

Charlevoix Township Board Meeting

October 9, 2023

Members Present: Supervisor Dan Ulrich, Kate Stewart, Theda Williams, Sandy Witherspoon and JB Hoyt

Absent: None

Agenda: A request by Williams was made to add the use of Township Facilities to the Agenda. Witherspoon made the Motion, with Hoyt supporting, to approve the Agenda with the addition of the discussion of facilities usage. All in favor. Motion carried unanimously. **(M70-23)**

Minutes: Witherspoon made the Motion, with Stewart supporting, to approve the minutes as presented. All in favor. Motion carried unanimously. **(M71-23)**

Treasurer's Report: As of the end of September the General Fund was at \$666,161.74, the Water Fund was at \$110,049.55, the Fire Department Fund was at \$427,789.17. Trust and Agency was at \$1,933.00 and the Fire Department Bond Reduction Account was at \$191,633.30. The Budget was reviewed and discussed.

Water Department: Dan Riley was present to give an overview of the Water Department. Production is going down. Service lines are completed on the North side except for the Country Club and Pine Point. EGLE will be here tomorrow to do a sanitary survey for the water department. Hydrant flushing will be completed late October or early November. Flow testing will be done on both sides after. The north side generator has not been hooked up yet.

Fire Department: Dan Thorp was present to give an overview of the fire department. 24 calls reported last month. Volunteers put in time helping to look for missing Emmet County man. Dan Thorp, Dan Riley and Greg Seese will be going to out of town in two weeks.

Recreation Department: Todd Klinger's report was reviewed and discussed. Working on leaf collection dates.

Zoning Administrator: Zoning Administrator John Ferguson was present to discuss his report.

EMS: Kate Stewart gave an update on the EMS department. The ambulance staff has been getting requests from schools to teach the kids about first aid. Lost a few EMS staff.

Public Comments: Elizabeth Postmus asked how the bridge closure would affect Charlevoix Township residents.

OLD BUSINESS:

The Annexation of the County Property: This matter will be postponed to a future meeting. Still waiting for the language to be corrected. Hoyt made the Motion, with Stewart supporting, to postpone the matter until it is resolved. All in favor. Motion carries unanimously. **(M72-23)**

Recreation Plan Renewals: The proposals were reviewed and discussed. Beckett and Raeder was suggested as an alternative. Witherspoon made the Motion, with Stewart supporting, to postpone the

discussion until information from Beckett and Raeder was received. Witherspoon, Williams, Stewart and Ulrich voted in favor. Hoyt against. Motion carried. **(M73-23)**

NEW BUSINESS:

New Hiring: Discussed the applicants for the new position in the Water Department. Stewart made the Motion, with Hoyt supporting, to offer Russ McCraney a full-time position at \$23 per hour with a review in six months with a possible increase at that time. All in favor. Motion passed unanimously. **(M74-23)**

Non-Statutory Duty Request: The water billing is a non-statutory duty that Sandy Witherspoon as been doing and has requested \$100 a month compensation to perform that duty. The matter was discussed. Suggested that all statutory/non-statutory duties be reviewed for all employees. Hoyt made the Motion, with Stewart supporting, to Ulrich and Williams to identify their non-statutory duties and have a discussion or work session prior to the next Board Meeting to discuss further to make a more informed decision. Williams, Stewart, Ulrich and Hoyt were in favor. Witherspoon abstained. Motion carries. **(M75-23)**

Township Website: Hoyt discussed a proposed website management process. The matter was reviewed and discussed. Stewart made the Motion, with Hoyt supporting, to adopt the proposed website management policy, as amended. All in favor. Motion carries unanimously. **(M76-23)**

Technology Security Training: Common Angle prepared a training system for Board Members and staff to complete. Hoyt made the Motion to adopt the training on a monthly schedule, to be completed within two weeks with monthly reports to be sent to Dan Ulrich. All in favor. Motion carries unanimously. **(M77-23)**

Charlevoix Community Skatepark: A letter received from the Charlevoix Skatepark requesting support was reviewed and discussed. Hoyt made the Motion, with Williams supporting, to continue support of the Charlevoix Community Skatepark. All in favor. Motion carries unanimously. **(M78-23)**

Township Use: Williams inquired about the possible use of a room for the Community Band, if needed. Hoyt made the Motion, with Williams supporting, to create a policy whereby requests for use of Township facilities are under the purview of the Supervisor and that any indoor use would not include food and that the Supervisor, may establish an appropriate charge if deemed necessary. All in favor. Motion carries unanimously. **(M79-23)**

Update from Township Supervisor: The work on Mercer is almost completed. The garbage issue at the end of Meanderline/PaBaShan was discussed. New toilets will be installed in the Township Hall by the end of the year.

Correspondence: None

Authorization to Pay Bills: Stewart made the Motion, with Williams supporting, to pay the bill as presented. All in favor. Motion Carries unanimously. **(M80-23)**

Public Comments: None

Meeting Adjourned 8:24pm

Respectfully submitted,

Mindy Joy, Recording Secretary