

CALL TO ORDER: Supervisor Julian called the regular meeting of the Kasson Township Board to order at 7:00 pm via Zoom.

As the meeting was taking place remotely, all motions were taken via roll call.

ROLL CALL: Members Present: Greg Julian – Supervisor, Dana Boomer - Clerk, Julia Carter – Treasurer, Roger Noonan – Trustee, Tad Carter - Trustee
Member(s) Absent: None
Staff Present: Tim Cypher, Sheree Nelson

AMENDMENTS TO AGENDA – The board briefly discussed the agenda. Poverty Exemption Resolution was added to New Business. **T. Carter moved to approve the agenda as amended. Boomer seconded. Roll call: J. Carter (yes), Noonan (yes), T. Carter (yes), Boomer (yes), Julian (yes), motion carried.**

PUBLIC COMMENT: None

MINUTES – The board discussed the minutes from the regular meeting on January 14, 2021. **Noonan moved, T. Carter seconded to approve the January 14, 2021 regular meeting minutes as presented. Roll call: J. Carter (yes), Noonan (yes), T. Carter (yes), Boomer (yes), Julian (yes), motion carried.**

PERTINENT COMMUNICATIONS: None

PRESENTATION: None

FINANCIAL REPORTS:

- a) **TREASURER'S REPORT:** J. Carter presented the treasurer's report to the board. Receipts total \$537,805.88. Disbursements \$466,896.91. Balance \$487,327.44. Boomer and J. Carter stated that the clerk's books and treasurer's books are in balance.
- b) **BUDGET REPORT:** Boomer and Nelson presented the budget report through January 2021. The board briefly discussed. The board was also sent a draft budget for the 2021/22 FY; this will be discussed later on the agenda.
- c) **BILL APPROVAL** – Boomer and Nelson presented the check detail. The board briefly discussed. **T. Carter moved to pay the bills as presented; seconded by Noonan. Roll call: J. Carter (yes), Noonan (yes), T. Carter (yes), Boomer (yes), Julian (yes), motion carried.**

UNFINISHED BUSINESS:

- a. **2022 Maple City Road Commission Project** – Julian reported that research for the project is continuing to move forward, and he continues to be in communication with Chuck Schaeffer and Keith Moore. He has spoken with a couple of residents who would like additional signage and enforcement of the 25 mph zone north of Maple City, as many people disregard the speed

zone and accelerate out of Maple City to the north. Julian has spoken with the Road Commission and Sheriff's Department regarding this, and there will be additional discussion and enforcement in this area.

- b. Cemeteries** – Boomer reported that the hearing for the motion for substitute service for the quiet title action for the East Kasson Cemetery was held February 1 via Zoom. The judge granted the motion, which allows the township to serve the defendant parties by newspaper publication. This publication will be in four newspapers – the Enterprise, the Record-Eagle, and newspapers in Yakima, Washington and Toledo, Ohio, which are last known locations for potential heirs. The notices have to be published for three consecutive weeks, and then there is a 28-day waiting period. After publication has been completed (late February), the court will set the date for the next hearing in the case, which will likely be in April to accommodate the waiting period.
- c. 2021 Draft Budget** – Boomer and Nelson distributed an updated 2021 draft budget, with updated income numbers and changes to capital expenditures as discussed at the January meeting. The board discussed. For the March meeting, numbers will be amended to accommodate any changes to salaries.
- d. Other Unfinished Business** - None

NEW BUSINESS –

- a. 2021 Board Salary Resolutions** – Boomer presented draft resolutions for 2021 salaries of the board members (see attached). Julian requested increases to all of the salaries, as Kasson Township is lower than surrounding townships with similar taxable values. He proposed \$12,400 for the supervisor, \$15,250 for clerk and treasurer, and \$115/meeting for trustees – these would still put Kasson on the lower end. The board members briefly discussed. T. Carter would like to match the salaries for other local townships with similar taxable values – Julian said this would bring the supervisor to \$12,500 and the clerk and treasurer to \$15,800.

Boomer moved to accept Resolution #02-2021, with the Supervisor's salary in the amount of \$12,500. J. Carter seconded. Roll call vote: Noonan (yes), T. Carter (yes), J. Carter (yes), Boomer (yes), Julian (yes). All in favor, motion carried.

T. Carter moved to accept Resolution #03-2021, with the Clerk's salary in the amount of \$15,800. Noonan seconded. Roll call vote: Noonan (yes), T. Carter (yes), J. Carter (yes), Boomer (yes), Julian (yes). All in favor, motion carried.

