passes, renew the levy every five years.

Trustees Oiler, Harris, and Likley agreed that 2.5 mills would be sufficient. Trustee Likley stated: I think we have done and in the process of doing due diligence in the operation of the department, maintaining the services.

Trustee Oiler made a motion to submit a 2.5 mill levy for the operation of the fire and rescue department to the voters May 3, 2011 for the South Central Fire District, seconded by Trustee Harris. Roll call: Harris, aye; Likley, aye; Oiler, aye.

This levy is an additional levy for the unincorporated area of Westfield Township (excluding Villages of Westfield Center and Gloria Glens) which will be known as SOUTH CENTRAL FIRE DISTRICT. The name of the department will still be Westfield Fire & Rescue. South Central Fire District is just the name of the entity that will collect the tax revenue for the township. If this levy passes, the fire district will not be formed until it begins to collect the tax levy revenue, which would be January of the following year.

Martha asked the residents what they thought as they are taxpayers. Carol Rumburg answered: I think you have completely discussed very thoroughly. I would see you have a little on the extra side to provide services and equipment. I am comfortable with the levy. John Miller: I would rather you come to us one time for a fair amount of money and build a little bank for the future than come back year after year. Explain it well what this is all for, if you don't they will say what is this for. Explain it well! It may be well received if the voters know.

Martha explained that there was never a spreadsheet telling us what and how much was spent on the fire department. We would get an invoice from the village and we just paid it. We are just meeting the bare minimum right now and that isn't good enough.

Heather: I think there are couple things going in your favor.

1. Now you know what the department is costing
2. You have a very good department that came together to be fiscally responsible. That is a good sell there. I think everyone is right to go to them once. Example the school. Vote one and be able to stay at that amount for a while. The public is going to have to be made aware in advance that if they vote for this levy we will not collect the old levy of 1.5 mills.

Martha explained:

The township cannot renew with an increase because the law reads:

If the unincorporated area of the township votes on a levy it must be a district

Since Village of Westfield Center said we want to use our income tax money to fund the fire department we do not want to be part of this levy and Gloria Glens stated we have our own fire levy we don't want

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to be part of the levy, we are mandated by law to form a fire district for the township if the township needs to generate more funds for the operation of a fire and rescue department unless we use general fund revenue which will be depleted in 2-3 years if we use general fund for fire department funding,

CEMETERY BOOK

Trustee Likley e-mailed Mr. McCann about a disc. His present format would be PDF and read only. That disc would be a copy of the hard bound book and that is free of charge. As far as any disc that would be writable he did not recommend that. The book itself would be the written record. He was working on making that transition from his present format of that disc to another format so that it could be written to update.

Trustee Likley made a motion that Westfield Township purchases the cemetery information book for \$35 that has been provided by Mr. Mike McCann for the purpose of record keeping as well as history on the Westfield Township cemeteries, seconded by Trustee Harris.

Roll call: Oiler, aye; Harris, aye; Likley, aye.

The grant writer for the solar powered school signs has located a grant and feels very positive about it. The cost for the grant writer is \$937.50. Fiscal officer stated there was a contract that needs to be signed. Trustee Likley asked that Martha take the contract to Bill Thorne for review when she goes tomorrow for the levy language. Trustee Likley asked to find out the dollar amount of the grant and the amount of the two signs. Bill Thorne must provide us with a letter on his letterhead stating that we are a tax exempt entity.

Fiscal officer just received the bill for the Accident and Health policy for the EMT's and fire fighters. It is the same policy that the Village has carried and I just received it today. The amount is \$2,800 for one year. I will make a copy of the whole thing and put in trustees mailbox as it is due Feb. 1, 2011. This is a policy that covers the EMT's and fire fighters in case of an accident on the job.

Fiscal officer gave each trustee the final expenditures to prepare for the permanent appropriations for 2011. Fiscal officer also asked that the trustees allow in the general fund budget an appropriation for cleaning the building. Martha has been doing the cleaning and no longer has the time to do the cleaning with the added responsibility of the fire department. Martha recommended that whoever does the cleaning, do it during regular business hours. Carpet cleaning is done as needed.

Martha has been opening and closing the building during the hall rentals and she no longer has the time to do that job. Someone needs help to with some of these responsibilities besides Martha. Trustee Likley offered that the trustees would take turns in the opening and closing. A schedule would be created and Martha would make sure that the trustee responsible would have the schedule of the rentals. Martha and Lee can be back-ups. We can make it work.

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Trustee Oiler mentioned that Jeff Van Loon and his partner, Gary from the Upper Chippewa Creek Balanced Growth Initiative will be at the January 17, 2011 regular trustees meeting with a 15-20 minute presentation. Trustee Likley asked that it be added to the agenda. Also on the agenda will be the grant and SPCA invoice.

Trustee Likley: Planning Services is offering training sessions again this year and they have imposed a \$10 registration fee. I recommend/suggest as far as reimbursement of that and I think the township should reimburse our board members that attend planning services training as it is part of the requirements and we pay for their time. They make the registration and payment on their own and with verification of attendance. Heather suggested that the zoning board members use the attendance sheet that is provided at every meeting be taken with them to the training and have a person at planning services sign that sheet.

Trustee Likley made a motion that the township will reimburse the \$10 registration fee for training at the planning services with verification of attendance of at least one session, seconded by Trustee Oiler. Roll call: Oiler, aye; Likley, aye; Harris, aye.

Trustee Likley: I sent an e-mail out to Ms. Evans and to our board members that I would like a copy of EXHIBIT A and B for the fire contract. Exhibit B was given to each trustee, Bill Thorne, Bill Hutson a while back. Trustee Oiler stated Exhibit A (fire department inventory) is being prepared by the fire chief. Trustee Likley asked if there was exhibit A when the contract was first established. Martha stated that she had asked the chief for copies and the only one he could locate was 2005. Usually an inventory list was given to us at the beginning of each year.

Trustee Harris gave a suggestion of a cancellation policy. The zoning commission adopted a cancellation policy at their last meeting. Trustee Likley asked Heather to forward the zoning commission's cancellation policy and he will forward that to the web master to post.

Trustee Harris moved to adjourn at 9:49 pm, seconded by Trustee Oiler. Unanimous

Approved February 7, 2011