

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 and Trustee Steve Yoder. Trustee Pat Deering arrived at 7:06 P.M.

Guests present: Dale Gauthier, Judy Janosik, Charlie Smith, Karen Smith, Kim Smith, Mary O'Neill, Mary Taylor, Jon Zelinski, BJ Christensen, Kelly Claar and Chris Comeaux.

3. Approval of Agenda

Motion by Joan Gauthier and seconded by Shirley Mikowski to approve the agenda as presented. Motion carried 4-0.

4. Approval of Minutes

1. Regular March 14, 2024

Motion by Steve Yoder and seconded by Joan Gauthier to approve the March 14, 2024 regular meeting minutes as written. Motion carried 4-0.

2. Budget March 19, 2024

Motion by Steve Yoder and seconded by Shirley Mikowski to approve the March 19, 2024 budget meeting minutes as written. Motion carried 4-0.

3. Special March 23, 2024

Motion by Steve Yoder and seconded by Shirley Mikowski to approve the March 23, 2024 special meeting minutes as written. Motion carried 4-0.

5. 2024-2025 Budget/Correction

Several of the fund balances of the 2024-2025 Budget that was approved at the annual meeting and adopted at the special meeting held on March 23, 2024 had incorrect balances. The incorrect balances do not affect the bottom line of the budget (see attached). Motion by Shirley Mikowski and seconded by Joan Gauthier to approve the corrections to the 2024-2025 budget that was approved and adopted on March 23, 2024. Motion carried 4-0

6. Public Comment

Jon Zelinski asked if the Future Land Use Maps are accurate that are posted on the website, and they are not. The Planning Commission will be updating the maps.

Mary Taylor questioned if the parks report was the correct year that was included in the annual meeting package, and it was.

7. Correspondence

- Mika Meyer will be hosting a hospitality reception at the MTA Educational Conference that will be held at the Grand Traverse Resort on April 23, 2024 from 4-8 P.M.
- A notice was received from Almira Township that they are updating their Master Plan.

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

Joan Gauthier reported she has put an additional \$1,400.00 from the Fire Sinking Fund into a CD. Joan asked if she should put \$10,000.00 into a CD from the Parks and Recreation Fund. Motion by Joan Gauthier and seconded by Steve Yoder to approve to put \$10,000.00 of \$13,348.95 from the Parks and Recreation Fund into a CD. Motion carried 4-0.

Huntington Bank Checking \$36,989.22, ARPA Funds included in checking: \$12,085.33, Available in Checking Account: \$24,903.89, Huntington Bank General Savings \$408,439.29, Huntington Bank General Savings CD (6 Month 4.65%) \$102,100.00, Total General Savings \$510,539.29, Total Funds Available: \$535,443.18, Huntington Bank Road Improvement Fund \$10,382.80, Huntington Bank Road Improvement Fund CD \$5,000.00, Total Road Improvement Fund \$15,382.80, Huntington Bank Fire Fund CD \$64,197.00, Huntington Bank Fire Fund CD (6 Month 4.65%) \$40,840.00, Huntington Fire Fund Savings \$16,227.29, Total Fire Sinking \$121,264.29, Huntington Bank Sidewalk Fund \$11,622.13, Huntington Bank Sidewalk Fund (6 Month 4.65%) \$7,948.48, Total Sidewalk Fund \$19,570.61, Total other Township Funds Available: \$156,217.70. Total Current Assets: \$691,660.88, Non-Township Funds, Huntington Bank Cedar River Marina Project \$10,040.21, Huntington Bank Cedar River CD (6 Month 4.65%) \$14,498.20, Total Cedar River \$24,538.41, Parks and Recreation \$13,348.95. Voucher #'s 15405-15419 were submitted for payment. Motion by Steve Yoder and seconded by Shirley Mikowski to approve to accept the Treasurer's report and pay vouchers as presented. Motion carried 5-0.

