

**Secord Township Monthly Meeting**

**June 21, 2023**

**10:00 am**

Meeting was called to order by Supervisor Joel Vernier at 10:00 am with everyone standing reciting the Pledge of Allegiance.

**Roll Call:**

Supervisor Joel Vernier Present  
Treasurer Cheryl Parmer Present  
Clerk Karen Gawron Absent/Excused  
Trustee Maria Alward Present  
Trustee Martin Holmes Absent/Excused  
24 registered interested residents in attendance

**Minutes** of May 17, 2023 regular meeting minutes were reviewed.

**Motion** to accept minutes Vernier/ Alward All ayes M/C

**Consent Agenda/Changes to Agenda:**

Add approval of the purchase Rescue Boat Motor

**Motion** to add to agenda Holmes/ Vernier All ayes M/C

**Guest:**

Mike Visnew/Commissioner  
Ken Lind; Lind & Lind Insurance

**Public Comment:** None

**Treasurer's Report:**

General Fund		\$701,177.97
12 Mo. CD #S50	139,954.71	
12 Mo. CD #S51	44,353.14	
Fire Fund		184,307.85
Garbage Fund		193,070.01
Weed Control Fund		715,606.36
Mosquito Fund		81,996.22
Road Fund		<u>472,349.65</u>
Total Funds		\$2,348,508.06

**Motion** to Receive and File Treasurers Report. Gawron/Vernier All Ayes M/C

**Bills To Be Paid:** Clerk Karen Gawron presented Bills: General Fund \$59,020.10 Fire \$16,176.63 Payroll \$ 11,266.00

**Motion** by to pay the bills as presented Gawron/Alward All Ayes M/C

**Correspondence Received:** Constable Report, Fire & Planning board meeting minutes for May 2023, Board of Review Date is Tuesday July 18, 2023 7:00 pm, Primary August 8, 2023 to be held at the Secord Township Hall.

**Motion** to file Correspondence Vernier/Holmes All Ayes M/C

**Reports**

**Planning Commission:** P. Sawka reported. Presented Township Board with the revised Ordinance Book & Master Plan for review. Public Hearing Saturday July 8, Next Zoning Meeting July 14 ,2023 10:00 am

**Fire Board:** M. Holmes reported 13 runs; 8 Medical 5 Fire. Fundraiser total \$1,140.00. Next Meeting July 12, 2023 10:00 am.

**Fire Chief:** Chief Fred Shavers reported working with Gladwin & other Townships on the fire issues. Fire Department has almost \$5,00.00 for the Rescue Boat. Asks resident to Check the DNR/fire Website for updates every 10 minutes.

**Constable:** All is well

**Road Committee:** Ken Douglas reported many projects completed.

**Zoning Administrator:** Harold Day Jr. reported permits.

**Ordinance Officer:** New Ordinance Officer; Casey Ross is following up on past complaints. One (1) ticket issued

**Well and Septic:** M. Alward reported 15; 8 passed, 4 not passed, 1 needed to be inspected, 1 will be passed when approved by the Heath Department passed. 7 compliant/5 non-compliant

**Other Business:**

Special Assessment Changes / Lake Weed charges

**Motion** to Accept Changes on parcel #130-009-101-006-11; Not to be charged for Lake Weed Special Assessment \$45.00 and to refund \$45.00 from past collection of the Lake Weed Special Assessment. Parmer/Alward All Ayes M/C

Budget 2023-2024

**Motion** to Accept Budget 2023-2024 Vernier/Holmes All Ayes M/C

**Motion** to Increase \$622.00 to Budget Line-Item Mosquito/*Barrier Treatment Contract* Vernier/Holmes All Ayes M/C

Rose Pest: Approve additional \$622.00 / Residual Barrier Treatment Contract

**Motion** to Accept Rose Pest Payment of and additional \$622.00 / Residual Barrier Treatment Contract Vernier/Alward All Ayes M/C

Weilander Fitzhugh (CPA) Contract; Expires June 30, 2023

**Motion** to Accept Weilander Fitzhugh (CPA) Contract Vernier/Alward All Ayes M/C

Sheriff Department Contract Renewal Approval All Ayes M/C

**Motion** to Accept Sheriff Department Contract Renewal Vernier/Gawron All Ayes M/C

Insurance Premium Breakdown/Contract Renewal Lind and Lind

**Motion** to Accept Lind and Lind Insurance Contract Renewal Vernier/Alward All Ayes M/C

Middle Michigan Development /\$500.00 (*Tabled form June Meeting*)

