

Solon Township
Annual Meeting

Saturday, March 27, 2020, 10:00 A.M.
Solon Township Hall
9191 S. Kasson St., Cedar, MI 49621
AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Fire Department
5. Approval of 2020 Annual Meeting Minutes
6. Public Comment
7. Township Budget/Approve 2021-2022 Budget
8. Other Business
9. Public Comment
10. Announcements
11. Adjournment

Solon Township
Annual Meeting
Saturday, March 28, 2020, 10:00 A.M.
Via Tele-Communication
Dial-in number (US): (319) 527-2700
Access code: 386981#

or

Online meeting ID: stephen7yoder
Online meeting <https://join.freeconferencecall.com/stephen7yoder>

MINUTES

Supervisor James Lautner read the agenda as required when a meeting is held via tele-communication.

1. Call to Order

2. Pledge of Allegiance

The Solon Township Annual Meeting was held on Saturday, March 28, 2020 via conference call due to COVID-19. The Annual Meeting was called to order by Supervisor Jim Lautner at 10:00 A.M. with the recitation of the Pledge of Allegiance.

Board members present via conference call: Supervisor Jim Lautner, Treasurer Joan Gauthier, Clerk Shirley Mikowski, Trustee Ron Novak and Trustee Steve Yoder.

Present via conference call: Warren Fuller, Kathy Fuller, Melinda Lautner, Dale Gauthier and Al Garvin.

3. Approval of Agenda

Motion by Joan Gauthier and supported by Ron Novak to approve the agenda as presented. Motion carried.

4. Approval of 2019 Annual Meeting Minutes

Motion by Melinda Lautner and supported by Steve Yoder to approve the March 30, 2019 Annual Meeting Minutes as written. Motion carried.

5. Public Comment

Al Garvin does not know why the township has not pursued repairing the boat launch at Perrins Landing, but instead spending money on a marina in Cedar. He said the township is responsible for that launch, and has received letters from the DNR and the Leelanau County Road Commission with suggestions and future programs for that launch. Mr. Garvin is concerned that the township could be sued if an accident were to happen. Jim Lautner stated that the township does not own anything at this launch; the Leelanau County Road Commission owns the road up to the boat landing.

Melinda Lautner gave a report on the county:

- The Land Bank Authority partnered with Habitat for Humanity, and has built one home in Maple City and another home in Suttons Bay. They are hoping to build a couple more homes this summer in the county.
- They now have an on-line process to get your building permits through the Building Safety Department which was formerly called Construction Code.
- The county has their first female inspector.
- The county court house is opened, but not open to foot traffic.

6. Township Budget

Supervisor Jim Lautner went over the proposed receipts and expenses budgeted for Fiscal Year 2020-2021.

The clerk's salary increased by \$200.00 bringing it to \$16,000.00; the treasurer's salary increased by \$500.00 bringing it to \$16,000.00; and the trustee's per diem was increased by \$5.00 bringing it to \$105.00 per meeting.

Elections budget last year was \$4,000.00 and was increased to \$5,500.00. Same day voter registration is now required. There are more absentee ballots being sent out because of no reason absentee, and more election workers are required which puts more expense on the township.

Jim noted there will be an increase to the Fire Millage which will be discussed later in the meeting.

Al Garvin questioned the proposed 2.50 millage for the fire department, and why the members of the fire board are getting salary increases when the township elected officials could be doing the work. He does not agree that the fire board members should receive a salary increase at this time. Jim Lautner suggested to Mr. Garvin that he attend a fire board meeting and share his concerns with them. Mr. Garvin also said he sees that Kasson and Cleveland Townships will be getting their own fire building, and wants to know who will man it. Jim Lautner said if they want a building, it will be up to those two townships to build it, and it will be up to the fire board to decide who mans it.

Al Garvin said he is paying over \$200.00 a month for property tax and he has no sidewalks, no sewer and no curbs and just received an increased assessment. He said he can no longer afford to live in Solon Township.

Melinda Lautner asked if there is enough money in the budgeted amount for elections to cover the additional cost with having to mail all ballots for the May election. Shirley Mikowski said Solon Township is not having an election in May.