T. Carter moved to accept Resolution #04-2021, with the Treasurer's salary in the amount of \$15,800. Boomer seconded. Roll call vote: Noonan (yes), T. Carter (yes), J. Carter (yes), Boomer (yes), Julian (yes). All in favor, motion carried.

Boomer moved to accept Resolution #05-2021, with the Trustee's salary in the amount of \$115 per meeting. J. Carter seconded. Roll call vote: Noonan (yes), T. Carter (yes), J. Carter (yes), Boomer (yes), Julian (yes). All in favor, motion carried.

- b. Poverty Exemption Resolution –**

The 2021 Poverty Exemption Resolution was presented (see attached).

R. Noonan moved to accept Resolution #06-2021, poverty exemption resolution for 2021. T. Carter seconded. Roll call vote: Noonan (yes), T. Carter (yes), J. Carter (yes), Boomer (yes), Julian (yes). All in favor, motion carried.

c. Other New Business - None

REPORTS: Planning Commission (PC) – Carter reported that the PC is holding special work session meetings to finalize the updates to the Master Plan. Carter brought forward a question from the PC – they are wondering what the Township Board thinks of a portion of the Master Plan that directs the Planning Commission to work on a Capital Improvement Plan. The board feels that this is something that is more within the purview of the board, who can direct the PC to work on this if so needed, and recommended that this directive be removed from the Master Plan.

Zoning Administrator (ZA) – Cypher had submitted written reports to the board, and provided a summary of his activities for the month. The board briefly discussed. There was a presentation from Habitat for Humanity regarding a plan to put three duplexes in Maple City at the January PC meeting. There will be a public hearing on this at the February PC meeting. Elmers is proposing to add a five acre parcel with a house on it to one of their existing pits – there will be an informational session at the February PC meeting, and likely a public hearing held in March. Cypher is continuing to work on complaints regarding the Glen Craft Marina boat storage on M-72, and following up on Leelanau Coffee Roasters. The LCR case has not yet been dismissed by the court, and Cypher is following up on this. The board and staff briefly discussed other zoning issues.

Supervisor – Julian summarized his activities for the month. When he brought up the issue of additional law enforcement in the southeast corner of the county at the supervisors' meeting, it brought up another issue. It had previously been discussed that Glen Lake Schools, Empire Township and Glen Arbor Township might pay for an additional officer. There is no longer interest in this program with those parties, so the likelihood of additional officers being hired is low. The Sheriff is interested in working with the township on issues, and is committed to make sure the township is appropriately policed. The Michigan State Police also has a unit frequently patrolling in the area, due to M-72, and the Park Service law enforcement is sometimes in the area, due to the Bow Lake Kettles area. Julian will continue to be in contact with these agencies.

Assessor – Julian reported that the March Board of Review meetings have been scheduled, and will be held via Zoom.

Fire Board – Interim Chief Doornbos was present. He reported on run volume, vehicle maintenance, and training for the fire department. Members will be attending additional training for Hazardous Materials incidents, which Doornbos feels is very needed, given the amounts of HazMat that travel through the township. Cedar is also going to be hosting a wildland fire class through the Regional Training Center in March. Chief Comeaux's last day was January 8. Julian reported that the fire board held a special meeting, at which they approved the hiring of Doornbos as Fire Chief, pending background check and contract negotiations. This should be moving ahead at the February meeting. Noonan noted that the mild winter has a good chance of leading to a dry summer. Doornbos agreed, and briefly summarized the FireWise program, in which the fire department visits properties and provides recommendations on property maintenance to allow for defensible structures in case of wildfires.

Clerk/Elections Report – There is an upcoming meeting of the county, township clerks and school boards to re-affirm the agreement amongst those bodies regarding the townships and county running school elections. There are no proposed changes to the agreement from the last time it was signed in 2017. All meetings must be held via Zoom through at least March 29, which means that township planning commission, board, board of review, and annual meetings will be held via Zoom until that time.

COMMITTEE REPORTS: Hall Use and Buildings and Grounds Reports – The hall will continue to not be rented out until after gathering restrictions are lifted. Nothing to report on building and grounds.

PUBLIC COMMENT: None

BOARD COMMENT: T. Carter re-addressed his proposed honey-bee ordinance. He has since spoken to a number of interested parties, and is drafting a proposed ordinance on honey bees/bee yards within the township. He will send this to the other board members when he has completed his draft.

The next regular meeting will be Tuesday, March 9, 2021 at 7 pm, held via Zoom.

