

**BRUCE TOWNSHIP of CHIPPEWA COUNTY**

**BOARD OF TRUSTEES**

**APPROVED MEETING MINUTES**

August 14, 2025

1. Meeting was called to order at 7:00 PM

2. Pledge of Allegiance

3. Roll Call:

V. Gage – Present, C. Marsh - Present, M. Pins – Present, C. Thompson – Present, J. Kronemeyer - Present

4. Approval of the Agenda

Motion by Kronemeyer, supported by Marsh to approve the agenda as presented.

Motion Carried

Public Comments - limit 3 minutes

None

5. Approval of Minutes of June 12, 2025 Board Meeting

Motion by Pins, supported by Gage to approve the minutes of the June 12, 2025 Board Meeting as presented. Motion carried

6. Approval of Minutes of June 19, 2025 Special Board Meeting

Motion by Gage, supported by Thompson to approve the minutes of the June 19, Special Board Meeting as presented. Motion carried. Pins Abstained

7. Approval of Minutes of July 10, 2025 Board Meeting

Motion by Pins, supported by Gage to approve the minutes of the July 10, 2025 Board Meeting as presented. Motion carried.

8. Approval of Minutes of July 31, 2025 Board Work Session Meeting

Motion by Gage, supported by Marsh to approve the minutes from the July 31, 2025 Board Work Session Meeting as presented. Motion carried. Pins Abstained

9. Approval of Payment of Bills

10. Approval of Payroll

## 11. Approval of ACH Payments

## 12. Approval of Credit Card Payments

Motion by Marsh, Supported by Gage to approve the Payment of Bills, Payroll, ACH Payments and Credit Card Payments as presented. Motion Carried.

## Reports

### County Commission Report - None

### Reports of Special Meetings

- Ambulance authority is moving forward.

### Zoning Administrator's Report

- 29 zoning permits so far this year of which 7 are houses.

### Assessor's Report

- Sheppard – Land Division
- Dumbuck – Land Division
- MSUE – Land Division Class being hosted at Bruce Township Hall

### Planning Commission Report

- Community Input Survey Launched

### Treasurer's Report

- CDs: 215,333.35, General Fund: \$385,824.14, Road Funds: \$459,695.39, Ambulance Fund: \$142,950.13, Total: \$1,203,803.11
- 1,907 tax bills were sent out on July 1st, and about 722 parcels had been collected back, totaling approximately \$467,000

### Clerk's Report

- Charter Francise: Received notice of intent to renew franchise agreement which expires June of 2028.
- Election: Voter Turnout: 22.43%, In-person Ballots: 163, Absentee: 243
- Anderson Tackman will be here next week to start out bi-annual audit.

### Fire Department Report

- Miss Chippewa County Fair Pageant

### Grounds and Parks Report

- Despite the continuous rain, everything is in good condition. There is still a lot of work to be done, particularly with cutting the grass.

Roads Report – 12 Mile Bypass complete, Bridge will be removed soon, 14 mile widening in progress.

#### Cemetery Report

- The cemeteries are in good condition. There have been a few burials recently, with two burials occurring in the past month. Additionally, there is another burial expected to take place shortly.

#### Senior Meals

- County-wide picnic had over 100 attendees. Typically, 30-40 on a normal meal.

#### Board of Review

- Meeting went well.

#### Lookout #4 Update

- From February to the current date, there has been \$21,000 pledged for fundraising, with \$5,000 of that amount coming from a Michigan History Grant.

### Old Business

#### 13. Maintenance & Grounds Position Description Review and Adoption

Motion by Marsh, supported by Thompson to approve the position description as presented. Motion carried.

#### 14. Maintenance & Grounds Position Hire

No action needed, Craig Dawson already in position.

#### 15. Grounds Worker – Substitute Custodian Position Description Review and Adoption

Motion by Kronemeyer, supported by Thompson to approve the position description as presented. Motion carried.

#### 16. Grounds Worker – Substitute Custodian Position Hire

Motion by Kronemeyer, Supported by Marsh to hire Leslie Dawson for the Grounds Worker – Substitute Custodian position. Motion carried.

#### 17. Custodian Position Description Review and Adoption

Motion by Thompson, supported by Gage to approve the position description as presented. Motion carried.

18. Zoning Administrator Position Description Review and Adoption

Motion by Pins, supported by Marsh to approve the Zoning Administrator position description as presented. Motion carried.

19. Zoning Administrator Pay

Motion by Marsh, supported by Kronemeyer to set Zoning Administrator pay at \$27.50 per hour, up to 4 hours per week plus 2 hours minimum per meeting.

Motion carried.

20. Zoning Administrator Hire

Motion made by Pins, supported by Marsh to hire Luis Perez for the Zoning Administrator position. Motion carried.

21. Office Manager Position Description Review

No action

New Business

22. Sheppard – Land Division

Motion by Pins, Supported by Gage to approve the Sheppard Land Division Resolution 081425B as presented. Roll call vote taken. Yays -5, Nays – 0. Motion carried.

23. Dumback – Boundary Line Adjustment

Motion made by Pins, supported by Thompson to approve the Dumback Boundary Line Adjustment Resolution 081425A as presented. Roll call vote taken. Yays -5, Nays -0. Motion carried.

24. Choice Propane contract for 25-26

Motion by Pins, Supported by Gage to approve the Choice Propane contract for 25-26. Roll call vote taken. Yays – 5, Nays – 0. Motion carried.

25. FOIA W Pulfrey

Response was provided via email by Marsh on August 12, 2025

26. Coastal Community Projects - Great Lakes and St. Lawrence Cities Initiative

Motion by Pins, Supported by Kronemeyer to approve the Initiative as presented.

Motion carried.

27. Recreation Plan Update Opportunity – Regional Planning

Motion by Pins, Supported by Gage to approve the Recreation Plan Update Opportunity with Regional Planning as presented. Motion carried.

28. Highline METRO Permit

No action – Permit application not received yet.

Public Comments – limit 3 minutes

Adjournment

Motion by Pins, Supported by Gage to adjourn. Motion carried. Meeting was adjourned at 8:45 PM.