

**ANNUAL MEETING AND BUDGET HEARING
OF
CLEVELAND TOWNSHIP
LEELANAU COUNTY, MICHIGAN
Saturday, March 18, 2023, at 10:00 AM**

The meeting was called to order by Supervisor, Tim Stein, at 10:02 a.m. Present on roll call were Todd Nowak, Tim Stein, Jan Nowak, Angie Diotte and Tanelle Budd.

Annual Meeting:

Pledge of Allegiance

Approval of minutes from March 19, 2022, Annual Meeting and Budget Hearing-

Motion by Charles Bumb and seconded by John Imboden to approve the March 19, 2022, Annual Meeting and Budget Hearing Minutes. Ayes: 5, Nays: 0. Motion carried

- A.) Supervisors Annual Report- Tim Stein:** Spoke to Robyn Schmidt of EAGLE and they will fast track our application for putting in a new boat launch. The board has approved contracting for environmental services, Grobbel, that complete the application process and engineering. Goal is to have the new boat launch installed and operating in mi May, 54 years later since the installation of the current launch.
- **Update on Sleeping Bear National Lakeshore- Tom Ulrich:** 40% of Cleveland is in the Sleeping Bear National Lake Shore. Federal budget will be used for large projects, just as maintenance on the Manitou Islands including the docks.
 - Working to reintroducing black ash into the park.
 - Will put out notice of control burns in the spring, so residents are aware of the smoke. Fuel load in the park has been made aware and is actively monitored.
 - The park would like to have a trail that follows 669 down to the beach from the Heritage Trail and another on 651. The board has passed the ruling, but we need an environmental assessment done.
 - Further project is to redo all of Pyramid point and trails.
 - Twice a year there is major trail clearing for fallen trees (November & April). If you know of a fallen tree, call the park services so they become aware.
 - **Update on Status of Cedar Area Fire and Rescue Department- Review Annual Budget- Chief Doornbos:** Annual report posted on website:
 - Summary: roof was replaced on the station, two members graduated from paramedic school, and some members went to the national fire academy. Developed and started to implement the strategic plan which was only started in July/August, and progress has been on track. The strategic plan is the roadmap for the next five years.
 - Nailed down FD Mission, Vision and Values.

- 2021-2022 numbers didn't change a lot. Three full time positions will be filled in April, including one paramedic, one EMT, and one EMT that has finished paramedic school. Five paramedics, total, to provide ALS service more and more often.
- 2022 brought a full year under the Bennet Bill, which provides primary ALS transport if there is a paramedic on duty.
- Cleveland holds 19.9% of the area population that is covered by the FD. Of those 44% are primary residents and the majority are over 60 years of age.
- CAFD covered 36.3% of Leelanau County, which is 167 square miles. Of the total calls in the County, CAFD responds to 16.7% of all the total calls.
- Of the budget, 71.2% is taken up by payroll, which is an industry wide average.
- Did receive a few grants to help with equipment for help with active shooter situations and county training trailer, which is used for a month a time for each department. These grants are spread through the county.
- EMS calls are about 63% of the total calls.
- Cleveland had about 100 calls in 2022, which was down from 150 the previous year.
- Of the calls, Basic Life Support (BLS) is 47.1% and ALS is the remaining 52.9%.
- In May of 2022 CAFD responded to Gaylord for the tornado emergency via MABAS. We have the ability to ask for the help in return if anything like this happens in our area.
- Trying to get a certified car seat technician for this area.
- Public training will be posted on their Facebook page and monthly reports. If anyone is interested there will be a Google sign up document and most of it is paid for by grants.

Public Comment: There is a large issue with being able to call 911 during power outages. Many people don't have the ability to call on their cell phones due to tower issues and Spectrum battery will only run, if at all, for an hour.