Motion by Joan Gauthier and supported by Shirley Mikowski to approve the Solon Township Budget as presented for the Fiscal Year 2020-2021. Motion carried. Al Garvin opposed.

7. Fire Department

Jim Lautner explained the Fire Millage was 1.75 and now it is proposed at a 2.50 millage so there will be some surplus to the 2022-2023 budget when the fire department goes to ALS (Advanced Life Support). The proposed 2.50 millage will be collected 2020 and 2021 and is designated for the fire department only. Al Garvin was concerned seeing emergency vehicles on the road when there is no emergency. Jim Lautner suggested to Mr. Garvin to go right down to the fire station and talk to the Fire Chief.

Shirley Mikowski explained that one of the reasons the millage needs to be increased is to stay competitive with wages in the county, or we could lose our fire department.

Motion by Ron Novak and supported by Joan Gauthier to approve placing a proposal of 2.50 mills for the Fire and Ambulance Support that will be collected for the next two years (2020 and 2021) for the township contribution to the Fire Department on the ballot of the August 4, 2020 Primary. Motion carried. Al Garvin opposed.

8. Other Business

There was none.

9. Public Comment

Al Garvin stated he would like few alterations and conservative budgets for our entire township and not just for the Village of Cedar. Mr. Garvin added at this critical time thank you for all of your efforts and God Bless.

10. Announcements

There was none.

11. Adjournment

Motion by Joan Gauthier and supported by Shirley Mikowski to adjourn. Motion carried.

Meeting adjourned at 10:27 A.M.

Respectfully Submitted,

Shirley I. Mikowski
Solon Township Clerk

**Solon Township
Zoning Administrator's
2020 ANNUAL REPORT**

3/22/2021

January 1, 2020 - December 31, 2020

To: Solon Township Board

From: Timothy A. Cypher

Land Use Permits Issued:	21	Last Year	34
Signs / Home Occupation	0		
Single Family Residences (SFR)	4		
Additions to SFR	2		
Garages / or additions to	2		
Decks & Porches / MISC.	5		
Accessory Buildings	5		
Commercial Construction	1		
Stairs & Landings	0		
Agriculture construction	0		
Demolitions	0		
Boathouse	0		
Solar Panels	0		
Renewal of / Change of use	2		
Z.B.A. proceedings	0		
Special Land Use Permits	0		
Zoning Ordinance Ammendment PC worked on rezoning of Ag to Business			
Land Divisions	1		
Property Line Adjustments	3		
Private Roads / Driveways	0		
 Zoning / Site Plan Reviews	 0		
 Construction Inspections	 47		

Violations/Investigations

2 VIOLATIONS - Demoupled - M&E Service
3 INVESTIGATIONS - resolved

Fees Received (approximately) \$2,240.00

I attended Planning Commission meetings and a few Township Board meetings as requested.
I also supplied information via 241 phone msg. & 147 responses via email to Twp. residents/others.
The Planning Commission worked on and made recommendations to the Township Board-Rezoning.

Zoning Administrator
tim@allpermits.com

Phone 231-360-2557

SOLON TOWNSHIP FISCAL YEAR BUDGET 2021-2022

PROPOSED RECEIPTS 2021-2022

State Shared Revenues	136,000.00
Hall Rental	1,000.00
Township Tax	64,000.00
Taxes: Interest Earned	0.00
Swamp Tax	2,500.00
Local Comm Stab Share Tax/PPT	600.00
Cemetery	1,000.00
Permits and Fees	2,500.00
Fire and Ambulance Operation Millage 2.50 mills	274,000.00
Interest	100.00
Charges for Services	0.00
Metro Act Fund	4,500.00
State Education Tax	3,100.00
1% Administration Fee	25,000.00
Recycling	<u>1,250.00</u>
<i>Cedar River Marina Project (Non-Budget Item)</i>	
<i>Parks and Recreation (Non-Budget Item)</i>	
ESTIMATED RECEIPTS 2021-2022	515,550.00

PLUS ACTUAL FUNDS AVAILABLE **288,917.80**

OTHER FUNDS

Road Improvement (Gov't Oper)	5,329.77
Fire Sinking (NWS)	43,178.39
Sidewalk Fund (5th/3rd)	8,856.10
Playground/Oleson Foundation	10,087.48
Parks and Recreation Fund	<u>3,129.20</u>
TOTAL OTHER FUNDS	70,580.94

