



# COHOCTAH TOWNSHIP BOARD MEETING

December 14, 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](mailto: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 11-9-2023
- [2.](#) Treasurer's Report
- [3.](#) Expenditures

### CALL TO THE PUBLIC

### UNFINISHED BUSINESS

Road Commission  
Howell Fire Authority  
Hall  
Cemetery  
Parks and Recreation

### NEW BUSINESS

- [4.](#) Produce Stand
- [5.](#) Fowlerville Schools Summer Tax Collection Agreement
- [6.](#) LESA Summer Tax Collection Agreement
- [7.](#) Poverty Exemption Policy
- [8.](#) 2024 Meeting Schedule

### REPORTS

Zoning Board of Appeals  
Planning Commission  
Violations and Complaints

### CALL TO THE PUBLIC

NEXT REGULAR MEETING DATE - JANUARY 11, 2024

### ADJOURN



# COHOCTAH TOWNSHIP BOARD MEETING

November 09, 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](mailto: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 7:02pm with the Pledge of Allegiance.

PRESENT: Barb Fear, Phil Charette, Mark Fosdick, Tami Bock, Mark Torigian.

### AGENDA APPROVAL

Motion made by Torigian, Seconded by Charette to approve the agenda as presented. Voting Yea: Fear, Charette, Fosdick, Bock, Torigian, motion carried.

### CONSENT AGENDA

1. Minutes 10-12-2023
2. Treasurer's Report
3. Expenditures

Motion made by Charette, Seconded by Torigian to approve the consent agenda as presented. Voting Yea: Fear, Charette, Fosdick, Bock, Torigian, motion carried.

### CALL TO THE PUBLIC

Public comment received.

### UNFINISHED BUSINESS

#### Road Commission

No report.

#### Howell Fire Authority

No report.

#### Hall

No report.

#### Cemetery

No report.

#### **Parks and Recreation**

Report given.

#### **NEW BUSINESS**

4. **Madden Drain**

Motion made by Torigian, Seconded by Charette to adopt the Resolution for the maintenance of the Madden Drain. Voting Yea: Fear, Charette, Fosdick, Bock, Torigian, Nay: none. Motion carried.

5. **Produce Stand**

Leave on agenda.

6. **Lease Home Inspection**

Motion made by Torigian, Seconded by Charette to authorize Steve Bronsberg to investigate immediate repairs, not to exceed \$5,000.00, to the make the home safe. Voting Yea: Fear, Charette, Fosdick, Bock, Torigian, motion carried.

7. **Howell Schools Summer Tax Collection Agreement**

Motion made by Bock, Seconded by Torigian to approve the Howell Schools Summer Tax Collection Agreement. Voting Yea: Fear, Charette, Fosdick, Bock, Torigian, motion carried.

#### **REPORTS**

##### **Zoning Board of Appeals**

No report.

##### **Planning Commission**

Report given.

##### **Violations and Complaints**

Report given.

#### **CALL TO THE PUBLIC**

No comments received.

**NEXT REGULAR MEETING DATE - DECEMBER 14, 2023**

#### **ADJOURN**

There being no further business, the meeting was adjourned at 8:17pm.

<b>TAMI BOCK</b>			
<b>COHOCTAH TOWNSHIP TREASURER</b>			
<b>6153 BYRON ROAD</b>			
<b>HOWELL MI 48855</b>			
<b>517-546-2510</b>			
			Nov 2023
RECEIPTS			
	Franchise fees		\$ 2,085.79
	Revenue sharing		\$ 65,313.00
	INTEREST		\$ 12.94
	TRASH PICK UP		\$ 1,285.00
	TAX COLLECTION		\$ 1,081.00
	Rent		\$ 600.00
	BURIALS		\$ 516.00
	<b>RECEIPTS TOTAL</b>		<b>\$ 70,893.73</b>
	CASH ACCOUNT ENDING BALANCE		\$ 535,924.92
	THE STATE BANK		\$ 199,985.00
	FLAGSTAR CD		\$ 112,731.87
	PNC BANK		\$ 115,017.03
	HUNTINGTON CD		\$ 169,463.92
	GENERAL FUND BALANCE		\$ 1,133,122.74
	TRUST AND AGENCY BALANCE		\$ 7,050.00
	CAPITAL IMPROVEMENT FUND		\$ 222,609.08
	ROAD FUND ENDING BALANCE		\$ 2,844.25
	ARPA FUND		\$ 75,749.69

