



# 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 – THURSDAY, MARCH 11, 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, Trustees Patricia Hibbard and Arlene Pesik

#### **ALSO PRESENT:**

Lynn Weber, Doug Steffen, Gail Watkins, Kam Washburn, Jennings West

#### **AGENDA:**

Moved by Trustee Arlene to approve the agenda as written, Seconded by Trustee Pat. All in favor, Motion carried.

#### **PROPOSED MINUTES FROM FEBRUARY 11, 2021, MEETING:**

Moved by Trustee Pat that we approve the February 11, 2021, meeting minutes, as read, Seconded by Trustee Arlene. All in favor, Motion carried.

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

Treasurer Nancy supplied the Board with the bank balances, along with the supporting bank statements and Michigan Class Statements as of February 28, 2021, as well as the corresponding bank reconciliations for each month's bank statement.

#### **Huntington Bank Account Balances:**

General Fund bank balance has \$188,103.91.

Delinquent Property Tax account balance has \$137.12.

Payroll account balance has \$4,200.50.

Michigan Class investment account balances:

General Fund has \$132,548.11.

Tax Account has \$0.00.

Emergency Services account has \$36,785.25.

Mercantile Bank Emergency Services Account has \$153,763.94.

Journey Federal Credit Union Balances:

Cemetery Account has \$19,096.82.

Tax Account has \$510,656.15.

Nancy also commented there's a corrected Treasurer's Report in our packets for the January 2021 bank balances, because a couple of them were not accurate.

Nancy included an income received statement so everyone is aware of how much money comes into the Township each month.

Nancy settled with the County Treasurer, Tina Ward, and the 2020 Settlement Report for Ovid Township shows the settlement amounts. We are done with the 2020 taxes.

All of the disbursement checks have gone out. There's a few that haven't been cashed.

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.

#### **AMEND AND APPROVE BUDGET:**

Clerk Claudia stated we need to amend and approve GL #101-265-850 for the telephone in the amount of \$58.31.

Moved by Clerk Claudia to amend and approve the budget, GL #101-265-850, Telephone, move \$58.31 from unallocated funds, Seconded by Trustee Pat.

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 Tax Fund; the Revenue and Expenditure Report ending February 28, 2021; and the Check Disbursement Report for approval. There is one check disbursement report this time that includes all funds, General, Payroll and Emergency Services.

For Approval – Huntington Bank and Mercantile Bank Emergency Services – Huntington Bank – Payroll Check Numbers 262-268, Regular Check Numbers 10872-10881 and EFT.

Mercantile Bank Emergency Services – Check Number 1043 totaling \$44.05.

The total of both bank accounts is \$9,243.13.

Supervisor Deb asked for clarification of how much money is in the Emergency Services fund since it was brought up in the OMESSA meeting. She would like to confirm the balance for fire and ambulance.

Treasurer Nancy commented that needed to be clarified at the next OMESA meeting because it's not \$90,000 as was stated. Nancy commented it is the amount we have in Mercantile Emergency Services Fund and Emergency Services in Michigan Class. We have to pay OMESA \$136,000 of that, and then whatever we pay CAASA. Nancy went through and added all money given to OMESA in the last four years, and it came to \$510,000. They were given an extra \$36,000 at one point that they demanded we give them.

Moved by Supervisor Deb to approve the Clerk's check disbursement report for payment of all checks from Huntington Bank and Mercantile Bank totaling \$9,243.13, Seconded by Trustee Arlene. All in favor, Motion carried.

### **NEW BUSINESS:**

#### **Lynn Weber, Director, Clinton Area Ambulance Service Authority (CAASA):**

Lynn talked about the Ambulance Resolution that we approved earlier, and explained the proposed CAASA funding resolution requesting an additional \$3 per capita to go for Capital Improvements. There are two budgets, which the Board has been provided. One budget is the Capital Budget, which Lynn went through, and the other is the Operational Budget. In the proposed funding resolution, there is an option of giving additional money, which other townships are doing. The additional money will be used for equipment replacement.

