

TUSCARORA TOWNSHIP
3546 S. Straits Hwy, Indian River, MI 49749
June 25, 2025 6:30 PM SPECIAL BOARD MEETING
MEETING MINUTES

Call to order: Supervisor Maves called the meeting to order at 6:32 pm and led the pledge of allegiance.

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

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

Public comment on agenda items (3 minutes per individual)

A. Maves thank you for all you do. Parks has the manpower and equipment that is used to maintain multiple parks, two cemeteries, winter sidewalks, grass cutting, and minor repairs for the township.

Approval of meeting agenda as amended to add KCI bill to bills (8a) for postage to mail the summer taxes in the amount of \$1,968.00 for postage.

Approval of minutes for June 19, 2025 Special Meeting. No changes.

Reports

Bills: Motion to pay 7 invoices for a total of \$50,806.53 plus KCI for \$1,968 totaling \$52,774.43 for bills. Pay KCI with a credit card.

Motion: Hutchison Support: Decker Approved: All in favor

Old business - none

New business

To renew Pitney Bowes contract from the current rate of \$217.68 per quarter to \$230.64 per quarter for 5 years. This is our postage machine.

Motion: Fisher Support: Smith Approved: All in favor

Perform maintenance at boat launch of restriping the parking lot. We have the equipment to do the work but not the time. Use township launch money to pay the bill. Put out for bid on the internet and social media with bids due by July 3 and approval at the July 8, 2025 meeting.

Motion: Hutchison Support: Smith Approved: All in favor

Budget amendments as provided in the schedule.

Budget Adjustment				
Amount	From GL#	Description	To GL#	Description
\$101.00	101-223-801.00	Accounting Fees	101-101-948.00	Twp Computer Svcs
\$6,594.00	101-266-801.00	Attorney Fees	101-101-935.00	Liability Insurance
\$26,428.00	101-901-970.02	Bldg and Grounds	101-215-801.00	Clerk Prof Fees
\$1,244.00	101-253-851.00	Treas Mail/Postage	101-257-933.00	Assessor Software
\$36,572.00	101-901-970.02	Bldg and Grounds	101-446-995.00	Interfund Transfer Out
\$28,167.00	101-000-390.00	Gen Fund Balance	101-446-995.00	Interfund Transfer Out
\$3,000.00	101-567-801.00	Contracted Svcs/Cem	101-265-801.00	Bldg Land Improv.
\$2,406.00	101-266-801.00	Attorney Fees	101-265-930.00	Bldg Repairs/Maint
\$400.00	101-528-801.00	Refuse Collection	101-265-930.00	Bldg Repairs/Maint
\$711.00	101-262-704.01	Election Coordinator	101-265-930.00	Bldg Repairs/Maint
\$283.00	101-754-754.00	Veterans Pier Bricks	101-265-801.00	Building Contract Serv
\$9,684.00	101-309-941-00	Contingencies	206-000-699.00	Interfund Transfer in Fire

Motion: Fisher

Support: Decker

Approved: All in favor

Budget appropriations act read. (See document at end of minutes)

Motion: Fisher Support: Smith Approved: All in favor

(Roll call Aye – Hutchison, Smith, Maves, Fisher, Decker. Nay – none)

Capital improvement plan tabled until the July meeting. Need clarification from our attorney if CIP plan is required.

Set 2025-2026 meeting dates to the 2nd Tuesday of every month. (Dates of: 2025 - July 8, August 12, Sept 9, Oct 14, Nov 11, Dec 9, 2026 – January 13, February 10, March 10, April 14, May 12, June 9 and budget adoption June 30, 2026)

Motion: Maves Support: Decker Approved: All in favor

Corrective Quit Claim Deed tabled to get clarification on the history of the deed and ownership.

Culvert on Club Road, South of M-68,@ Biggby Coffee & Dan's Service

Motion: The board authorizes the supervisor to write a letter of agreement upon receipt of checks and them clearing the bank form Biggby Coffee & Dan's Service in the amount of \$2,520 from each company.

Motion: Maves Support: Hutchison Approved: All in favor

Resolution for Collection of Summer Property Taxes for the School. School taxes will be paid ½ on the summer tax bill and ½ on the winter tax bill. The school will pay the township \$2.50 per parcel and that amount will be deducted from the first disbursement made to the school.

