

**CEDAR TOWNSHIP
MINUTES
February 15, 2022**

The meeting was called to order at Cedar Township Hall at 7:00 p.m., 9115 170th Avenue, Reed City, Michigan. Board members present: Supervisor Loren Stieg, Treasurer Heather Battle, Clerk Shirley Apsey, Deputy Clerk Cindy Gadbois, and Trustee Mary Clark and Trustee Ed Lundborg. Absent was Deputy Treasurer Jean Schember. Also, present was Doug Lockhart and Assessor James Nienhuis. Supervisor calls meeting to order. Pledge of Allegiance recited.

- **Motion** to approve January 18, 2022 meeting minutes as presented made by Ed and seconded by Heather with the correction to add Ed Lundborg as present at meeting. All members voting yes.
- Treasurer's Report presented by Heather; accepted by Mary, seconded by Cindy. Report placed on file.

OLD BUSINESS: Mr. Wanner worked on outside lights at the hall. One mercury light will have to be totally replaced.

NEW BUSINESS: New 2022 Poverty Guidelines were presented.

Resolution: WHEREAS, the adoption of guidelines for poverty exemptions is within the purview of the township board; and WHEREAS. The homestead of persons who, in the judgement of the supervisor and board of review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under Public Act 390, 1994 (MCL 211.7u). WHEREAS, pursuant to PA 390,1994 Cedar Township, Osceola County adopts the following guidelines for the Assessor and Board of Review to implement. The Guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Review shall follow the stated policy and federal guidelines in granting or denying an exemption, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these are communicated in writing to the claimant.

The foregoing resolution offered by Board Member Mary Clark, and supported by Board Member Cindy Gadbois.

Upon roll call vote: 6 Ayes 0 Nays

Supervisor declared the resolution adopted.

Township Board positions and employees' new salaries for fiscal year 2022-2023 was discussed.

Resolution: WHEREAS, Michigan Compiled Law 41.95 authorizes the township board of Cedar Township to determine the salaries for the office of supervisor, clerk,

treasurer, and trustee for fiscal year 2022-2023 by adopting a resolution at least 30 days prior to March meeting and, WHEREAS, on February 15 the township board adopted a resolution to hold the township annual budget meeting on March 15th, and WHEREAS, the township Board deems that adjustments in the salaries of these elected township officials is warranted in consideration of the increase in the cost of living and additional responsibilities undertaken by these officials since township board members' salaries were last adjusted, now

BE IT RESOLVED that as of February 15, 2022, the salaries of the Township Board members shall be as follows: Supervisor: \$7,211.64, exclusive of assessing duties; Clerk: \$8,723.74 plus \$2.96/per voter per election (Election Administrator) Deputy Clerk: \$13.55/Hr. Treasurer: \$8,723.74 plus \$2.96/parcel for summer tax collection. Deputy Treasurer: \$13.55/Hr. Trustees: \$4,420.04 (\$2,210.02 each).

BE IT ALSO RESOLVED, Pursuant to MCLA 41.95(7), such modifications that may be made by the electors cannot result in a reduction of salary during each official's term of office. In the event that the electors fail to act on this resolution, the officer shall be entitled to the salaries as established in this resolution, in accordance with state law.

BE IT FURTHER RESOLVED, that this resolution, adopted this day, February 15, is properly adopted by the Cedar Township Board at least 30 days prior to March meeting (end of fiscal year) as required by law.

Moved by Board Member Heather Battle, and supported by Board Member Cindy Gadbois.

Upon roll call vote, the following voted: 6 Ayes 0 Nays

The supervisor declared the resolution adopted.

RESOLUTION: NOW, THEREFORE, BE IT resolved that at a regular meeting of the Cedar Township Board the following resolution was adopted for fiscal year 2022-23 for CEDAR TOWNSHIP PLANNING BOARD/CHAIR:

Chairman \$66.72/meeting, Members \$45.54/meeting

**Plus, any training/expenses deemed applicable.

CEDAR TOWNSHIP ZONING BOARD OF APPEALS

\$21.77/meeting **Plus any training/mileage/expenses deemed applicable

CEDAR TOWNSHIP PRECINCT ELECTION WORKERS;

Chairman: \$16.58/Hr

Precinct workers: \$13.34/Hr

**Plus, any training/mileage/set-up and breakdown of equipment/all accuracy testing times as required by law/any other expenses deemed applicable for each election.

