

**CHIPPEWA TOWNSHIP
BOARD MEETING
January 7, 2026
CHIPPEWA TOWNSHIP COMMUNITY BUILDING
6:30 P.M.**

The Chippewa Township REGULAR Board meeting was called to order by the Chippewa Township Supervisor, Shirley Hazen at 6:30 P.M.

The Pledge of Allegiance was recited.

ROLL CALL: Present: Shirley Hazen, Kristin Lytle, Julie Austin, and Debbie Zielinski.
Absent: Annette Walters

Let the record show a quorum of the Chippewa Township Board was present.

MOTION J.Austin/D.Zielinski to approve the minutes of the December 3, 2025, Regular Township Board Meeting, and place on file. MOTION CARRIED

TREASURER REPORT: Total Fund Balance as of 1/7/2026 is \$358,898.78.

MOTION K.Lytle/D.Zielinski to approve the Treasurer Report and place it on file. MOTION CARRIED

PUBLIC COMMENT:

None at this time.

LIBRARY REPORT:

Library Representative, Linda Myers was not in attendance and there was no Library Board meeting in December.

ASSESSING REPORT:

Assessor Andrea Roberts reported that she is working on end of year tasks and will be inspecting building permits on Saturday January 10th. There are no MTT cases at this time. She Processed 16 deeds, processed 8 PTAs, processed 2 PREs, 0 Denials, 2 Rescinds, 1 address change. No new land divisions or QFP or QA. Office hours are January 12th and 26th. **MOTION J.Austin/K.Lytle to approve the Assessor Report and place the Assessors Report on file. MOTION CARRIED**

COUNTY COMMISSIONER REPORT:

County Commissioner, Greg Adams was not in attendance.

COMMUNITY BLDG. MAINTENANCE:

We currently don't have any rentals scheduled in January or February so that we can do some necessary maintenance. The grease trap needs to be emptied, ovens need to be recalibrated, repairs to drywall and paint, etc.

RESOLUTION 2026-1:

RESOLUTION K.Lytle/D.Zielinski to allow residents to protest the Board of Review in Writing for the March 2026 Board of Review. (A copy of Resolution 2026-01 will be included with the approved minutes) **ROLL CALL VOTE: 4 ayes, 1 absent, 0 nays**
RESOLUTION CARRIED

RESOLUTION K.Lytle/S.Hazen to appoint Dave Hahn, D.Lytle, and Richard Hatkowski as B.O.R. members for 2026-2027. **ROLL CALL VOTE: 4 ayes, 1 absent, 0 nays**
RESOLUTION CARRIED

2026 POVERTY EXEMPTION GUIDELINES:

	2026 Federal Guidelines
Size of Family/Household	Maximum Total Income
1	\$15,650
2	\$21,150
3	\$26,650
4	\$32,150
5	\$37,650
6	\$43,150
7	\$48,650
8	\$54,150
Additional Person	Add \$5,500

RESOLUTION J.Austin/K.Lytle to adopt the 2026 Federal Poverty Guidelines and Asset Test. **ROLL CALL VOTE: 4 ayes, 1 absent, 0 nays**
RESOLUTION CARRIED

RESOLUTION J.Austin/K.Lytle to approve the Chippewa Hills Summer School Property Tax Collection agreement. **ROLL CALL VOTE: 4 ayes, 1 absent, 0 nays**
RESOLUTION CARRIED

C.L. SEWER DISTRICT:

SMO Assessment Charges for 2026 – SMO fees were last increased in 2021.

Currently the assessment charges are \$41.67 per month. **RESOLUTION**

K.Lytle/D.Zelinski to increase the Sewer Maintenance and Operation fee to \$50.00 per month (\$600.00 annually). **ROLL CALL VOTE: 4 ayes, 1 absent, 0 nays**

RESOLUTION CARRIED

19336 Chippewa Drive – Parcel Number 5403-065-023-000. The previous owner (M. Hall) converted an outbuilding into a living space without permits and tied into our Sewer System without our knowledge. There is a meeting with the Mecosta County Planning Commission on January 8, 2025, regarding this matter. Both J.Austing and K.Lytle will be attending the meeting. Per our Sewer Ordinance, property owners may not tamper with our Sewer System. J.Austin will send M.Hall a bill/fine for \$500.00.

