**Regular Meeting of the Township Board**

DRAFT

**Tuesday, December 12, 2023**

**Cleveland Township**

Supervisor, Tim Stein, called the meeting to order at 7:00 pm. Present on roll call were Tim Stein, Jan Nowak, Todd Nowak, Tracy Olsen and Angie Diotte. Present from public were Judith Case**,** Jan O’Blakley, Janna Blakely and3 people

**Motion by Jan Nowak and seconded by Angie Diotte to approve the November 14, 2023 Minutes.  Ayes: 5, Nays:  0. Motion carried.**

 **Public Comment on Agenda** - None

**Supervisor’s Report – Tim Stein:** Nothing other then the agenda items

 **Clerk Report – Tracy Olsen**: PO Box has been established for the clerk in Maple City for all clerk and election mail.

Clerk computer in need of an upgrade in the process of reaching out to local vendors in regards to quotes. Will include upgrade for 2 monitor(s). To be looked at for the New Fiscal.

**Treasurer’s Report**- **Angie Diotte November 30, 2023**

Beginning balance $ 487,246.17

Disbursements $ -210,870.07

Revenue $22,764.14

Balance $299,140.24

$210,870.07 included Payment to road commission.

**Motion by Todd Nowak and seconded by Jan Nowak to approve the Treasurer’s Report for November 30, 2023.  Ayes: 5, Nays:  0. Motion carried.**

**Items Under the Treasurer’s Umbrella Tonight**: TBA North Ed CC renewal of the collection fee for summer taxes $250/parcel covers our expenses

**Motion to approve summer tax collection of North Ed by Todd Nowak seconded by Tim Stein Ayes: 5, Nays: 0. Motion carried.**

**Tim Stein**: Another action item we got today but not in position to take action on but notified today by Ben Pappas for Glen Lake School Board of Education they passed a resolution last night to switch to summer tax collection beginning July 1 2024. Official letter of notice to be going to each township we got ours via e-mail. Copy of resolution to approve summer tax collection beginning July 1 2024. Per diem per parcel moving forward set a copy of the resolution first of determine what we want to charge for the collection of summer taxes and approve and agreement between us and Glen Lake School district will be x per a parcel sign off on it and get it back to the Glen Lake Schools. We want to give consideration to this look it over this more. Set to review this in January meeting

**Planning Commission Report –Todd Nowak:** Sister Storage waived that site review. Develop a plan for Agriculture and start a public conference more public input collaborate with the planning commission. More public input on this. Just getting started just putting it together. Talk to Victoria keep her on the planning commission will be absent for 5 months will come in on Zoom application still have input and keep current but will not be able to vote on anything

**Zoning Administrator’s Report**– **Tim Stein for Scott Sheehan:** Garage with covered roof, Camp Leelanau, Roof Monitor with Solar Panel on an existing roof, Palmer woods parking lot, Ted Moore on West Harbor Hwy building a small cabin. Scott has started his zoning administrator course covering key issues providing certification course going over key issues and will allow him to do a more thorough job on his end.

**Zoning Board of Appeals Report – Jan Nowak:**11/29 we received application for a variance request from Section 5.08 from David Beth Kazinski for a 5 foot by 200 foot walk way and 120 square foot deck lake site. States only allowed access to water.

Feb 5 Dec 5. we received an e-mail to put a hold on the application for right now submitted application and check and then to put it on hold looking into it more.



**Maintenance Report - Tim Stein –** Critter under the building look into Trapper Ron relocating the animal. Dug up the foundation. The new video surveillance installer discovered it. Humanly take care of it.

**Assessor Report –** Tim Stein: No December Board of Review meeting. No meeting due to no new business to discuss

**Other members –**None

**Old Business –**

**Review/Update Cedar Area Fire and Rescue- John Imbolden:** Quite Quiet after we reached our ALS Licensure in October. Will print a resolution for thank you for ALS Licensure in the Leelanau enterprise so everyone knows all the hard work and money dedicated to it. Will have Dana Boomer check into it. All townships have approved the 2 year budget. Solon was the last to approve it. $30,000 payment left to make a final payment into the Capital payment for the loan. Will have left over money from the budget to put towards that final payment.