TOTAL ANTICIPATED INCOME **878,631.16**

Cedar River Marina Project (Non-Township Fund) 29,170.30

ESTIMATED EXPENSES 2021-2022

Supervisor Salary	10,000.00
Supervisor Operating	0.00
Assessor Salary	16,600.00
Assessor Operating	1,500.00
Clerk Salary	16,000.00
Clerk Operating	4,000.00
Deputy Clerk	1,000.00
Treasurer Salary	16,000.00
Treasurer Operating	4,000.00

Deputy Treasurer	2,000.00
Trustee Board Salaries	4,000.00

ESTIMATED EXPENSES 2021-2022

TOWNSHIP BOARD EXPENSES

Public Utilities	8,000.00
Advertising	2,000.00
Professional/Legal/Audit Fees	7,500.00
Miscellaneous	750.00
Sidewalks/Roads	4,000.00
Service Charge	6,000.00

Board of Review	2,000.00
Planning Commission Budget	14,000.00
Board of Appeals	2,000.00
Zoning Administrator	24,000.00

Cemetery Operating	4,500.00
--------------------	----------

SOLON TWP. HALL EXPENSES:

Custodian Salary	3,300.00
Hall Lights	1,500.00
Hall Gas	2,000.00
Hall Operating	10,000.00

Pension	5,000.00
Elections	6,000.00
Insurance	8,500.00
Parks and Maintenance	45,000.00

Twp. Annual Support of Fire and Amb. 2.50 mills	233,221.68
---	------------

ANTICIPATED EXPENSES 2021-2022	464,371.68
---------------------------------------	-------------------

CONTINGENCY:	5,000.00
---------------------	-----------------

FUND BALANCE:	338,678.54
----------------------	-------------------

OTHER FUNDS	70,580.94
--------------------	------------------

TOTAL OPERATING EXPENSES:	878,631.16
----------------------------------	-------------------

SOLON TOWNSHIP FISCAL YEAR BUDGET 2020-2021 ACTUAL

	Amended	
	Line Item	ACTUAL
PROPOSED RECEIPTS 2020-2021		
State Shared Revenues	130,000.00	\$133,574.00
Hall Rental	2,500.00	\$625.00
Township Tax	62,000.00	\$61,505.97
Taxes: Interest Earned	600.00	\$117.82
Swamp Tax	2,400.00	\$2,550.05
Local Comm Stab Share Tax/PPT	600.00	\$678.88
Cemetery	500.00	\$1,000.00
Permits and Fees	4,000.00	\$2,485.00
Fire and Ambulance Operation Millage 2.50 mills	265,000.00	\$257,324.38
Interest	100.00	\$35.51
Charges for Services	1,200.00	\$0.00
Metro Act Fund	4,000.00	\$4,562.17
State Education Tax	3,200.00	\$3,127.50
1% Administration Fee	24,000.00	\$25,797.38
Recycling	<u>1,250.00</u>	\$1,250.00
<i>Cedar River Marina Project (Non-Budget Item)</i>		\$12,968.60
<i>Parks and Recreation (Non-Budget Item)</i>		\$1,924.20
ESTIMATED RECEIPTS 2020-2021	501,350.00	\$494,633.66
PLUS ACTUAL FUNDS AVAILABLE	216,691.33	\$288,917.80
OTHER FUNDS		
Road Improvement (Gov't Oper)	5,342.54	\$5,329.77
Fire Sinking (NWS)	6,830.64	\$43,178.39
Sidewalk Fund (5th/3rd)	<u>10,191.01</u>	<u>\$8,856.10</u>
TOTAL OTHER FUNDS	22,364.19	\$57,364.26
TOTAL ANTICIPATED INCOME	740,405.52	
<i>Cedar River Marina Project (Non-Township Fund)</i>	21,540.71	\$29,170.30
ESTIMATED EXPENSES 2020-2021		
Supervisor Salary	10,000.00	\$9,999.96
Supervisor Operating	0.00	\$0.00
Assessor Salary	16,600.00	\$16,599.96
Assessor Operating	1,500.00	\$806.89
Clerk Salary	16,000.00	\$15,999.96
Clerk Operating	4,000.00	\$2,779.53
Deputy Clerk	2,000.00	\$0.00
Treasurer Salary	16,000.00	\$15,999.96
Treasurer Operating	4,000.00	\$2,582.93
Deputy Treasurer	2,000.00	\$0.00
Trustee Board Salaries	4,000.00	\$3,780.00