<b>EXPENDITURES - DECEMBER 2023</b>			
	BS&A SOFTWARE	\$ 1,000.00	
	LCMCA	\$ 42.25	
	SURF BROADBAND	\$ 99.18	
	CARLISLE/WORTMAN	\$ 1,430.00	
	GRANGER	\$ 23,414.00	
	CONSUMERS	\$ 548.14	
	LIVINGSTON COUNTY PRESS	\$ 110.00	
	FOSTER SWIFT	\$ 165.00	
	COHOCTAH TOWNSHIP	\$ 749.89	
	MAMC	\$ 150.00	
	CHASE BANK	\$ 3,223.97	
	LIVINGSTON COUNTY ASSESSORS	\$ 10.00	
	ERIC ARONSON	\$ 4,709.64	
	HART INTERCIVIC	\$ 804.00	
	SPECTRUM PRINTERS	\$ 66.28	
	HARTMAN SEPTIC	\$ 250.00	
	ECONOPRINT	\$ 1,774.57	
	M NARHI	\$ 260.00	
	ERIC ARONSON	\$ 4,709.64	
	COFFIELD OIL COMPANY	\$ 196.74	
	LIV CTY ASSESSORS ASSOC	\$ 10.00	
	LIV CTY SHERIFF	\$ 1,560.00	
	D BURDEN	\$ 72.05	
	L DAVENPORT	\$ 28.82	
	S BRONSBURG	\$ 18.34	
	T BOCK	\$ 20.96	
	B FEAR	\$ 31.44	
	<b>SUB TOTAL</b>	<b>\$ 45,454.91</b>	
	T BOCK	\$ 2,049.87	
	D BURDEN	\$ 262.29	
	S BRONSBURG	\$ 419.42	
	K THURNER		\$ 92.35
	C GARBER	\$ 2,395.83	
	A HODGE	\$ 70.64	
	L DAVENPORT	\$ 369.40	
	M FOSDICK	\$ 1,537.89	
	B FEAR	\$ 1,498.05	
	T LITZ	\$ 804.09	
	J BUTTERMORE	\$ 208.84	
	J SHONER	\$ 232.00	
	C WOLVERTON	\$ 236.50	

	MERS		\$ 1,081.51	
	W/H		\$ 3,045.70	
	BENEPAY		\$ 280.19	
	<b>SUB TOTAL</b>		<b>\$ 14,492.22</b>	
	<b>TOTAL GENERAL FND</b>		<b>\$ 59,947.13</b>	
			\$ -	
	<b>ROAD FUND</b>		<b>\$ -</b>	
	<b>TOTAL EXPENDITURES</b>		<b>\$ 59,947.13</b>	

**A Proposal for the Consideration  
of the  
Cohoctah Township Board of Directors**

**Proposal:** To open a Produce Stand between 1477 (Post Office) & 1495 W. Cohoctah Rd. (Granary).

**Who will be Organizing the Produce Stand:** Greg Cooper. Greg lives at and manages the Cohoctah Hunt Club located at 1980 E. Cohoctah Rd. This property throughout the summer months is an Airbnb, in the fall a Private Hunt Club. Greg has experience with produce stands having operated two in Highland Twp and Walled Lake.

**Months will the Market be Open:** April through September. April-May (**Flowers**) May-Sept. (**Produce**)

**Is the Market a Permanent Structure:** **No!** All displays are portable. Tents, Wagons, Folding Tables. When the Township needs the location for the annual parade or other functions the market will be cleared out.

