

MINUTES OF THE REGULAR MEETING
OF THE WHEATFIELD TOWNSHIP
BOARD OF TRUSTEES
INGHAM COUNTY, MICHIGAN
www.wheatfieldtwpmi.gov

Tuesday July 11, 2023 7:00PM
(The meeting was held in the community room)

Supervisor Myer called meeting to order at 7:00PM.

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

Pledge of Allegiance.

Public Comment: Opened at 7:01 PM. One person spoke, regarding the wind energy systems draft amendment. Closed at 7:01 PM.

MINUTES:

Motion by Henley to approve the minutes of the regular meeting of June 13, 2023, 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 as of June 30, 2023:

- ✓ Independent Bank General Fund-fund balance equity:----- \$184,270.52
- ✓ Independent Bank Certificate of Deposit:----- \$100,000.00
- ✓ Consumers CU Certificate of Deposit:----- \$100,000.00
- ✓ Consumers CU Certificate of Deposit:----- \$100,000.00
- ✓ Independent Bank Tax Roll Checking balance:----- \$ 2,020.98
- ✓ Cemetery Certificate of Deposit:----- \$ 7,200.00

Motion by Henley to approve the treasurer’s report of June 30, 2023, seconded by Allen.

All were in favor. Motion carried.

- ✓ Summer taxes have been sent out, and are currently being collected.
- ✓ July Board of Review is July 18th, at 1:30 PM.

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

PLANNING COMMISSION: Given by Kapp.

- ✓ The planning commission met on June 15th and held a public hearing to receive public input on some technical amendments to the zoning ordinance. The amendments were recommended for approval by the planning commission, unanimous vote, and are on tonight’s agenda, discussion #1.
- ✓ **A correction of the table of contents is being made as well. An amendment is not needed, but a record of the correction is recommended.**
- ✓ The planning commission performed a site plan review for a residential small solar energy system. The site plan was approved.

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

- ✓ The July meeting is Thursday, July 13th. There have been some calls to the freeway recently.
- ✓ *A copy of NIESA’s minutes is available at the township office.

SUPERVISOR: Given by Myer.

- ✓ Summary: This was a slow month.
- ✓ One meeting with future residents explaining why it is not permitted to build a barn prior to building their residence.
- ✓ Zoning approval was granted following the planning commission’s site plan review for a small solar energy system.
- ✓ One meeting was held with a resident about a possible land division.

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

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

- ✓ Hall & Grounds: Worked with our lawn care service and a local glass company to replace the broken glass in the front door. Meeting with other construction representatives to get more estimates for the pavilion roof replacement. Several rentals in June, usually one of the busiest months.
- ✓ Elections: Checked out drop boxes for absentee ballots, which are mandatory now. Researched and ordered one for us. Attended a meeting to begin implementation of many changes enacted with the passage of Prop 22-2. I’m researching partnering with another township for the mandatory 9 days of early voting, to save significant costs.

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

WASC: Given by Allen.

- ✓ The picnic is going to be at our pavilion on July 18th.

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

1. **Zoning Ordinance amendment 2023-2.** This amendment aligns road frontage in Table 3-4 to be the same in A-1 and A-2, for 5-acre parcels. It also adds a provision for a Professional Review and Fee for anyone requesting an optional preapplication conference, as well as the actual Review Procedures for the conference itself. Approval of this amendment to the zoning ordinance is recommended to the board by the planning commission. Move to an action item for tonight.

2. **Poverty Exemption Resolution 2022-3 Amendment.** Assessor Heidi Roenicke noted some minor corrections to this resolution. She is requesting the corrections prior to the AMAR review. They are to align the correct dates as well as amend the Partial Poverty Exemption section with language provided. Move to an action item for tonight.

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

1. **Zoning Ordinance Amendment 2023-2.**

Motion by Miller to approve Ordinance No. 2023-2 as presented,

ORDINANCE NO. 2023-2

Wheatfield Township, Ingham County, Michigan

An Ordinance to amend Ordinance No. 001-2018, as amended, commonly referred to as the 2018 Wheatfield Township Zoning Ordinance, to correct, add, and revise certain sections of said ordinance pertaining to Minimum Lot Width and Site Plan Approval Review Procedures.

SECTION 1

The Wheatfield Township 2018 Zoning Ordinance is amended by changing Table 3-4 of Article 3, Site Development Requirements, to increase the Minimum Lot Width of 5.0 acre parcels in the A-1 Zoning District from 165 ft. to 250 ft. to reads as follows:

Zoning District	Minimum Lot Area	Minimum Lot Width And Frontage	Maximum Structure Heights	Maximum Lot Coverage	Minimum Yard Setback
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			Principal / Accessory		Front	Side (each)	Rear
A-1 Agricultural	40 acres ² See Section 3.7(A)	Lots of less than 5.0 acres: 165 ft. ³ Lots of 5.0 acres or more: 250 ft. ³	35 ft. ⁴ / 35 ft.	25%	100 ft. ⁵	25 ft. ⁶	25 ft.

