



BOARD OF TRUSTEES MEETING

Date: January 12, 2026

Time: 6:00 PM

309 S. Lincoln Ave, Lakeview MI

Pledge of Allegiance Brandi Clark-Hubbard

Roll Call

- Supervisor: Brandi Clark-Hubbard
- Treasurer: Jamie Boehm
- Clerk: Ginger Imhoff
- Trustee: Marcy Myers
- Trustee: David Behrenwald
- Other Officials Present: Dave Kelsey, Zoning Administrator

Agenda

Motion 1 Moved by Clark-Hubbard Supported by Imhoff
To approve the agenda with additions to vote on FY 2025 audit at end of Old Business and add discussion of delinquent personal property tax parcel at end of New Business.
Vote: Voice vote – all ayes **Motion carried.**

Minutes

Motion 2 Moved by Myers Supported by Behrenwald
Approve the December 8, 2025 Regular Meeting Minutes as presented.
Vote: Voice vote – all ayes **Motion carried.**

Treasurer’s Report

Motion 3 Moved by Behrenwald Supported by Myers
Approve the Treasurer’s Report as presented.
Vote: Voice vote – all ayes **Motion carried.**

Clerk Report

Motion 4 Moved by Clark-Hubbard Supported by Behrenwald
To approve payment of the **January bills totaling \$23,942.20**, plus \$30 each to three Board of Review members for December special meeting; \$50 to Planning Commission Chair for December board meeting attendance; \$50 to Land Division Administrator for December ZBA meeting attendance
Roll Call Vote: Myers – Yes; Boehm – Yes; Imhoff – Yes; Behrenwald – Yes; Clark-Hubbard – Yes
Motion carried.

Zoning *Reported by Dave Kelsey.*
Yearly Summary Provided.

Permits:
Shane Martin 11606 Nimberger Double Wide
Michael Lee 6757 Greenville Rd Replace addition to house

Violations:
A complaint was filed concerning a double-wide manufactured home installation on Nimberger Rd.
Direction: Discuss further at January 14th Planning Commission Meeting.

Land Divisions *Reported by Marcy Myers.*
No land divisions this month but working on two for next meeting.

Planning Commission *Reported by David Behrenwald.*
Updates provided on upcoming meeting and ordinance considerations.

ZBA
Zoning Board of Appeals has their regular organizational meeting tomorrow here at 6:30 PM.

Fire Department *Reported by Ginger Imhoff*

Contract renewal with Winfield Township fire coverage pending (expires March).
Discussion on tax disbursement method change; fire department prefers one lump sum.

Supervisor's Report

Provided updates on:

Tax Tribunal: One case remaining; skilled nursing appeal withdrawn.

Board of Review: Organizational meeting March 3; appeals March 9–10.

Assessor: Personal property tax statements mailed.

Road Commission: Follow-up meeting planned.

Legal: PA 233 update.

Trails: \$400,000 DNR grant awarded.

MTA meeting: February 19 in Coral; alternating locations with Maple Valley and Stanton, third Thursdays.

Ice Fishing Tournament: February 26.

Old Business

Short-Term Rental Application Form

Motion 5 Moved by Clark-Hubbard Supported by Imhoff

Adopt the Short-Term Rental Application Form based on the Belvedere Township/Foster Swift template, with modifications: 1) Update township name; 2) Remove rental agreement copy requirement; 3) Remove escrow language

Vote: Voice vote – all ayes

Motion carried.

Audit Report

Motion 6 Moved by Clark-Hubbard Supported by Myers

To approve the audit report for FY ending June 30, 2025, as presented at the December meeting (clean opinion).

Vote: Voice vote – all ayes

Motion carried.

New Business

Insurance Renewal (Michigan Municipal League)

Motion 7 Moved by Clark-Hubbard Supported by Myers

Approve the MML general liability and property insurance proposal for February 1, 2026 – February 1, 2027.

Roll Call Vote: Myers – Yes; Boehm – Yes; Imhoff – Yes; Behrenwald – Yes; Clark-Hubbard – Yes

Motion carried.

Foreclosed Parcel – Honeymoon Heights

Motion 8 Moved by Clark-Hubbard Supported by Behrenwald

To decline acceptance of foreclosed parcel 004-240-799-00.

Vote: Voice vote – all ayes

Motion carried.

Board of Review Appointments

Motion 9 Moved by Clark-Hubbard Supported by Behrenwald

To appoint Nancy Lundwall as Regular Member and Paul Main as Alternate Member for terms ending December 31, 2026.

Vote: Voice vote – all ayes

Motion carried.

Board of Review – Alternate Start Dates

Motion 10 Moved by Clark-Hubbard Supported by Myers

To adopt the 2026 resolution allowing alternate start dates for March, July, and December Board of Review sessions.

Roll Call Vote: Myers – Yes; Boehm – Yes; Imhoff – Yes; Behrenwald – Yes; Clark-Hubbard – Yes

Motion carried.

New Business Cont....

Board of Review – Written Protests

Motion 11 Moved by Clark-Hubbard Supported by Boehm
To adopt the 2026 resolution allowing resident taxpayers to protest in writing.
Roll Call Vote: Myers – Yes; Boehm – Yes; Imhoff – Yes; Behrenwald – Yes; Clark-Hubbard – Yes
Motion carried.

Poverty Exemption – Partial Guidelines

Motion 12 Moved by Clark-Hubbard Supported by Boehm
To adopt partial poverty exemption guidelines (75%, 50%, 25%).
Roll Call Vote: Myers – Yes; Boehm – Yes; Imhoff – Yes; Behrenwald – Yes; Clark-Hubbard – Yes
Motion carried.

Poverty Exemption Policy – 2026

Motion 13 Moved by Clark-Hubbard Supported by Myers
To adopt the 2026 poverty exemption policy including income and asset tests and partial guidelines.
Roll Call Vote: Myers – Yes; Boehm – Yes; Imhoff – Yes; Behrenwald – Yes; Clark-Hubbard – Yes
Motion carried.

Assessor Resolution

Motion 14 Moved by Clark-Hubbard Supported by Imhoff
To adopt the Assessor Accessibility Policy with removal of text messaging as a contact method.
Roll Call Vote: Myers – Yes; Boehm – Yes; Imhoff – Yes; Behrenwald – Yes; Clark-Hubbard – Yes
Motion carried.

DDA Grant – Township Sign

Motion 15 Moved by Behrenwald Supported by Myers
To accept the Downtown Development Authority grant in the amount of **\$1,147.55**.
Vote: Voice vote – all ayes
Motion carried.

Mid-Year Budget Amendments

Motion 16 Moved by Clark-Hubbard Supported by Myers
To approve the mid-year budget amendments as presented.
Roll Call Vote: Myers – Yes; Boehm – Yes; Imhoff – Yes; Behrenwald – Yes; Clark-Hubbard – Yes
Motion carried.

Delinquent Personal Property Tax – Parcel # 042-900-075-00

Motion 17 Moved by Clark-Hubbard Supported by Myers
To continue sending delinquent notices for tax years **2023 and 2024** and, upon completion of the statutory period, petition Circuit Court to remove the amounts from the tax roll.
Vote: Voice vote – all ayes
Motion carried.

Public Comment

None.

Adjournment

Motion 18 Moved by Myers Supported by Behrenwald
To adjourn the meeting.
Vote: Voice vote – all ayes
The meeting adjourned at **7:25 p.m.**
Motion carried.

Respectfully submitted,
Ginger Imhoff
Cato Township Clerk