

TUSCARORA TOWNSHIP
3546 S. Straits Hwy, Indian River, MI 49749
May 13, 2025 7:00 PM REGULAR MEETING
MEETING MINUTES

Call to order: Supervisor Maves called the meeting to order at 7:10 pm and led the pledge of allegiance.

Roll call: Present: Fisher, Maves, Smith, Hutchison, and Decker. There was a quorum.

Board member conflict of interest statement (if applicable) None.

Public comment *on agenda items* (3 minutes per individual) None.

Approval of meeting agenda.

Motion: Fisher

Support: Smith

Approved: All in favor

Approval of previous minutes of April 8, 2025 Regular Meeting - Change budget adjustment for Special Assessment of Wahbee & Chippewa Beach to move money of \$109,258.24 from general fund 101-000-390.00 to road interfund 860-000-699.00. Transfer to be made tomorrow (5/14/2025).

Approval of previous minutes of April 17, 2025 Special Meeting – No changes.

Approval of previous minutes of May 1, 2025 Special Meeting – No changes.

Motion: To correct April 8 minutes, and no changes on April 17 & May 1 meeting minutes.

Motion: Smith

Support: Hutchison

Approved: All in favor

Reports:

Steve from Performance Engineers gave an update on the sewer system.

Bills and revenue & expenditure report – 65 invoices for a total of \$49,170.01.

Treasurer gave a report on where we stand on bank reconciliations.

Correspondence – none.

Airport – update on insurance claim for broken water pipe. Insurance company has paid \$20,456.66 and will pay an additional \$2,890.41 upon completion of the repairs and submission of a final bill.

DDA – Dan Nivel, DDA Board member - The telephone poles have been removed, concrete will be poured this Thursday, and working on a plan for a pathway from the school to cooperation park and maybe beyond. There will be a summer music festival this year.

FOIA – one

Library – Kelsey Rutkowski, Director gave a presentation on the reading garden. There will a fund raiser on August 21 at Howe Marina for the reading garden – tickets are \$75.

Parks – Beth Henderson - Clean up continues at DeVoe Beach and Oak Hill Cemetery. July 25 – July 27 a baseball tournament. The old truck and sure trac trailer will be sold by bid process. Will be hiring for 1 full-time and 2 seasonal positions.

Police – Chief Gordon Temple – Construction downstairs is finished. After Bouma and Summit are paid there will be \$17,000 left in the community grant. Next step in fixing the HVAC system in this building will be \$32,925. \$10,975 per each department (Library, Police and Township). Motion for the township to pay \$10,975.

Motion: Fisher

Support: Decker

Approved: All in favor

Old business:

Emergency pay – Motion to pay township employees for the time they were told to stay home from March 31 – April 4, 2025 due to the ice storm. Read resolution 2025-(attached at end of minutes).

Motion: Decker

Support: Smith

Approved: All in favor

Tuscarora township police dept. contract – Contract for July 1, 2025 – June 30, 2028. Changes – 4% wage increase 7/1/2025, 4% wage increase 7/1/2026, and 4% wage increase 7/1/27 and includes longevity pay based on continuous years of service. 5 years – 9 years \$500, 10 years – 14 years \$850, 15-19 \$1,000 and 20 years \$1,250.00.

Motion: Hutchison

Support: Maves

Approved: All in favor

Motion to adopt Tax Abatement Program Criteria. (attached at end of minutes)

Motion: Fisher

Support: Hutchison

Approved: All in favor

O & M rates (Sewer Rates) update. Will be brought to a special meeting before June 1.

New sturgeon statue – Crooked tree and sturgeon artwork to be placed in the reading garden. \$3,375 due upon completion.

Update on WWTP water well pump – Our insurance has a \$5,000 deductible on this item. The township will have to pay the bill.

New business:

* Motion for BS&A credit card processing providing fee charges are not to municipalities. Will be available on-line, at boat launch, and at the township counter.

Motion: Fisher

Support: Decker

Approved: All in favor

KCI will do the tax bill mailings for this summer tax bills. Request updated proposal of cost without the newsletter.

Sewer construction bills – Phase I & II, WWTP, change order, and Silversmith

Elmer's - Phase I - Gravity \$178,439.87

Matt's Underground - Phase I - LPS \$61,348.63

Grand Traverse Construction - WWTP - \$416,183.60 (USDA Phase I \$10,640.00, EGLE \$127,559.35, EPA Phase II \$174,991.08, USDA Phase II \$102,993.17)

Performance Engineers Phase I for 3/30/2025 – 4/26/2025 \$8,352.30

Performance Engineers Phase II for 3/30/2025 – 4/26/2025 \$13,123.45

Matt's Change Order #3 \$16,851.64. Contingency available \$184,926.33

Motion: Maves

Support: Hutchison

Approved: All in favor

Motion to enter into contract with Silversmith for asset management program and GPS locator. (Software \$6,592 first year, \$2,185 annual fee, \$2,700 GPS device)

Motion: Maves

Support: Fisher

Approved: All in favor

If need to put money in EPA bank account take \$50 from Additional REUs.

