

## Charlevoix Township Board Meeting

April 8, 2024

Regular Meeting Minutes

**Members Present:** Supervisor Dan Ulrich, Theda Williams, Sandra Witherspoon and J.B. Hoyt were present. A roll call vote was taken.

**Absent:** Kate Stewart

**Agenda:** It was proposed to add the Chamber of Commerce update as well as adding discussion about the reservation policy for township facilities. Ulrich made the Motion, with Witherspoon supporting, to approve the Motion with additions. All in favor. Motion carries unanimously. **(M27-24)**

**Minutes:** Witherspoon made the Motion, with Williams supporting, to approve the minutes as rep All in favor, with Hoyt abstaining. Motion carries. **(M28-24)**

**Treasurer's Report:** As of the end of March, the General Funds was \$811,742.12, the Water Fund was at \$118,282.14 The Fire Department was at \$351,327.63, Trust and Agency was at \$5,704.41 and the Fire Department Bond was at \$237,802.99. The Budget was reviewed and discussed.

**Water Department:** Dan Riley was present to discuss the water department. North side generator has not yet been hooked up. Discussed the status of the Lead service line verification. Discussed the status of the south tower painting project. Hydrant flushing is underway. The new uniforms as working out well.

**Fire Department:** Dan Thorp was present to discuss the Fire Department. His report was reviewed and discussed. Discussed updating their Jaws.

**EMS:** Not much to report. They had 442 calls and 68 were related to Charlevoix Township. A contract is being negotiated with Petoskey regarding billing services.

**Recreation Department:** Todd Klinger was present to discuss the status of the Recreation Department. Getting started to getting equipment out and grounds ready.

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

**Public Comments:** None

**NEW BUSINESS:**

**Charlevoix Chamber:** Sara VanHorn was present to give an update on the Charlevoix Chamber of Commerce. Hoyt made the Motion with Williams supporting to become

members of the Charlevoix Chamber of Commerce, all in favor. Motion carries unanimously. **(M29-24)**

**Charlevoix Public Library Report:** Ryan Deery was present to discuss the status of the library.

#### OLD BUSINESS:

**Employee Handbook:** The handbook was reviewed and discussed. Williams made the Motion, with Ulrich supporting, to adopt the Employment Policy Handbook as presented. All in favor. Motion carries unanimously. **(M-30-24)**

**Assessor Status:** Marlene Golovich was present aid in the discussion regarding whether the assessor should be considered an independent contractor or an employee. The matter will be reviewed further after consultation with legal counsel.

#### NEW BUSINESS:

**Library Board:** Hoyt made the Motion, with Witherspoon supporting, to appoint Patrick Malewitz to the library board. All in favor. Motion carries unanimously. **(M31-24)**

**Recreation Authority:** Discussed the Recreation Authority. Williams made the Motion, with Hoyt supporting, to appoint Todd Klinger to the Recreation Authority. All in favor. Motion carried unanimously. **(M32-24)**

**Charlevoix Youth Soccer Grant:** The youth soccer would like to obtain new goals. Hoyt made the Motion, with Williams supporting, to approve the Youth Soccer Board to apply for grants through the Township. All in favor. Motion carries unanimously. **(M33-34)**

**Township Facilities:** Reviewed and discussed the proposed Charlevoix Township Facility Reservation Policy. Williams made the Motion, with Witherspoon supporting, to approve the Policy, as amended. All in favor. Motion carries unanimously. **(M34-34)**

**Trash Clean Up:** Discussed the spring trash clean up. Scheduled for a May 6<sup>th</sup> start date.

**Brush and Branch Chipping Agreement:** Hired Drost Tree Service for brush and branch chipping. Should begin Tuesday, May 27.

**Supervisor Update:** Still working on grant through specialist for the fire truck. Will be submitting grant request to the Charlevoix Community Foundation for walk. The Park and Recreation Committee still working on the Parks and Recreation Plan. Discussed streetlight on Martin as well as capital budget process.

**Correspondence:** Received correspondence from Marion Township regarding their Master Plan. Also discussed letter received from Norwood Township resident regarding local roads. Discussed statement from St. James Township resident regarding roads.

**Authorization to pay the bills:** Williams made the Motion, with Hoyt supporting, to allow the Clerk to pay the bills. **(M35-24)** All in favor. Motion carries unanimously.

**Public Comments:** Anne Marie Conway discussed what is happening in the County.

Meeting adjourned: 8:36pm

Respectfully submitted,

Mindy Joy, Recording Secretary.