**Motion** to Deny Payment to Middle Michigan Development /\$500.00 Vernier/Alward

Roll Call:

Supervisor Joel Vernier Aye

Clerk Karen Gawron Ney

Treasure Cheryl Parmer Aye

Trustee Maria Alward Aye

Trustee Martin Holmes Ney

3 Ayes 2 Ney M/C

**Rescind Motion** to Deny Payment to Middle Michigan Development /\$500.00 Vernier/Alward

Roll Call:

Supervisor Joel Vernier Aye

Clerk Karen Gawron Aye

Treasure Cheryl Parmer Aye

Trustee Maria Alward Aye

Trustee Martin Holmes Aye

All Ayes M/C

**Motion** to Deny Payment to Middle Michigan Development /\$500.00 Vernier/Alward  
Supervisor Joel Vernier Ney  
Clerk Karen Gawron Aye  
Treasure Cheryl Parmer Ney  
Trustee Maria Alward Ney  
Trustee Martin Holmes Aye  
2 Ayes 3 Ney M/Denied

Resolution 2023-6-21/ SPARK PROGRAM  
Local Support for DNR projects

WHEREAS, the Secord Township Board supports the submission of a Sparks Program application to the Department of Natural Resources (DNR) titled "Secord Dam Improvements for installation of a universally accessible canoe/kayak launch, fishing platform, parking and portable restrooms and an accessible walking path at the Secord Dam site and, WHEREAS, the location of the proposed project is within the jurisdiction of the Secord Township; and, WHEREAS, the proposed project, if completed, will be a benefit to the community; and, WHEREAS, with this resolution of support it is acknowledged that the Secord Township is not committing to any Obligations; financial or otherwise.

NOW THEREFORE, BE IT RESOLVED that the Secord Township Board hereby supports submission of the Spark Grant Application for "Secord Dam Improvements" to DNR

**Motion** to Accept Resolution 2023-6-21/ SPARK PROGRAM/ Local Support for DNR projects Vernier/Alward  
Roll Call:

Supervisor Joel Vernier  
Clerk Karen Gawron  
Treasure Cheryl Parmer  
Trustee Maria Alward  
Trustee Martin Holmes  
All Ayes M/C

RESOLUTION 2023-6-21-1

**RESOLUTION 2023-6-21-1**  
**Resolution and Policy for the Audit Procedures regarding Granting or Removal of Real Property Exemptions**

The Municipality, headed by the Assessor, is charged with locating, identifying and valuating all taxable real property and personal property within the Municipality in order to provide a fair and equitable basis for taxation.

The assessing office maintains descriptions of real property, maintains maps showing the ownership and tax districts for the Municipality, and processes property tax exemptions.

Property tax exemptions are granted based on three elements:

- (1) Property ownership,
- (2) Property use, and
- (3) Statutory definition

Taxpayers receiving an exemption may be required to apply through the assessing office or other designated office. Michigan State Law includes a range of mandatory exemptions and optional exemptions available for residential, commercial and industrial property.

The assessing office conducts annual reviews and maintains information for those properties that are exempt from taxation to determine whether such properties continue to qualify for an exemption. The annual review of exemptions ensures that properties are correctly assessed and validates the ownership and usage of the properties; some mandatory exemptions were not reviewed since the assessing office has no option but to grant the exemption.

Active monitoring of changes to recorded title, public information review, and periodic field inspections are included as part of the annual review of exempt property. The primary elements of an exemption determination are based on the ownership and use of the property depending on the type of exemption.

Assessing staff reviews property ownership as part of the first consideration for an exemption determination. Secondly, assessing staff confirms that the property is in use for nonprofit exempt purposes. In the case of senior citizen, disabled veterans and residential exemptions, there are specific requirements related to occupancy and other criteria related to each exemption.

Assessing staff annually reviews exemption determinations employing three elements depending on the type of exemption.

- First, all property ownership records are monitored to confirm continuance of ownership to the exempt entity or person through review of ownership records held at the Register of Deeds.
- Second, annually staff inspects over 5% of properties and notes any changes to exempt properties for review.
- Third, the division monitors public information concerning exempt properties and owners.

