

MARION TOWNSHIP
BOARD OF TRUSTEES
REGULAR MEETING
Thursday, August 22, 2024
7:30 pm

THIS MEETING WILL BE HELD IN PERSON WITH ONLINE PARTICIPATION OPTIONS

Call to Order

Pledge of Allegiance

Members Present/Members Absent

Call to the Public

- 1) Approval of the Agenda
- 2) Consent Agenda
 - a. August 8, 2024 Regular Meeting Minutes
 - b. July 2024 Financial Report
 - c. July 2024 Sheriff's Report
- 3) Gale Show Cause Hearing-Review
- 4) Miller Show Cause Hearing-Review
- 5) HAPRA
- 6) Hidden Valley Parcel
- 7) Winterwood Drive SAD Adjustment
- 8) Enforcement Officer Job Description
- 9) Pfeffer, Hanniford & Palka Engagement Letter
- 10) Township Maintenance-Walking Path Signs-Cemetery Fences

Correspondence and Updates

Call to the Public

Adjournment

Next Board Packet will be ready after 3 pm on Thursday, Sept 5, 2024.

CALL TO THE PUBLIC POLICY-ADOPTED ON 08/25/2022

Marion Township Public Participation at Township Board Meetings Policy

The Public shall be given an opportunity to be heard at every Township Board Meeting following this Policy adopted by the Township Board.

The Township Supervisor is the moderator of the meeting. In the absence of the Supervisor, the Township Clerk shall hold an election of the Board Members present to select a moderator for the meeting.

Anyone attending the meeting either in-person or on-line may speak during the "Call to the Public" part of the meeting. To preserve order, those attending in-person will speak first. When all in-person attendees have been heard, the moderator will ask if any on-line attendee wishes to speak.

When recognized by the moderator, in-person attendees shall come to the podium. The moderator will request that they give their name and address before they begin their comments.

When all in-person attendees have finished speaking, the moderator will ask if anyone attending the meeting on-line wishes to speak. On-line attendees may unmute themselves and when recognized by the moderator may speak. On-line attendees will also be asked for their name and address.

All comments shall be addressed to the Township Board. The "Call to the Public" is for attendees to provide information or opinions to the Township Board and is not intended to be a dialog. Anyone needing a response should contact officials or staff during working hours.

To preserve efficiency, speakers will be asked to keep their comments to five minutes or less.

On some occasions, attendees may be asked for comments during agenda items.

MARION TOWNSHIP
BOARD OF TRUSTEES
REGULAR MEETING
AUGUST 8, 2024

MEMBERS PRESENT: Scott Lloyd, Greg Durbin, Bob Hanvey, Tammy Beal, Les Andersen, Dan Lowe, and Sandy Donovan

MEMBERS ABSENT: None

OTHERS PRESENT: Attorney John Gormley; Phil Westmoreland, Spicer

CALL TO ORDER

Bob Hanvey called the meeting to order at 7:30 pm. The meeting is also available to attend online.

PLEDGE OF ALLEGIANCE

BOARD MEMBERS PRESENT

The board members introduced themselves.

CALL TO THE PUBLIC

Dennis and Rachel Ross were present regarding a vacant piece of property they own on the corner of Hidden Valley and County Farm. They purchased the land at a tax sale; it's 2.6 acres with a pond. The parcel is unbuildable as it won't perc. The neighbors aren't interested in purchasing it. They are willing to sell it to the township for what they paid, and it could perhaps be used as a park. Bob Hanvey asked if they had any objections to the board members walking the property; Mr. Ross said no. This item will be added to the next agenda and the packet will include the field sheet, aerial photo and topographical map.

APPROVAL OF AGENDA

Item #9—Winterwood Drive was added to the agenda. Les Andersen motioned to approve the agenda as amended. Scott Lloyd seconded. **Motion carried.**

CONSENT AGENDA

Scott Lloyd motioned to approve the consent agenda. Tammy Beal seconded. **Motion carried.**

PARKER DRIVE MAINTENANCE SAD PUBLIC HEARING TO CREATE DISTRICT

Bob Hanvey opened the public hearing to create the Parker Drive Maintenance SAD district. Harry Valdes, 4615 Parker, said there is a Facebook group that supports the SAD. The public hearing was closed at 7:44 pm.

PARKER DRIVE MAINTENANCE SAD PUBLIC HEARING TO APPROVE ROLL

Bob Hanvey opened the public hearing to approve the roll for the SAD. A resident asked if dust control could be added; Mr. Hanvey said as long as the amount is within the \$8,000, it could be. The public hearing was closed at 7:46 pm.

