



# OID TOWNSHIP

## ADMINISTRATIVE OFFICES

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SUPERVISOR: Debbie Shaughnessy  
CLERK: Claudia Barrett Pluger  
TREASURER: Nancy J. Hughson

TRUSTEES: Patricia Hibbard  
Arlene Pesik

### **PROPOSED MINUTES OF OVID TOWNSHIP REGULAR MEETING – April 8, 2021**

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 Debbie Shaughnessy, Clerk Claudia Barrett Pluger, Treasurer Nancy J. Hughson, Trustee Patricia Hibbard and Trustee Arlene Pesik

#### **ALSO PRESENT:**

Jennings West, Mark Holley, Marshall Baker-Maximum Pride

#### **AGENDA:**

Clerk Claudia would like to add an item to the Agenda, Mid-Michigan Health Department would like to use the Ovid Township parking lot on April 23 for COVID vaccines. Moved by Treasurer Nancy that we approve the Agenda with the addition, Seconded by Trustee Arlene. All in favor, Motion carried.

#### **PROPOSED MINUTES FROM APRIL 8, 2021, BOARD MEETING:**

Moved by Trustee Arlene to accept the April 8, 2021, minutes, as written, Seconded by Trustee Pat. All in favor, Motion carried.

#### **TREASURER'S REPORT:**

Treasurer Nancy supplied the Board with the March income received statement, the bank balances, along with the supporting bank statements and Michigan Class Statements as of March 31, 2021, as well as the corresponding bank reconciliations for each month's bank statement.

**Huntington Bank Account Balances:**

General Fund bank balance is \$243,476.69.

Delinquent Property Tax account balance is \$137.12.

Payroll account balance is \$3,265.19.

**Michigan Class Investment account balances:**

General Fund balance is \$132,553.57.

Tax Account balance is \$0.00.

Emergency Services account balance is \$ 36,786.77.

Mercantile Bank Emergency Services account is \$211,309.63.

**Journey Federal Credit Union Balances:**

Cemetery account balance is \$19,346.82.

Tax account balance is \$1,060.38.

Nancy commented Claudia couldn't reconcile the General Fund, Payroll Fund and Mercantile Bank because not all of the March year-end checks have been written.

Moved by Trustee Pat that we approve the Treasurer's financial report, as presented, bank statements, and all reconciliations included for review, subject to audit,

Seconded by Trustee Arlene. All in favor, Motion carried.

**CLERK/BILLS – FOR APPROVAL:**

Clerk Claudia presented, for review, the Fund Balance Sheets for the General Fund, Public Safety Fund, Cemetery Fund and the Tax Fund; the Revenue and Expenditure Report ending March 31, 2021, and the Check Disbursement Report for approval.

For Approval – Huntington Bank and Mercantile Bank Emergency Services – Huntington Bank – Payroll Check Numbers 269-278, Regular Check Numbers 10882-10890 and EFT.

Mercantile Bank Emergency Services – Check Number 1044 totaling \$44.04.

The total of both bank accounts is \$9,441.08.

Moved by Treasurer Nancy to approve the Clerk's check disbursement report for payment of all checks from Huntington Bank and Mercantile Bank totaling \$9,441.08,

Seconded by Trustee Pat. All in favor, Motion carried.

**NEW BUSINESS:**

**Jane VanElls – Website:**

Supervisor Deb commented that Jane VanElls withdrew her bid for website services.

**New Look Computer & Data – Website:**

Board discussion. Supervisor Deb will contact Jason from New Look to see if he can come to our May meeting to discuss our website.

### **Wix - Website:**

Treasurer Nancy commented she thought it would cost quite a bit to have Wix design our website. Then we are charged per page. Board discussion. We will look further into Wix and discuss it at next month's meeting.

Clerk Claudia commented Jennings West's son-in-law, Jeremy Sodman, would be able to help design a website. He did CAASA's website. Discussion. Claudia will contact Jeremy. Trustee Pat inquired as to Nancy and Claudia making the decision since they are the ones who will be posting or dealing with the website. Board discussion.

### **Clinton County Road Commission Contracts:**

The following is a list of contracts from the Road Commission. This is what was suggested for Ovid Township to take care of this year if we can. Board discussion.

