

APPROVED

OID TOWNSHIP

ADMINISTRATIVE OFFICES

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SUPERVISOR: Gregory C. Palen

CLERK: Claudia Barrett Pluger

TREASURER: Nancy J. Hughson

TRUSTEES: Arlene Pesik

Jennings West

PROPOSED MINUTES OF OVID TOWNSHIP MEETING – SEPTEMBER 10, 2020

The regular meeting of the Ovid Township Board was called to order at 7:03 p.m. by the Clerk with Pledge to the Flag.

MEMBERS PRESENT:

Clerk Claudia Barrett Pluger, Treasurer Nancy Hughson, Trustees Arlene Pesik and Jennings West

ABSENT:

Supervisor Gregory Palen (will arrive late)

ALSO PRESENT:

Phil Hanses, Robert Meredith, Kam Washburn, Mark Holley, Kathleen Pierce, Deb Shaughnessy

APPOINTMENT OF MEETING MODERATOR:

Clerk Claudia called for an appointment of a meeting moderator until Supervisor Palen arrives. Moved by Nancy to appoint the Clerk as the meeting moderator, Seconded by Arlene. All in favor, Motion carried.

AGENDA:

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

PROPOSED MINUTES OF AUGUST 13, 2020:

Proposed August 13, 2020, minutes reviewed by the Board.

Moved by Jennings that we approve the minutes as presented, Seconded by Arlene. All in favor, Motion carried.

Supervisor Palen arrived – 7:07 p.m.

TREASURER’S REPORT:

Nancy presented the Board with the bank balances, along with the supporting bank statements and Michigan Class Statements as of August 31, 2020, as well as the corresponding bank reconciliations for each month’s bank statement.

Huntington Bank Account Balances:

General Fund bank balance is \$180,542.66.

Delinquent Property Tax account balance is \$137.12.

Payroll account balance is \$15,483.18.

Michigan Class investment account balances:

General Fund is \$132,491.58.

Tax Account is \$0.00.

Emergency Services account is \$36,769.51.

Mercantile Bank Emergency Services Account is \$46,981.33.

Journey Federal Credit Union Balances:

Cemetery Account - \$22,696.82.

Tax Account - \$171,258.03.

Nancy wondered if we should pull the money out of Michigan Class since the interest is so low at this time. However, if it’s moved to Huntington, it’s only insured up to \$250,000. Brief discussion by the Board. No decision was made.

Moved by Arlene that we accept the report from the Treasurer for August, as presented, bank statements, and all reconciliations included for review, subject to audit, Seconded by Jennings. All in favor, Motion carried.

CLERK/BILLS - FOR APPROVAL:

Claudia presented, for review, the Fund Balance Sheets for the General Fund, Public Safety Fund, Cemetery Fund and Tax Fund, and also the Revenue and Expenditure Report ending August 31, 2020.

For approval is the Check Disbursement Reports for Huntington Bank and Mercantile Bank Emergency Services –

Huntington Bank, EFTs and check numbers 10788-10797, payroll check Numbers 196-201, totaling \$61,966.30.

Mercantile Bank Emergency Services, check number 1035 totaling \$44.05.

Moved by Jennings to approve the Clerk’s reports, and payment of all bills with checks from Huntington Bank and Mercantile Bank, Seconded by Arlene.

All in favor, Motion carried.

Public Comments:

Kathleen Pierce introduced herself and explained where she lives. There’s a young man that lives near her named Andrew Woodrow. She commented she lives in a residential area. She realizes we don’t have any type of ordinance regarding cats since we are a

rural area. The surrounding neighbors have cats that are up to date on shots, spayed or neutered, et cetera. Andrew is feeding all the feral cats around them. He keeps food on his porch for them. She talked to him about these cats he's feeding is harassing the neighborhood cats. Her cat got bit in the throat and has to have stitches. Another cat in the area got in a scuffle and the tip of his tailbone was exposed. Several neighbors have been complaining about this situation. She spoke with him, gave him name of rescuers, told him there's programs for spade and neutering at a reduced rate. She offered to help him. She has live traps also. She stated he thanked her for the information, and commented he would get in touch with one of them. There was one cat he wanted to keep.

