

Charlevoix Township Board Meeting

December 8, 2025

7:00pm

Approved January 12, 2025

The Charlevoix Township Board Meeting was called to order by Supervisor Ulrich with Board Members Williams, Jarema and Hoyt present. Stewart was absent.

Agenda: Possible additions to the agenda were discussed. Williams made the Motion, with Jarema supporting, to include a discussion about the addition of a line item to the budget for cost recovery fees; discussion about federal lobbying; and a letter from employee Derek Burnett to the Agenda. All in favor. Motion carried. **(M108-25)**

Minutes: Hoyt made the Motion, with Jarema supporting, to approve the minutes of the November 10, 2025 Board Meeting, with correction. All in favor. Motion carried. **(M109-25)** Williams made the Motion. with Ulrich supporting. to approve the minutes of the November 24 Special Board Meeting, with correction. All in Favor. Motion carried. **(M110-25)**

Treasurer's Report: Williams was present to give an update on the accounts. As of the end of November, the General Fund was at \$53,085.38; the Water Fund was at \$67,802.25; the Fire Department was at \$491,795.77; Trust and Agency \$3,554.22; and the Fire Station Millage Fund was at \$267,103.63; The Budget was discussed. Williams made the Motion, with Hoyt supporting, to approve the discussed changes to the budget. A roll call vote was taken and all present were in favor. Motion carried. **(M111-25)**

Water Department: Collins was present to give an overview of the Water Department. Discussed how the leaf pick up went. The Southside generator is 100 percent working. The Pabashan generator transfer switch will need to be replaced. The Southside Water Tower fire repair was completed. Insurance is expected to reimburse this expense. Working on winter preparation. The status of the feasibility study was discussed; expected in February. Vern should be back to work mid-January.

Fire Department: Thorp was present to give an overview of the Fire Department. There were 20 calls last month. Discussed the job description and the posting of the open position. Discussed status of insurance recovery letters.

Recreation Department: Klinger was present to give an overview of the Recreation Department. Working on equipment maintenance. Scheduling baseball tournaments for next year. He has been assisting the Water Department when needed.

EMS: Ulrich was present to give an update of LCEMS. His report was reviewed and discussed.

Zoning Administrator: John Ferguson's report was reviewed and discussed. Hoyt gave an update of the Planning Commission

Public Comment: None

OLD BUSINESS

Northern Lakes Economic Alliance Annual Investment Renewal: The matter was discussed. Jessica Lovay was present to answer questions. Williams made the Motion, with Jarema supporting, to pay for one year of NLEA. A roll call vote was taken and all present were in favor. Motion carried. **(M112-25)**

Review and approval of Charlevoix Township Hiring Policy: The matter was reviewed and discussed. Hoyt made the Motion, with Ulrich supporting, to approve the Hiring Policy with changes. All in favor. Motion carried. **(M113-25)**

NEW BUSINESS

Employee Complaint letter: Derek Burnett was present to discuss issues. The matter was discussed.

Updates to Employment Policy Handbook :

Sec. 3.A – Health Insurance Plan. Discussed Health Savings Accounts. The matter was discussed. Hoyt made the Motion, with Williams supporting, to approve tabling the matter until further information is available. All in favor. Motion carried. **(M-114-25)**

Sec. 3.1 – Holidays. Reviewed and discussed Holiday pay for part time employees. Williams made the Motion, with Jarema supporting, to approve the changes to the Employee Handbook as discussed. All in favor. Motion carried. **(M115-25)**

Draft Intergovernmental Agreement for Shared Fire Truck: Reviewed and discussed the Intergovernmental Agreement for Shared Fire Truck. Discussed the need to have the Agreement reviewed by the Township attorney.

Witherspoon Family Request for use of Township Hall: Witherspoon family has requested use of the Township Hall for a family event. Ulrich made the Motion, with Hoyt supporting, to approve the request of the Witherspoon family. All in favor. Motion Carried. **(M -116-25)**

Line Item Addition: Would like to add a line item to the Budget for cost recovery fees. Williams made the Motion, with Jarema supporting, to add the line item to the Fire Department budget. All in favor. Motion carried. **(M117-25)**

Federal Lobbying: Hoyt discussed writing a letter to Representative Bergman conveying opposition to legislation that preempts local rights for placement of broadband facilities. .

Update from Township Supervisor. Discussed meeting with the City regarding Boulder Park residents' concerns with tourists.

Correspondence: Discussed letter received insurance company indicating that they will pay for damages incurred to the Water Tower; Received letter from the Charlevoix Skatepark

Authorization to pay bills: Williams made the Motion, with Jarema supporting, to approve payment of the bills. All in favor. Motion carried. **(M-118-25)**

Public Comments: None

Adjourned at 8:37pm
Respectfully Submitted,
Mindy Joy, Recording Secretary