

Convis Township Board Regular Meeting
Tuesday January 11, 2022
7:00 PM
Convis Township Hall
19500 15 Mile Road, Marshall, MI 49068
Minutes

Call To Order: Supervisor Harvey called the meeting to order at 7:00 PM with the pledge to the flag.

Board Members present: Supervisor Ryan Harvey, Clerk Kim Collins, Treasurer Kristy Kipp, Trustee Elyse Bibbings and Trustee John Swartz.

Agenda: Bellevue Fire Department Annual Report added after Sheriff Deputy Report. Agenda accepted as amended.

Minutes: Motion made by Kipp, seconded by Swartz to approve the minutes of the December 7, 2021, Regular Township Board meeting as presented. Roll call vote: Ayes: Bibbings, Collins, Harvey, Kipp, Swartz. Nays: None. Motion carried.

Sheriff Deputy Report: Deputy Diepenhorst reported on activity for December 2021.

Bellevue Fire Department Annual Report: Bellevue Fire Department Chief Jake Jackson and Assistant Chief Stuart Black provided a quarterly report and annual statistics relating to the Bellevue Fire Department.

Public Comment: None

Unfinished Business: None

New Business:

FY 2022 Convis Board Meeting and Township Office Holiday Schedule (Resolution 2022-01-01): Motion made by Kipp, seconded by Bibbings to adopt Resolution 2022-01-01 FY 2022 Convis Board Meeting Schedule & Convis Township Office Holiday Schedule as presented. Roll call vote: Ayes: Collins, Harvey, Kipp, Swartz, Bibbings. Nays: None. Motion carried.

Convis Township Poverty Exemption Application, Policy and Guidelines for the 2022 Assessments (Resolution 2022-01-02): Motion by Collins, seconded by Kipp to adopt Resolution 2022-01-02 as presented with the recommended application, policy and guidelines included as part of the resolution. Roll call vote: Ayes: Harvey, Kipp, Swartz, Bibbings, Collins. Nays: None. Motion carried.

Property Tax Assessment Protest by Letter – 2022 (Resolution 2022-01-03): Motion made by Kipp, seconded by Collins to adopt Resolution 2022-01-03 Property Tax Assessment Protest by Letter – 2022, to allow for Board of Review protests by mail if received no later than 5:00 PM on Tuesday March 15, 2022. Roll call vote: Ayes: Kipp, Swartz, Bibbings, Collins, Harvey. Nays: None. Motion carried.

Policy for Taxpayer Access to Assessors Office (Resolution 2022-01-04): Motion made by Kipp, seconded by Bibbings to adopt Resolution 2022-01-04 Policy for Taxpayer Access to Assessors Office as presented. Roll call vote: Ayes: Swartz, Bibbings, Collins, Harvey, Kipp. Nays: None. Motion carried.

Policy for Conducting Annual Personal Property Canvas (Resolution 2022-01-05): Motion made by Kipp, seconded by Bibbings to adopt Resolution 2022-01-05 Policy for Conducting Annual Personal Property Canvas as presented. Roll call vote: Ayes: Bibbings, Collins, Harvey, Kipp, Swartz. Nays: None. Motion carried.

State Tax Commission, Supervising Preparation of the Assessment Roll: Motion made by Collins, seconded by Bibbings to adopt the State Tax Commission, Supervising Preparation of the Assessment Roll document as presented. Roll call vote: Ayes: Collins, Harvey, Kipp, Swartz, Bibbings. Nays: None. Motion carried.

Budget Resolution 2022-01-06: Motion made by Harvey, seconded by Kipp to adopt Resolution 2022-01-06 Fiscal Year 2021-2022 Budget Amendment as presented. Roll call vote: Ayes: Harvey, Kipp, Swartz, Bibbings, Collins. Nays: None. Motion carried.

Date For Budget Workshop: Wednesday February 23, 2022 at 4:00 PM was the date and time set for the Budget Workshop, to be held at the Convis Township Hall.

