

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

Tuesday March 17, 2020 7:00PM

Rescheduled from March 10, 2020 due to the Election

(Meeting held in Large Room)

Supervisor Myer called the meeting to order at 7:00 PM. Roll call—Miller, Myer, Henley, Allen and Kapp—present. Changes or corrections to the agenda: one item was added under discussion.

PUBLIC COMMENT: None.

APPROVAL OF MINUTES:

Motion by Henley to approve the minutes of the regular meeting of February 11, 2020, seconded by Allen. All were in favor—motion carried.

Motion by Miller to approve the minutes of the special meeting of February 20, 2020 [generator], seconded by Henley. 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:----- \$ 190,994.56

✓ Independent Bank Tax Roll Checking balance:----- \$ 660,488.74

✓ Holly said it has been a very busy month. She finished tax collection but the county is closed due to the Covid-19 situation.

✓ The generator installation is scheduled for this Friday, March 20th at 9:30 AM. Holly said we would need a check to be ready at installation for \$10,796. This should be added to the list of bills for approval tonight.

✓ Holly plans to open a short-term CD with the best rates she can find.

Motion by Henley to approve the treasurer's report of February 29, 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.

✓ There was no February meeting, but they will be meeting this month, on the 19th.

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

✓ Don handed out NIESA's protocol regarding the Covid-19 pandemic. First responders are in a higher risk category.

✓ There have been a few policy changes recently, one related to eligible repair shops for NIESA equipment and one regarding the assistant chief position. At the last meeting Director Yanz stated the position had been filled.

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

CEMETERY: Given by Lentz.

We need a new lawn service for cemetery mowing; one bid has been submitted, and we also need a new grave digger. These two items are under discussion tonight. Violet said the records for Spaulding Cemetery are so bad that we should consider closing it to new sales, except possibly for cremation burials. We will honor all lot sales to date. Violet suggested we might consider mowing Spaulding one time per month rather than two. We will put Cemeteries on next month's agenda.

✓ Dennis Cemetery:

✓ Cabot Cemetery:

✓ Spaulding Cemetery: There was a burial on March 13th.

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

- ✓ There were many zoning inquiries and enforcement issues this month, as well as two land division related issues.
- ✓ Working with Williamstown Township and the State of Michigan the CENSUS 2020 boundary map was corrected and updated.
- ✓ The March Board of Review met. This will be included in next month's report.
- ✓ *Copies of the supervisor's report are available at the township office.

CLERK: Given by Kapp and submitted in writing. Summary:

- ✓ Most of the activity centered around preparation for the Presidential Primary Election on March 10th. Election Day went well thanks to a dedicated group of election inspectors. Post-Election activities were completed.
- ✓ There was some general office activity miscellaneous errands as well.
- ✓ Two attachments are Election results for Wheatfield and a letter from ICHD stating a hold on the 10- or 20-year septic inspection program for now. Point of sale program will remain in place.
- ✓ The monthly Year-to-date report included, too.

*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. *Williamston Area Senior Center*: This item is from last month's meeting when the WASC approached the board asking for support to put a millage request on the November 2020 ballot. Julie Rudd stopped in the office shortly after the last board meeting and said she was available if we had any questions. Denny asked her to find out how many Wheatfield Township residents use the senior center. Holly talked to MTA who said that WASC would have to create an authority themselves to put a millage request on a ballot. Alternately, each jurisdiction could draft language and put a millage request on the ballot for them and then that revenue would be dedicated to them. General consensus of the board was not to undertake this option. Denny volunteered to contact Julie with this information.
2. *Web-site service*: This item is from last month's meeting. There are three proposals from which to choose. STG—at \$1,610 for creation and \$409/year maintenance, IT Right—at \$4,500 for creation and \$500/year for maintenance, and Revize—at \$2,375 for creation and \$2,375/year for maintenance. Moving forward we agreed to pick a website service tonight. Holly said that there is a lot more to the website especially as it relates to our assessing activity. There is a legal requirement for websites to contain certain assessing information, however we don't know for certain if this requirement pertains to us. We received a proposal from HSC Services for the Apex software program (approx. \$360), the annual maintenance fee (approx. \$235/yr.), and the cost inputting the data into the program, including sketches (approx. \$3,630). We budgeted for the first two items but not for the last one. The first thing is to determine if we must have the program. Other questions were what information do we want on a website, i.e. BS & A tax and assessing data, the possible capability of paying property taxes without cost to the township, if we start out small will it cost a lot to add more information later, and should we just go all in if we're going to do it at all? Some of the answers may be obtained from the web-site companies since they do web-site development for other townships. This is an action item for tonight.
3. *Need new service providers for cemetery mowing, grave digging, and hall custodian*: Violet obtained one quote for mowing the cemeteries from Drury Landscaping. They are more expensive than our former service. Don volunteered to check for other lawn services and Holly said she would have Rachel call around for lawn services and grave diggers on Thursday. As for a hall custodian and manager, there is a newsletter that circulates in the Dansville area that we could advertise in for free.
4. *Hall rentals*: The resident who reserved the hall for a church group had canceled for the rest of the year, however, due to COVID-19, their new venue has closed and now they are asking if they can come back here. With our inability to completely sanitize and disinfect the hall, the board thought it best to take no new rentals at least until the next board meeting, April 14th. We will reassess the situation at that time. Move this item to action.

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

1. Web-site service.

Motion by Henley to select STG to assist with the set-up and design of a website for Wheatfield Township, seconded by Allen.

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

2. Short-term hall rental policy.

Motion by Allen to close the hall to new rentals from March 17th through April 14th due to COVID-19 protocols, at which time we will reassess the situation, seconded by Henley.

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

3. Accounts payable (for February 2020).

Motion by Allen to pay the February 2020 bills with the addition of a check to Michigan Electric Services, LLC for \$10,796 (generator installation), seconded by Henley.

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

Motion to adjourn by Allen, seconded by Henley. All were in favor—motion carried.

Meeting ended at 8:53 pm.

Respectfully submitted,

Denise Kapp, Clerk

Date

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