

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

Tuesday October 13, 2020 7:00PM
(Meeting held in Large Room)

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

Pledge of Allegiance. This will be a permanent agenda item from now on.

PUBLIC COMMENT: Opened at 7:01PM. Violet Lentz said nice to have Don Henley back. Holly Miller and the board expressed happy birthday wishes to Denny Kapp. Closed at 7:02PM.

MINUTES:

Motion by Miller to approve the minutes of the regular meeting of September 8, 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:----- \$205,994.31
- ✓ Independent Bank Tax Roll Checking balance:----- \$643,862.25

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

- ✓ Summer tax collection is over and winter tax preparations are underway.
- ✓ The audit was conducted on September 17th and 18th. Karl Drake will come to a board meeting to present the findings.

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

PLANNING COMMISSION: Given by Miller.

- ✓ The September meeting covered potential zoning ordinance amendments aimed at correcting a building height requirement and considering modifications to shooting ranges and some setbacks. There is a meeting scheduled for October 15th and everyone is invited.

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

- ✓ Two meetings have taken place since our last board meeting. One was via Zoom and the other was in person.
- ✓ They had their budget discussions, a public hearing and passed the budget.
- ✓ There are some personnel issues regarding on-call folks.
- ✓ They are looking for someone to help upgrade their website.
- ✓ Dave Hadrill completed their audit. He announced that next year will be his last year doing NIESA's audit.
- ✓ There have been some CARES grant awards to NIESA.
- ✓ Mike Yanz will be at our November meeting to discuss the fire code ordinance issues and to answer any questions that we have about it.

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

CEMETERY: Given by Lentz. Her duties as sexton will continue through the end of this year. *Thank You for your service Violet!* The board will need to appoint a new sexton before then. Polly Brainerd is interested in the position and will come to the December board meeting.

- ✓ Dennis Cemetery: Polly and Julia staked out a gravesite under Violet's supervision.

- ✓ Cabot Cemetery: There are no lots available.
- ✓ Spaulding Cemetery: There are no lots available.

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

SUPERVISOR: Given by Myer and submitted in writing:

- ✓ There continues to be quite a lot of activity despite the slowdown due to Covid. The majority are zoning inquiries, from landowners and potential landowners regarding uses in their districts, permits required for construction, site development standards, special land use permits, land divisions, and alternative energy.
- ✓ One ongoing enforcement issue regarding the placement of solar panels too close to the road is working toward resolution.

*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. One item under Dept. 248, Office is over budget (Back-up service) but the Dept. total is well under budget, so an amendment is not needed at this time.
- ✓ There is plenty of Election related activity going on, including absentee voting (almost 600 ballots issued as of today), early "in-person" voting (set up in the hallway), spoiled/reissued ballots, voter registration, signature updating, preparation for and conduct of the public accuracy testing and updating the electronic poll book laptop for current windows and security updates. I am in every weekday and once on the weekends to respond to absentee and other requests.
- ✓ We had service calls and/or maintenance done on our furnace, our phone, our copier and the pressure check by Swan Fuel on the propane line following the generator installation. They also replaced two old regulators on our tank.
- ✓ We had the audit on the 17th and 18th of September. Karl Drake will be filing the F-65 this year.
- ✓ All old township records and Election materials have been purged and destroyed according to the General Retention Schedule.

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

SHERIFF: Submitted in writing by Deputy Cheryl Huhn.

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

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

1. *Relocation of a monument for Ream in Dennis Cemetery.* The issue is that several years ago this monument was misplaced at the foot of a grave instead of the head. Township records do not indicate how this happened, but the monument is encroaching over the actual gravesite and would have to be moved prior to opening the grave in the event of a death. The original monument company is no longer in business, however, Great Lakes Monument from Perry, Michigan can move it to the correct place at a cost to the township of \$200.00. Move to action.

2. *Office reopening update.* Two documents from the Ingham County Health Department and one from MTA were passed out to board members stating the conditions under which businesses can reopen. One covers the office protocols, one covers public gatherings and the last one addresses public meetings. We have been successful in taking care of township business by utilizing our drop box, responding to emails, regular mail and phone messages thus far. We will largely continue to operate this way, with exceptions being made to accommodate early/in-person voting on Tuesdays and by appointment throughout the month of October. As always, we will prioritize the best safety practices in serving our residents while staying safe ourselves. Of course, the hall will be open for the Election on November 3rd.

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

1. Relocation of Ream monument in Dennis Cemetery

Motion by Kapp to approve the relocation of the Ream monument in Dennis Cemetery from the foot of the gravesite to the head, by Great Lakes Monument Company of Perry, MI, for the cost of \$200.00, seconded by Myer.

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

*Violet will make arrangements to have this done.

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

Motion by Allen to pay the September 2020 bills, seconded by Henley. *Note; DTE hall electric bill arrived today for \$100.65.

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

Final Notes: There are four-five possible guests for our November meeting. We must be mindful of being able to physically distance according to the Dept. of Health guidelines. Everyone thought this could be done safely.

Motion to adjourn by Henley, seconded by Kapp. All were in favor—motion carried.
Meeting ended at 8:19 PM.

Respectfully submitted,

Denise Kapp, Clerk

Date

Next board meeting:
Tuesday November 10, 2020 at 7:00 pm.