Motion to fix WWTP generator control board for \$6,193.65.

Motion: Maves

Support: Smith

Approved: All in favor

Emergency expenses – should we have a policy? Need amount and type? Need to work on this and bring to June meeting.

Budget update – we received the information from the county today for we can work on the budget.

To give the supervisor permission to sign road brining contract for one application this year. Around June 18, 2025.

Motion: Maves

Support: Smith

Approved: All in favor

Clerk and treasurer to revise township handbook and give employees booklet on ESTA. Will bring to June board meeting.

RFP audit firm – FYE 6/30/2025 – engagement letter presented for Gabridge. Decker said we are still under contract.

Cemetery services price increases – 17% this year and 20% increase last year. Collect data and tabled to June to check other cemeteries in the area.

Building Grant - Motion to pay invoice for \$49,005 to Bouma upon receipt of the invoice.

Motion: Decker

Support: Smith

Approved: All in favor

Public comments (3 minutes per individual) – 4 comments

Board Comments – none.

Motion to adjourn at 9:00 pm.

Motion: Fisher

Approved: All in favor

Recording Secretary, Chris Green

Respectfully submitted,

Laura Decker, Clerk

Trudy Maves, Supervisor

Attachments – Resolution for emergency pay; Tax Abatement Program Criteria

TUSCARORA TOWNSHIP BOARD RESOLUTION NO. 2025-May 13

**Emergency Administrative Leave Pay for Hourly Employees
(Ice Storm: March 31-April 4, 2025)**

Tuscarora Township experienced a severe ice storm beginning on March 31, 2025, resulting in widespread power outages, road closures, hazardous conditions, and the suspension of normal Township operations for public safety reasons; and

WHEREAS hourly Township employees were unable to report to work during this period through no fault of their own due to the emergency conditions and associated safety risks; and

WHEREAS, the Township Board finds that maintaining employee readiness, retention, and continuity of Township operations during and after an emergency event constitutes a valid and necessary public purpose consistent with the Michigan} Constitution (Const.1963, Art 9, Sec18), the General Law Township Act (MCL 41.75, 41.76), and recognized best practices; and WHEREAS, providing administrative leave pay to affected hourly employees for their regularly scheduled shifts during the period of March 31 through April 4, 2025, serves to promote the public welfare by ensuring that trained personnel are able to resume essential Township operations promptly following the emergency.

NOW, THEREFORE, BE IT RESOLVED that the Tuscarora Township Board hereby authorizes payment of regular wages to hourly Township employees who were scheduled to work during the period of March 31, 2025, through April 4, 2025, and who were unable to report to work due to the declared emergency conditions.

BE IT FURTHER RESOLVED that:

Payment shall be made only for the employees regularly scheduled shifts during the emergency period;

This authorization applies solely to the March 31—April 4, 2025 ice storm event and shall not be construed to establish any future paid administrative leave unless specifically authorized by the Township Board;

The Township Clerk and the Treasurer are directed to process the appropriate payroll adjustments and to ensure that the payments are properly recorded in the Township's financial records consistent with the Uniform Budgeting and Accounting Act (MCL 141.421 et seq.);

If necessary, the Township budget shall be amended in accordance with MCL 141.436 to reflect this expenditure.

ROLL CALL VOTE:

YEAS: Fisher, Maves, Smith, Decker, and Hutchison

NAYS:

none

ABSENT: none

RESOLUTION DECLARED ADOPTED ON: May 13, 2025

Trudy Maves Trudy Maves, TRUDY MAVES.

Supervisor, Tuscarora Township

Laura Decker Laura L. Decker

Clerk, Tuscarora Township

Tax Abatement Program Information

**Tuscarora Township
3546 S. Straits Highway
P.O. Box 220
Indian River, MI 49749
Phone: 231.238.0970**

Tuscarora Township has adopted a tax abatement program to encourage development in the "River to River" area of the DDA District along Straits Highway. Please review the following information to determine if your project could qualify for an abatement.

Summary for developers about Commercial Redevelopment and Rehabilitation tax abatement districts.