Les Andersen motioned to adopt a resolution to approve the creation of the Parker Drive Maintenance SAD, as presented. Tammy Beal seconded. Roll call vote: Andersen, Donovan, Beal, Durbin, Lloyd, Hanvey, Lowe—all yes. **Resolution passed 7-0.**

Scott Lloyd motioned to adopt a resolution to approve the roll for the Parker Drive Maintenance SAD, as presented. Sandy Donovan seconded. Roll call vote: Durbin, Donovan, Hanvey, Lloyd, Beal, Andersen, Lowe—all yes. **Resolution passed 7-0.**

SET DATE FOR HIGH MEADOWS SAD

Tammy Beal motioned to adopt a resolution to schedule a public hearing for the creation of the High Meadows Road Maintenance SAD for September 12, 2024 at 7:30 pm. Scott Lloyd seconded. Roll call vote: Beal, Andersen, Donovan, Durbin, Lowe, Hanvey, Lloyd—all yes. **Resolution passed 7-0.**

CRYSTAL WOOD TREES

Cathy Hulett was present for this agenda item. She had emailed the board members a list of the trees that the residents would like. Dan Lowe recommended a Green Giant arborvitae so the deer won't eat them. He asked about the twenty trees to be planted per the court order. The residents don't want them, but he believes the court order requires it. The township attorney will review the order with Dan Lowe.

Sandy Donovan motioned to plant the trees requested in September and the township will get a price from Mayhew's for the trees and installation. The trees requested are one ornamental cherry tree and two Japanese lilac trees in the cul-de-sac; two Okame ornamental cherry trees on the Wood Court/Crystal Crossing boulevard; and two Green Giant arborvitaes on Crystal Wood Circle (side yard of the condos.) Les Anderson seconded. **Motion carried.**

NUISANCE ORDINANCE

John Gormley reviewed each section of the ordinance with the board members. This is a general ordinance, not a zoning ordinance, so no public hearing is required and it can be amended at any time. General ordinances are not enforced by the zoning administrator.

He also provided the board members with Municipal Civil Infraction Ordinance. It was suggested that it should be referred to as the Penalty Ordinance rather than Municipal Civil Infraction; the attorney agreed. The amount for penalties needs to be decided and also which general ordinance this will apply to.

One of the meeting attendees said that noise and nuisance can be subjective.

The recommended ordinances to include and the penalty amounts will be added to the documents and will be on the September 12, 2024 agenda.

TOWNSHIP MAINTENANCE UPDATE

Tammy Beal said the area for the playset has been leveled and assembly should start Monday. There are two apple trees that are half-dead that need to be cut down. Dan Lowe said there's a box elder hanging over the walking path that needs to come down; he will mark it. Tammy Beal will contact Four Seasons.

Les Andersen said the fence at Lakeside needs to be replaced rather than repaired. He will get the linear feet needed for fences at Lakeside and Green and give them to the clerk.

WINTERWOOD DRIVE

Phil Westmoreland from Spicer was present for this agenda item. He said Highway Maintenance submitted a bid for \$39,450 for double chip seal; DeBottis Development & Asphalt Maintenance submitted

a bid for the patch work for \$10,000. There are some items that weren't included in the patchwork bid. As the original estimate was for \$100,000, there is room for the cost of the additional items.

Les Andersen motioned to approve the two contractors presented by the engineer for Winterwood Drive. Scott Lloyd seconded. Roll call vote: Hanvey, Lowe, Durbin, Beal, Lloyd, Donovan, Andersen—all yes. **Motion carried 7-0.**

Bob Hanvey said because the first installment of the SAD was withheld for a year, the SAD will be four installments instead of five. The attorney suggested that the board amend the roll to reduce the amount and the number of years. This will be on the next agenda.

CORRESPONDENCE & UPDATES

Tammy Beal provided the board members with unofficial results from the August 6 primary.

Dan Lowe asked about the Baldwin case and how the violation notices were sent. Two letters were sent: one by certified mail, signature required, and the other with a certificate of mailing; neither have been received back from the post office.

Dan Lowe motioned to have a process server deliver the notice. Les Andersen seconded. Discussion: Bob Hanvey will contact the sheriff's office. **Motion carried.**

CALL TO THE PUBLIC

No response.

