

DANBY TOWNSHIP ANNUAL MEETING-March 26, 2026

The Danby Township annual meeting was called to order at 7:11 P.M.

Present: Supervisor Platte, Trustee Schafer, Trustee Nurenberg, Treasurer Hoppes, Clerk Platte

Approval of minutes for March 27, 2025 Annual Meeting-

MOTION by D. Platte Seconded by Schafer CARRIED

Approve the minutes for the annual meeting March 27, 2025, as presented.

Treasurer's report- Treasurer Hoppes, presented the fund balances as of March 26, 2026, as \$927,583.29.

Ambulance report- No Update.

Board of Review report- Supervisor Platte reported 1 individual came in to discuss their tax assessment.

Salary Resolution- On February 26, 2026, the township board discussed the salaries for 2026/2027 and determined they would remain the same with no increases:

Supervisor	\$15,306.00 annual salary for 2026/2027
Clerk	\$28,500.00 annual salary for 2026/2027
Treasurer Salary	\$22,072.00 annual salary for 2026/2027
Trustee	\$3,157.00 annual salary each trustee for 2026/2027

Salaries go into effect on April 1, 2026.

Portland District Library- we have two representatives- Mary Leik and Jonathan Bair.

Mulliken District Library- we have an advisor member-Judy Olender.

Roxand Fire District- Wes Waldo is the fire chief.

Sunfield-Sebewa-Danby Fire District- Gary Hotchkin is our member on the SSD Fire Board.

Portland Area Fire Authority (PAFA)- Tim Krizov is the Fire Chief, we have two representatives – Dan Platte and Mark Ackerson.

Danby Cemetery- No Update.

Election Report- Clerk Platte reported there will be a Primary Election on August 4, 2026 and a General Election on November 3, 2026.

Adjournment-

Motion by Schafer Seconded by Nurenberg CARRIED

Adjourned the annual meeting at 7:29 P.M.


Kristina Platte, Danby Twp. Clerk

Danby Township Special Meeting
March 26, 2026

The Special Meeting was called to order at 7:30P.M.

Present: Supervisor Platte, Trustee Schafer, Trustee Nurenberg, Treasurer Hoppes, Clerk Platte

Approval of Agenda- Add under new business – #12 – Auditor to Sign Engagement Letter

MOTION by D. Platte Seconded by Hoppes CARRIED
Motion to approve the agenda as amended.

NEW BUSINESS:

Assessor Contract – The contract for Assessor Heather Hoffman was for 3 years with 1651 parcels at a cost of \$18.55 per parcel for a total of \$30,626.05/year; \$2,552.17 per month. No Update.

Zoning Administrator Contract – The contract for Zoning Administrator Mitchel Hoppes was for 2025 – 2027 at a cost of \$21,600.00/year; \$1800.00 per month. No Update.

Re-appoint Mary Leik as Portland District Library Board Representative -
Supervisor Platte asked to reappoint Mary Leik to the Portland District Library Board.
Motion by D. Platte Seconded by Nurenberg CARRIED
Re-appoint Mary Leik to the Portland District Library Board.

Re-appoint Gary Hotchkin as S/S/D Fire District Representative - Supervisor Platte asked to reappoint Gary Hotchkin as the S/S/D Fire District Representative.
Motion by D. Platte Seconded by Hoppes CARRIED
Re-appoint Gary Hotchkin as the S/S/D Fire District Representative.

Budget Amendments 2025/2026 Budget Year – Clerk Platte presented the board with proposed budget amendments and asked for permission to make necessary budget amendments to the 2025/2026 budget.

Motion by K. Platte Seconded by Hoppes CARRIED
Approve the 2025/2026 budget amendments presented by Clerk Platte and allow her to make necessary amendments to the 2025/2026 budget.

Budget Adoption-2026/2027 by General Appropriation Act by Resolution-
General Appropriations Act

A resolution to establish a general appropriations act for Danby Township; to define the powers and duties of the Danby Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

The Board of Trustees of Danby Township ordains (resolves):

Section 1: Title

This resolution shall be known as the Danby Township General Appropriations Act.

Section 2: Chief Administrative Officer

The Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

Danby Township Special Meeting
March 26, 2026

Section 3: Fiscal Officer

The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4: Public Hearings on the Budget

For general law townships: Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on February 27, 2026, and a public hearing on the proposed budget was held on March 26, 2026.

Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2026/2027, revenues shall total \$889,362.10.

Section 6: Millage Levy

The Danby Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount equal to 2.74 mills as set forth by the Tax Allocation Board (*or as authorized under state law and approved by the electorate*).

Section 7: Estimated Expenditures

Estimated township general fund expenditures for fiscal year 2026/2027 for the various township activities are as follows: (refer to printed 2026/2027 budget); expenditures shall total \$889,362.10.

Section 8: Adoption of Budget by Reference

The general fund budget of Danby Township is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this act.

Section 9: Adoption of Budget by Line Item

The Board of Trustees of Danby Township adopts the 2026/2027 fiscal year general fund budget by line item. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each line item. No transfers of line item appropriations shall be made without prior board approval by budget amendment.

Section 10: Appropriation not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any town order for expenditures that exceed appropriations.

Section 11: Transfer Authority (*if desired*)

The Chief Administrative Officer shall have the authority to make transfers among the line items without prior board approval, if the amount to be transferred does not exceed (\$5000.00) or (25 %) of the appropriation item from which the transfer is to be made, whichever is less. The Board shall be notified at its next meeting of any such transfers made, and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total general fund budget be changed without prior board approval.

Section 12: Allotment of Appropriations (*if desired*)

No later than the first day of the fiscal year, each department, board or commission of Danby Township shall submit to the Chief Administrative Officer a statement of proposed allotments of appropriations based on expected periodic requirements. The Chief Administrative Officer shall

review, modify or approve the proposed allotment plan for any cost center. Any board member that has just cause to purchase office items pertaining to their job/job duties may be reimbursed within 5 days of the purchase by the Danby Township Board out of the appropriate general fund account.

Section 13: Periodic Fiscal Reports

The fiscal officer shall transmit to the board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including, but not limited to:

- a. a summary statement of the actual financial condition of the general fund at the end of the previous quarter (July);
- b. a summary statement showing the receipts and expenditures and encumbrances for the previous quarter (October) and for the current fiscal year to the end of the previous quarter (January);
- c. a detailed list of:
 - i. expected revenues by major source as estimated in the budget; actual receipts to date for the current fiscal year compared with actual receipts for the same period in the prior fiscal year; the balance of estimated revenues to be collected in the then current fiscal year; and any revisions in revenue estimates resulting from collection experience to date.
 - ii. for each cost center: the amount appropriated; the amount charged to each appropriation in the previous quarter (month) for the current fiscal year and as compared with the same period in the prior fiscal year; the unencumbered balance of appropriations; and any revisions in the estimate of expenditures.

Section 14: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 15: Budget Monitoring

Whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the township board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 16: Violations of This Act

Any obligation incurred, or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in Public Act 621 of 1978).

Section 17: Board Adoption

Motion made by K. Platte, seconded by D. Platte to adopt the foregoing (*resolution*). Upon roll call vote, the following voted aye: Schafer, Hoppes, Nurenberg, K. Platte, D. Platte. The following voted nay: none. The Clerk declared the motion carried and the resolution duly adopted on the

Danby Township Special Meeting
March 26, 2026

26th day of March 2026.

Kristina Platte

Township Clerk

Meeting Dates - Clerk Platte presented the following proposed 2026-2027 meeting dates:

	August 27, 2026	December 17, 2026
May 28, 2026	September 24, 2026	January 28, 2027
June 25, 2026	October 29, 2026	February 25, 2027
July 30, 2026	November 19, 2026	March 18, 2027

March 25, 2027 Annual Meeting

Motion by K. Platte Seconded by Schafer CARRIED

Approve the 2026/2027 meeting dates as presented. There will be no April meeting. The meetings begin at 7:00 P.M. at the Danby Township Hall, 13122 Charlotte Hwy. Please go online to www.danbytwp.org for a printable copy of board member contact information and meeting dates.

Allocation Report-Clerk Platte needs to submit an annual allocation report to the Equalization Board in order to get our allocation. It needs to be signed by the clerk and the supervisor.

MOTION by K. Platte Seconded by Nurenberg CARRIED

Move to authorize the clerk and supervisor to sign and submit the annual allocation report to the Equalization Board.

Depositories- Treasurer Hoppes presented the following proposed depositories: Independent Bank, Huntington Bank, Portland Federal Credit Union, Union Bank, Eaton Community Bank, Mercantile Bank, Fifth Third Bank and MSU Federal Credit Union.