- **Update from Leelanau County Road Commission re: Little Traverse Lake Rd- Tim Stein:** There is a three-year plan with the Leelanau County Road Commission (LCRC) and in 2023 the plan is to do 1.56 miles of improvements starting from the west side of Little Traverse Lake Rd. The plan is for the road to mimic Sugar Bay Lane repairs. The average width is twenty-two feet, and there will be a cold milling transition. Craig Brown is the engineer on the project, which will require a wedge approach. There will be four-foot-wide shoulders that are three inches deep. Total cost is estimated at \$385,780 and the township will cover 50% of that, while the LCRC covers the other half. Sugar Bay Lane will have repairs done on the driveways due to transition issues. Little Traverse Lake Rd will also have the same transition of cold milling done to prevent and unevenness.
 - **2024 East Section:** These four tenths of a mile will be more involved, due to entire removal of the road and working with the wetlands.
 - **2025 Remaining Middle Section-** These sixth tenths of a mile will dovetail with MDOT on the trail construction for SBHT.

- **Update and Review on Action Plan on Proposed Route of Segment 9 of SBHT- Elizabeth Calcutt & Julie Clark-** Section 9 is the final leg which goes from Cleveland to Centerville Township. The trail is separate from the road, but in road right of way, therefore MDOT and LCRC are heavily involved. Total of five miles of trail, will include some asphalt and boardwalk. OHM is doing the survey work for entrances off of M22 and Shelda Creek. Design should be underway later this spring; therefore, we're on the fast track to bid by the summer of 2024, hoping bulk of construction to happen in 2025. TART is the fundraising partner and we're well on the way for funding. LCRC has been a fantastic partner and looking for all opportunities that road improvements and trail construction can happen at the same time.

Key Points During Public Comment:

- The Trail will fluctuate between road right of way and parkland without going into the wilderness threshold. Road right away is surveyed and typically 33ft from the centerline but not always.
- Fund balance for raising money comes from public & private partnership. Requested \$6 million from the state and have raised over \$4 million through private investors and currently still fundraising. Expected total cost of the five miles is estimated, currently, over \$10 million.
- Trail can be placed 100 ft. from the road, but the true right away is being surveyed because the central double lines of Little Traverse Lake Rd is not central in spots.
- Critical dune permit will be requested and part of the engineering design. The goal is to minimize the footprint.
- Parking lot is still in the plans across from Cleveland town hall where the "house" used to be.
- Map is online at www.heritagetrail.org
- Long vision goal is two link the Leelanau TART trail with the SBHT.

B.) 2023/24 Salary Resolutions

- i. Review recommended salaries for elected officials in fiscal year 2022/23- Supervisor: \$14,500, Clerk: \$18,950, Treasurer: \$18,450 Trustees: \$150 per meeting. Medium number of the MTA

Public Comment: Gwen Allgaier made a motion to increase Supervisors salary from proposed \$14,500 to \$15,000 for the fiscal year of 2023/2024, which was seconded by Charlie Bomb. Motion passed on voice vote.

C.) Planning Commission Annual Report Update and Review- Todd Nowak:

- Recommended to the board an Agritourism Ordinance, Section 9.11 guided by Master Plan.
- Surveyed residents on the Mater Plan, which revealed no significant changes in attitude or conditions within our township.
- Developed site plan criteria checklists to guide the Zoning Administrator and Planning Commission deliberations for compliance with ordinances.

- Initiated development of a Short-Term Rental (STR) ordinance per Board directive and as detailed in Master Plan. As of right now, there is now timeframe on this process. Still in research mode.

D.) Zoning Administrator 2022 Annual Report – Tim for Scott Sheehan: STR is the number one question that is asked.

- 25 LUP Issued:
 - 8 New Single-Family Homes
 - 8 Garages
 - 12 New Decks
 - 6 Additions to Primary Residence
 - 1 greenhouse
 - 4 Agritourism Campsites
 - 1 Sunroom

Public Comment- There is no news on Sugar Loaf

Motion by Gwen Allgaier and seconded by Doug Verellen to adjourn annual meeting at 11:40 am. Motion passed on a voice vote.