**Where is the Produce Grown:** Our Goal is to develop relationships with local farmers and use their produce exclusively. At the Cohoctah Hunt Club we will be setting aside acreage to be used for organic produce to be sold at the Stand. Early in the growing season until local growers are harvesting their crops it is necessary to purchase produce from farms farther to the south or the Eastern Market.

**Parking:** Displays will be set far enough back from the street to allow cars to pull in off the street.

**How is Old Produce Removed for Site:** Daily all unwanted produce is removed and taken to the Cohoctah Hunt Club to be recycled for compost. Unwanted produce will not be left overnight to attract critters. Fresh Produce is brought in each morning to refresh empty displays.

**Benefit of a Produce Stand in Cohoctah:** Rather than commuters driving and purchasing their produce at other stops on their routes, they will be stopping at a Produce Stand in Cohoctah that will be run by locals, produce stocked by local farmers and gardeners, and this will give anyone who stops a positive feel about the town of Cohoctah.

***Produce Stand in Walled Lake. Not shown Corn and Melon Displays***



**AGREEMENT FOR COLLECTION OF  
SUMMER SCHOOL PROPERTY TAXES**

AGREEMENT made this 7th day of November 2023 by and between Fowlerville Community Schools, with offices located at 7677 Sharpe Road, Suite A, Fowlerville, MI 48836 (hereinafter "School District") and, Cohoctah Township, with offices located at 3530 Gannon Rd., Howell, Cohoctah Township, 48855 (hereinafter "Township"), pursuant to 1976 PA 451, as amended, for the purposes of providing for the collection by the Township of a Summer Levy of School District property taxes for the year 2024.

The parties agree as follows:

1. The Township agrees to collect 100% of the total school non-homestead property taxes as certified by the School District for levy on July 1, 2024 on property located within the Township. Interest earned on said taxes will be retained by the township.
2. The School District agrees to pay Township costs of assessment and collection as follows:


\$3.00 per parcel

It is understood that the tax rate as spread by the Township would also reflect the sum of 100% of the taxes of the Livingston Educational Service Agency and that the \$3.00 per parcel fee will cover the collection for the Livingston Educational Service Agency, also.

3. No later than June 21, 2024 the School District shall certify to the Township Supervisor the school millage to be levied on property for summer collection in 2024.
4. The Township Treasurer shall account for and deliver summer school tax collections as follows:
  - a. Summer Tax collections shall be paid to the School District within ten (10) business days from the 1<sup>st</sup> and 15<sup>th</sup> of each month.

Signature Authorized by Board of Education  
Resolution of November 7, 2023.

**SCHOOL DISTRICT**

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

Signature Authorized by Board of Trustees  
Resolution of \_\_\_\_\_.  
(MM/DD/YYYY)

**TOWNSHIP**

\_\_\_\_\_  
(Name/Title)

\_\_\_\_\_  
(Name/Title)

## **SUMMER TAX COLLECTION AGREEMENT**

The Township of Cohoctah with offices located at 10518 Antcliff Rd., Fowlerville, Michigan (the "township") pursuant to 1976 PA 451, as amended, for the purposes of providing for the collection by the Township of a summer levy of Livingston Educational Service Agency, Michigan (the "Agency") property taxes for the year 2024 and hereafter as provided below:

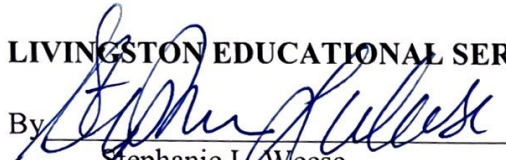
The Agency and the Township agree as follows:

