

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

Tuesday, June 9, 2020 7:00PM

(Meeting held in Large Room)

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

Guest: Nate Ross, candidate for the 67th state house district, introduced himself and explained his platform as a candidate.

PUBLIC COMMENT: Opened at 7:04 PM. Rosaria Hoeffner expressed her thanks to the board for the support during the hall closure period. Public comment closed at 7:05 PM.

BUDGET PUBLIC HEARING
Proposed 2020-2021 Budget

The public hearing opened at 7:05 pm.

- ❖ Copies of the proposed budget and fee schedule were available for those in attendance.
- ❖ Public comment: None.

The public hearing closed at 7:05 pm.

MINUTES:

Motion by Allen to approve the minutes of the regular meeting of March 17, 2020, April 14, 2020 and May 12, 2020, seconded by Henley. All were in favor—motion carried.

(Approval of minutes was delayed due to meetings conducting essential business only during the Stay at Home Order).

*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:----- \$212,358.38
- ✓ Independent Bank Tax Roll Checking balance:----- \$ 1,500.22

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

- ✓ Continuing to cover township business during the office closure.
- ✓ Closed the 2019 tax season. Expecting a little over \$2,000 in delinquent taxes from the county.
- ✓ Beginning on 2020 taxes.
- ✓ Working on some options of ways for taxpayers to pay taxes by credit card, online, and at the local branch of Independent Bank. *We will no longer take cash at the township.*
- ✓ The MMTA’s Basic Institute Training was rescheduled to December. Holly would like to attend—this is a three-year certification program.
- ✓ Secured a mowing service for the cemeteries.
- ✓ Holly will be in the office along with Rachel on Thursdays during the regular time, but the office will still be closed

until the Stay at Home order is lifted.

- ✓ Henderson Glass will be giving us an estimate for a partition in the opening of the office window.

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

PLANNING COMMISSION: Given by Miller.

- ✓ There have been no meetings since March 19th.

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

- ✓ There have been no meetings for the last 2 months, but a Zoom meeting is scheduled for June 11th. The main topics are the two ballot proposals in August, Operating and Buildings and Equipment.

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

CEMETERY: Given by Lentz. Mowing was done in all three cemeteries by Memorial Day. We are still looking for a grave digger.

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

SUPERVISOR: Given by Myer. Summary:

- ✓ This period has been as busy as usual in spite of the office closure. Several home building related inquiries, which is a good sign given the circumstances over the last several months. Also, there were several enforcement related issues regarding travel trailer occupancy that were due to COVID related circumstances. There was some correspondence with the Ingham County Road Department which Wayne will send to board members.

CLERK: Given by Kapp. Summary:

- ✓ This month was a continuation of the last two with the office closed to the public but still taking care of business by mail, phone, email, etc.
- ✓ There is a lot of preparation and planning going in to the two Elections that are taking place this year. Absentee ballot applications were sent to ALL registered voters in the township, and voting by mail is highly encouraged for the two Elections this year, due to the COVID-19 situation. The health and safety of voters and Election inspectors is top priority. Election related activity will continue for the rest of the year.
- ✓ Other activity consisted of budget preparation, board meeting preparation, voter registration, federal and state reporting, shopping for office and hall supplies, etc.

SHERIFF: Submitted in writing by Deputy Cheryl Huhn.

- ✓ Cheryl presented a \$50.00 gift card to Kathleen McCann, 1845 Burkley Rd. Kathleen's husband passed away and the family has been struggling with that along with the COVID-19 situation.

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

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

1. *Budget documents.* A proposed budget, the salary resolutions and the compensation and fee schedule were given to board members prior to the meeting. Except for a couple of large one-time items from last year, this year's budget is very similar to last year's. Revenue sharing is predicted to be down by as much as 50% due to the COVID crisis. The assessing maintenance line is up by \$30.00 per month. Agreed to by board consensus to purchase the Apex software for sketches for the assessing department. Holly will talk to Heidi about inputting the data during some of the down time while we are closed. Other items of note--this is an audit year, the board generally thinks we should include funding for a road project and compensation for personnel will remain the same as last year, except for the assessor. Holly requested that the board consider a flat fee in the compensation and fee schedule for requests for tax and assessing data bases, in the amount of \$75 - \$100. The question is whether or not these requests fall under the Freedom of Information Act (FOIA) and our policy. Wayne will check with MTA and Tom Hitch to see if we can legally levy a charge for this. We may have to amend the fee portion of the compensation and fee schedule in the future to accommodate higher costs of grave digging, hall rental, etc.

2. *Office reopening.* With the Stay at Home order still in effect, we will continue to operate as we have been since the end of March. USPS, our drop box, phone messages and email have been effective in continuing to conduct township business. A sign that indicates the drop box would be very helpful. When we do reopen, we will have to consider best practices such as wearing masks, washing hands, standing at least six feet apart, etc.

3. *Hall rentals and pavilion use.* There have been some requests by township residents to rent the pavilion. Our practice of first come, first served will continue. No reservations or monitoring by us, and no facilities at the pavilion, but folks can utilize it. Existing reservations of inside hall rentals will be canceled, and no new reservations will be taken at least through

the end of November. We can reevaluate the situation then. Denny will call renters to inform them of cancelations. We will refund the full amount to renters.

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

1. 2020-2021 Compensation and Fee Schedule for Township Personnel and Services.

Motion by Kapp to approve the 2020-2021 Compensation and Fee Schedule for Township Personnel and Services, with the Assessor raised by \$360 to \$19,800, seconded by Henley.

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

2. 2020-2021 Salary Resolutions for Supervisor, Clerk, Treasurer and Trustees.

Motion by Henley to approve the 2020-2021 Salary Resolutions for Supervisor, Clerk, Treasurer and Trustees as presented, seconded by Allen.

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

3. 2020-2021 Budget.

Motion by Allen to approve the 2020-2021 Budget as proposed, seconded by Miller.

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

4. Accounts payable (May 2020 bills).

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

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

Motion to adjourn by Kapp, seconded by Henley. All were in favor—motion carried.
Meeting ended at 8:45 PM.

Respectfully submitted,

Denise Kapp, Clerk

Date

Next board meeting:
Tuesday July 14, 2020 at 7:00 pm.