9. Committee Reports:

Steve Yoder reported on the Planning Commission meeting held on Tuesday, April 2, 2024. Four members and six guests were present. Todd Yeomans was absent.

- A Public Hearing was held to change the language for density in the Zoning Ordinance. There was no contest from the guests and was approved. It will now be forwarded to Leelanau County.
- Interim Zoning Administrator, Christina Deeren is guiding them through the steps of the Master Plan.

10. Unfinished Business

A. Township Hall/Repairs

1. Well

Shirley Mikowski did contact B&Z Well Drilling and they found the pressure tank had no air in it. They did put air in the tank and ran all of the lines. The pressure tank was installed in 1970. They gave us a price of \$2,983.53 to install a new tank. Since then, Mike Bunek did some repairs in the women's bathroom and found sand in the tanks. Shirley will contact B&Z Well Drilling to let them know.

Joan Gauthier is getting quotes to have the outside wall repaired. Pat Deering said he talked with Colby Thoreson from LRM, and they will be giving a price to repair the wall as well.

Steve Yoder will have two quotes to put in offices in the township hall ready for May.

2. Township Hall Rates

Motion by Steve Yoder and seconded by Joan Gauthier to approve to increase the rates for renting the Solon Township Hall for any future bookings effective April 11, 2024. Motion carried 5-0.

9. Committee Reports (cont'd):

Kelly Claar reported the Parks and Recreation Committee met on Monday, March 25, 2024 at 6:00 P.M. at the Solon Township Hall. All members were present. (A written report from Kelly Claar is also attached.)

- Parks clean up is scheduled for Saturday, May 4, 2024 and they would like an ad placed in the Leelanau Enterprise.
- Steve Yoder purchased a lock box for the township hall and he will install it.
- Mary Taylor would like to order mulch for the playground to have for the spring clean up.
- Mary Taylor will be meeting with Kristen for the second phase of the Rotary Grant and asked what the balance of the grant money is after Fleis&Vandenbrink was paid.
- Kelly requested to get the balance of the Grand Traverse Band grant money that was received so they may purchase signs with it.
- The next meeting will be held on Tuesday, April 30, 2024 at 6:00 P.M. at the Solon Township Hall.

B. Parks

1. Fence

Shirley Mikowski sent an email to Christina from the Apple Fence Company but has not had a response, but will keep trying to contact them.

2. Bleachers

Extruded Aluminum Company informed Joan Gauthier that 76 pieces are done, but Joan told them that the township would wait until all the pieces are done before they are picked up.

3. Vlack's Park

There was no update.

4. Beach Park Road

Jim Lautner had no update on the Beach Park Road because he did not have the owner's name that lives on Sandbar Drive. Jim will be given the information.

5. Diamond Dust

The board approved to pay \$450.00 for 10 yards of diamond dust last fall, but since then the price increased \$15.00. Motion by Jim Lautner and seconded by Joan Gauthier to approve the additional cost of \$15.00 for the 10 yards of diamond dust. Motion carried 5-0.

C. Fire Department

1. Interlocal Agreement

There was no update.

2. Fire Board Representative/Alternate

Chris Comeaux is Solon Township's Fire Board representative and Dan Leach is the alternate. Their terms are not expired.

3. Member at Large/Appointment

John Depuy is the member at large for the Cedar Area Fire & Rescue Board and his term expires March 31, 2024. Each of the four townships has to approve his reappointment. Motion by Joan Gauthier and seconded by Shirley Mikowski to approve to reappoint John Depuy as the member at large for the Cedar Area Fire & Rescue Board. Motion carried 5-0.

Chris Comeaux gave the following report:

- Anthony Forton was recently hired as a part time paramedic who has 20 years of experience.
- Union negotiations will start next month and Chris and Kasson Township's representative will be working with the union.
- There have been discussions between Kasson and Cleveland Township's regarding building a second station.
- Chris will be in contact with Shirley Mikowski about the possibilities of installing a pump up septic station at the fire department.

