



# OID TOWNSHIP

## ADMINISTRATIVE OFFICES

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# APPROVED

SUPERVISOR: Gregory C. Palen  
CLERK: Claudia Barrett Pluger  
TREASURER: Nancy J. Hughson

TRUSTEES: Arlene Pesik  
Jennings West

## Approved MINUTES OF OVID TOWNSHIP MEETING – FEBRUARY 1, 2018

The regular meeting of the Ovid Township Board was called to order at 7:00 p.m. by Supervisor Greg Palen with Pledge to the Flag.

### MEMBERS PRESENT:

Supervisor Greg Palen, Clerk Claudia Barrett Pluger, Trustees Arlene Pesik and Jennings West

### ABSENT:

Nancy Hughson

### ALSO PRESENT:

Diane Dowler, Kam Washburn, Mark Pluger, Tom & Tina Hoff

### AGENDA:

Agenda reviewed by Board. Moved by Arlene to approve the agenda as printed, Seconded by Jennings. All in favor, Motion carried.

### PROPOSED MINUTES OF JANUARY 4, 2018:

Proposed minutes reviewed by Board. Moved by Arlene to accept the minutes of January 4, 2018, as written, Seconded by Jennings. All in favor, Motion carried.

### TREASURER'S REPORT:

As of January 24, 2018, Delinquent Property Tax account balance was \$206.49. Tax account bank balance is \$49,696.73. Disbursement account is \$136,061.80. General Fund bank balance is \$410,446.14, with two outstanding checks totaling \$645.00.

As of January 25, 2018, Mercantile Bank Emergency Services Account balance was \$134,711.50.

Treasurer's report submitted, subject to audit.

### AMEND & APPROVE THE BUDGET:

Clerk stated we need to make adjustments to the budget as shown on the Agenda. Contracted Services needs to be amended due to adjustments made by the Auditors.

Moved by Arlene to approve amendments to the Budget as recommended by the Clerk, Seconded by Jennings, Move a total of \$1,600 from unallocated funds to the following: Contracted Services, GL #101-215-806 (\$750); Board of Review, #101-247-702 (\$850). All in favor, Motion carried.

**CLERK'S REPORT & BUDGET/EXPENDITURE REPORT - FOR APPROVAL:**

Claudia's Check Disbursement Report, Check numbers 10066-10069; 10071-10084 and check numbers 10114-10120 totaling \$10,780.57, reviewed by the Board. Check number 10070 voided and sent to Superior Press as a sample for new checks to be printed.

Moved by Arlene to accept the Clerk's report and approve payment of the checks listed, Seconded by Jennings. All in favor, Motion carried.

**REPORTS:**

**Assessor Diane Dowler** – Diane will go through her report as we do new business items.

**County Commissioner Kam Washburn** – Clinton County had their organizational meeting on January 3, 2018. Elected officials and chairs are: Robert Showers, Chairperson of the Commission; Kam Washburn, Vice-Chairperson; Commissioner Adam Stacey, Chairperson of Ways and Means Committee; Commissioner Bruce DeLong, Chairperson of Human Resources Committee; Commissioner Ken Mitchell, Chairperson of Public Safety Committee. Committee assignments stayed the same for the most part. There may be some changes to Tri-County Planning which would affect some appointments to some of the commissions.

The Clinton Area Transit System budget was approved; 1.6 million dollars, with .2 voted mils. The budget to be approved even though they are an Authority.

Kam stated most of the calls he gets relate to roads and zoning issues. He will be working with Doug Riley on some of these issues and trying to get them resolved in a timely manner. There are some communication issues or understanding issues with the Zoning Office and the County Prosecutors Office.

**Library** – Nancy submitted minutes from the December 6, 2017, meeting, and the December expense tracker.

**OMESA** – Trustee Jennings stated the Tower lease is sold, they think. Financially they are set for the new fire hall. The loan has been approved. Interest is being collected from a CD until the building is started. Once the frost is gone, they will begin digging. The fiber

optic line work will begin Friday. The last they heard on the tanker coming is late February, early March.

**CAASA:** Supervisor Palen reported Clinton Area Ambulance Service is in the process of refitting an ambulance. A small sum of money had to be borrowed for this. There were a lot of hoops to go through to satisfy the bank. The MFR experiment in Greenbush Township seems to be a productive experiment. In a couple years it may be made permanent. Employee recruitment has been tough. Four people were offered positions; two found full-time employment in bigger entities, two were hired. Being considered is job shadowing with interested high school students, if possible. The Budget was approved.

