



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

PROPOSED MINUTES OF OVID TOWNSHIP MEETING – OCTOBER 8, 2020

The regular meeting of the Ovid Township Board was called to order at 7:05 p.m. by the Supervisor with Pledge to the Flag.

MEMBERS PRESENT:

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

ALSO PRESENT:

Steven Kirinovic, Maner Costerisan; Patricia Hibbard, Deb Shaughnessy, Kam Washburn, Mark Holley (arrived at 7:55 p.m.)

AGENDA:

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

PROPOSED MINUTES FROM SEPTEMBER 10, 2020:

Proposed minutes from September 10, 2020, meeting reviewed by the Board. Moved by Arlene that we approve the minutes as presented, Seconded by Nancy. All in favor, Motion carried.

TREASURER'S REPORT:

Nancy presented the Board with the bank balances, along with the supporting bank statements and Michigan Class Statements as of September 30, 2020, as well as the corresponding bank reconciliations for each month's bank statement.

Huntington Bank Account Balances:

General Fund bank balance is \$159,343.98.

Delinquent Property Tax account balance is \$137.12.

Payroll account balance is \$10,349.88.

Michigan Class investment account balances:

General Fund is \$132,503.58.

Tax Account is \$0.00.

Emergency Services account is \$36,772.87.

Mercantile Bank Emergency Services Account is \$46,939.22.

Journey Federal Credit Union Balances:

Cemetery Account - \$22,696.82.

Tax Account - \$23,606.48.

Nancy also included in her documents a copy of the 2020 recap of the tax account and what has been disbursed thus far.

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

AMEND AND APPROVE BUDGET:

Clerk commented we need to make an adjustment to the Current Tax fund of \$169,000, GL # 205-000-402, for Emergency Services. We did not have revenue budgeted to cover that.

Moved by Claudia that we transfer \$169,000 from unallocated funds to the Current Tax fund, GL #205-000-402, Seconded by Supervisor Palen. 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 September 30, 2020.

Listed for approval, in everyone's packet, is a separate sheet with each vendor listed and the amount due (\$42,253.23). Claudia was unable to write the checks/Check Disbursement Report for the vendors due to the year-end closing not being done yet in BS&A, and we are now beyond the six-month year-end period. Claudia spoke to BS&A, and they recommended waiting to do the year-end closing until after we spoke with our auditor at our upcoming meeting.

For Approval – Huntington Bank and Mercantile Bank Emergency Services – Huntington Bank, EFT (\$1,177.78), and preauthorized by policy and approval, check numbers 10798-10800 (\$213.59), which were written in September, payroll check numbers 202-209 (\$5,546.28), August Primary Election check numbers 210-220 (\$2,327.25), totaling \$51,518.13.

Mercantile Bank Emergency Services, check number 1036 totaling \$44.05.

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

All in favor, Motion carried.

Public Comments:

None.

NEW BUSINESS:

Steven Kirinovic, Auditor, Maner Costerisan:

Mr. Steven Kirinovic went over the Audit, their opinion on our financial statements, and letters to the Board, as has been done in previous years. We received the best possible opinion. He commented that everything is in accordance with generally accepted accounting principles, which is exactly what the Treasury Department wants to see. Our expenditures from last year went up around \$140,000, which a good portion of that was paying off the Township building. We are debt free. The other big expense is in Public works, keeping up the roads in Ovid Township. Our fund balance is very healthy. Steve commented the next thing covered is usually their comments and recommendations, and this year they don't have that letter. He stated Nancy and Claudia have worked very hard this year. The deficiencies and issues from the past have been taken care of. Everything was ready and in order when they came in to work on the audit, and it was completed in one day.

Moved by Claudia that we accept the Report on Financial Statements, year ending March 31, 2020, Seconded by Arlene. All in favor, Motion carried.

Jennings thanked the Clerk and Treasurer for making such a good report. He commented he knows how hard they've been working.

Supervisor Palen commented how proud he is of Nancy and Claudia.

Assessor Salary Resolution – Resolution No. 2020-04:

Supervisor Palen stated we have to establish the assessor's salary.

Claudia commented since we did a new contract, we needed to do a new resolution.

Moved by Claudia that we approve Resolution No. 2020-04 establishing the Assessor's salary at \$15,700, effective October 1, 2020, Seconded by Arlene.

