

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

**Tuesday, July 14, 2020 7:00PM**

(Meeting held in Large Room)

Supervisor Myer called meeting to order at 7:00 PM. Roll call—Henley, Myer, Miller, Kapp and Allen-present.

Guest: Kyle Shumaker, STG Website Development gave a short presentation to the board and a very loose mock-up of what a website homepage might look like. The setup and design that we are considering would be about twenty pages of content. There are three levels of annual service offered by STG, full support at \$600, partial support at \$250 and self-managed at \$175. Mike Kapp, who is assisting in the website effort for the township recommended the middle support agreement, with training from STG. The website takes about one month from the “go order” to implementation. Any meetings can be accomplished via Zoom.

**PUBLIC COMMENT:** Opened at 7:17 PM. No public comment.

Guest Julie Rudd, Williamston Area Senior Center had presented a resolution on behalf of WASC requesting Wheatfield Township to place a millage request on the November 2020 ballot. The same request is being made of The City of Williamston and also the Townships of Williamstown, Leroy and Locke. Julie gave a brief history of the Senior Center and their funding challenges, explaining that every other source of funding has been eliminated except for private donations, and every other avenue of funding has been explored and exhausted. Julie said this millage request was the last effort. If it fails, the center would most likely close within two years. The deadline for getting language on the November ballot is August 11<sup>th</sup>.

Some areas of concern to the board are:

- ~only a few residents of Wheatfield Township utilize the center;
- ~if the millage passes in Wheatfield Township but not in other jurisdictions, our tax collection could, in effect, subsidize those other jurisdictions;
- ~presently the senior center is closed because of the Covid-19 pandemic and there is no reliable timeline as to when they would reopen;
- ~the senior center’s annual budget is currently about \$20,000, but if the millage passes in all five jurisdictions their budget would jump to over \$160,000 annually, which is a significant increase;
- ~what is the business model to manage the center’s operations, including the increase in the budget. To this issue Julie said that a board would be created of members of all participating jurisdictions to oversee the finances and operation of the center. Passing the resolution is not a declaration of support from the board; it only lets the issue be placed on the ballot in November to let the voters decide.

**MINUTES:**

**Motion** by Miller to approve the minutes of the regular meeting of June 11, 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. Summary:

- ✓ Independent Bank General Fund-fund balance equity:----- \$194,083.10
- ✓ Independent Bank Tax Roll Checking balance:----- \$ 1,500.23

**Motion** by Allen to approve the treasurer’s report of June 30, 2020, seconded by Henley. All were in favor—motion carried.

- ✓ Continuing to cover township business during the office closure.
- ✓ Completed a newsletter sent with tax bills.
- ✓ Arranged for residents to pay taxes on-line by credit/debit card, via GovPay.net. Attended a webinar to this end.
- ✓ Arranged for Independent Bank, Williamston branch to accept tax payments for Wheatfield residents, including ALL cash tax payment, as another option for township residents.
- ✓ Received a quote from a highly recommended grave digging service, which, if the board agrees she will accept. The consensus of the board was yes. Their prices will require us to amend the fee schedule. This will be an action item for August.
- ✓ Purchased the Apex software for the assessor, who is beginning to input sketch data.
- ✓ Received three quotes for a glass germ barrier in the office window opening and selected the most economical one. The barrier should be installed within two weeks.
- ✓ The electrical inspection of the generator installation hit a snag and Michigan Electrical Services and the Inspector will have to meet.
- ✓ The July Board of Review is scheduled for July 23<sup>rd</sup>.

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

**PLANNING COMMISSION:** Given by Miller.

- ✓ There have been no meetings since March 19<sup>th</sup>, but there will be a meeting in July.

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

- ✓ This month's meeting was held via Zoom.
- ✓ A paper of talking points about the millage requests has been released by the NIESA Director.
- ✓ A newly hired medic is working out well.
- ✓ There was some discussion about the appointment of the member-at-large position following the NIESA by-laws.

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

**CEMETERY:** Given by Lentz. Violet has been working with Polly Brainerd, a township resident who has expressed interest in the Sexton position. Julia O'Connor offered to assist. Wayne Myer offered to get a list of duties of the cemetery sexton position from MTA.

