



# OVID TOWNSHIP

## ADMINISTRATIVE OFFICES

1015 Baese Court, P.O. Box 136  
Ovid, Michigan 48866  
Ph: (989) 834-2838

# APPROVED

SUPERVISOR: Jennings C. West  
CLERK: Claudia Barrett Pluger  
TREASURER: Nancy J. Hughson

TRUSTEES: Patricia Hibbard  
Arlene Pesik

### **PROPOSED MINUTES OF OVID TOWNSHIP BOARD MEETING - OCTOBER 12, 2023**

The regular Board meeting of the Ovid Township Board was called to order at 7 p.m. by the Supervisor with the Pledge to the Flag.

#### **MEMBERS PRESENT:**

Supervisor Jennings West, Clerk Claudia Barrett Pluger, Treasurer Nancy J. Hughson, Trustee Patricia Hibbard, Trustee Arlene Pesik

Supervisor Jennings commented to please hold public comments until the time for public comments. It would be appreciated.

#### **ALSO PRESENT:**

Keith Jones; Maurice Woodworth; Robert Meredith; Jacob Munson; Peggy Lidgard; Connie Kioski; Tim Krause & Taylor Reutter, Granger Waste Services; Bob Sauer; Gary Criner; Jordan Smith, Principal, Maner Costerisan

#### **AGENDA:**

Moved by Trustee Pat that we approve the Agenda, as submitted, Seconded by Trustee Arlene. All in favor, Motion carried.

#### **PROPOSED MINUTES FROM SEPTEMBER 14, 2023, BOARD MEETING:**

Moved by Trustee Arlene that we accept the September 14, 2023, Board meeting minutes, as written, Seconded by Treasurer Nancy. All in favor, Motion carried.

## **TREASURER'S REPORT:**

Treasurer Nancy provided the Board with the September 2023 financials, the September monthly income received report, bank balances, along with the supporting bank statements as of September 30, 2023, and the corresponding bank reconciliations for each month's bank statement.

Huntington Bank Account Balances:

General Fund bank balance is \$263,646.09.

Payroll account balance is \$5,200.97.

Delinquent Property bank balance is \$139.59

Michigan Class:

General Fund is \$239,633.47.

Emergency Services is \$132,129.90

ARPA – \$122,309.84

Mercantile Bank Account Balances:

Emergency Services account is \$15,635.79.

ARPA Account is \$40,264.53.

Journey Federal Credit Union Balances:

Tax account balance is \$510,211.18.

Cemetery account balance is \$20,037.85.

Treasurer Nancy commented the tax account was off because of a missed tax payment from escrow. That has been fixed. It should be fine next month.

The Michigan Class interest statement for the year is also in the Board packets. We've made \$10,073.21.

Moved by Trustee Pat to accept the Treasurer's report, as submitted, bank statements and reconciliations included for review, subject to audit, Seconded by Trustee Arlene. All in favor, Motion carried.

## **AMEND AND APPROVE BUDGET:**

Clerk Claudia explained the Transfer Out of \$74,598.67 is due to ARPA funds being used, and the Transfer Out GL Line Number not budgeted for.

Moved by Clerk Claudia that we amend and approve the budget for GL #209-567-801, Cemetery/Mowing, \$1,825; GL # 285-000-996, Transfer Out, \$74,598.67 and GL #101-265-804, Township/Mowing, for a total of \$76,673.67 from unallocated funds to cover the amounts over, Seconded by Trustee Pat. All in favor, Motion carried.

## **CLERK/BILLS – FOR APPROVAL:**

Clerk Claudia reported at last month's meeting we approved a bill from Rotary Glass for \$381.98. He did some extra work when he was here and submitted a new bill for \$419.70. Board discussion.

Moved by Trustee Pat to approve the Rotary Glass bill for \$419.70, Seconded by Trustee Arlene. All in favor, Motion carried.

The following are the banks and check numbers for approval:

Huntington Bank – Payroll Check Numbers 529-537, Preauthorized by policy and approval, Check Number 11332 and Check Numbers 11333-11345 and EFTs.

Journey Federal Credit Union – Cemetery, Check Number 1030. The total for approval is \$98,984.62, which \$79,689.66 of this amount went to Clinton County Road Commission for chipseal on our Township roads.