SECTION 2

The Wheatfield Township 2018 Zoning Ordinance is amended by replacing subsection B. of Section 2.8, Application Fees, with the following:

B. Professional Review and Fee: For any application for a Preapplication Conference, Zoning Permit, variance, or other approval under this Ordinance, the Township Board or the reviewing body may also require the payment of a professional review fee when professional assistance is desired before a decision is made, due to the character or complexity of the proposal or concern over the potential impacts of the project. The applicant is entitled to a refund of any unused professional review fee and if actual professional review costs exceed the amount of the fee, the applicant shall pay the balance due prior to final action on such application. No professional review shall be required for a zoning permit application for a single-family or two-family dwelling.

SECTION 3

The Wheatfield Township 2018 Zoning Ordinance is amended by adding a new Section 14.3(A) to read as follows and re-lettering the remaining subsections:

Section 14.3 Review Procedures

A. Optional Preapplication Conference: Prior to the submission of a site plan, a potential applicant may request to meet with township officials together with such consultants, local officials, and staff as the township deems appropriate. The purpose of the conference shall be to inform township officials of the general theme for a proposed development and to provide the potential applicant with information regarding land development policies, procedures, standards, and requirements of the township pertaining to the proposal. At a preapplication conference, the applicant may present a general sketch plan that provides an overview of the proposed project. Comments offered in the course of the conference shall not be legally binding nor be interpreted as assuring any specific action on any subsequent submittal to the township.

SECTION 4

The remaining provisions of Ordinance No. 001-2018, and all amendments thereto, are hereby ratified and reaffirmed.

SECTION 5

In the event that any provision of this amending ordinance is held to be unconstitutional or void for any reason by a court of competent jurisdiction, that provision shall be struck from the amendment and severed, and the remaining provisions shall be enforced according to their terms and provisions.

SECTION 6

This amendment ordinance shall be effective eight (8) days after adoption and publication as provided by law.

seconded by Allen.

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

2. Poverty Exemption Resolution 2022-3 Amendment.

Motion by Henley to approve the Poverty Exemption Resolution 2022-3 amendments, as presented,

WHEATFIELD TOWNSHIP BOARD OF TRUSTEES
RESOLUTION 2022-3
A RESOLUTION OF GUIDELINES FOR APPLICANTS REQUESTING
CONSIDERATION FOR POVERTY EXEMPTION

At a regular meeting of the Township Board of Trustees of Wheatfield Township, Ingham County, Michigan, on Tuesday December 13, 2022 at 7 PM, Eastern Standard time.

PRESENT:

ABSENT:

The following resolution was offered by _____ and supported by _____.

BY LAW ALL BOARD OF REVIEW MEETINGS AND THE INFORMATION DISCUSSED ARE OPEN TO THE PUBLIC. DOCUMENTATION SUBMITTED TO THE BOARD OF REVIEW OR THE ASSESSOR IS SUBJECT TO THE RULES PRESCRIBED IN THE FREEDOM OF INFORMATION ACT AND REQUESTS FOR INFORMATION MAY BE RELEASED TO THE PUBLIC.

POVERTY EXEMPTION GUIDELINES FOR 2023
(UNDER mcl 211.7u – NEW REQUIREMENTS)
USING 2022 INCOME STANDARDS FOR 2023

NEW POVERTY EXEMPTION REQUIREMENTS EFFECTIVE 1994

PA 390 of 1994 states that the poverty exemption shall not be granted to property owned by a corporation.

Starting 1995, PA 390 of 1994 states that the governing body of the local assessing unit shall determine the policies and guidelines that the local assessing unit will use when deciding whether to grant poverty exemptions.

PA 390 requires that the poverty exemption guidelines include the asset levels of the entire household. The determination of the amount of asset levels is left to the local governing body. Local governing bodies are required by the Act to set income and asset levels for their poverty exemption guidelines.

In order to qualify for the poverty exemption, the claimant must meet all of the tests set by the local governing body.

PA 390 requires that local assessing units make available their policies and guidelines for the granting of poverty exemptions. The Board of Review shall follow the policies and guidelines of the local assessing unit when granting or denying a poverty exemption. The same standards shall apply to each claimant in the unit for the assessment year.

PA 390 requires that the poverty exemption guidelines set by the governing body of the local assessing unit include income and asset level. The act further requires that the income levels NOT be set lower than the federal poverty income standards.

