



COHOCTAH TOWNSHIP BOARD MEETING

June 08, 2023 at 7:00 PM

Township Hall | Fowlerville, Michigan

The Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting upon 72 hour advance notice by contacting Barb Fear, Township Clerk, by email: bfearclerk@gmail.com, phone: (517) 546-0655, or mail: 10518 N Antcliff Rd Fowlerville MI 48836.

AGENDA

CALL TO ORDER

AGENDA APPROVAL

CONSENT AGENDA

- [1.](#) Minutes 05-11-2023
- [2.](#) Minutes Special Meeting 05-18-2023
- [3.](#) Treasurer's Report
- [4.](#) Expenditures

CALL TO THE PUBLIC

UNFINISHED BUSINESS

Road Commission

Howell Fire Authority

Hall

- [5.](#) Deck Painting Quote

Cemetery

- [6.](#) Cemetery Fees

Parks and Recreation

NEW BUSINESS

- [7.](#) Audit Procedures for Property Exemptions Policy
- [8.](#) Personal Property Canvas Policy

REPORTS

Zoning Board of Appeals

Planning Commission

Violations and Complaints

CALL TO THE PUBLIC

NEXT REGULAR MEETING DATE - JULY 13, 2023

ADJOURN



COHOCTAH TOWNSHIP BOARD MEETING

May 11, 2023 at 7:00 PM

Township Hall | Fowlerville, Michigan

The Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting upon 72 hour advance notice by contacting Barb Fear, Township Clerk, by email: bfearclerk@gmail.com, phone: (517) 546-0655, or mail: 10518 N Antcliff Rd Fowlerville MI 48836.

MINUTES

CALL TO ORDER

The meeting was called to order at 7:00PM with the Pledge of Allegiance.

PRESENT: Barb Fear, Mark Fosdick, Tami Bock, Mark Torigian, Zoning Administrator Fred Buckner. ABSENT: Phil Charette.

AGENDA APPROVAL

Motion made by Torigian, Seconded by Fear to approve the agenda as presented.

Voting Yea: Fear, Fosdick, Bock, Torigian, motion carried 4/0.

CONSENT AGENDA

1. Minutes 04-13-2023
2. Treasurer's Report
3. Expenditures

Motion made by Torigian, Seconded by Bock to approve the Consent Agenda as presented. Voting Yea: Fear, Fosdick, Bock, Torigian, motion carried 4/0.

CALL TO THE PUBLIC

None

UNFINISHED BUSINESS

Road Commission

Report given by Supervisor Fosdick.

Howell Fire Authority

Leave on agenda.

Hall

Report given by Treasurer Bock.

Cemetery

Leave on agenda.

Parks and Recreation

Report given by Treasurer Bock.

NEW BUSINESS

4. Hire Assistant Zoning Administrator

Motion made by Torigian, Seconded by Bock to approve hiring Steven Bronsberg as the Assistant Zoning Administrator effective 05/11/2023. Voting Yea: Fear, Fosdick, Bock, Torigian, motion carried 4/0.

5. Planning Commission Appointment

Motion made by Fosdick, Seconded by Torigian to appoint Sarah Newton to the Planning Commission for the remainder of the vacated term ending 08/2024. Voting Yea: Fear, Fosdick, Bock, Torigian, motion carried 4/0.

6. Proclamation for Ham Radio Organization

Motion made by Torigian, Seconded by Bock to adopt the Proclamation designating June 19-25, 2023 as Amateur Radio Week in the Township of Cohoctah. Voting Yea: Fear, Fosdick, Bock, Torigian, motion carried 4/0.

REPORTS

Zoning Board of Appeals

Leave on agenda.

Planning Commission

Report given by Planning Commission Chairperson Buttermore.

Violations and Complaints

Report given by Zoning Administrator Buckner.

CALL TO THE PUBLIC

Public comments received.

NEXT REGULAR MEETING DATE - JUNE 08, 2023

ADJOURN

There being no further business, the meeting was adjourned at 7:31PM.

May 18, 2023
Special Meeting Minutes

The special meeting of the Cohoctah Township Board was called to order at 9:02 am.
Present: Fosdick, Bock, Torigian, Fear, Charette.

Agenda Approval- Motion by Torigian, support by Charette to approve the agenda as presented. Motion carried 5 Ayes, 0 Nays.

Motion by Torigian, support by Bock to terminate the current cemetery contract with Michael Jolliff. 5 Ayes, 0 Nays. Motion carried.