Budget Hearing and Purposed Budget:

- a. Review Proposed 2023/24 Fiscal Year General Fund Budget
- b. Twp. Taxable Value \$144,993,685 up 8.25% from 2022, and 5.0% came from CPI, which is the cap allowed for increase.
- c. Key Revenue Items
 - i. 0.5491 GOA: \$79,050
 - ii. 2.25mill Fire/Emergency: \$323,920
 - iii. State Revenue Sharing: \$120,441
 - iv. 1% Property Tax Admin Fee: \$28,250
 - v. PILT/Reimbursement \$13,650
- d. Key Expense Items (i.e. Fire/Emergency Services)
 - i. Fire/Emergency Services \$296,797
 - ii. Wages \$86,075
 - iii. Professional Services \$42,300
 - iv. Roads \$200,000

Total Expenditure is 92.2% of planned expenses.
- e. Restate/Review Total Revenue versus Total Expense
 - i. Revenue \$ 598,674 vs Expenditures \$ 678,322
 - ii. General Fund Balance as of 2/28/23 \$668,167
 - iii. Projected General Fund Balances \$558,157

Motion by Charlie Knapp and seconded by Doug Verellen to adjourn Budget Hearing at 11: 49am. Motion passed on a voice vote.

Cleveland Township Board- Special Meeting March 18, 2023:

The meeting was called to order by Supervisor Tim Stein at 11:49 a.m. Present on roll call were Jan Nowak, Todd Nowak, Tim Stein, Tanelle Budd and Angie Diotte.

- 1. Consideration of Agenda- none**
- 2. Public Comment on Agenda- none**
- 3. New Business**
 - a. Consideration of Motion to approve amended 2023-2024 General Fund Budget that took place during public budget hearing –**

Motion by Tanelle Budd and seconded by Angie Diotte to approve the Amended 2023/2024 General Fund Budget. Ayes: 5, Nays: 0. Motion carried.

- b. March End Payment of Bills- none**

Public Comment: Gwen Allgaier- The County is working on expanding the boardband fiber to the southwest portion of the county (including Cleveland and Empire Townships). The state has issued ARPA funds and the Michigan High Speed Internet Office put out bids for grants. Many residents in “our” area wrote to Spectrum to help with the grant proposal. Spectrum already has truck here for the rural opportunity funding, if the grant is approved the fiber can be laid quickly. The County pledged to pay out of the fund balance if the grant falls through.

Public Comment: Charlie Bumb- Thank the board for putting together a meaningful annual meeting.

Motion by Leonhard Allgaier and seconded by Charles Knapp to adjourn Public Hearing Meeting at 11: 55am. Ayes: 5, Nays: 0. Motion carried.

