LELAND TOWNSHIP BOARD BUDGET MEETING
PLANNING, ZONING, AND ASSESSOR WORKSHOP
February 23, 2021– 5:00 p.m.

(Leland Township will be holding all meetings remotely under the COVID-19 Executive order issued to limit person to person transmission of the virus until such order is lifted. Directions to participate in the meeting via Zoom were included in the posting of the agenda.)

MINUTES

PRESENT: Supervisor Susan Och, Treasurer Shirley Garthe, Tim Cypher, Clerk Lisa Brookfield, Mariann Kirch, Clint Mitchell, Dan Korson, Julie Krombeen.

ABSENT: 0

CALL TO ORDER: Ms. Och called the meeting to order at 5:01 p.m.

DISCUSSION OF BUDGETS

Planning Commission – Dan Korson
They were not overbudget last year so they are not needing to adjust much. The master plan work is ongoing and they will need to budget more for Larry Sullivan’s time (line 400-801). It was decided to increase line 400-801 to $3000. There was discussion about getting invoices from Mr. Sullivan in a timely manner. They would like him to bill out once a month. Mr. Korson will contact him. The rest of the line items were discussed. The transportation line was changed to $500. Printing and publishing was increased to $500. Education expenses will be less because the Township has purchased a subscription to online classes. It was decided to keep the $3000 in the item for legal services. The attorney will have to review the master plan as it is developed. The total proposed budget is $45,376.00.

Ms. Kirch asked about zoning ordinances and Mr. Cypher explained.

Zoning Board of Appeals – Tim Cypher
They did not meet last year. Ms. Och went through the previous budget line by line. Numbers were carried over for the proposed budget. The $500 for education was moved to the miscellaneous line item.

Assessor - Julie Krombeen
There will not be much change. $2,550 has been spent to date for supplies and postage. One more bill will need to be paid. Upcoming notices and mailings were discussed and $3,500 was put in for supplies and postage. The rest of the budget was discussed line by line. Ms. Krombeen discussed present legal expenses and those that may come up. $3,000 was proposed for legal expenses. There was discussion about the need for another printer that is shared between the Treasurer and the Assessor. $500.00 was put in for the printer. $1000 was put in for IT work. There was no entry for education. Everyone can take advantage of the MTA education subscription. The total proposed budget is $47,378.00.

There was discussion about Ms. Krombeen’s need for an assistant. Last year was a difficult year and Ms. Krombeen could use help with measurements on larger properties. That can be handled if needed.
Board of Review
Susan Och went through the budget line by line. Transportation costs are not needed this year because all training can be done online. The total proposed budget is $1,517.00. Cemetery expenses and other small expenses related to the general fund budget will be discussed at the budget wrap-up meeting.

ADJOURNMENT
ACTION: Ms. Brookfield moved to adjourn the meeting at 5:53 p.m.; supported by Ms. Garthe.
Roll Call Vote (not necessarily in the order called at the meeting)

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<thead>
<tr>
<th>Name</th>
<th>Vote</th>
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<tbody>
<tr>
<td>Susan Och</td>
<td>Yes</td>
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<tr>
<td>Lisa Brookfield</td>
<td>Yes</td>
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<tr>
<td>Shirley Garthe</td>
<td>Yes</td>
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<tr>
<td>Clint Mitchell</td>
<td>Yes</td>
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<td>Mariann Kirch</td>
<td>Yes</td>
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</tbody>
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Motion carried.

Respectfully Submitted,
Cindy Kacin, Recording Secretary

Date Approved: ___________________________

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Susan Och, Leland Township Supervisor       Lisa Brookfield, Township Clerk