Motion by Boomer to adjourn, second by Noonan / **J. Carter (yes), Noonan (yes), T. Carter (yes), Boomer (yes), Julian (yes), motion carried.** Meeting adjourned at 8:19 PM.

Submitted by:
Dana Boomer, Township Clerk

RESOLUTION # 02-2021

RESOLUTION TO ESTABLISH TOWNSHIP SUPERVISOR SALARY

WHEREAS, Michigan Compiled Law 41.95 authorizes the township board of Kasson Township to determine the salaries for the offices of supervisor, clerk, treasurer and trustee for fiscal year – by adopting a resolution at least 30 days prior to the township annual meeting, and
WHEREAS, on January 14, 2021, the township board adopted a resolution to hold the township annual meeting on March 20, 2021, at 10:00 a.m., and
WHEREAS, the township board deems that adjustments in the salary of the office of supervisor is
Warranted.

THEREFORE BE IT RESOLVED that as of April 1, 2021, the salary for the following township office shall be:

Supervisor.\$12,500

BE IT ALSO RESOLVED, that this resolution shall be submitted to the electors at the annual meeting to be held on March 20, 2021, at 10:00 a.m. at which time the electors may modify this resolution. Pursuant to MCLA 41.95(7), such modification(s) that may be made by the electors cannot result in a reduction of salary during each official’s term of office. In the event that the electors fail to act on this resolution, the office shall be entitled to the salaries as established in this resolution, in accordance with state law.

BE IT FURTHER RESOLVED, that this resolution, adopted this 9th day of February, is properly adopted by the Township board at least 30 days prior to the annual meeting, as required by law.

Moved by board member: Boomer
Supported by board member: J. Carter
Upon a roll call vote, the following voted:

Aye: Julian, Noonan, T. Carter, J. Carter, Boomer
Nay: None
Absent: None

The supervisor declared the resolution adopted.

RESOLUTION # 03-2021

RESOLUTION TO ESTABLISH TOWNSHIP CLERK SALARY

WHEREAS, Michigan Compiled Law 41.95 authorizes the township board of Kasson Township to determine the salaries for the offices of supervisor, clerk, treasurer and trustee for fiscal year – by adopting a resolution at least 30 days prior to the township annual meeting, and
WHEREAS, on January 14, 2021, the township board adopted a resolution to hold the township annual meeting on March 20, 2021, at 10:00 a.m., and
WHEREAS, the township board deems that adjustments in the salary of the office of clerk is Warranted.

THEREFORE BE IT RESOLVED that as of April 1, 2021, the salary for the following township office shall be:

Clerk.\$15,800

BE IT ALSO RESOLVED, that this resolution shall be submitted to the electors at the annual meeting to be held on March 20, 2021, at 10:00 a.m. at which time the electors may modify this resolution. Pursuant to MCLA 41.95(7), such modification(s) that may be made by the electors cannot result in a reduction of salary during each official’s term of office. In the event that the electors fail to act on this resolution, the office shall be entitled to the salaries as established in this resolution, in accordance with state law.

BE IT FURTHER RESOLVED, that this resolution, adopted this 9th day of February, is properly adopted by the Township board at least 30 days prior to the annual meeting, as required by law.

Moved by board member: T. Carter

Supported by board member: Noonan

Upon a roll call vote, the following voted:

Aye: Julian, Noonan, T. Carter, J. Carter, Boomer

Nay: None

Absent: None

The supervisor declared the resolution adopted.

RESOLUTION # 04-2021

RESOLUTION TO ESTABLISH TOWNSHIP TREASURER SALARY

WHEREAS, Michigan Compiled Law 41.95 authorizes the township board of Kasson Township to determine the salaries for the offices of supervisor, clerk, treasurer and trustee for fiscal year – by adopting a resolution at least 30 days prior to the township annual meeting, and WHEREAS, on January 14, 2021, the township board adopted a resolution to hold the township annual meeting on March 20, 2021, at 10:00 a.m., and WHEREAS, the township board deems that adjustments in the salary of the office of treasurer is Warranted.

THEREFORE BE IT RESOLVED that as of April 1, 2021, the salary for the following township office shall be:

Treasurer.\$15,800

BE IT ALSO RESOLVED, that this resolution shall be submitted to the electors at the annual meeting to be held on March 20, 2021, at 10:00 a.m. at which time the electors may modify this resolution. Pursuant to MCLA 41.95(7), such modification(s) that may be made by the electors cannot result in a reduction of salary during each official’s term of office. In the event that the electors fail to act on this resolution, the office shall be entitled to the salaries as established in this resolution, in accordance with state law.