Moved by Treasurer Nancy to approve the rest of the Clerk's disbursement report, Seconded by Trustee Pat. All in favor, Motion carried.

### **UNFINISHED/UPDATED BUSINESS:**

#### **Sunday, August 27, 2023, Hall Rental:**

Clerk Claudia stated there was no charge from the locksmith for the renter.

The violation is the doors being propped open, and the automatic opening being turned off. Board discussion.

Moved by Trustee Pat to withhold \$50 from the renter's deposit for a violation of the contract, Seconded by Treasurer Nancy.

Roll call vote was as follows:

Supervisor Jennings West – **Yes**

Trustee Patricia Hibbard – **Yes**

Treasurer Nancy Hughson – **Yes**

Trustee Arlene Pesik – **Yes**

Clerk Claudia Barrett Pluger – **Yes**

All in favor, Motion carried.

#### **Township Hall Roof – Bids:**

Supervisor Jennings commented the roof is on hold right now. Board discussed having a special meeting, but no date was set.

### **NEW BUSINESS:**

#### **Jordan Smith, Principal, Maner Costerisan:**

Jordan Smith introduced himself as Principal of Maner Costerisan.

First in the Financial Report, on Page 1, is the Independent Auditor's Report to the Board of Trustees of Ovid Township, for the year ended March 31, 2023, which states the opinion of Maner Costerisan. Their opinion is what they call a good, clean, unmodified opinion, which means everything is in accordance with generally accepted

accounting principles. This is exactly what the State of Michigan Treasury Department wants to see. This is the best possible opinion.

Jordan went through Ovid Township's Report on Financial Statements and touched on some of the financial highlights in the General Fund. Revenues were up about 11 percent, which a lot of that is related to State Revenue Sharing. It was a lot higher than expected. Expenditures were down about six (6) percent. There wasn't as much spent on roads during the year. There were some other costs. Every other year is Elections, so those costs were up about \$6,000. Legal costs were down \$6,000.

There is a separate letter called Independent Auditor's Report on Internal Control Over Financial Reporting and On Compliance and Other Matters Based on An Audit of Financial Statements. Jordan commented he's seen this in a lot of his clients this year. The ARPA Fund is considered a special revenue fund of the Township. The Township did not adopt a budget for the ARPA funds for year ended March 31, 2023. There are also no expenditures. It's one of those things where you're required by law to adopt a budget before you spend money. No money was spent out of this fund to adopt that budget. This had to be disclosed because it is required by Michigan Compiled Law. The Budget was amended, so we should be good for year ending March 31, 2024.

Jordan ended by saying the fund balance for Ovid Township is very healthy. Everything is good. Nancy and Claudia have good systems and processes in place. Every year the Audit gets better and better thanks to the hard work of Nancy and Claudia. Moved by Clerk Claudia that we accept the Audit as presented, Seconded by Trustee Pat. All in favor, Motion carried.

#### **Granger Waste Services:**

Taylor Reutter introduced herself as the Community Relations Specialist at Granger Waste Services, and Tim Krause, Director of Engineering at Granger.

Granger is requesting an amendment to the Clinton County Solid Waste Plan, in accordance with the provisions of Part 115, Solid Waste Management of NREPA, Section 11533(2). Granger requests to change the total area cited for use at the Grand River Avenue Landfill to include the closed, but licensed, portion of the landfill so it may be considered for a Part 115 expansion. Granger would also like to amend the Import/Export Authorization Table to include Branch County.

The closed area is 60 acres. The total area sited for use would be increased from 120.9 acres to 180.9 acres.

The County adopted their resolution regarding the Solid Waste request at the Board of Commissioners meeting on August 29, 2023. It is Resolution 2023-16.

**Resolution Number 2023-05 – Resolution Approving Amendment to Clinton County Solid Waste Management Plan:**

Board discussion regarding Resolution.

Moved by Clerk Claudia that we adopt Resolution Number 2023-05, Resolution Approving Amendment to Clinton County Solid Waste Management Plan, Seconded by Trustee Pat.

Roll call vote was as follows:

Treasurer Nancy Hughson – **Yes**

Trustee Patricia Hibbard – **Yes**

Supervisor Jennings West – **Yes**

Trustee Arlene Pesik – **Yes**

Clerk Claudia Barrett Pluger – **Yes**

All in favor, Motion carried.