ADJOURNMENT

Sandy Donovan motioned to adjourn at 9:01 pm. Les Andersen seconded. **Motion carried.**

Submitted by: S. Longstreet

Tammy L. Beal, Township Clerk Date

Robert W. Hanvey, Township Supervisor Date

GENERAL FUND CHECKING

Previous Balance	\$	1,915,595.56
Receipts	\$	223,618.68
Interest	\$	-
	\$	<u>2,139,214.24</u>
Expenditures	\$	220,466.17
Balance	\$	<u>1,918,748.07</u>

CEMETERY FUND

Previous Balance	\$	75,479.22
Receipts	\$	27,000.00
Interest	\$	92.34
	\$	<u>102,571.56</u>
Expenditures	\$	680.00
Balance	\$	<u>101,891.56</u>

PARKS & RECREATION FUND

Previous Balance	\$	7,001.71
Receipts	\$	12,026.00
Interest	\$	8.61
	\$	<u>19,036.32</u>
Expenditures	\$	5,082.68
Balance	\$	<u>13,953.64</u>

WATER - NEW USER

Previous Balance	\$	385,469.30
Receipts	\$	7,734.00
Interest	\$	404.91
	\$	<u>393,608.21</u>
Expenditures	\$	28,000.00
Balance	\$	<u>365,608.21</u>

SEWER OPERATING & MANAGEMT

Previous Balance	\$	332,670.25
Receipts	\$	7,258.41
Interest	\$	364.97
		<hr/>
	\$	340,293.63
Expenditures	\$	1,877.42
		<hr/>
Balance	\$	338,416.21

SEWER - NEW USER

Previous Balance	\$	1,658,814.85
Receipts	\$	19,250.00
Interest	\$	2,262.38
		<hr/>
	\$	1,680,327.23
Expenditures	\$	-
		<hr/>
Balance	\$	1,680,327.23

SPEC ASSESS. FUND

Previous Balance	\$	277,088.66
Receipts	\$	1,280.91
Interest	\$	286.32
		<hr/>
	\$	278,655.89
Expenditures	\$	19,150.50
		<hr/>
Balance	\$	259,505.39

ESCROW FUND

Previous Balance	\$	76,308.06
Receipts	\$	1,175.00
Interest	\$	59.30
		<hr/>
	\$	77,542.36
Expenditures	\$	4,391.50
		<hr/>
Balance	\$	73,150.86

SUMMARY TOTALS

General Fund	\$	1,918,748.07
Cemetery Fund	\$	101,891.56
Parks & Rec Capital Chk	\$	13,953.64
Water - New User	\$	365,608.21
Sewer Operating & Mana	\$	338,416.21
Sewer - New User	\$	1,680,327.23
Special Assess. Fund	\$	259,505.39
Escrow Fund	\$	73,150.86
		<hr/>
TOTAL	\$	4,751,601.17

