Zoning, Planning Commissions and Assessor Budget Workshop  
Monday, February 17, 2020 – 5:00 p.m.  
Leland Township Office  
123 N. St. Joseph St., Lake Leelanau  
MINUTES  

PRESENT: Supervisor Susan Och, Clerk Lisa Brookfield, Treasurer Shirley Garthe, Trustee Michael Collins, Tim Cypher, Dan Korson  
ABSENT: Trustee Tony Borden  
Ms. Och brought the workshop to order at 5:06 p.m.  

DISCUSSION  
Planning Commission Budget  
The proposed budget was distributed. Mr. Korson and Ms. Brookfield discussed line items of the proposed budget. The largest increase was the pay increase for the Zoning Administrator. The conflict of interest expense was explained. In the event that the ZA needs to recuse himself from a case, another is hired to act as zoning administrator in the case. The recused zoning administrator will contribute $200 for the expense of hiring the substitute. This fee is received upon each occurrence of recusal. $500 was put in miscellaneous expenses for professional services, as in a case of conflict of interest. The transportation amount was reduced because Mr. Cypher’s contract is all inclusive (mileage is included in his salary contract). Printing and Publishing was put at $300 instead of $1000.  
The continuation of the master plan was discussed. Mr. Cypher pointed out that our fee structure has not changed since 2007. It needs to be looked at again. This will be addressed after the Annual Meeting. Ms. Brookfield suggested that events should have a fee of $100.  

Zoning Board of Appeals  
Mr. Cypher recommended that $500 be put in the budget for education and $200 for legal expenses.  

Board of Review  
There was discussion of fees.  

Assessor  
The Assessor’s budget will remain the same. The miscellaneous expense of $3995.00 in the current budget went toward the Celebration Life tax conflict. Legal fees in the proposed budget will be $4000.00.  
Julie Krombeen has talked about a need for an assistant.  
Ms. Och will go over the proposed budget with Ms. Krombeen and bring it to the wrap-up meeting.  
The meeting was adjourned at 5:55 p.m.  

Respectfully Submitted,  
Cindy Kacin, Recording Secretary  

Date Approved: ____________________  

__________________________________  ___________________________________  
Susan Och, Supervision  
Lisa Brookfield, Township Clerk