



# 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 - MAY 4, 2017**

The regular meeting of the Ovid Township Board was called to order at 7:04 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:**

Dustin Drabek, Risk Control Representative, Michigan Township Participating Plan, Mike & Diane Dowler, Maurice Woodworth

### **AGENDA:**

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

### **PROPOSED MINUTES OF APRIL 6, 2017:**

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

**Dustin Drabek, Risk Control Representative, Michigan Township Participating Plan:** Michigan Township Participating Plan are our Property & Liability Insurer. He explained they take care of everything from the grounds to the bricks to the roof and the tiles. Dustin expressed to us what an impressive hall we have and how the grounds are kept up is beautiful. He commented on the lawn mowing especially. He said the Goggle Earth image is very nice, beautiful facility, very unique.

He talked about the utilization of our Township Hall and the importance of having a formal written agreement between the Township and the group. We are responsible for the people on our property – Liability, Liability, Liability! He talked about the sidewalks being the top two biggest liabilities for trip and falls anywhere. We don't have any issues right now but down the road we may have pad replacements, concrete shave, things of this nature.

We need written contracts to complete our functions such as fire service, snow removal, lawn, cleaning, things like this. It is always best to define the relationship whether you know them well or not. Always get a contractor with insurance so as to transfer the risk. It should be at least a million dollars.

Another concern was the safety of the Township records/files. They need to be maintained in a proper fashion so they don't get destroyed by water or fire; we don't lose them. They should be kept in a locked fireproof cabinet if possible. He commented it's very critical to keep them locked up in a locked office.

Another area that he stressed importance on was the Hall rental. It should not be given out for free. Once again, we are liable, plus the cost of heat, air conditioning, snow removal, cleaning; general upkeep is not free.

He also commented on Grant programs and will send us an email with this information.

#### **PUBLIC COMMENTS:**

None.

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

Nancy's statements and bank statements from Huntington Bank reviewed by Board. Nancy commented the Delinquent Tax Account document shows where we're putting delinquent personal property and hall rentals. This shows the breakdowns. Two of the accounts had no activity this month.

Moved by Claudia to accept the Treasurer's report as printed, Seconded by Arlene. All in favor, Motion carried.

#### **POINT & PAY PROGRAM:**

Nancy explained the Point & Pay Program as a credit card program for taxes. Reviews for this program have been outstanding. Nancy hadn't seen one negative comment about it. There's a three percent fee with a \$2 minimum paid by the taxpayer. There is no cost to the Township. There is no startup fees or anything for the Township. Nancy wondered if this might be a convenience to check into for our taxpayers. They were at the MTA Conference too, so we had an opportunity to talk with them. Supervisor Palen thought it would be a good convenience to offer since there is no cost to the Township, and felt Nancy should check into it further.

#### **CLERK/BILLS - FOR APPROVAL:**

Check Numbers 9880-9885, 9908-9925, totaling \$44,656.66.

Check Number 9908 for \$444.78 to Consumers Power did not print out on the Report, but has been included in the \$44,656.66 total.

Moved by Arlene to accept the Clerk's report as presented, Seconded by Nancy. All in favor, Motion carried.



## **REPORTS:**

**ASSESSOR** - Diane Dowler went to the Clinton County training for Assessors. They have to have 20 hours of continuing education. The County is very good getting these hours in for the assessors. Two people spoke from the State of Michigan regarding principal resident exemptions. The other session was on property tax exemptions, like Michigan Milk gets an exemption. There are many of them, most for the City of Detroit. It's very complex.

Supervisor Palen commented we have a copy of the Assessment Roll Certification of Equalization by County Board of Commissioners. This happens once a year after Assessor Diane submits a completed roll after Board of Review is done. This is the final step of Board of Review.

**OMESA** - Trustee Jennings reported we should have our tanker the first part of July. Consumer's came and talked at the meeting and left some information for the new fire building. The new contact person with Consumers is Katheryn Burkholder.

Supervisor Palen reported the old tank is committed to sell. When they need the chassis, they'll have to coordinate with the broker who is taking the tank to Kentucky, and the chassis will head to Ohio. That will be the last two weeks of the project of installing it, balancing it and everything else.

