

MINUTES
Vergennes Township Board
Special Meeting
10381 Bailey Dr.- Lowell, MI, 49331

February 15, 2018

A Special Meeting of the Vergennes Township Board was called to order on February 15, 2018 at 9 a.m. by Supervisor Wittenbach. Also present were Mork, Rasch, Hoffman and Gillett. The purpose of the meeting was to continue work on formulating the 2018-19 budget and any other items that come before the Board.

Current tax collection was increased to \$176,500 based on property tax collected.

Neighboring township's Grattan and Lowell Township's trustee wages were reviewed. There was Board discussion to pay trustees \$3,000 per year on a salary basis.

Election expenses were reviewed and mirror the last gubernatorial election year expenses. A new line item for election postage will be added to the election budget to track absentee voter postage expenses.

Wittenbach and Gillett met with the assessor prior to the budget meeting to discuss the assessing department's needs. They recommended to the Board to hire Jeff Rashid at \$25/per hour to draw building permits and update field review drawings to not exceed more than 200 hours per fiscal year. Jeff is a MAAO licensed assessor. The Board recognizes the need for the Assessing Department to have someone available when the township offices are open to answer questions for residents. It was determined that the current assessing department assistant would continue to be available 15 hours per week to answer questions when the assessor is not in the office. The assistant would work on assessing department administrative needs nine hours per week and six hours per week would be split between the building department and various other township administrative needs. The assessor will conduct annual field reviews following the State Tax Commission guidelines and new photos of all improvements will be updated in the 20% of Vergennes properties that are reviewed in 2018. The assessor's rate will increase from \$26,262 to \$27,050 for 2018/19. The addition of J. Rashid will not exceed \$5,000.

There was discussion about building permits and how and where blue prints are being attached and managed in the BS&A software. It was determined that the building department application be updated to require a PDF copy of blue prints be provided with application. This PDF document will be attached to the Building Department software and no longer be scanned to the Assessing software. The assessing department will access the Building Department software when needing to view blue prints. This will save the township money by not having to send these documents out to be scanned then attached.

The Board discussed the possibility of purchasing the Congregational Church Building for use as the new Vergennes Township Hall. The church was looking for an offer from the township to take to their congregation for discussion. Pros and cons of the Church

building were discussed and architect Tim Spitzley's estimate for renovation costs to transfer the building use into the Township Hall was also discussed. Gillett made a motion to open the lines of communications by making an offer to purchase the Lowell Congregational Church real estate for \$500,000 and give the entity the 1st option to rent the community room space on Sunday mornings. Wittenbach seconded the motion. There was further board discussion about the renovation costs that would be involve and funding a building mortgage or project. All members voted yes. **Motion carried.** Wittenbach sent the proposal to the contact at the church.

Meeting adjourned at 12:05 pm.