- Chloride – three (3) applications quoted - \$34,030.50 (3rd application-\$7,762.50)
- Foliar Brush Spray – various local roads - \$6,754.32
- Overband Crack Fill – various local roads - \$6,930
- 500 Ton spot gravel – various local roads - \$6,000
- Watson Rd – Centerline to Taft – Regravel with 1500 ton of 23a mod gravel - \$16,365
- Taft Rd – Hollister to Meridian – Regravel with 1200 ton of 23a mod gravel - \$13,434.75
- Walker Rd – Hollister to Ovid St. – Regravel with 1200 ton of 23a mod gravel - \$13,434.75
- Walker Rd – Watson to St. Clair – Regravel with 1500 ton of 23a mod gravel - \$16,365
- St. Clair Rd – Centerline to Taft – Regravel with 1500 ton of 23a mod gravel - \$16,365
- Front St. – Hollister to City Limits – Chip seal using CRS2M emulsion... - \$9,974
- Krouse Rd–Meridian to W. County Line – Chip seal, CRS2M, slag stone & fog seal - \$9,974
- Hibbard Rd–Meridian to W. County Line – Chip seal, CRS2M, slag stone & fog seal - \$9,974
- St. Clair Rd – Parks to Taft – Chip seal using CRS2M, slag stone & fog seal - \$30,492
- Hollister Rd – M21 to Centerline – Chip seal, CRS2M, slag stone & fog seal - \$112,238

The total cost, including the third application of chloride, is \$302,331.32.

The Road Commission estimates cost share to be \$42,000, so we are looking at approximately \$260,331.32 to do the work on all these roads. Before they would do a third chloride application, they will call us and see if it is needed.

Moved by Clerk Claudia that we approve all 14 Road Contracts listed, Seconded by Trustee Arlene.

Roll call vote was as follows:

- Trustee Arlene Pesik – Yes
- Trustee Patricia Hibbard – Yes
- Treasurer Nancy Hughson – Yes
- Supervisor Debbie Shaughnessy – Yes
- Clerk Claudia Barrett Pluger – Yes

All in favor, Motion carried.

**Resolution No. 2021-05, Clerk's Salary:**

Supervisor Deb commented we approved these in the March meeting, and now we need to adopt the Resolutions for the Clerk and Treasurer's salary.

Moved by Supervisor Deb that we approve Resolution No. 2021-05, Clerk's Salary, Seconded by Trustee Pat.

Roll call vote was as follows:

- Trustee Arlene Pesik – Yes
- Trustee Patricia Hibbard – Yes
- Treasurer Nancy Hughson – Yes
- Supervisor Debbie Shaughnessy – Yes
- Clerk Claudia Barrett Pluger – Yes

All in favor, Motion carried.

Resolution Adopted.

**Resolution No. 2021-06, Treasurer's Salary:**

Moved by Supervisor Deb that we approve Resolution No. 2021-06, Treasurer's Salary, Seconded by Clerk Claudia.

Roll call vote was as follows:

- Trustee Arlene Pesik – Yes
- Trustee Patricia Hibbard – Yes
- Treasurer Nancy Hughson – Yes
- Supervisor Debbie Shaughnessy – Yes
- Clerk Claudia Barrett Pluger – Yes

All in favor, Motion carried.

Resolution Adopted.

**Maner Costerisan Letter to Board Members:**

Each Board Member acknowledged they received the letter from Maner Costerisan regarding our upcoming audit, and what their responsibilities are as Auditors.

**Fax Line - \$27.21 per month:**

The fax line has not been working properly. When a fax is trying to be sent, it doesn't go. We don't receive faxes. With new technology, we scan documents in and send by email. That is how we also receive documents. Board discussion.

Moved by Treasurer Nancy to eliminate our fax line, Seconded by Trustee Pat.

All in favor, Motion carried.

**Sealed Bids for Lawn Mowing and South Ovid Cemetery Mowing:**

Supervisor Deb commented Clerk Claudia has the sealed bids and will be opening them. Claudia said we received bids from **Smith Lawnsapes; CDL Services LLC, Dalton Perrien;**

### **Maximum Pride, Marshall Baker and G & W's Family Lawncare.**

Each bid was opened, read and discussed. Smith Lawnsapes did not bid on South Ovid Cemetery. G & W's bid stated they do not have an applicator permit for fertilizers, pesticides, et cetera. That service would be sub-contracted. Board discussion regarding permits for fertilizers, et cetera. Marshall, Maximum Pride, answered questions from the Board Members regarding his services. CDL Services, LLC, Dalton Perrien, his bid was comparable to Maximum Pride. The concern was the \$40 per hour for some of the services. Trustee Pat commented it's hard to make a decision because each one was bid differently. She said next year we should create a form to be filled out so it would be easier to compare apples to apples. Being Maximum Pride's bid was the lowest, and he can provide all the services, Trustee Pat thought that would be the way to go.