Motion by Torigian, support by Bock to retain Heritage Monuments effective May 18, 2023 for cemetery services. 5 Ayes, 0 Nays. Motion carried.

Motion by Torigian, support by Charette to negotiate a new house lease with payment of rent in lieu of hours worked. 5 Ayes, 0 Nays. Motion carried.

Call to the Public- Public comment received.

There being no further business, the meeting was adjourned at 9:43 am.

Respectfully submitted,

Barb Fear
Cohoctah Township Clerk

EXPENDITURES - JUNE 2023		
ASSESSOR		\$ 5,467.23
VERIZON		\$ 248.05
SURF INTERNET		\$ 85.00
CONSUMERS ENERGY		\$ 533.07
GRANGER		\$ 34,841.64
FOSTER/SWIFT		\$ 9,210.75
CARLISLE/WORTMAN		\$ 580.00
MTA		\$ 2,687.92
ENVIRONMENTAL RUBBER		\$ 3,000.00
COHOCTAH TOWNSHIP		\$ 13,929.68
HARTMAN SEPTIC		\$ 250.00
THE GROUNDS CREW		\$ 4,350.00
LIVINGSTON COUNTY PRESS		\$ 70.00
ECONO PRINT		\$ 469.39
MARKUS FARM LLC		\$ 300.00
TRENTS PAINTING		\$ 5,000.00
ANNETTE SOKOLL		\$ 200.00
CHASE CREDIT CARD		\$ 5,417.51
T BOCK		\$ 41.92
K THURNER		\$ 34.85
B FEAR		\$ 55.00
A HODGE		\$ 83.54
D BURDEN		\$ 81.22
SUB TOTAL		\$ 86,936.77
T BOCK		\$ 1,801.33
D BURDEN		\$ 124.97
F BUCKNER		\$ 438.66
K THURNER		\$ 138.53
M FOSDICK		\$ 1,533.70
A HODGE		\$ 519.79
B FEAR		\$ 1,630.84
T LITZ		\$ 369.40
MERS		\$ 1,012.19
W/H		\$ 2,041.96
BENEPAY		\$ 51.83
SUB TOTAL		\$ 9,524.67
TOTAL GENERAL FND		\$ 96,461.44
CHLORIDE SOLUTIONS		\$ 36,007.98
ROAD FUND		\$ 36,007.98
TOTAL EXPENDITURES		\$ 132,469.42

COHOCTAH TOWNSHIP

10518 Antcliff Rd, Fowlerville MI 48836 (517)546-0655

May 24, 2023

Current fees for Sanford and Boutell Cemeteries:

Burial sites – resident/non resident

\$400/\$800 full burial site

\$150/\$300 infant burial site

\$125/\$250 cremains site (each site holds 2 urns)

Opening/closing costs

Add \$150 for weekend and holidays

Add \$150 for winter burials, Dec 1-March 31

\$550 full burial

\$150 infant burial, w/out use of excavator

\$350 infant burial, with use of excavator

\$150 cremains burial, under 16"X16"

\$250 oversize cremains burial

Foundation costs

\$0.40 per sq. in. *3" border required*

\$40 additional to mount gov. plaque

Thank you,

Karen M Thurner

Karen M Thurner

Cemetery Sexton

517- 404 -3972

8448 Peninsular Dr

Fenton MI 48430

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 four 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 City/Township (circle one) of _____ 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.

The foregoing resolution offered by member: _____,

and seconded by member: _____ and supported by roll call vote.

Ayes: _____ Nays: _____

As Clerk of the City/Township of _____, I do hereby certify that the foregoing is a true copy of a resolution adopted by the Municipality in regular session assembled on the _____ of _____, _____.

Local Clerk Signature & Certification

Date

Resolution and Policy for the Canvass of Personal Property

The basic goals of the yearly personal property canvass 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 Canvass)

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 canvass 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 City/Township (circle one) of

_____ hereby adopts the Resolution and Policy for the Canvass of Personal Property Policy as required by the State Tax Commission.

The foregoing resolution offered by member: _____,

and seconded by member: _____ and supported by roll call vote.

Ayes: _____ Nays: _____

As Clerk of the City/Township of _____, I do hereby certify that the foregoing is a true copy of a resolution adopted by the Municipality in regular session assembled on the _____ of _____, _____.

Local Clerk Signature & Certification

Date