Supervisor Palen said the question of paying rent to the City is pretty much tabled. They didn't bring it up at the last meeting. There was an organizational meeting for the Building Committee. Next month's meeting the Building Committee will meet an hour before the OMESA meeting and hopefully we'll have some drawings to look at with cost estimates. The current plan is to actually build something out here.

**Library** - Nancy presented the April Meeting Minutes and the May Librarian's report, along with the Budget Tracker to review. Supervisor Palen commented there are people in the community that would like to see the Library expand again.

**Parks & Rec** - Arlene said all the work has been finished, all the concrete floors, the new aluminum benches and the metal roofs are all finished on all six dugouts. That's for the ball fields by the river. Total spent on this project was \$9,050.

**CCTOA** - Arlene went to this meeting. She reported the Deputy talked about the new 75 miles per hour speed limit locations. Rick Jones was unable to come and speak. Katheryn Burkholder from Consumers spoke on the new smart meters. The Sheriff was talking about all the Opioid abuse and how bad it is. The Clinton County Recycling day was a big success.

## **NEW BUSINESS:**

Part 3 Training in Frankenmuth for New Officials - Claudia commented the way MTA has it set up is that we reserve hotel room, and we would be reimbursed after the meetings. Moved by Arlene that we cover the direct costs for those who would like to attend the New Officials training in July and August, Seconded by Nancy. All in favor, Motion carried.

I.T. Right - Ransomware Proposal (\$1300 Ransom) -

The Board discussed the Ransomware situation and cost. Nancy explained this is in regard to all the data that was gone when we took office because of the Ransomware. Nancy and Claudia were not in favor of going that route. There is no guarantee your lost data can even be retrieved, and then that money is lost.

BS&A Proposal to help input past data (\$850/day) - Ryhan Carrier from BS&A, who helped in training, could come back and go through each month's file and documents and input all checks, all deposits, everything from April 2016 through March 2017, and reconcile everything. We weren't trained on that part of the program. This would help us be prepared for the Audit.

Moved by Arlene that we authorize the Clerk and Treasurer to enlist BS&A's help to input the missing data from last year, Seconded by Jennings. All in favor, Motion carried.

Road Commission Contracts -

Supervisor Palen presented us with three more road improvement contracts, the bringing of the roads for dust control with the estimate being \$25,134.50 for two applications, the estimate for foliar brush spray is \$4,160, the overband crack fill, which is the asphalt roads, estimate is \$6,787.40, cost share applies. Supervisor Palen commented we are usually reimbursed from Metro Telecom Fund for the brush spray.

Moved by Claudia that we authorize the three Contracts with Clinton County Road Commission as described, in the amount of \$36,081.90, bringing the total of all nine contracts to \$177,667.58, Seconded by Jennings. All in favor, Motion carried.

## **UNFINISHED BUSINESS:**

2017-2018 Budget (Readoption/Amend) -

Supervisor Palen said the Board has a month to study the new proposed Budget, and we will discuss it at next month's meeting and bring it up-to-date.

## **BOARD COMMENTS:**

Supervisor Palen spoke with Doug Riley from Clinton County Planning, Zoning & Building regarding the horses on Front Street, Ovid Township, that belong to Kim and Chris Hickman. They attended our Township meeting in April. Mr. Riley researched this and concluded whoever was challenging this misinterpreted the rules. This was resolved, and the Hickmans won't have to go to a zoning hearing.

Supervisor Palen spoke to Mayor Lasher regarding any street projects they may have and maybe piggyback repairs for our Township parking lot. Mayor Lasher commented he



would have Don Passmore, their DPW man, come out and look at our parking lot. We are waiting to hear back from him.

Supervisor Palen inquired whether we had signed a contract with Auditors Abraham & Gaffney.

Supervisor Palen asked whether we wanted to donate money to MTA's Political Action Committee. The Board was not interested in donating.

Supervisor Palen also commented that the Michigan Public Service Commission now has video and cable hookups at all of their hearings, so it is possible for any citizen to watch those in real time.

**Adjournment:** Meeting adjourned at 9:34 p.m.

Respectfully submitted,

Claudia Barrett Pluger, Clerk

Gregory C. Palen, Supervisor