

AURELIUS TOWNSHIP BOARD OF TRUSTEES
Special Meeting
Tuesday, August 20, 2019

MINUTES

The Aurelius Township Board met in special session on Tuesday, August 20, 2019, at the Aurelius Township Hall, 1939 S. Aurelius Road, Mason, Michigan.

Board members present: Ayres, Droscha, Groh, Malcangi and Silsby.

Members Absent: None.

Others Present: Krista and Josh Simmons

The meeting was called to order by Supervisor Silsby at 3:00 p.m. All present joined in the pledge to the United States Flag.

Unfinished Business

Introductions were made. Krista Simmons is a level two Assessor and the Assessor for Ingham Township and two other municipalities in Allegan County. She will not be taking any new townships until she has a level three Assessor Certification. Josh Simmons will help with field work and Krista will do calculations and be the Assessor of Record and be a W2 employee. Trustees asked about salary. Josh Simmons said they would do the job for \$11.00 per parcel. Josh Simmons said they were willing to be in township office one day per month and can speak with residents by appointment if needed. They can also come to board meetings and be available at Board of Review time and budget time or once per quarter. Simmons will do land and ECF values, field work, new construction pictures, and APEX new construction drawings done from measurements not plans. They also agreed to print and mail Assessment Notices or have KCI mail them, publish the Board of Review advertisement, process land divisions and consolidations and send information to Tax Mapping for new legal descriptions, enter all new buildings into system and send all required reports to State and sign assessment roll and oversee preparation. Simmons agreed to accept a prorated amount of \$11.00 by 2150 parcels for the remaining eight months of the fiscal year and they agreed to accept. Ayres will send agreement to be signed.

Simmons asked if there were any known issues and the board members were not aware of any since Larry Silsby has been paid to keep records up until a new Assessor was hired. Silsby said he spoke to State of Michigan due to delay of meeting to hire Assessor. Simmons will send form to change Assessor of Record to State of Michigan right away and added the State of Michigan also has to approve the change.

Member Droscha motioned to approve hiring Krista Simmons as Assessor for \$11.00 per parcel and was seconded by Member Groh. Roll Call Vote: Ayes: Ayres, Droscha, Groh, Malcangi, Silsby. Nays: None. Absent: None. Motion carried.

Krista and Josh Simmons left the meeting following the vote.

Board members discussed remaining assessing duties to be done by Larry Silsby which included processing L-4175 and 5176 Personal Property Statements, sending Poverty Exemption Applications, writing Resolution for Poverty Exemptions and Poverty Income

Guidelines, sending Veterans Exemption forms, printing, entering and filing deeds, processing PRE, PRE Rescinds and Transfers, entering any other name and address changes, completing Board of Review actions and mailing to owners, including poverty and veteran actions, and scheduling Board of Review appointments. Larry Silsby agreed to do remaining duties for \$540.00 per month for remaining eight months of fiscal period.

Member Droscha motioned to approve \$540 per month for Larry Silsby to do additional assessing duties and was seconded by Member Malcangi. Roll Call Vote: Ayes: Ayres, Droscha, Groh, Malcangi. Nays: None. Absent: None. Abstained: Silsby. Motion carried.

New Business

None.

Board Reports

Public Comment

None.

Meeting adjourned at 4:19 p.m.

Respectfully submitted by:

Tracy Ayres, Clerk
Aurelius Township