Resolution Adopted.

**August 26, 2023, Hall Rental – Renter has not received their refund check:**

Treasurer Nancy reported the checks were mailed on September 15, 2023, after our last Board meeting. The renter has not received her \$250 refund check. The check has not been cashed. We will have to stop payment on the check if another one is issued.

This is the first time this has happened. Board discussion.

Moved by Treasurer Nancy that we issue another check and stop payment on the existing check, Seconded by Trustee Pat.

Roll call vote was as follows:

Supervisor Jennings West – **Yes**

Trustee Arlene Pesik – **Yes**

Clerk Claudia Barrett Pluger – **Yes**

Treasurer Nancy Hughson – **Yes**

Trustee Patricia Hibbard – **Yes**

All in favor, Motion carried.

**BS&A – Access for Public Review of Current Taxes:**

Treasurer Nancy asked the Board if they would be in favor of allowing the public to view taxes online through BS&A. A lot of municipalities allow it. It is public information. Board discussion.

Moved by Trustee Pat that we allow access for public review of current taxes through BS&A, Seconded by Treasurer Nancy.

Roll call vote was as follows:

Clerk Claudia Barrett Pluger – **Yes**

Trustee Arlene Pesik – **Yes**

Supervisor Jennings West – **Yes**

Trustee Patricia Hibbard – **Yes**

Treasurer Nancy Hughson – **Yes**

All in favor, Motion carried.

**HP OfficeJet Pro 8600 Printer:**

This is the old printer we had and is no longer used. The cartridges are quite expensive. Supervisor Jennings commented Mark Holley was interested in buying it. Board discussion.

Moved by Supervisor Jennings that we sell the printer for \$10, Seconded by Trustee Pat.

Roll call vote was as follows:

Treasurer Nancy Hughson – **Yes**

Trustee Patricia Hibbard – **Yes**

Trustee Arlene Pesik – **Yes**

Clerk Claudia Barrett Pluger – **Yes**

Supervisor Jennings West – **Yes**

All in favor, Motion carried.

**MTA Retreats – Clerk, Deputy Clerk, Trustee Arlene, Supervisor:**

Clerk Claudia and Deputy Clerk Connie Kioski went to the Clerk's retreat in September. Clerk Claudia commented that the U.S. Citizenship and Immigration Services requires everyone to fill out an I-9 Form, Employment Eligibility Verification. Everyone will be receiving this form to fill out.

One of the classes she reported on was called, "Out of Order – Managing Meeting 'Hot Potatoes.'" Township Board meetings are not "town hall meetings" where everyone has a say in the decisions, and they are not meant to be extended complaint sessions or arguments. There should be no back-and-forth. This is the only time the Board can meet and conduct business.

There is a time in the meeting for the public to address the Board, but only during the public comment period. Public comment is not a conversation – Board members should listen but do not respond. The Board can speak during Board comments.

Deputy Clerk Connie spoke on Elections. She commented Clinton County is far ahead of anyone else regarding the early voting. There were so many questions and time spent on the applications and ballots during the Election session. Other clerks and deputies had no idea of the setup or how the early voting was going to work. Since we had the demonstration with Hart at DeWitt Township where everything was set up, we had a much better understanding and knowledge of how things would be done for the nine days of early voting.

Trustee Arlene commented she learned a lot on the audit and how it's done. There was a lot of planning and zoning. They had a conference in another building. Arlene commented on the class "Who's the Boss." The speaker spoke about board meetings and how everyone at the board table is a trustee during that time. Everyone is the same.

It was also discussed about going to different meetings like at the Courthouse and throughout the County and being paid mileage. Discussion.

Trustee Pat commented we have a policy on travel and mileage reimbursement.

Supervisor Jennings reported from his supervisor classes he felt we need to do some resolutions or policies that we don't have.

He also commented he travels all over the Township and doesn't turn in a bill for mileage, and he doesn't turn in a bill for going to the Courthouse.

## **REPORTS:**

### **Library - Trustee Patricia Hibbard:**

Trustee Pat supplied the Board with the August 16, 2023, and September 2023 Library Board meeting minutes, along with the financials, and the September 2023 Statistics sheet. Greg Atwood will be taking Susan's place on the Board since she now works for the City. There was a water problem that flooded the kids area. That has been taken care of. Connie is going to be meeting with the Board later this month to decide what she's going to do.

