

**MINUTES OF THE REGULAR MEETING OF THE OTSEGO TOWNSHIP BOARD
HELD ON MONDAY FEBRUARY 13, 2023**

The regular meeting of the Otsego Township Board was held on Monday, February 13, 2023, at the Otsego Township Hall, 400 North 16th Street, Otsego, Michigan.

Members Present: Supervisor Winn, Clerk Colin, Treasurer Lunarde-Alexander, Trustees Moll, Bumgart, Gudith.

Members Absent: Trustee Burns.

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 Moll with support by Winn was made to approve the consent agenda consisting of the January 9, 2023, Township Board meeting minutes, journal entries, bills in the amount of \$388,153.32 with the addition of the 19th St Culvert under Old Business.

Roll Call: Yes – Gudith, Moll, Colin, Lunarde-Alexander, Bumgart, Winn.

No – None.

Absent- Burns.

Motion carried.

Open Forum:

County Commissioner Dugan presented information from the 3 meetings at the county over the past month. He also dropped off brochures for the township to distribute to anyone looking for different services that the county offers.

Old Business:

There was a motion made by Winn with support by Colin to move the PASER map agenda item from Communications and Reports up to Old Business.

Aye – 6

Nay – None.

Motion Carried.

M89 Bike Path: No action was taken. Supervisor Winn is in contact with a company to get us a bid for the concrete.

Planning Commission Case 22-07: Special Use Permit – Bryan Winn: A motion was made by Moll with support by Lunarde-Alexander to approve the special use permit per the Planning Commission's recommendation.

Aye – 5.

Nay – None.

Abstain – Winn, due to conflict of interest.

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HELD ON MONDAY FEBRUARY 13, 2023**

Absent – Burns.
Motion carried.

PASER Maps: The county sent over the annual PASER maps for the township to review and determine which roads to have repaved. A motion was made by Winn with support by Moll to get work orders for Walden Drive, Ashland Drive, Centennial Court, Baseline Road, Moon Drive and Jupiter Drive.

Roll Call: Yes – Gudith, Moll, Colin, Lunarde-Alexander, Bumgart, Winn.

No – None.

Absent – Burns.

Motion carried.

Township Hall Security: Lock Master is still waiting for cameras to come in and will update the township on a schedule once they know more. The key card access will be discussed at a later date due to it not needing immediate attention.

Website Redesign: There was previous discussion about using ARPA funds to repay the general fund for the township’s website redesign by Shumaker Technology Group. A motion was made by Lunarde-Alexander with support by Moll to use the ARPA funds to reimburse the general fund for the website redesign.

Roll Call: Yes – Gudith, Moll, Colin, Lunarde-Alexander, Bumgart, Winn.

No – None.

Absent – Burns.

Motion carried.

19th Street Culvert: The Allegan County Road Commission sent bid tabulations for the culvert replacement on 19th Street south of 112th Avenue for the township to review and decide which bid to move forward with. A motion was made by Moll with support by Lunarde-Alexander to accept the bid from USA Earthworks.

Roll Call: Yes – Gudith, Moll, Colin, Lunarde-Alexander, Bumgart, Winn.

No – None.

Absent – Burns.

Motion carried.

New Business:

Cemetery Mowing Bids: Two bids came in for the cemetery mowing this year. One from General Lawncare and one from M n S Lawn Care Services LLC. A motion was made by Winn with support by Lunarde-Alexander to accept the bid from General Lawncare.

Roll Call: Yes – Colin, Lunarde-Alexander, Winn.

No – Gudith, Moll, Bumgart.

Absent – Burns.

Motion failed.

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HELD ON MONDAY FEBRUARY 13, 2023**

Due to a decision not being made for the cemetery mowing bids, there was a motion made by Winn with support by Gudith to table to decision on the two bids until the March meeting.

Aye – 6.

Nay – None.

Absent – Burns.

Motion carried.

A motion was made by Moll with support by Gudith to revisit the two mowing bids again in March and to allow for new bids to come in.

Aye – 6.

Nay – None.

Absent – Burns.

Motion carried.

Briggs Engine: The Otsego Fire Department sent over information on replacing the Briggs engine on the Township's grass truck due to it continuing to have starting issues. They got a quote from Wayland Outdoor Power to replace it as the company said the current engine is too old to find the parts to rebuild it. There was a motion made by Lunarde-Alexander with support by Moll to approve the cost for the engine replacement on the grass truck.

Roll Call: Yes – Gudith, Moll, Colin, Lunarde-Alexander, Bumgart, Winn.

No – None.

Absent – Burns.

Motion carried.

Ballot Dropbox: Clerk Colin is researching what will be needed for a drop box for the coming elections. The state just send out additional information regarding what will be required.

Due to needing more time to investigate the needs, a motion was made by Winn with support by Moll to table the discussion until we have the information needed.

Aye – 6.

Nay – None.

Absent – Burns.

Motion carried.

BSA Online: Treasurer Lunarde-Alexander has been in contact with BSA to see what options are available to make things easier for residents to get information. BSA Online is free for residents to look up their own parcel information and is not an added cost to the township. A motion was made by Moll with support by Bumgart to approve signing up for BSA Online as it is free.

Roll Call: Yes – Gudith, Moll, Colin, Lunarde-Alexander, Bumgart, Winn.

No – None.

Absent – Burns.

