

**DRAFT MINUTES OF THE REGULAR MEETING OF THE OTSEGO TOWNSHIP BOARD
HELD ON MONDAY, FEBRUARY 12, 2018**

The regular meeting of the Otsego Township Board was held on Monday, February 12, 2018 at the Otsego Township Hall, 400 North 16th Street, Otsego, Michigan.

Members Present: Supervisor Winn, Clerk Squibbs, Treasurer Lunarde-Alexander, Trustees Burns, and Moll.

Members Absent: Trustees McPherson and Bumgart.

The meeting was called to order at 7:00 p.m. by Supervisor Winn.

The Pledge of Allegiance was said.

Consent Agenda:

A motion by Squibbs with support by Lunarde-Alexander was made to approve the consent agenda consisting of the January 8, 2018 Board Minutes, Agenda Items, and Payment of Bills in the amount of \$74,206.78.

Roll Call: Yes – Burns, Moll, Lunarde-Alexander, Squibbs, Winn.
No – None.
Absent – McPherson, Bumgart
Motion carried.

Open Forum:

Allegan County Clerk Bob Genetski was present and he gave a brief presentation on the Annual Report he submitted to the County Commissioners. Gale Dugan was present from the Allegan County Board of Commissioners, he gave a brief update about items the County Board was working on. Fire Chief Brandon Weber gave an update regarding the Fire Department.

Old Business:

None.

New Business:

1. **Liquor License – Samuel Mancino's:** Alce Enterprises doing business as Samuel Mancino's submitted an application to transfer the current Tavern License to a Class C License. The new license would allow the restaurant to serve liquor in addition to beer and wine. The Township Building Inspector had been consulted and indicated the premises were in compliance with the building codes and saw no issues. Motion by Winn with support by Moll to adopt a resolution recommending approval of the application to the Michigan Liquor Control Commission.
Yes – 5, No – 0, Absent – 2. Motion carried.

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2. **Assessor Assistant:** The Township Assessor, Patrick Couch, has requested creating a permanent, part-time position for an assistant to help him with his duties. Currently, Jim Lunarde has been providing clerical support with payment being made per each record card completed. As Mr. Lunarde is related to Board Member Lunarde-Alexander, she excused herself from the meeting while the remaining board members discussed the position. Mr. Lunarde was present and was introduced to the Board. Mr. Lunarde is currently retired from the banking industry where he had worked extensively with real estate financing giving him an understanding of what is needed when determining valuation of properties. He has shown a willingness to learn and an ability to use the computer software necessary to provide the Township Assessor the assistance he needs. With increasing demands from the state, Mr. Couch needs some help with some of the clerical duties which would free him up to focus on the more technical issues involved in the assessing department. A job description was prepared detailing the duties of the position and a pay rate of \$15.00 per hour not to exceed \$15,000 for the year. Motion by Moll with support by Winn to approve the creation of a new employee position at a payrate of \$15.00 per hour.
Yes – 4, No – 0, Absent – 2, Abstain – 1. Motion carried.

3. **Salary Resolutions:** The Township Board is required to present salary resolutions thirty (30) days prior to the Township Annual Meeting which falls on March 31, 2018. Salary resolutions were prepared for each office of the Board requesting increases of 0% for each of the Township offices. The Supervisor salary would remain at \$18,828.60, the Clerk and Treasurer salaries would remain at \$28,972.23 and the Trustees salaries would remain at \$2,422.08 for the 2018/2019 fiscal year. These salaries must be voted on and approved at the annual meeting. Motion by Burns with support by Moll was made to approve the salary resolutions for all board members.

Roll Call: Yes – Burns, Moll, Lunarde-Alexander, Squibbs, Winn.

No – None. Absent – McPherson, Bumgart.

Motion carried.

4. **Board of Review Resolutions:** A resolution was put forth to alter the date of the March Board of Review at the request of the Township assessor. A motion by Winn with support by Burns was made to approve changing the starting date of the March Board of Review to Wednesday, March 14, 2018.

Roll Call: Yes – Burns, Moll, Lunarde-Alexander, Squibbs, Winn.

No – None. Absent – McPherson, Bumgart.

Motion carried.

A second resolution was put forth to adopt the poverty exemption guidelines and asset test for the Board of Review to use in determining poverty hardship exemptions. Motion by Moll with support by Winn to approve the presented guidelines.

Roll Call: Yes – Burns, Moll, Lunarde-Alexander, Squibbs, Winn.

No – None. Absent – McPherson, Bumgart.

Motion carried.

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5. **Preliminary Budgets:** Preliminary budgets were distributed to the Board members for their review. Additional discussion will be held at the March board meeting with a workshop meeting tentatively plan for March 19th if necessary.

6. **Dust Control Bids:** Bids for dust control were presented. Southwestern Michigan Dust Control (SMDC) submitted a bid to complete three applications of brine to all gravel roads in the southern portion of the township at a cost of \$4,000 per application. Great Lakes Chloride (GLC) presented a bid to complete two applications of calcium chloride at a cost of \$0.584 per gallon for 38% solution or \$0.554 per gallon for 35% solution to be applied to all gravel roads in the northern portion of the township. Motion by Winn with support by Burns to approve the bid from SMDC for three applications on the southern portion of the township and from GLC to apply the 35% solution on the northern portion of the township. Roll Call: Yes – Burns, Moll, Lunarde-Alexander, Squibbs, Winn.
No – None. Absent – McPherson, Bumgart.
Motion carried.

7. **Roadwork bid requests:** There was discussion amongst the board members regarding the roads the Township Board would like to receive bids from the Allegan County Road Commission for repaving and chip and seal. It was decided to ask the Road Commission to submit bid requests for repaving on 110th Avenue from 15th Street east to the Township line, 18th Street between 106th Avenue and 108th Avenue and 15th Street south of the City of Otsego to 102nd Avenue. The Board is also requesting a bid for chip, seal and fogcoat on 108th Avenue from M-89 to 15th Street and 15th Street from 108th Avenue to 110th Avenue.

8. **Insurance Bid:** The Township received a bid from the Ted Hartleb Agency to provide our Comprehensive Property and Liability insurance. The quote price is an increase of \$440.00 from last years policy. Motion by Winn with support by Lunarde-Alexander to accept the bid from Ted Hartleb Agency to provide the Township's insurance. Roll Call: Yes – Burns, Moll, Lunarde-Alexander, Squibbs, Winn.
No – None. Absent – McPherson, Bumgart.
Motion carried

Communications and Reports: None.

With no further business before the Board, a motion by Winn with support by Squibbs was made to adjourn the meeting at 8:00 p.m.

Yes – 5, No – 0, 2 – Absent. Motion carried.

Joan Squibbs, Clerk

Bryan Winn, Supervisor

I, the undersigned Joan Squibbs, the duly qualified and elected Clerk for the Township of Otsego, Allegan County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain

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proceedings taken by the Township Board of said Township at a regular board meeting held on the 12th day of February, 2018.

Joan Squibbs, Clerk
Otsego Township