

LOVELLS TOWNSHIP BOARD SPECIAL MEETING
THURSDAY, MARCH 27, 2025
APPROVED MINUTES WITH 1 ATTACHMENT

Lovells Township Board: DUNNING, HOPP, KENGEL, NEUMANN, WRIGHT

1. CALL TO ORDER

Pledge of Allegiance

2. ROLL CALL – MEMBERS PRESENT (P), MEMBERS ABSENT (A)

Dunning (P), Hopp (P), Kengel (P), Neumann (P), Wright(P); All present

3. APPROVE MINUTUES FROM MARCH 11, 2025 MEETING

Moved by Wright, 2nd by Hopp. All Ayes. No Nayas. Motion carried to accept minutes with the correction of first name in Item IV and V; Jant to Janet

4. REVIEW AND VOTE ON FY 2025-26 MUNICIPAL UNDERWRITERS OF WEST MI INSURANCE PACKAGE

Motion to approve Municipal Underwriters of West Mi., made by Kengel, 2nd by Dunning. Ayes; Dunning, Hopp, Kengel, Neumann, Wright. No Nayas; Motion carried.

5. REVIEW AND VOTE ON RE-APPOINTMENT OF DARBY KUENZEL TO ZONING BOARD OF APPEALS (ZBA)

Motion to re-appoint Darby Kuenzel made by Wright, 2nd by Dunning. Ayes; Dunning, Hopp, Kengel, Neumann, Wright. No Nayas. Motion carried.

6. CLOSE GENERAL AND LANDFILL all FUNDS; FOR FY 2024-25.

Changed General and Landfill to all funds.

Motion to close all 4 funds; General, Fire, Landfill and Liquor for F/Y 24-25, as presented on P&L made by Neumann and 2nd by Hopp. Ayes; Dunning, Hopp, Kengel, Neumann, Wright. No Nayas. Motion carried. Dunning will provide a revised P&L with budget added for review at next board meeting in April.

7. REVIEW AND VOTE ON PAYROLL EFFECTIVE FOR COST-OF-LIVING ADJUSTMENT (COLA)

Motion made by Kengel to eliminate \$133.11 per diem for board. 2nd by Wright. Ayes; Kengel, Hopp. Nayas; Dunning, Neumann, Wright. Motion not approved.

Motion made by Kengel to change per diem for board from \$133.11 to \$64.45. Ayes; Dunning, Hopp, Kengel, Neumann, Wright, Nayas; None. Motion carried per unanimous vote.

Motion made by Kengel to remove Liquor Inspector, Zoning Enforcement Officer and Zoning Administrator per diem. 2nd by Wright. Ayes; Dunning, Hopp, Kengel, Neumann, Wright. Nayas; None. Motion carried by unanimous vote.

Board will vote on election chairperson/inspector hourly rate if/when rate is changed by county.

8. REVIEW, ADJUST AND VOTE ON TOWNSHIP FEE SCHEDULE

See Fee Schedule (attachment 1) for Item Description(s):

Item 1 changed from .14 to .30 cents/sq ft. Under amount changed from .30 to "TBD"

Item 2 added Joe Byler as direct contact. Under amount changed to "TBD"

Item 3 increased amount from \$200/ea. to \$400/ea. Motion by Neumann to raise cemetery lot, non-resident from \$200 to \$400/ea. and (Item 3) to increase cemetery lots for township property taxpayers from \$50 to \$100 ea., 2nd by Dunning. Ayes; Dunning, Hopp, Kengel, Neumann, Wright. Nayas; None. Motion for Item 3 and 4 increases carried by unanimous vote.

Item 4 changed amount from \$50/ea. to \$100/ea. (voted with Item 3)

Item 12 changed amount to "TBD"

Item 20 removed 5x plus publication & mailing verbiage.

Item 23 and 24. Motion made by Wright to increase zoning permit from \$20 to \$25 and zoning permit if construction begins w/o permit from \$40 to \$100. 2nd by Hopp. Ayes; Dunning, Hopp, Kengel, Neumann, Wright. Nays; None. Motion to increase item(s) 23 and 24 carried by unanimous vote.

PUBLIC COMMENT: Entered at 11:25am. Closed at 11:25am

Motion to close meeting by Wright and 2nd Hopp

Meeting closed at: 11:26am

Next Regular Board Meeting scheduled for April 8, 2025 at 10AM – Lovells Township Hall

APPROVED

ATTACHMENT 1

Lovells Township Fee Schedule - Established by the Township Board on March 27, 2025

Item No.	Description	Amount	Notes
1	Cemetery Foundation for Marker, Memorial or Monument was .30 cents/sq." (allow 2" extra on each side)	TBD	
2	Cemetery Grave opening/closing per outside contract (Joe Bylet)	TBD	
3	Cemetery Lot, Non-Residents & Township Property Taxpayers over four lots	\$400.00	Each
4	Cemetery Lot, Township Property Taxpayers, first four lots,	\$100.00	Each
5	Copy, Standard	\$0.25	Per Page
6	Cremains - Single Opening/Closing	\$60.00	
7	Cremains - Double (same plot) opening/closing	\$100.00	
8	Dump Permit - Annual Non-Resident	\$100.00	Each
9	Duplicate Tax Bill *	\$1.00	
10	Evaluation Report/Property Record Card & Similar BS&A products	\$5.00	Each
11	Fax (incoming or outgoing).	\$2.00	Per Call
12	FOIA Request - Case Dependent	TBD	
13	Land Split Application	\$150.00	1st split, each additional \$50.00
14	Notary Fee	\$5.00	per visit
15	Quit Claim Deed Form	\$1.00	
16	Returned Check Fee	\$36.00	
17	Special Use Permit	\$450.00	
18	Tax Roll Generator	\$150.00	
19	Vacation Vehicle Permit (90-day permit/renewable once/includes dump permit)	\$56.00	
20	Zoning Board of Appeals Hearing	\$450.00	
21	Zoning Ordinance or Master Plan	\$25.00	add \$5.00 if mailed
22	Zoning Ordinance and Master Plan	\$50.00	add \$5.00 if mailed
23	Zoning Permit	\$25.00	
24	Zoning Permit if construction begins w/o permit	\$100.00	
	- Must be paid when service/item is provided. For phone or faxed requests, payment must be in hand before request service/item will be mailed, faxed, etc.		
	- All checks for services and fees should be made out to Lovells Township. Cash for services and fees is acceptable; a cash receipt will be provided to the payee.		
	*It is our policy not to charge taxpayers for these items if the items(s) apply to their personal property		
Municipal Civil Infraction Fee Schedule			
1st Offense		\$100.00	fine
2nd offense, within two (2) years of the date on which the person was found responsible for the 1st violation, the offender shall pay		\$250.00	fine
3rd offense or subsequent offense, within two (2) years of the date on which the person was found responsible for the first violation, the offender shall pay		\$500.00	fine