04/01/22 -03/31/2023

GENERAL FUND BUDGET
For Fiscal Years 2022-2023 to 2023-2024

For Years:	2022/2023	2023/2024	2022/2023	2023/2024
	Actual Total	Actual Total	Proposed Budget	Proposed Budget
REVENUES - Schedule 1				
Twp taxes, PTAF, Interest	124,885.86	-	113,751.00	127,800.00
State Shared Revenue	109,224.00	-	113,122.00	120,441.00
Fire Emergency Service Mil	275,601.10	-	258,154.00	323,920.00
Grants - Local Units				
Interest on Investments				
Contributions - Designated				
Reimbursements and Other	17,307.63	-	8,500.00	11,500.00
Sales	1,300.00	-	500.00	1,500.00
Licenses and Permits	2,625.00	-	5,000.00	2,150.00
Charges for Fees				-
Charges for Services				
Rents	975.00	-	500.00	750.00
ARPA	54,227.71	-	54,061.00	10,613.00
Total Revenues	586,146.30	-	553,588.00	598,674.00
EXPENDITURES				
General Government:				
Township Board - Schedule 2	17,214.23	-	20,750.00	21,900.00
Supervisor - Schedule 3	13,887.32	-	14,100.00	15,950.00
Elections - Schedule 4	7,898.88	-	3,700.00	3,850.00
Assessor - Schedule 5	15,964.82	-	16,730.00	20,400.00
Clerk - Schedule 6	20,240.07	-	19,950.00	22,400.00
Board of Review - Schedule 7	1,845.59	-	2,950.00	2,600.00
Treasurer - Schedule 8	19,514.19	-	19,300.00	21,850.00
Town Hall - Schedule 9	9,220.83	-	10,000.00	9,900.00
Services:				
Cemetery - Schedule 10	4,490.49	-	3,500.00	6,000.00
Misc - Schedule 11				
Fire Protection - Schedule 12	256,443.84	-	256,444.00	296,797.00
Plan. Comm. - Schedule 13	6,597.74	-	9,800.00	10,250.00
Zon. Admim. - Schedule 14	10,225.78	-	12,000.00	12,250.00
Unemployment				
Bd. of Appeals - Schedule 15	521.25	-	1,950.00	1,825.00
Roads - Schedule 16	97,941.77	-	125,000.00	200,000.00
Park - Schedule 17	3,603.02	-	5,500.00	15,500.00
Ins. and Bonds - Schedule 18	6,824.00	-	7,650.00	7,650.00
Twp Portion Pen. Plan - 19	4,584.61	-	5,000.00	5,000.00
Soc. Sec. & Medicare - 20	1,736.57	-	2,000.00	2,200.00
QFP/Comm Forrest Program- 21	1,543.49	-		500.00
Contingency/Contrib. - 22				
Total Expenditures	500,298.49	-	536,324.00	676,822.00

For Year:	2022/2023	2023/2024	2022/2023	2023/2024
	Actual	Actual	Proposed	Proposed
	Total	Total	Budget	Budget
GENERAL FUND				
REVENUES				
Schedule 1				
101-000 Sources				
402 Township Tax	68,957.98	-	72,751.00	79,060.00
403 Fire Emergency Serv. Mill	273,601.10	-	258,194.00	323,820.00
405 Commercial Forest	54.85	-	-	-
412 Delinquent Tax	20,362.69	-	18,600.00	20,600.00
429 Other Tax	-	-	-	-
446 Interest on Tax	-	-	-	-
447 Property Tax Admin. Fee	32,847.23	-	22,800.00	26,280.00
449 Delinquent PTAF	-	-	-	-
478 Licenses & Permits	2,425.00	-	3,500.00	2,150.00
574 State Shared Revenue	108,224.00	-	113,122.00	120,441.00
576 ARPA	64,277.71	-	64,081.00	10,813.00
607 Charges for Fees/Services	-	-	-	-
628 Summer Tax Collection Fee	2,155.00	-	2,500.00	2,800.00
645 Sales	1,300.00	-	500.00	1,500.00
664 Interest - General Accounts	678.54	-	-	-
666 Interest - Tax Account	-	-	-	-
667 Rents	975.00	-	600.00	760.00
676 Contributions - Designated	-	-	-	-
687 Reimbursements	17,307.63	-	7,500.00	9,000.00
694 Other Revenue	-	-	-	-
TOTAL REVENUES	660,166.30	-	663,688.00	666,874.00

EXPENDITURES		Township Board		
Schedule 2				
101-101 Expenditures				
702 Salaries & Wages	5,350.00	-	5,000.00	5,160.00
727 Supplies	158.61	-	280.00	290.00
8018003 Audit/Legal Fees/Other	8,293.88	-	12,500.00	12,500.00
602 Dues/Membership	2,166.68	-	2,000.00	3,000.00
680 Travel	-	-	-	-
900 Printing & Publishing	234.87	-	600.00	600.00
930 Repair & Maintenance	-	-	-	-
958 Misc/Education	-	-	500.00	500.00
670 Capital Outlay	-	-	-	-
Total	17,214.23	-	20,780.00	21,900.00