Motion carried.

**MINUTES OF THE REGULAR MEETING OF THE OTSEGO TOWNSHIP BOARD
HELD ON MONDAY FEBRUARY 13, 2023**

Invoice Cloud: Treasurer Lunarde-Alexander has been looking at other options for online payments for the residents as DoxoPay has proven to not be very user friendly. Invoice Cloud sent over a proposal for the township to review. A motion was made by Winn with support by Moll to accept the proposal from Invoice Cloud.

Roll Call: Yes – Gudith, Moll, Colin, Lunarde-Alexander, Bumgart, Winn.

No – None.

Absent – Burns.

Motion carried.

BSA Cloud Upgrade: Treasurer Lunarde-Alexander has discovered, in conversation with BSA, that they are looking to move to a cloud based system instead of the current .Net system. This will be a lengthy process but they are encouraging municipalities to look into it sooner rather than later due to it taking so long to change over. A motion was made by Winn with support by Colin to table this discussion until March when we have budget discussions.

Aye – 6.

Nay – None.

Absent – Burns.

Motion carried.

2023 Gravel Work Order: Allegan County Road Commission sent the requested work orders for gravel for the township for 2023. A motion was made by Winn with support by Colin to approve the work order for 20th St, 108th Ave to 112th Ave approximately 2.06 miles, 2000 cyd 22A Modified estimated cost \$40,000.00, 100th Ave west of 16th St, approximately .54 miles, 550 cyd 22A modified estimated cost \$11,000.00.

Roll Call: Yes – Gudith, Moll, Colin, Lunarde-Alexander, Bumgart, Winn

No – None.

Absent – Burns.

Motion carried.

EMC Insurance Proposal: EMC has provided insurance for the township for many years and has done a nice job handling any claims that have been submitted. A motion was made by Moll with support by Winn to accept the Insurance proposal from EMC.

Roll Call: Yes – Gudith, Moll, Colin, Lunarde-Alexander, Bumgart, Winn.

No – None.

Absent – Burns.

Motion carried.

Phone Proposal: Clerk Colin received a proposal from Airespring to change to a voice over internet phone system due to the many issues with the current phone lines. A motion was made by Colin with support by Winn to table the discussion until the March meeting so we can gather more information.

Aye – 6.

Nay – None.

Absent – Burns.

Motion carried.

**MINUTES OF THE REGULAR MEETING OF THE OTSEGO TOWNSHIP BOARD
HELD ON MONDAY FEBRUARY 13, 2023**

Supervisor's Salary Resolution: There was a motion made by Lunarde-Alexander with support by Moll to adopt the Supervisor's Salary resolution with the 8% increase.

Roll Call: Yes – Gudith, Moll, Colin, Lunarde-Alexander, Bumgart, Winn.

No – None.

Absent – Burns.

Motion carried.

Trustee Salary Resolution: There was a motion made by Winn with support by Lunarde-Alexander to adopt the Trustee's Salary resolution with the 8% increase.

Roll Call: Yes – Gudith, Moll, Colin, Lunarde-Alexander, Bumgart, Winn.

No – None.

Absent – Burns.

Motion Carried.

Clerk's Salary Resolution: There have been several additions to the clerk's statutory duties from the state's Proposal 2-2022. A motion was made to amend the clerk's salary resolution to "\$50,000.00 for an 8% cost of living increase with and additional 11% increase due to changing to a 32 hour work week to allow the clerk to complete the ongoing regulatory requirements of the position.

Roll Call: Yes – Gudith, Moll, Colin, Lunarde-Alexander, Bumgart, Winn.

No – None.

Absent – Burns.

Motion carried.

Treasurer's Salary Resolution: A motion was made by Moll with support by Gudith to adopt the Treasurer's salary resolution with the 8% increase.

Roll Call: Yes – Gudith, Moll, Colin, Lunarde-Alexander, Bumgart, Winn.

No – None.

Absent – Burns.

Motion carried.

Closed Session Employee Review: Assessing Position: The board needed to go into closed session to discuss the assessing position per the employee's request. The closed session started at 9:30pm and concluded at 9:45pm. A motion was made by Winn with support by Colin to go into closed session.

Roll Call: Yes – Gudith, Moll, Colin, Lunarde-Alexander, Bumgart, Winn.

No – None.

Absent – Burns.

Communications and Reports:

Supervisor Winn updated the board on the progress at the well house. Clerk Colin handed out very preliminary budgets to the board. Supervisor Winn mentioned that the board will need to make some more decisions for ARPA spending and that the public utilities department will need to be repaid for the engineering costs related to the water and sewer expansion since the projects did not move forward.

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Supervisor Winn also announced that the annual meeting will be at 10am this year so that the board and public can attend the Otsego Fire Department meeting being held at 1pm at the Otsego Public District Library.

Open Forum: Non-Agenda Items:

A few residents were present and spoke about road concerns as well as questions regarding the May ballot proposal.

With no further business before the Board, a motion by Winn with support by Moll was made to adjourn the meeting at 10:20p.m.

Aye-6, Nay – 0, Absent-1.

Motion carried.

Jen Colin, Clerk

Bryan Winn, Supervisor

I, the undersigned Jen Colin, 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 proceedings taken by the Township Board of said Township at a regular board meeting held on the 13th day of February 2023.

Jen Colin, Clerk
Otsego Township