

**Regular Meeting of the Township Board  
Tuesday, March 14, 2023  
Cleveland Township**

Supervisor, Tim Stein, called the meeting to order at 7:01 pm. Present on roll call were, Todd Nowak, Jan Nowak, Tim Stein, Angie Diotte, & Tanelle Budd. Present from the public were Eric Carlson &.

**Motion by Todd Nowak and seconded by Jan Nowak to approve February 14, 2023 Minutes. Ayes: 5, Nays: 0. Motion carried.**

**Public Comment on Agenda- None**

**Supervisor's Report** – Action items: replacing the boat launch at twp park. A1 Outdoor quote for removal of old pieces and reconstruction is \$15,500. This will take up about 80% of the park budget. Robyn Schmidt from EAGLE was contacted and will expedite the contract once ecological surveying and engineering is completed by Grobbel Environmental. The total bid came to \$850, which includes the \$100 permit with EAGLE.

**Motion by Jan Nowak and seconded by Angie Diotte to approve contract with Grobbel Environmental for the Boat Launch. Ayes: 5, Nays: 0. Motion carried.**

Request from CAFR to include a flyer on wildfire land protection and prevention in our summer tax bills bearing the extra cost of printing.

Brendan Mullen, Managing Director, would like to attend a meeting to report on Leelanau County Road Commission for May.

**Clerk Report** – Have yet to receive quotes back about our technological issues. I did talk with a few firms to discuss options. Right now it appears that Microsoft Business and access for each person might be the best option and easy to implement and cancel at any time. This might be the short-term solution while we think about upgrading our software server next year. The clerk desktop will need to be replaced and the quotes I'm waiting on, due to supply chain issues, are on hold.

QuickBooks desktop is going to be obsolete May 31<sup>st</sup>, 2023. They are discounting the desktop versions and moving to online. This is a blessing and a curse, because it makes accessing information easier and has a built in back up, but it will also cost about \$600 year to run the basic program.

**Motion by Tim Stein and seconded by Angie Diotte to approve QuickBooks online software. Ayes: 5, Nays: 0. Motion carried**

Leland Election is scheduled for May 2, 2023. We'll be scheduling the preliminary testing and public accuracy testing soon. Ballots should be arriving later this week.

I have adjusted the checks and disbursement report from a manual Excel report to directly from QuickBooks. This is not only less time consuming, it is also more compliant via employee privacy (not showing net paychecks) and allows for fewer manual calculation errors.

**Treasurer's Report – Angie: February 28, 2023**

Revenue	\$ 162,923.74
Disbursements	\$ -8,628.97
Bank Balance	\$ 668,157.35

**Motion by Todd Nowak and seconded by Tim Stein to approve February 2023, Treasurer's Report. Ayes: 5, Nays: 0. Motion carried**

**Intergovernmental Agreement for SB&A- Angie Diotte:** Same quote as last year, no increases, which cost \$0.50 per parcel.

**Motion by Tim Stein and seconded by Jan Nowak to approve the Intergovernmental Agreement for SB&A at \$0.50 per parcel. Ayes: 5, Nays: 0. Motion carried**

**Planning Commission Report –Todd Nowak:** Working on STR Ordinance research.

**Zoning Administrator's Report –Scott Sheehan:** 6 LUP issued in February and one complaint about the township hall's outdoor light. The current light is compliant with the lighting ordinance, because it was replaced to be within the ordinance a few years back.

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

**Maintenance Report** – Drop box for AV ballots will be installed on Wednesday.

**Assessor Report – Tim:** We had 5 appeals in the first period, with next session to begin tomorrow from 9am-12pm and 1pm - 4pm. Once completed the goal is to have the tax rolls signed.

**Other members – none**

**Old Business –**

- a.) **Review/Update Cedar Area Fire and Rescue- John Imbolden:** CAFR is in good shape, slightly under on total budget. New hires & approved extending three offers, two firefighters and one EMT. Bids for ambulance came back significantly higher. Capital fund might not be adequate for the rising cost of maintaining the infrastructure. Suggestion to go with a new Audit firm that is cheaper than the current company..

**New Business –**

- a.) **Consideration for Approval/Adoption of Recommended Zoning Ordinance Amendments- Section 5.08 Setback Restrictions, Section 5.02 Residential I, Section 9.11, 3 a): vi, Section 9.00, 3 b): Amend by Addition xiii, Section 3.19 Dwelling- Tim Stein:** Looking at updating the wording used in the Ordinances to comply with the county and legal team.

**Motion by Todd Nowak and seconded by Jan Nowak to approve Approval/Adoption of Recommended Zoning Ordinance Amendments- Section 5.08 Setback Restrictions, Section 5.02 Residential I, Section 9.11, 3 a): vi, Section 9.00, 3 b): Amend by Addition xiii, Section 3.19 Dwelling. Ayes: 5, Nays: 0. Motion carried**

- b.) **Review 2023/2024 Proposed General Fund Budget- Tim Stein:** Going to make a few corrections to the numbers. The majority of the ARPA funds were used for Sugar Bay Lane construction and the residual amount will be used for future road construction.

c.) **Review March 18<sup>th</sup> Annual Meeting Agenda-** No changes to the meeting agenda. We will have the annual meeting then adjourn for the budget meeting. Then we'll reconvene to approval the budget but opening up the annual meeting.

d.) **Consideration of Motion to allow the Clerk & Treasurer to adjust the 2022/2023 budget to reconcile line item balances.**

**Motion by Tim Stein and seconded by Todd Nowak to allow the Clerk & Treasurer to adjust the 2022/2023 budget to reconcile line item balances. Ayes: 5, Nays: 0. Motion carried**

e.) **Review 2023 Poverty Property Tax Exemption Resolution-** No assessment for appeals so far based on the 2023 Federal Poverty Guidelines. In the future the township might consider Michigan Bar association poverty exemptions rulings instead of the Federal Guidelines.

**Motion by Tim Stein and seconded by Jan Nowak approve 2023 Poverty Property Tax Exemption Resolution. Ayes: 5, Nays: 0. Motion carried**

**Roll Call Vote:**

**Jane Nowak- Aye**

**Todd Nowak – Aye**

**Tim Stein- Aye**

**Tanelle Budd- Aye**

**Angie Diotte- Aye**

**Motion Carried.**

**Payment of Bills-**

**Motion by Todd Nowak and seconded Tim Stein to approve the payment of bills for March 14th, 2023 including the Grobbel Environmental Payment. Ayes: 5, Nays: 0. Motion Carried.**

**Correspondence** – Received email from Betsy Coffia for the good work we do for Cleveland Township, whom would like to come and see us.

Received email from Glen Lake Association requesting donations from Cleveland Township, which will not be approved with township funds.

**Public forum - Gwen Allgaier:** Received support letters for the grant approval for broadband support. ARPA funds to be distributed which will provide rural support for coverage.

**Motion by Todd Nowak and seconded Angie Diotte by to adjourn meeting at 8:10 pm. Ayes: 5, Nays: 0. Motion carried.**

Tanelle Budd, Clerk

Approved by Tim Stein, Supervisor