Some neighbors suggested calling animal control, which she did. Cindy Plesko came out and basically told Andrew the same things Kathleen had relayed to him.

Kathleen said another cat had six babies, so there's more and more. She told Andrew these cats could have diseases, and some are killer diseases.

Kathleen wondered if the Township could write him a letter, talk to him, or do something about this.

Supervisor Palen said he would talk to Cindy first and see if she had any other ideas before he talked to Andrew.

Further public discussion regarding dogs, cats, cars parked in yards, junk, et cetera.

Bob Meredith said he's given up on the dog and car situation. Bob said the dog situation has started up again. Supervisor Palen will go and talk to them again.

He has also spoke to Bill Lasher about the City's Noise Ordinance. Bill was going to call the City's attorney and talk with them further on this. Supervisor Palen will follow-up on this.

NEW BUSINESS:

Assessor Contract:

Claudia explained Mark's contract ends at the end of September, so we need to renew it. It has been revised to go through September 2023, and Mark has agreed to it.

Moved by Claudia to approve the new Assessor Contract for Mark Holley through September of 2023, Seconded by Arlene. All in favor, Motion carried.

Phil Hanses, Drain Commissioner, Wyrick Drain Maintenance –

DRAFT – Resolution No. 2020-03:

Supervisor Palen stated we have Mr. Phil Hanses here regarding some maintenance work that needs to be done on the Wyrick Drain, and we have a procedure to follow to get this work done.

Mr. Hanses stated they received a problem report from a resident at the upstream end of the Wyrick Drain. The resident stated the water level was very high and was not going anywhere. Mr. Hanses sent the maintenance supervisor to inspect the site. A portion of

the tile had collapsed and was completely plugged. They immediately had a contractor come and locate the damaged section and dig up the tile in order to drain away the water that was trapped upstream. After the water receded, it was found that the open ditch was plugged with trees and filled with sediment and needs repair. Lloyd's Excavating gave an estimate to clear trees and remove sediment, which will exceed the statutory spending limit for this year.

The Drain Code allows the Drain Commissioner to spend up to \$5,000 per mile each year for maintenance on a drain. For the Wyrick Drain, that limit is \$10,000 per year without a resolution from our Township Board allowing him to exceed that amount. By passing this resolution, the work would be completed this year rather than going into 2021 to finish. Mr. Hanses is asking Ovid Township to consider passing the suggested resolution that was sent to us. If passed, the assessment would be spread over a couple of years. December 2021 tax bill is when it would first hit the assessment roll. Discussion with the Board, and Mr. Hanses answered questions. On the map Mr. Hanses provided, the red boundary line shows the property owners that are assessed for this drainage.

Moved by Nancy that we approve the Wyrick Drain Maintenance Resolution No. 2020-03 with the added clause "but not to exceed fifteen thousand dollars (\$15,000)," Seconded by Jennings.

Roll call vote was as follows:

Trustee Arlene Pesik – **Yes**

Trustee Jennings West – **Yes**

Treasurer Nancy Hughson – **Yes**

Supervisor Greg Palen – **Yes**

Clerk Claudia Barrett Pluger – **Yes**

All in favor, Motion carried.

QuickBooks Desktop Pro Plus:

Nancy explained she cannot access BS&A General Ledger. If Nancy has QuickBooks, she can keep her books in there, and Claudia can keep her books in BS&A. This is another confirmation of checks and balances between the Clerk and Treasurer.

Claudia commented Nancy has offered to take over payroll using QuickBooks.

Patti Schafer has the payroll portion of it, which she will give us. Discussion regarding current cost and if it costs more. Jennings thought it would be best to approve more than \$150 in case the price goes up. Supervisor Palen commented to approve the purchase would probably be best.

