

Melrose Township Board of Trustees
January 10, 2023 7:00 pm

Call to order: 7:00 pm V. Goodwin called meeting to order.

Present: V. Goodwin, S. Burr, M.P. Goldich, D. Nowland, M. Golovich, R. Hissong Berry was excused

Approval of the Agenda

Motion to approve the agenda as amended by removing BOR appointment and Boat Wash station.

Motion S. Burr 2nd D. Nowland approved 4/0

Approval of minutes from previous meeting:

Minutes of the December 13, 2022 Regular Meeting

Motion to approve the minutes of the December 13, 2022 Regular Board Meeting as presented.

Motion: M.P. Goldich 2nd S. Burr approved 4/0

Guest – Bob Jess, County Commissioner provided an update on County business.

Connor Dennis, Walloon Lake Association & Conservancy gave overview regarding types of boat wash stations.

Boat Wash Letter of Support: Motion to provide a letter of support to the Walloon Lake Association & Conservancy to seek grants for a waterless boat wash system to be installed for the Melrose Township Boat Launch site.

. Motion: M.P. Goldich 2nd V. Goodwin Approved 4/0

Old Business

- **Sewer Update** – The funding application has been submitted but still needs environmental study. Talking with engineer about getting quotes for electrical service to the site.
- **Water Update** no news
- **Cemetery Ordinance update**
Motion to adopt the Cemetery Ordinance amendments dated December 13, 2022 as presented.
Motion V. Goodwin, 2nd M.P. Goldich Approved 4/0
- **Smith Street Easement Agreement** No news
- **Circle Park** No news
- **Plante Moran accounting** Remove from agenda

New Business

- **Poverty Exemption Policy:** Motion to adopt the 2023 Poverty Exemption Policy & Guidelines as presented.
Motion V. Goodwin, 2nd D. Nowland Approved 4/0
- **Board of Trustees Regular Meeting Dates:** Motion to set the Board of Trustees regular meeting dates for 2023/2024 as presented with changing the Budget Workshop date to March 15 at 6:00 pm and the Budget Public Hearing date to March 21 at 7:00 pm
Motion: M.P. Goldich , 2nd S. Burr Approved 4/0
- **Charlevoix County Millage Appropriation:** Motion to adopt Resolution No. 2023-01-10-01 to apply for a millage appropriation from Charlevoix County not to exceed \$10,000, for park improvements.
Motion: S. Burr 2nd D. Nowland Approved 4/0

Financial Report

- **General fund reports**
Motion to accept financials as presented and pay all bills.
Motion: S. Burr 2nd D. Nowland Approved 4/0
- **Sewer fund reports** Motion: D. Nowland, 2nd M.P. Goldich to approve the sewer fund report.
Approved 4/0

Zoning Administrators Report see included report

Assessors Report No Report

Employee Grounds Report No Report

Committee Reports

- **Planning Commission** next meeting is January 23 at 5:30 and a public hearing to follow at 7:00 pm

- **Zoning Board of Appeals** No report
- **Road Committee** Not much happening.
- **Park Committee** no meeting
- **Fire Department** See reports. Working on the design for the new brush truck.
- **DDA** The sidewalk extension is being worked on for presentation at the February meeting.
- **Library Board** No meeting in December

Correspondence A letter was received regarding an extension for the Mettler suit.

Public Comment Multiple comments were given.

Adjournment 8:05 pm

EXEMPTION POLICY & GUIDELINES

The following ***policy and guidelines***, adopted by the Township Board, shall be followed by the Township Board of Review when considering ***poverty exemptions*** according to section 211.7u of the Michigan Compiled Laws (MCL).

Application Guidelines: To be eligible for a Poverty Exemption; The applicant must:

1. File Form 5737 Application for MCL 211.7u Poverty Exemption
2. File Form 5739 Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty
3. Own and occupy the property as a principal residence. Provide federal and state income tax returns for the current or immediately preceding year, including any property tax credits, for all persons residing in the principal residence. (Disclosure of the income of an owner who is not residing in the principal residence is not required.) Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return. Instead, Form 4988, *Poverty Exemption Affidavit* may be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current or immediately preceding year
4. Produce a valid drivers license or other form of identification, if requested
5. Produce a deed, land contract or other evidence of ownership of the property, if requested.
6. Meet the income guidelines of this policy
7. Meet the asset level test of this policy

Income Test

- Total Annual Household Income shall not exceed the following amount applicable to the number of persons living in the household:

Number of Persons	Federal Poverty Income Level for 2023	Township Income Level for 2023 (+20%)
1	\$13,590	
2	\$18,310	
3	\$23,030	
4	\$27,750	
5	\$32,470	
6	\$37,190	
7	\$41,910	
8	\$46,630	
For each additional person	\$4,720	

- Total Annual Household Income shall be based on Federal Poverty Income Guidelines and will be adjusted annually to agree to the federally established amount.

Potential income and asset sources are (non-inclusive):

Income from all sources	Interest and dividends
Salaries & wages before deductions	Pensions
Net receipts from self-employment	Supplemental Security Income
Veteran payments	Net rental income
Royalties	Scholarships & grants
Unemployment compensation	Insurance
Workers' compensation	Retirement accounts
Alimony	Child support
General assistance	IRA/Keogh annuities
Social Security	New or reverse mortgages
Cash	Stocks & bonds
Checking & savings accounts	Investments
Money market accounts	Gifts
Assets in trust accounts	Deferred compensation

Asset Test

1. Things of value that a person can own and are exempt from consideration in determining eligibility for a poverty exemption.
 - a. Applicant's principal residence
 - b. One motor vehicle per working adult
 - c. Essential household goods
 - d. Personal assets of any nature with a total value up to \$15,000.

2. Things of value that the Board of Review can consider in determining what percent exemption to grant:
 - a. Real estate other than the principal residence
 - b. Personal property
 - c. Motor vehicles in excess of one per working adult
 - d. Recreational vehicles and equipment
 - e. Certificate of deposits, savings accounts, checking accounts, stocks, bonds, life insurance, and retirement funds, etc.

3. The Board of Review shall consider the value of the assets, or indebtedness otherwise owned by the applicant. Assets (except those exempt from consideration as listed above), must not exceed \$15,000.

Evaluation Procedures

1. The Board of Review shall follow the above policy and guidelines when making poverty exemption decisions.

2. The applicant should be prepared to answer questions regarding their financial affairs, health, status of people living in the household, and any other question relevant to the exemption request.

3. All information is subject to verification.

Granting full or partial poverty exemptions. MCL 211.7u(5) states that if a person claiming poverty exemption meets all eligibility requirements, the Board of Review shall grant the poverty exemption in whole or in part as follows:

- a) A full exemption equal to a 100% reduction in taxable value for the year in which the exemption is granted: or
- b) A partial exemption equal to a 50% reduction in taxable value for the year in which the exemption is granted: or
- c) A partial exemption equal to a 25% reduction in taxable value for the year in which the exemption is granted.

No other method of calculating taxable value may be utilized, except for those percentage reductions specifically authorized by statute