1. The Township agrees to collect 100% of the total school millage in the summer as certified by the Agency for levy on all taxable property in addition to and not within the K-12 school district summer tax collection, including principal residence and other exempt property not subject to the 18 mill levy within the Fowlerville Community Schools and Howell Public Schools.
2. All interest and penalties, other than collection fees, that are imposed prior to the date the taxes are returned delinquent and that are attributable to school taxes, shall belong to the Agency.
3. The Agency agrees to pay the Township costs of assessment and collection at \$3.00 per parcel which represents reasonable expenses incurred by the Township in assessing and collecting Agency taxes, to the extent that the expenses are in addition to the expenses of assessing and collecting other taxes at the same time.
4. The Agency shall certify to the Township Treasurer the school millage to be levied on property for summer collection to the Township via a signed L-4029 within 3 weeks of Livingston County Equalization delivering their tax roll information to the Agency, or by June 15, whichever is earlier.
5. The Township Treasurer shall account for and deliver summer school tax collections to the Agency within ten (10) business days from the 1<sup>st</sup> and 15<sup>th</sup> of each month via electronic transfer, if and when possible.
6. In the event that state law is amended necessitating changes to this Agreement, the parties agree to negotiate changes to the Agreement in good faith to conform the Agreement to state law. Collection of summer taxes and payment for said collection shall not be disrupted or delayed due to the negotiation of or revision to this Agreement.
7. By execution of this Agreement, both parties certify and represent that the Agreement is authorized by the laws of the State of Michigan, that the individuals responsible for collecting the Agency taxes are and will be in compliance with all laws pertaining to their duties and responsibilities as a tax collecting agent, and that the signors are authorized by their respective governing bodies to execute this Agreement.
8. This Agreement is effective on the date of its execution and shall expire twelve months from the effective date.

IN WITNESS WHEREOF, the parties have executed this Agreement on the respective dates indicated below.

**LIVINGSTON EDUCATIONAL SERVICE AGENCY, MICHIGAN**

By

  
Stephanie L. Weese

Its: Assistant Superintendent for Administrative Services

Dated: November 10, 2023

**TOWNSHIP OF COHOCTAH:** \_\_\_\_\_

By \_\_\_\_\_

Its \_\_\_\_\_

Dated \_\_\_\_\_

**COHOCTAH TOWNSHIP - 2024**  
**Hardship Exemption Procedures and Guidelines**

1. To be eligible, a person shall do all the following on an annual basis:
  - a) Be an owner of and occupy as a principal residence the property for which an exemption is requested.
  - b) File a claim with the supervisor/assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year.
  - c) File a claim reporting that the combined assets of all persons do not exceed the current guidelines. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
  - d) Produce a valid driver's license or other form of identification.
  - e) Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
  - f) Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the governing body providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.
  - g) The application for an exemption shall be filed after January 1, but one day prior to the last day of the Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.
2. The applicant must appear in person or by an agent who is authorized to do so in writing in a witnessed and notarized statement by the property owner. The filing of the claim constitutes an appearance before the Board of Review for the purpose of preserving the claimant's right to appeal the decision of the Board of Review to the Michigan Tax Tribunal regarding the claim.
3. In the event a household member over 18 years of age is earning income but not contributing to your Support or household income, a written explanation as to why is required.
4. The applicant and all household members' assets shall not exceed the following limits:
  - Limit on Cash Balances: \$2,500 (checking/savings). All bank statements must be submitted with application.
  - 1 personal vehicle is exempt from overall asset value limit
  - Primary Residence is excluded, however, excess land over 5 acres will count toward overall asset limit.
  - Annual dividend income (taxable & non-taxable) must be less than \$1,000
  - Overall Asset Value Limit: \$20,000
  -

Assets will include, but are not limited to the following: Real estate holdings (other than the principal residence), in excess of one car per household, pleasure boats, motor homes, bank accounts.

