**Regular Meeting of the Township Board**

**Tuesday, February 13, 2024**

**Cleveland Township**

Supervisor, Tim Stein, called the meeting to order at 7:00 pm. Present on roll call were, Todd Nowak, Jan Nowak, Tim Stein, Angie Diotte, & Tracy Olsen. No public presence

**Motion by Jan Nowak and seconded by Angie Diotte to approve January 9, 2024 Minutes. Ayes: 5, Nays: 0. Motion carried.**

**Public Comment on Agenda- None**

**Supervisor’s Report – Tim Stein –** In old business and New Business. Moving ahead with Granicus. Provide the necessary files for Granicus and moving ahead. Tracey Cruse BSA files property information that the required. Did send her a Cleveland township zoning map. Did tell her areas that need to be eliminated in the study Ex: Commercial resort and some business properties

**Clerk Report –** **Tracy Olsen** – Working on election material. Been meeting with Glen Arbor township clerk to work through new things and have elections hours Sunday 2/25 8-4 pm.

**Treasurer’s Report – Angie: January 31, 2024**

Revenue $ 285,417.68

Disbursements $ -88,127.83

Revenue $252,260.99

Bank Balance $454.550.84

**Motion by Todd Nowak and seconded by Tim Stein to approve January 31, 2024, Treasurer’s Report. Ayes: 5, Nays: 0. Motion carried**

**Planning Commission Report –Todd Nowak:** New Business Pre application for Flaska Site Plan was cancelled still getting some paperwork together. Property needs to be re shifted a bit. Thinking will go forward come March. Agriculture district almost wrapped up a few final add Ons to it then will send it forward.

**Zoning Administrator’s Report** –**Scott Sheehan:** Ray Hunter 278 Harbour Ridge new home with a garage, William Lora 5447 S Maple City Rd new addition to home

**Complaints**: Received a letter from an attorney in regards to a property owner on Narlock Rd. Compliant states neighbor is running a business out of his home which is causing a nuisance. Talked with the person he states he only parks his work truck on his property and operates the actual business out of his business partners home.

Misc: Finished part Two of Zoning Administrator certification program at   
MSU. Copies of all certifications on file now. Now starting another class online which is self-paced online class that needs to be complete by February 7. Then has two days of classes at a conference in Mt. Pleasant Feb 8 and Feb 9.

Leaning on him heavily now due to his certification. Board to consider to increases on his salary. Currently at $833.33/month recommend salary increase starting March 1, 2024 $1,015/month. Would take him to $10,000 annually to $12,180 to a 15% increase. In line with his qualifications. As we move forward with a STR and he becomes the administrator of STR we will look at that as a separate issue.

**Motion by Todd Nowak and seconded by Jan Nowak to increase Scott Sheehan’s wage from $883.33 to $1,015.00 a month starting March 1, 2024. Ayes: 5, Nays: 0. Motion carried**

**Zoning Board of Appeals Report – Jan Nowak: Met on January 29, 2024. ZBA case for Dave and Beth Kaminski and the request for a variance was granted.**

**Maintenance Report – None**

**Assessor Report – Tim:** BOR meeting dates for March 2024. Monday March 11 2 pm-5 pm and second session on that day from 6 pm-9 pm. Wednesday March 13th from 9 am-12 pm, second session on that day from 1pm-4 pm. Sign off on tax roles that night and be done. Our organizational meeting will be March 5 @ 11 am a 1 hour meeting where they turn the tax roles over to us. In addition to that Julie Krombeen is getting prepped for the Public Act 660 Audit based around Boards of Reviews around the state acknowledging the Michigan State Tax Commissions Prerequisite’s and procedures. One of those Prerequisites and procedures was to provide for a Poverty Exception Procedure. We did get a flag but we did find we had one. We did do a 2023 Poverty Exception Procedure. They came back and said that we do not need to pass one annually if we use the format which they did forward to us and the resolution 2024-1 is one that is good. We just have to change and address the poverty levels those have changed. Boiler Plate poverty exception moving forward is just add an addendum changing the numbers. We would add the numbers every year at the BOR. 1.25 as a lead in when we bring up the 2024 federal property levels to add to this as we go into 2024 tax review period we would put a one line addendum that Cleveland Township’s poverty levels will be factored by 1.25 federal guidelines.

**Motion by Tims Stein seconded by Jan Nowak to approve Poverty Exception Resolution of 2024-1.**

**Roll Call Vote:**

**Jan Nowak- Aye**

**Todd Nowak- Aye**

**Tim Stein – Aye**

**Tracy Olsen – Aye**

**Angie Diotte – Aye**

**Motion Carried.**

**Old Business –**

1. **Review/Update Cedar Area Fire and Rescue- Tim Stein for John Imbolden:** John is out of the country. ALS is working out very well. Doing join training with Centerville and Glen Lake seems to be cohesion happening with the surrounding fire departments. Numerous support.
2. **Expiring board appointments:** John Depuy member at large. He has a term that is expiring 3/31/24. John Imbolden Cleveland township is term is expiring 3/31/24. Four year term. John Depuy Two year term.

**Motion by Todd Nowak and seconded by Angie Diotte to approve John Depuy with a term to now expire 3/31/26 and John Imbolden a term to now expire 3/31/28 . Ayes: 5, Nays: 0. Motion carried**

1. **Review Referendum Request –** Millage for Township Road Maintenance/Repair August 2024 – Half a mill to be set aside for road maintenance and repair designated townships and roadways in Cleveland township. Will make sure it gets on the ballot for August. Charge .50 for every $1,000 of taxable value.

