

Lake Township
July 17, 2025
Regular Meeting of the Board of Trustees
Held at Lake Township Hall
4988 W. Kinde Road, Caseville, MI 48725

Board of Trustees Meeting Called to Order at 4:00 P.M.

Present – Valerie McCallum, Lisa Clinton, Nicole Collins, Kenny Kapa, Dale Hartsell

Building/Zoning Administrator as well as six (6) in-person and approximately 14 virtual guests present.

Agenda – A motion was offered by Hartsell, supported by Collins, to approve the agenda with the addition of the Federal Emergency Management Agency (FEMA) correspondence that was received today. All in favor, motion carried.

June 19, 2025 Board of Trustee Regular Meeting Minutes — A motion was offered by Collins, supported by Hartsell, to approve the minutes as presented. All in favor, motion carried.

Reports –

Supervisor – the gravel on Dufty and Etzler roads has been laid this week and should be wrapping up; still waiting on James Road. There is an issue along Etzler and Grassmere where some trees may have to come out; the Road Commission is looking at that.

The FEMA letter pertains to flood plains and a preliminary map of the flood plains is available and FEMA wants people to review the information and comment.

At the last meeting, the supervisor advised that during public comments if anyone had questions or was questioning things that were heard, they should contact the hall and find out what is going on as a lot of misinformation is going around; it is better to come in and get the facts rather than let it perpetuate.

The Lavender Farm has an attorney and sent a letter to the township and he is working with the Lavender Farm to get their application in; the township is still waiting on the application.

There has been a lot of talk about the 80% rule that was a topic at the Planning Commission meeting. The 80% rule was in the 2007 Zoning Ordinance that allowed non-conforming lots to meet 80% of the setbacks; that was removed in 2015 based on the recommendation from the current Zoning Administrator at that time and the Planning Consultant that came in later for the 2020 Ordinance was in agreement that that was something that the township would not want in the Zoning Ordinance; it creates inequity and unfairness.

Clerk – Maryanne Williams will be sworn in as the Deputy Clerk replacing Clay Kelterborn.

Treasurer – tax collection is underway.

Trustees – Trustee Kapa suggested holding the picnic at Oak Beach Pavilion and advised it is \$96 to rent; McCallum advised the Township held the picnic during the week and was not charged to use it. Kapa stated he will check as he did not indicate the rental was for the township. Kapa asked what the township supplied for the picnic. McCallum advised the township cannot supply anything; at past picnic events, she supplied the meat and everyone brought potluck.

Kapa stated he has received negative feedback about the 4:00 p.m. start time for the meetings. Although he agreed to the start time, a lot of people think it should be later and he would like to see it changed to 6:00 or 6:30 p.m. McCallum stated the meeting time was changed this year to 4:00 p.m. and it is up to the Board to make any further changes.

A motion was offered by Kapa, supported by Hartsell, to add meeting time under New Business. All in favor, motion carried.

Correspondence – Reviewed.

Petitions/Public Comments – request a later start time for the Board meetings; put an explanation on the website of issues in the Township; in support of the Lavender Farm and the need for accurate facts.

Old Business – None.

New Business –

Electrical/Mechanical/Plumbing Inspections – Building/Zoning Administrator is suggesting that the Township look into bringing electrical/mechanical/plumbing inspections in-house; he explained that the City of Caseville and Caseville Township have done so and it makes the inspection process more streamlined. There would be no cost to the Township. Funding would be based on the cost of the permit; for electrical and mechanical, 80% to the inspector and 20% to the Township and 95% to inspector and 5% to Township for plumbing.

A Motion was offered by Hartsell, supported by Collins, for the Township to hire inspectors for electrical/mechanical/plumbing. All in favor, motion carried.

Renewal of View Newspaper Group Contract – A motion was offered by Hartsell, supported by Collins, to approve the renewal of the contract from 08/02/2025 – 08/01/2027. All in favor, motion carried.

Earned Sick Time Act (ESTA) – the Township is required to comply with the ESTA by October 1, 2025. There are two (2) methods of sick time accrual; frontload 40 hours at the beginning of the year; with this method the employee can carry over 40 hours but the Township does not have to pay out unused sick time from one benefit year to the next *or* the pay as you go method of one (1) hour credit for every 30 hours worked with a carry-over of unused sick time to the next benefit year of up to 40 hours with no cash out option. The Extra-Office position has a policy that was created many years ago to allow 20 hours of paid leave year; that policy could possibly be amended to allow 10 hours in conjunction with ETSA accrued hours. A Motion was offered by Hartsell, supported by Collins, to use the pay as you go method of accrual and have the attorney draft a sick-leave policy.

Bank Account Signatories – A Motion was offered by Hartsell, supported by Collins, to update the Township financial bank accounts with Nicole Collins, Hope Bedford, Lisa Clinton and Maryanne Williams as authorized signatories, removing Clay Kelterborn.

Meeting Time – Kapa suggested changing the meeting times to a later time based on his negative feedback. The meeting times are scheduled annually at the March meeting; the 4:00 p.m. start time has not been in effect long and Clinton and Collins felt it should be given more time. Kapa asked if the Board would support a motion to change the start time; being there was no support, no action was taken on this issue.

Payment of Bills – A motion was offered by Collins, supported by Hartsell, to pay monthly bills as presented. All in favor, motion carried.

Public Comments – request to include a brief description of public comments; change in meeting start time; website not user friendly; why the Township took over building inspector as opposed to Huron County doing the inspections and why the Township is hiring mechanical, etc.; support of Lavender Farm; W-2 employees being inspectors; Planning and Zoning Workshop invitation; not in favor of hiring electrical/mechanical/plumbing inspectors; blight.

Adjournment – A motion was offered by Collins, supported by Hartsell, to adjourn. All in favor, motion carried.

Meeting was adjourned at 4:56 P.M.

Respectfully submitted

Lisa Clinton