



**OVID 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 - DECEMBER 7, 2017**

The regular meeting of the Ovid Township Board was called to order at 7:02 p.m. by Supervisor Greg Palen with Pledge to the Flag.

**MEMBERS PRESENT:**

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

**ALSO PRESENT:**

Mike & Diane Dowler, Kam Washburn, Ed Tyler, Mary Perrien, Rita West, Mark Pluger

**AGENDA:**

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

**PROPOSED MINUTES OF NOVEMBER 2, 2017:**

Proposed minutes reviewed by Board. Arlene commented the minutes were nine pages, and she and Jennings had already read them. Moved by Arlene to accept the minutes of November 2<sup>nd</sup> as written, Seconded by Jennings. All in favor, Motion carried.

**TREASURER'S REPORT:**

Nancy reported Delinquent Property Tax account balance of \$2,081.49; Tax account \$1,095.86. Disbursement account is \$4,774.67 and disbursements made every two weeks to Clinton County of \$779,710.84. General Fund bank balance is \$400,345.61 with no outstanding checks.

Winter taxes have been mailed and are steadily being paid. We have Point and Pay, so that our residents can use a credit card with a three percent (3%) charge and e-checks a \$3 charge. Online payees must create an account at AccessMyGov.com.

Our Auditors suggested we open a separate account for Emergency Services at a different bank. Nancy stated that there is approximately \$45,000 to be moved to new account. Mercantile Bank in St. Johns is being considered.

Supervisor Palen inquired regarding hall rental money which was put in the Delinquent Property Tax account to avoid fees for inactivity. Nancy advised that was discontinued several months ago. Presently hall deposits and rental fees are deposited in the General Fund. \$1,875 was transferred to the General Fund, and that fund shows the proper balance as of this date.

Treasurer's report was given, subject to audit.

**AMEND & APPROVE THE BUDGET:**

The Clerk stated we need to make an adjustment to the Audit line item.

Moved by Claudia to approve an amendment to the Budget, Seconded by Nancy, to move \$2000 from unallocated funds to Audit, GL #101-223-801. All in favor, Motion carried.

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

Claudia's Check Disbursement Report, Check numbers 10030-10047, 10100 and check numbers 10173-10179 totaling \$12,559.63, reviewed by the Board.

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

Claudia commented she and Nancy took the old election equipment to the Courthouse with the help of Nancy's grandsons. They will be disposing of it or the new company will be taking it away. There are a couple of old empty cabinets in the election room, one of which is in bad shape. Discussion took place regarding the cleanup and disposal in the Elections room. No one on the Board had an objection to giving them away. Supervisor Palen wondered what the rules were on saving old election ballots and other items. Claudia commented we have a State and Federal retention schedule to go by.

**NEW BUSINESS:**

**Acceptance of Audit:**

Supervisor Palen commented we were presented with the draft audit at the last meeting that we worked from, so we now need to formally accept the audit.

Moved by Jennings that we formally accept the results of the audit prepared by SK&T, Seconded by Arlene. All in favor, Motion carried.

**Dymo Stamps for Clerk & Treasurer:**

Nancy explained how the Dymo printers work for labels and for buying stamps. Normally, to print labels, we have to print one on a full sheet of labels, and then we're charged for one full page with the printer contract. With the Dymo printers, you have a roll of labels and it prints one as opposed to a whole page, and we can also print postage at a lesser rate. There's no monthly charge. Stamps can be ordered online and printed as needed.

Moved by Arlene that the Clerk and Treasurer purchase stamps online to print from the Dymo printer, Seconded by Nancy. All in favor, Motion carried.

**Marker for picture from Charlie Green:**

Supervisor Palen commented about the new Norman Rockwell picture we have on the wall that was given to us by Charlie Green. Discussed recognizing donor of picture.

Moved by Claudia that we purchase a marker indicating who donated it, Seconded by Arlene. All in favor, Motion carried.

**Compensation for Clerk & Treasurer:**

Supervisor Palen commented about all the extra work there was in converting all of our past records into BS&A. He suggested giving \$3500 in compensation to the Clerk and \$3500 in compensation to the Treasurer for all the extra time they've worked with BS&A, and on the phone trying to get things rectified from the prior year and prior Board.

Moved by Jennings that we pay the Clerk and Treasurer each \$3500 in compensation, Seconded by Arlene. All in favor, Motion carried.

