Lovells Township Regular Board Meeting Minutes - Approved

October 13, 2026
Lovells Township Hall

Call to Order

The Lovells Township Board Meeting was called to order at 10:00 AM and the pledge of allegiance was recited.

Roll Call

Board members present: Supervisor Rick Wright, Clerk Janet Dunning, Treasurer Tammy Kengel, Trustee Cheryl Hopp, and Trustee Gary Neumann. A quorum was present.

Approval of Agenda

The agenda was approved with the addition of the Frederic Fire Department Invoice which was added to Old Business item (b).

Motion by Clerk Dunning, supported by Trustee Neumann, to approve the agenda as submitted with an addition to Old Business.
Motion carried unanimously.

Public Comment

Opened at 10:02AM

Closed at 10:03AM

Approval of Previous Meeting Minutes

The Board reviewed the minutes of September 8, 2026, Regular Board Meeting.

Discussion included clarification of CPA adjustments identified in the audit review. Clerk Dunning reported that Supervisor Wright and Treasurer Kengel met with the CPA to review the adjustments. The largest adjustment was related to a COVID-19-era accounting entry that was made. The adjustment had previously fallen out of the records and required correction again. Additional smaller adjustments were tied to payroll item coding issues in QuickBooks that have since been corrected.

A correction was also noted regarding discussion from the previous meeting. A reference to questions concerning Fire Fund wage and contractor services was amended to reflect that the discussion pertained to the Landfill Fund budget.

Motion by Trustee Neumann, supported by Supervisor Wright, to approve the September 8, 2026, Regular Board Meeting minutes as amended.
Motion carried unanimously.

Financial Reports

Prepaid Bills: The Clerk advised that the General Fund prepaid bill list appeared unusually short due to changes in the processing and recording of Township credit card transactions. Future reports will reflect more timely inclusion of credit card expenditures.

Motion by Supervisor Wright, supported by Trustee Neumann, to approve prepaid bills as presented.
Motion carried unanimously.

Treasurers Report: Treasurers report accepted as presented.

Profit and Loss Report: The Board reviewed the General Fund Profit and Loss report. Expenditures for building improvements reflected the recent Township Hall roof project. Additional reporting for Fire and Landfill funds will be incorporated into future financial presentations.

Profit and Loss Report accepted as presented.

Committee Reports

Board of Review: The Board of Review is working to schedule annual training. The December Board of Review meeting is anticipated to address upcoming matters and applicant reviews.

Fire Department: The Fire Department reported **11 total runs** during September:

- 4 Fire Calls
- 7 EMS Calls
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Liquor Inspections: Three liquor inspections were completed during September.

Zoning Administration: One zoning permit was issued for a **28' x 38' addition**.

Zoning Enforcement: The Board received correspondence via email regarding vehicles located on private property. Additional information is being sought before any enforcement determination can be made.

Planning Commission: The Planning Commission continues participating in the development of the Crawford County Recreation Plan and review of the Crawford County Master Plan. The Commission is also conducting its required review of the Township Master Plan. The next Planning Commission meeting is scheduled for **October 26, 2026.**

Zoning Board of Appeals: No activity. No report.

Library & Media Center: The Board discussed opportunities to obtain donated books from a neighboring library system to update the Township's collection at no cost. The Township's book exchange boxes continue to receive public use.

Parks & Recreation: The Parks & Recreation Committee met on September 17, 2026. The committee reported:

- Fall cleanup and decorating activities are underway.
- Halloween decorations will be removed following the holiday.
- Christmas decorations will be installed later in the season.

The next Parks & Recreation meeting is scheduled for October 19, 2026.

Motion by Treasurer Kengel, supported by Trustee Neumann authorizing up to $50 for brick sealer to protect memorial bricks at Crossroads Park.
Motion carried unanimously.

Historical Society: The Historical Society met on October 5, 2026.

The annual fundraising dinner is scheduled for the upcoming weekend. The next meeting is November 2, 2026.

Technology: No report.

Fire & EMS Grants: No updates are available. Grant applications closed September 30, 2026, and the Township is awaiting award notifications.

Election Report

The Deputy Clerk Karen Hepburn reported:

- 640 registered voters are eligible to vote.
- Absentee ballots were mailed September 24, 2026.
- 192 absentee ballots have been issued.
- 62 absentee ballots have been returned at this point in time.

The Public Accuracy Test (PAT) for voting equipment is scheduled for **October 27, 2026, at 11:30 a.m.** and is open to the public.

The Township has:

- Nine election inspectors scheduled; (4) Democrats, (5) Republicans and (1) U.S. Taxpayer.
- Two newly trained election inspectors were approved by the Election Commission on 9-29-26.
- Training materials have been reviewed and updated.

The Deputy Clerk also reviewed election record retention requirements and ongoing efforts to organize election archives according to state retention schedules.

