

Solon Township Board  
Regular Meeting  
Thursday, December 14, 2023 7:00 P.M  
Solon Township Hall  
9191 S. Kasson St., Cedar, MI 49621

DRAFT

MINUTES

**1. Call to Order**

**2. Pledge of Allegiance**

Supervisor Jim Lautner called the meeting to order at 7:00 PM. with the recitation of the Pledge of Allegiance.

Board members present: Supervisor Jim Lautner, Treasurer Joan Gauthier, Clerk Shirley Mikowski, Trustee Steve Yoder and Trustee Pat Deering.

Guests present: Karen Smith, Charles Smith, Judy Janosik, Tim Cypher/ZA, Kim Smith, Samantha VanderVlucht, Mary O'Neill, Dale Gauthier, Mary Taylor, Chris Comeaux, Jon Kunz and Kelly Claar.

**3. Approval of Agenda**

Motion by Joan Gauthier and seconded by Shirley Mikowski to approve the agenda with an addition under 11. New Business: D. Glen Lake Tax Collection. Motion carried 5-0.

**4. Approval of Minutes**

Motion by Joan Gauthier and seconded by Steve Yoder to approve the November 9, 2023 regular meeting minutes as written. Motion carried 5-0.

**5. Public Comment**

There was none.

**6. Correspondence**

A Thanksgiving Card was received from Fleis&Vandenbrink.

**7. Treasurer's Report/Authorization for Payment of Vouchers:**

Joan Gauthier reported that the interest received from the CD's has been added to the accounts. Joan opened a CD for the Road Improvement Fund for \$5,000.00. The current interest rate is 4.65% for a 6 month CD. Huntington Bank Checking \$39,249.21, ARPA Funds included in checking: \$26,627.33, Available in Checking Account: \$12,621.88, Huntington Bank General Savings \$98,343.63, Huntington Bank General Savings CD (6 Month 4.65%) \$102,100.00, Total General Savings \$200,443.63, Total Funds Available: \$213,065.51, Huntington Bank Road Improvement Fund \$10,372.42, Huntington Bank Road Improvement Fund CD \$5,000.00, Total Road Improvement Fund \$15,372.42, Huntington Bank Fire Fund CD \$42,754.05, Huntington Bank Fire Fund CD (6 Month 4.65%) \$40,840.00, Huntington Fire Fund Savings \$10,692.31, Total Fire Sinking \$94,286.36, Huntington Bank Sidewalk Fund \$15,534.02, Huntington Bank Sidewalk Fund (6 Month 4.65%) \$7,948.48, Total Sidewalk Fund \$23,482.50, Total other Township Funds Available: \$133,141.28. Total Current Assets: \$346,206.79, Non-Township Funds, Huntington Bank Cedar River Marina Project \$10,030.17, Huntington Bank Cedar River CD (6 Month 4.65%) \$14,498.20, Total Cedar River \$24,528.37, Parks and Recreation \$11,485.95. Voucher #'s 15235-15273 were submitted for payment. Motion by Steve Yoder and seconded by Pat Deering to accept the Treasurer's report and pay vouchers as presented. Motion carried 5-0.

## **8. Committee Reports:**

The Planning Commission meeting for December was cancelled so there was no report.

Steve Yoder said the Sewer Committee met to discuss the report received from Fleis&Vandenbrink. Brian Rowley from Fleis&Vandenbrink was present. They discussed what their options might be. Some of the discussion included asking Centerville Township to help pay for the sewer, making Cedar a village to open up more opportunities for grant funding, and/or getting Lake Leelanau Lake Association involved. They also discussed the different types of sewer systems.

Steve is going to call MTA for information on the process of making Cedar a village.

Joan Gauthier asked if Brian Rowley from Fleis&Vandenbrink was charging a fee for attending the meeting. Mr. Rowley is not getting paid, but was there to assist.

Mary Taylor reported the Parks and Recreation Committee met on Tuesday, November 28, 2023 at 6:00 P.M. There were two members absent and one guest present.

