

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

Tuesday February 8, 2022 7:00PM
(Meeting held in the community room)

Supervisor Myer called meeting to order at 7:01PM.

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

Pledge of Allegiance.

PUBLIC COMMENT: Opened at 7:02 pm. One person spoke at public comment. Topics included the Ingham County Broadband Taskforce, and appreciation of township officials. Public comment closed at 7:04 pm.

MINUTES:

Motion by Allen to approve the minutes of the regular meeting of January 18, 2022, 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. Summary as of January 31, 2022:

- ✓ Independent Bank General Fund-fund balance equity:----- \$ 210,828.06
- ✓ Independent Bank Certificate of Deposit:----- \$ 100,000.00
- ✓ Independent Bank ARPA:----- \$ 87,307.75
- ✓ Independent Bank Tax Roll Checking balance:----- \$ 438,094.44
- ✓ Cemetery Certificate of Deposit:----- \$ 8,200.00
- ✓ Tax season is nearing the end. Holly attended two seminars regarding the use of ARPA funds.

Motion by Henley to approve the treasurer’s report of January 31, 2022, seconded by Allen.

All were in favor. Motion carried.

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

PLANNING COMMISSION: No report due to no meeting. Next meeting is February 17th at 7PM.

✓

N.I.E.S.A.: No report due to no meeting since the last board meeting.

- ✓ *A copy of NIESA’s minutes is available at the township office.

SUPERVISOR: Given by Myer and submitted in writing.

- ✓ Summary: There were five inquiries regarding zoning regulations by individuals interested in property within the township. They were mostly concerning site development requirements for the establishment of a primary residence and a couple about the keeping of animals in various districts. The special land use permit application from Ingham County Sheriff’s Department for the shooting range was reviewed by our planner. He provided feedback indicating that the application is incomplete and specific items that needed to be addressed prior to submittal to the planning commission.

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

CLERK: Given by Kapp and submitted in writing.

- ✓ Summary, worked on year-end reports, new office chairs, hall rental, HVAC equipment installation, and ARPA funds, including uses and reporting requirements.

*The year-to-date report is attached

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

SHERIFF: No report.

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

WASC: Given by Allen.

✓ Summary, written reports submitted, the business meeting was earlier today, they are busy planning various programs.

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

1. Budget amendment. Following last month's meeting new information was received regarding the necessary budget amendment to pay for the HVAC equipment. Last month's vote needs to be voided. Move to action.

2. New office chairs. Research by Denny-four new office chairs at the desk stations, of sturdy, high quality and ergonomic design is an option. The Hayworth Zody chair at \$650 is a good option. Eight conference style chairs to fill out the rest of our needs and be less expensive is a good option. DBI has both chairs in stock. Move to action.

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

1. Budget action item # 2 from January 18, 2022.

Motion by Myer to void the vote on the budget amendment, action item #2 on January 18, 2022, seconded by Miller.

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

2. Budget amendment for HVAC replacement purchase.

Motion by Kapp to approve the budget amendment to add \$25,525.00 to account # 101-898-875.001 Capital Outlay-Building, and to utilize ARPA funds (101-000-528-000) to pay for this purchase, seconded by Allen.

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

3. Purchase new office chairs.

Motion by Allen to authorize the purchase of twelve new office chairs from DBI, Inc., utilizing ARPA funds to pay for the purchase, in the amount not to exceed \$4,000.00, seconded by Henley.

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

**Denny will order the chairs and schedule delivery.*

4. Payroll and Accounts payable (January 2022 payroll and expenses). Reports attached.

Motion by Kapp to pay the January 2022 Accounts Payable (payroll and expenses) and to include the HVAC purchase of \$25,525.00 using ARPA funds, seconded by Allen.

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

**Payroll and list of expenses attached.*

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

Meeting ended at 7:38 PM.

Respectfully submitted,

Denise Kapp, Clerk

Date

Next board meeting:
Tuesday March 8, 2022 at 7:00 pm.