#101 General Fund
Transactions by Account

As of July 31, 2024

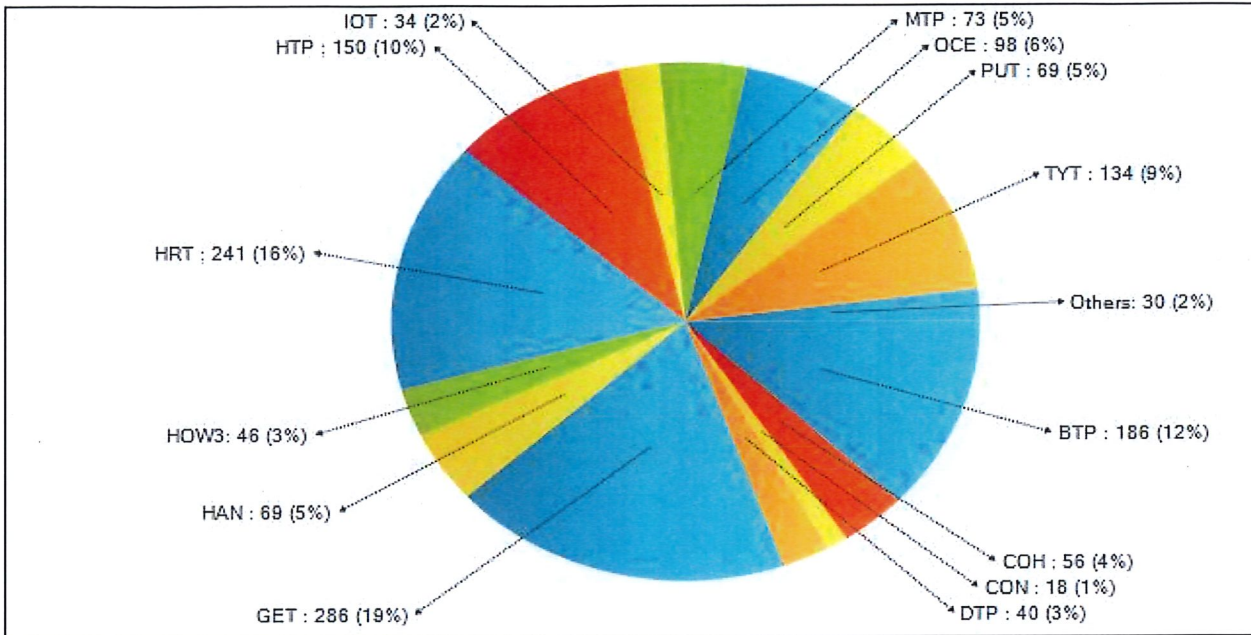
Date	Num	Name	Amount
001-001 - CASH - GENERAL - FNB			
07/01/2024	12959	ECONO-PRINT INC.	-4,755.70
07/03/2024	12967	Chloride Solutions	-13,989.36
07/03/2024	12968	PIVOT POINT PARTNERS LLC	-1,866.20
07/03/2024	12969	GORMLEY LAW OFFICE PLC	-1,905.14
07/08/2024	12966	RONALD LAWHEAD	-150.00
07/08/2024	12973	AMAZON CAPITAL SERVICES	-4,191.48
07/08/2024	12974	PNC Bank	-444.60
07/08/2024	12975	OFFICE ATTIRE INC.	-400.00
07/08/2024	12976	DTE ENERGY	-964.41
07/08/2024	12977	FOWLerville NEWS & VIEWS	-172.50
07/08/2024	12978	QUADIENT FINANCE USA, INC.- postag	-1,890.60
07/08/2024	12979	VERIZON WIRELESS	-99.08
07/08/2024	12980	Howell Area Parks & Recreation Authority	-31,125.00
07/08/2024	12981	CITY OF HOWELL	-15,607.44
07/08/2024	12982	CITI CARDS	-746.87
07/08/2024	12983	THE GARBAGE MAN	-60.34
07/10/2024	12970	Marion Township Flex Fund	-1,754.00
07/10/2024	12971	VOYA Institutional Trust	-300.00
07/10/2024	12972	ALERUS PAYMENT SOLUTIONS	-4,334.90
07/10/2024	0028023	LESLIE D. ANDERSEN	-343.99
07/10/2024	0028024	JAMES L. ANDERSON JR.	-101.76
07/10/2024	0028026	BRUCE V. POWELSON	-106.67
07/10/2024	0028027	CHERYL A. RANGE	-106.67
07/10/2024	E185818	TAMMY L. BEAL	-3,637.34
07/10/2024	E185819	GAIL A. BURLINGAME	-3,081.50
07/10/2024	E185820	MATTHEW J. DEDES	-3,614.94
07/10/2024	E185821	SANDY DONOVAN	-3,681.84
07/10/2024	E185822	GREGORY L. DURBIN	-1,280.93
07/10/2024	E185823	LAWRENCE W. GRUNN	-152.64
07/10/2024	E185824	DAVE HAMANN	-2,833.68
07/10/2024	0028025	SCOTT R. LLOYD	-164.66
07/10/2024	E185825	ROBERT W. HANVEY	-4,377.71
07/10/2024	E185826	RICHARD HASLOCK	-524.51
07/10/2024	E185828	LOREEN B. JUDSON	-3,196.87
07/10/2024	E185829	SANDRA J. LONGSTREET	-2,543.81
07/10/2024	E185830	DANIEL F. LOWE	-564.48
07/10/2024	E185832	KITSEY A. RENNELLS	-2,780.18
07/10/2024	E185834	JESSICA S. TIMBERLAKE	-2,335.76
07/10/2024	12984	Culligan of Ann Arbor	-87.55
07/10/2024	12985	Charter Communications	-177.87
07/10/2024	12986	BURNHAM & FLOWER AGENCY	-46.50
07/10/2024	12987	JAMES L ANDERSON JR.	-37.50