Motion: Smith Support: Fisher Approved: All in favor

RRI for the original business district to be paid from the Add REU account to the RRI account in the amount of \$10,693. We are waiting on clarification from the USDA on the RRI for Phase I and II since we are not collecting O & M fees at this time.

Motion: Fisher

Support: Smith

Approved: All in favor

Motion to adopt the budget as presented.

Fund	Revenue	Expenditures
General Fund	\$830,463.00	\$907,824.02
Fire	\$320,917.00	\$308,920.00
Police	\$1,475,648.00	\$1,475,648.00
Sewer	\$4,566,778.86	\$856,813.00
Streetlights	\$20,000.00	\$34,000.00
Boat Launch	\$16,000.00	\$4,700.00

Motion: Fisher

Support: Decker

Approved: All in favor

Public comments (3 minutes per individual)

1 comment

Board comments

3 comments

Motion to adjourn at 7:33 pm.

Motion: Decker

Approved: All in favor

Recording Secretary, Chris Green

Respectfully submitted,
Laura Decker, Clerk
Trudy Maves, Supervisor

General Appropriations Act

Tuscarora Township

Cheboygan County, Michigan

A resolution to establish a general appropriations act for Tuscarora Township; to define the powers and duties of the Tuscarora Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

The Board of Trustees of Tuscarora Township resolves:

Section 1: Title

This resolution shall be known as the Tuscarora Township General Appropriations Act.

Section 2: Chief Administrative Officer

The Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

Section 3: Fiscal Officer

The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4: Public Hearings on the Budget

For general law townships: Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in Cheboygan Daily Tribune newspaper on June 7th, 2025 and a public hearing on the proposed budget was held on June 19th 2025.

Section 5: Millage Levy

The Tuscarora Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount equal to .9857 mills as reduced by MCL 211.34d as set forth by the tax allocation board in the 2025 tax year. Along with the voter authorized mileages of .9892 for fire protection, .0616 for street light and 4.3 for police purposes on real property.

Section 6: Estimated Revenues

General Fund	\$830,463.00
Special Assessment Fire Protection	\$320,917.00
Police	\$1,475,648.00
Sewer Debt, O&M, RRI	\$4,566,778.86
Streetlights	\$20,000.00
Boat Launch	\$16,000.00

Section 7: Estimated Expenditures

General Fund	\$907,824.02
Special Assessment Fire Protection	\$308,920.00
Police	\$1,475,648.00
Sewer Debt, O&M, RRI	\$856,813.00
Streetlights	\$34,000.00
Boat Launch	\$4700.00

Section 8: Adoption of Budget by Reference

The general fund budget of Tuscarora Township is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 6 and 7 of this act.

Section 9: Adoption of Budget by Cost Center

The Board of Trustees of Tuscarora Township adopts the 2025/2026 fiscal year general fund, Fire Protection, Police, Sewer, Street Lights and Boat Launch budgets by cost center. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each cost center, and may make transfers among the various line items contained in the cost center appropriation. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior board approval by budget amendment.

Section 10: Appropriation not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any township order for expenditures that exceed appropriations.

Section 11: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 12: Periodic Financial reports

The fiscal officer shall provide the Board and at the Board meeting immediately following the end of each fiscal quarter and the final Board meeting of the fiscal year, a report of fiscal year -to-date revenues and expenditures compared to the budgeted amounts in the various funds of the Township.

Section 13: Budget Monitoring

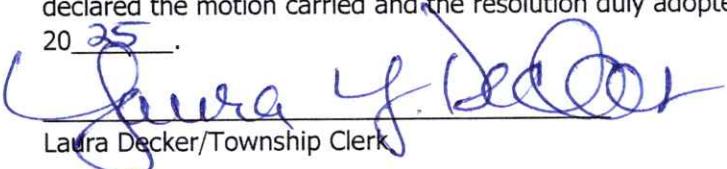
Whenever it appears to the Chief Administrative Officer or the Board that the actual and probable revenues in any fund will be less than the estimated revenues which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Fiscal Officer shall present to the board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 14: Violations of This Act

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in PA 621 of 1978) and the Tuscarora Township personnel manual.

Section 15: Board Adoption

Motion made by Sue Fisher, seconded by Lori Smith to adopt the foregoing resolution. Upon roll call vote, the following voted aye: 5. The following voted nay: 0. The Supervisor declared the motion carried and the resolution duly adopted on the 25 day of June, 2025.


Laura Decker/Township Clerk