



BOARD OF TRUSTEES MEETING

Date: October 13, 2025

Time: 6:00pm

309 S. Lincoln Ave, Lakeview MI

Pledge of Allegiance Brandi Clark-Hubbard

Roll Call ☒ Brandi Clark-Hubbard, Supervisor ☒ David Behrenwald, Trustee
☒ Jamie Boehm, Treasurer ☒ Marcy Myers, Trustee
☒ Ginger Imhoff, Clerk
 Also Present: Dave Kelsey, Zoning Administrator

Agenda

Motion #1	Clark-Hubbard	Support	Myers	Yes 5	No 0
Motion to approve the agenda, moving New Business ahead of Old Business.					

Minutes

Motion #2	Behrenwald	Support	Imhoff	Yes 5	No 0
Motion to approve 9/8/2025 meeting minutes as presented.					

Public Comment None

Treasurer

Motion #3	Myers	Support	Behrenwald	Yes 5	No 0
Motion to approve Treasurer's report as presented.					

Clerk

Motion #4	Imhoff	Support	Boehm	Yes 5	No 0
Motion to approve bills list for October 2025 at \$36,628.95.					
Roll Call Vote Myers—Yes; Boehm—Yes; Imhoff—Yes; Behrenwald—Yes; Clark-Hubbard—Yes. Motion carried.					

Township received \$840.98 reimbursement from prior election security grant application.
 2027 Election Equipment anticipated statewide replacement/upgrade; early estimate \$15,000–\$20,000.

Zoning Dave Kelsey

Permits

- o 10890 N Lakeview Rd Lean- to on garage
- o 11601 Spruce Rd Attached garage and home addition
- o 11471 Birch Dr Home and attached garage

Violations

- o 7106 Cutler Rd blight 10/22/24 ticket working with court – compliant
- o 10916 M-66 14' trailer was still there- will issue another ticket
- o 11589 Juniper Clean-up complete; fines were suspended by the court

Land Divisions – Marcy Myers

Working on an Ag line adjustment (2.7 acres) to avoid creating a non-conforming home parcel; proceeding as an adjustment to maintain conformity.

Planning Commission - Behrenwald

November public hearing expected on

- o Short-Term Rentals.
- o Special Land Use Application

Fire Department Imhoff

- o October meeting was in Trufant at Station 2.
- o The two overhead doors have been installed at Station 2.
- o Fire siren ownership: earlier statements conflicted; Staff researching historic records.

Supervisor Clark-Hubbard

BS&A Cloud Migration

Tax & Assessing successfully migrated to BS&A Cloud

State Budget & Revenue Sharing

Constitutional revenue sharing cut ~6.3% beginning Jan 1, 2026.

Public Safety Grant

Cato at \$4,000 based on crime data. MTA clarifying whether townships without a police department may use a portion for public-safety equipment.

Roads

2025 projects are complete and under budget.

Honeymoon Heights (Hazel/Butternut/Hemlock): patching completed.

Assessing/Legal/Audit

Tax Tribunal matters: one individual case (assessor handling) pending scheduling; one case trying to get hearing.

An assisted-living case (attorney handling) pending into next year.

PA 233 appeal: briefs filed; awaiting oral-argument schedule.

Audit: draft financial statements pending; target completion by end of October.

Cemetery Fence Project

Thanks to volunteers Matt Hubbard, Mason Myers, Brennan Bunker, Brian Bucholtz and Kevin Ackley for fence removal; several bushes removed at no charge by Bunker Tree Service.

MTA County Chapter

Meeting: Tue Oct 21, 6:00 pm, Edmore VFW; RSVP to Supervisor by Thu Oct 16, 2:00 pm.

New
Business

Tamarack District Library – Director Deanna Riggelman

Annual Update

- Several facility improvements last fiscal year: drinking fountain; HVAC work; new shades; lobby/main re-tiling; age-specific non-fiction sections; new website with online program registration & confirmations.
 - Usage: ~3,000 registered users (330 new)
 - Bookmobile ordered; expected Q2 next year for outreach to schools, township halls, and community events.
- Board thanked the Director.