#101 General Fund
Transactions by Account

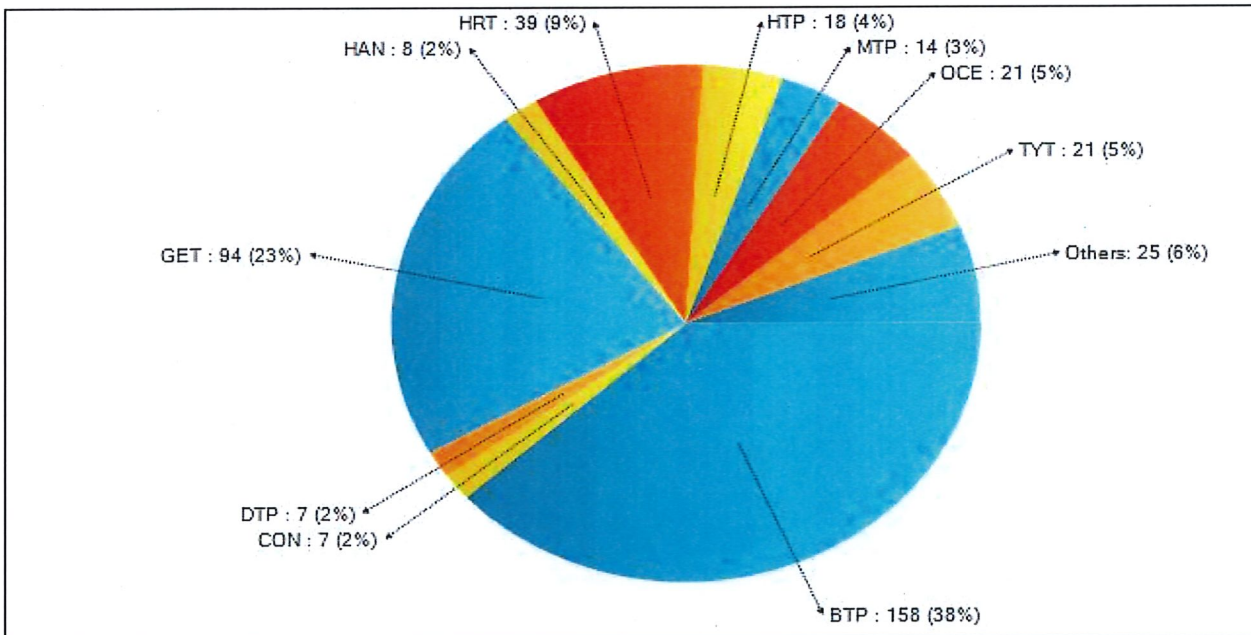
As of July 31, 2024

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
07/10/2024	12988	LESLIE ANDERSEN	-37.50
07/10/2024	12989	SCOTT LLOYD	-37.50
07/10/2024	12990	WILLIAM FENTON	-37.50
07/11/2024	12991	MARION TOWNSHIP PARK & RECREA1	0.00
07/11/2024	12992	MARION TOWNSHIP PARK & RECREA1	-12,000.00
07/11/2024	12993	MARION TOWNSHIP CEMETERY FUND	-25,000.00
07/15/2024	12994	ROBIN BRAUSE	-150.00
07/16/2024	12995	Chloride Solutions	-419.83
07/16/2024	12996	B&L Services	-1,000.00
07/16/2024	12997	Green Oak Township	-10.78
07/16/2024	12999	NETWORK SERVICES GROUP, LLC	-625.00
07/16/2024	12998	LIV CO TREASURER	-39.78
07/18/2024	13000	ALISON GRAINGER	-150.00
07/18/2024	13001	JEANETTE HAYES	-150.00
07/18/2024	13002	MTA	0.00
07/22/2024	13003	Chloride Solutions	-4,221.35
07/23/2024	13004	KEARNS MECHANICAL LLC	-441.00
07/23/2024	13005	CGM Services	-940.00
07/23/2024	13007	Blue Cross Blue Shield of Michigan	-17,707.41
07/23/2024	13008	Colonial Life	-647.56
07/23/2024	13009	WATER TECH	-23.00
07/23/2024	13006	Beal Painting	-780.00
07/29/2024	13010	MICHIGAN MUNICIPAL TREASURES AS	-399.00
07/29/2024	13011	QUADIENT LEASING USA, INC - machin	-372.66
07/29/2024	13012	Kitsey A Rennells	-26.43
07/29/2024	13013	CONSUMERS ENERGY	-33.66
07/29/2024	13014	BS & A SOFTWARE, INC	-1,652.00
07/29/2024	13015	MICHIGAN TAX TRIBUNAL	-225.00

LIVINGSTON COUNTY SHERIFF'S OFFICE
 JULY 2024 CALLS FOR SERVICE



MICHIGAN STATE POLICE
 JULY 2024 CALLS FOR SERVICE



MARION TOWNSHIP

<u>MONTH</u>	<u>CALLS FOR SERVICE</u>	<u>TICKETS WRITTEN</u>	<u>ARRESTS</u>
JANUARY	76	7	2
FEBRUARY	59	10	1
MARCH	84	6	4
APRIL	62	2	0
MAY	76	8	0
JUNE	79	13	4
JULY	73	9	3
AUGUST			
SEPTEMBER			
OCTOBER			
NOVEMBER			
DECEMBER			
YTD TOTALS:	509	55	14

LIVINGSTON COUNTY SHERIFF'S OFFICE

MARION TOWNSHIP JULY 2024

Nature	# Events
911 HANG UP	2
ALARM	2
ANIMAL COMPLAINT	7
ASSIST EMS	1
ASSIST OTHER AGENCY	2
CARDIAC/RESPIRATORY ARREST	2
CHILD OR ADULT ABUSE/NEGLECT	1
CITIZEN ASSIST	8
CIVIL COMPLAINT	1
CRIMINAL SEXUAL CONDUCT REPORT	2
DOMESTIC VERBAL	4
DRUGS/VCSA	1
FIREWORKS	1
FRAUD	3
HAZARD	4
HIT AND RUN ACCIDENT	1
INTIMIDATION THREATS HARASSMEN	3
JUVENILE COMPLAINT	1
LARCENY	3
MENTAL/CMH/PSYCH	2
MISSING PERSON/RUN-A-WAY	2
PDA	5
ROAD RUNOFF	1
SHOTS FIRED	2
SUICIDAL SUBJECT	1
SUSPICIOUS PERSON	1
SUSPICIOUS SITUATION	1
SUSPICIOUS VEHICLE	1
TRAFFIC VIO/ARREST	1
TRESSPASSING, LOITERING	1
UNKNOWN ACCIDENT	1
VIN INSPECTION	2
WELFARE CHECK	3
TOTAL:	73

