

**LITTLEFIELD TOWNSHIP
SPECIAL MEETING
BUDGET & PUBLIC HEARING ON TAX LEVY
2020-2021**

March 26, 2020

5:30PM

Meeting called to order at 5:45PM by Supervisor, Damien Henning, Present Dean Morford, Trustee, Kim Shomin, Treasurer, and Sondra Festerling, Clerk. Absent, Katie Derrohn, Trustee.

Consent Agenda was presented by D. Henning with adjustments made to #8: Motions to Adjust the Budgets (as seen below *adjusted*).

#3) Minutes of March 26, 2019 Public Hearing on Budgets and Tax Levy was presented. The Minutes were approved at the April 2, 2019 Regular Board Meeting, and were accepted as presented.

#5) Payment of bills totaling \$55,057.54 (*adjusted*) approved for payment from the General Fund.

#6) Motions:

- a) The Littlefield Township Board Meeting will be on the first Tuesday of each month.
- b) The Township Treasurer shall have the option of transferring funds between the following banks: Fifth Third Bank, Chase, Citizens National, First Community Bank, PNC Bank, Citizens Bank, M Bank, Huntington Bank, & Chemical Bank.
- c) To collect the one percent (1%) Administration Fee.
- d) The Township Board shall have the right to buy, sell, and lease land.
- e) Township Supervisor shall be paid the Assessor Fee, if the Supervisor takes over the assessing of the township.

#8) Motions to Adjust the Budgets for 2019-2020 Budget Year:

General Fund: #101-955: Twp Misc. to \$23,000.00(*adjusted*), **#101-975: Bld & Land Improvement** to \$71,000.00, **#265-850: Telephone** to \$860.00, **#276-921: Electric** to \$500.00, **#851-910: Insurance & Bonds** to \$10,300.00, and **#6560: Payroll Expenses** to \$10,978.00 all from Fund Balance.

Oden Light: #448-921 Lights in Oden to \$12,500.00 from Fund Balance

Fire Fund: #206-700 Expenditure Control to \$137,270.00 (*adjusted*) from Fund Balance.

Hay Lake Marina: (*adjusted*) **#970-808 Legal & Professional** to \$73,000.00 from Fund Balance.

All items in the Consent Agenda as adjusted and presented were approved and adopted.

Regular Agenda Items:

Hereby be it resolved that Littlefield Township shall cause to be levied and collected on the general property tax, on all real and personal property within the township upon the current tax roll an amount up to 2.000 mill, and also authorize fire and EMS department millage up to 1.000 mill on real and personal property within the township, as authorized under state law and approved by the electorate.

The foregoing resolution offered by board member S. Festerling.

Supported by board member D. Henning.

Upon a roll call vote, the following voted:

Aye: D. Henning, K. Shomin, D. Morford, S. Festerling.

Nay: None.

Absent: K. Derrohn

The supervisor declared the resolution adopted.

Sondra Festerling, Clerk

BE IT RESOLVED, that this resolution is subject to MCLA 41:95(3). In a township that does not hold an annual meeting; the salary for officers composing the township board shall be determined by the township board.

BE IT RESOLVED, that as of April 1, 2020, the salary of the township supervisor shall be as follows: \$12,100.00 base salary (not currently certified as assessor at proper level).

The foregoing resolution offered by board member S. Festerling.

Supported by board member D. Morford.

Upon a roll call vote, the following voted:

Aye: D. Henning, D. Morford, K. Shomin, S. Festerling.

Nay: None.

Absent: K. Derrohn

The supervisor declared the resolution adopted.

Sondra Festerling, Clerk

BE IT RESOLVED, that as of April 1, 2020, the salary of the township clerk shall be as follows: \$17,000.00 base salary.

The foregoing resolution offered by board member D. Henning.

Supported by board member D. Morford.

Upon a roll call vote, the following voted:

Aye: D. Henning, D. Morford, K. Shomin, S. Festerling.

Nay: None.

Absent: K. Derrohn

The supervisor declared the resolution adopted.

Sondra Festerling, Clerk

BE IT RESOLVED, that as of April 1, 2020, the salary of the township treasurer shall be as follows: \$21,800.00 to include winter tax collection and summer tax collection.

The foregoing resolution offered by board member D. Henning

Supported by board member S. Festerling

Upon a roll call vote, the following voted:

Aye: D. Henning, D. Morford, K. Shomin, S. Festerling.

Nay: None.

Absent: K. Derrohn

The supervisor declared the resolution adopted.

Sondra Festerling, Clerk

BE IT RESOLVED, that as of April 1, 2020, the salary of the township trustee shall be as follows: \$3,350.00

The foregoing resolution offered by board member S. Festerling.

Supported by board member D. Henning.

Upon a roll call vote, the following voted:

Aye: D. Henning, D. Morford, K. Shomin, S. Festerling.

Nay: None.

Absent: K. Derrohn

The supervisor declared the resolution adopted.

Sondra Festerling, Clerk

S. Festerling **Moved** that the Sewer Billing Clerk be paid \$4,475.00 for the 2020-2021 fiscal year, Second by D. Morford carried 4 Yes, 0 No, 1 Absent.