Moved by Jennings to approve the purchase of QuickBooks Desktop Pro Plus for the Treasurer, Seconded by Arlene. All in favor, Motion carried.

Microsoft Office 365:

Claudia explained right now Nancy is the only one with a License for Microsoft Office 365, although it is on both of their computers under the Treasurer's name. It is not on Nancy's laptop yet, and Claudia will need it when she gets her laptop. This version is licensed for up to six people for \$99 a year. We are paying Maner \$96 a year.

Originally the Clerk was to have a license which covered two computers, and the Treasurer was to have a license for two computers. We need to check into that further with Maner. Nancy thought it came with six. Going forward, in a couple months, we will need to provide 365 for another desktop computer or laptop for the supervisor.

Moved by Jennings to approve the Clerk and Treasurer pursue purchasing Microsoft Office 365 as reasonably priced as possible, Seconded by Arlene. All in favor, Motion carried.

Monitors and Dual Stands:

Nancy explained when we had to go to the Courthouse for help with the e-Pollbook the night before the Primary Election, Deb Sutherland helped us load the Election, and she had two monitors. She said she would never be without two. Having two monitors would help with BS&A and also Elections. If you want to look elsewhere to confirm something in the BS&A program before you save it, you have to close that page and lose what you've already done. With two monitors you could switch back and forth.

Claudia commented she was against two monitors when it was brought to our attention by Patti Schafer, but she sees the benefit of it now. Supervisor Palen said his son uses three side by side. We asked Assessor Mark if he used two, and he does. He has BS&A up on one monitor, and the other monitor he has the County aerial photos, which is very helpful for him in doing his mapping. Supervisor Palen felt since the Clerk and Treasurer keep office hours, this would be beneficial. When someone calls and you need to look something up for them, you can check on the other monitor.

Moved by Arlene to approve dual monitors for the Clerk and Treasurer.

Mark asked if we had the dual monitor graphics card for two monitors. It's a special card for dual monitors. If not, they cost \$400 per card. After further discussion, we will check further with Jason at New Look and discuss it at the October meeting.

No action taken on Arlene's motion.

August 30th, 2020, Renter Refund:

Claudia commented the kitchen cabinets that were locked were busted into by the August 30th renters. Karl, Cloverdale Locksmith, came to see what needed to be done to repair them. He said the renters did quite the number on busting the locks. The cost is \$50 per lock. There are three dual cabinets we had locked, so the cost for new locks would be a total of \$150. All the hinges were broken. One of the busted locks was thrown in the cabinet. They also used some of our supplies. We knew all the cabinets were locked because on the Friday before the rental was our audit, and we had been in there to get supplies out for lunch, and then we locked them back.

Moved by Supervisor Palen that we retain the entire \$150 deposit from the Henfling rental, based on the damage incurred, Seconded by Nancy. All in favor, Motion carried.

UNFINISHED BUSINESS:

2020 Census – Deb Shaughnessy:

Deb reported the Census count ends on September 30th. We will know the results next spring, 2021. Ovid Township has a really good rate. Our self-response rate was 79.3 percent. Now it's 83.4 percent. Ovid Township has done very well in responding.

FOIA Request:

Claudia commented the FOIA request for documents from the 2020 Primary Election from True the Vote out of Houston, Texas, has been withdrawn.

REPORTS:

Clinton County Commissioner – Kam Washburn:

Kam commented today, September 10, is Day 183 since Clinton County instituted their EOC, Emergency Operations Center. It has been six months now of COVID. From the beginning, Kam instituted a Friday call with all the services within Clinton County – judges, sheriff, doctors, ambulance, hospital, long-term care, all social programs – everyone is on that call on Fridays. Due to Labor Day weekend, the call was on Thursday, September 3. Kam reported there are 450 confirmed positive cases, 78 probables. The week preceding that, there were 46 new cases. As of Thursday, there are 110 quarantined. Quite a few weeks have gone by with no one hospitalized. There are three people hospitalized now. We have had 13 deaths. We stayed at 12 for about three months. As of September 9, there are 486 positive cases. We went up 36 cases in six days that were confirmed cases. This has been younger people, primarily school age kids, MSU coming back. There was a flare-up in the schools.