For Years:	2022/2023		2023/2024	
	Actual	Actual	Proposed	Proposed
	Total	Total	Budget	Budget
Schedule 3				
Supervisor				
101-171 Expenditures				
702 Salaries/Wages	13,249.92	-	13,290.00	15,000.00
728 Supplies	637.40	-	500.00	530.00
880 Telephone				
890 Travel			260.00	
990 Repair & Maintenance				260.00
996 Misc/Education			100.00	180.00
970 Capital Outlay				
Total	13,887.32	-	14,100.00	15,960.00
Schedule 4				
Elections				
101-191 Expenditures				
702 Salaries/Wages	5080.74	-	3,000.00	2,900.00
728 Supplies	3360.98	-	1,200.00	1,350.00
800 Other (Recount)				
Reimbursements	(1,728.10)	-	(1,000.00)	(1,000.00)
900 Printing & Publishing	170.36	-		
930 Maint.-Voting Machines	1,015.00	-	800.00	1,000.00
956 Misc/Education				
Total	7,898.98	-	3,700.00	3,650.00
Schedule 5				
Assessor				
101-209 Expenditures				
728 Supplies	2,968.70	-	3,500.00	3,500.00
800 Wages- Contractual	13,038.17	-	12,730.00	16,400.00
Land Spills	556.06	-	600.00	600.00
Dues				
Legal			-	
880 Travel			-	
810 Insurance			-	
996 Misc/Education			-	
Total	16,964.92	-	16,790.00	20,400.00
Schedule 6				
Clerk				
101-215 Expenditures				
702 Salaries/Wages	17,449.92	-	17,460.00	16,980.00
709 Deputy			160.00	160.00
728 Supplies/ Payroll	2,138.78	-	1,800.00	2,260.00
880 Telephone				
890 Travel	310.33	-	300.00	300.00
810 Insurance & Bonds				
990 Repair & Maintenance	341.02	-		600.00
996 Misc/Education			260.00	260.00
970 Capital Outlay				
Total	20,240.07	-	19,980.00	22,400.00

For Year:	2022/2023	2023/2024	2022/2023	2023/2024
	Actual Total	Actual Total	Proposed Budget	Proposed Budget
Schedule 7				
Board of Review				
101-247 Expenditures				
709 Salaries/Wages	1,755.00	-	2,100.00	2,100.00
726 Supplies		-		
860 Travel		-		
800 Printing & Publishing	90.58	-	250.00	250.00
868 Misc/Education		-	600.00	250.00
Total	1,845.58	-	2,950.00	2,600.00
Schedule 8				
Treasurer				
101-263 Expenditures				
702 Salaries/Wages/Fees	10,966.82	-	17,000.00	16,450.00
709 Deputy		-	150.00	150.00
726 Supplies	1,237.47	-	750.00	1,600.00
860 Telephone		-		
860 Travel	470.55	-	600.00	300.00
810 Insurance & Bonds		-		
830 Repair & Maint/ Check Scanner	806.25	-	600.00	1,200.00
868 Misc/Education		-	300.00	250.00
870 Capital Outlay		-		
Total	19,814.19	-	19,300.00	21,850.00
Schedule 9				
Term Hall				
101-265 Expenditures				
709 Salaries/Wages		-	1,000.00	800.00
726 Supplies	290.33	-		
802 Professional Services		-		
860 Telephone/Internet	664.72	-	1,000.00	1,200.00
820 Fuel & Utilities	3,600.84	-	3,000.00	3,200.00
830 Repair & Maintenance	4,245.14	-	6,000.00	5,000.00
Return Hall Deposit		-		
Total	8,220.83	-	10,000.00	9,800.00
Schedule 10				
Cemetery				
101-378 Expenditures				
709 Salaries/Wages	-	-	-	-
726 Supplies	175.00	-		
802 Professional Services		-	600.00	500.00
860 Travel		-		
Other Services		-		
861 Gas/Oil/Parts		-		
820 Utilities	362.48	-	800.00	900.00
Capital Outlay		-		
830 Repairs & Maintenance	3,853.00	-	2,600.00	5,000.00
Total	4,490.48	-	3,600.00	6,000.00

