

FINAL MINUTES FOR THE REGULAR MEETING OF THE HOMESTEAD TOWNSHIP BOARD

JANUARY 8, 2025

A regular meeting of the Homestead Township Board was called to order at 6:03 pm by Clerk, Kit Wilson.

Pledge of Allegiance was said.

First Order of Business was to appoint of chair in absence of the Township Supervisor. Motion by Wilson, support by Mead to appoint Shannon Purchase to chair the meeting.

All Ayes, No Nays, Motion carried.

Present by Roll Call: Beverly Holbrook, Mike Mead, Kit Wilson, Shannon Purchase

Approval of Agenda: Motion by Wilson, Support by Purchase to approve the agenda with the addition of Board Resolution to Adopt the 2025-2026 Meeting Dates under New Business. All Ayes, No Nays, Motion carried.

Consent Agenda: Motion by Purchase, support by Holbrook to accept the consent agenda with the correction of the minutes regarding Alsworth Road changing “seasonal” to “local”. All Ayes, No Nays, Motion carried.

Public Comment: No public comment was offered.

Reports:

Assessor: Gunnar Brow reported that all permit inspections have been completed. A personal property canvas took place on 12/19/2024. The change from Jo Mo’s Ice Cream to Mudgie’s Dairy has been made and Weldon Coffee has been added to the assessment roll. Personal property statements were mailed on January 6, 2025. All equalization studies have been posted and accepted by the State Tax Commission as of 1/2/2025. Economic condition factors are being calculated valuations are being finalized for the 2025 tax year. There were 90 sales in the 2-year sales study with a total sales price of \$17,842,825, resulting in a residential ratio of 45.61. Assessments will reflect the increases generated by the current market.

Zoning: Marvin Radtke was not present and did not file a written report.

PARKS: Shannon Purchase reported that the power had been turned on for the bathrooms at the ballfield. He mentioned that the Board might want to consider the installation of exterior lights in the vicinity of the bathrooms at the ballfield.

Planning Commission: Mike Mead presented the new maps for the proposed update of the Township Master Plan. The Board, the assessor and the fire chief reviewed the maps and the map key. Motion by Holbrook, support by Purchase to accept the maps as presented and proceed to the public hearing process. All Ayes, No Nays, Motion carried.

County Commission: Commissioner Markey stated that there had been little activity at the County level due to the holidays. The County did hold their organizational meeting. There was some

discussion in regards to the recycling position and maintenance of the recycling stations until a new employee is hired. There is a maintenance contract with Materials Management in place.

Fire Report: Chief Markey reported that there were 378 runs in 2024 which was an increase over the past few years. It was discussed that more firefighters are needed. Chief Markey requested that the Board approve hiring Abigail Newsom for mobile medical response and ground support. Holbrook moved to approve the hire. Discussion ensued as to phone calls that two of the Board members received with negative responses to hiring this individual. Wilson asked Chief Markey if we would like to withdraw the request and be allowed time to research the matter. Chief Markey said he stood by his request and wanted the board to proceed to a vote. Wilson seconded the motion. Holbrook withdrew the motion in light of the discussion. Wilson asked for a vote on the withdrawal stating that a vote should be called since support had been received. The remaining Board members felt a vote was not required so Chair Purchase moved on to the next topic. Chief Markey presented a cost analysis of equipment needed for the fire department. Based on the cost, specifications and quality of the products offered, Chief Markey made the request to purchase several items at a total cost of \$11054.43. The budget was reviewed to be sure there were funds available. Motion by Purchase, support by Wilson to authorize the purchase of new equipment. Roll call vote: Purchase, yes; Wilson, yes; Holbrook, yes; Mead, yes. All Ayes, No Nays, Motion carried.

Clerk's Report: Wilson reported that she has appointed Margaret A Balogh as her deputy. Margaret started work on Tuesday, January 7, 2025 and will be primarily updating the voter registration files for the next few months. Wilson asked the Board for clarification regarding refunds of fees paid for services. Specifically, a land division application was presented and reviewed by staff. After thorough review which determined that dividing the parcel was possible but not as the application was presented, the applicant withdrew the application. After much discussion, the Board determined that fees for land division were non-refundable and that this particular case did not warrant the return of the application fee. Language will be built into the application for future submissions. The Clerk presented the 2025 job description for the Clerk's and Deputy Clerk's position.

