

**Regular Meeting of the Township Board  
Tuesday, January 10, 2022  
Cleveland Township**

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

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

**Public Comment on Agenda- None**

**Supervisor's Report** – Attended appointment of new county commissioners.

**Clerk Report** – Microsoft Office 365 Subscription going forward for Onedrive storage/recovery. Asking the board to approve \$8.25 month subscription (annual subscription is auto-renewal and can cancel at anytime), which may need to be increased if storage for retention becomes an issue.

**Motion by Jan Nowak and seconded by Tim Stein to approve the Microsoft Office 365 subscription. Ayes: 5, Nays: 0. Motion carried.**

Received FOIA Request for the Zywicki lawsuit and consulted with the attorneys. Andi Stevenson was my savior and retains a lot of the files for the PC and ZBA. Next meeting I would like to address some retention processes that need to be updated.

**Tim:** Also spoke with the attorneys and will be working with Mark Fisher and Julie Krombeen on some more information.

**Tanelle:** W2s will be processed shortly. Everyone can access them online, but I'll also be getting hard copies and mailing them out as a backup.

There is a section on the bills that needs to be discussed, and I'll speak on that when we get there.

**Treasurer's Report – Angie: September 30, 2022**

Revenue	\$ 96.34
Disbursements	\$ -12,605.36
Bank Balance	\$ 373,850.26

**Motion by Jan Nowak and seconded by Tanelle Budd to approve December 31, 2022, Treasurer's Report. Ayes: 5, Nays: 0. Motion carried.**

**c.1 Discuss posting of Office Hours for Tax Collection in February 2023 on Township Website- Angie:** February 15th, 2023 from 9am-5pm & February 28<sup>th</sup>, 2023 from 9am-5pm located at home office: 1891 E Mountain View Rd, Cedar MI 49621. Clerk will post notices online.

**Planning Commission Report –Todd Nowak:** Meeting and public hearing on Feb 1<sup>st</sup> to amend zoning ordinances on Section 5.08 (setbacks), section 5.02 (residential), Section 9.11 (Agritourism), and sections 3.19 (dwelling). Still working on STR.

**Zoning Administrator's Report – Tim Stein for Scott Sheehan:** No LUP in December. Received the most correspondence on STR. Help Clerk, Tanelle, with FOIA request on Zywicki.

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

**Maintenance Report – None**

**Assessor Report – Tim:**

**Other members – none**

**Old Business –**

**a.) Review/Update Cedar Area Fire and Rescue- John Imbolden:** Attended first meeting with Rick Royston. John got elected secretary at the CAFD. We are scheduling a meeting later in January to review the inter-local agreement, which is coming due the end of 2023. April 1<sup>st</sup> goal for ALS is on track.

**New Business –**

- a.) Consideration for Approval of New Member for the Planning Commission- Taylor Moore:** Dean and Tim sought out a new replacement. We think he meets the requirements for proper input and direction and we would like to propose a motion for hiring. If approved, Tyler will be sworn in at the end of the meeting, and the Clerk will discuss payroll.

**Motion by Todd Nowak and seconded Angie Diotte to approve New Member, Taylor Moore, for Planning Commission. Ayes: 5, Nays: 0. Motion Carried.**

- b.) Consideration for Approval of Summer Tax Collection Agreements- Leland School District 2023:** No changes from last year, \$2.5 per parcel for Leland and Tim will need to sign for approval.

**Motion by Todd Nowak and seconded Tim Stein to approve Summer Tax Collection Agreements of \$2.5 per parcel- Leland School District 2023. Ayes: 5, Nays: 0. Motion Carried.**

- c.) Schedule Annual Meeting for 2023- Tentative Date(s) of March 18<sup>th</sup> or 25<sup>th</sup>**

**Motion by Jan Nowak and seconded Tanelle Budd to approve March 18th for the Annual Meeting on March 18th. Ayes: 5, Nays: 0. Motion Carried.**

**Payment of Bills- Tanelle:** You'll see that Neil Hanna has a re-issue check, it's not included in the expenditure total since it was issued last year and already on last years budget.

Second item: upon completion of W2s for three election workers, there was a clerical error by the payroll company and they deducted Employer FICA when inputting their wages. I'm having them amend the 940 for this and pay it forward or refund it. Most payroll companies don't understand government taxation and Michigan elections workers are complicated.

**Motion by Todd Nowak and seconded Tim Stein to approve payment of bills for January 10, 2022. Ayes: 5, Nays: 0. Motion Carried.**

**Correspondence –None**

**Public forum - None**

**Motion by Todd Nowak and seconded by Tim Stein to adjourn meeting at 7:24 pm. Ayes: 5, Nays: 0. Motion carried.**

Tanelle Budd, Clerk

Approved by Tim Stein, Supervisor

DRAFT