

PINE RIVER TOWNSHIP

Gratiot County, Michigan

January 17, 2023

Board Agenda

1. Call to Order
2. Pledge to the Flag
3. Roll Call
4. Brief Public Comments (3 Minutes)
5. Approval of Agenda
6. Approval of Minutes
 - a. December 20, 2022
7. Approval to Pay Bills
8. Reports by Boards, Committees & Agents
 - a. Treasurer's Report
 - b. Budget Report
 - c. Zoning & Blight Report
 - d. Assessor's Report
 - e. Fire Board Report
9. Business before the Board
 - a. 2023 Budget Discussion
 - b. Resolution 2023-01-Poverty Exemption Guidelines
 - c. Resolution 2023-02- Public Inspection Policy (Assessor's Record)
 - d. Resolution 2023-03- Procedures for Granting and Removing Real Property Exemptions
10. Announcements and Upcoming Meetings
 - a. Board Meeting- February 21,2023
 - b. MTA Annual Conference-April 17-20, 2023, Grand Traverse Resort, Acme Township
11. Adjournment

MINUTES OF THE PINE RIVER TOWNSHIP BOARD
MONTHLY MEETING
JANUARY 17, 2023

- 1) The regular monthly meeting of the Pine River Township Board was called to order at 7:00PM by Supervisor Beeson at the Township Hall.
- 2) Pledge the flag: The Board and the Public said the Pledge to the flag.
- 3) Roll Call: Best: present; Moeggenborg: present; Beeson: present; Baker: present. Whitmore: present. (5) Board members present, (0) absent.
Guests: None
- 4) Public Comments
 - a. None
- 5) Approve the Agenda:
 - a. Motion made by Best: second by Moeggenborg: to approve the agenda as presented. All present Board members approved. The motion carried 5-0.
- 6) Approve the Minutes:
 - a. Motion made by Moeggenborg: second by Best: to approve the Minutes of the regular meeting from December 20, 2022. All present Board members approved. The motion carried 5-0.
- 7) Approval to Pay Bills:
 - a. Motion made by Baker: second by Best: to approve the payment of bills as presented in the amount of \$106,207.09 (monthly plus the \$549.31 for DTE Reimbursement). All present Board members approved. The motion carried 5-0.
- 8) Reports by Boards, Committees, and Agents
 - a. Treasurer's Report – Discussion: Board reviewed, bank reconciliations have been received and reviewed by all present. Placed on file.
 - b. Budget Report – Discussion: report placed on file.
 - c. Zoning and Blight Officer – Discussion: report placed on file.
 - d. Assessor Report – \$5.7 million in taxable value was reported, increase from last year
 - e. Fire Services – Projected budget was reviewed and will be proposed next month
- 9) Business before the Board
 - a. 2023 Budget Discussion
 - i. Baker mentioned increasing staff salaries (non-elected). Whitmore mentioned a need for Saturday Election Hours having a staff present. All other needs to be given to Beeson for consideration.
 - b. Resolution 2023-01 – Poverty Exemption Guidelines

- i. Motion made by Baker: second by Moeggenborg: to approve the Poverty Exemption Guidelines as presented. Roll call vote: Best: yes; Moeggenborg: yes; Beeson: yes; Whitmore: yes; and Baker: yes. All present Board members approved. The motion carried 5-0.
 - c. Resolution 2023-02 – Public Inspection Policy
 - i. Motion made by Moeggenborg: second by Best: to approve the Public Inspection Policy (Assessor’s Record) as presented. Roll Call vote: Best: yes; Moeggenborg: yes; Beeson: yes; Whitmore: yes; Baker: yes. All present Board members approved. The motion carried 5-0.
 - d. Resolution 2023-03 – Procedures for Granting and Removing Real Property Exemptions
 - i. Motion made by Moeggenborg: second by Baker: to support Procedures for Granting and Removing Real Property Exemptions as presented. Roll Call vote: Best: yes; Moeggenborg: yes; Beeson: yes; Whitmore: yes; Baker: yes. All present Board members approved. The motion carried 5-0.