CEDAR TOWNSHIP BOARD OF REVIEW

Chairman: \$66.71 per meeting. Tax appeals: \$16.58/hr

Members: \$45.54 meeting Tax appeals: \$13.34/hr.

**Plus, any training, mileage/expenses deemed applicable

CEDAR TOWNSHIP ZONING ADMINISTRATOR

\$2,326.34 **Plus any training/supplies/mileage deemed applicable

CEDAR TOWNSHIP ASSESSOR

\$16,939.34 annually **Plus supplies/mileage/cell phone use/postage/other reimbursements deemed applicable.

CEDAR TOWNSHIP CEMETERY SEXTON

\$127.08 annually paid every February of that fiscal year.

****Plus, any training/mileage/supplies deemed applicable**

CEDAR TOWNSHIP LAWN CARE

Cemetery mowing: \$129.62 each time

Park mowing: \$70.21 each time

Hall mowing: \$32.40 each time

Spring & Fall clean-up of properties: \$324.05

Township Maintenance: \$20.00/Hr

Hall Snow Plowing (as needed) \$43.21 each time

Hall Cleaning (each month) \$666.90 annually (\$166.73 per quarter)

****Plus, supplies/reimbursements as deemed applicable**

CEDAR TOWNSHIP MILEAGE REIMBURSEMENT RATES FOR TOWNSHIP TRAVEL:

Based on I.R.S. suggested rates: .585/mile

THE foregoing resolutions was offered by Board Members Ed, Heather, and Mary, and supported by Board Members Cindy, Ed, and Mary.

Upon roll call vote: 6 Ayes 0 Nays

Supervisor declares these resolutions adopted.

The New Fiscal Year Budget line items were discussed. Adjustments were looked at and changes were discussed based on possible projects/repairs being done next year. Final Budget numbers will be finalized and adopted next month at Budget Hearing.

Shirley received phone call from the township's current insurance company provider, Par Plan, Risk Control department, in listing potential liability exposures in our day-to-day operations.

They want an Employee Handbook established stating guidelines for employees to follow that will assist in minimizing any liability exposures. The township only has 4 that are classified as "employees" and other than the assessor the rest are all seasonal/only-as-needed employees and do not work in day-to-day operations. Board does not feel the time spent writing up a "Handbook" for mowing lawns and snow plowing the hall parking lot only 2-3 times a winter is beneficial.

Also, pertaining to Par Plan, requesting we have a "Contract" with our auditors is not necessary since audits are done bi-annually and we always sign an agreement form with them prior to any audit. Discussed this with our Auditors, Baird & Cotter, and they do not feel any other contract is warranted, either.

Plus, having to have written applications filled out for all hired employees, auditor feels that is not necessary since we do not have large numbers of employees. We meet with each potential person at a board meeting and discuss the work, pay, our expectations, expected for each job and, if both parties are agreeable, the board appoints them to that job which is then assessed every year and, if both parties agree, the board will again re-appoint them to that position for another year.

As far as emergency lighting at the hall goes, Shirley bought a battery backup nightlight to plug in at the hall and Mary will bring in a carbon dioxide detector for the hall.

To address the documentation of Park inspections, hall roof inspections, and fire extinguishers, these are done by our appointed personnel and they in-turn report back to the Board and are thus recorded in the minutes. Board also feels that some of these recommendations are somewhat extreme and not warranted for us. They feel that maybe they should look at other insurance companies. More discussion will follow.

Loren brought up the Stop Sign that was taken down at intersection of 7 Mile and 170th. There has always been a stop sign there but was recently taken down and not replaced. He contacted the County Road Commission and they do not seem to think it needs to be replaced. Loren feels this is a safety issue and needs to be address more with the County Road Commission to get it put back up.

Bills were presented for approval; moved by Ed, seconded by Mary, to approve checks 7452 – 7459.

•**Motion** to adjourn was made by Mary, seconded by Ed, all members voting yes.

Shirley Apsey, Clerk
8:25 pm