### **NEW BUSINESS:**

#### **Clinton County Emergency Operations Center:**

Supervisor Palen stated he thought himself, Trustee Jennings and Chief Stevens or the Deputy Supervisor could be the emergency contacts for Ovid Township. He said he would take care of this.

#### **Assessing Department Property Exemption Policy and Procedures;**

#### **Property Tax Exempt Parcels Letter;**

#### **Audit of Minimum Assessing Requirements (AMAR) Review Sheet:**

Assessor Diane Dowler attended training classes that discussed the assessing audit that will be taking place this year.

The Property Exemption Policy and Procedures document refers to real property that is exempt from taxation by law, such as churches, hospitals, townships, fire departments. The State of Michigan wants our Township to have a policy and procedure on how our Assessor is reviewing those, and this is what the property exemption document states. Assessor Dowler mailed out the property tax exempt parcels letter and applications for non-taxed properties, and several applications have been received.

Moved by Claudia that we adopt the Assessing Department Property Exemption Policy and Procedures for Ovid Township, Seconded by Arlene. All in favor, Motion carried.

Assessor Dowler went over the Michigan State Tax Commission, AMAR Review Sheet.

#### **Assessing Department Personal Property Canvass Policy and Procedures:**

The State wants an annual personal property canvass conducted.

Moved by Claudia that we adopt Ovid Township Assessing Department Personal Property Canvass Policy and Procedures, Seconded by Arlene. All in favor, Motion carried.

Also being reviewed at the audit will be the Poverty Exemptions Guidelines, which that Resolution was adopted last month. There were no poverty hardships granted last year. The only exemptions done were disabled Veterans. If there were any hardships granted, they would want to look at those. There is an asset test, which is in the guidelines. They will also look at the July and December Board of Reviews.

**Property Transfer Affidavit (PTA) Fee Penalty Waiver – Resolution No. 2018-04:**

When Proposal A was voted on and passed, there was a form that anytime property transfers, that a PTA be filed with the assessor. The title companies and attorneys file these now. It's very seldom that the assessor doesn't receive it. They have 45 days to file the affidavit after closing. Following the 45 days, if it has not been filed, a daily fee of \$5, up to \$200, can be charged. This Resolution waives that fee.

Moved by Arlene that we adopt Resolution No. 2018-04 titled Property Transfer Affidavit Fee Penalty Waiver, Seconded by Jennings. All in favor, Motion carried.

Roll call vote was as follows:

Trustee Jennings West, "Yes."

Trustee Arlene Pesik, "Yes."

Clerk Claudia Barrett Pluger, "Yes."

Supervisor Gregory C. Palen, "Yes."

One absent; nobody voting "No."

The March 6 Board of Review Organizational Meeting will be at 10 a.m.

**UNFINISHED BUSINESS:**

None.

**Public Comments:**

Mrs. Hoff stated she didn't have a complaint, just a request. She was wondering if we could speak to Mr. Applebee about realigning his one security light that is facing south.

It comes into their north windows and out through the west windows. Maybe it could be directed down a little. She stated what a good neighbor Mr. Applebee is. Supervisor Palen said he would talk to Shane Applebee.

**Board Comments:**

The following letter was sent to Mayor Lasher:

“January 10, 2018

RE: City of Ovid Recycling

Dear Mr. Lasher:

On January 4, 2018, at the Ovid Township monthly Board meeting, your memo of December 12, 2017, was discussed asking the Board to give Ovid City \$2,192.00 for recycling instead of the \$600 originally asked, which was \$.27 per person, and now raised to \$1.00 per person. A Motion was made and carried not to participate.

Ovid Township residents that do use the recycling and would like to continue, we would suggest your offer of \$1.00 per person. Anyone who wishes to recycle in Ovid could pay the requested \$1.00 at the Ovid City offices and be allowed to use the recycling facilities. If this is satisfactory, please let us know.

Thank you for your consideration.

Sincerely,  
Ovid Township Board”

To date, we have not heard back from Mayor Lasher.

**Adjournment:** Meeting adjourned at 8:13 p.m.

Respectfully submitted,

Claudia Barrett Pluger, Clerk

Gregory C. Palen, Supervisor