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.

Snow Removal:

Marshall from Maximum Pride Lawn Care submitted a proposal for snow removal and salt application for the same amount he did it for last year.

Moved by Claudia that we accept the proposal from Maximum Pride Lawn Care, Seconded by Arlene. All in favor, Motion carried.

Cement Pad for New Dropbox:

Supervisor Palen asked everyone if they had seen the new dropbox.

Claudia commented a few Middlebury Township residents have dropped their absentee ballot envelopes in there also. Luckily we have been able to contact them to come and get them.

Nancy commented in the winter it might be hard to get the dropbox open with all the stones. If it was cemented around there, it would be easier to get into. Larry Bosom gave us a proposal with the details of the work to be done.

Claudia commented after it was installed Nancy went to check the box, and she had to move all the stones away to get inside.

Nancy explained we had to meet the deadline of September 30 to get the dropbox installed or we would have to have security cameras installed on it. We received the dropbox around three days before that, so we had to act fast. That deadline came from the Bureau of Elections.

Moved by Arlene to accept the proposal from Larry Bosom, Five Star Masonry, to do the concrete work for the dropbox for \$975, Seconded by Jennings. All in favor, Motion carried.

Monitors and Dual Stands:

Nancy and Claudia both talked to New Look. Jason from New Look asked for a picture of the back of the CPU. Nancy took a picture; Claudia took it to New Look. They said the CPU's support dual monitors, and that we didn't need to add anything else to them.

Moved by Supervisor Palen to approve dual monitors and stands for the Clerk and Treasurer, Seconded by Arlene. All in favor, Motion carried.

UNFINISHED BUSINESS:

2020 Census – Deb Shaughnessy:

Deb said she had nothing new to report. She commented on all the yard signs they've been putting up. The Census is basically done.

Kathleen Pierce – Feral cats complaint:

Supervisor Palen spoke with Cindy Plesko from Animal Control, who is off on medical leave right now. Cindy talked with Andrew Woodrow, who feeds the feral cats. Cindy prepared a report. Supervisor Palen spoke with Chris Smith from Animal Control. He stated there's really no specific law that addresses feral cats wandering around, and it's certainly not illegal for you to feed a cat. Kathleen did say there were less feral cats around since she was at our last meeting. Supervisor Palen will follow-up with Kathleen.

REPORTS:

Clinton County Commissioner – Kam Washburn:

Kam commented on our Township Board, and the good audit report that was given, and being done so quickly. He remembered it taking much longer about three or four years ago.

Supervisor Palen asked Kam about revenue sharing. Kam commented the County's revenue sharing is Statutory. They did not get paid for August. There wasn't the money to pay them. It was made up through some CARES Act money. They aren't calling it that, but that's what it was. Townships are Constitutional revenue sharing. Revenue sharing hasn't been hit quite as bad because of the CARES Act money.

The County Budget Hearing will be Tuesday, October 13 at 6 p.m. It will be a virtual meeting. If anyone wants to join the meeting, they can go to the County website for instructions.

As we all know, a week ago Friday the Supreme Court overturned the Governor's Executive Orders. Kam reported first thing Monday morning the Sheriff, Chief Judge, everybody involved, senior management, made some adjustments that had to be made to the way the County operates. Overall, the way they operate hasn't changed much. They will go through the end of the month basically operating the way they have been, with the minor adjustments that have been made. They've received good legal opinion from the Michigan Association of Counties. Most everyone is meeting virtually. They assume the Legislature is going to do something regarding some issues. One of the real issues is if you're doing a bond at this time. The legal people said they would not do that virtually at this time. They would wait until you can meet in person. In June the County had a bond sale for the 911 Operation. It is all good. They've received the money.

The procedures at the County continue to be working well. They are still COVID free within the operations.

On a personal note, Kam commented he is up for re-Election this year. He does have a Democratic opponent. If we feel he's done a good job and would like to see him stay here, he is asking for our vote.

Kam also mentioned that we have a really good auditor. We've all known Steve for years. He has volunteered for the County, and given some real guidance on the CARES Act money. There's a huge difference in guidance from the State and the Feds. Steve has volunteered to sit down with County senior management and give them guidance. Steve is doing this out of the goodness of his heart, and it's very much appreciated.

