



BOARD OF TRUSTEES MEETING

Date: August 11, 2025

Time: 6:00pm

309 S. Lincoln, Lakeview MI

Pledge of Allegiance Brandi Clark-Hubbard

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

Agenda
Motion #1 Clark-Hubbard Support Imhoff Yes 5 No 0
Motion to approve agenda with addition under New Business: "Building & Property Maintenance."

Minutes
Motion #2 Behrenwald Support Myers Yes 5 No 0
Motion to approve July 14, 2025 regular meeting minutes as presented.

Public Comment
No comments.

Treasurer
Motion #3 Myers Support Clark-Hubbard Yes 5 No 0
Motion to approve treasurer report as presented.

Clerk
Motion #4 Behrenwald Support Imhoff Yes 5 No 0
Motion: Approve August 2025 bills in the amount of \$26,540.93.
Roll Call Vote Myers—Yes; Boehm—Yes; Imhoff—Yes; Behrenwald—Yes; Clark-Hubbard—Yes. Motion carried.

Motion #5 Clark-Hubbard Support Myers Yes 5 No 0
Motion: Approval to pay BS&A assessing invoice (Aug 25–Aug 26 cycle) prior to next meeting, pending confirmation it will be credited appropriately after cloud migration.
Roll Call Vote Myers—Yes; Boehm—Yes; Imhoff—Yes; Behrenwald—Yes; Clark-Hubbard—Yes. Motion carried.

Motion #6 Clark-Hubbard Support Boehm Yes 5 No 0
Motion: Approve hotel reimbursement of up to \$200 for Clerk Imhoff to attend BOE training.
Roll Call Vote Myers—Yes; Boehm—Yes; Imhoff—Yes; Behrenwald—Yes; Clark-Hubbard—Yes. Motion carried.

Zoning
Dave Kelsey

Permits:

- 6979 Tamarack Rd — home.
- 11061 Lake St — pole barn.
- 10916 M-46 — permit rescinded: application did not properly disclose all information.

Violations / Blight:

- 11381 Hickory Dr and 6685 Hemlock — compliant.
- 11589 Juniper — two court appearances; \$785 in fines; next date 8/29/2025.
- 7106 Cutler Rd — substantial cleanup progress; RV to be removed.
- Terry Dr (Lake Forest) camping on vacant lot; two tents observed; 14-day limit enforcement

Land Divisions
Marcy Myers

Working with a builder on a split just outside the village that appears compliant; processing ongoing.

Planning Commission
Dave Behrenwald

- Short-Term Rentals: Draft nearly complete.
- Home occupation update; clarify minimum house square footage; fix setback table discrepancies.
- Tiny homes.

Fire Dept Imhoff

- o Voted to replace one overhead door at Station 2; approve ceiling insulation in Station 1.
- o Events: Labor Day BBQ planned for Trufant Days.
- o Ladder truck: Work complete; pending inspection.

Supervisor Clark-Hubbard

Assessing:

- o July Board of Review addressed late personal property filings caused by PO box change.
- o Two Tax Tribunal petitions pending; outside counsel engaged for one of the petitions.

Roads:

- o Satterlee Rd: interim patching done.
- o Honeymoon Heights: patching complete on Lakeshore/Pine.
- o Birchshore: makeup chloride application completed.
- o Major projects complete.

Drains: Edgar Drain Sections 17–18 maintenance noted; Section 18 spraying scheduled.

Audit: Scheduled Aug 19th

Events:

- o MTA meeting Aug 19, 6:00 PM Ferris Center Church.
- o Stormwater Compliance Seminar Aug 21, 6:00PM.

Old Business None

New Business	Motion #7	Clark-Hubbard	Support	Boehm	Yes 5	No 0
	Motion to approve Purchasing Policy, Accounts Payable Policy, Tax Disbursements Policy and Fixed Asset Capitalization Policy drafts as presented.					
	Motion #8	Clark-Hubbard	Support	Myers	Yes 5	No 0
	Motion to approve the resolution to authorize use of ACH arrangements and electronic transaction funds with the attached ACH Township policy as presented. Roll Call Vote Myers—Yes; Boehm—Yes; Imhoff—Yes; Behrenwald—Yes; Clark-Hubbard—Yes. Motion carried.					
	Motion #9	Clark-Hubbard	Support	Boehm	Yes 5	No 0
	Motion to adopt the resolution for Acceptance of Payments by Financial Transaction Device as presented. Roll Call Vote Myers—Yes; Boehm—Yes; Imhoff—Yes; Behrenwald—Yes; Clark-Hubbard—Yes. Motion carried.					

Building & Property Maintenance (Added Agenda Item)

- **Fire extinguishers:** Annual inspection due (Summit Fire Protection) Clerk to follow up.
- **Pest control:** As-needed only (no current issues).
- **HVAC:** Schedule filter/service ahead of heating season if needed.
- **Roof:** New (2022, Kieff's Roofing) with 15-yr manufacturer warranty; suggested inspections at year 7 and every 3 years thereafter. Need to re-check observed seam and provide photo; vendor can look when in area.
- **Office flooring:** Existing carpet needs replacing; obtain measurements and quotes for commercial carpet or carpet tiles; if > \$2,500, obtain 3 quotes per policy; target replacement before winter; coordinate furniture removal.
- **Cemetery fence:** Supervisor to get quotes (materials/labor; T-posts & page-wire)
- **Kitchen:** Consider remove stove, add microwave.

Public Comment Brief comments: expressed appreciation. No new business raised.

Adjourn	Motion #10	Myers	Support	Behrenwald	Yes 5	No 0
Motion to adjourn at 7:25pm						

Ginger Imhoff
Cato Township Clerk
08/11/2025