The Assessing office also strives to maintain exemption files with sufficient documentation to support the decision to grant the exemption. For example, religious exemption files need to include copies of articles of incorporation, Internal Revenue Service determination of nonprofit status, usage statement, contracts for use of the property by other than the applicant organization, and financial disclosures.

Exemption records are maintained in two ways. The primary system is the Assessing .NET computerized data system that retains information regarding ownership, location, physical description; inspection dates staff comments, and exemption status. This system is generally adequate and contains sufficient data to administer the exemptions

The second data system is a paper file system that includes the original application and the documents and correspondence that supports the exempt status. The primary source for documenting an exemption is the paper application that is submitted along with supporting documentation.

NOW THEREFORE, BE IT RESOLVED, that the Township of SECORD hereby adopts the Resolution and Policy for the Audit Procedures regarding Granting or Removal of Real Property Exemptions Policy as required by the State Tax Commission.

**Motion to Accept RESOLUTION 2023-6-21-1**

**Resolution and Policy for the Audit Procedures regarding Granting or Removal of Real Property Exemptions**

Vernier/Holmes

Roll Call:

Supervisor Joel Vernier

Clerk Karen Gawron

Treasure Cheryl Parmer

Trustee Maria Alward

Trustee Martin Holmes

All Ayes M/C

**RESOLUTION 2023-6-21-2**

**RESOLUTION 2023-6-21-2**

**Resolution and Policy for the Canvass of Personal Property**

The basic goals of the yearly personal property canvas are:

- to identify new businesses and also check for businesses that may have closed;
- to update assessment rolls for errors and omissions so that future periods will reflect proper amounts;
- to ensure a personal property statement is mailed to each taxpayer or potential taxpayer;
- to aid property owners in understanding reporting and filing requirements;
- to help create equity in taxation by assuring that everyone pays their fair share.

The personal property roll for the local unit will be maintained in accordance with this policy. Any reference to the assessor shall be interpreted to mean any employee of the local unit or contractor/company performing assessing functions or any designee of such an employee.

**Identification of Personal Property (Personal Property Canvas)**

Routine Annual Property Inspections:

The Assessor performs annual inspections of at least 20% of properties in the local unit. During these inspections the assessor will identify any new taxable personal property and review existing personal property parcels associated with the real parcels visited.

Annual Personal Property Canvass:

During the month of December, either while the assessor is conducting final inspections of

construction in progress or separately, they will physically canvas the local unit for taxable personal property.

**Additional Personal Property Searches:**

Additional efforts made by the assessor to identify personal property the assessor may include, but are not limited to, a review the DBA records from the County Clerk's office for new or existing DBA business licenses and conducting an internet search via web maps to identify businesses without personal property assessments.

**Personal Property Parcel Maintenance**

**Processing New Personal Property Parcels:**

When a new personal property parcel is identified through routine property inspections, personal property canvass, notice from taxpayer, or any other means the following steps will be followed:

- 1) A parcel number will be assigned.
- 2) The business name, physical address, and mailing address will be entered on the parcel. If the mailing address is unknown, the physical address will be used.
- 3) The appropriate class and school district will be identified and assigned to the parcel.

When it is discovered that previously assessed or exempt personal property is no longer located in the local unit, the parcel will be retired in BS&A for the following assessment cycle.

**Personal Property Forms**

**Personal Property Statements:**

Annually on or before January 10th Personal Property Statements will be mailed in accordance with MCL 211.19.

NOW THEREFORE, BE IT RESOLVED, that the Township of SECORD hereby adopts the Resolution and Policy for the Canvass of Personal Property Policy as required by the State Tax Commission.

**Motion** to Accept RESOLUTION 2023-6-21-2 Resolution and Policy for the Canvass of Personal Property

Vernier/Alward

**Roll Call:**

- Supervisor Joel Vernier
- Clerk Karen Gawron
- Treasure Cheryl Parmer
- Trustee Maria Alward
- Trustee Martin Holmes
- All Ayes M/C

**Public Comment:** None

**Motion** to Adjourn by Holmes/ Vernier @ 10:55 am All Ayes M/C

Next Meeting July 19, 2023 10:00 am

Karen Gawron  
Clerk

*Minutes prepared by P. Sawka Deputy Clerk*