Ice Storm Update: During the Ice Storm (December 26 - December 29) a tree fell on the power lines at lift station 2. After numerous conversations with Consumers Energy, it was determined that the meter socket needed to be replaced. Consumers Energy replaced the socket and lift station 2 is working correctly.

Lift Station 3 (Tri-County Electric) had an issue with the generator transfer switch. A service Tech from Cummings is working to come up with a solution to fix this problem because the current transfer switch is obsolete.

On December 30th, Sewer Operator, C.Austin responded to 32 calls.

C.L. WEED CONTROL:

CLWD Informational meeting scheduled for May 16, 2026.

APPROVAL OF THE BILLS:

Bills were electronically or personally provided to all Board members prior to the meeting, for review, along with an approval signature voucher. All present Board Members have signed the voucher approval sheets. **RESOLUTION J.Austin/K.Lytle to pay General Fund bills, check numbers 14828 - 14847 in the amount of \$22,453.10. The Sewer District check numbers 11994 - 12011 in the amount of \$\$26,210.24 And the CLWD check number 846 – 848 in the amount of \$2493.00** **ROLL CALL VOTE: 4 ayes, 1 absent, 0 nays** **RESOLUTION CARRIED** ****Note**** SMO Check number 12006 is for February and March Insurance premiums.

CORRESPONDENCE:

K.Lytle read correspondence from Chris Zimmerman and the Mecosta County Sheriff's department report for December 2025. **MOTION J.Austin/K.Lytle to place correspondence of file.** **MOTION CARRIED**

PUBLIC COMMENT:

MOTION J.Austin/K.Lytle to adjourn the January 7, 2026, regular meeting of the Chippewa Township Board @ 7:13 p.m. **MOTION CARRIED.**

Next Township Board regular scheduled meeting is set for Wednesday, February 4, 2025, at 6:30 p.m.

These minutes were prepared

By Kristin Lytle, Chippewa Township Clerk

Resolution 2026-01 to Allow Local Residents to Protest to the Board of Review in Writing

WHEREAS, the General Property Tax Act, MCL 211.30(4) states that, when appealing to the Board of Review, “a nonresident taxpayer may file his or her appearance, protest, and papers in support of the protest by letter, and his/her personal appearance is not required”; and

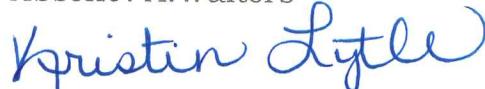
WHEREAS, MCL 211.30(8) states that “The governing body of the Township or City may authorize, by adoption of an ordinance or resolution, a resident taxpayer to file his/her protest before the Board of Review by letter without a personal appearance by the taxpayer or his/her agent. If that ordinance or resolution is adopted, the Township or city shall include a statement notifying taxpayers of this option in each assessment notice under section 24c and on each notice or publication of the meeting of the Board of Review”; and

THEREFORE BE IT RESOLVED that, in order to ease the burden on taxpayers, the assessor and the Board of Review, and to ensure that all taxpayers have an equal opportunity to be heard by the Board of Review, the Chippewa Township Board hereby resolves, according to the provisions of MCL 211.30(8) of the General Property Tax Act, that the Board of Review shall receive letters of protest regarding assessments from resident taxpayers by 4 p.m. on March 4, 2026. Letters from both residents and nonresidents may include those submitted by (options: handwritten, typewritten, email, and text). All notices of assessment change and all advertisements of Board of Review meetings must include a statement that the resident taxpayers may protest by letter to the Board. The foregoing resolution offered by Board Member K.Lytle. Supported by Board Member D.Zielinski, Upon Roll Call Vote the following voted:

‘Aye’: K.Lytle, D.Zielinski, S. Hazen, & J.Austin

‘Nay’: None

‘Absent’: A.Walters



Kristin Lytle,
Chippewa Township, Clerk
Date: January 8, 2026