ESTIMATED EXPENSES 2020-2021
TOWNSHIP BOARD EXPENSES

Public Utilities	10,000.00		\$6,384.07
Advertising	2,500.00		\$1,372.73
Professional/Legal/Audit Fees	7,500.00	12,500.00	\$10,765.09
Miscellaneous	750.00		\$173.65
Sidewalks/Roads	11,500.00		\$5,885.11
Service Charge	3,500.00	8,500.00	\$5,881.70
Board of Review	2,000.00		\$1,544.83
Planning Commission Budget	14,000.00	9,000.00	\$5,191.51
Board of Appeals	2,000.00		\$0.00
Zoning Administrator (New)	24,000.00		\$22,791.66

Cemetery Operating	3,000.00		\$2,332.89
--------------------	----------	--	------------

SOLOON TWP. HALL EXPENSES:

Custodian Salary	3,300.00		\$1,960.00
Hall Lights	1,500.00		\$954.25
Hall Gas	2,000.00		\$2,354.06
Hall Operating	10,000.00		\$1,663.83

Pension	5,000.00		\$3,470.11
Elections	5,500.00	10,500.00	\$11,435.79
Insurance	8,500.00		\$8,207.00
Parks and Maintenance	30,000.00	20,000.00	\$24,845.47

Twp. Annual Support of Fire and Amb. 2.50 mills	221,000.00		\$212,531.04
---	------------	--	--------------

ANTICIPATED EXPENSES 2020-2021 **443,650.00**

Road Improvement	25,000.00		\$0.00
Fire Sinking	0.00		\$0.00

CONTINGENCY:	5,000.00		\$0.00
---------------------	-----------------	--	--------

FUND BALANCE: **244,391.33**

OTHER FUNDS	22,364.19		\$57,364.26
--------------------	------------------	--	-------------

TOTAL OPERATING EXPENSES: **740,405.52**

**Solon Township
Profit & Loss
April 2020 through March 2021**

	Apr '20 - Mar 21
Ordinary Income/Expense	
Income	
690 · Parks and Recreation	1,924.20
670 · CEDAR RIVER MARINA PROJECT	12,968.60
678 ELECTION REIMBURSEMENT	1,977.95
610 · Recycling Site	1,250.00
578 · Metro Act Fund	4,562.17
400 · REVENUES	
History of Solon Twp	90.00
401 · Taxes	
441 · LOCAL COMM STAB SHARE TAX	678.88
406 · Interest Earned	117.82
404 · FIRE ALLOC FUND	257,324.38
405 · Swamp Tax	2,550.05
403 · State Education Tax	3,127.50
402 · Administration Fee	25,797.38
401 · Taxes - Other	61,505.97
Total 401 · Taxes	351,101.98
574 · State Shared Revenues	133,574.00
668 · Rents and Royalties	625.00
694 · Other Receipts	15,857.25
450 · Licenses and Permits	2,485.00
666 · Interest Earned-Checking	8.46
665 · Interest earned-Savings	27.05
667 · Hall Deposits	300.00
650 · Cemetery	1,000.00
Total 400 · REVENUES	505,068.74
Total Income	527,751.66
Gross Profit	527,751.66
Expense	
void	0.00
101 · TOWNSHIP BOARD	
101-930 - Sidewalks/Roads	5,885.11
101-920 · Public Utilities	6,384.07
101-900 · Township Board Advertisements	1,372.73
101-957 · Service Charge	5,881.70
101-956 · Miscellaneous	173.65
101-801 · Professional fees	10,765.09
101-702 · Trustee Salaries	3,780.00
Total 101 · TOWNSHIP BOARD	34,242.35
300 · PUBLIC SAFETY	
300-725 · ANNUAL FIRE/EMS SUPPORT	212,531.04
Total 300 · PUBLIC SAFETY	212,531.04
Pension and Withholding	3,470.11
209 · ASSESSOR	
209-850 · Communications/Postage	670.94
209-727 · Office Supplies	135.95
209 · ASSESSOR - Other	16,599.96
Total 209 · ASSESSOR	17,406.85
247 · BOARD OF REVIEW	
247-702 · Compensation	1,350.00
247-900 · Printing & Publishing	194.83
Total 247 · BOARD OF REVIEW	1,544.83

