

Charlevoix Township Board Meeting

February 12, 2024
Regular Meeting Minutes

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

Agenda: Ulrich would like to add appointment of Board of Review Member Carrie Titus and Hoyt would like to add Master Plan timeline. Williams made the Motion with Stewart supporting to approve the agenda with additions. **(M-08-24)**

Minutes: Hoyt made the Motion with Williams supporting to approve the Minutes as presented. All in favor, (with Stewart abstaining). Motion carries unanimously. **(M09-24)**

Treasurer's Report: At the end of January, the General Fund was at \$612,354.64; the Water Fund was at \$99,347.08; Fire Department Fund was at \$384,448.84; Trust and Agency was \$3,779.41. The Fire Department Bond fund was at \$84,326.047. The Budget was reviewed and discussed.

Water Department: Dan Riley was present to discuss the Water Department. He stated that they had a good month with one water complaint. Discussed the status of lead service line verifications as well as the status of the northside generator. Working on completing the reliability study. and the submission of the report. The North side generator is coming along. Discussed the progress made in the GIS mapping.

Fire Department: Chief Dan Thorp was present to discuss the fire department. 18 calls last month, one being a structure fire. Discussed the issues with the narrow driveways.

EMS: Not much to report. Inquired if the Township would allow them to use the Hall for meetings.

Recreation Department: Todd Klinger was present to discuss the recreation department. Bathroom facelift has almost been completed. Working on pesticide/herbicide tests.

Zoning Administrator's Report: John Ferguson's report was reviewed and discussed.

Public Comment: Jon Cooksey was present to discuss the Charlevoix Community Pool Recreational Authority. Discussed concerns about upcoming millage and requesting support of the Pool Millage Renewal Package. Diane Herder, spoke requesting that if both members are not available that a proxy be brought along to that the Township is fully represented. Cheri Hoffman discussed the lighting at Martin Road/Highway. Anne Marie Conway gave her view on the road lights/road signs as well.

OLD BUSINESS:

Job Description/Code Enforcement Officer: Discussed the proposed job description for the code enforcement officer position. Hoyt made the motion to approve the with Williams supporting to approve the job description as presented after review and approval by legal counsel. All in favor. Motion carries unanimously. **(M10-24)**

Employment Policy Handbook: Discussed the proposed employment policy handbook. The matter will continue to be reviewed and discussed at a future meeting.

Master Plan Timing: The timeline for the Master Plan was reviewed and discussed. Williams made the Motion with Stewart supporting to approve the timeline as presented. All in favor. Motion carries unanimously. **(M-11-24)**

NEW BUSINESS:

Cross Connection Ordinance: The proposed ordinance was reviewed and discussed. Stewart made the Motion, with Hoyt supporting, to approve the Cross Connection Ordinance as presented. All in favor. Motion carries unanimously. **(M-12-24)**

Easement Request: Discussed easement request from Peninsula Fiber Network. Williams made the Motion with Hoyt supporting, to approve the request for easement by Peninsula Fiber Network, as amended. All in favor. Motion carries unanimously. **(M-13-24)**

Landscape design services: The proposal for design service/planting plans received from Site Planning was reviewed and discussed. Williams made the Motion with Stewart supporting to approve the proposal. All in favor. Motion carries unanimously **(M-14-24)**

Appointment to LCEMSA Board Discussed Stewart resignation from the EMS Board. Hoyt made the Motion with Williams supporting to appoint Dan Ulrich to the EMS Board. All in favor. Motion carries unanimously. (with Dan Ulrich abstaining) **(M-15-24)**

Board of Review: Discussed the need to have a new member on the Board of Review Ulrich made the Motion, with Stewart supporting, to appoint Carrie Titus to the open position on the Board of Review. All in favor. Motion carries unanimously. **(M-16-24)**

Uniforms: Reviewed and discussed the proposals for uniforms. Hoyt made the Motion with Williams supporting to approve proposal C, with a review in one year. All in favor. Motion carries unanimously. **(M-17-24)**

Status of Assessor: Matter will be suspended to a future meeting.

Lighting at 31/Martin Road: Discussed installation of light. Ulrich made the Motion, with Stewart supporting, to approve the installation of a light at U.S. 31/Martin Road. All in favor. Motion carries unanimously. **(M18-24)**

Township Flag: Discussed creating a Township flag Hoyt made the Motion, with Stewart supporting, to order the 3x5 flag. All in favor. Motion carries unanimously. **(M-19-24)**

Payroll processing: Reviewed and discussed correspondence from Marlene Golovich. Stewart made the Motion, with Hoyt supporting, to approve the pay raise to \$30 per hour for payroll. Motion carries unanimously. **(M-20-24)**

Update from Township Supervisor: None

Correspondence: Letter from Nancy LaCroix expressing concerns on Township spending and taxation; Letter received from Marion Township regarding their Master Plan.

Authorization to pay bills: Williams made the Motion, with Stewart supporting, to allow the Clerk to pay the bills. All in favor. Motion carries unanimously. **(M-21-24)**

Public Comment: None

Meeting adjourned at 9:10pm
Respectfully submitted,
Mindy Joy, Recording Secretary