**Review STR Ordinance Progress – Tim Stein:** Granicus Discussion and Proposal. Schedule a meeting with Granicus the agency for providing follow up with several of the townships in the surrounding townships. Lengthy and in depth. Checking with Suttons Bay and their zoning administration in Suttons Bay, Bingham township they contract with Granicus but not all that they offer. Talking with Tom in Suttons Bay the 2 key issues are the address identification that are listed on one of the platforms for short term rentals and 24/7 hotline were if there are any problems residents have a number to call and Granicus can handle the calls. Scott Sheehan with his classes he is taking could handle possible f/u follow up with these short term rentals. Tom in Bigham Township in Suttons Bay has not had any issues since having Granicus no complaints from that 24/7 hotline. These 2 areas are crucial. Address identification and hotline if we put this in place it would be at the Feb 24’ to Feb 25’ $4,845.34 for address identification and $1,585.63 for the hotline it makes It affordable just north of $6000. If we move forward can determine the cost of fees for permits to cover the cost of Granicus. Can look at Scott Sheehan for handling the follow of registration and renewals. We are using Bingham township as an example spoke with Steve Platmore but they get $100 a parcel per year for rental registration, permitting and collecting an so forth. Bingham offers it they have 75 permits out of the 80 they offer so at $100 that will cover the cost. This is to provide a service acknowledge that we have short term rentals. Able to document those places and allowing rules to utilize their facilities as short term rentals. Not trying to make money. Look at it year to year provided we move ahead take the same route that Bingham township did. We want to move ahead the same route that Bingham township did. They passed a short term rental ordinance then cam back on the back end of that and passed a resolution addressing the short term rentals that established the procedures and fees for these rentals and then an annual renewal. Difficult to put any numbers to it till we have the numbers of rentals we have in the township. Granicus did a preliminary study that we currently have 118 in our township. We have to look at the numbers there. They did not take into consideration any zoning where short term rentals are allowed. Some places are commercial resorts Sugar Loaf so we have to look at that. All in agreement we then look at Granicus proposal then have a public hearing on adopting an ordnance. Giving Tim the authority to move forward with this. Zoom meeting Friday 12/15 at 10 am with Granicus. Progress report in Jan and in Feb some hard numbers to look at for moving forward

**Motion made by Jan Nowak seconded by Angie Diotte to move forward**

 **Ayes: 5, Nayes: 0**

**Follow up Review of Election Drop Box CCTV Installation – Tim Stein:** Mardex Security System we had till Dec. 14 to have it installed for The absentee ballot drop box. $980 quoted opening for 12/4 and he had it installed he did e-mail why he went with it and had it installed. Met deadline and have it installed. Training on how to use it Ron will come back at our request and do the training Tim, Angie, and Tracy and open to Jan and Todd if they want to train and Tim will be submitting that this is complete. Jan asked will we be reimbursed yes it is to be covered by the state by since proposal 2 we have not seen any money for being reimbursed but maybe will be reimbursed in the future. All done with one camera the coverage is all up to date with compliance with the State.

**New Business –**

Consideration of Approval of Township Board Meeting Dates for 2024/25

**Motion by Angie Diotte and seconded Todd Nowak to approve township board meeting dates for 2024/25. Ayes: 5, Nays: 0. Motion Carried**

**Discuss Tanelle Budd’s Resignation from the Cleveland Twp Board - Effective 12/1/23.**

**Motion by Jan Nowak and seconded Todd Nowak to approve Tanelle Budd’s Resignation from Cleveland Twp Board.**

 **Ayes: 5, Nays: 0. Motion Carried**

**Consideration for Appointment of Tracy Olsen as Township Clerk -** Effective Retroactive to 12/1/23 - to serve out Balance of Term Ending Nov. 25, 2024.

**Motion by Jan Nowak and seconded Tim Stein to approve Tracy Olsen as Township Clerk - Effective Retroactive to 12/1/23.** **Ayes: 5, Nays: 0. Motion Carried**

**Tim Stein**: Discuss Possible Request for Ballot Referendum in 2024 for Millage Covering Future Road Improvements in Cleveland Township (August Primary) Oxford drive residents upset they did not get funds and Cleveland will not have more matching funds moving forward. Road commission pulled the plug so that it why we have to answer request on improving roads. If we able to continue neighbors request on improving roads we need to find some money somewhere our general fund is under 300,000 and that is the lowest we have seen it. With that no extra room for roads with all the other expenses we have for the township. Possible request for asking for a Millage covering any future road repair in Cleveland township for road repair in 2024. Go with a ballot request we have the August primary we have till the second week in June to submit. Wouldn’t be anything with fire and emergency services millage which is at 2 mills and one half a mill would put $75,000 into roads. Make all the voters understand that it would only be used for road repair. All in agreement.

**Payment of Bills:**

**Motion by Angie Diotte and seconded Todd Nowak to approve the payment of bills for December 12, 2023. Ayes: 5, Nays: 0. Motion Carried.**

GFL to raise prices effective 1/1/24. 22% increase in pricing

**Correspondence**– None

**Open Forum Public comment– Judith Case on Old Mountain Rd –** Is in support of the short term rental is being done. She works in data entry Surprised that Granicus is not eliminating duplicates and overlaying the zoning. Let her know this is just pre-lim they will do all that once we send a check the end product is very good.

**A unstated male** - Few projects with the drain commissioner talking about the road issue road drainage is not up to par with what we are now seeing with short term rain fall that long term will be a significant cost to the townships. Up here we do not have a lot of drains. He worked for 26 years at Deputy of Director of Agriculture for Intercommoning Drains **Tim Stein**: Any drain issues that come up the county direct those issues to the Road Commission or the drain Commission for the county. We are not responsible for any cost with the drain issues. We are just responsible for road cost. The county handles all of this very cost effectively.

**Jan O’Blakely Janna Blakely lives on Lime Lake** - We appreciate the short term rental looking into an ordinance. Other hand people who own year properties can’t keep up with the price. Hard to find affordable housing so it’s all related in here. There needs to be a balance and on the right track to addressing this.

**Motion by Tim Stein and seconded Jan Nowak by to adjourn meeting at 8:01 pm.  Ayes: 5, Nays:  0.   Motion carried.**

Tracy Olsen, Clerk

Approved by Tim Stein, Supervisor