- ✓ Dennis Cemetery: Sold six lots this month, and possibly one more this week,
- ✓ Cabot Cemetery:
- ✓ Spaulding Cemetery: Closure of cemetery lot sales in Spaulding, recommended by Violet Lentz, is an action item on tonight's agenda.

**SUPERVISOR:** Given by Myer. Summary:

- ✓ This period has been fairly busy, with several zoning inquiries. The inquiries were from both residents as well as from families who want to build in the township,
- ✓ Attended two training workshops, virtually, one about site-plan review and one on zoning administration.
- ✓ Communicated with the Ingham County Roads Department about our budget allocation and expect to receive a road agreement soon.

**CLERK:** Given by Kapp. Summary:

- ✓ Continuing to cover office business by mail, phone, email, etc. during the closure.
- ✓ Contacted hall renters to cancel all rentals.  
Participated as a panelist on a Facebook discussion event for Rep. Kara Hope with three other Ingham County clerks and the secretary of state about Elections in the Covid era.
- ✓ Activity for the period was mostly centered around Elections, especially sending and receiving absentee ballots (a record number of over 350) and figuring out how to hold an in-person Election during a global pandemic. The health and safety of Election inspectors is top priority and we cannot turn away a voter for any reason. Because of this the set-up of the precinct will undergo significant changes. Rosaria and poll worker Bob Crockford are assisting in this effort.
- ✓ \$1,000.00 was allotted to us for purchasing equipment and safety supplies by the Bureau of Elections.
- ✓ The Election Commission met and appointed inspectors and conducted the Public Accuracy Test.
- ✓ Other activity consisted of board meeting preparation, voter registration, shopping for office and hall supplies, etc.
- ✓ June 2020 was the end of our fiscal year, so monthly, quarterly and annual reports were filed.
- ✓ We'll need to schedule our audit soon.

**SHERIFF:** Submitted in writing by Deputy Rick Hoeksema.

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

**\*\*\*\*\*DISCUSSION ITEMS\*\*\*\*\***

1. *WASC Resolution for the November ballot.* See the discussion above.
2. *Reappointment-ZBA, 3-year term, Ann Clery.* Denny contacted Ann who said she would be pleased to continue as a member of the ZBA. This is an action item for tonight.
3. *MMTA Basic Institute Training for Holly.* To be eligible for a scholarship Holly needs either a letter from the township supervisor or the minutes of a board meeting stating that funds are not available to cover it. Holly prepared a letter for Wayne Myer to sign. The township would cover the cost of hotels and food. Training has already been postponed because of the pandemic, so it is uncertain at this time if it will even take place.
4. *Spaulding Cemetery continued sales.* The recommendation by cemetery sexton Violet Lentz is to halt the sales of lots in this cemetery due to poor records. We really cannot be certain that the lots we are selling are truly vacant. Move to action.
5. *Reopening update.* The office will remain closed at least through the August meeting. Business can be handled by phone, email, regular mail and appointment until then. This has been working well so far.

**\*\*\*\*\*ACTION ITEMS\*\*\*\*\***

1. WACS Resolution #2-2020

**Motion** by Henley to allow Resolution 2-2020, Proposal for Senior Center Millage, to be placed on the ballot in Wheatfield Township in November 2020, seconded by Allen.

*Roll call vote: Myer and Miller-no. Henley, Allen, and Kapp-yes. Motion carried.*

2. Reappointment to the ZBZ for a three-year term.

**Motion** by Kapp to reappoint Ann Clery to the Zoning Board of Appeals for a three-year term, seconded by Allen.

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

3. Spaulding Cemetery lot sales.

**Motion** by Kapp to halt all sales of cemetery lots in Spaulding Cemetery, effective immediately, seconded by Henley.

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

4. Accounts payable (June 2020 bills).

**Motion** by Allen to pay the June 2020 bills, seconded by Myer.

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

**Motion** to adjourn by Henley, seconded by Allen. All were in favor—motion carried.  
Meeting ended at 9:20 PM.

Respectfully submitted,

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Denise Kapp, Clerk

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Date

**Next board meeting:**  
**Tuesday August 11, 2020 at 7:00 pm.**