**Motion by Jan Nowak seconded by Angie Diotte to approve Millage for Township Road Maintenance/Repair August 2024. Ayes: 5, Nays: 0. Motion carried**

**New Business –**

1. **Review 2024/25 Truth Taxation Resolution: Tim-** Annual Requirement Prior to our Annual Budget Meeting on March 23, 2024. Have to approve a 2024-25 Truth Taxation Resolution. Signifying the numbers we need to use for the 2024-25 numbers in calculating the budget. 2024 total mileage rate 2.7991 mills includes the township operational mileage 2.5491 mills and fire and emergency 2.25 mills and a 1% property tax administration fee shall be levied upon property located in the township. The numbers we did not have to reduce our operational mileage of the CPI number being where it was at did not facilitate us having to us take it back as we have in the previous years. This year it stayed flat.

**Tims Stein offers this resolution to the board**

**Roll Call Vote:**

**Jan Nowak- Aye**

**Todd Nowak- Aye**

**Tim Stein – Aye**

**Tracy Olsen – Aye**

**Angie Diotte – Aye**

**Motion Carried.**

**Here by Certify the above Resolution Review 2024-25 Truth Taxation Resolution adopted at on February 13, 2024 at the monthly meeting.**

1. **Review 2024/2025 Salary Resolutions for Cleveland Township Officers: Tim Stein-** Employed the MTA salary survey to calculate the appropriate wages at the median level.Also used theCPI 3.9% consumers pricing index rating the normal index used in determining salaries.

* Supervisor Salary Resolution: $15,585

**Motion by Jan Nowak and seconded by Tracy Olsen to approve the salary resolution of the Supervisor.**

**Roll Call Vote:**

**Jan Nowak- Aye**

**Todd Nowak- Aye**

**Tim Stein – Aye**

**Tracy Olsen – Aye**

**Angie Diotte – Aye**

**Motion Carried.**

* Clerk Salary Resolution: $21,650

**Motion by Todd Nowak and seconded by Jan Nowak to approve the salary resolution of the Clerk.**

**Roll Call Vote:**

**Jan Nowak- Aye**

**Todd Nowak- Aye**

**Tim Stein – Aye**

**Tracy Olsen – Aye**

**Angie Diotte – Aye**

**Motion Carried.**

* Treasurer Salary Resolution: $19,170

**Motion by Tim Stein and seconded by Tracy Olsen to approve the salary resolution of the Treasurer.**

**Roll Call Vote:**

**Jan Nowak- Aye**

**Todd Nowak- Aye**

**Tim Stein – Aye**

**Tracy Olsen – Aye**

**Angie Diotte – Aye**

**Motion Carried.**

* Trustee Per Diem Resolution: $175

**Motion by Tim Stein and seconded by Angie Diotte to approve the per diem rate of the Board Trustees. Ayes: 5, Nays: 0. Motion carried**

**Roll Call Vote:**

**Jan Nowak- Aye**

**Todd Nowak- Aye**

**Tim Stein – Aye**

**Tracy Olsen – Aye**

**Angie Diotte – Aye**

**Motion Carried.**

1. **Consideration of Natural Hazard Mitigation Plan Adoption Resolution 2024-25 – Tim Stein –** A plan from Matt Ansorgehe provided a plan forAn adoption resolution to take it in front of the township board. All the townships to show support.Local agreement that we sign on so weLook to the county to providefor our natural hazard mitigation plan for the entire county.

**Motion by Jan Nowak and seconded by Angie Diotte to approve The Natural Hazard Mitigation Plan Adoption Resolution 2024-25.**

**Roll Call Vote:**

**Jan Nowak- Aye**

**Todd Nowak- Aye**

**Tim Stein – Aye**

**Tracy Olsen – Aye**

**Angie Diotte – Aye**

**Motion Carried**

1. **Discuss Agenda for March 23rd Annual Meeting – Tim Stein –** Inform our residents what’s going on. Have the Fire Department come. Tart Trail updates, entrance on Bohemian putting a restroom over there. Scott Tucker superintendent of the national park. Update on the health of the park. 40% of our township is in the national park. Extend an invitation to him. Brendan Mullane sent us some road commission information to us and asked to be included in one of our meetings told him a good time to come would be one of our annual meetings. No reply to that request yet. Will invite Fire department, Scott Tucker, and hopefully the road commission possibly tart trail.
2. **Discussed Proposed Items for Consideration in Budgeting for 2024-25 Meeting – Tim Stein –** Angie expressed possibly needing a new computer for treasurer, new computer for the clerk. Upgrade in building maintenance but put that in the maintenance budget.
3. **Consideration of Fireworks Permit July 6, 2024 M.** **Wysocki – Tims Stein -** Fits within our firework ordinance, provided insurance. Great Lakes Fire works LLC in west Branch Michigan. Will have to notify sheriff department and marine patrol for sheriff’s dept or boating patrol for DNR will have to be on site.

**Motion by Tracy Olsen and seconded Angie Diotte to approve the Consideration of Fireworks Permit for M. Wysocki on July 6, 2024. Ayes: 5, Nays: 0. Motion Carried.**

**Payment of Bills -**

**Motion by Tim Stein and seconded by Jan Nowak to approve payment of Bills for February 13, 2024**

**Correspondence –** None

**Public Forum –** None

**Motion by Todd Nowak and seconded by Jan Nowak to adjourn meeting at 7:52 pm. Ayes 5, Nays: 0. Motion Carried.**

Tracy Olsen, Clerk

Approved by Tim Stein, Supervisor