

**Clearwater Township Board
Meeting Minutes Budget Workshop
Kalkaska County, Michigan
February 11, 2021**

Draft Minutes

1. Call to order/Pledge of Allegiance
 - a. Called to order at 7:22 pm
2. Roll Call/Recognition of visitors
 - a. Members present: Tom Backers, Melinda Booy, JoAnne Childs, Greg Bradley),
Albert Keyes
 - b. Public: (virtual) Gianine Casassa, Jim Leffew, (present) Margret Spann .
3. Public Comment: None
4. Call for conflict: None declared
5. New budget required by April 1st, 2021
6. Comments from the Board:
 - a. Treasurer
 - i. Require bank account changes to streamline accounting procedures.
Recommendations of County Treasurer and Auditor:
 1. Separate accounts for Fire fund, Public Improvement and Road fund
 - ii. Approved minutes (January) required by the bank to split funds
 - ii. Disposition of mature CDs.
 1. Added to February agenda
 - iii. Kalkaska/Elk Rapids school taxes
 1. School tax service charge standard at \$3.88 per parcel
 - a. Clerk to send letter to Elk Rapids
- b. Clerk
 - i. Unable to complete printed reports due to technical issues (computer access)
 1. Change accounting procedures
 - ii. Bank statements do not match fund balances
 1. Need to separate funds into 6 accounts to simplify accounting
 - iii. Time sheets/trip logs will be required prior to paycheck issue
 1. Proper accounting/description of items
 - iv. Equipment/property lists
 1. For tracking/depreciation

- c. Bradley:
 - i. Fund balances reports should reflect accurate numbers
 - 1. Double reporting of tax deposits
- d. Planning Commission (Keyes report)
 - 1. Commission budget is sufficient
- e. Zoning Administrator (not present)

- f. Fire Department (Fabiano)
 - i. Fire Department fund transfer (\$100K new truck)
 - ii. Bradley pointed out additional millage funds forthcoming
 - iii. Electronics list/requirements
 - 1. Mobile laptop for Fire Engine
 - 2. New desktop PC
 - 3. Training room conversion
 - 4. Provided a list of other items to consider

- g. Road Commission bill for 2020 road repairs
 - i. Pay from the 2020 General fund account.

- h. Iron Bridge agreement modification
 - i. \$60K from Stevens for easement to be placed in the Public Improvement fund

- i. Backers
 - i. Establishment of Township Constable
 - ii. Soundproofing of Township Hall
 - iii. Iron Bridge relocation funds
 - iv. Parks and Recreation Committee
 - 1. Budget for Parks and Rec to be included in 2021/22

7. Public comment: None

8. Adjourned at 9:25 pm

Next meeting February 18th, 2021, 7 pm