LELAND TOWNSHIP BOARD MEETING  
Board, Cemetery, Sidewalks/Roads Budget Workshop  
Tuesday, January 28, 2020 – 1:00 p.m.  
Leland Township  
123 N. St. Joseph St., Lake Leelanau  
MINUTES  

PRESENT: Supervisor Susan Och, Clerk Lisa Brookfield, Treasurer Shirley Garthe, Trustee Michael Collins  

CONFERENCE CALL: Tony Borden  

General Fund  
Income from anticipated taxes is $405,360.00. This figure is subject to change. Cemetery lot income has gone down as the result of the popularity of the cremains wall and lots are not as popular any more. Other various income amounts were discussed and amended on the draft proposed budget.  
Mr. Borden discussed the funds needed for the Sunset Shores project. He anticipated $30,000 will be needed in the next fiscal year.  
Office and Board expenses were discussed. There was also discussion about how legal expenses were distributed throughout the budget. Ms. Brookfield will run a report on the legal expenses to distribute to the Board. Accounting Services refers to a report that the auditor files for us ($300). The Communications line is for bills for phones in the office, one cell phone, and internet service ($4000). Health insurance is going up between 8-10%. Ms. Brookfield will research previous costs for repairs and maintenance in order to anticipate costs for the coming fiscal year. We need Net Link to provide an inventory of information technology items and the projected life of equipment in order to anticipate replacement. The lease on the building is up in April. The owner of the building would like the Township to buy the building. Needed repairs were discussed with the owner. The rent might increase. The Administrative Assistant will be resigning.  
There will be three elections reflected in this budget. The March and May elections will be reimbursed but not until the next fiscal year. Ms. Brookfield will ask the accountant how to list income from reimbursement from these elections.  
Julie Krombeen will discuss with the Board the Assessor budget.  
Ms. Brookfield will be asking for a pay increase. She discussed the various duties that she is presently doing. She will prepare a report for the Annual Meeting. Insurance expenses for Township employees were discussed.  

Other Expenses  

Cemetery  
The job of sexton was discussed. The Township’s current sexton is doing a very good job. There was discussion about digitizing our cemetery records. The Clerk does not have the time to do it. The cost to do that would be significant. It is not something the Board would like to do at this time. Ms. Och has received proposals for tree service in both of the cemeteries. The proposals amounted to about $34,000. Ms. Och discussed the tree work that is necessary to be done this year.
Planning Commission and Zoning Board of Appeals

This Commission will be doing their budget at a later date.

Roads and Highways

The Road Commission is responsible for maintaining the Township roads. Repairing the Township roads is the responsibility of the Township. The costs of road repair will not be put in the budget this year, but it will have to be addressed in the next three years. The Board is also waiting to see what the Road Commission will be doing.

Sidewalks

If spread out over 4 years, the necessary sidewalk work would cost about $60,000 a year. A fund was previously set up for public works.

Street Lights

Decorative lighting is included in the total bill for street lighting. The outlets for the angel decorations need to be replaced. The LLCA has committed to taking care of it.

Other Business

A meeting needs to be scheduled with the Board for the Parks & Rec budget. It could be scheduled prior to the ZA and Planning Commission meeting which is tentatively scheduled for February 17, 2020.

Mr. Collins was asking about the schedule for the Fire Department budget. He will not be able to attend. There was a brief discussion about the Fire Department budget.

Mr. Collins asked for information about the expenses to replace the ZA in instances of recusal. Mr. Collins would like that information before the Planning Commission and ZA budget meeting.

The meeting was adjourned at 2:53 p.m.

Respectfully Submitted,
Cindy Kacin, Recording Secretary Date Approved: ____________________

________________________________  __________________________________
Susan Och, Leland Township Supervisor Lisa Brookfield, Township Clerk