D. Cedar River Project

1. Buoys

There was no report.

E. Drainage District

There was no update.

F. Cemetery

Zach Baker drew up a new map of the cemetery and a copy was available to look at. There are notations on the map where it shows where someone/something may be buried where the roads are to be closed. Zach Baker would like to

work with Dale Gauthier or Rich Nachazel to see if these are burial spots. Shirley Mikowski noted with the closing of the roads, they will need to be filled with dirt before any lots can be sold.

1. Resolution/Lot Price Increase

Moved by Joan Gauthier and supported by Shirley Mikowski to adopt the following resolution to increase the purchase price for each adult burial space which shall cost the sum of \$300.00 for a Solon Township land owner and \$700.00 for a non-land owner. On a roll call vote: Deering-yea, Yoder-yea, Lautner-yea, Gauthier-yea and Mikowski-yea. 5 "yeas" and 0 "nays. The resolution was dully adopted.

G. Bunting's/Road

The township has still not received a bid from Brendan Mullane, the manager for the Leelanau County Road Commission to repair the road behind Bunting's Market. Mr. Mullane has requested to give a report at the May meeting. Shirley Mikowski will remind him to get a bid to us. Jim Lautner said according to MTA, townships are not financially responsible to have roads repaired.

H. Zoning Administrator

The township board received a proposed salary from Christina Deeren, Interim Zoning Administrator, which will be discussed at the May meeting.

11. New Business

A. Resolution/Street Closure (on hold)

B. AED/Cedar Community/BJ Christensen

The Cedar Area Community Foundation would like to purchase an AED for the township hall. BJ Christensen told the board there is a need for an AED in the township hall. She has headed up a walking group in the township hall for over 20 years and most walkers now are 50 and older. Jason from the fire department will be instructing on how to use it. They will be purchasing the AED from BioMedical Solutions, Inc. for \$1,254.00. The price does not include postage and delivery. Motion by Joan Gauthier and seconded by Shirley Mikowski to approve to permit the Cedar Area Community Foundation to purchase an AED for the Solon Township Hall. Motion carried 5-0.

The board thanked BJ Christensen for the Cedar Area Community Foundation purchasing this much needed AED.

C. Ballfield 1/Maintenance/Sarah Lautner

Joan Gauthier read the proposal of maintenance for diamond one, closest to the river (see attached) from Sarah Lautner who is in charge of the adult baseball league. The board was in agreement with what was proposed. The board did request that the league signs waivers and have liability insurance. The board is also requesting they keep track of all their volunteer hours and the cost of anything purchased for the upkeep of the field which will help when applying for grants.

12. Public Comment

Mary O'Neill read in the Leelanau Enterprise an article that was found under Leelanau History that was dated April 2, 2009 that Solon Township Board turned down grant funding from the State of Michigan for a sewer project. Shirley Mikowski will look at the minutes from that time frame.

Mary O'Neill also shared her concerns about guns being shot off at Vlack's Park 6-7 months out of the year. Ms. O'Neill told the board that the township can set the rules, put up signs and draft an ordinance.

Mary Taylor asked if she can go ahead and order the mulch needed for the playground to be delivered for the spring clean. It was agreed the mulch could be ordered without a formal approval because it is a maintenance item.

BJ Christensen recommended having a railing installed where there is an incline on the township hall parking lot.

Chris Comeaux supports Mary O'Neill with the Joe Vlack Park.

13. Announcement

The Lion's Club is serving a pancake breakfast this upcoming Sunday, April 14, 2024 from 9:00 A.M. – 1:00 P.M. in Maple City.

14. Adjournment

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

The meeting was adjourned at 9:01P.M.