10) Extended Public Comment:

- a. None.

11) Announcements and Upcoming Meetings

- a. Board Meeting: February 21, 2023, at 7 PM

12) Adjournment

- a. Motion made by Baker: second by Whitmore: to adjourn the meeting at 7:35PM. All present Board members approved. The motion carried 5-0.

Submitted by: Andi Whitmore,
Clerk

PINE RIVER TOWNSHIP, GRATIOT COUNTY

RESOLUTON ADOPTING POVERTY EXEMPTION GUIDLEINES

RESOLUTION NO. 2023-01

At a duly scheduled meeting of the Township Board of Pine River Township, Gratiot County, Michigan, held at the Township Hall, 1495 W. Monroe Rd., St. Louis, MI 48880 on the 17th day of January 2023, at 7:00 p.m.

PRESENT: Best, Moeggenborg, Beeson, Whitmore, Baker

ABSENT: None

The following resolution was offered by Baker and supported by Moeggenborg.

WHEREAS, the adoption of guidelines for poverty exemptions is required of the Pine River Township Board; and

WHEREAS, the principle residence of persons, who the Supervisor/Assessor and Board of Review determines by reasons of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or part from taxation under Public Act 390, 1994 (MCL211.7u); and

WHEREAS, pursuant to PA 390, 1994, Pine River Township, Gratiot County, Michigan 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 of the following on an annual basis:

- 1) Be an owner or and occupy as a homestead property for which an exemption is requested.
- 2) File Form 5737 Application for MCL 211.7u Poverty Exemption.
- 3) File Form 5739 Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty.
- 4) File all required additional documentation (such as federal/state income tax returns, including any property tax credit returns filed in the immediately preceding year or in the current year, with the supervisor or board of review.
- 5) Produce a valid drivers' license or other form of identification if requested.
- 6) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if requested.
- 7) Meet the federal poverty income standards as defined annually by the United States Office of Management and Budget.
- 8) The application for an exemption shall be filed after January 1, but before the day prior to the last day of the board of review.
- 9) The property in question contains enough acreage that at least one or more buildable lots could be split from the main parcel under the land division act, the township will count

the value of any additional parcel that could be split when calculating the applicant's total assets

- 10) Total assets shall not be more than ~~\$2,000.00~~---Corrected 2-21-2023 Meeting--
- 11) Fixed assets shall be limited to one house and one vehicle for the claimant and no house and one vehicle for each adult person residing with claimant.

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 2023 Assessments

Size of Family Unit	Poverty Guidelines
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

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.

ADOPTED.

YEAS: Best, Moeggenborg, Beeson, Whitmore, Baker

NAYS: None

ABSENT/ABSTAIN: None

RE;t = OPTED

Kevin Beeson, Pine River Township Supervisor

PINE RIVER TOWNSHIP, GRATIOT COUNTY

Public Inspection Policy (Assessor's Record)

RESOLUTION NO. 2023-02

At a duly scheduled meeting of the Township Board of Pine River Township, Gratiot County, Michigan, held at the Township Hall, 1495 W. Monroe Rd., St. Louis, MI 48880 on the 17th day of January 2023, at 7:00 p.m.

PRESENT: Best, Moeggenborg, Beeson, Whitmore, Baker

ABSENT: None

The following resolution was offered by Moeggenborg and supported by Best.

WHEREAS, PA 660 OF 2018 MCL 211.1 0g(1)(c) requires Townships to memorialize a public inspection policy to assist taxpayers, the Trustees of the Pine River Township hereby adopt the following:

The Assessing Department has one member to assist taxpayers- Douglas Merchant, Assessor.

