

**TUSCARORA TOWNSHIP BOARD**  
**January 18, 2024 Time: 7:00 pm**  
**3546 S. Straits Hwy. Indian River, MI 49749**  
**SPECIAL MEETING MINUTES**

**AGENDA:**

1. Call to order
2. Roll Call
3. Budget Workshop
4. Policy Workshop changes / additions
5. Real Estate – Commerce Park Sales
6. Bills
7. Public Comments (3 minutes)
8. Board Comments
9. Adjournment

**MINUTES:**

**Item 1. Call to order:** Supervisor Kramer called the meeting to order at 7:01 pm.

**Item 2. Roll Call:** Clerk Reidsma, Treasurer Dillaha, Trustee Vance, Supervisor Kramer, Trustee Pearson - All Present – Quorum - Yes  
Staff Present – Dep Supervisor Odenwald, Administrative Asst Chris Green, Office Asst Karen Decker

**Item 3. Budget Workshop**

**Information:** Supervisor Kramer stated that the purpose of the workshop is a semiannual budget review. He reported that the township spent 41% of the general fund operational budget, excluding capital projects, versus approximately 55% of the fiscal year completed. He also noted that this a significant accomplishment since the initial general fund budget was the first balanced budget in decades.

Supervisor Kramer congratulated the Clerk, Treasurer, the Board and staff for their outstanding fiscal accomplishments. Supervisor Kramer explained the long-standing policy of spending funds on needed capital improvements using general fund revenues that exceed 50% of annual expenditures. He said that amounts to approximately \$400K available based on that policy.

Supervisor Kramer also reported that projected revenues could be over \$565K more than anticipated due to township property sales, lumber sales, grants and reimbursements.

Questions were asked and answered regarding the need for budget adjustments by reviewing each account that may need help. Capital Improvement Projects were reviewed (budget updates required). Accounting changes will be required to address specific funds be committed / assigned within the Parks

and Airport (policy to be determined). Brining roads expenses vs budget were underspent contributing funds to be used for purchase of additional Gravel for gravel road maintenance. Office staff (Deputies, Administrative assistant, Elections assistance, and Office assistant categories) will require adjustments to address increasing administrative workload and increasing Township hours to service residents. Accounts that are no longer used will be removed from the budget and accounts that can be combined will be evaluated. Supervisor Kramer will check with the auditor to see if budget adjustments are also required for revenues.

#### **Item 4. Policy Workshop changes / additions**

**Information:** Questions asked and answered regarding township policy changes were reviewed prior to a vote at the February Board Meeting. Changes fell into categories of Attorney recommendations, Planning Commission dissolution, and a new chapter 9 for the Airport. Additionally, the airport policy recommendations would require a fee structure for visiting aircraft (tie-down fees) and requisite changes in 9.8 tie down policy.

#### **Item 5. Real Estate Commerce Park – Sales**

**Motion:** Move to approve the Clerk and Supervisor to sign closing documents for the sale of Parcel 15 and Parcel 16 in Commerce Park.

Moved by Kramer, seconded by Pearson. Motion passed 5-0 voice vote.

**Discussion:** The properties sales should generate approximately \$45k cash after all costs.

#### **Item 6. Bills**

**Motion:** Move to approve a Check Request from Supervisor for \$25,000.00 as a Deposit for Maintenance Gravel, Stone, & supplies for Spring Road maintenance by County Road Commission.

Moved by Vance, seconded by Pearson. Motion passed 5-0 voice vote.

**Discussion:** Roads, Streets, and Bridges Cost center has sufficient funds and Road commission requires the Township to pay for materials, which must be ordered in advance, for the application by the Road commission.

**Motion:** Move to transfer \$460 from the General Fund Balance to the Enterprise Fund to pay Attorney's fees (CMDA) for Sewer Project Phase 1, which will be reimbursed with Sewer Grants and/ or Bonds at a future date.

Moved by Reidsma, seconded by Vance. Motion passed 5-0 voice vote.

**Discussion:** Attorney reviews of Sewer related documents.

**Motion:** Move to pay the bills on Invoice Register for a total of \$15,164.50 total (1-19-24 check date) with break-down as follows: General: \$5863.42, Police: \$668.24, Sewer: \$8107.14, and Library Board approval for \$525.70.

Moved by Kramer, seconded by Reidsma. Motion passed 5-0 voice vote.

#### **Item 7. Public Comments (opened: 8:40 pm & closed: 8:40pm)**

None

**Item 8. Board Comments:**

None

**Item 9. Meeting adjourned:** 8:41 pm.

Respectfully submitted, Jay Reidsma, Township Clerk