

**BAY TOWNSHIP BOARD OF TRUSTEES**  
**January 25, 2023**  
**SPECIAL MEETING MINUTES**  
**APPROVED**

**CALL TO ORDER**

Supervisor Gaudard called the meeting to order at 5:00 PM and led with the Pledge of Allegiance. Other Board members in attendance were, Trustee D. Beynon and Clerk W. Simmons, Trustee S. Van Dam and Treasurer S. Ritter.

**PUBLIC COMMENT**

Public Comment opened and closed at 5:01 PM with no public comment.

**RESOLUTION 23-01-03**  
**POVERTY GUIDELINES**

**Bay Township Resolution 2023-01-03**

**BAY TOWNSHIP, CHARLEVOIX COUNTY**  
**BOARD OF TRUSTEES RESOLUTION**

**Resolution No 2023-01-03**

**Title: Poverty Exemption Guidelines**

**WHEREAS**, the adoption of guidelines for poverty exemptions is required of the Bay Township Board of Trustees; and

**WHEREAS**, the principal residence of persons, who the 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 Bay Township Board of Trustees, Charlevoix County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but are 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 Township 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 or a signed State Tax Commission Form 4988, Poverty Exemption Affidavit.
- 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 if requested.
- 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 December Board of Review. The filing of this claim constitutes

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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 **2023** 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 Used in the Determination of Poverty**

<b>1</b>	<b>\$13,590</b>
<b>2</b>	<b>\$18,310</b>
<b>3</b>	<b>\$23,030</b>
<b>4</b>	<b>\$27,750</b>
<b>5.</b>	<b>\$32,470</b>
<b>6.</b>	<b>\$37,190</b>
<b>7.</b>	<b>\$41,910</b>
<b>8.</b>	<b>\$46,630</b>

**For each additional person, add \$4,720**

Approved Asset Test

- 1) Things of value that a person can own and are exempt from consideration in determining eligibility for a poverty exemption.
  - a. Applicant's principal residence
  - b. One motor vehicle per working adult
  - c. Essential household goods
  - d. Personal assets of any nature with a total value up to \$10,000.
- 2) Things of value that the Board of Review can consider in determining what percent exemption to grant:
  - a. Real estate other than the principal residence
  - b. Personal property
  - c. Motor vehicles in excess of one per working adult
  - d. Recreational vehicles and equipment
  - e. Certificate of deposits, savings accounts, checking accounts, stocks, bonds, life insurance, and retirement funds, etc.
- 3) The Board of Review shall consider the value of the assets, or indebtedness otherwise owned by the applicant. Assets (except those exempts from consideration as listed above), shall not exceed \$10,000.

**WHEREAS**, pursuant to PA 253 of 2020, if a person claiming an exemption qualified under the eligibility requirements, the board of review shall grant the exemption in whole or in part, as follows:

- (a) A full exemption equal to a 100% reduction in taxable value for the tax year in which the exemption is granted.
- (b) A partial exemption equal to 1 of the following:
  - (i) A 50% or 25% reduction in taxable value for the tax year in which the exemption is granted.

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(ii) As approved by the state tax commission, any other percentage reduction in taxable value for the tax year in which the exemption is granted, applied in a form and manner prescribed by the state tax commission.

**WHEREAS**, pursuant to PA 253 of 2020, if a person claiming an exemption qualified under the eligibility requirements, the board of review shall grant the exemption in whole or in part, as follows:

(a) A full exemption equal to a 100% reduction in taxable value for the tax year in which the exemption is granted.

(b) A partial exemption equal to 1 of the following:

(i) A 50% or 25% reduction in taxable value for the tax year in which the exemption is granted.

(ii) As approved by the state tax commission, any other percentage reduction in taxable value for the tax year in which the exemption is granted, applied in a form and manner prescribed by the state tax commission.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the Board of Review shall follow the above stated policy and federal guidelines in granting, extending or denying an exemption.

The foregoing resolution offered by Township Board Member

**D. Beynon**

Supported by Bay Township Board of Trustees member:

**S. Van Dam**

Upon roll call vote, the following voted:

"Aye": **Gaudard, Beynon, Ritter, Van Dam, Simmons**

"Nay": \_\_\_\_\_

The Township Clerk declared the resolution **Approved**.

**GOALS FOR 2023**  
**BOARD ROUND TABLE**  
**DISCUSSION**

The following suggestions, ideas and goals were discussed by all Board Members present.

**Long Term Ongoing Goals: (2023 and beyond)**

Continue to:

- Provide quality fire and ambulance service for our community
- Ensure a fund equity balance of at least 50%
- Update Board policy and board ordinances
- Budget funds for professional development for committee members and officials.

**Short Term Goals: ( 2023-2025)**

- Work with the library staff to communicate services available to our community
- Work with the county road commission to update our road maintenance plan to maximize our road millage funds

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- Fully implement our BS&A financial software
- Support our PC committee goals and request they prioritize short term rentals and solar ordinances.
- Implement a township trash day
- Begin a capital improvement fund in our budget
- **Suggest the Rec committee to pursue:**
  - ◆ master plan for landscaping the township hall property.
  - ◆ plans to improve the township kiosk.
  - ◆ Review the Lake Street Road end for possible improvements.
  - ◆ Bike trail enhancements
  - ◆ Map of township water access sites

**Communicate with property owners by developing a semiannual newsletter**

- **Make improvements to the township hall:**
  - ◆ AED
  - ◆ Generator
  - ◆ Furniture
  - ◆ Storage
  - ◆ Board nameplates

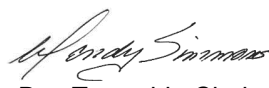
**PUBLIC COMMENT**

Public Comment opened and closed at 6:19 PM. There was no public comment.

**ADJOURNMENT**

**MOTION by Ritter, seconded by Gaudard to adjourn the meeting at 6:20 PM, passed upon affirmative voice vote of the Board Members present.**

Respectfully submitted,



Bay Township Clerk