**Regular Meeting of the Township Board**

**Tuesday, March 8, 2022**

**Cleveland Township**

Supervisor, Tim Stein, called the meeting to order at 7:00pm. Present on roll call were, Tim Stein, Todd Nowak, Jan Nowak, Angie Diotte, & Tanelle Budd. Present from the public were Nello Valentine, & Eric Carlson.

**Motion by Todd Nowak and seconded by Jan Nowak to approve February 8, 2022 Minutes. Ayes: 5, Nays: 0. Motion carried.**

**Public Comment on Agenda- None**

**Supervisor’s Report – None**

**Clerk Report –**Received a brochure from Anavon about the future of ballots box security. We may have to get the current drop box approved and there might need to be security cameras set up. We will see if Congress will pass the bill that makes this mandatory in June 2022.

Want to discuss inflationary risk, considering we have a lot of cash sitting in the bank loosing to inflation these days. Wanted to gauge if there were some investment avenues we could choose from so we can make a better return on the savings account. Supervisor, Tim, said the MTA recommends at least 3-6 months of liquidity for expenses. We’ll look into some possible options and amounts.

**Treasurer’s Report – Angie: February 28, 2022**

Revenue $ 113,473.78

Disbursements $ -9,393.87

Bank Balance $ 532,042.36

**Motion by Jan Nowak and seconded Tim Stein to approve February 28th, 2022, Treasurers Report. Ayes: 5, Nays: 0. Motion carried.**

**Planning Commission Report –Todd Nowak:** Finalized the questions and the format of the survey. We are discussing advertising prior to release for better participation. We are continuing to work on Cleveland’s agricultural tourism aspect. We have a special meeting on April 6th at 6:45pm prior to our regular scheduled meeting.

**Zoning Administrator’s Report** – **Nello Valentine:** January had no land use permits, and in February there were two, both single family homes. One is in the Michael’s Wood’s development, where there is a watershed protection aspect, but there are no issues with that. Now we have five land use permits, just waiting on checks and some additional documents. The phone calls have picked up, especially for short-term rentals asking if they are allowed or where are they allowed. A lot of the phone calls are out of the area.

**Zoning Board of Appeals Report – Jan Nowak: None**

**Maintenance Report – Tanelle:** Discuss the approval for Angie Diotte to also be compensated for cleaning the town on a monthly basis along with as needed due to events. I had sent out an email with the MTA response saying Michigan allows the Township Board to assign additional, non-statue, duties and can authorize payment of those duties.

**Motion by Tim Stein and seconded Todd Nowak to approve Angie Diotte to be paid $100 per clearing of the hall, as needed with a minimum of at least once a month. Ayes: 5, Nays: 0. Motion carried.**

**Assessor Report – Tim:** Organization meeting was today, and we discussed the probability that most of the people will be concerned about their assessment going up. The assessment notices have gone out and many people are confused what that means for property taxes. We have a flier to handout that explains this. The meetings end on March 16th and hoping to have everything wrapped up and turned into the county by March 18th.

**Other members –**

**Old Business –**

**Review/Update Cedar Area Fire and Rescue** – **Tim Stein:** Attended fire meeting last night, because they changed the dates. Main topic was the issue we talked about, which is the memorandum of understanding relating to capital expenditures on existing building and any new building expenditures. It was my understanding that some of the members are staunch in their positions and they don’t want to acknowledge the inter-local agreement and how it’s written. The feeling was they want all townships to participate in capital expenditures, and yet just have Cleveland and Kasson pay for all of the building of the new fire department. I can’t honestly recommend writing checks to that. There are too many issues that need to be fixed and throwing that type of money at it seems unwise for us if we indeed have to do the new department on our own.

**New Business –**

1. **Review 2022/2023 Proposed General Budget.**

**Tim:** This budget was developed utilizing our taxable value for 2022, which is $130,052,462.00, which is up from $125 million. We approved our Truth and Taxation Resolution, so that formula was used to develop the numbers under revenues for township tax and fire emergency services. The interest and property tax forfeitures, I took off of historical data and the combination of that, gave us that estimate for revenue. The Michigan State Revenue Sharing was taking right off the website, and those are statutory and can’t be changed; those numbers are also up from last year. The fire and emergency revenue will allow us enough to cover all the emergency expenses and the 10% increase we agreed on for the ALS service.

