

**TUSCARORA TOWNSHIP**  
**3546 S STRAITS HWY, INDIAN RIVER, MI 49749**  
**OCTOBER 3, 2023 at 7:00 pm**  
**REGULAR BOARD MEETING MINUTES**

**ITEM 1: CALL TO ORDER**

The meeting was called to order with the pledge of allegiance by Supervisor Kramer at 7:06 pm.

**ITEM 2:** The supervisor led the board and public 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

All present. Quorum present – yes

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

No conflict of interest offered.

**ITEM 5: APPROVAL OF MEETING AGENDA**

**MOTION:** Approve the Meeting Agenda.

Moved by Vance, seconded by Pearson.

MOTION CARRIED by unanimous vote.

**ITEM 6: PUBLIC COMMENT ON AGENDA ITEMS**

The floor was open for public comment at 7:07 pm. Closed at 7:07 pm.

No Public Comments

**ITEM 7: APPROVAL OF CONSENT AGENDA**

Consent agenda items include – Bills Report, Treasurer Report, Minutes, Correspondence, Reports by: Library, Police, DDA, Parks, Sewers, Airport, Assessor, Development, Economic and FOIA.

Board member request by Reidsma & Dillaha to move the following reports to main agenda: Bills (9e) and Treasurer Report (9f).

**MOTION:** Move to approve consent agenda items less items 9e and 9f.

Moved by Vance, seconded by Dillaha.

MOTION CARRIED by unanimous voice vote.

**ITEM 8: OLD BUSINESS**

**ITEM 8a: COMMERCIAL SEWER DISTRICT PARTS**

**MOTION:** Move to approve a Sewer RRI fund transfer of \$18,000.00 to the Sewer Budget Account 590-536-931.00 to cover the emergency onsite replacement parts.

Moved by Kramer, seconded by Vance.

MOTION CARRIED by unanimous roll call vote.

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Discussion: Sewer operations requested additional spare pumps (maintenance floats) for the existing sewer system given that no extra parts are on the shelf for Brudy Rd lift station and Station #10 (one pump each is required). In addition, two additional pumps for stations 1-9 (2 are on the shelf). The Budget (referenced) did not have sufficient budget funds, so money had to be withdrawn from the RRI fund and transferred to the Budget.

**ITEM 9: NEW BUSINESS:**

**ITEM 9a: VOLUNTEER INSURANCE**

**MOTION:** Move to approve the application for Volunteers Insurance coverage and to approve the payment of \$400/ year cost.

Moved by Kramer seconded by Dillaha.

MOTION CARRIED by unanimous voice vote.

Discussion:

Volunteer Insurance is required to reduce our risk within the Township, if volunteers were to be injured in the process of assisting the Township in work related matters. Our risk analysis will require signed waivers from all volunteers (or their parents if a minor) in addition to the insurance. It's approximately \$3/volunteer or a minimum fee of \$400 /year.

**ITEM 9b: DEPUTY CLERK COMPENSATION / SIGNATURE CARDS**

**MOTION:** Move to approve the compensation for Penny Passino the same as Cindy Wimer (\$20/hr within existing budget) and to approve that the Clerk may choose to ask the Deputy to perform any Clerk related work (statutory or non-statutory) at any time without prior Board approval.

Moved by Reidsma, seconded by Dillaha.

MOTION CARRIED by unanimous vote.

**MOTION:** Move to approve signature card changes at Citizen National Bank and Awakon Credit Union to drop Cindy Wimer and to add Penny Passino.

Moved by Reidsma, seconded by Vance.

MOTION CARRIED by unanimous vote.

**ITEM 9c: ELECTIONS COORDINATOR POSITION**

**MOTION:** Move to approve the position based upon the attached Job Description, hourly compensation, at \$20-25, with a budget of \$5000.00 from existing Election Funds, hiring interviews and decision-maker to be the Clerk. (See attachment in Board Packet).

Moved by Reidsma, seconded by Vance.

MOTION CARRIED by roll call 5-0.

