

MINUTES OF THE REGULAR MEETING
OF THE WHEATFIELD TOWNSHIP
BOARD OF TRUSTEES
INGHAM COUNTY, MICHIGAN

Tuesday, August 11, 2020 7:00PM
(Meeting held in Large Room)

Clerk Kapp called meeting to order at 7:02 PM. Roll call—Henley, Miller, Kapp and Allen-present. Myer-absent.

PUBLIC COMMENT: Opened at 7:04 PM. Violet Lentz expressed condolences to Holly Miller for the loss of her mother-in-law. She also commented on how well the Election went last Tuesday. Kapp expressed condolences to Holly as well and to deputy treasurer Rachel McCann for the loss of her grandfather-in-law. Closed at 7:10PM.

MINUTES:

Motion by Allen to approve the minutes of the regular meeting of July 14, 2020, seconded by Henley. All were in favor—motion carried. Myer absent.

*Copies of the minutes are available at the township office.

*******REPORTS*******

TREASURER'S REPORT: Given by Miller. Summary:

- ✓ Independent Bank General Fund-fund balance equity:----- \$194,083.10
- ✓ Independent Bank Tax Roll Checking balance:----- \$ 67,368.43

Motion by Henley to approve the treasurer's report of July 31, 2020, seconded by Allen. All were in favor—motion carried. Myer absent.

- ✓ Continuing to cover township business during the office closure.
- ✓ The summer tax collection is underway and going well.
- ✓ Electronic payments will necessitate additional efforts.
- ✓ Assessors are inputting data in the Apex software when time allows.
- ✓ Accepted the quote from a highly recommended grave digging service and informed them of such.
- ✓ The glass germ barrier in the office window opening will be installed on August 13th.
- ✓ Initial electrical inspection of the generator work was not approved. The state inspector will follow up with Michigan Electrical Services.
- ✓ The July Board of Review was scheduled for July 23rd.
- ✓ Election Commission meeting was on July 7th.
- ✓ Working with Drake for a date for the audit.

*Copies of the treasurer's report are available at the township office.

PLANNING COMMISSION: Given by Miller.

- ✓ Holly was not at the meeting, but the planning commission met on July 19th and discussed some issues including some possible amendments to the zoning ordinance. There is no meeting in August.

N.I.E.S.A.: Given by Henley.

- ✓ There has not been a meeting since our July board meeting. August's meeting is next Thursday the 13th.
- ✓ Wheatfield posted a letter of interest for the position of member-at-large, according to the NIESA by-laws.

*A copy of NIESA's minutes is available at the township office.

CEMETERY: Given by Lentz and submitted in writing. Violet has been working with Polly Brainerd, a township resident who has expressed interest in the Sexton position. Julia O'Connor offered to assist. Violet will remain as sexton through the end of 2020. Violet contacted the new mowing service and the new gravedigging service and discussed her expectations.

- ✓ Dennis Cemetery: Mowing done twice a month.

- ✓ Cabot Cemetery: Mowing and maintenance done—there are no lots available.
- ✓ Spaulding Cemetery: Mowing and maintenance done—**there are no lots available.**

*A copy of the cemetery report is available at the township office.

SUPERVISOR: Given by Myer. Summary:

- ✓ This period was slightly less busy, but there were several development efforts in the township that are both significant and new.
- ✓ There were two zoning enforcement issues, one was the event barn on Zimmer Rd., and the other was the solar panel installation on Waldo Rd.
- ✓ There were five zoning inquiries and one approval. There was one drain inquiry.
- ✓ There was one road complaint (excessive speed on Zimmer Rd.) and the 2020 road agreement was received, reviewed, signed and returned.

*A copy of the supervisor’s report is available at the township office.

CLERK: Given by Kapp. Summary:

- ✓ The year-to-date report is attached.
- ✓ This was a very busy month. I continued to cover office business by mail, phone, email, etc. during the closure.
- ✓ Weekend hours (Saturday 8-4) before the Election were busier than usual. Additional precinct set-up was required for safety of the workers and voters. The primary Election on Tuesday August 4th went extremely well. Election Inspectors were well prepared and handled all in-person voters (168) with courtesy and professionalism. We had a record number of absentee ballots to process (375), efficiently handled by two teams of AV processors. Wheatfield’s voter turnout was 40%. We were done by 10PM.
- ✓ DTE replaced the seals on the electrical boxes.
- ✓ The July Board of Review was held on July 23rd.
- ✓ Met with Jackie from Michigan Electrical Services so she could take pictures of the electrical work done and confer with the state inspector.

*Copies of the clerk’s report are available at the township office.

SHERIFF: Submitted in writing by Deputy Rick Hoeksema.

✓

*Copies of the Sheriff’s report are available at the township office.

*****DISCUSSION ITEMS*****

1. *Fee Schedule amendment.* Due to the increase in the gravedigging service we need to amend our 2020-2021 Compensation and Fee Schedule for Wheatfield Township Personnel and Services. The proposed amendment was a little confusing, so we will table for tonight and rewrite the amendment and place on the agenda as an action item for September.
2. *Cemetery Ordinance Amendment.* Violet submitted a couple of changes to the Cemetery Ordinance, which were passed out to board members. Discussion by the board concluded that the source (citation in law) should accompany the changes in order to show the authority of the changes. Violet will contact the Michigan Cemetery Association for these citations, and we will table the amendments for now.
3. *Proposal for Hazard Pay for Election Inspectors.* This proposal was submitted by Denny and was requested due to the greater personal health risk of Election Inspectors working during the Covid-19 era. Some other Ingham County jurisdictions have implemented hazard pay. The request is for \$25 per each half-day of work per Inspector. The concerns raised by the board were regarding the precedence-setting nature of paying hazard pay since no one knows how long the pandemic will last and being mindful of budgeting for hazard pay in future years, including the possibility of having to amend the current budget to accommodate it. The recognition by the board was that Election Inspectors never envisioned working during a pandemic when they signed on. Kapp said we have enough funds budgeted in the 2020-2021 Elections/Salary line this year to cover hazard pay for both Elections. The primary would be \$400.00, and the General a little more than that. No Elections are scheduled for 2021 so far, and if we do have to hold an Election, all the costs would be reimbursed by the jurisdiction who asked for it. Move to action.
4. *Audit scheduled for September.* This is an FYI for the board members of our 2-year audit. The date hasn’t been confirmed yet but will likely be sometime in September. The Drake Firm will conduct the audit again. Records are being assembled for the audit.

*******ACTION ITEMS*******

1. Hazard Pay for Election Inspectors

Motion by Henley to pay hazard pay to Election Inspectors of \$25.00 per half day of service for the August 2020 Primary and the November 2020 General Election, seconded by Allen.

Roll call vote: Allen, Miller, Henley and Kapp-yes. Motion carried. Myer absent.

2. Payroll and Accounts payable (July 2020 bills). Reports attached.

**Note, one more bill for flags is coming, approximately \$250.00.

Motion by Allen to pay the July 2020 bills, seconded by Henley.

Roll call vote: Allen, Miller, Henley and Kapp-yes. Motion carried. Myer absent.

Motion to adjourn by Miller, seconded by Allen. All were in favor—motion carried.
Meeting ended at 8:50 PM.

Respectfully submitted,

Denise Kapp, Clerk

Date

Next board meeting:
Tuesday September 8, 2020 at 7:00 pm.