### **OMESA - Treasurer Nancy Hughson:**

Treasurer Nancy supplied the Board with the August 22, 2023, minutes, Treasurer's report and supporting financial statements. Also included in our Board packets is the Ovid Fire and Rescue Fire Chief's Report from 8-23-2023 through 9-26-2023. She was not at the last OMESA Board meeting. They did get the \$30,000 grant.

### **CAASA - Supervisor Jennings West:**

Supervisor Jennings commented he was not at the last meeting.

### **Assessor Peggy Lidgard:**

Peggy has been out and about working hard in the Township. Before she started, she received an email from the Clinton County Equalization Director saying he assumed she would be reviewing the residential study that was sent out in June, which he never received a response on. She has started to work on that study.

Peggy supplied us with the valuation statements. These aren't all the changes she's made, but it shows her notes and what she's picked up. There's a lot of information you get when you type in the address and go to Zillow or Realtor.com. She takes pictures of it and attaches it to the parcels.

She found one parcel that was agricultural property, and it was uncapped, which meant the taxable value jumped up to the assessed value when it sold. That is not supposed to happen because agricultural properties do not become uncapped. She sent the form to Treasurer Nancy, the County Treasurer and County Equalization to correct it on the record.

There were three parcels found where they applied for the principal residence exemption, but they were never granted. Instead of going through the July and December Board of Reviews, Peggy can fill out a form and sign it, and indicate they get it. She sent that form to Nancy, County Equalization and the County Treasurer. It didn't matter for this year, 2023, because school millage isn't collected in the summer, but it is in the winter. There was one from 2022 that Peggy sent to the County Treasurer, and they will be issuing a refund.

Peggy has been working on the sales study, which is set with the County. The beginning ratio is 45.71 percent. That means the average residential assessment will go up 8.5 percent. That's average. It could be more or it could be less.

The Maple Leaf Community has 76 lots there. Out of those 76, 12 of them had assessments done on them. The parcel numbering system is hard to follow. Peggy will delete the 12 existing parcel numbers for 2024, and 76 new parcel numbers will be added to coincide with the lot numbers, i.e., 800-100-001-00, Lot 1. Then Lot 2, 002; Lot 3, 003, et cetera, for the remaining ones. Nancy has that update.

Nancy contacted BS&A for the assessing program, and it is now loaded on her computer, as of today.

Going through the permits, Peggy found several that were missed. A permit was taken out, and no value was added to it. One example is a permit was taken out in 2021, and was final in December 2022, and no value was added. Google Earth showed pictures taken in June 2022, and there was a picture of a pole barn that was never assessed. The County Building Department has been very helpful in providing Peggy with all the permits. She just received the permits from 2021, so she will be going through those.



Right now there are 36 permits that require a site visit. She will send a letter out to let the owner know she will be visiting their property, and requesting a call if they don't want her to come.

Peggy picked up the GIS maps from the County. Each section is on one 11 by 17 piece of paper. Those maps are very helpful to have and only \$25.

Erin from the Clinton County Building Department has been wonderful to work with. She has had to go back to 2021 to get information for Peggy. Equalization has also been very helpful. They have supplied Peggy with the backups for the databases of 2022 and 2021, so she can look and see what has happened here and follow.

Peggy has added 238 documents to the attachment files. Those were principal residence exemptions, property transfer affidavits, rescinds, sale information, permits and plans. She added four missed permits that were not in the system. Erin from the County gave her a list of all the permits.

Peggy hasn't looked at splits yet.

She commented when she gets the deed, she likes to attach it. There are too many that haven't been attached, so from October 1st, 2023, going forward, she will attach the deeds. She does have access through the County Register of Deeds.

**\*Public Comments:**

Keith Jones

Robert Meredith

**Board Comments:**

Trustee Pat commented she had not received an email from Mr. Keith Jones. Treasurer Nancy will send it to her. Board discussion regarding old website and policies and Ordinances being transferred over.

**Adjournment:**

Moved by Supervisor Jennings to adjourn the meeting, Seconded by Trustee Pat. All in favor, Motion carried.

Supervisor Jennings adjourned the meeting at 8:24 p.m.

Claudia Barrett Pluger, Clerk