MOTION by D. Platte Seconded by Schafer CARRIED

Approve the depositories as presented by Treasurer Hoppes for 2026/2027.

ICRD Gravel Locations for 2026 – The cost of gravel for 3500 yards for 2026 is \$46,379.00. The locations are Towner Road between Charlotte Highway and Frost Road for 2,000 yards and Towner Road between Charlotte Highway and Okemos Road for 1,500 yards. Supervisor Platte requested an additional \$59,000.00 for ditching to repair Tupper Lake Road west of Charlotte Highway to Keefer Highway in preparation for gravel for 2027.

Motion by D. Platte Seconded by Hoppes CARRIED

Approve the total cost of approximately \$46,379.00 for 2026 gravel locations and repair of Tupper Lake Road west of Charlotte Highway to Keefer Highway at a cost of around \$59,000.00.

ICRD Gradall Agreement – ICRD Gradall Agreement was for 30 hours at a cost of around \$3,000.00.

Motion by D. Platte Seconded by Schafer CARRIED

Approve the ICRD Gradall Agreement at a cost of around \$3,000.00.

Resolution to Address the Balance of Tax Checking Account –

TOWNSHIP BOARD

DANBY TOWNSHIP

IONIA COUNTY, MI

Resolution No. 2026-0326

Danby Township Special Meeting
March 26, 2026

RESOLUTION TO ADDRESS THE BALANCE THAT IS KEPT IN THE TAX CHECKING ACCOUNT AND WHEN DISBURSEMENTS TO THE TOWNSHIP WILL BE MADE

At a regular meeting of the Danby Township Board, Ionia County, Michigan, held at the Danby Township Hall on March 26, 2026, at 7 pm.

PRESENT: Treasurer M. Hoppes, Supervisor D. Platte, Clerk K Platte, Trustee D. Schafer, Trustee B. Nurenburg

ABSENT: NONE

WHEREAS, The General Property Tax act P.A. 206 of 1893 (as amended) requires the Treasurer of Danby Township to collect Real and Personal Property Taxes.

WHEREAS, taxpayers and Mortgage Companies etc. pay their taxes by personal or bank check via U.S. Postal Service as well as cash, or online with credit card payment(s) /bank ach withdrawals.

WHEREAS, the disbursement to Danby Township have been made at the end of each winter tax season, for admin fees/ penalty fees, operating fees, summer tax reimbursements, special assessments, and accumulated tax account accrued interest, after final settlement with Ionia County, which left a balance in the tax account of \$1000.

WHEREAS, Danby Township went live on the cash disbursement module with BSA CLOUD in November 2025, therefore, simplifying the tax disbursement process that takes place bi-weekly with each taxing authority determined from the figures in the corresponding tax collection record.

WHEREAS, sometimes a resident writes a check and it's NSF, non-sufficient funds, causing the township to possibly cover that amount of that check if it's already been disbursed to the taxing authorities, and the residents won't/ can't rectify it immediately prior to the next disbursement.

NOW, THEREFORE BE IT RESOLVED that the Danby Township Treasurer, now be able to increase the balance that's kept in the tax checking account to \$7500 from \$1000, to account for the timing of possible NSF checks to hopefully eliminate the tax account from being overdrawn due to a resident NSF Check.

BE IT ALSO RESOLVED, that the Danby Township Treasurer now be able to disburse to the township bi-weekly like all the other taxing authorities during Summer & Winter tax seasons, thus keeping the balance in the tax checking account to a minimal amount of \$7500 by not waiting to the end of tax season to disburse to the township, like years past, by utilizing the new systems enhanced capabilities.

The foregoing resolution offered by Board Member Hoppes.

Second offered by Board Member D. Platte.

Upon roll call vote, the following voted:

YEAS: Hoppes, D. Platte, Nurenberg, Schafer, K. Platte

NAYS: 0

ABSTAIN: 0

Danby Township Special Meeting
March 26, 2026

CERTIFICATION OF CLERK

I, Kristina Hoppes, Township Clerk of Danby Township, do hereby certify this to be a true and complete copy of a resolution duly adopted by the Township Board of Danby Township at a regular meeting thereof on March 26, 2026.

