

**TUSCARORA TOWNSHIP**  
**3546 S STRAITS HWY, INDIAN RIVER, MI 49749**  
**FEBRUARY 6, 2024 at 7:00 pm**  
**REGULAR BOARD MEETING MINUTES**

**ITEM 1: CALL TO ORDER**

The meeting was called to order by Supervisor Kramer at 7:00 pm.

**ITEM 2:** Army Veteran Jim Purtill led the gathering in reciting the Pledge of Allegiance.

**ITEM 3: ROLL CALL**

Present – Supervisor Kramer, Clerk Reidsma, Trustee Vance, Treasurer Dillaha, Trustee Pearson

Staff Present: Ron Odenwald, Penny Passino, Chris Green

All present. Quorum present – yes

**ITEM 4: BOARD MEMBER CONFLICT OF INTEREST STATEMENT**

No conflict of interest offered.

**ITEM 5: PUBLIC HEARING ON NABANOIS TRAIL**

Public comment began at 7:01 pm. Comments end 7:04 pm.

B. Webber – Commented on enough signatures to complete the entire road

G. Rose – Sewer impact on paving / repaving Nabanois

D. Beebe – End of Road – how will it play out for future paving.

**ITEM 6: APPROVAL OF MEETING AGENDA**

**MOTION:** Approve the Meeting Agenda

Moved by Pearson, seconded by Vance.

MOTION CARRIED by unanimous voice vote.

**ITEM 7: PUBLIC COMMENT ON AGENDA ITEMS**

The floor was open for public comment at 7:04 pm. Closed at 7:04 pm.

No Public comments

**ITEM 8: APPROVAL OF CONSENT AGENDA**

Consent agenda items include – Bills Report, Treasurer Report, Minutes, Reports by: Police, Parks, Road Commission motion.

**MOTION:** Move to approve the consent agenda.

Moved by Pearson, seconded by Dillaha

MOTION CARRIED by unanimous voice vote.

**ITEM 9: OLD BUSINESS**

**ITEM 9a: Nabanois Trail Resolutions**

**MOTION:** Move to approve Nabanois Trail Resolution #2, which was read aloud by Supervisor Kramer.

Moved by Vance, seconded by Reidsma.

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MOTION CARRIED by 4-1 roll call vote. Ayes: Kramer, Reidsma, Vance, Dillaha. Nay: Pearson

Discussion: Resolution #2 enables the legal creation of a special assessment roll of properties associated with Nabanois Trail paving from Onaway Rd to Eastern part of Boat Launch, including the estimated total cost of \$60,000.00 and an estimated \$31,500 to be spread within the special assessment district. The district is all lots and parcels of land described in Exhibit B. The Roll will set forth all names of property owners and the total amount to be assessed against each. An estimated \$800/ front lot owners and estimate of \$390/back lot owners would be assigned to each in winter taxes if /when construction is approved and is completed.

**MOTION:** Move to approve Nabanois Trail Resolution #3, which was read aloud by Supervisor Kramer. Moved by Vance, seconded by Dillaha.

MOTION CARRIED by 5-0 roll call vote. Ayes: Kramer, Reidsma, Vance, Dillaha, Pearson

Discussion: Resolution #3 requires the Board to proceed with next steps (public hearing date, assessment roll filed with the Clerk for public inspection, and to cause notice of such hearing in publications). The Board has set the date to be March 5<sup>th</sup>, 2024 at 7:00 pm, at the Township Hall. The purpose is to review the special assessment roll and hear any objections.

**ITEM 9b: SEWER ISSUES: ENGINEER REPORT / BIDDING / RATES / ORDINANCE INFORMATION:**

**MOTION:** Move to authorize Performance Engineering to pursue bids for Tuscarora Township for waste water sewer plant expansion, digging project (gravity fed), and digging project (low pressure pumps) contracts (3), which are subject to EGLE, USDA, and EPA approvals.

Moved by Kramer, seconded by Vance.

MOTION CARRIED by unanimous voice vote.

