

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

Tuesday May 14, 2024 7:00PM
(The meeting was held in the community room)

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

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

Pledge of Allegiance.

Public Comment: Opened at 7:01PM. Three people spoke. The topics were Ingham County 911 change to Smart 911, the Williamston Area Senior Center update and the County commission update. Closed at 7:10PM.

MINUTES:

Motion by Henley to approve the minutes of the regular meeting of April 9, 2024, seconded by Allen. All were in favor. Motion carried. Miller absent.

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

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

TREASURER’S REPORT: Given by Kapp for Miller. Summary as of April 30, 2024:

- ✓ Independent Bank General Fund-fund balance equity:----- \$ 169,413.82
- ✓ Consumers CU Certificate of Deposit:----- \$ 101,201.02
- ✓ Consumers CU Certificate of Deposit:----- \$ 100,679.64
- ✓ First National Certificate of Deposit:----- \$ 100,000.00
- ✓ Independent Bank Tax Roll Checking balance:----- \$ 48,802.21
- ✓ Cemetery Certificate of Deposit:----- \$ 7,200.00

Motion by Henley to approve the treasurer’s report of April 30, 2024, seconded by Allen.

All were in favor. Motion carried. Miller absent.

- ✓ The 2023 tax season has been settled with the county. Any final payments will be completed this month.

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

PLANNING COMMISSION: Given by Kapp and submitted in writing.

- ✓ There was no April meeting, and the May meeting has been canceled.

N.I.E.S.A.: Given by Henley and submitted in writing.

- ✓ Discussion points included some financial guidelines regarding the withdrawal of funds, the annual audit showing that NIESA’s finances are in very good shape, and the request for a Polaris UTV for rescue use. A new rescue boat has been acquired by NIESA.
- ✓ The Operating procedures and guidelines are accessible through the Lexipol website.
- ✓ A USDA grant for \$2.75 million was applied for to help with needed improvements at Station 62 (Webberville location).
- ✓ An electric car charging station for employees at NIESA was denied.

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

SUPERVISOR: Given by Myer.

- ✓ Wayne had updates on both drains and roads. See the discussion below for details on drains. Regarding roads, the agreement for the joint project with Leroy Township on Meech Road has been executed, and we are awaiting an amendment on that agreement to include the additional road work approved at our last meeting.
- ✓ There was one zoning approval, one zoning inquiry about solar installation and there is a pending variance request, with a zoning board of appeals meeting scheduled for May 23rd, 7:30PM.

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

CLERK: Given by Kapp. Summary:

- ✓ This was a very busy period in almost all areas, including cemetery, hall custodial and rentals, the ARPA report, filing deadlines for elective township offices, newly updated zoning ordinance, WASC millage renewal ballot language, ZBA appointment discussion and meeting notifications, budget, Presidential Primary reimbursement, hall rental coordinator and custodial job descriptions, sorting the variance and re-zoning files, and more.
- ✓ Received the Letter of Engagement from Drake CPA and the annual assessing contract. With the board's consensus, I will sign and return them.

*Attachments:

Year-to-Date report

Job description for custodian & hall rental coordinator.

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

WASC: Given by Allen.

- ✓ The big news is that there is a signed purchase agreement by the WASC for the Merindorf property on Williamston Road, which will become their new Center.

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

1. Custodian/Hall rental coordinator. Current custodian and coordinator Polly Brainerd has expressed a desire to step away from these duties. Township resident Jo Ann Menke is interested in this position. Denny has met with Jo Ann and explained the duties, given her a job description for both positions, and she has shadowed Polly to get a better idea of some of the responsibilities. Move to action.
2. Budget discussion. Special meeting needed. Board consensus 1) Meet on Monday May 20th at 9AM for discussion about the budget, and 2) hold a budget public hearing at the June 11th regular board meeting.
3. WASC ballot language. The language has been drafted and reviewed by Tom Hitch, township attorney and is in the board packet for this evening. Move to action.
4. ZBA appointment. Township resident Joanie Mills has applied for this appointment. Her letter of interest and resume is in the board packets for this evening. Move to action.
5. Frost Drain Proposal. Wayne attended the recent drain commission meeting, in which their proposal included the cleaning of the drain and the replacing of some culverts for approximately \$900,000. Additional work was proposed, targeted at relieving some periodic flooding in the area and over the roadway, but it would about double the cost. Wayne hasn't received any complaints from township residents about flooding in this area, so he would like to solicit comments from board members in order to give input to the drain commissioner.

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

1. Hiring a custodian and hall rental coordinator.

Motion by Kapp to approve the hiring of Jo Ann Menke to assume the duties and responsibilities of hall custodian and hall rental coordinator as outlined in the job descriptions, effective immediately, seconded by Myer.

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

2. Williamston Area Senior Center ballot renewal language.

Motion by Myer to approve the language for the renewal of the Williamston Area Senior Center to be on the November 2024 ballot as follows, seconded by Henley.

Shall the tax limitation imposed under Article IX, Sec. 6 of the Michigan Constitution in Wheatfield Township be renewed at .2438 mills (\$0.2438 per \$1,000 of taxable value) and levied for four (4) years, 2024 – 2027, inclusive, to support the Williamston Area Senior Center, raising an estimated \$24,741.00 in the first year of its levy and as provided by law.

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

3. Zoning Board of Appeals appointment.

Motion by Kapp to approve the appointment of Joanie Mills to the Zoning Board of Appeals for a three-year term, expiring in May of 2027, seconded by Henley.

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

4. Accounts Payable for April 2024 (Payroll and Expenses).

Motion by Henley to approve the accounts payable for April 2024 as presented, seconded by Allen.

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

*Payroll and list of expenses attached.

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

Meeting ended at 7:58PM.

Respectfully submitted,

Denise Kapp, Clerk

Date

Next board meeting:
Tuesday June 11, 2024 at 7:00 pm.
With a budget public hearing.