#### **Doug Steffen, Managing Director, Clinton County Road Commission:**

Doug commented we usually do a road tour every spring. Every year they look at what the Township has done in previous years so we're always staying ahead with gravel and asphalt. We have our packet suggesting what projects we should consider this year, and we will discuss it further with the Road Commission in our upcoming meeting with them. Supervisor Deb asked him about Front Street, which he explained the process. Trustee Pat asked about the rating numbers. Doug commented ten (10) is the best rating, and one (1) is the worst. That's the PASER rating system. Doug will send the contracts to Claudia for next month's meeting. He stated they just received their bids back, so contracts can go out now.

#### **Gail Watkins, Chairman, Clinton County Road Commission and Chair of Clinton Transit Board:**

Gail commented if we could go out on a ride along in the fall would be best, and see what needs to be done for the following year. The purpose of the upcoming meeting is to give feedback on the road projects we did last year, and go over what our plan is for this year.

Gail chairs the Clinton Transit Board also. The Transit Manager could not make our meeting because of illness. Gail commented four years ago, when he first was on this Board, staff was being paid \$12 an hour. They would get trained and then leave for better pay. By looking at the budget and searching for more and more grants, and leveraging money through Tri-County Regional Planning, we now are paying \$16 an hour. They have a 401k plan to which they contribute, and health care, HSA. In October they will be going to \$18 an hour. Gail commented Ovid Township is about four (4) percent of their ridership. In 2020 they carried approximately 1200 passengers from Ovid Township. At the end of April, Saturday service will be starting. The Transit office building is too small, and they will be looking into expanding.

Gail stated they are outgrowing the Road Commission building. They have an architect and engineering firm looking at the entire physical plant of the Road Commission and making recommendations. It looks like the Road Commission will be building new structures and tearing the others down. The electrical is outdated. The roof needs \$500,000 worth of work. They were built in '74-75.

**Resolution Number 2021-04 – CAASA – Additional \$3 Per Capita:**

Board discussion regarding giving an additional \$3 per capita and giving any extra money to help with equipment. Lynn Weber explained the \$3 per capita we now give is a given. They are asking for an additional \$3 per capita, which would be a total of \$6 per capita, which is what was given last year.

Moved by Treasurer Nancy that we approve Resolution Number 2021-04, Funding Resolution for Clinton Area Ambulance Service Authority's Fiscal Year 2021-2022 only; an additional \$3 per capita for anticipated Capital Improvements, and give an additional \$2,000 to the equipment replacement fund, 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.

**May Board Meeting Date:**

Clerk Claudia wondered if they should change the May Board Meeting date since she and Trustee Pat will be at a conference at that time.

Moved by Trustee Pat that we move the May Board Meeting date to May 6, 2021, Seconded by Trustee Arlene. All in favor, Motion carried.

**Websites:**

Board discussion regarding the different website vendors we have quotes from, and Wix, designing our own and keeping it updated. Nancy and Claudia had a Zoom meeting with a lady from Wix. They will design the site.

The top three which the Board would like to come to the April meeting to talk to us and answer any questions we have are Jane VanElls, Jason from New Look Computer and Data, and Wix.

**UNFINISHED BUSINESS:****Roof Update – Treasurer Nancy:**

Treasurer Nancy had Jeremy Swender come to look at the roof. He didn't really know what he was looking for. He didn't see anything up there that looked suspicious. He didn't get up on the roof. Supervisor Deb wondered who had the problem with the roof. A previous Board did not feel the builder had done it right. We have all those documents regarding it. Nancy commented she would check into it further and have Jeremy come back.

**DRAFT South Ovid Cemetery Fee Schedule:**

The Board was supplied with an updated DRAFT Cemetery Fee Schedule. A couple changes were, "No burial shall take place until all fees and charges have been paid in full," and "No burials after the first FROST!" We still have not been paid for the burial in January. Nancy continues to call the funeral home.

Moved by Trustee Arlene that we adopt the South Ovid Cemetery Fee Schedule, Seconded by Trustee Pat. All in favor, Motion carried.

**2021-2022 Draft Budget:**

Clerk Claudia spoke with BS&A regarding the Cemetery Fund not showing the right amount. The activity column was missing, which BS&A fixed for us, so we now have five columns instead of the four for the budget. The changes have been made that were discussed in the February Budget Hearing.

Trustee Pat asked about salary increases. She commented she missed it last month.