03/26/2026

Kristina Platte

Date

Kristina Platte, Clerk

Approve Auditor and Sign Engagement Letter – Treasurer Hoppes asked for permission to approve and sign a letter of engagement with Siegfried and Crandall Certified Public Accountants for the 2025/2026 audit year.

Motion by Hoppes Seconded by Schafer

Approve and sign a letter of engagement with Siegfried and Crandall Certified Public Accountants for the 2025/2026 audit year.

Bills: None.

Public Comment- none

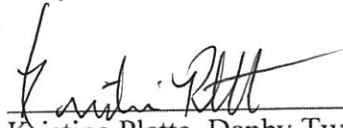
Adjournment:

Motion by D. Platte

Seconded by Schafer

CARRIED

Adjourn special meeting at 7:49 p.m.



Kristina Platte, Danby Twp. Clerk

Danby Township Regular Meeting
May 28, 2026

The Regular Meeting was held at The Danby Township Hall 13122 Charlotte Hwy, Sunfield, Mi and was opened at 7:00 p.m. with the Pledge of Allegiance.

Roll Call of Board Members:

Present: Supervisor Platte, Trustee Schafer, Trustee Nurenberg, Treasurer Hoppes

Absent: Clerk Platte

Approval of Budget Workshop Minutes March 19, 2026:

Motion by D. Platte Seconded by Schafer CARRIED
Approve budget workshop minutes March 19, 2026, as presented.

Approval of Regular Meeting Minutes March 19, 2026:

Motion by Nurenberg Seconded by D. Platte CARRIED
Approve regular meeting minutes March 19, 2026, as presented.

Approval of Public Hearing Minutes March 26, 2026:

Motion by D. Schafer Seconded by Nurenberg CARRIED
Approve public hearing minutes March 26, 2026, as presented.

Approval of Budget Hearing Minutes March 26, 2026:

Motion by D. Platte Seconded by Hoppes CARRIED
Approve budget hearing minutes March 26, 2026, as presented.

Approval of Special Meeting Minutes March 26, 2026:

Motion by Nurenberg Seconded by D. Schafer CARRIED
Approve special meeting minutes March 26, 2026, as presented.

Approval of Agenda: Add #4 under new business – Public Safety Grant Funds.

Motion by D. Platte Seconded by Hoppes CARRIED
Approve the agenda as amended.

Communications:

Motion by Nurenberg Seconded by Hoppes CARRIED
Place Communications on file.

Zoning and Assessing: Mitchel Hoppes presented his Zoning Administrator report. Heather Hoffman presented her Assessor's report.

Public Comment: Pam McCormack a Danby Township resident; asked about the 425 Agreement Danby Township had with the City of Portland. She also asked about zoning and thought it would be a good idea to have buyers of property get a survey.

Danby Township Regular Meeting
May 28, 2026

Unfinished Business:

Township Website – Table until June meeting.

New Business:

Current Personnel Policies Need Review and Update – There are currently 5 policies that need to be reviewed.

Amend Danby Township Ordinance to Clarify Regulations Concerning Adult Foster Care Group Homes
This is tabled until June meeting.

Amend Danby Township Ordinance to Define and Regulate Shipping Containers for Accessory Storage Functions – This is tabled until June meeting.

Public Safety Grant Funds – Treasurer Hoppes received a check in the amount of \$473.00 from a public safety grant fund and asked for permission to pay the \$473.00 to City of Portland to be used for public safety.

Motion by Schafer

Seconded by D. Platte

CARRIED

Grant permission for Treasurer Hoppes to issue a check for \$473.00 to City of Portland for public safety.

Commission and Committee Reports:

Road Issues – Supervisor Platte stated the gravel roads have been brined for the first time. A culvert on Okemos Road needed repair.

Planning Commission Update – The Planning Commission's next meeting is August 19, 2026.

Officer Reports:

Fire Runs – 8 fire runs so far in the 2026 year.

Bills - The bills were presented.

Motion by Schafer

Seconded by D. Platte

CARRIED

Pay the bills as presented.

Treasurer's Report – Treasurer Hoppes presented her Treasurer report and the balances as of April 30, 2026.

Cemetery Business: Cemetery Sexton Bill Nurenberg stated he needed new flags for the cemetery, around 40 of them. The Cub Scouts came out and helped put the flags on the gravesites for veterans for Memorial Day. He also stated that during the Memorial weekend there was a water main break in the cemetery pipes. There have been a lot of complaints about theft in the cemetery.