Assessor Mark Holley – Mark commented, as of today, October 8, he has visited 465 properties, which is 35 percent of the roll. He is 15 percent ahead since the requirement is 20 percent. His goal is to visit all the properties before the audit in 2023.

Jennings has gone with Mark, and they've found new garages. Today, Mark commented, he found a 100 foot by 50 foot barn that a permit was never issued for. It was on a residential parcel, not ag. It is around a \$30,000 increase in their taxable value.

Mark is also finding that farms are in significant error. There's probably only about 25 percent of the buildings actually listed on the record cards. Even though some of the other buildings may not contribute a lot of value, the STC requires they be on the cards, so they have to be measured, things like old silos. The State could drive by and then check to see if they are listed on the card. Mark is making sure they are measured and put back on the cards. He will be finished in the field in a few days, and pick up again next year.

Four PRE's have been taken away during this. They were Ag Exemptions for land that was not being used for agricultural purposes, which Mark talked about last month. He has not heard anything from those taxpayers.

Supervisor Palen commented Jennings said a lot of people are not home when Mark goes to the property. He wondered what percentage of people were home. Mark commented probably about ten percent of the time someone is home. Claudia asked Mark if he always went to the door, which he does. She also asked if he has anything on his vehicle identifying himself, because we've had a lot of phone calls asking if we had a new assessor because they've seen a man walking around their property. Discussion regarding magnetic signs to use on his vehicle that say Ovid Township, or for anyone on official Ovid Township business.

Moved by Arlene that we purchase magnetic signs for vehicles saying Ovid Township, Seconded by Claudia. All in favor, motion carried.

Library – Nancy commented the Library meeting is next week. They did have to call an emergency meeting to approve the L-4029 before the deadline.

OMESA - Trustee Jennings reported the meeting was the shortest in history, and nothing really to report.

CAASA – Supervisor Palen commented the meeting is next week, and he will be unable to attend.

There's a company called Kodiak that builds ambulances. They are bringing a demonstrator ambulance to the ambulance barn in St. Johns on Wednesday, October 14 at 11 a.m., if anyone would like to see it. The Board is hoping for a proposal from this company so they could possibly replace their oldest ambulance sooner than they had budgeted for. They have tentatively quoted a price of \$160,000. They will allow a trade-in on the old ambulance. For a new box remounted on the existing chassis, it has been quoted at \$130,000 from someone else.

There is a grant request in, cost share grant, for new power cots. The cost share amount is \$30,000 if they get this grant. Heart monitors also cost around \$30,000. They are looking to get at least one in the next budget year. They have two older LP 15 models that are still working right now.

Since the meeting Deb sat in on where they voted to initiate an employee benefit program, they've been looking to be competitive on a wage scale, because in the last year they've lost four people to better paying jobs in Lansing. Supervisor Palen said they will continue to ask for \$6 per capita like we did this year.

Board Comments:

Supervisor Palen commented each county has a designated assessor who works with the Equalization Department. Last month he received a letter from Eric Harger, Equalization Director. The Clinton County Board of Commissioners has recommended Scott Cunningham, Michigan Equalization Services LLC, to serve as the County "designated assessor" for the next five years. At some point we will receive the Inter-local Agreement which they want the Township to respond to.

Kam commented they have already voted on it. The County is paying him a very small stipen to be the assessor of record. Eric Harger did not want to do this job.

Nancy commented we haven't done the resolution to apply for a grant through the Michigan Township Participating Plan (Par Plan) for cameras or a generator. The fall cycle applications are accepted from October 1st through November 30th.

Board discussion regarding both items, and the resolution. It was decided to apply for a grant for a generator. We will ask Lenon Electric for an estimate. We do have a copy of the resolution. Claudia commented we had a Motion to go ahead with cameras previously. When Nancy was filling out the application for the grant, it said we had to have a resolution.

Supervisor Palen stated since we had a Motion in a previous meeting, we could go ahead and confirm the resolution.

Moved by Arlene that we approve Resolution No. 2020-05, Grant request for a generator for the Ovid Township Hall, Seconded by Claudia.

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 Plugger – **Yes**

All in favor, Motion carried.

Adjournment: Supervisor Palen adjourned the meeting at 8:40 p.m.

Claudia Barrett Plugger, Clerk