<u>TOWNSHIP</u>	<u>NUMBER OF CALLS</u>		<u>RESPONSE TIME</u>		<u>NUMBER OF CALLS</u>		<u>RESPONSE TIME</u>	
	<u>3:00PM - 11:00PM</u>	<u>11:00PM - 3:00PM</u>	<u>3:00PM - 11:00PM</u>	<u>11:00PM - 3:00PM</u>	<u>11:00PM - 3:00PM</u>	<u>11:00PM - 3:00PM</u>	<u>11:00PM - 3:00PM</u>	<u>TOTAL</u>
BRIGHTON	74	112	37:05	33:54	186			
COHOCTAH	26	30	53:40	32:33	56			
CONWAY	7	11	48:27	24:00	18			
DEERFIELD	18	22	34:37	1:01:37	40			
GENOA	125	161	38:58	27:25	286			
HANDY	34	35	42:50	36:21	69			
HARTLAND	82	159	26:59	27:21	241			
HOWELL	56	94	39:36	29:32	150			
IOSCO	13	21	31:13	32:44	34			
MARION	31	42	34:49	50:57	73			
OCEOLA	40	58	31:08	34:06	98			
PUTNAM	39	30	17:48	49:23	69			
TYRONE	84	50	20:36	1:04:27	134			

MEMO

To: Marion Township Board
From: Bob Hanvey
Subject: Vacant Land on Hidden Valley
Date: August 22, 2024

At the August 8, 2024 meeting, Dennis Ross described some property he owns that he thought the Township may be interested in buying.

Several documents are attached to this memo to help with the evaluation:

An orthophoto of the general area of County Farm and Hidden Valley.

A marked-up orthophoto showing the property lines, wetlands, building envelope, power lines, and topography.

Assessing record card.

Orthophoto taken June 8, 2024.