**Budget meeting:**

Supervisor Palen stated we need to work on the budget earlier. Discussion took place regarding setting a budget meeting date. The Board decided to set the public meeting for January 18, 2018, at 7 p.m. at the Township Administrative Offices.

**UNFINISHED BUSINESS:**

Moved by Nancy to rescind her Motion of September 7, regarding recycling in the City of Ovid, Seconded by Arlene. All in favor, Motion carried.

Moved by Claudia that we suspend all donations/contributions involving any giving, recycling, Parks & Rec, the private cemetery, until we speak with our attorneys, Seconded by Jennings. All in favor, Motion carried.

Nancy said she thought legally we have to support a cemetery. Claudia will call Attorney Bill Fahey and ask him to come to the January, 2018 meeting.

Supervisor Palen wanted opinions regarding a home on West Kinley Road. The Wilson family built a new home, but their old home is still there. After inspections, the County feels the old house is not fit for occupancy but it is still standing. The Zoning Office has sent them notices that they can't have two houses on one parcel. If it's not habitable, it needs to come down. The County has run out of options. Before they take legal action, they wondered if Supervisor Palen would talk to them. The Board felt someone should talk with them first.

## REPORTS:

**Assessor Diane Dowler** – Diane commented the Consumer Price Index for 2018 taxes is going to be 2.1 percent and affects the taxable value. The formula is last year's taxable minus any losses. Roughly, next year's budget could be two percent more than this year.

In January Diane will have the Poverty Guidelines to be adopted. They haven't changed too much.

The tentative ratios have been received from the County. The whole agricultural class is going to come down a little. Our ratio was 50.84, and legally we need to be between 49 and 50, so there will be a slight decrease in the ag as a whole. The commercial has quite a big increase. Our ratio was 35.52, so we have to come up to between 49 and 50. It sounds like a lot, but there are only eight commercial parcels. Industrial, we only have three industrial parcels, and that ratio is 27.17, so that one has to come way up as well. They've studied the gravel pits, and they are worth more. The residential class is a little on the high side. It was 52.37, so that whole class will come down.

December Board of Review is Tuesday, the 12<sup>th</sup>. There are two items, possibly three.

**County Commissioner Kam Washburn** – Kam reported the County approved the fee schedule for the Clean Community recycling event and for the Free for Fall event for 2018. Kate Neese will speak to our Township before then. Hopefully we'll have the free tire drop-off for recycling. It is not guaranteed, but hopefully the State comes through with the tire grant.

The County voted to take up to \$20,000 out of the Capital Improvement Fund to do a strategic plan for the park on the west side of Motz Park. The west park is actually called the Clinton Lakes County Park. There hasn't been a plan in place to prioritize what needs to be done there and what people want to see done there. Hopefully there will be some grant money available that will come out of that as different parts of it are implemented. As it is now, it is used heavily, especially in the summertime. There's a nice beach there. Immediately south of the water is a big field that used to be farmed. The County owns that, which is part of the Park. Pheasants Forever has done a lot of work there on natural seedings. They want to keep it that way. That has been well taken care of by outside groups.

**Library** – Nancy supplied us with the 2017-18 Expense Tracker. The Audit was done and was clean. We need to appoint a new representative to the Board since David Chambers will be leaving as of December 31<sup>st</sup>. Susan Tomasek-Swan has agreed to do the treasurer position through January.

**OMESA** - Trustee Jennings reported they are selling the tower lease, and they are working on getting the loan to start building in the spring.

Supervisor Palen explained that the cell tower rental contract is being sold. We don't own the tower, but own the income right to the tower. This year we received approximately \$13,500 in rental payments. By selling the tower lease and with the reserve funds OMESA has on hand, an amount would be borrowed that would be paid off in five years.

**CAASA:** Supervisor Palen commented CAASA does not meet every month. They had to have a new Vice Chairman of the Ambulance Association because the prior one moved out of town, so Supervisor Palen will be the Vice Chairman. Interviews have been completed for a couple of open positions. There will be no December meeting.

**Public Comments:**

Ed Tyler, Spark of Marketing, commented he is working on redesigning the website. He has two different programs he is working from. He also discussed the Facebook page and not doing that at this time. The domain has been taken care of.

**Board Comments:**

Supervisor Palen commented on the water report with the sodium being high. He got the water sample from the kitchen. He thought it may be high because of the water softener. The State is not saying there is any problem.

**Adjournment:** Meeting adjourned at 8:09 p.m.

Respectfully submitted,

Claudia Barrett Pluger, Clerk

Gregory C. Palen, Supervisor