



BOARD OF TRUSTEES MEETING

Date: December 08, 2025

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: none

Agenda

Motion #1 – Moved by: Myers
Motion: Approve the agenda as presented.
Vote: 5 Yes, 0 No.
Motion carried.

Support: Imhoff

Minutes

Motion #2 – Moved by: Imhoff
Motion: Approve the November 10, 2025 regular meeting minutes as presented.
Vote: 5 Yes, 0 No.
Motion carried.

Support: Behrenwald

Treasurer

Motion #3 – Moved by: Behrenwald
Motion: Approve the Treasurer's report as presented.
Vote: 5 Yes, 0 No.
Motion carried.

Support: Myers

Clerk

Motion #4 – Moved by: Clark-Hubbard
Motion: Approve December 2025 bills in the amount of \$27,989.38.
Roll Call Vote: Myers-Yes; Boehm-Yes; Imhoff-Yes; Behrenwald-Yes; Clark-Hubbard-Yes.
Motion carried.

Support: Behrenwald.

- Joint spring cleanup confirmed for FY ending June 30, 2026; fall 2026 also supported but will confirm during 26-27 budget process.
- Township will continue website participation with Village until own site is developed.
- Will follow up with Lions club on piano ownership.

Zoning *Report provided in absence of Zoning Administrator*

Permits:

- 10323 Lake Rd — accessory building approved
- 8521 Tamarack Rd — breezeway/garage approved

Violations:

- 7176 Schmeid Rd — citation issued November 11, 2025

Land Divisions: One inquiry, applicant pursuing variance

Fire Department

- Federal grant awarded toward six grass rigs; local match under review.
- Ladder truck nearing completion; inspections pending.

Planning Commission

- Joint zoning training held at Maple Valley Township.
- ZBA variance hearing scheduled December 16, 2025 at 6:30 PM.

Supervisor

- Tax Tribunal cases reviewed; two pending, one dismissed.
- December Board of Review scheduled December 9, 2025, at 11:00 AM.
- Insurance renewal discussed; workers comp refund anticipated.
- Road funding uncertainty discussed.

Old Business

Building Maintenance Projects

- Office carpet installation scheduled December 23, 2025.
- Roof repairs completed; furnace inspected.

Motion #5 – Moved by Clark-Hubbard Support: Myers
Motion: Approve Viking Sign Solutions quote for \$3,575 contingent on DDA grant and vendor providing general liability insurance, worker's comp and W-9.
Roll Call Vote: Myers-Yes; Boehm-Yes; Imhoff-Yes; Behrenwald-Yes; Clark-Hubbard-Yes.
Motion carried.

New Business

Summer Tax Collection

Motion #6 – Moved by Clark-Hubbard Support: Boehm.
Motion: Approve the agreement as presented from Lakeview Community Schools for the collection of their summer taxes fee of \$2.50 per parcel, with estimated parcel count to be finalized later.
Roll Call Vote: Myers-Yes; Boehm-Yes; Imhoff-Yes; Behrenwald-Yes; Clark-Hubbard-Yes.
Motion carried.

Planning Commission

Motion #7 – Moved by: Clark-Hubbard Support: Behrenwald
Motion: Accept the Planning Commission chairman's report and the proposed 2026 meeting schedule as presented.
Roll Call Vote: Myers-Yes; Boehm-Yes; Imhoff-Yes; Behrenwald-Yes; Clark-Hubbard-Yes.
Motion carried.

Motion #8 - Moved by: Clark-Hubbard Support: Behrenwald
Motion: Renew the Planning Commission appointment of Joe Main for a three-year term ending December 31, 2028.
Vote: 5 Yes, 0 No.
Motion carried.

Motion #9 - Moved by: Clark-Hubbard Support: Imhoff
Motion: Approve the ZBA's 2026 regular meeting schedule; one meeting on Tuesday, January 13, 2026, at 6:30 PM.
Roll Call Vote: Myers-Yes; Boehm-Yes; Imhoff-Yes; Behrenwald-Yes; Clark-Hubbard-Yes.
Motion carried.

Short Term Rentals

Motion #10 – Moved by: Clark-Hubbard Support: Myers.
Motion: Adopt the proposed police power ordinance regulating short-term rentals, as recommended by the Planning Commission, with the following additions:

- Section 3.B: Add the address and parcel number of the single-family dwelling to be operated as a short-term rental.
- Section 3.B(j): Add inspection provisions requiring consent to fire department inspections and, where applicable, septic inspections and certification, as recommended by the township attorney.

Roll Call Vote: Myers-Yes; Boehm-Yes; Imhoff-Yes; Behrenwald-Yes; Clark-Hubbard-Yes.
Motion carried.

Motion #11 – Moved by: Clark-Hubbard Support: Behrenwald.
Motion: Authorize the Zoning Administrator to enforce the short-term rental police power ordinance the same as enforcement of the zoning ordinance.
Vote: 5 Yes, 0 No.
Motion carried.

Motion #12 – Moved by: Clark-Hubbard Support: Myers.
Motion: Approve an application fee of \$50 for both initial applications and annual renewals of short-term rentals.
Vote: 5 Yes, 0 No.
Motion carried.

- Township received an unmodified (clean) audit opinion.
- F-65 report and qualified statement filed with the State; final auditor submission expected by year-end.
- Board affirmed support for continuing annual audits.
- General Fund reported a positive year-end fund balance with revenues exceeding expenditures.
- Fire Fund and Honeymoon Heights Fund reported positive fund balances with no liabilities.
- Tax collection fund properly reflected zero balance at year-end, with approximately \$3.5 million collected and distributed.

- LCSA reimbursements received after October 2018 were appropriately restricted and recorded in the Fire Fund, consistent with guidance from the township auditor, attorney, and State Treasury.
- Board consensus to retain restricted LCSA funds in the Fire Fund at this time for future fire-related or essential service needs.

None.

Motion #13 – Moved by: Myers
Motion: Adjourn meeting at 8:03PM.
Vote: 5 Yes, 0 No.
Motion carried.

CATO TOWNSHIP MEETING MINUTES FROM 12.08.2025