

**TUSCARORA TOWNSHIP**  
**3546 S STRAITS HWY, INDIAN RIVER, MI 49749**  
**MAY 23, 2024 at 7:00 pm**  
**BUDGET WORKSHOP and SPECIAL MEETING MINUTES**

**ITEM 1: CALL TO ORDER**

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

**ITEM 2: ROLL CALL**

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

Staff Present: G Temple, D Schofield, R. Odenwald, C. Green,

Quorum present – All present

**AGENDA CHANGE Request**

**MOTION:** Moved to add Pay Setting to the agenda as Item 8E.

Moved by Kramer, seconded by Vance.

MOTION CARRIED by unanimous voice vote.

**ITEM 3: BOARD MEMBER CONFLICT OF INTEREST STATEMENT**

No Board Member conflicts reported

**ITEM 4: AIRPORT AND PARKS TRUCK INSURANCE**

**MOTION:** Moved to change Airport Liability Insurance from STARR (Adam Gondolphi) to Acrisure (Victoria Neuville) for \$1325 / year (assuming comparable coverage).

Moved by Reidsma, seconded by Dillaha.

MOTION CARRIED by unanimous voice vote.

Discussion: M. Machowicz, airport manager, made the contact and arrangements for the Insurance Quote, which is less than the \$2039 paid for 2023/24 fiscal year.

**INFORMATION:** The New Park's Truck was insured for \$63,851 effective immediately and continues for the 2024/25 fiscal year.

**ITEM 5: BUILDING AGREEMENT**

**MOTION:** Moved to approve the joint Tuscarora Township Offices, Tuscarora Township Police department, and Indian River Area Library Municipal Building Maintenance Agreement as written.

Moved by Pearson, seconded by Dillaha.

MOTION CARRIED by unanimous voice vote.

Discussion: Agreement had been previously approved by the Library Board and establishes cost sharing between these departments for the Exterior, Interior, Shared spaces, Insurance, Maintenance Contracts, Shared Projects, Bidding, and Payments.

**ITEM 6: NABANOIS TRAIL AGREEMENT**

**MOTION:** Moved to amend Resolution #6 to correct the Roll Amount of \$42,374 in paragraph three to be \$38,500.

Moved by Kramer, seconded by Dillaha.

MOTION CARRIED by unanimous voice vote.

Discussion: The Resolution #6 passed on 5-14-24 had an error for the amount. This motion corrects the error. As previously discussed, this Resolution established the Special Assessment Roll amount for the Nabanois Trail paving, which had a total construction cost estimate of \$76,608 plus Attorney fees (\$4000.). Commitments from Road Commission (\$25,000), Township (\$17,108), and the Roll (\$38,500) will cover the Total Cost of \$80,608.

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**ITEM 7: MDG INDIAN RIVER LLC SEWER AGREEMENT**

**MOTION:** Moved to approve Tuscarora Township Resolution #7 for MDG Indian River, LLC for their privately owned, public sanitary sewer collection system to serve a private condominium association. Moved by Reidsma, seconded by Vance.

MOTION CARRIED by unanimous voice vote.

Discussion: The privately owned system will connect to the publicly owned Tuscarora sewer system (mainline) in Tuscarora Commerce Park, but the Township refuses to assume responsibility for the effective operation and maintenance of the private system.

**ITEM 8: BUDGET WORKSHOP**

**Item 8a: General Fund**

**MOTION:** Moved to approve the Township Budget (Fund 100) at \$852,613 revenue and \$852,511 expenditures for 2024/25 fiscal year.

Moved by Kramer, seconded by Dillaha.

MOTION CARRIED by unanimous voice vote.

Discussion: All departments within the 101 Fund were reviewed and adjusted based upon board member discussion. Budget to be reviewed again at the Public budget hearing scheduled for June 4<sup>th</sup>.

**Item 8b: Police Fund**

**MOTION:** Moved to approve the Police Budget (Fund 207) at \$1,396,747 Revenue and \$1,401,747 expenditures for the 2024/25 fiscal year.

Moved by Kramer, seconded by Reidsma.

MOTION CARRIED by unanimous voice vote.

**MOTION:** Moved to approve the use of \$200k from the Police Fund Balance (207) for a special payment to MERs Pensions (account 917) to reduce the underfunded liability within MERs.

Moved by Kramer, seconded by Reidsma.

MOTION CARRIED by unanimous voice vote.

**MOTION:** Moved to approve the hiring of an additional police officer.

Moved by Kramer, seconded by Reidsma.

MOTION CARRIED by unanimous voice vote.

**MOTION:** Moved to approve the purchase an Emergency Command Trailer not to exceed \$14950.

Moved by Dillaha, seconded by Kramer.