A map showing the current Commercial Redevelopment and Rehabilitation tax abatement districts in Tuscarora Township

Tuscarora Township's tax abatement policy

A more comprehensive summary from the MEDC of the Commercial Redevelopment Act

A more comprehensive summary from the MEDC of the Commercial Rehabilitation Act

Tuscarora Township Tax Abatement Policy:

In order for the Township Board of Trustees to consider such abatements through PA 210 of 2005 (Commercial Rehabilitation Act):

- 1) The proposed project must be included within a Commercial Rehabilitation District established in advance by the Township.
- 2) The proposed project must fall within the scope and provisions of PA 210 of 2005 (Commercial Rehabilitation Act).
- 3) The proposed project must result in improvements aggregating to more than 10 percent of the true cash value of the property at commencement of the project.
- 4) The proposed project must feature a total investment of at least \$100,000 excluding land purchase.
- 5) The proposed project must feature an investment in the building facade of at least \$40,000, with a highly noticeable improvement in that facade.
- 6) The proposed project must be consistent with the Townships goals, development priorities, master plan, county zoning codes, and must not create a hardship on public resources, including, but not limited to, parking, or result in a detriment to the local economy.
- 7) The proposed project must result in a commercial activity operating from the building immediately upon the conclusion of the project.
- 8) The applicant must be willing to sign an agreement establishing terms through which the abatement certificate could be rescinded if aspects of the agreement are not met by the applicant.
- 9) The proposed project must a) be reviewed and approved first by the Tuscarora Township Downtown Development Authority, which shall provide a report to the Tuscarora Township Board of Trustees including the executed application and architectural documents and its recommendations, b) have an approved site plan or special use permit issued by Planning and Zoning, final site plan must be as approved by the DDA.

Abatement terms will be granted to successful applicants based on the cumulative total of the following:

- 1) One year of abatement for at least \$100,000 in total investment, plus
- 2) One year of abatement for at least \$40,000 in façade investment, plus
- 3) One year if at least 25% of total materials/labor expense is provided by businesses located within Township limits.
- 4) No abatement periods can exceed those allowed in the Act through which the abatement is granted.

Abatement period for projects will be determined according to the scoring criteria after review by the Tuscarora Township Board of Trustees

1a. Number of full-time (40 hours per week) non-seasonal jobs created and/or retained within Tuscarora Township with this project:

Number of jobs	Retained	Created
1-5	5 points	10 points
6-10	10 points	20 points
11-20	15 points	30 points
21 & over	20 points	40 points

1b. Wages: of jobs times the current statewide median wages created by this project

Example: 5 jobs x median wage of \$22.57 = a total of \$112.85

Total Dollars	Points
\$50 to \$100	5
\$101 to \$200	10
\$201 to \$250	15
\$251 and up	20

1c. Incorporation of residential housing (cannot be used as short-term rentals)

Number of Units	Retained	Created
1-5	5 points	10 points
6-10	10 points	20 points
11-20	15 points	30 points
21 & over	20 points	40 points

2a. Cost of construction for new facilities

\$151,000- \$300,000	5 points
\$301,000-\$450,000	10 points
\$451,000-\$600,000	15 points
\$601,000-\$750,000	20 points
\$751,000 - \$1,000,000	25 points
Over \$1,000,000	30 points

Or

2b. Cost of renovation as a percentage of taxable personal property and the true cash value of the building and property at the commencement of restoration.

10 - 19%	5 points
20 - 29%	10 points
30 - 44%	15 points
45 - 59%	20 points
60 - 74%	25 points
75 - 99%	35 points
100% or more	40 points

Installation of an automatic fire sprinkler system in all new or rehabilitated areas	5 points
Significant beautification of project site beyond zoning requirements	10 points
A technically qualified engineer or architect certifies that energy saving devices, material and/or design have been incorporated into the renovation or new construction which exceeds minimum applicable cost requirements	5 points
Use of solar or other renewable energy technology	5 points

Total number of allowable points 205

Total awarded points for this application: ____

Terms of abatement

Points	Additional Years of Abatement
25-50	1
51-100	2
101-150	3
151-204	4
205	5

Each abatement project will be reviewed every two years to determine if the abatement criteria are being maintained. Abatement may be terminated or reduced if project commitments are not being met.

Nothing within this policy shall imply or suggest that the Tuscarora Township Board is under any obligation to provide tax abatements to any applicant, regardless of the extent to which an applicant is able to meet the provisions contained herein. Certificates for abatement under the Acts referenced in this policy are granted by the State Tax Commission, which may deny such certificates even if approved by the Township Board. This policy, supported by the Tuscarora Township Downtown Development Authority, was adopted by the Tuscarora Township Board on May 13, 2025.