Moved by Trustee Pat to award the bid to Maximum Pride to provide the services stated in his bid for Ovid Township lawn and South Ovid Cemetery, Seconded by Trustee Arlene. All in favor, Motion carried.

Trustee Pat asked what the contract stated for his service. We accept the vendor's bid and what it states their services entail as the contract. Treasurer Nancy requested that Marshall bill the cost of the fertilizers separately. Marshall commented he would do that. Maximum Pride, Marshall Baker's bid for Ovid Township stated:

“Mowing for TWP office per visit, \$100.00.

Weed control and fertilizer, cost of materials plus application fee of time required to perform task.”

Maximum Pride, Marshall Baker's bid for Ovid Township, South Ovid Cemetery stated:

“Mowing for cemetery per visit, \$245.00.

To include brush trimming, trash removal, debris pick up, remove dead & plastic flowers, etc.

Weed control to be done and materials and application fee for time to perform task.”

### **FOIA Coordinator:**

Clerk Claudia commented the previous Supervisor, Greg Palen, was our FOIA Coordinator. Board discussion. Board members would be willing to help with FOIA requests.

Moved by Trustee Pat to appoint Clerk Claudia as the FOIA Coordinator, Seconded by Supervisor Deb. All in favor, Motion carried.

### **Kirby Built - Outside Bulletin Boards/Message Centers:**

Board discussion regarding new wall-mounted message centers. These would be put up on the front of the Township building. The existing board that's out there holds only two sheets of paper. The large message centers are on sale for approximately \$745 each.

Supervisor Deb asked the cost to have these installed, which we aren't sure of.

Assessor Mark Holley offered to install them for us, which we greatly appreciate.

Moved by Trustee Pat to purchase two large outside message boards, Seconded by Treasurer Nancy. All in favor, Motion carried.

**Mid-Michigan Health Department vaccine clinic at Ovid Township, April 23, 2021:**

Moved by Treasurer Nancy that we allow the Mid-Michigan Health Department to use the Ovid Township parking lot for the COVID vaccines on April 23, 2021, Seconded by Supervisor Deb. All in favor, Motion carried.

**Board Discussion - 2021 Priorities:**

Supervisor Deb commented we have delayed this discussion because of having virtual meetings. She asked what challenges do we feel our Township faces? What would we like to see accomplished in the next four years? What do we want our Township to look like in the next five to ten years? Each Board member gave suggestions. Some of the suggestions for Ovid Township were Broadband for the Township, grants to help with different projects, a pavilion/picnic area, security system/cameras, website.

Clerk Claudia presented a binder to everyone with training documents from MTA from when they first took office explaining statutory responsibilities of each board member, how the clerk and treasurer work together, what a deputy does, and a few other helpful documents for review.

Trustee Pat presented each Board Member with a book entitled, "Nonviolent Communication." This was a thoughtful gift, given in love, and very much appreciated. Supervisor Deb commented she is concerned with blight. Board discussed this.

Supervisor Deb also proposed two policies she would like passed, which are:

**"Policy 01-2021**

The supervisor shall be allowed to contact the township's attorney for matters he/she believes rise to the level of needing an attorney's opinion, in order to protect the township in legal matters."

Trustee Arlene commented she would make a motion that she – Trustee Pat commented we need to discuss this first. Supervisor Deb stated she could make a motion before discussion. Board discussion regarding this policy.

Supervisor Deb said, if you object to this policy, Trustee Arlene made a motion, and Deb will second it that we approve that the supervisor shall be allowed to contact the attorney for matters he/she believes rise to the level of needing an attorney's opinion in order to protect the township in legal matters. Further Board discussion.

Treasurer Nancy commented with Board approval on each incident. Supervisor Deb commented she's fine with that. Board discussion continued.

Supervisor Deb said Arlene could make a motion instructing Claudia to type up the policy.

Regarding Policy 01, it was decided the policy will be redone by Clerk Claudia in policy format, with the addition of having Board approval to call the Township attorney

for each incident, and the policy will be voted on at next month's meeting.

Supervisor Deb's second proposed policy:

"Policy 02-2021

The supervisor shall be provided a key to have access to the office copy machine and office supplies."

Supervisor Deb commented why she felt she should have access to the office copy machine, which was she needed to make a copy during Board of Review and couldn't. Trustee Arlene said, I make a motion that we buy you a printer for your office.