MOTION CARRIED by unanimous voice vote.

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**Item 8c: All Other Funds**

**MOTION:** Moved to approve Fire Special Assessment (206 Fund) budget for \$283,748 revenue & expenditure.

Moved by Kramer, seconded by Dillaha.

MOTION CARRIED by unanimous voice vote.

**MOTION:** Moved to approve Streetlights (219 Fund) budget \$36,792 revenue and \$36,750 expenditures.

Moved by Dillaha, seconded by Vance .

MOTION CARRIED by unanimous voice vote.

**MOTION:** Moved to approve Boat Launch (502 Fund) budget \$16,000 revenue and \$3,500 expenditures.

Moved by Vance, seconded by Pearson.

MOTION CARRIED by unanimous voice vote.

**MOTION:** Moved to approve the Sewer Systems Fund budget (590 fund) for \$263,247 revenue and \$328,222 Expenditures.

Moved by Vance, seconded by Dillaha.

MOTION CARRIED by unanimous voice vote.

Discussion: The Bond payment (\$63,000) and Interest (\$45,872) are included in the total expenditures.

Given a budget gap \$64,975, the difference will require a draw-down from the REU fund to cover the difference. As more businesses and residential come on-line, this gap payment will be incrementally reduced year to year. A suggestion to summarize estimated additional revenues based upon development was recommended.

**MOTION:** Moved to approve the General Fund to transfer \$29,000 to the Special Assessment Roads (860 Fund) revenue, effective July 1, 2024, to make up the short fall for final bond principal and interest payments.

Moved by Dillaha, seconded by Reidsma.

MOTION CARRIED by unanimous voice vote.

Discussion:

**MOTION:** Moved to approve the 860 special assessment funds, as amended above, for \$127,669 revenues and \$246,062 expenditures (bond & Interest).

Moved by Vance, seconded by Dillaha.

MOTION CARRIED by unanimous voice vote.

Discussion: The 860-fund balance (\$119,328) will be used to address the gap in revenue vs expenditure for the final payment.

**INFORMATION:** The DDA and the Library did not submit Budgets, so they were not discussed.

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**Item 8d: Capital Improvements**

**MOTION:** Moved to approve Township to apply for grant / loan for a Downtown Parking Lot development and to change start date to 2024.

Moved by Vance, seconded by Dillaha.

MOTION CARRIED by unanimous voice vote.

**MOTION:** Moved to approve adding / modifying \$125,000 for a Basket Ball Court rebuild & resurface.

Moved by Kramer, seconded by Vance.

MOTION CARRIED by unanimous voice vote.

**INFORMATION:** Remainder of CIP list remained unchanged. The CIP list represents projects prioritized by the Board, but funding for each of the projects will require specific motions at a future date.

**Item 8e: Pay Setting**

**MOTION:** Moved to increase the Assessor's salary by 2.5%

Moved by Kramer, seconded by Dillaha.

MOTION CARRIED by unanimous voice vote.

**MOTION:** Moved to increase the Administrative Assistant hourly wage to \$30/hr

Moved by Kramer, seconded by Dillaha.

MOTION CARRIED by unanimous voice vote.

**ITEM 9: BUDGET AMENDMENTS, BILLS**

**MOTION:** Moved to approve the Budget Amendments as presented in published document.

Moved by Kramer, seconded by Vance.

MOTION CARRIED by unanimous voice vote.

Discussion: The following budget amendments were presented at the meeting:

101-223-801.00 ACCOUNTING FEES (-\$9,000)

101-215-801.00 CLERK PROFESSIONAL FEES (+\$15,000)

101-257-801.00 ASSESSOR PROFESSIONAL FEES (-\$1,000)

101-257-804.00 ASSESSOR TAX PREP (-\$2,000)

101-266-801.00 ATTORNEY (+5,000)

101-446-801.00 ROAD BRINING (-\$5,000)

101-567-801.00 CONTRACTED SERVICES (+2,000)

101-751-931.00 REPAIRS AND MAINT (\$-5,000)

**MOTION:** Moved to approve the Bills

Moved by Vance, seconded by Dillaha.

MOTION CARRIED by unanimous voice vote.

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**ITEM 10: PUBLIC COMMENTS**

Public comment began at 9:45 pm.

T. Goral – Thanked the Board for a thorough Balanced Budget process.

Public comment began at 9:46 pm.

**ITEM 11: BOARD COMMENTS**

One Board comment

**ITEM 12: ADJOURNMENT**

Meeting adjourned at 9:47 pm

Respectfully submitted,

Jay Reidsma, Tuscarora Township Clerk