

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

Tuesday August 10, 2021 7:00PM
(Meeting held in the community room)

Supervisor Myer called meeting to order at 7:00PM. Supervisor Myer asked for a moment of silence in memory of Patrick S. O'Brien.

Roll call—Allen, Henley, Miller, Myer and Kapp-present.

Pledge of Allegiance.

Supervisor Myer made an opening statement regarding the history and current status of the wind energy issue in the township. He stated the purpose of this business meeting of the Wheatfield Township Board of Trustees, and he stated the purpose and rules for public comment.

PUBLIC COMMENT: Supervisor Myer opened public comment at 7:04 pm with the following reminder that at this time in the meeting citizens have the opportunity to address the board regarding any item(s) of interest. It is the practice of the board not to dialogue with the public during the meeting, however questions or concerns at this time may be assigned for follow-up by the board at a later date. Comments are limited to 3 minutes and should be addressed to the moderator. There were several comments related to the wind energy issue, and some comments of condolences to the O'Brien family. Public comment closed at 8:10 pm.

MINUTES:

Motion by Henley to approve the minutes of the regular meeting of June 8, 2021, seconded by Miller.
Roll Call vote: Allen, Henley, Kapp, Miller and Myer-yes. Motion carried.

Motion by Henley to approve the minutes of the regular meeting of July 13, 2021, seconded by Allen.
Roll Call vote: Allen, Henley, Kapp, Miller and Myer-yes. Motion carried.

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

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

TREASURER'S REPORT: Given by Miller. Summary as of July 31, 2021:

- ✓ Independent Bank General Fund-fund balance equity:----- \$157,152.30
- ✓ Independent Bank Certificate of Deposit:----- \$100,000.00
- ✓ Independent Bank Tax Roll Checking balance:----- \$ 116,959.70

Motion by Kapp to approve the treasurer's reports of June 30 and July 31, 2021, seconded by Henley.

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

Motion by

- ✓ Summer tax collection season has begun,
- ✓ Holly spent lots of time learning about the America Rescue Plan Act (ARPA) funds and has opened a separate account for receiving the money. The application deadline was July 27th. The money will be released in two tranches or installments, one this October and the other sometime next year. Uses for the money are limited but some possibilities for us are improving broadband connectivity and possibly to emergency services.
- ✓ Three delinquent personal property tax accounts have been turned over to the attorney.

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

PLANNING COMMISSION: Given by Kapp.

- ✓ There was no meeting in July.

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

- ✓ The starting wages for EMT's and paramedics were increased.
- ✓ Training and education are ongoing.
- ✓ There was a major fire in at a metal processing facility in Williamston.
- ✓ *A copy of NIESA's minutes is available at the township office.

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

- ✓ The month was fairly active, including two permits issued, two land divisions approved and two enforcement issues addressed.

*A copy of the supervisor's report is available at the township office.

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

- ✓ Activities included learning about and applying for the ARPA funds, filing monthly, quarterly and annual reports, contracting for the parking lot resurfacing, quote attached, preparing the Federal Procurement Conflict of Interest Policy, and preparing the budget amendment that's on tonight's agenda.

*The year-to-date report is attached to the report.

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

SHERIFF: Given by Sgt. Slack, newly assigned liaison to Wheatfield Township.

- ✓ In general activity was light. There were some crashes on the highway and some on local roads, there was some suspicious activity on Linn Road and there was one welfare check on Waldo Road.

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

WASC. Given by Allen.

John submitted a copy of the Williamston Area Senior Center budget for June 1, 2021-May 31, 2022 fiscal year. He Also submitted their financial report for July and reported on the general activity of the group.

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

1. **Budget amendment for WASC for the 2020-2021 fiscal year.** This amendment is to correct the method of collecting the extra-voted millage for the Williamston Area Senior Center in last fiscal year's budget. It is an action item for tonight.

2. **American Rescue Plan Act (ARPA) funds.** Under the definitions of the ARPA, Wheatfield Township is an NEU, or a Nonentitlement unit. These are generally local units of government with populations of less than 50,000. All units are being strongly encouraged to apply for the ARPA funds. The due date for applying was July 27, 2021, with no extension for applying. There were three documents that needed to be completed and included in the application. In order to apply we had to gain access to the State Department of Treasury's ELITE system; to receive the funds we had to establish an account with the State's SIGMA system, and to complete the reporting for the use of the funds we must open a Systems for Award Management or a SAM.gov account. Plus, we must have a DUNS number. In addition, we must adopt The Federal Procurement Conflict of Interest Policy, which is on tonight's agenda.

The allocation of funds for Wheatfield Township is \$173,000+. The uses for the funds are limited, especially for small jurisdictions with few services, but if we do not use it, we can return it at the end of the period (sometime in 2026) and keep the accrued interest. Two potential uses for us are to increase broadband connectivity throughout the township, possibly in partnership with the County, and for emergency services. Due to the restrictions and to assist with the accounting, Holly has opened a separate checking account at Independent Bank. The money will be released in two installments, one sometime yet this year and the other early next year. The PowerPoint handout from Holly helps to explain the Act in greater detail.

3. **Federal Procurement Conflict of Interest Policy.** This policy must be adopted by the local unit of government to be eligible to receive funds through the American Rescue Plan Act. Under Section II. **Policy, B. Gifts**, a nominal value must be established to cover things like promotional items at conferences or meals. We will research what is a reasonable amount to include in this policy. This will be an action item for September.

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

1. **Williamston Area Senior Center (WASC) budget amendment for the 2020-2021 fiscal year.**

Motion by Kapp to approve the budget amendment below, seconded by Allen.

Budget amendment for the 2020-2021budget.

- | | | | |
|----|------------------------------------------------|--------------------|-------------------|
| 1. | Williamston Area Senior Center | | |
| | 101-000-402.001 Williamston Area Senior center | \$20,209.84 Credit | |
| | 101-757-807.000 Williamston Area Senior center | | \$20,209.87 Debit |

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

2. Payroll and Accounts payable (July 2021 payroll and expenses). Reports attached.

Motion Allen to pay the July 2021 Accounts Payable (payroll and expenses), seconded by Henley.

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

*Payroll and list of expenses attached.

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

Meeting ended at 8:49 PM.

Respectfully submitted,

Denise Kapp, Clerk

Date

Next board meeting:
Tuesday September 14, 2021 at 7:00 pm.