Supervisor Deb stated she has a printer, but she needs access to the office copy machine.

Treasurer Nancy commented there is a copy machine in her office. Board discussion regarding what that copy machine does, i.e., print, copy, scan, all-in-one.

Trustee Pat commented she has concerns having anyone have a key to the Treasurer and Clerk's office because there's so much sensitive information in there.

Pat commented she understands why the Treasurer and the Clerk are the only ones who have access. When she took the trustee training, they talked about different issues regarding access to money and other concerns. Supervisor Deb stated, as supervisor, she should have access. She said she takes money too and should have access.

She had a land split and took money. Treasurer Nancy spoke of her statutory duties as Treasurer and regarding the money she's statutorily responsible for. She also commented she and Claudia are here during office hours. Further Board discussion and comments on this proposed policy. Trustee Arlene said she'd make a motion to get whatever is needed for her office. The Supervisor's office is equipped with an all-in-one copy machine, a new phone system, and a brand new laptop. Regarding Policy 02, no action was taken.

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

#### **Roof Update – Treasurer Nancy:**

Treasurer Nancy will get in touch with Jeremy Swender to come back and go up on the roof and take a better look.

### **REPORTS:**

#### **Assessor Mark Holley:**

The March Board of Review was done in person. There were ten disabled Veteran's exemptions, five were 100 percent, and five were granted during the organizational meeting. During the public meeting, we had three appeals. One Township resident stopped in to visit twice. He was interested in what the Board of Review does.

Assessor Mark handed the minutes to Clerk Claudia, as he is required to do.

There were no protests in writing and no emails. The townships that chose not to do

Board of Review in person are now in litigation because the Governor flip-flopped. She did open it up at the last minute, but townships had already notified people that it was going to be done online only. They violated the tax law, and are now in trouble.

Assessor Mark commented the County still has us locked down until we go through equalization, so nothing is happening with assessing. We can't touch the roll until we create next year's roll, which will happen once equalization gives us approval. The people that came to protest will not get notified regarding the outcome of their protest until probably June because we have to wait for final State equalization before the letters can be mailed. During lockdown, nothing can be done in assessing, no land splits, nothing. Nothing can be done until the County gives permission to roll over to the next year. Hopefully, within the next couple of weeks we'll be able to move forward.

We will probably be audited next year, and we will have to produce a lot of maps. We'll need the latest GIS information from the County to download into the assessing software. It's free to download, but only the supervisor can apply for it. Assessor Mark gave the document to Supervisor Deb to fill out and return to him. Mark will then download all the GIS files and map everything out. It will take about 80 hours to create the maps.

Assessor Mark will be looking at the last two rows of Sections in the Township to finish the reassessment. He wants to have that done this year for sure as that is part of the audit. We want to have 100 percent of everything looked at again before the audit next year. That will be done this summer and fall.

#### **Library - Treasurer Nancy Hughson:**

Treasurer Nancy supplied the Board with the Library Board Meeting minutes from January 13, 2021; February 10, 2021, and the Librarian's Report of March 10, 2021; February 2021 Statistics and all expense trackers for the Board's review.

Nancy commented they had a meeting in person. The Library Director and library staff would like a raise. They are looking into job descriptions and comparable wages from libraries around the area before they move forward.

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

Treasurer Nancy commented they asked Chair Mike Herendeen, if they could receive copies of the bank statements from Treasurer Tim Zwick. The bank statements would show when the funds come in. Chair Mike seemed to think there wouldn't be a problem receiving the bank statements.



**CAASA - Supervisor Deb Shaughnessy**

Supervisor Deb commented the CAASA meeting was two hours. Three of the employees have COVID. If any of the workers are sick and don't come in, they don't have to use sick leave.

**\*Public Comments:**

Jennings West commented some time ago Greg Palen talked about designating some land in the community where we could build, land that wasn't usable for other things. Supervisor Deb commented she's been in touch with Doug Riley and will be meeting with him and discussing the future land use map. In talking with Greg, she didn't think there were a lot of changes. Assessor Mark commented there are changes to be made. Discussion regarding this and zoning.

**Board Comments:**

Trustee Arlene questioned Trustee Pat going to the Clerk's Conference, if she's not the Clerk's Deputy. Trustee Pat is the Election Assistant, which falls under the Clerk's statutory duties. Board discussion.

**Adjournment:**

Supervisor Deb adjourned the meeting at 9:25 p.m.

Claudia Barrett Pluger, Clerk