- The Assessing Department office hours are Monday -Friday 8:00am-12:00pm., excepts for holidays.
- A taxpayer may submit inquires directly to Assessor Douglas Merchant at assessor(a).pinerivenni.gov or by phone 989-681-5523. The estimated response time to inquiries is less than three (3) business days.
- A taxpayer may arrange a meeting with the Assessor, Douglas Merchant for the purpose of discussing an inquir_y in-person by calling 989-681-5523.
- A taxpayer request for inspection or production of records maintained by the Assessor may be made by calling 989-681-5523. Information may be subject to the statutory requirements of the Freedom of Information Act (FOIA).
- Assessment records may be obtained, free of charge, on BS&A:
 1. Go to bsaonline.com
 2. Search the Township you are inquiring information for.
 3. Search by address/parcel number in the search box to locate information.

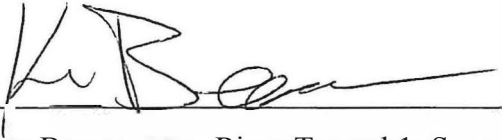
ADOPTED.

YEAS: Best, Moeggenborg, Beeson, Whitmore, Baker

NAYS: None

ABSENT/ABSTAIN: None

RESOLUTION DECLARED ADOPTED



Kevin Beeson, Pine River Township Supervisor

CERTIFICATION

STATE OF MICHIGAN)
) ss
COUNTY OF GRATIOT)

I, the undersigned, the duly qualified and acting Clerk of the Township of Pine River, Gratiot County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted at a duly scheduled meeting of the Township Board on the 17th day of January 2023.



Andie Whitmore, Pine River Township Clerk

PINE RIVER TOWNSHIP, GRATIOT COUNTY

PROCEDURES FOR GRANTING AND REMOVING REAL PROPERTY EXEMPTIONS

RESOLUTION NO. 2023-03

At a duly scheduled meeting of the Township Board of Pine River Township, Gratiot County, Michigan, held at the Township Hall, 1495 W. Momoe Rd., St. Louis, MI 48880 on the 17th day of January 2023, at 7:00 p.m.

PRESENT: Best, Moeggenborg, Beeson, Whitmore, Baker

ABSENT: None

The following resolution was offered by Moeggenborg and supported by Baker.

Procedures for Granting and Removing Real Property Exemptions

WHEREAS, Pine River Township, Gratiot County is memorializing the recommendations made by the State Tax Commission in Bulletin 26 of 2017 when granting and removing real property exemptions as follows:

Initial Request

Taxpayers who wish to apply for a real property exemption must first complete and submit an application adopted by the Office of the Township Assessor. The completed application will be scanned and retained on file and will include all documents submitted by the taxpayer to support the request for exemption. The Township Assessor shall review the application and either approve or deny the application. Written notice shall be provided to the taxpayer.

Existing Exemptions

Existing exemptions shall be reviewed annually by visiting a property and reviewing the exemption file. Adjustments to the status of the exemption may be made by the Assessor upon review. The Assessor may request that a new application be completed as part of the review process if it is believed that the exemption status of an applicant has changed.

Removing Exemptions

If the Assessor has sufficient evidence that the taxpayer no longer qualifies for the real property exemption, they need to immediately remove the exemption and send proper notification to the taxpayer outlining their appeal rights. If the Assessor does not receive sufficient supporting documentation accompanying the application the Assessor should also send the taxpayer denial information along with their appeal rights.

Assessors do not have the authority to grant/approve exemptions that are not complete. Applications that are submitted without proper documentation are incomplete.

ADOPTED.

YEAS: Best, Moeggenborg, Beeson, Whitmore, Baker

NAYS: None

ABSENT/ABSTAIN: None

R& ARE: ~~RESOLUTION~~ ADOPTED

Kevin Beeson, Pine River Township Supervisor

CERTIFICATION

STATE OF MICHIGAN)
) ss
COUNTY OF GRATIOT)

I, the undersigned, the duly qualified and acting Clerk of the Township of Pine River, Gratiot County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted at a duly scheduled meeting of the Township Board on the 17th day of January 2023.

Andi Whitmore
Andi Whitmore, Pine River Township Clerk