5. Total household income levels may not be set lower than the federal poverty income standards. The federal poverty income standards for setting poverty exemption guidelines for 2021 assessments are as follows:

<u>Size of Family Unit</u>	<u>Poverty Guidelines</u>
1 Person	\$14,580
2 Persons	\$19,720
3 Persons	\$24,860
4 Persons	\$30,000
5 Persons	\$35,140
6 Persons	\$40,280
7 Persons	\$45,420
8 Persons	\$50,560
For each additional person, add	\$5,140

Each year thereafter the levels shall be adjusted the poverty guidelines as issued annually by the State Tax Commission for the appropriate assessment year.

- 6) A hardship is not eligible for an exemption when property taxes do not exceed the combined sum of 3.5% of the adjusted income and Homestead Property Tax Credit.
- 7) A hardship exemption is not qualified when the hardship is created because the applicant is a Full or part-time student.

## 2024 RESOLUTION FOR POVERTY EXEMPTION

**WHEREAS**, the adoption of guidelines for poverty exemptions is required of the City Council (Township Board); and  
**WHEREAS**, the principal residence of persons, who the Supervisor/Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

**WHEREAS**, pursuant to PA 390 of 1994, the City/Township of \_\_\_\_\_, \_\_\_\_\_ County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of and occupy as a principal residence the property for which an exemption is requested.
- 2) File a claim with the supervisor/assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year.
- 3) File a claim reporting that the combined assets of all persons do not exceed the current guidelines. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
- 4) Produce a valid driver's license or other form of identification.
- 5) Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
- 6) Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the governing body providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.
- 7) The application for an exemption shall be filed after January 1, but one day prior to the last day of the Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

The following are the federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence.

### *Federal Poverty Guidelines for the 2023 Assessment Year*

#### **Number of Persons Residing Poverty Guidelines in the Principal Residence Annual allowable income**

1 Person	\$14,580
2 Persons	\$19,720
3 Persons	\$24,860
4 Persons	\$30,000
5 Persons	\$35,140
6 Persons	\$40,280
7 Persons	\$45,420
8 Persons	\$50,560
Each additional person, add	\$5,140

The following is a limit on the amount of assets an applicant can have (or insert see attachment):

- Limit on Cash Balances: \$2,500 (check/savings). All bank statements must be submitted with application.
- 1 personal vehicle is exempt from overall asset value limit
- Primary Residence is excluded, however, excess land over 5 acres will count toward overall asset limit.
- Annual dividend income (taxable & non-taxable) must be less than \$1,000
- Overall Asset Value Limit: \$20,000

***NOW, THEREFORE, BE IT HEREBY RESOLVED*** that the supervisor/assessor and Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption. As this policy and resolution do not establish specific guidelines for granting a 25% or 50% reduction in taxable value as allowed by MCL 211.7u, the Board of Review shall be limited to a 0% reduction (denial) or 100% reduction (approval).

The foregoing resolution offered by Board/Council Member\_\_\_\_\_

and supported by Council Member/Board Member\_\_\_\_\_.

Upon roll call vote, the following voted:

“Aye”: \_\_\_\_\_

“Nay”: \_\_\_\_\_

The City/Township Clerk declared the resolution\_\_\_\_\_.

\_\_\_\_\_, Clerk Signature

\_\_\_\_\_, Clerk Name,                      Dated: \_\_\_\_\_

# **Regular Meeting Schedule of Cohoctah Township Board Meetings**

The Cohoctah Township Board will meet on the second Thursday of each month.

All meetings will begin at 7pm and will take place at the Cohoctah Township Hall, 10518 N Antcliff Rd, Fowlerville, MI 48836.

Thursday January 11, 2024  
Thursday February 8, 2024  
Thursday March 14, 2024  
Thursday April 11, 2024  
Thursday May 9, 2024  
Thursday June 13, 2024  
Thursday July 11, 2024  
Thursday August 8, 2024  
Thursday September 12, 2024  
Thursday October 10, 2024  
Thursday November 14, 2024  
Thursday December 12, 2024

Changes to these dates or the location will be posted on the website and at the offices of Cohoctah Township.