White lines are the building envelope

Black lines are wetlands

Yellow lines are property boundary lines

Blue lines are power lines

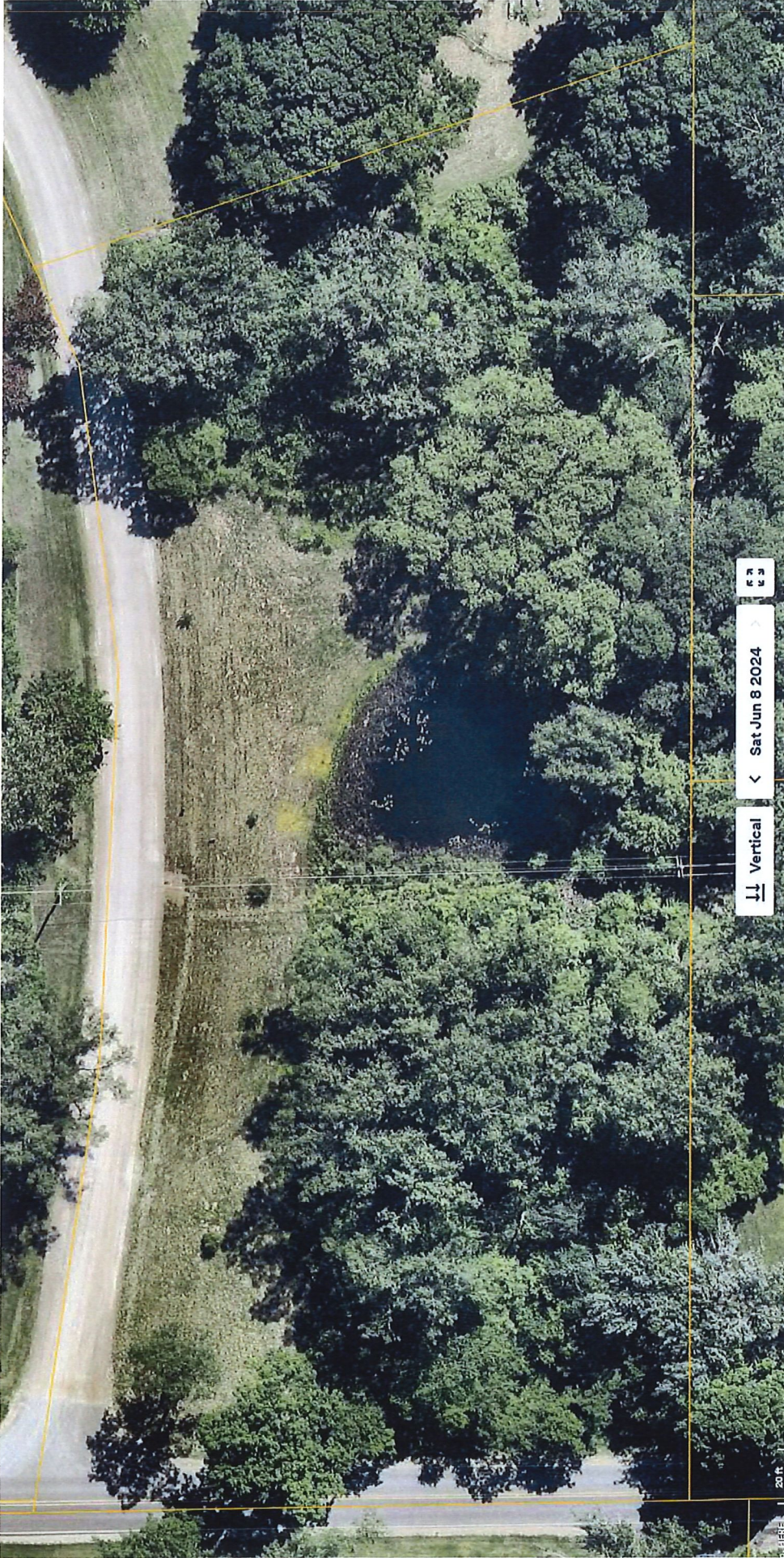
Green ovals are at elevation 924

Green lines around pond are at elevation 922

Property at south east corner of County Farm & Hidden Valley 4710-15-100-054

Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Prct. Trans.	
STATE OF MICHIGAN	ROSS DENNIS & RACHEL	12,750	08/30/2021	QC	10-FORECLOSURE	2021R-038898	PROPERTY TRANSFER	100.0	
STATE OF MICHIGAN	DAY-GO RED LLC	10,000	08/06/2014	QC	13-GOVERNMENT	2014R-025095	PROPERTY TRANSFER	100.0	
WEBSTER DOUGLAS S & VALER	STATE OF MICHIGAN	0	02/13/2014	SD	10-FORECLOSURE	2014R-019713	NOT VERIFIED	0.0	
Property Address		Class: RESIDENTIAL-VACAN Zoning: RURAL Building Permit(s)							Status
HIDDEN VALLEY RD		School: HOWELL PUBLIC SCHOOLS							
Owner's Name/Address		P.R.E. 0%							
ROSS DENNIS & RACHEL 1001 GRAY FOX CT HOWELL MI 48843		MAP #: 15							
Tax Description		2025 Est TCV Tentative							
SEC 15 T2N R4E COMM N 1/4 COR OF SEC TH S01*26'35"W 644.26 FT TH N87*13'23"W 779.65 FT TO POB TH N87*13'24"W 540.56 FT TH N01*49'45"E 244.95 FT TO C/L OF HIDDEN VALLEY DR TH THE FOLL THREE COURSES (1) S79*06'45"E 166.66 FT TH (2) S84*38'00"E 144.45 FT TH (3) N85*25'45"E 115.58 FT N58*04'15"E 40.21 FT TH S16*04'30"E 260.44 FT TO THE POB CONT 2.62 AC PARCEL C-2 SPLIT ON 11/08/2005 FROM 4710-15-100-035;		Land Value Estimates for Land Table 99999.SEC HIGHER VALUE RES & AG LAND							
Comments/Influences		* Factors *							
PROPERTY PURCHASED AT TAX SALE. WET, DOES NOT PERK. BOARD OF REVIEW LOWERED VALUE 2022		Description Frontage Depth Rate %Adj. Reason Value RESIDENTIAL 0.405 Acres 51,500 100 20,858 AGRICULTUR SWAMP/WETLANDS 2.21 Acres 350 100 775 2.62 Total Acres Total Est. Land Value = 21,633							
TAX BILL WAS RETURNED IN THE MAIL CHANGED TO FORWARDING ADDRESS INDICATED BY POST OFFICE. ***07/11/2006 PH Split/Comb. on 11/08/2005 completed / / MARILYN ; Parent Parcel(s): 4710-15-100-035; Child Parcel(s): 4710-15-100-053, 4710-15-100-054;		Year Land Value Tentative Building Value Tentative Assessed Value Tentative Board of Review Tentative Taxable Value Tentative 2025 10,800 0 10,800 2024 7,500 0 7,500 2023 24,300 0 24,300 2022 10,800 0 10,800							
The Equalizer. Copyright (c) 1999 - 2009. Licensed To: Township of Marion, County of Livingston, Michigan		Who When What							