- They partnered with the Cedar Chamber of Commerce with the Light Up Cedar event that was held at the Solon Township Hall on Friday, November 24, 2023. They provided refreshments and made a profit of \$209.40
- A tracking sheet has been developed to keep track of the events at the township hall and the number of participants. This information will be helpful in applying for grants.
- The next step for the Rotary Grant is setting aside the remaining funds for developing a project scope for the Cedar Community Park.
- They have a sketch for closing Vlack's Park and would like to hire David Bradshaw as the project manager/builder to ensure it will be a safe and professional project along with using the appropriate materials. The projected cost for materials is \$600.00.
- A volunteer log sheet has been developed to record the number of volunteers to be utilized for grant writing.
- Requested a year to date amount of the parks budget that has been used to help them consider purchasing any items before the end of the fiscal year.
- Four committee members are asking to be reappointed and two were undecided.
- The next meeting will be held on Wednesday, December 27 at 6:00 P.M. at the Solon Township Hall.

Joan Gauthier noted the address needs to be changed to P.O. Box 253 on the activity sheet they presented.

Mary Taylor met with Kristin Hettich from the Rotary. It was a six month progress meeting and she was very pleased of how the planning sessions went and the report that was produced. The next progress meeting will be in six months.

**Zoning Administrator Written Report is attached.**

## **9. Unfinished Business**

### **A. Township Hall/Repairs**

#### **1. Doors**

Steve Yoder was contacted by Mitten Glass Co., and they are planning to install the doors around January 11, 2024, which may take 2-3 days to install.

### **B. Parks**

#### **1. Fence**

Apple Fence Company is still very short staffed so there is no time frame when they will be removing the fence from the recycling site and installing it at the Solon Beach Park.

#### **2. Bleachers**

Joan Gauthier sent a PO number to Extruded Aluminum Corporation for the purchase of the bleachers, but they also need approval of the print. Jim Lautner will need to sign off on the print.



### **3. Vlack's Park**

See under Committee Reports.

### **4. Solon Schoolhouse**

Take off agenda.

### **5. Beach Park/Dock**

Joan Gauthier said Brent Garvin had sent a letter stating he would no longer be taking out the dock, but we did not receive it. Joan did find someone to take the dock out and they were able to take it out before the storm. Joan will call around to get prices from different contractors to put in the dock in the spring and take it out in the fall.

## **C. Fire Department**

### **1. Interlocal Agreement**

Jim Lautner said the supervisors are planning to meet to discuss the Interlocal Agreement. The Interlocal Agreement expires in 2025.

## **D. Cedar River Project**

### **1. Buoys**

There was no update.

## **E. Drainage District**

Jim Lautner said the Drainage District should be sometime in the spring.

## **F. Cemetery**

Zach Baker is diligently working on drawing up a new map of the cemetery.

## **G. Land Use Maps**

There was no update.

## **H. Bunting's/Road**

Jim Lautner said he will contact the Leelanau County Road Commission to follow up on the letter that was sent in October requesting a bid to improve the road behind Bunting's Cedar Market from their parking lot to Bellinger Road.

## **I. Streetlights**

Joan Gauthier said she received a complaint from John O'Neill about the streetlight shining in his house. Joan also mentioned how high the bill was that we received from Northern Sparks. Shirley Mikowski said they were hired to repair the street lights and the invoice received for the work completed was for \$3,360.00. The amount included the following repairs: the light pole across from the hardware store where the empty lot is, the light pole on Sullivan St., and the 3rd light pole down from Sullivan St. on the bar side of the road by the bar parking lot. The light pole on the corner across from Sullivan St. is still not working and needs a new socket for the light to work. A new one has been ordered. There were also bad fuses in that light and they have been replaced. When the socket comes in they will be back out to fix that one and will tighten the bolts that are lose on two light poles. A good portion of the amount of the invoice was the use of their bucket truck.

## **J. Appointments**

Motion by Jim Lautner and seconded by Joan Gauthier to approve to appoint Kelly Claar and Brett McDowell to the Zoning Board of Appeals for a three year term ending 12/31/2026. Motion carried 5-0.

Motion by Jim Lautner and seconded by Joan Gauthier to approve to appoint Samantha VanderVlucht to the Planning Commission for a three year term ending 12/31/2026. Motion carried 5-0.

Motion by Jim Lautner and seconded by Shirley Mikowski to approve to appoint Rich Nachazel as Sexton for one year. Motion carried 5-0.

Motion by Jim Lautner and seconded by Steve Yoder to approve to appoint Kelly Claar, Rebecca Goff, Melinda Lautner, Kim Smith, Grace Yoder and Mary Taylor to the Parks and Recreation Committee for a one year term ending 12/31/2024. Motion carried 5-0.