Respectfully submitted,

Shirley I. Mikowski
Solon Township Clerk

Connected

SATURDAY, MARCH 23, 2024

SOLON TOWNSHIP

FUNDS AVAILABLE:

| | |
|--|---------------------|
| Huntington Bank Checking | \$ 38,724.84 |
| ARPA FUNDS INCLUDED IN CHECKING: | <u>12,085.33</u> |
| TOTAL AVAILABLE IN CHECKING ACCOUNT | \$ 26,639.51 |
| Huntington Bank General Savings (2010) | 408,390.11 |
| Huntington Bank General Savings CD (Renewed @ 4.65%) | <u>102,100.00</u> |
| TOTAL GENERAL SAVINGS | 510,490.11 |
| TOTAL FUNDS AVAILABLE | \$537,129.62 |

OTHER TOWNSHIP FUNDS:

| | |
|--|-----------------------------|
| Huntington Bank Road Improvement Fund (2049) | \$ 10,380.17 |
| Huntington Bank Road Improvement Fund CD (@4.65%) | <u>5,000.00</u> |
| | 15,380.17 |
| Huntington Bank Fire Fund CD (Renewed @ 4.2%) | 62,754.05 |
| Huntington Bank Fire Fund CD (Renewed @ 4.65%) | 40,840.00 |
| Huntington Fire Fund Savings (2023) | <u>16,217.51</u> |
| TOTAL FIRE FUND | 119,811.56 |
| Huntington Bank Sidewalk Fund (2036) | 11,618.53 |
| Huntington Bank Sidewalk Fund CD (Renewed @ 4.65%) | <u>7,948.48</u> |
| TOTAL SIDEWALK FUND | 19,567.01 |
| OTHER TOWNSHIP FUNDS AVAILABLE | \$ 154,758.74 |
| TOTAL | \$ <u>691,888.36</u> |

Non-Township Funds

| | |
|---|------------------|
| Huntington Bank Cedar River Marina Project (7383) | 10,037.66 |
| Huntington Bank Cedar River CD (Renewed @ 4.65%) | <u>14,498.20</u> |
| Total Cedar River | \$ 24,535.86 |

Parks and Recreation ---\$13,348.95

SOLON TOWNSHIP FISCAL YEAR BUDGET 2024-2025 CORRECTED 04/11/2025

PROPOSED RECEIPTS 2024-2025

| | |
|---|------------|
| State Shared Revenues | 170,000.00 |
| Hall Rental | 1,500.00 |
| Township Tax | 72,000.00 |
| Taxes: Interest Earned | 25.00 |
| Swamp Tax | 2,900.00 |
| Local Comm Stab Share Tax/PPT | 600.00 |
| Cemetery | 2,000.00 |
| Permits and Fees | 5,000.00 |
| Fire and Ambulance Operation Millage 2.50 mills | 358,000.00 |
| Interest | 4,000.00 |
| Charges for Services | 0.00 |
| Metro Act Fund | 1,500.00 |
| State Education Tax | 3,200.00 |
| 1% Administration Fee | 32,000.00 |

- Cedar River Marina Project (Non-Budget Item)
- Parks and Recreation (Non-Budget Item)
- ARPA Funds (Non-Budget Item)

ESTIMATED RECEIPTS 2024-2025 652,725.00

PLUS ACTUAL FUNDS AVAILABLE **537,129.62**

OTHER FUNDS

| | | |
|-------------------------------|-------------------|-------------------|
| Road Improvement (Gov't Oper) | 15,380.17 | Corrected |
| Fire Sinking (NWS) | 103,594.05 | 119,811.56 |
| Sidewalk Fund (5th/3rd) | 19,567.01 | |
| TOTAL OTHER FUNDS | 138,541.23 | 154,758.74 |

TOTAL ANTICIPATED INCOME **1,189,854.62**

| | |
|---|-----------|
| <i>Cedar River Marina Project (Non-Township Fund)</i> | 24,535.86 |
| <i>Parks and Recreation</i> | 13,348.95 |
| <i>ARPA Funds</i> | 12,085.33 |