Discussion: Aaron Nordman represented Performance Engineering to address questions from the Board. He summarized the information included in the Board Packet as such once the Board approves bidding:

1—Three specific contracts will be out for Bid --- Waste Water Treatment Plant Expansion (22-6036) at estimated \$2,411,000 cost, Sewer Extension phase 1 (Gravity -22-5797-A) at estimated \$2,822,000 cost, and Sewer Extension Phase 1 (Low pressure system 22-5797-B) at an estimated \$1,953,000 cost.

2—Bidding documents will be available immediately until Friday, March 8, 2024 at 10:30am, at which time, they will publicly opened and read. Advertising will simultaneously be conducted for 30 days.

3—A special Board meeting the following week will be held (March 12<sup>th</sup> – 15<sup>th</sup> a date will be scheduled) to have Performance Engineering make a recommendation for Board Approval.

**MOTION:** Move to increase the O&M sewer rates for existing Sewers (less State Park) by 6% beginning first quarter of 2024 with the March 31<sup>st</sup> billing cycle.

Moved by Kramer, seconded by Dillaha.

MOTION CARRIED by unanimous voice vote.

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Discussion: The sewers O & M budget has been subsidized for many years. Rate increases are therefore required until additional properties are sharing O&M with the sewer expansion can share the costs and as such, expect increases to be reduced or less frequent.

**MOTION:** Move to increase the O&M sewer rates for State Park Sewers by 3.4% beginning first quarter of 2024 with the March 31<sup>st</sup> billing cycle.

Moved by Kramer, seconded by Vance.

MOTION CARRIED by unanimous voice vote.

Discussion: The State contract limits their increase until a future stated year.

**MOTION:** Move to amend the code of ordinances for Tuscarora township to extend the date sewer bills are due and payable before interest or late fees are assessed from 15 days to 30 days.

Moved by Vance, seconded by Dillaha.

MOTION CARRIED by 5-0 voice vote.

Discussion: Only one change would occur in the Code of Ordinances for “sanitary sewer use” billing and collection. “Bills shall be due and payable without interest or late fee at such time after billing as is stated on the bill, provided not less than 15 30 days shall be given for such payment after the billing date.”

**ITEM 9c: POLICY BOOK UPDATES**

**MOTION:** Move to update policy book chapters 2, 4, 9 per special meeting workshop recommendations held on January 18, 2024.

Moved by Pearson, seconded by Vance.

MOTION CARRIED by unanimous voice vote.

**ITEM 9d: AIRPORT FEES**

**MOTION:** Move to charge Airport daily Tie-Down fees of \$10/day per Township Policy in Chapter 9 (Airport).

Moved by Kramer, seconded by Dillaha.

MOTION CARRIED by unanimous voice vote.

**Discussion:** The same honor system used to pay Boat Fees will be used to pay daily Tie-down fees as well as the same collection process.

**ITEM 9e CIP - PARKS TRUCK**

**MOTION:** Move to approve the purchase of a truck (specified in discussion) for Parks, as a Capital Improvement Project, contingent upon the Parks Commission agreement for funding using the “Assigned” general fund balance for Parks (101-000-386.00) of \$66,664.50 with any overage to be covered by their operations budget.

Moved by Dillaha, seconded by Pearson.

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MOTION CARRIED by unanimous voice vote.

Discussion: The Truck is a 2024 Chevrolet Silverado 3500 w/ Crew Cab 4wd dump body w/146 WB 60 CA work truck for a bid amount of \$63,581.00. Chief Temple was able to assist using a state contract for public vehicles purchase. The new vehicle will be less expensive than a comparable used vehicle, but will require upfitting for a snowplow. No Parks member present (despite invitations) to address Parks request by Parks Treasurer Rotter to replace the current vehicle.

**ITEM 10: NEW BUSINESS**

**ITEM 10a: REAL ESTATE OFFER**

**MOTION:** Move to sell Parcel 'A' (as listed by Berkshire Hathaway of Indian River) for the sum of \$2000.00 cash offer by Living Waters Global Methodist Church (the GLOW).