Public Hearing on Budget: The public hearing on the budget will be held during the regular township meeting on Tuesday March 08, 2022 at 7:00 PM.

Board of Review Training: Motion made by Harvey, seconded by Kipp to approve paying registration fees and usual and customary expenses for any Board of Review member, alternate member, or Supervisor to participate in the in person or online training offered by MTA. Roll call vote: Ayes: Kipp, Swartz, Bibbings, Collins, Harvey. Nays: None. Motion carried.

Request for Calhoun County Parks Millage Funds: Motion made by Collins, seconded by Harvey to approve the Calhoun County Parks and Recreation Commission 2021 Millage Allocation Report as presented. Roll call vote: Ayes: Swartz, Bibbings, Collins, Harvey, Kipp. Nays: None. Motion carried.

2022 Request for Local Millage Distribution: Motion made by Harvey, seconded by Bibbings to approve the Calhoun County Parks and Recreation Commission 2022 Request for Local Millage Distribution as presented, with Convis Township's millage allocation estimated at \$4,420.14. Roll call vote: Ayes: Bibbings, Collins, Harvey, Kipp, Swartz. Nays: None. Motion carried.

Office Printer Replacement Updated Request: Motion made by Harvey, seconded by Swartz to approve the updated bid of \$586.25 from I.T. Right for a Xerox Phaser Desktop Laser Printer as presented. Roll call vote: Ayes: Collins, Harvey, Kipp, Swartz, Bibbings. Nays: None. Motion carried.

Inspector Body Cameras: Following discussion it was agreed to have sample policy and procedures to review at the next meeting prior to purchasing and implementing body camera use by inspectors representing the township.

Marshall Township Fire Board Alternate Appointment of Kim Collins: Motion made by Harvey, seconded by Kipp to appoint Kim Collins as the alternate representative to the Marshall Township Fire Board. Roll call vote: Ayes: Harvey, Kipp, Swartz, Bibbings, Collins. Nays: None. Motion carried.

Correspondence: As required under the terms of their Conditional Use Permit, Centerline Gun Club notified the township in writing of an additional shooting day scheduled for December 31, 2021.

Treasurer's Report: Motion made by Harvey, seconded by Collins to approve the treasurer's report as presented. Roll call vote: Ayes: Kipp, Swartz, Bibbings, Collins, Harvey. Nays: None. Motion carried.

Pay Bills: Motion made by Harvey, seconded by Kipp to pay all bills as presented in the amount of \$150,864.66. Roll call vote: Ayes: Swartz, Bibbings, Collins, Harvey, Kipp. Nays: None. Motion carried.

Committee/Township Representative Reports

Zoning Administrator: No additional report

Bellevue Fire Control Board: No additional report

Calhoun County Road Department: Supervisor Harvey reported tree trimming and winter road maintenance as ongoing activity with the road department and provided an update on complaints lodged against a construction company leaving excessive dirt on roads.

Custodian: Ron Petty reported 9 rental days for the month of December.

Ambulance Authority: There was no December meeting. The next meeting is scheduled for January 20, 2022.

Building/Park Committee: Treasurer Kipp noted the new furnace installation is scheduled for late January.

Cemetery Committee: No report.

Marshall Township Fire: Supervisor Harvey reported on the January meeting.

Planning Commission: The next regular meeting is scheduled for January 24, 2022.

Board Member Comments: Trustee Swartz noted Invenergy is protesting the requirement to file permits. Clerk Collins noted the office will be closed January 17, 2022 for Martin Luther King Jr. Day.

Supervisor Harvey said dates and times are being scheduled for March Board of Review and will be announced at the next meeting.

Final Public Comment: None

Adjournment: Supervisor Harvey adjourned the meeting at 7:40 PM.

Kimberly L. Collins
Convis Township Clerk

Approved as printed, at the February 8, 2022 regular meeting of the Convis Township Board of Trustees