ESTIMATED EXPENSES 2024-2025

| | |
|----------------------|-----------|
| Supervisor Salary | 10,000.00 |
| Supervisor Operating | 0.00 |
| Assessor Salary | 18,000.00 |
| Assessor Operating | 1,500.00 |
| Clerk Salary | 22,000.00 |
| Clerk Operating | 5,000.00 |
| Deputy Clerk | 2,000.00 |
| Treasurer Salary | 18,000.00 |

| | | |
|---|--------------|------------|
| Treasurer Operating | 5,000.00 | |
| Deputy Treasurer | 2,000.00 | |
| Trustee Board Salaries | 4,500.00 | |
| TOWNSHIP BOARD EXPENSES | | |
| Public Utilities | 12,000.00 | |
| Advertising | 3,000.00 | |
| Professional/Legal/Audit Fees | 15,000.00 | |
| Miscellaneous | 1,000.00 | |
| Sidewalks/Roads | 5,000.00 | |
| Service Charge | 12,000.00 | |
| Board of Review | 3,000.00 | |
| Planning Commission Budget | 14,000.00 | |
| Board of Appeals | 2,000.00 | |
| Zoning Administrator | 24,000.00 | |
| Cemetery Operating | 10,000.00 | |
| SOLON TWP. HALL EXPENSES: | | |
| Custodian Salary | 3,000.00 | |
| Hall Lights | 1,500.00 | |
| Hall Gas | 4,000.00 | |
| Hall Operating | 5,000.00 | |
| Pension | 8,000.00 | |
| Elections | 20,000.00 | |
| Insurance | 11,000.00 | |
| Parks Maintenance | 35,000.00 | |
| Parks Improvements | 35,000.00 | |
| Twp. Annual Support of Fire and Amb. 2.50 mills | 326,993.77 | |
| ANTICIPATED EXPENSES 2024-2025 | 638,493.77 | Corrected |
| ROAD IMPROVEMENT FUND | 5,000.00 | |
| CONTINGENCY: | 5,000.00 | |
| FUND BALANCE: | 402,819.62 | 386,602.11 |
| OTHER FUNDS | 138,541.23 | 154,758.74 |
| TOTAL OPERATING EXPENSES: | 1,189,854.62 | |

Parks Committee Requests for Township Board

April 11, 2024

Old Business

The Solon Township Parks Committee requests an update on the status of the previous meetings' requests:

1. Recommend a lock box for a hall key with a code for recreation programs within the town hall. For example; tai chi, walking group, chamber, parks meetings etc.
This would help keep the number of keys floating around to a minimum and the code could be changed regularly.
2. Request what the plan is for installing and removal of the dock at Solon Beach Park?
3. Would like to know the balance remaining on the GTB grant from the boat wash stations so we can accurately determine a project scope for signs near the boat launch on the cedar river, and spend the remaining funds. After doing so we will be able to request funds in the May grant cycle for an AED for the Town Hall.
4. Would like to know if there is an ordinance for Parks in the township records or history. If so, we would like a copy of it, if not, we would like to begin working on a draft to present to the board. An example included is from Elmwood township, and available at:

[park regulation ordinance 20115.pdf \(leelanau.gov\)](#)

New Business

The Solon Township Parks Committee would like to request the following:

1. Before the Township Board considers entering into a contract with the Cedar Recreation Softball League for adult leagues that they consider requesting the following items:
 - I. A) signed Liability form from each participant. B)\$5 fee to Township for each player for the season C)submit receipts for items purchased to Township Board D) submit maintenance activities performed to Township Board E)Sign an

agreement for the above in exchange for exclusive use of the Adult baseball field on Tuesday nights for the specified dates. Agree to meet annually with the Township Board and Parks Committee F)The Township Board will pay to have the fields mowed.

2. Before the Township Board agrees to lease the Tennis Courts and baseball fields to the Polka Fest Foundation:
 1. Require a deposit of a dollar amount to be specified by the board.
Returnable after a walk through post event.
 2. Determine a fee for exclusive use of the fields; either 10% of the gross profits or another predetermined fee from the Board.
 3. Perform a walk through inspection of the facilities before and after the event.
 4. Require that all maintenance actions be documented and approved by the board before implementation.

