

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

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

Supervisor Myer called the meeting to order at 7:02 PM. Roll call—Myer, Henley, Allen, Miller and Kapp—present. Changes or corrections to the agenda: two items added under discussion.

Guest: Chief Deputy Jason Ferguson from the Ingham County Sheriff’s Office was here to give a general update of activity in the sheriff’s department.

- They are understaffed and hiring new employees—trying to focus on hiring local and veterans.
- The construction of the justice complex, a \$71 million dollar project, is moving forward, and they are optimistic that the project will be done on time or early. Expected completion time is 2 ½ years from this May.
- The heavy rescue unit has disbanded due to personal liability issues. The equipment was distributed throughout the county to fire departments, etc.
- The Ingham County Fair has a new director.

Guest: Julie Rudd and others from the Williamston Area Senior Center, gave a presentation of their current activities and the need for stable and additional funding. As support for this, they sited:

- Expanding to serve the entire Williamston area; expanding their membership by offering more and better activities and programs; locate in a facility that better suits their mission and serves their clientele.
- They are currently funded by donations and grants, annually about \$26,000. Due to this lack of a stable, dedicated funding they feel that their existence is threatened, and Ingham County recommended they request a millage of their own. To that end, they are requesting our support in the form of a resolution if they place a millage request for .25 mills on the November ballot. This would bring in about \$110,000 per year and would be used for salaries, operational costs and other expenses. The consensus of the board was to make this a discussion item in March, with possible action in April.

PUBLIC COMMENT: None.

APPROVAL OF MINUTES:

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

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

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

TREASURER’S REPORT: Given by Miller.

- ✓ Independent Bank General Fund-fund balance equity:----- \$ 199,595.86
- ✓ Independent Bank Tax Roll Checking balance:----- \$ 185,366.74
- ✓ This month Holly attended a CAT meeting, performed a bank account review, and is suggesting another short-term certificate of deposit for \$100,000 of general fund money. The board agreed and let Holly determine the term.

Motion by Henley to approve the treasurer’s report of January 31, 2020, seconded by Allen. All were in favor—motion carried.

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

PLANNING COMMISSION: Given by Miller.

- ✓ They met on January 16th and elected officers according to their by-laws. There will be a February meeting.

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

- ✓ Don missed the last meeting, but the minutes are available for review. Next meeting is this Thursday the 13th.

*Copies of NIESA's minutes are available at the township office.

CEMETERY: Given by Lentz.

Violet is trying to train a possible replacement, but the person is often out of town or has a conflict of schedule. Don has been helping with the removal of brush. Also, Don offered to clean up the fence row at the town hall and to obtain a burning permit from NIESA if the board has no objection. No one objected.

- ✓ *Dennis Cemetery:*
- ✓ *Cabot Cemetery:*
- ✓ *Spaulding Cemetery:*

SUPERVISOR: Given by Myer and submitted in writing. Summary:

- ✓ There were many zoning inquiries, mostly related to site development. The CENSUS 2020 boundary map was reviewed which led to several unanswered questions regarding a provisional 425 agreement with Williamstown Township, still under review.
- ✓ *Copies of the supervisor's report are available at the township office.

CLERK: Given by Kapp. Summary:

- ✓ There was a lot of Elections activity this month, including school election reimbursement, ballot proofing, absentee ballot processing, electronic poll book set-up, compiling filing forms and instructions for running for township office, more clerk meetings, hiring and training inspectors, and preparing and publishing for the computer program accuracy testing on Feb. 25th.
- ✓ End-of-year reports were completed and submitted to: the IRS, the Social Security Administration, and the State of Michigan.

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

SHERIFF: Report submitted in writing.

- ✓ *Copies of the sheriff's report are available at the township office.

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

1. *Auditor's contract:* An audit is due to be performed after June 30, 2020. Karl Drake has submitted a letter of his intent to perform the audit if the board agrees, and he has included a contract. He's asking us to approve it if we so choose and to return the signed contract. This is an action item for tonight.
2. *Resolution 1-2020, A Resolution to Adopt Poverty Exemption Income Guidelines and Asset Test:* These federal guidelines must be adopted annually by resolution. This is an action item for tonight.
3. *Hall rental/custodian:* Holly said that a township resident has reserved the hall for every available Sunday and some Saturdays for the next six months to a year for their church group to meet here. They asked if they could use the small conference room as a part of their rental. Following board discussion, the consensus was not to allow the rental to include the conference room. They may utilize the space in the storeroom for their purpose if they would like to. Also, Kendahl Miller, our current custodian will be going off to college at the end this summer and we will need to hire someone to replace her.
4. *Website:* Three website proposals were distributed to the board about a year ago by Mike Kapp and he was here to update the board and get some direction going forward. He passed out quote comparisons from STG, IT Right and Revize again, along with the actual proposal from STG, whose quote remained unchanged. Going forward, we would need to pick a firm, sign a contract, work on set-up, and pay when we go live. There was some discussion by the board about emails. This will be an action item for March and meanwhile Mike will gather basic info from the board (mainly Wayne, Holly & Denny) for website content desires to keep the momentum going. Everything will be brought back to the board for final approval.
5. *Generator grant:* Our grant application for \$2,500 matching funds from MTPP Risk Reduction Grant Program has been approved. Going forward we need to determine if the estimates are still valid, if we want to accept the grant, then choose from among the firms who submitted estimates to do the installation of the generator. All of this will be on the March agenda under discussion. Don Henley volunteered to meet with Michigan Electric and get additional

