

SPECIAL LITTLEFIELD TOWNSHIP BOARD MEETING

DATE: December 9, 2019 TIME: 5:32 PM

Meeting called for the review of the proposed LAMA Budget for the 2020 Year. **Present from Littlefield Township Board:** Damien Henning, Supervisor, Sondra Festerling, Clerk, and Dean Morford, Trustee. Absent: Kim Shomin, Treasurer and Katie Derrohn, Trustee, **Present from Village of Alanson** was Marv Blumke, Doug Larson, Greg Babcock, Brooke Milbrandt, and Jennifer Murphy. **Representing the LAMA Board** was Damien Henning & Doug Larson. **Guests:** Jason Losey, Rob Burwell, and Charles Rehmann.

The 2020 proposed budget was presented by Damien Henning. D. Henning explained that based on what was budgeted last year, LAMA stayed within their expense percentages. The only two major purchases for this last year was a new vacuum and a new snowblower. The old vacuum and snowblower were purchased back when the hall was remodeled. D. Henning also reported that like the last few years, LAMA will not be billing for the local contribution from the Township or the Village. The 2020 LAMA budget proposed revenues total is \$18,512.00. The total expenditures are \$20,184.00 with the deficit coming from the fund balance beginning of \$32,050.00. The only suggested purchases for the hall are new tables. There used to be 12 tables and we are now down to 10 with most of the remaining tables being fixed at least once. Greg Babcock asked about LAMA being billed for cleaning of the building since we currently don't have an employee and are using a cleaning service. D. Henning explained that it has always been a 2/3 Township to 1/3 Village share as to the agreement when we had an employee doing all the work, and it was thought to charge for the cleaning service in the same manner. Dean Morford made the **Motion** to accept the LAMA 2020 Proposed Budget, Second by Sondra Festerling, Motion Carried 3 Yes, 0 No, 2 Absent. The Village of Alanson also made a Motion to accept the LAMA budget and was passed. The Village of Alanson passed a similar motion of approval.

Doug Larson handed out a draft for the Littlefield Alanson Management Authority (LAMA) Job Posting-Department of Public Works Technician II for both boards to look over and make suggestions or comments on before it is posted and advertised. Doug stated that the position description summarizes the requirements of the employee. It mentions the maintaining & cleaning of the buildings, removing snow around building, working with the Village of Alanson DPW employees removing snow in the downtown corridor, cemetery duties, and have the qualifications to assist the Littlefield Township Fire Board with EMS services. The posting included an adjustment to the salary range as a function for employee retention along with transferring the employee payroll services to initiate from the Village of Alanson so their Health Insurance & Retirement Benefits package can be offered as an added retention feature. If approved by both boards, the Village of Alanson will start doing all payroll for the employee and will bill Littlefield Township for their 2/3 cost share for this employee. D. Henning provided Doug with a description of jobs that has been done at the cemetery as provided by Kim Morgan, Cemetery Sexton to be added. D. Morford asked if it was absolutely necessary to have the EMT portion in the description. He went on to say it has always been nice to have the daytime EMT be our janitor with the understanding if a call comes in that they are able to respond. Greg responded that personally his number one priority is to have the EMT service back up and running. Doug stated that his thought process was to create a job description for the most qualified candidates and then to work backwards from there. He also agrees that getting the EMT Service back up and running is the number one priority due to the public response. Doug also wanted to share that in the Village's discussions on this position, it was very important to their board that when the employee is sent out on a run that they come off of the LAMA joint payroll and is only on the Fire Departments during that time due to liability concerns. The employee would still get

paid for a 40-hour work week but they would have to bill the fire department for their hour/s working as a first responder. D. Henning stated that this might be something we can work out with our insurance company as to how to handle it – looking at the liability side of things. Doug also stated that since this position is covering for all three entities (Village, Township, & Fire Boards), that when hiring this employee all three boards will have to come together to consent to hiring, but for accounting purposes they will be paid by the Village so they can be on their insurance. D. Henning stated that the Village should probably be indemnified against an employee that is running for the fire department. Clarification can come from the Township/Fire Departments Insurance Company on how to handle this. Since the pay and benefits are going to be more than in the past, it might be time to separate the way the employee is paid during a fire department run. We can identify when they are called out on a run and when they are back by the dispatch run sheet reports. It would be easy enough to keep track of the time. Jason Losey made a comment that since we dropped a level for our first responders, Alanson Littlefield Fire Department is now qualified with an EMR license status and that should be the minimum requirement. This could open up the ability to find someone since it is a lower license class than EMT.

Doug then asked the Boards that pending the changes to the job description as discussed and a final draft is sent out to everyone for one last comment possibility, is there a Motion to approve this job description for distribution? D. Henning made the **Motion** for Littlefield Township to approve this job description with the changes as discussed. Second by S. Festerling, Carried 3 Yes, 0 No, 2 Absent. The village of Alanson did the same motion and it was approved.

Doug asked if both boards were in agreement that all three boards are to come together to hire this position. D. Henning stated that we need to set up a committee made up of two board members from each of the respective Township, Village, and Fire Boards to do any interviews of prospective applicants. The committee can then come up with a recommendation to take into a joint meeting of all three boards for the final hiring/appointment to the job.

D. Morford asked if the Township needs to do a motion transitioning the payroll for this position over to the Village of Alanson and that the Village will be billing the Township for their 2/3 cost share. S. Festerling also asked about transitioning the Liability, Unemployment, & Workers Comp. insurance over to the Village as well. D. Henning stated we should have a motion for this change. D. Morford made the **Motion** that the custodian position that has typically been a Littlefield Township employee be transferred to the Village of Alanson with the Township providing the 2/3 cost portion of the new Village employee for the maintenance of the LAMA Building, Cemetery, and Fire Department. Second by D. Henning, Carried 3 Yes, 0 No, 2 Absent. The Village of Alanson made and approved a Motion to create a Village of Alanson employee that will be a joint employee between the Village of Alanson, Littlefield Township, and Alanson Littlefield Fire Board that will have the title position of Department of Public Works Technician II.

The posting of this position will be set up in the News Review, Michigan Works, and Indeed to name a few.

D. Henning moved to adjourn the joint meeting at 6:16PM. The Village did the same.

Meeting adjourned.
Sondra Festerling, Clerk