Clerk Claudia stated the Salary Schedule is in the packet with the budget.

The Clerk and Treasurer asked for a raise. Trustee Pat questioned if a new board came on down the road, could the pay go back down to like a base pay, which we will check with MTA.

Supervisor Deb questioned how we came up with the amount we were requesting. She also questioned why just the Clerk and Treasurer. Treasurer Nancy did research on the MTA website and other township websites regarding what the clerks and treasurers were being paid. Trustee Pat commented that a raise should be based on years of

experience, and she had been in the office throughout the 2020 year and saw and heard what the Clerk and Treasurer dealt with. She also commented she looked at all positions regarding a raise. Board discussion regarding this continued.

County Commissioner Kam Washburn spoke and gave us some good advice.

Kam commented the hardest thing to do is set your own wages. On the other hand, don't let the wages lag behind, if the money is there. We should not feel we have to defend the money we request or make.

Supervisor Deb commented she goes back to shouldn't we look at all positions.

Treasurer Nancy commented you can, but the majority of the work is done by her and Claudia. We work five days a week. Trustee Pat said she supported a raise for both, and wanted to make a motion so we can move on.

Moved by Trustee Pat that we approve the salary increase for the Clerk and the Treasurer as stated on the salary schedule, Seconded by Clerk Claudia.

Supervisor Deb said she didn't know how she would vote because of the principle. She doesn't feel all of the positions have been hashed out. She stated she asked Claudia to bring a proposal and bring her the documenting information, and she states she got sprung on last month that they wanted a raise with no documentation with it. Claudia questioned what documentation. Nancy did all this research. Claudia commented she trusts Nancy. Supervisor Deb inquired again of Claudia where's the documentation.

She commented she's used to having everything in front of her for review. Nancy commented she would go to her office and print it out. Continued Board discussion.

Supervisor Deb stated she will compromise because that's part of leadership. She stated she's not used to this way of doing things, but she will support it. She feels the Clerk and Treasurer are doing a good job. She stated there are areas she thinks we need to work on. Trustee Pat said we can be flexible with how things are done.

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.

Supervisor Deb commented we need to move on to Maximum Pride's snow plowing now. Clerk Claudia commented we have to approve our entire budget for 2021-2022. Treasurer Nancy commented there's a couple other changes that need to be made to the budget. Page 4, Public Safety Fund, OMESA Fire Services, GL #205-336-801, should be changed to \$136,033.00. That's what we owe them. CAASA Ambulance Services, GL #205-651-801, should be changed to \$15,188.00, since we will be giving more.

Supervisor Deb commented in the MTA book it says if you add more non-statutory duties to a Board Member that they can be paid for doing those extra things. She brought up the South Ovid Cemetery and paying the Board Member who handles that. She feels that person should get extra money, and we should set it aside in the Cemetery Budget. Trustee Arlene spoke she thought that's why they just got a raise. Deb said not a raise, but cemetery money should go to whoever on the Board is handling the cemetery. Clerk Claudia commented usually the Clerk ends up doing the cemetery work, and in the past MTA has said you cannot get extra pay if you are salary. Claudia stated she is so thankful Nancy offered to do it. Supervisor Deb read out of the MTA book. She feels the cemetery is a new responsibility for this Board. Board discussion on the cemetery. Treasurer Nancy commented we don't have a separate Cemetery Board. We are the Cemetery Board. More Board discussion. Supervisor Deb commented if Nancy is willing to do it for free. Trustee Pat inquired of Supervisor Deb if she had an amount in mind. She asked Nancy what she thought was reasonable. Nancy commented she doesn't know because there's not that much work. If she has to run out to the Cemetery a lot, she will charge mileage.

Moved by Clerk Claudia that we approve the 2021-2022 Budgets for the General Fund, Public Safety Fund and the Cemetery Fund with the four changes that were discussed, 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.

**Maximum Pride – Snow Plowing, February 2020 Missed billings:**

Clerk Claudia spoke with our auditor, Steve Kirinovic, at Maner Costerisan. He said we could pay Marshall/Maximum Pride even though it was after our audit was done.

