

Charlevoix Township Board Meeting

Held in the Charlevoix Township Fire Hall

March 13, 2023

7:11pm

**Members Present:** Supervisor Dan Ulrich, Sandra Witherspoon, Theda Williams, Kate Stewart and JB Hoyt. A roll call was taken.

**Agenda:** Approved as Presented . Stewart made the Motion with Witherspoon supporting to approve the agenda as presented.

**Minutes:** The Minutes of the regular meeting held February 13, 2023 were reviewed Hoyt made the Motion, with Witherspoon supporting to approve the minutes with Revisions. All in favor. Motion carried unanimously.

**Treasurer's Report:** Treasurer Williams was present to discuss the accounts as of the end of February, the General Fund was \$ 887,609.30, the Water Fund \$124,042.20, the Fire Department \$274,359.38, the Fire Department Bond \$192,288.94 and Trust and Agency \$4,898.22. The budget was reviewed and discussed. Hoyt made the Motion, with Stewart supporting, to approve the opening of account at 4Front Federal Credit Union. All in favor. Motion carries unanimously. **(M13-23)** Will transition funds slowly to see how all things work out. Discussed the needed line items for vehicle leases. Williams suggested that \$5,000 be moved out of fire department/repairs and maintenance and \$8,000 out of the water fund/supplies for the vehicle lease budgets. Stewart made the Motion, with Witherspoon supporting, to add two new line items. One for Fire and one for Water, with \$5,000 to cover the fire vehicle lease and \$8,000 to cover the water truck lease taken from said categories of supplies and repairs and maintenance, respectfully. All in favor. Motion carries unanimously. **( M-14-23)**

**Water Department:** Dan Riley was present to discuss the Water Department. They had two water complaints. Water production is up. Consumer Confidence Report will be mailed soon. The Cross Connection Report was submitted to EGLE. The State is requiring lead verification on 20% of the unknown water service, which is about 140 residents. The verification list is complete and the residents on the list will be notified soon. Hydrant Flushing should take place the end of April on the Northside and beginning of May for the Southside. Will discuss water rates at a future meeting.

**Fire Department;** Chief Thorp was present to discuss the Fire Department. Had about 10 calls for February. Chief Thorp did a presentation at the Senior Center. Working on the Safer Grant . Also working on the Grand Traverse Bay Band grant based on two percent of their slot machines intake. Have about four guys behind on training and working on getting them up to date. Had another planned burn on a house on Marian Center Road and donations for the burn has been received.

**Zoning:** Zoning Administrator John Ferguson report was reviewed.

**EMS:** Stewart gave an update. There was a Grand Opening for the North Side Station. A fire truck has been moved to the new station.

**OLD BUSINESS:**

**Logo:** Kathie Libert was present to discuss the updates on the proposed logo for the Township. The options were reviewed and discussed. Hoyt made the Motion, with Stewart supporting, to move forward

with the logo located in the middle of page called comp 4 with the font from the top one. All in favor. Motion carries unanimously. ( M-15-23) Libert will set up a variety of different files in one color and four color which will include a letterhead template and online logo.

**Road Repairs and Repaving projects:** Discussed the various road projects needed within the Township. Mercer Road project from Division to Waller Road and Old 31 South project. Discussed the usage of the roads and how to prioritize the projects. Decided that Mercer is the first priority due to the high usage with Old 31 next to be completed. Williams made the Motion, with Stewart supporting, to proceed with road work on Mercer followed by U.S. 31 South as the next project. All in favor. Motion carries unanimously. (M16-23)

## NEW BUSINESS:

**Recreation Department:** Appointment of a new director. The matter is tabled for a future meeting

**Part Time Position:** The need for a part time person for the summer months until the end of leaf season was discussed. Stewart made the Motion, with Hoyt supporting, to approve the addition of a part time position to help with the water department and the recreational department with a pay of up to \$18 per hour. All favor. The Motion carries unanimously. (M-17-23)

**Resolution #23-005 Annexation Petition:** Received Petition from the County of Charlevoix. The County has taken over the old elementary school property. They are moving their offices to the building and, to meet state law, the property has to be in the City. The matter was reviewed and discussed. It was suggested that a stipulation be added that the property would return to the Township. should the County move, be added. The matter will need to be reviewed and discussed further before approving. Witherspoon made the Motion, with Stewart supporting, to table the matter until a procedural remedy is in place and that a reverter clause or an agreement with the City for a reverter is added. All in favor Motion carries unanimously. (M-18-23)

**Website:** Discussed proposed changes to the Township Website Stewart made the Motion, with Williams supporting, to continue the conversation in the coming months once more information has been established. All in favor Motion carries unanimously. (M-19-23)

**Supervisor Update:** Has been communication with Dixon Engineering. They are working on specifications and bidding documents for the painting of the water towers. The south tower is scheduled to begin in the fall. Hoyt added that he spoke with Networks Northwest in Traverse City, a regional planning organization. They would be willing to meet with the Board to discuss what that they have to offer.

**Correspondence:** The project that is underway on Boyne City Road across from Pine Point is currently inactive as EGLE has determined that he has filled wetlands. Letter from Karen Peters was discussed regarding her recommendation to add pickle ball courts.

Hoyt made the Motion, with Stewart supporting to pay the bills. All in Favor. Motion carries unanimously. (M-20-23)

PUBLIC COMMENTS: None

Meeting adjourned at: 8:37pm  
Respectfully submitted,  
Mindy Joy, Recording Secretary