Supervisor's Report

Supervisor Wright reported:

Township Property Improvements

- Thanked volunteers who assisted with parking lot sealing.
- Thanked Brenda for painting and trimming around Township Hall.

Tree Removal Project: Most of the tree removal work has been completed. Remaining stump removal and additional tree cleanup will be scheduled with the contractor.

Roads: The Supervisor met with the new Road Commissioner regarding ongoing Township Road projects.

Updates included:

- Big Creek Bridge work continues and is expected to be completed before winter.
- An improvement request has been submitted regarding ~~Old M-612~~. Old 612.
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Great Lakes Energy Lighting Program: Great Lakes Energy is exploring an LED replacement program that may allow Township-owned lighting to be upgraded at little or no cost.

Correspondence

The Board acknowledged correspondence regarding vacancies on the Planning Commission resulting from the departure of members Janice Orin and Nancy Simonelli.

Old Business

Landfill Budget Approval: The Board revisited the previously tabled landfill budget discussion. Actual expenditures for contractor services and transfer station repairs were reviewed and confirmed.

Motion by Trustee Neumann, supported by Trustee Hopp, to approve the Landfill Budget as presented.
Motion carried unanimously.

CPR/First Aid Training Invoice: The Board reviewed an invoice for a recent CPR/First Aid training program. The Township had originally been advised the cost would be $25 per participant; the actual cost was $75 per participant.

Motion by Treasurer Kengel, supported by Trustee Neumann, to approve payment of the Township's share of participant costs at $65 per attendee.
Motion carried unanimously.

Plumbing Repairs: The Board reviewed an invoice totaling approximately $3,160 for:

- Fire Department hot water heater
- Installation of a point-of-use water heating system
- Water filtration system
- Plumbing repairs and new commercial kitchen faucet with sprayer

Motion by Trustee Neumann, supported by Trustee Hopp, to approve the plumbing repair invoice.
Motion carried unanimously.

New Business

Fire Department 50th Anniversary Celebration: The Board announced plans for a community celebration recognizing the Lovells Township Fire Department's 50 years of service.

The event will be held:

- October 31, 2026
- Beginning at 5:30 p.m.

Activities include:

- Hot dogs
- Cider
- Cake
- Candy distribution
- Community fellowship

Snow Plowing Bids: The Board reviewed two snow removal bids but identified questions regarding equipment descriptions and documentation.

Motion by Treasurer Kengel, supported by Trustee Neumann, to table consideration of all snow plowing bids pending additional clarification and documentation.
Motion carried unanimously.

Planning Commission Vacancies: The Board reviewed applications submitted to fill two Planning Commission vacancies.

Motion by Trustee Neumann, supported by Trustee Hopp, to appoint Dave Soderquist and Tim Swiezkowski to the Lovells Township Planning Commission.
Motion carried unanimously.

Gravel and Roadway Restoration: The Board reviewed invoices for gravel restoration work completed at:

- Neumann's Landing
- North Transfer Station
- South Transfer Station

Motion by Clerk Dunning, supported by Trustee Neumann, to approve payment of:

- $572.50 for Neumann's Landing restoration
- $1,180.00 for Transfer Station gravel work

Motion carried unanimously.

Township Property Return Policy: The Board discussed and reviewed the proposed Township Property Return Policy intended to document Township-issued property and establish return procedures upon separation from employment. Following discussion, the Board agreed the document should be adopted as a Township policy rather than as a resolution.

Motion by Trustee Neumann, supported by Trustee Hopp, to adopt Township Property Return Policy No. 2026-10-13-B.
Motion carried unanimously.

Resolution Supporting KP Lake Slow-No-Wake Designation: The Board reviewed a request from the KP Lake Association seeking Township support for designation of KP Lake as a Slow-No-Wake lake while retaining its existing Electric Motor Only classification.

The request is intended to preserve:

- Quiet recreational use
- Shoreline protection

- Wildlife habitat
- Environmental quality

Motion by Clerk Dunning, supported by Trustee Neumann, to adopt a Resolution requesting the Michigan Department of Natural Resources review and establish a lake-wide Slow-No-Wake designation on KP Lake. Motion carried unanimously.

Public Comment

Opened at 11:40AM

Closed at 12:01PM

Public comments included:

- Discussion regarding proposed increases to Board spending authority without prior Board approval.
- Comments emphasizing transparency, financial accountability, and checks and balances.
- Suggestions regarding road maintenance, emergency purchases, and special meeting procedures.
- Concern regarding repeated theft of a local road sign and response time for replacement.
- Request to trim tree branches obstructing the Township flagpole.

The Board noted all comments for future consideration.

Adjournment

Motion by Trustee Neumann, supported by Supervisor Wright, to adjourn the meeting.

The meeting adjourned at approximately **12:01 p.m.**

Respectfully submitted,

Janet Dunning, Lovells Township Clerk