3. The Parks Committee has discussed a list of desired improvements for the Cedar Community Park based on Community Input. We recommend a project proposal to include the following items:
 - a. A moveable gate at the playground to completely contain children.
 - b. The Large fence at the adult Softball field needs dirt filled in or another solution to prevent balls from rolling underneath.
 - c. Hire a contractor for insect control near the ball fields.
 - d. We recommend at least 1 additional trash can near the ball fields during the high season.
 - e. We recommend 2 additional porta potties for Solon Parks during the high season for a total of 7 (including the beach park).
 - f. Installation of the new bleachers should have a determined project manager and a representative from the Township Board or their designee.
 - g. New lightbulbs for the Adult League lights and repair scoreboard.
 - h. Improved parking to include at least 2 ADA spaces and improved egress.
 - i. A walking trail around the outside of the ball fields and leading toward the old dump area.
 - j. Refurbish the tennis courts and build a cover over the top to include lighting.

4. Reminder that the parks committee will be hosting the annual Spring Cleanup of Solon Township Parks on Saturday May 4th from 10-1. Please bring your own gloves and rakes. Light refreshments will be provided. All participants will need to sign a waiver. We would like to put an ad in the paper at least 2 weeks prior to the event.

5. Our next committee meeting will be on Tuesday April 30th at the Townhall at 6:00 pm. The public is welcome.
Respectfully submitted by Kelly Claar Solon Township Parks Co-Chair

2024 Adult Softball League Field Proposal

Solon Township Board Members,

We are requesting approval for Spring/Summer field maintenance. This proposal is only for Field 1, the closest to the river.

We are asking permission to purchase and spread diamond dust on field 1, prior to doing so we would like to try to decrease the "hump" between the infield and outfield. This will require the use of tractors, skid steers and other equipment. Part of this may be two parts one in the spring and another fall.

Also we use to keep a pile of diamond dust to fill in holes throughout the season; We always kept a small pile of excess diamond dust a pile next to the bleachers closest to the river. We would like to be able to do this again, that way we have some readily available for in season field maintenance when needed.

While trying to fix the infield we are proposing to fix the bases and replace bases if necessary. The funds for bases have always come from our fees and if bases need to be replaced we will put that on the list of expenses. This year we are going to have to dig up the bases for the bases and possibly create new anchors for them. This is going to be an unknown until the project gets started.

We would also like to roll the outfield. I know that either our league or the township purchased a roller years ago when Lefty was around, and it's in the township shed we would like to have access to that so we can roll the outfield a few times this season. I know Lefty used to pull it behind the mower when he would cut, we would bring something to pull it.

We would like to remove some bushes and vines that are growing in and on the fence. The worst being at the entrance of the field, how its growing it could cause issues with players trying to catch foul balls along with preventing the gate to shut. In the outfield last year we had vines growing on the top of the fence. We are requesting to be able to remove any vines or bushes/weeds that could be a hazard to someone. Also, we would like to weed spray the field again at some point. I know it's been done a few times but we would like to continue that. I know the one year we paid a portion along with the little league. I don't believe we have paid the last time it was done but we are willing to or we would provide our own.

There are a few holes where the fence has come up on the dugout, we will do our best in repairing along with board. No fencing needs to be replaced just need to re secure it.

This is just a list of what we need permission from the board to get started on the field to make it playable. I have not had a chance to get down there but would like the option to start prior to the May meeting if necessary. Again, we aren't requesting any funds from the township at this point we are just looking for approval and keeping the board in the loop.

Co-ed League Fees

- Umps
- Score Keeper
- Balls
- Chalk
- Electric
- Insurance
- Bases when needed
- Diamond dust when required.
- Miscellaneous expenses when they arise.

(I'm sure there are others but this is just what I know off hand. As the season progressive I will keep track and have an updated list after the season)