PARTIAL POVERTY EXEMPTIONS:

If a taxpayer qualifies for the poverty exemption, the Board of Review can grant a 100%, 50%, or 25% reduction in taxable value. There are no other percentage reductions permitted unless approval is granted to the local unit by the State Tax Commission for additional percentage reductions. The request must comply with the *State Tax Commission Police Regarding Requests for Percentage Reduction in Taxable Value for Poverty Exemptions* and must be submitted using Form 5738.

FILING FOR THE POVERTY EXEMPTION:

In order to be eligible for the poverty exemption, the claimant must do all of the following **on an annual basis:**

- 1) Own and occupy a homestead property for which the exemption is requested.
- 2) File a Claim with the supervisor/assessor or board of review after January 1, but before the day prior to the last day of the Board of Review on a form provided by the local assessing unit.
- 3) Provide Federal and State income tax returns for all persons residing in the homestead including any property tax credit returns or signed affidavit from filer.
- 4) Produce a valid driver's license or other form of identification if requested.
- 5) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is being requested, if requested.
- 6) Meet the federal poverty income standards adopted by the governing body of the local assessing unit.
- 7) Meet the asset levels set by the governing body of the local assessing unit.

A claimant may Request a Poverty Exemption and Appeal the Property's Assessment to the Board of Review in the current year.

FEDERAL POVERTY INCOME STANDARDS:

The following are the federal poverty income standards that the United States Office of Management and Budget recommend that federal departments and agencies use. ***Wheatfield Township*** has adopted these Income Levels for the basis of granting "Poverty Exemptions." These amounts are adjusted annually. (See Bulletin No, 5 of 2012 for what the U. S. Census Bureau considers "income" to include.)

To be eligible for a poverty exemption in the Township of Wheatfield FOR 2023 your gross income

may NOT exceed these guidelines. If your gross income exceeds the levels listed below you do not qualify for a Poverty Exemption.

1 person.....	\$13,590
2 persons.....	\$18,310
3 persons.....	\$23,030
4 persons.....	\$27,750
5 persons.....	\$32,470
6 persons.....	\$37,190
7 persons.....	\$41,910
8 persons.....	\$46,630
For Each Additional Person add.....	\$4,720

MAXIMUM ASSET STANDARDS TO BE ELIGIBLE FOR A POVERTY EXEMPTION

PA 390 of 1994 states that the poverty exemption guidelines established by the governing body of the local assessing unit shall include an asset level test)

The Township of Wheatfield has adopted the following MAXIMUM ASSET STANDARDS for a household to be eligible for a POVERTY EXEMPTION. The below asset levels DO NOT include the value of your homestead. (Per Tribunal ruling 08-13-97, Docket #236230), and the equity of the homestead should not be included within the asset test to be valid. Excess land that can be divided under the current zoning will be considered an asset. (See Bulletin No. 5 of 2012 for a list of assets to also be considered in the maximum asset test.)

<i>1 person.....</i>	<i>\$20,000</i>
<i>2 persons.....</i>	<i>\$25,000</i>
<i>3 persons.....</i>	<i>\$30,000</i>
<i>4 persons.....</i>	<i>\$35,000</i>
<i>5 persons.....</i>	<i>\$40,000</i>
<i>6 persons.....</i>	<i>\$45,000</i>
<i>7 persons.....</i>	<i>\$50,000</i>
<i>8 persons.....</i>	<i>\$55,000</i>
<i>9 persons or more.....</i>	<i>\$60,000</i>

If your household assets exceed this amount, you are NOT eligible for a POVERTY EXEMPTION.

BE IT RESOLVED that this resolution shall be effective upon its adoption by the Wheatfield

Township Board of Trustees on Tuesday December 13, 2022.

Yeas: _____

Nays: _____

Absent: _____

RESOLUTION DECLARED ADOPTED.

Denise Kapp, Wheatfield Township Clerk

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of Trustees of the Township of Wheatfield, County of Ingham, Michigan at a regular meeting held on Tuesday December 13, 2022, **and amended on July 11, 2023** and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Denise Kapp, Wheatfield Township Clerk

seconded by Allen.

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

3. Accounts Payable for June 2023 (Payroll and Expenses).

Motion by Henley to approve the accounts payable for June 2023 as presented, seconded by Allen.

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

*Payroll and list of expenses attached.

The board discussed the status of the various projects for improvements of the hall, grounds and property.

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

Meeting ended at 7:43PM.

Respectfully submitted,

Denise Kapp, Clerk

Date

Next board meeting:
Tuesday August 8, 2023 at 7:00 pm.