*** Information herein deemed reliable but not guaranteed***



PROPERTY IN SUMMER

Marion Township Code Enforcement Officer Job Description

Job Title: Code Enforcement Officer

Reports to: Twp Supervisor

Job Summary:

The code enforcement officer works under the direction of the Twp Supervisor and is expected to work in tandem with the Twp Zoning Administrator on zoning code issues and Ordinance violations requiring enforcement. The Code Enforcement Officer is responsible for enforcement and compliance with all applicable township Zoning and General Ordinances. Code enforcement officer will conduct inspections, investigations, and review suspected violations as approved by the Twp Supervisor. Code enforcement officer will take actions to include visiting the site of the violation, discuss the violation with the resident, attempt to resolve the violation with resident with documented next steps with deadlines, issuing a warning letter with next steps and deadlines agreed upon with the resident, issuing a letter stating that the issue has been resolved when required, and municipal civil infraction citations for alleged violations when required.

Primary Duties and Responsibilities:

- To enforce all zoning and general ordinances of Marion Township in a fair, respectful, and lawful manner
- To conduct onsite inspections and determine compliance, violations, and corrective actions, including issuing citations
- To assist, respond, educate, interpret and apply all zoning regulations, ordinances and property maintenance standards, practices and procedures
- To represent the Township in court, and to testify regarding code violations
- Maintain accurate documentation and case files on all complaints, investigations, inspections, enforcement actions, and other job-related activities, including accurate and detailed information regarding code enforcement activity
- Prepare a monthly summary of activities to the Twp Supervisor due the first Monday of each month
- Be available for Twp Planning Commission and Board of Trustees meetings as required by the Twp Supervisor to discuss complaints, inspections, and enforcement actions
- Perform other duties and task as directed and assigned by the Twp Supervisor

Qualifications:

The following generally describes the knowledge and abilities required to enter the job and be learned in a short period of time in order to perform the assigned duties successfully

Knowledge of:

- Operations, services, and activities of a municipal compliance program
- Principles and procedures of record storage
- Customer service principles
- General construction practices
- Microsoft Word and Excel or similar software packages
- Effective file management practices of documents
- Software database management is a plus

Ability to:

- Work well with others, including residents, twp employees, twp officials, and municipal departments
- Work in occasionally demanding circumstances involving code violations
- To write concise reports and present findings and actions in open meetings in front of residents and Twp officials

Education / Training:

Highschool diploma or GDE. Some collage education is preferred but not required

Experience:

One year of work experience involving public relations, including some experience dealing with code enforcement, inspection, investigations, preferred. Experience that includes previous municipal experience is highly preferred.

License or Certificate:

Possession of an appropriate, valid MI driver's license.

Possession of, or ability to acquire Uniform Construction Code Certifications and registration.

United States Citizen.

Physical Demands and Working Environment:

The conditions herein represent those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may enable individuals with disabilities to perform essential job functions.

Environment: Indoor and outdoor environments; work alone; travel for site to site; incumbents may be exposed to noise, dust, and inclement weather conditions.

Physical: Primary functions require sufficient physical ability to work in an office and field environment; operating office equipment; operating a vehicle to travel to various locations, and verbally communicating to exchange information with residents, twp. employees, and twp. official's.



PFEFFER • HANNIFORD • PALKA
Certified Public Accountants

John M. Pfeffer, C.P.A.
Patrick M. Hanniford, C.P.A.
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MACPA

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August 12, 2024

To the Township Board
Marion Township
2877 West Coon Lake Road
Howell, MI 48843

We are pleased to confirm our understanding of the services we are to provide Marion Township for the year ended June 30, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of Marion Township as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Marion Township's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Marion Township's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Pension Funding Schedule (if applicable)
- 3) Budget to Actual Reports for Major Funds

We have also been engaged to report on supplementary information other than RSI that accompanies Marion Township's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- 1) Combining Statements
- 2) Individual Fund Statements

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risks of material misstatement as part of our audit planning:

- 1) Management override of controls
- 2) Lack of segregation of duties
- 3) IT Risk
- 4) Revenue Recognition
- 5) Significant Estimates

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Marion Township's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Other Services

We will also assist in preparing the financial statements of Marion Township in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services and any other non-attest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable (if applicable), or other confirmations we request and will locate any documents selected by us for testing.

Kenneth J. Palka is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit within three weeks of notification.

Our fee for these services will be \$21,750. This fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of Marion Township's financial statements. Our report will be addressed to management and to those charged with governance of Marion Township. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to Marion Township and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Pfeffer, Hanniford & Palka, P.C.

PFEFFER, HANNIFORD & PALKA
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of Marion Township.

Township Official