

Charlevoix Township Board Meeting

January 8, 2024

Regular Meeting Minutes

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

Agenda: Witherspoon made the Motion, with Hoyt supporting, to approve the agenda as presented. All in favor. Motion carries unanimously. **(M-01-24)**

Minutes: The Minutes of the regular meeting held December 12, 2023 were reviewed. Williams made the Motion, with Ulrich supporting to approve the minutes. All in favor. Motion carried unanimously. **(M-02-24)**

Treasurer's Report: Treasurer Williams was present to discuss the accounts as of the end of December, the General Fund: \$444,808.22; Water Fund: \$85,381.87; Fire Department \$359,408.50; Fire Department Bond \$82,975.42; Trust and Agency \$3,799.41.

Water Department: Dan Riley was present to discuss the Water Department. Water production was about same as last year. Lead service lines inspection deadline dates was changed to October, 2024. The generators were serviced in December. Riley did an analysis of unaccounted water and they are under 3% of unaccounted water. Working with Performance Engineering on reliability study. A cross connection control plan ordinance was discussed. Discussed the aviation light on the south tower. Would like to swap light to an LED when the water tower is getting worked on. Discussed creating a policy for emergency call outs.

Fire Department: Ulrich, Thorp and Seese met with the City of Charlevoix to discuss the purchase of a new fire truck. Would like to get truck ordered within the next week or two. The report was reviewed and discussed.

EMS: None.

Recreation Department: No report. Klinger has been working on the field house bathrooms.

Zoning Administrator Report: John Ferguson's report was reviewed and discussed. Discussed the status of the Master Plan.

Public Comments: None

Old Business:

Code Enforcement Officer Job Description: The description was reviewed and discussed. Would like to share job description with John Ferguson and the Planning Commission. Ulrich made the Motion with Williams supporting, will suspend the matter and come back to it next month. All in favor. Motion carries unanimously. **(M03-24)**

Policy Handbook: Policy Handbook: Policy Handbook: The proposed handbook was reviewed and discussed. The matter will be reviewed further and taken care of at the next meeting.

New Business:

Budget: The proposed budget adjustments were reviewed and discussed. Hoyt made the Motion, with Witherspoon supporting, to approve the recommended adjustments. **(M04-24)**

Board of Review: Still in need of a new member. Matter will be suspended until resolved.

Parks and Recreation Committee: Discussed the various possible committee members Kent Knorr; Dean Davenport; Steve Voillemot and Doug Smith; Williams made the Motion with Hoyt supporting to approve the proposed appointees. **(M05-24)**

MSHDA Housing Readiness Grant/City of Charlevoix: Jonathan Scheel, the director of the Planning and Zoning for the City of Charlevoix was present to discuss housing in the area as well as a grant offered by MSHDA. City of Charlevoix and Charlevoix Township would work together for housing in the area. The grant will pay for land use policy, master plan updates; anything that increases housing supply. Requesting a letter of support to include in the Grant Application. John Kurtz spoke on the matter. Witherspoon made the Motion, with Hoyt supporting, made the Motion to provide the letter of support. All in favor. Motion carries unanimously **(M06-24)**

Update from Supervisor: Meeting with grant writing consultants tomorrow; Ulrich is meeting with the Road Commission next week to discuss plans for the year. Meeting with the consultants of the park and recreation committee by the end of the month.

Announcement: None

Correspondence: A FOIA request was made to the Township. Received a letter and a certificate from the State of Michigan that the Township is 100% on appraisal review. Discussed writing a letter/certificate of appreciation to the Boss family and their annual Christmas display.

Authorization to pay bills: Hoyt made the Motion, with Williams supporting, to allow the Clerk to pay the bills; All in favor. Motion carries unanimously. **(M06-24)**

Public Comments: None.

Meeting adjourned at: 8:33pm

Respectfully submitted,

Mindy Joy, Recording Secretary