S. Festerling **Moved** for the following:

Planning & Zoning Committee member shall receive \$35.00 per Diem.

The representative to the HSASDA shall receive \$35.00 per diem.

The Deputies for Supervisor, Clerk, and Treasurer will be paid \$17.00 per Hour.

Second by K. Shomin, Carried 4 Yes, 0 No, 1 Absent.

D. Henning **Moved** that the Assessors salary be \$36,800.00 Annually, Second by S. Festerling, Carried 4 Yes, 0 No, 1 Absent.

S. Festerling **Moved** that:

-Election worker will be paid \$16.00 per hour, and

-Board of Review members will be paid \$16.00 per hour.

Second by K. Shomin, Carried 4 Yes, 0 No, 1 Absent.

D. Henning **Moved** that the **Cemetery Sexton** shall be paid \$2,300.00 per year, second by S. Festerling, Carried 4 Yes, 0 No, 1 Absent.

S. Festerling **Moved** to pay Township Supervisor D. Henning up to an additional \$13,000.00 for any extra meetings for any Litigation and any other Special Project Meetings during the 2020 – 2021 Budget Year. Second by K. Shomin, Carried 4 Yes, 0 No, 1 Absent.

S. Festerling **Moved** that D. Morford be paid a \$35.00 per diem for any special meetings he attends with D. Henning on the Admirals Point Project during the 2020-2021 Budget Year. Second by D. Henning, Carried 4 Yes, 0 No, 1 Absent.

BUDGETS WERE PREPARED FOR THE 2020-2021 YEAR: General Fund Revenue of \$520,118.00 and Expenses of \$446,330.00. Sewer Fund Revenue of \$253,491.00 and Expenses of \$267,700.00. Cemetery Fund Revenue of \$1,195.00 and Expenses of \$3,000.00 with the deficit coming from Cemetery Fund- Fund Balance . Oden Light Revenue of \$11,876.00, and Expenses of \$11,500.00. Fire Fund Revenue of \$172,342.00, and Expenses of \$163,277.00. Hay Lake Marina Fund Revenue of \$466,200.00 and Expenses of \$1,056,670.00 leaving a deficiency of \$(590,470.00). The expense deficiency is decreased to a deficiency of \$(245,766.00) due to a fund balance beginning of \$344,704.00. The remaining deficiency could be adjusted lower once the remaining 3 expenses are put out for bid (Landscaping, Fuel System, and Service Attendants Booth) and if the Construction Contingency comes in lower than the \$100,000.00 originally budgeted from last year. Any remaining deficiency after the project is completed would be transferred from the General Fund- Fund Balance. The Public Hearing was closed and the above Budgets were presented, revised, and moved for approval by D. Morford, Second by K. Shomin, Carried 4 Yes, 0 No, 1 Absent.

S. Festerling made the **Motion** to remove Agenda Item #11 Special Meeting of the Election Committee since the details of the May 5, 2020 Special Election is still being decided by the State of Michigan. Second by K. Shomin, Carried 4 Yes, 0 No 1 Absent. A special posting of Election Committee Meeting will be in the near future.

S. Festerling also informed the Township Board that she will be deputizing Casey Festerling to help with the added work load an all absentee ballot election will create. The distancing requirements don't restrict us from working side by side since we live in the same household. Our township has close to 2,600 registered voters. Due to COVID-19 restrictions, the Secretary of State sent out letters to all registered voters explaining how the Stay at Home & Stay Safe order has affected the upcoming election and included the necessary application to get an AV Ballot. We could see a much higher than normal turnout since most people are at home not working, and everyone has been sent this opportunity to vote postage free.

After a discussion about all the upcoming 2020 Elections and the increased work load that has gone into effect for holding and managing the changes to elections, D. Morford made a **Motion** to pay Sondra Festerling the Election Inspectors rate of \$16.00 per hour for any additional labor created from the passing of ballot proposal 18-3 on elections above the minimum statutory duties, to process Absent Voter Ballot Requests, and to be compensated for the additional labor it takes to do the work that was previously done by Emmet County for Littlefield Township. Second D. Henning, Carried 4 Yes, 0 No, 1 Absent.

D. Henning made a **Motion** due to the issues surrounding the Corona Virus and lack of agenda items, the Regular Township Board Meeting will not be held on April 7th, 2020. Second by K. Shomin, Carried 4 Yes, 0 No, 1 Absent. The notice of cancellation will be posted on the Hall and township website. D. Henning will contact Joel Wurster for guidance on a Post Audit Policy allowing the Clerk and Treasurer the ability to pay certain specific payments in-between Regular Meetings that would be approved by the Board at the next held Regular Meeting. If a policy is drafted with the help of our attorney the Township Board can hold a Special Meeting to adopt it.

S. Festerling made a **Motion** to move the Regular May 2020 Board meeting to Thursday May 7th, 2020 due to the May 5, 2020 Special Election being held during our normal Regular Board Meeting time. Second by D. Henning. Carried 4 Yes, 0 No, 1 Absent.

There were no other items to come before the board. D. Henning Moved to Adjourn Special Meeting Budget & Public Hearing on Tax Levy at **9:00 PM.**

Sondra Festerling, Clerk