Clinton County procedures are working well. There are no cases at the Courthouse or the jail or the 911 Call Center.

Kam spoke with Judge Sullivan. Things are going well in the Court system. There are more employees going back to work. There's a lot of paperwork that cannot be done offsite.

Administrator Ryan Wood is retiring. His last day is September 22nd. Kam spoke with the new administrator, Craig Longnecker, and this is going to be a two to three year process to see what works and what doesn't work remotely. A lot of changes are being made.

The County is currently in the budget process and experiencing some challenges. The CARES Act money that is going to local governments, the County will get some percentage of that. The Governor cut the County's revenue sharing. There was no August payment. The County's is all Statutory, townships are Constitutional, and tied to sales tax, which is less. It's not as bad as we thought it would be for townships.

Shannon Schlegel has been on the Planning Commission as Chair for eight years. She will be the new Circuit Court Judge. Judge Tahvonen is retiring. She has resigned. Sarah Clark Pierson has been appointed to fill her spot. She is from Eagle Township. She is an attorney and works for the State in the Treasury Department.

Assessor Mark Holley – Mark has been busy completing the 20 percent reassessment of the properties in Ovid Township for this year. He commented he started in Section 11, where he left off last year. He just finished up in Section 16. He's found a lot of new pole barns, new metal roofs, new cement, which they did not have permits for.

He found three parcels that were getting an Ag Exemption that should not have been given because they are not being farmed in any way, so he took that away and sent them the appropriate paperwork. The Treasury Department notified Mark they have taken a PRE away from a resident in our Township going back four years, claiming they didn't live on the property. Our larger farms are not correct on the roll at all. Those are the biggest errors he's finding. They don't have the correct number of buildings listed on them. These are buildings that have been there for 50 or 60 years, and they are not listed anywhere on the record card. Unfortunately, for this year, our ratios are down about 35 percent.

By the time the next audit comes around, Mark stated he should be all the way through the Township properties, and everything should be good at that point. He said he was only denied access at one property.

Library – Nancy supplied us with the Library Board Meeting minutes from August 12, 2020, the Librarian's Report of September 9, 2020, and the financial documents. They got rid of Frontier, but are not happy with Daystarr. They may need a new router. They are going to stay curbside until the next meeting. They want to see how things go with school starting. They will be open on Saturdays starting on the 26th of September from 10 a.m. to 1 p.m.

The church next to the Library put up a fence, and Sharry thinks it's on the Library property. They are going to get the map out and check. Eric is going to contact the City, because you can't put up a fence without a permit.

OMESA - Trustee Jennings reported he got some quotes on dirt, and the prices were from \$17,000 to \$27,000. He didn't bring it to the Board at that rate. They have found parts for the Jaws of Life.

CAASA – Supervisor Palen commented there are four new staff people. There are three grant projects being worked on. They received \$29,000 to cover expenses, due to COVID. They haven't spent any of it because the guidelines are vague on what you can spend it on.

Board Comments:

Nancy asked Supervisor Palen if he had heard anything from the County about the property on Shepardsville Road, the schoolhouse. He said it's on his list. It definitely looks like someone is living there.

Jennings thanked everyone on our Board for the last four years. He has enjoyed his time being on the Board and working for our Township. He said he really appreciates each person on our Board. He wished the new Board the best, and knows they will do a good job for our Township.

Everyone told him how much they will miss him.

Adjournment: Supervisor Palen adjourned the meeting at 9:22 p.m.

Claudia Barrett Pluger, Clerk