Announcements: The next regular meeting is Thursday June 25, 2026 @ 7:00 p.m.

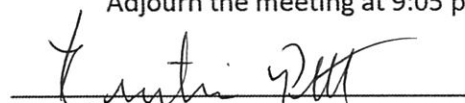
Adjournment:

Motion by Nurenberg

Seconded by Schafer

CARRIED

Adjourn the meeting at 9:05 p.m.



Taken By: Treasurer Hoppes

Presented By: Kristina Platte, Danby Township Clerk

Danby Township Regular Meeting
June 25, 2026

The Regular Meeting was held at The Danby Township Hall 13122 Charlotte Hwy, Sunfield, Mi and was opened at 7:00 p.m. with the Pledge of Allegiance.

Roll Call of Board Members:

Present: Supervisor Platte, Trustee Schafer, Trustee Nurenberg, Treasurer Hoppes, Clerk Platte

Approval of Regular Meeting Minutes May 28, 2026:

Motion by D. Platte Seconded by Schafer CARRIED
 Approve regular meeting minutes for May 28, 2026, as presented.

Approval of Agenda: Add #4 under new business – Pace Update.

Motion by D. Platte Seconded by Nurenberg CARRIED
 Approve the agenda as amended.

Communications:

Motion by Nurenberg Seconded by Schafer CARRIED
 Place Communications on file.

Zoning and Assessing: Mitchel Hoppes presented the Zoning Administrator report. Heather Hoffman wasn't in attendance to present the Assessor report.

Public Comment: Clerk Platte stated the ballots for the August 4, 2026, primary election are in the township hall office. Clerk Platte also presented the numbers for the City of Portland, Portland Township and Danby Township clean-up day.

Unfinished Business:

Township Website – The Danby Township website needs to be ADA compliant in 2027. There were 2 companies who submitted bids for a new township website. After discussion the board decided to go with Shumaker Group for the new township website.

Motion by Nurenberg Seconded by Schafer CARRIED
 Approve Shumaker Group to create and develop the new Danby Township website.

Current Personnel Policies Need Review and Update – Treasurer Hoppes and Supervisor Platte volunteered to be on the committee to review current policies and develop new personnel policies for Danby Township.

New Business:

Amend Danby Township Ordinance to Clarify Regulations Concerning Adult Foster Care Group Homes This is tabled until July meeting.

Amend Danby Township Ordinance to Define and Regulate Shipping Containers for Accessory Storage Functions – This is tabled until July meeting.

Investment Policy Resolution - This is tabled until July meeting.

Pace Update – Treasurer Hoppes attended a meeting on the PACE program and gave an update on the program. The PACE program allows residents to finance renewable energy efficiency projects for up to 25 years with their company. They would put a lien on the property, and it would be added

Danby Township Regular Meeting
June 25, 2026

to the tax roll. The Ionia County Board of Commissioners did not approve the proposal that was presented to them.

Commission and Committee Reports:

Road Issues – Supervisor Platte stated the work on Tupper Lake Road will be started mid-July.

Planning Commission Update – The Planning Commission's next meeting is August 19, 2026.

Officer Reports:

Fire Runs – 1 fire run for May, 9 total fire runs so far in the 2026 year.

Bills – Clerk Platte presented the bills and asked for permission to pay PAMA in the amount of \$2243.00.

Motion by K. Platte Seconded by Hoppes CARRIED

Pay the bills as presented along with the addition of PAMA in the amount of \$2243.00..

Treasurer's Report – Treasurer Hoppes presented her Treasurer report and the balances as of June 30, 2026 in the amount of \$803,103.74.

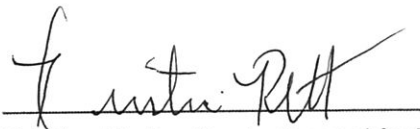
Cemetery Business: Cemetery Sexton Bill Nurenberg stated the big storm that came through took down some limbs in the cemetery. He cleaned these up with the tractor but would a tree company to look at the cedar tree that has some damage that's up there about 35'. He asked about signs around the cemetery stating something to the effect that this property is being monitored.

Announcements: The next regular meeting is Thursday July 30, 2026 @ 7:00 p.m.

Adjournment:

Motion by Schafer Seconded by Nurenberg CARRIED

Adjourn the meeting at 8:19 p.m.



Kristina Platte, Danby Township Clerk