Discussion:

Election Coordinator will be responsible for performing diverse Election Planning and Coordination services for the Clerk. Researches and responds to both routine and unique Election matters, especially new laws and elections expectations of a Township. Nine (9) day early voting, Permanent ballots, QVF

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(qualified voter file) must have eligible inactive voters removed, Inactive Master Cards updated with record retention dates, Voter Registration Card mailed to entire Township, plus many other activities for Election readiness. Four elections in 2024 are likely, three elections are certain.

**ITEM 9d: CLUB RD PAYMENT**

**MOTION:** Move to pay balance of \$129,633.58 using ARPA funds allocated for this work.

Moved by Reidsma, seconded by Dillaha.

MOTION CARRIED by Roll Call vote 5-0.

Discussion:

Club Road paving was originally budgeted at \$193,500. The actual cost was \$168,503.58. Payments made to date included \$13,870 (Township Funds) and \$25,000 (County Road Commission funds). This left a balance due of \$129,633.58 to be covered by money allocated within ARPA funds.

**ITEM 9e: BILLS**

**MOTION:** Move to approve the payment of Farner Asphalt Sealers LLC (\$16,612.00), Great Lakes Services NM LLC (\$5000.00), and North Star Stone (\$2581.00) from the General Fund balance to cover the cost of these Capital Improvement Projects with a provision that no additional capital improvement project funding will occur until after an October 26<sup>th</sup> workshop @ 6:00pm.

Moved by Reidsma, seconded by Dillaha.

MOTION CARRIED by voice vote 5-0.

Discussion:

We have not funded a capital improvement (CI) fund budget to comprehend the desired capital improvement (CI) plans. Most CI projects have Grants that require up-front spending as well. The budget requires cash from the General fund that is often reimbursed through yearly Revenue, which occurs in late December, January, February. In other words, a Cash flow analysis is needed to understand how much cash will be available each month based upon know Budget expenditures, Revenue, Capital expenditures, and Grant reimbursements.

Jan asked where do we get the money from to fund the CI projects? First, we need Board approval on money to be spent; second, we must have the money (cash) available; and third, we must determine if expenses are covered within our approved Budget Appropriations or if it's a CI project expense, which takes us back to point one. A Cash Flow analysis is needed to address each item.

**ITEM 9f: TREASURER REPORT**

**MOTION:** Move to approve a workshop on October 26, 2023 @ 6:00pm to address CI budgeting process with anyone with budget responsibilities, spending responsibilities, full board, DDA and Library (invited), or Grants to attend.

Moved by Reidsma, seconded by Dillaha.

MOTION CARRIED by voice vote 5-0.

Discussion:

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Treasurer discussed a number of financial issues. We received \$3.2 million in tax receipts, but were able to retain \$32k as revenue. She shared information on Tax payments regarding escrow accounts vs. direct payments by owners. Bank reconciliation process is almost complete. Personal property tax collections on businesses and their equipment. All of this being completed to result in a cash flow analysis to enable discussion capital spending limits and timing for October 26<sup>th</sup> workshop.

**ITEM 9g: DEPUTY TREASURER COMPENSATION – LATE ADD**

**MOTION:** Move to approve an agenda amendment for the Deputy Treasurer compensation payment.

Moved by Reidsma, seconded by Dillaha.

MOTION CARRIED by voice vote 5-0.

**MOTION:** Move to approve Kris Parrotino's (Deputy Treasurer) compensation to be salary rather than hourly @ \$192.31 / pay period (no change in Budget @ \$5000.00 / FY)

Moved by Dillaha, seconded by Vance.

MOTION CARRIED by voice vote 5-0.

**ITEM 10: PUBLIC COMMENT**

Public comment began at 8:27 pm. Comments end 8:38 pm.

- J. Swartout – Thank you for QVF clean-up
- P. McGinnis – Personal attacks on Board
- P. Tomczak – Comments on volunteers needed to plant flowers
- B. Henderson – Question regarding tax receipts
- K. Rutkowski – Library has plants available & Movie night
- R. Odenwald – Comments on Road Commission

**ITEM 11: BOARD COMMENTS**

Three board members commented.

**ITEM 12: MOTION TO ADJOURN**

Meeting adjourned at 8:58 pm.

Respectfully submitted by Jay Reidsma, Tuscarora Township Clerk