Motion by Jim Lautner and seconded by Steve Yoder to approve to appoint James Claar as the Township Hall Custodian for one year. Motion carried 5-0.

### **C. Fire Department (cont'd)**

Chris Comeaux gave the following report:

- A Resolution of Appreciation was adopted congratulating the staff of CAFR for their efforts particularly Chief Christopher Comeaux (ret.) and Chief Andrew Doornbos for bringing the department up to the standards required to achieve Advanced Life support Transporting Agency.
- Information was received from Chief Doornbos on closing Railroad Avenue. It is a multi-step process and will be on the fire board's meeting agenda for January.

Joan Gauthier asked what the bill from Karl Chevrolet in the amount of \$42,996.00 was for. Chris said it was for the chief's new vehicle and the old vehicle is still in service. Joan also asked about the bill from Williams Pumping and if they are coming out once a month. Chris said they are typically averaging two pumps per month. The building was not set up to have a 24-7 operation.

## **10. New Business**

### **A. February Meeting**

Motion by Joan Gauthier and seconded by Shirley Mikowski to approve to change the meeting date of February 8, 2024 to February 15, 2024. Motion carried 5-0.

### **B. Recording Secretary/Planning Commission**

Tim Cypher/ZA said the recording secretary gave her resignation in August to be effective after the September Planning Commission meeting. An ad was placed for three weeks in the Leelanau Enterprise by three townships; Centerville, Leland and Solon, with no applicants. Mr. Cypher took it upon himself to advertise, do interviews and hire someone who will be working directly for him. Mr. Cypher is asking the board to consider allowing his staff member to work directly for him instead of an employee of the township to simplify matters. He would be billing just for the portion of Solon Township's work at his cost on a separate invoice. Joan Gauthier asked why the township can't just pay directly. Steve Yoder wanted to know what the advantage would be. Mr. Cypher stated that she wants to work as an independent contractor. Motion by Jim Lautner and seconded by Joan Gauthier to approve a three month trial period to allow a staff member of Tim Cypher/ZA to perform the duties of the recording secretary with Mr. Cypher submitting an invoice for the work completed for Solon Township. Motion carried 5-0.

### **C. Snowplowing**

Shirley Mikowski left a message for Schaub Outdoor Services to see if they will continue to snow plow the recycling site and the township hall this winter, but has not heard back from them. Shirley will let them know it is not necessary to plow by the river like they did when the recycling site was there, and if the cost would be reduced because of that.

### **D. Glen Lake Tax Collection**

Joan Gauthier received a notice from Glen Lake that they want the taxes collected in the summer instead of the winter. There needs to be some clarification before the board can approve this. Joan will do some research and this will be on the January meeting agenda.



**11. Public Comment**

Karen Smith asked if the Solon Schoolhouse ever got painted. Jim Lautner said there are plans for the Solon School Fellowship to paint it in the spring. They have painted it the last several times.

Mary O'Neill said the Solon Schoolhouse is property of the township. It has great potential and is an asset to the community, but has been under utilized.

Jim Lautner said all of the school desks, chalkboards and bell are on loan to the Empire Museum.

**12. Announcements**

There was none.

**13. Adjournment**

Motion by Joan Gauthier and seconded by Shirley Mikowski to adjourn the meeting. Motion carried 5-0.

The meeting was adjourned at 8:41 P.M.

Respectfully submitted,

Shirley I. Mikowski  
Solon Township Clerk

# SOLON TOWNSHIP ZA'S MONTHLY PERMIT SUMMARY

PERIOD: NOVEMBER 2023

DATE	PERMIT #	NAME	USE	RECEIPT CK.#	AMOUNT
11/9/2023 010-031-011-40	LUP 23-33 13740 S. CEDAR RUN RD.	LEWIS ACCESSORY BUILDING	LAND USE	202333 1,728 S.F.	1117 \$ 50.00

TOTAL \$ 50.00

SIGNED:

*Timothy A. Cypher*

DATE: 12/10/2023

TIMOTHY A. CYPHER  
SOLON TOWNSHIP ZONING ADMINISTRATOR  
231-360-2557  
[staff@allpermits.com](mailto:staff@allpermits.com)