

Charlevoix Township Board
Minutes of Regular Meeting
December 12, 2023

Members Present: Supervisor Dan Ulrich, Theda Williams, Sandra Witherspoon and J.B. Hoyt.

Absent: Kate Stewart

Agenda: Agenda approved as presented.

Minutes: Witherspoon made the Motion with Hoyt supporting, to approve the minutes with changes. All in favor. Motion carries unanimously. **(M87-23)**

Treasurer's Report: Treasurer Williams was present to give an overview of the budget. As of the end of November, the General Fund was \$578,630.68, the Water Department was at \$83,835.34, the Fire Department was \$ 378,215.19, Trust and Agency was \$3,256.02 The Fire Department Bond was at \$191,633.30. The budget was reviewed and discussed. It was requested that the "percentage used" column be included in future reports.

Zoning Administrator: Zoning Administrator John Ferguson was present. His report was reviewed and discussed.

Water Department: Russ McCraney and Dan Riley were present to give an overview of the water department. Less than 50 service line verifications to be completed, which are scheduled to be finished in the spring. The status of the EGLE sanitary survey was discussed. The generator has not yet been installed. Riley will be taking about a week off in the beginning of January for shoulder surgery. Tim will be in charge during Riley's absence. Discussed the proposal to purchase a hydraulic rear blade for the Kubota tractor. It was decided to revisit the proposed purchase once the budget has been reviewed further. The proposal for Wolverine's Engine Driven Generator Maintenance Program was discussed. Hoyt made the Motion, with Williams supporting, to approve the proposal as presented. All in favor. Motion carries unanimously. **(M88-23)**

Fire Department: Chief Dan Thorp was present to discuss the status of the Fire Department. His report was reviewed and discussed. Charlevoix County Fire Chiefs get together yearly to discuss how to spend the \$15,000 in Smoke Funds available for training. Charlevoix Township will be sending 7 new members to school. Thorp requested that the Township pay half of the schooling with the Smoke Fund covering the other half. Ulrich made the Motion, with Witherspoon supporting to approve the request for \$6,000 for fire fighter I and II training. All in favor. Motion carried unanimously **(M89-23)** Fireman Dan Thomas has been cleared to return to work with zero restrictions.

EMS: None

Recreation Department: All winterization of the equipment has been completed.

Public Comment: Anne Marie Conway suggested that for future dealings with DTE a clause that charges be included to ensure timely completion of project.

OLD BUSINESS:

Establishment of Enforcement Officer for Planning Commission: Discussed the need to have codes enforced and the need to have someone able to help with the enforcement.

NEW BUSINESS:

Poverty Exemption Guidelines: Hoyt made the Motion with Williams supporting, to implement the new guidelines as presented. All in favor. Motion carries unanimously. **(M90-23)**

Board of Review: Mitts Lee will be unavailable for the next scheduled Board of Review Meeting. It was suggested that an alternate be appointed. Witherspoon made the Motion, with Williams supporting, to appoint Chuck Center as an Alternate for the Board of Review. **(M91-23)**

Spark Group Proposal: Reviewed and discussed the Spark Group proposal for grant writing services. Witherspoon made the Motion, with Williams supporting, to accept option 3, to include research, grant writing and follow up. All in favor. Motion carries unanimously. **(M92-23)**

Payroll processing: It was discussed how payroll is currently processed. Hoyt made the Motion, with Witherspoon supporting, for the Township to do payroll in house. All in favor. Motion carries unanimously. **(M93-23)**

Employee Handbook/Policies: Hoyt discussed the need for the Township to have an employee handbook. A draft handbook has been created and distributed to the board for their review.

Update from Township Supervisor: Discussed the outcome of the meeting with Bear Creek Township; Discussed conversation with the chief of staff of Senator Damoose's office. Met with representatives of local Townships regarding fire service. Concerns about rates were expressed.

Correspondence: Discussed the City of Charlevoix deer cull. The letter received from FOIA Professional Services requesting information was discussed.

Authorization to pay bills: Williams made the Motion, with Hoyt supporting, to pay the bills as presented. All in favor. Motion carries unanimously. **(M94-23)**

Public Comments: None

Announcements:

Meeting Adjourned at 8:23pm

Respectfully submitted,
Mindy Joy, Recording Secretary.