

**Regular Meeting of the Township Board  
Tuesday, September 12, 2023  
Cleveland Township**

Supervisor, Tim Stein, called the meeting to order at 7:00 pm. Present on roll call were, Tim Stein, Angie Diotte, Tanelle Budd, Jan Nowak, and Todd Nowak. Present from public were Tracy Olsen, John Imboden, and two others.

**Motion by Jan Nowak and seconded by Angie Diotte to approve August 8, 2023 Minutes. Ayes: 5, Nays: 0. Motion carried.**

**Public Comment on Agenda- None**

**Supervisor's Report** – Next Tuesday and Wednesday the boat launch will be closed for construction.

**Clerk Report** – Reached out to the Election Bureau to discuss Proposal II implications on the township. As of now there are still items in the air. It was recommended that each township have a Clerk and active Deputy for elections, which we'll need a budget for. They recommended having both new clerk and new deputy do the election training together because the first election in February is going to be a big learning curve and I will not be available. Elections went from 3 days a year to ten times that, if not more.

Currently we are sending out return envelopes for all Absentee Applications along with return stamps. In the future the township will have metered envelopes but the State didn't approve those until a few days before AV Apps had to be sent out and they would have also taken 3 weeks to individualize them for the township. We had to buy smaller return envelopes, pre-stamp each one and label them all. AV Ballots will also all be stamped for the return envelope. Tracy will need to order all new AV envelopes, metered return envelopes and AV Application return envelopes because the State has changed the requirements for 2024. These items are supposed to be reimbursed by the State, but I am unable to get the proper log in credentials with the state, that I have been working on since May. I'm starting to think they are purposely making it difficult. We haven't been reimbursed for our mail slot either due to the vendor code sign up process with the State and SIGMA.

County Clerk & Township Clerks are meetings to discuss Proposal II and the impacts on each township. As of right now from our first meeting, it sounds like the County will be

the main voting location for the 9 days of early voting. The clerks are responsible for manning it, we have no idea how the receiving board will work, or how the tapes and totals will run; the state is unprepared and has yet to finalize a lot. The Sunday prior to Election Day will be the last “early” vote day, Monday is a non-voting day. Tuesday the polls will open at each individual precinct. There are so many unknowns and budget issues that it sounds like there are not enough funds for townships to get reimbursed for many of the items the state said would be refundable.

Tracy is starting training including payroll, bills, and clerk protocol. She will be required to study and pass the election bureau training in order to run her first election in 2024. She will be working the November election with me. I highly recommend an in person township clerk training and updated Michigan Township books.

Short Term Rental FOIA Request: Spoke to attorney to review what items on the FOIA request could be upheld. Reached out to all present and past board members for any correspondence on complaints. Dug through all the files cabinets in the office for similar criteria. Sent the information to the attorney’s whom requested and haven’t heard back.

Made the executive decision to place township toiletries in the locked office because renters are not fulfilling their contract agreements, which is why we are taking the security deposit. I will also be re-posting the cleaning rules in larger font and placing on the fridge.

I created folders for all the PC members along with a few spares to include the amended ordinance PDF, which you’ll see under the bills section for expenses. The website is updated appropriately.

Added Assessor’s Policy of Assessment Review & Public Inspections to the website which is suppose to be posted until the next BOR meeting.

**Treasurer’s Report – Angie: August 31, 2023**

Revenue	\$ 16,346.17
Disbursements	\$ -15,959.47
Bank Balance	\$ 548,563.54

**Motion by Todd Nowak and seconded by Jan Nowak to approve August 2023, Treasurer’s Report. Ayes: 5, Nays: 0. Motion carried**

**Planning Commission Report –Todd Nowak:** Site plan review on Palmer Woods driveway and public hearing next month. Turnout was 30+. Good feedback according to those that showed up. Officials wonder if this will create civil lawsuits.

**Zoning Administrator’s Report – Tim Stein for Scott Sheehan:** New home build, solar array, and two additions. Vince is working on a test issue of a LUP electronic application.

**Zoning Board of Appeals Report –Jan Nowak:** ZBA secretary, Mark Fisher, is in the process of scheduling a hearing for a 75ft variance sometime between Oct 9-12<sup>th</sup>.

**Maintenance Report – none**

**Assessor Report – none**

**Other members – none**

**Old Business –**

**Review/Update Cedar Area Fire and Rescue- John Imbolden:** Finalized financing for ambulance, at 6% for 3 years. Budget will be to the townships by October 1<sup>st</sup>. Discussion to switch from two year budgeting to one year budgeting. Final audit report looks clean. Demonstration of training equipment was used with the funds from the Tribe.

**a1. Discuss Potential Future Fire Station Property Plans:** in 2025 we were going to consider a second fire station on the Cleveland/Kasson boarder to serve the western side of the townships and be closer to Glen Lake School. There is a current property listing on the corner of Burdickville and 669. The new facility would be designed around 10,000 sq. ft., with two pavs and an administration office. This is currently only a discussion and not an agreement.

**a.) Review Status of Zywicki Appeal:** The suit has been dismissed with prejudice and without any cost to any party. As a follow up, the legal counsel, Dingman and Dancer, sent a time table of when the violations will be resolved.

The date was the end of October. If the violations are not taken care of, the board is prepared to initiate a civil infraction and fines.

**New Business –**

- a.) **Review/Consider L-4029 Tax Rate Request- Tim Stein: Millage to be levied on December 1, 2023.**

**Motion by Angie Diotte and seconded Tanelle Budd to approve the L-4029 Tax Rate Request. Ayes: 5, Nays: 0. Motion Carried.**

- b.) **Update/Discussion on Leelanau County Road Commission Little Traverse Lake Road Project.**

LTL road was completed; shoulders are filled out and level. There will be a bill due soon estimated around \$170,000 +/-.

**Payment of Bills:**

**Motion by Tim Stein and seconded Jan Nowak to approve the payment of bills for September 12, 2023. Ayes: 5, Nays: 0. Motion Carried.**

**Correspondence – none**

**Public forum – none**

**Motion by Todd Nowak and seconded by Jan Nowak to adjourn meeting at 7:32 pm. Ayes: 5, Nays: 0. Motion carried.**

Tanelle Budd, Clerk

Approved by Tim Stein, Supervisor