Solon Township
Profit & Loss
April 2020 through March 2021

	Apr '20 - Mar 21
276 · CEMETERY	
276-860 · Cemetery-mileage	232.89
276-702 · Salaries	2,100.00
Total 276 · CEMETERY	2,332.89
215 · CLERK	
215-850 · Communications/Postage	290.00
215-702 · Salary	15,999.96
215-727 · Office Supplies	894.40
215-851 · Phone Calls	1,561.78
215-860 · Transportation	33.35
Total 215 · CLERK	18,779.49
191 · ELECTIONS	
191-900 · Printing & Publishing	53.70
191-702 · Salaries	6,950.50
191-740 · Miscellaneous Supplies	4,431.59
Total 191 · ELECTIONS	11,435.79
910 · INSURANCE & BONDS	8,207.00
755 · PARKS	
755-931 · Cedar River Marina Project	10,379.98
755-977 · Equipment	2,239.29
755-930 · Repairs and Maintenance	12,226.20
Total 755 · PARKS	24,845.47
950 · FRINGE BENEFITS	2,868.48
410 · PLANNING COMMISSION	
410-957 · Senior Plan	708.33
410-801 · Professional Fees	270.00
410-702 · Salaries	3,620.00
410-727 · Office Supplies & Postage	593.18
Total 410 · PLANNING COMMISSION	5,191.51
171 · SUPERVISOR	
171-702 · Salary	9,999.96
Total 171 · SUPERVISOR	9,999.96
265 · TOWNSHIP HALL	
265-703 · Hall Deposit Refund	300.00
265-740 · Supplies	65.94
265-702 · Salaries	1,960.00
265-921 · Lights	954.25
265-741 · Oil and Gas	2,354.06
265-930 · Repairs and Maintenance	1,297.89
Total 265 · TOWNSHIP HALL	6,932.14
253 · TREASURER	
253-702 · Salary	15,999.96
253-850 · Communications/Postage	597.19
253-727 · Office Supplies	271.00
253-851 · Phone Calls	1,494.51
253-860 · Transportation	220.23
Total 253 · TREASURER	18,582.89

Solon Township
Profit & Loss
April 2020 through March 2021

	<u>Apr '20 - Mar 21</u>
411 · ZONING ADMINISTRATOR	
411-860 · Travel	86.82
411-702 · Salary	<u>22,791.66</u>
Total 411 · ZONING ADMINISTRATOR	<u>22,878.48</u>
Total Expense	<u>401,249.28</u>
Net Ordinary Income	<u>126,502.38</u>
Net Income	<u><u>126,502.38</u></u>

SATURDAY, MARCH 27, 2021

SOLON TOWNSHIP

FUNDS AVAILABLE:

TCF Bank Checking (....8118)	\$ 86,180.00
TCF Bank General Savings (....8241)	202,737.80
TOTAL FUNDS AVAILABLE	\$ 288,917.80

OTHER TOWNSHIP FUNDS:

TCF Bank Road Improvement Fund (....8290)	\$ 5,329.77
TCF Bank Fire Fund (Northwestern Bank) CD	6,679.30
(TCF) Savings (....8274)	<u>36,499.09</u>
TOTAL FIRE FUND	43,178.39
TCF Bank Sidewalk Fund (...8282)	8,856.10
Parks and Recreation	3,129.20
TCF Bank Oleson Foundation Grant/Playground Equipment	10,087.48
TCF Bank Cedar River Marina Project	29,170.30
OTHER TOWNSHIP FUNDS AVAILABLE	99,751.24

TOTAL CURRENT ASSETS \$ 388,669.04