For Years:	2022/2023	2023/2024	2022/2023	2023/2024
	Actual	Actual	Proposed	Proposed
	Total	Total	Budget	Budget

Schedule 11		<u>Miscellaneous</u>			
101-200 Expenditures					
060 Misc					
		-	-	-	-

Schedule 12		<u>Fire Protection</u>			
101-300 Expenditures					
390 Fire Protection					
	260,443.94	0.00	260,444.00	296,797.00	
	260,443.94	-	233,222.00	296,797.00	

Schedule 13		<u>Firearms Commission</u>			
101-410 Expenditures					
709 Salaries/Wages					
	5,728.75	-	5,600.00	5,950.00	
720 Supplies			300.00	300.00	
803 Legal/Consultant			2,000.00	2,000.00	
880 Telephone				-	
890 Travel				-	
900 Printing & Publishing	865.89	-	1,600.00	1,500.00	
966 Misc/Education			600.00	600.00	
970 Capital Outlay					
Total	8,597.74	-	9,800.00	10,250.00	

Schedule 14		<u>Zoning Administrator</u>			
101-411 Expenditures					
702 Salaries/Wages					
	9,999.00	-	10,000.00	10,000.00	
720 Supplies	152.89	-	500.00	1,600.00	
803 Legal Fees		-	500.00		
850 Telephone		-			
890 Travel		-	600.00	600.00	
966 Misc/Education	73.13	-	600.00	600.00	
Inspection Fees		-			
Total	10,225.78	-	12,000.00	12,800.00	

Unemployment

Schedule 15		<u>Zoning Board of Appeals</u>			
101-412 Expenditures					
709 Salaries/Wages					
	425.00	-	1,280.00	1,275.00	
720 Supplies	6.80	-	100.00	100.00	
803 Legal Fees		-			
890 Travel		-			
900 Printing & Publishing	59.96		300.00	260.00	
966 Misc/Education			300.00	200.00	
970 Capital Outlay					
Total	521.25	-	1,950.00	1,825.00	

For Years:	2022/2023	2023/2024	2022/2023	2023/2024
	Actual Total	Actual Total	Proposed Budget	Proposed Budget
Schedule 16	Roads			
101-463 Expenditures				
890 Repair & Maintenance	97,841.77	-	125,000.00	200,000.00
Schedule 17	Park			
101-768 Expenditures				
709 Salaries/Wages			-	-
Contractual Service			-	-
Other Services			-	-
726 Supplies	8.20	-	500.00	900.00
890 Repairs & Maintenance	3,593.82	-	5,000.00	15,000.00
870 Capital Outlay			-	-
Total	3,603.02	-	5,500.00	15,500.00
Schedule 18	Insurance and Bonds			
101-861 Expenditures				
810 Liability Insurance	8,060.00	-	6,600.00	6,600.00
811 Work Compensation	784.00	-	1,160.00	1,160.00
Total	8,844.00	-	7,760.00	7,760.00
Schedule 18	Township Portion Pension Plan			
101-961 Expenditures				
899 Pension Plan	4,584.81	-	5,000.00	5,000.00
Schedule 20	Township Portion Social Security & Medicare			
101-962 Expenditures				
Social Security	498.75	-	1,000.00	1,000.00
Medicare	1,299.82	-	1,200.00	1,200.00
Total	1,798.57	-	2,200.00	2,200.00
Schedule 21	Contingency & Contributions			
101-990 Expenditures				
999 Misc	-	-	-	-
998 Contributions Other Funds	-	-	-	-
Total	-	-	-	-
990 Qualified Forest Program	1,543.48	0		600
991 Commercial Forest Program	1,543.48	-		
TOTAL	600,396.48	-	513,302.48	676,822.00
The Svoboda Forest Trust	0.00	0.00	2,000.00	2,000.00