

Authorization Request: Additional BOR Training for Advanced Class. Public Act 660 of 2018 requires every board of review member to receive training once per term. Michigan Townships Association can provide the required training. Supervisor Lazet stated that at the January meeting the Board approved the Basic level of training for a group rate of \$90.00. Several of the members and affiliated personnel have expressed a desire to attend the advance level training. The group rate of \$200.00 allows the entire board of review including the assessor, supervisor and alternate to attend the training.

MOTION Lazet, seconded Kean, to authorize the expense and payment to *Michigan Township Association* in the amount of \$200.00 for Public Act 660 of 2018 required Board of Review advance training to be charged to Board of Review Educational Meetings (GL #101-247-960.000).

Roll Call

**Ayes: Lacasse, Sherwood, Lazet, Kean, and McNeilly
Nays: None**

Supervisor Report: City of Mason Fire Contract Renewal. The current contract with the City of Mason Fire Department expires in June. Supervisor Lazet explained the proposed “five-year” contract with a fixed payment amount that would increase annually based on the average Consumer Price Index. As part of the contract, there would be no cost calculations per run, but the City of Mason Fire Department would provide in writing their minimum direct costs. Supervisor Lazet will keep the Board updated on negotiation progress.

Supervisor Report: Zoning Administrator Position. Zoning Administrator Dave Vincent has resigned. Discussion followed on the requirements and qualifications for the position, responding to the day-to-day need for services, and the development of a process to hire a qualified candidate.

Supervisor Report: 3265 Rolfe Road. A stop work order has been issued for the new construction at 3265 Rolfe Road for non-compliance with the setback zoning requirement. The builder has filed a petition with the Zoning Board of Appeal. The meeting is set for February 16, 2021. To cover the cost of the hearing, a transfer authority adjustment in the amount of \$1,025.00 has been created.

Overview of Zoning & General Ordinances and Township Policies. The Zoning Ordinances are currently going through an extensive review with six major amendments. Some of the General Ordinances have not been reviewed since the 1960’s and require a comprehensive evaluation. Several of the Township policies were not Board approved. Committees were assigned to these policies for review and presentation to the Board for adoption.

Initial Review of the 2021-2022 Budget, Budget History, Fee Schedule. Supervisor Lazet provided budget consideration and economic analysis as it relates to health insurance costs, pension liability, staff compensation and revenue capacity. The Township has two main revenue sources: State Revenue Sharing, and property taxes. Discussion followed on the revenue capacity to address each of the four priority areas of roads, pensions, Township assets, and digitization. Supervisor Lazet highlighted each of the revenue and expense line items with an explanation and percent of increase over the past five years. Clerk Kean commended Supervisor

Lazet on the thoroughness, in-depth analysis, and comprehensive presentation of the proposed budget.

Fee Schedule. The Board is to review the fee schedule for evaluation at a future meeting.

Any Other Business. Municipal Employees Retirement System has completed an audit and discovered Clerk Kean's original date of service was inaccurate. MERS needs to correct their records of 10 years ago. Clerk Kean will pay her share of the liability and the Township will be required to pay their mandated share.

Adjournment. The meeting adjourned at 2:54 p.m.

JoAnne Kean, Clerk

Scribed by Deputy Clerk Ruttan