information as well as an updated estimate. Thanks to Holly for applying for the grant and to Don for helping move the project forward.

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

1. Reappointments to the Planning Commission.

Motion by Kapp to appoint Mike Kapp to a three-year term, Tom Mills to a three-year term and Maynard Dyer to a one-year term, to the planning commission, seconded by Henley.

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

2. Reappointments to the ZBA.

Motion by Kapp to appoint Mike Kapp to a three-year term to the zoning board of appeals, seconded by Myer.

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

3. Resolution 1-2020.

Motion by Allen to approve Resolution 1-2020, A Resolution to Adopt Poverty Exemption Income Guidelines and Asset Test:

WHEREAS, the township board is required by Section 7u of the General Property Tax Act, Public Act 206 of 1893 (MCL 211.7u), to adopt guidelines for poverty exemptions; and

WHEREAS, the principal residence of persons, who the Supervisor/Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u);

NOW, THEREFORE, BE IT HEREBY RESOLVED, pursuant to MCL 211.7u, that Wheatfield Township, Ingham County, adopts the following guidelines for the supervisor and board of review to implement.

The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year.

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of and occupy as a homestead the property for which an exemption is requested.
- 2) File a claim with the supervisor or board of review, accompanied by federal and state income tax returns for all persons residing in the homestead.
- 3) Produce a valid drivers' license or other form of identification if requested.
- 4) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if requested.
- 5) Meet the *federal poverty income guidelines as defined and determined annually by the United States Office of Management and Budget OR the current poverty income guidelines adopted by the township board.*
- 6) Meet additional eligibility requirements as determined by the township board, including maximum asset value level amount and asset test policies.

FEDERAL POVERTY INCOME GUIDELINES

The following are the federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. Wheatfield Township has adopted these Income Levels for the basis of granting "Poverty Exemptions." These amounts are adjusted annually.

To be eligible for a poverty exemption in the Township of Wheatfield your gross income may NOT exceed these guidelines.

Size of Family Unit	2020 Poverty Guidelines
1	\$ 12,760
2	\$ 17,240
3	\$ 21,720
4	\$ 26,200
5	\$ 30,680
6	\$ 35,160
7	\$ 39,640

8 \$ 44,120
For each additional person \$ 4,480

MAXIMUM ASSET STANDARDS TO BE ELIGIBLE FOR A POVERTY EXEMPTION

The township of Wheatfield has adopted the following MAXIMUM ASSET STANDARDS for a household to be eligible for a POVERTY EXEMPTION. The below asset levels include value of land in excess of minimum footprint required for home that is divisible based on land division regulations for the zoning district in which the household resides.

1 person	\$ 25,170
2 persons	\$ 31,250
3 persons	\$ 37,230
4 persons	\$ 43,100
5 persons	\$ 49,190
6 persons	\$ 55,160
7 persons	\$ 61,250
8 persons	\$ 67,220
9 persons or more	\$ 72,780

If household assets exceed this amount you are NOT eligible for a POVERTY EXEMPTION

BE IT ALSO RESOLVED that the board of review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the board of review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these are communicated in writing to the claimant.
seconded by Miller.

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

4. Auditor contract.

Motion by Miller to approve the contract for auditor services by Drake Certified Public Accountants, seconded by Allen.

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

5. Accounts payable (for January 2020).

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

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

****Final notes:** Taxes are due on February 14th without penalty or interest.
Presidential Primary is on March 10th, 2020—*Don't forget to Vote!*

Motion to adjourn by Allen, seconded by Henley. All were in favor—motion carried.
Meeting ended at 8:06 pm.

Respectfully submitted,

Denise Kapp, Clerk

Date

**Next board meeting: **Rescheduled to
Tuesday March 17, 2020 at 7:00 pm.**