Moved by Dillaha, seconded by Kramer.

MOTION CARRIED by unanimous voice vote.

Discussion: The offer is based upon the existing survey on record with an Additional Condition (item 19) that sale is contingent on the township providing a 30 ft wide easement for egress and ingress and utilities starting at Martha Street and running along the West side of the State of Michigan Trail System up to the North Property line of what is known as the Glow property. The easement is currently shown on the Certificate of Survey included in the listing.

**ITEM 10b: HIRING REQUEST**

**MOTION:** Move to approve request to hire additional part-time office assistance at 20-30 hours /week at \$17.00-20.00 per hour depending on credentials (skills /experience) with Chris Green (Office Admin) and Clerk Reidsma acting as selecting officials.

Moved by Reidsma, seconded by Dillaha.

MOTION CARRIED by unanimous voice vote.

Discussion: Workload continues to increase with Sewers, Grants, Elections, and many other initiatives created by Board Actions. Additionally, we need to be open 5 days a week (8 hours /day) for community services.

**ITEM 10c: DNR GRANT**

**MOTION:** Move to approve NLEA (Northern Lakes Economic Alliance) to prepare the DNR (25%/75%) grant application on behalf of the Township for New DeVoe Beach Bathrooms (required with new sewer system) at a cost of \$150k (\$37,500 TT share/ \$112,500 DNR share if granted).

Moved by Kramer, seconded by Pearson.

MOTION CARRIED by unanimous voice.

Discussion: NLEA will charge the Township \$95/hr (not to exceed \$5k total) to prepare the application. If Grant becomes unnecessary, it can be cancelled. There is an April 1<sup>st</sup> deadline for the grant's availability through the DNR.

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**ITEM 10d: DELEGATION OF AUTHORITY**

**MOTION:** Move to authorize Clerk to “Assign” Parks related receivables to the “Assigned” general fund for Parks (101-000-386.00) to be used for the “improvement of the places of recreation” (equipment, tools, facilities).

Moved by Kramer, seconded by Pearson.

MOTION CARRIED by unanimous voice vote.

Discussion: The following MCL is the basis of this agreement. MCL 41.422 (5) “A charge for admission to the place of recreation may be made by the board of commissioners (Park’s), but the charge shall not exceed the charge for admission to state parks of this state. Funds received from such admissions shall be used for the improvement of the places of recreation.” These Funds must be received through BSA Miscellaneous Receivables Township accounting software to properly account for the fund transactions, history, and electronic paper trail.

**ITEM 10e: BUDGET ADJUSTMENTS**

**MOTION:** Move to remove Eagles Nest special assessment fund account GL 860-000-085.00 with a balance of \$70,611.75 from the account (zero the account).

Moved by Reidsma, seconded by Dillaha.

MOTION CARRIED by unanimous voice vote.

Discussion: The special assessment has timed out (3 years) and no longer produces any revenue and research shows no evidence of additional payments due or cash available from this account.

**MOTION:** Move to approve the budget adjustments discussed in the workshop and summarized in the Board Packet.

Moved by Kramer, seconded by Dillaha.

MOTION CARRIED by unanimous voice vote.

Discussion: Supervisor congratulated Board and staff on revenue increases and expenditure decreases (less capital expenditures) during the semi-annual period.

**ITEM 10: PUBLIC COMMENT**

Public comment began at 8:17 pm. Comments ended 8:26 pm.

H. Miller – Fire department letter in correspondence and Parking Lot lighting

J. McGinnis – Agenda item resolution had changed since board packet

G. Friske – Chippewa Beach has cracking shown – do we have warranty?

R. Grande – Correcting the record on past public comments

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**ITEM 11: BOARD COMMENTS**

Five board members commented.

**ITEM 12: MOTION TO ADJOURN**

Meeting adjourned at 8:43 pm.

Respectfully submitted by Jay Reidsma, Tuscarora Township Clerk