The ARPA money is showing on the budget, and we should be getting the second portion of that, but they have a number of years before they have to issue that check. Still obligated by your vote to file the necessary paperwork involved by April 22nd for the expenditures of the ARPA money we received. Because we have enough money to cover the fire and emergency expenditures, I would recommend that you would allow the Township to utilize the ARPA funds for road improvement, which we can now do, which we couldn’t initially. The amount would be used to help put down our 50% needed to repair Sugar Bay Lane.

Our projected revenue for this year is $553,588, and our expenditures are used from historical data and anything new coming up, for instance, the Survey Monkey publishing and elections that we are now having this year that were not anticipated.

**Tanelle:** clarification that the PILT/DNR money should be categorized as Reimbursement. Dividend payments or return of premiums should be offset into the Accident Fund category. Lastly, we’ll create a category of expense for the Commercial Forest Program, since we only have an income category.

**Jan:** It looks like we haven’t touched the Svoboda Trust on the budget this past year? Did they do any maintenance on it this year?

**Tim:** other than freshening it up no they haven’t. I haven’t received official notice yet here, but at the Gun Club, I have. Austin with A-1 services is selling the lawn maintenance part of his company and only doing landscaping. I don’t think we’ll have any issues, one of the guys that works on the maintenance side is taking over that part of the company and he already does it here so it should be seamless. It’s probably time that we get the monument acid etched to freshen it up. We can schedule that in the spring.

1. **Review March 19th Annual Meeting Agenda- Tim:** We willgo into meeting with a pledge, kick off the highlights, namely SBHT, Sugar Loaf, Roads (Sugar Bay Lane and Little Traverse Lake Rd.). Nello has provided me with some nice maps and workups, and his standpoint on land use permits and activity within the township. Then we have the annual report form the Planning Commission that Todd can cover. Next we’ll go into the salary resolutions and ask for approval from the floor. We will adjourn our annual meeting, and do the public meeting, the adjourn that metting, and then come back for annual budget portion.
2. **Consideration for Motion to allow the Clerk & Treasurer to Adjust the 2019/20 Budget to reconcile line item balances.**

**Motion by Jan Nowak and seconded Tim Stein to approve reconciliation of line items. Ayes: 5, Nays: 0. Motion carried.**

1. **Review 2022 Poverty Property Tax Exemption Resolution: Tim-** I will be moving this up to February next year due to timing of the BOR meeting. The resolution clearly outlines the poverty income guidelines. I used the national guidelines to establish the dollar amounts and the other key item, that was established a few years ago, is that the total non-cash assets cannot exceed $5,000 for the household. We do need to have this approved on record.

**Motion by Tanelle Budd and supported by Jan Nowak to approve Poverty Property Tax Emptions Resolution for 2022.**

**Roll Call Ayes: Jan Nowak, Todd Nowak, Tim Stein, Tanelle Budd, and Angie Diotte.**

**Nays: 0.**

**Motion carried.**

**Payment of Bills- Tanelle:** Leelanau Enterprise sent a bill the day after the meeting so we had to send it out otherwise we would get charged a late payment. It’s highlighted because it’s not part of March’s expenses and has already been reconciled. Century link sent a bill charging us for a modem so I called to complain and they gave us a credit this month instead, especially after I mentioned them shutting off the internet when they were only suppose to do the phone lines. We doubled up the monthly salary payment for the board, since we are paid in arrear and have to all be paid before the March year-end, therefore the board does not receive a salary payment in April.

**Jan:** Just curious about the fire department check?

**Tanelle:** They have not sent a bill yet for March, but last year it was sent later in the month and paid in April.

**Motion by Todd Nowak and seconded Angie Diotte to approve payment of bills for March 8, 2022. Ayes: 5, Nays: 0. Motion Carried.**

**Correspondence – none**

**Public forum – none**

**Motion by Todd Nowak and seconded by Angie Diotte to adjourn meeting at 7:53pm Ayes: 5, Nays: 0. Motion carried.**

Tanelle Budd, Clerk

Approved by Tim Stein, Supervisor