Treasurer's Report: Bev Holbrook announced that she has appointed a deputy, Cathy C Brown. Cathy will start on Thursday, January 9, 2025. Bev also presented the job description for the treasurer's and deputy treasurer's position. Holbrook moved to have Patricia Delorme and Marvin Radtke removed as authorized agents at Honor Bank and State Bank and to have Margaret A Balogh and Cathy C Brown added. Wilson supported the motion. Roll call: Holbrook, yes; Wilson, yes; Mead, yes; Purchase, yes. All Ayes, No Nays, Motion carried. Holbrook responded to concerns from the previous meeting in regards to the Pontem Cemetery software.

Moved by Purchase, support by Holbrook to accept the reports as presented.

Payables: The check register and invoice register were presented to the Board. Additional late invoices that were not previously addressed included 5 items totaling \$3094.19. Wilson moved to accept payables with the late submissions added for payment, Mead seconded the motion. Roll call: Wilson, yes; Mead, yes; Holbrook, yes; Purchase, yes. All Ayes, No Nays, Motion carried.

Budget Amendments: Wilson submitted a list of funds and corresponding amounts that need to be amended in the budget but do not require any transfer of funds. Wilson acknowledged that she has limited experience with these amendments and would ask that the budget be adjusted contingent on a

review of the figures by Supervisor Cooley. Holbrook moved and Wilson supported that the adjusts be made once the review was completed. Roll call: Holbrook, yes; Wilson, yes; Mead, yes; Purchase, yes. All Ayes, No Nays, Motion carried.

Old Business: None

New Business:

Poverty Exemption Resolution 2025-0108-01: Moved by Wilson with support by Holbrook to adopt Resolution 2025-0108-01 regarding the Poverty Exemption Guidelines pursuant to MCL 211.7u.

All Ayes, No Nays, Motion carried.

Envelopes for Assessment Change Notices: Wilson presented a request to order envelopes through the US Postal Service for mailing assessment change notices. The cost is very similar to buying envelopes, stamps, ink cartridges, glue sticks, etc. separately and will be a huge time savings. Wilson moved to approve the request, Purchase seconded the motion. Roll call: Wilson, yes, Purchase, yes, Holbrook, ye, Mead, yes. All Ayes, No Nays, Motion carried.

Appointments: Wilson moved and Purchase supported the appointments of John Hancock and Mike Mead to the Planning Commission and John Hancock, Wayne Corbett and Gary Maccihoni to the Board of Review. It was noted in discussion that Bev Holbrook cannot be appointed to the Board of Review in accordance with Michigan law. All Ayes, No Nays, Motion carried.

Benzie Rotary: Purchase made a motion that the Benzie Sunrise Rotary Club be allowed to use the Platte River Park for the 17th Annual Bike Benzie Tour. Support by Holbrook. All Ayes, No Nays, Motion carried.

2025-2026 Budget: A rough draft of the proposed budget was presented and discussed. The impact of the State mandate regarding sick pay was discussed and needs to be examined before finalizing the budget. Holbrook and Wilson both asked that the wages for their deputies be increased to \$6200 per year and that their educational allowance be increased to \$2500 per year. Wilson asked that the board consider raising the equipment budget as several of the computers are outdated and the shredder is inadequate. It was noted that the cost of living for contractual agreements needs to be reviewed as no increase is indicated on this proposal. Wilson suggested that a new position be created for a limited window of time to sort the dead files, organize the records that are required by law to be retained, scan documents to make record keeping more efficient, etc.

Resolution 2025-0108-02 to Adopt/Establish 2025-2026 Meeting Dates: Wilson moved and Holbrook supported to adopt the meeting schedules as corrected to reflect the January, 2026 date as January 14th, not January 16th as printed. All Ayes, No Nays, Motion carried.

Copies of Proposed policies were distributed to the Board members for consideration at a future meeting. No action was taken, no decisions were made, the documents were strictly for reference and review.

Public Comment: No public comment was offered.

Purchase moved and Holbrook supported to adjourn the meeting at 7:42 pm.

RESPECTFULLY SUBMITTED AFTER APPROVAL AT THE February 12, 2025 regular meeting of the Homestead Township Board.