ZBA Member Appointment

Motion #5	Imhoff	Support	Clark-Hubbard	Yes 5	No 0
Motion to appoint Ben Gonzalez and Marcus Nielsen as regular ZBA members; appoint Ben Stout and Marcy Myers as alternates. Terms: Gonzalez through Dec 2027; Nielsen and both alternates through Dec 2026.					

Expense Reimbursement Policy

New Policy to standardize documentation with timely submission, pre-approval for travel/training and mileage rules consistent with MTA and State Accounting Procedures Manual.

Motion #6	Imhoff	Support	Clark-Hubbard	Yes 5	No 0
Motion to approve Expense Reimbursement Policy as presented.					
Roll Call Vote Myers—Yes; Boehm—Yes; Imhoff—Yes; Behrenwald—Yes; Clark-Hubbard—Yes. Motion carried.					

Earned Sick Time Act (ESTA) Policy

Attorney template for township

- Excludes board/committee members.
- Part-time salaried (Assessor, Zoning Administrator, Deputies): adopt prorated approach by fiscal year
- Election workers treated as temporary under State accrual method.
- Clerk & Supervisor to calculate prorations and provide letters to affected positions.

Motion #7	Clark-Hubbard	Support	Boehm	Yes 5	No 0
Motion to adopt ESTA Policy as presented.					

Old
Business**Joint Fire Agreement — Legal Conflict Waiver**

Foster Swift seeks mutual conflict waiver to review the Joint Fire District Agreement.

Motion #8	Clark-Hubbard	Support	Imhoff	Yes 5	No 0
Motion to authorize Supervisor to sign Foster Swift conflict waiver for agreement review.					

Building Property Maintenance Follow UpFire Extinguishers

Summit Fire was contacted again. Waiting on date to do inspections.

Cemetery Fence/Tree Work

Materials for new woven-wire fence purchased and stored at Tractor Supply.

Quote: Bunker Tree Service to remove 3 trees and trim 2 — \$1,200 pending GL / WC and W-9.

Stump grinding via subcontractor quote ~\$400 for 3–4 stumps to be handled under Sexton maintenance budget.

Motion #9	Clark-Hubbard	Support	Myers	Yes 5	No 0
Motion to approve Bunker Tree Service quote in the amount of \$1,200, contingent on receipt of insurance certificates and W-9.					
Roll Call Vote Myers—Yes; Boehm—Yes; Imhoff—Yes; Behrenwald—Yes; Clark-Hubbard—Yes. Motion carried.					

Community Center Tables

Sam's Club pricing remains most favorable; Clerk monitoring for sales to use Gus Macker donation funds.

Office Carpet Replacement

- Revised measurement increased scope from prior rough estimate. \$1,899.45
- Cove base replacement required that was not listed in previous estimate.
- Floor prep, if needed, billed \$50/hour per person (only if subfloor scraping/repairs needed).
- Staff/volunteers to coordinate moving office furniture; contractor to remove/dispose old carpet.

Motion #10	Clark-Hubbard	Support	Myers	Yes 5	No 0
Motion to approve Decorating Department quote \$1,899.45 plus up to \$500 combined for cove base and any necessary floor prep, contingent on insurance and W-9.					
Roll Call Vote Myers—Yes; Boehm—Yes; Imhoff—Yes; Behrenwald—Yes; Clark-Hubbard—Yes. Motion carried.					

Public
Comment

Nancy Lundwall (Honeymoon Heights): Requested attention to Hazel Rd due to recurring washouts; asked about culvert and resurfacing.

Matt Hubbard: Asked about timing to remove trees and stump grinding; Supervisor will coordinate with Bunker once insurance docs received so work can proceed.

Township Hall main room carpet: Cleaning was discussed; prior quotes were higher than expected.

Adjourn

Motion #11	Behrenwald	Support	Myers	Yes 5	No 0
Motion to adjourn at 7:09 pm					

Ginger Imhoff
Cato Township Clerk
11.13.2025