BE IT FURTHER RESOLVED, that this resolution, adopted this 9th day of February, is properly adopted by the Township board at least 30 days prior to the annual meeting, as required by law.

Moved by board member: T. Carter
Supported by board member: Boomer
Upon a roll call vote, the following voted:

Aye: Julian, Noonan, T. Carter, J. Carter, Boomer
Nay: None
Absent: None

The supervisor declared the resolution adopted.

RESOLUTION # 05-2021

RESOLUTION TO ESTABLISH TOWNSHIP TRUSTEES' SALARY

WHEREAS, Michigan Compiled Law 41.95 authorizes the township board of Kasson Township to determine the salaries for the offices of supervisor, clerk, treasurer and trustee for fiscal year – by adopting a resolution at least 30 days prior to the township annual meeting, and WHEREAS, on January 14, 2021, the township board adopted a resolution to hold the township annual meeting on March 20, 2021, at 10:00 a.m., and WHEREAS, the township board deems that adjustments in the salary of the office of trustee is Warranted.

THEREFORE BE IT RESOLVED that as of April 1, 2021, the salary for the following township office shall be:

Trustee.\$115/meeting

BE IT ALSO RESOLVED, that this resolution shall be submitted to the electors at the annual meeting to be held on March 20, 2021, at 10:00 a.m. at which time the electors may modify this resolution. Pursuant to MCLA 41.95(7), such modification(s) that may be made by the electors cannot result in a reduction of salary during each official's term of office. In the event that the electors fail to act on this resolution, the office shall be entitled to the salaries as established in this resolution, in accordance with state law.

BE IT FURTHER RESOLVED, that this resolution, adopted this 9th day of February, is properly adopted by the Township board at least 30 days prior to the annual meeting, as required by law.

Moved by board member: Boomer

Supported by board member: J. Carter

Upon a roll call vote, the following voted:

Aye: Julian, Noonan, T. Carter, J. Carter, Boomer

Nay: None

Absent: None

The supervisor declared the resolution adopted.

RESOLUTION FOR POVERTY EXEMPTION - 2021

Resolution 2021-06

WHEREAS, the adoption of guidelines for poverty exemptions to property taxes is required annually of the Kasson Township Board; and

WHEREAS, the principal residence of persons, who the Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994, the Township of Kasson, Leelanau County, adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis (except as provided in the Resolution Section, below):

- 1) Be an owner of and occupy as a principal residence the property for which an exemption is requested
- 2) File a claim with the assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year
- 3) File a claim reporting that the combined assets of all persons do not exceed the current guidelines. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
 - Cash assets for the total household may not exceed 10% of the federal poverty guideline for each family size.
 - Non-cash assets for the total household may not exceed \$5,000. The following assets are excluded from this limit:
 - Applicant's homestead property
 - Applicant's household personal property
 - One vehicle used for personal transportation and one additional vehicle for each gainfully employed person in the household
 - Assets not accessible by the applicant or member of the household
 - Farm implements and equipment used to actively cultivate qualified agricultural property

- 4) Produce a valid driver's license or other form of identification if requested.
- 5) Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
- 6) Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the governing body providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.
- 7) The application for an exemption shall be filed after January 1, but one day prior to the last day of the Board of Review for the purpose of preserving the right to appeal to the Michigan Tax Tribunal.

The following are the federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence. Federal Poverty Guidelines for 2020 Assessments Size of Family Unit

Number of Persons Residing in the Principal Residence	Poverty Guidelines
1 person	\$12,760
2 persons	\$17,240
3 persons	\$21,720
4 persons	\$26,200
5 persons	\$30,680
6 persons	\$35,160
7 persons	\$39,640

8 persons	\$44,120
Each additional person, add	\$4,480

NOW, THEREFORE, BE IT HEREBY RESOLVED that

- (a) The assessor and Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the assessor and Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.
- (b) Kasson Township further resolves to allow an exemption granted in 2019 or 2020 to carry forward to 2021, 2022 and 2023 for those persons who receive a fixed income solely from public assistance that is not subject to significant annual increases (Federal Supplemental Security Income, Social Security disability or retirement benefits).
- (c) Kasson Township further resolves that any new exemptions in 2021, 2022 or 2023 to remain exempt for up to 3 years for persons who receive a fixed income (MCL 211.7u(6))

The foregoing resolution offered by Township Board Member Noonan and supported by Township Board Member T. Carter. Upon roll call vote, the following voted:

“Aye”: Julian, Noonan, Boomer, T. Carter, J. Carter

“Nay”: None

The Supervisor declared the resolution adopted .