Whatever the Board decides is fine. For February 2021, there were a lot of Saturday and Sunday billings from Marshall, which we only requested one weekend to be plowed for a rental. There was also a charge for a day where there was only a dusting of snow. He was not paid for that date. The Supervisor and Clerk were in the office that day. His contract starts at two (2) inches. Board discussion.

Moved by Trustee Pat that we not pay Maximum Pride for the two February 2020 bills he missed, Seconded by Treasurer Nancy. All in favor, Motion carried.

## REPORTS:

### **Clinton County Commissioner – Kam Washburn:**

The Clinton County Emergency Operation Center (EOC) has been open for 365 days now – one year. They will continue to implement the local State of Emergency. This is voted on each month. Extending the State of Emergency also allows them to continue to meet virtually. The County is going to continue to meet virtually due to a spike over the weekend. They have people in quarantine and people with COVID. Maybe in May they will be able to have face-to-face meetings.

The County Commissioners voted to continue the re-monumentation project in the County. This started probably 15 years ago and will be completed in four or five years. This is done with State money that comes to the County. They originally hired surveyors to go out and resurvey the corners of the townships to make sure the markers were correct. Phil Hanses is overseeing this project.

Doug Riley was voted to begin the new update of the Comprehensive Land Use Plan. This will be done throughout the summer. Kam suggested we meet with him and review the maps and see if there are any changes we would like to see regarding future land use. Doug will be getting in touch with us.

Kam commented on the new Rescue Plan that was passed. The County will be getting almost 15 million dollars. It hasn't been stated what it can be used for yet. The first stimulus was 1.3 million dollars, which is still in the bank.

The County makes decisions regarding events and use of property such as the 4-H Fair, the Mint Festival and Motz Park. Some of the decisions that need to be made are the same as last year. They are hoping to be able to have something at the fairgrounds. These things are still being considered.

Smith Hall, located in the County fairgrounds, is continuing to be used for jury selection. It will also be used by the Health Department as a COVID vaccination clinic every Friday.

Trustee Pat thanked Kam for his input when we were having a discussion earlier. Kam commented you ladies are doing an excellent job. He thinks we may be the only all lady board.

Supervisor Deb commented the Board of Review had their training. They met on Tuesday, March 9 for appeals. Two people came in. One came to protest about his lean-to barn. He didn't feel that should be considered a full barn, so they are giving him



that. It won't decrease much. Next year he will have the concrete he put down, so it will go up. The other gentleman who came in had some questions, no protests.

**Library – Treasurer Nancy:**

Treasurer Nancy supplied the Board with the Library Board emails, expense trackers, and all other financial documents. Nancy commented they are still limiting the number of people they are allowing in. That seems to be going well. People are happy to be able to come in and get books. The library received a nice note from Ehlert's.

**OMESA – Treasurer Nancy:**

Nancy commented they passed a Resolution to collect the amounts from the Townships and the City. Nancy talked to County Treasurer, Tina Ward, last year because the numbers weren't right. Tina said we needed to include our DNR Pelt properties, which is around \$600,000. We added that in and paid them on that. Nancy brought this up at the OMESA meeting, and Chair Mike Herendeen stated that we do not include the DNR Pelt. Nancy is going to make sure that is in the OMESA minutes.

Jennings West commented the OMESA \$30,000 generator is up and running.

**CAASA – Supervisor Deb:**

Supervisor Deb commented she had nothing more to add. Lynn Weber covered everything.

**\*Public Comments:**

Jennings West showed on his phone what notifies Generac if the generator goes down. It was \$300 to start out, and \$100 each year after. It will automatically send the Fire Chief a message.

**Board Comments:**

Clerk Claudia asked for the motion made in the February 11, 2021, Budget Hearing, by Treasurer Nancy, be rescinded because of two things; one, the motion was made during the Budget Hearing, which was for budget discussion only; and, two, the Board cannot choose the Clerk's deputy.

Moved by Treasurer Nancy to rescind her motion made February 11, 2021, during the Budget Hearing, that Trustee Pat be the Deputy Clerk, Seconded by Clerk Claudia. All in favor, Motion carried.

Moved by Clerk Claudia that the Trustees of Ovid Township can serve as Deputies as long as the population is under 40,000, Seconded by Treasurer Nancy, All in favor, Motion carried.

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

Claudia Barrett Pluger, Clerk