

**MINUTES OF THE REGULAR MEETING OF THE OTSEGO TOWNSHIP BOARD
HELD ON MONDAY MAY 20, 2024**

The regular meeting of the Otsego Township Board was held on Monday, May 20, 2024, at the Otsego Township Hall, 400 North 16th Street, Otsego, Michigan.

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

Members Absent: Trustee Moll.

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 Colin with support by Lunarde-Alexander was made to approve the consent consisting of the May 13, 2024, Township Board meeting minutes and agenda items for today's meeting.

Roll Call: Yes – Gudith, Burns, Colin, Bumgart, Winn.

No – None.

Absent- Moll.

Motion carried.

Old Business:

Office Help: There was discussion among the board about the responsibilities for the Office Help that is being requested. These responsibilities would include but not limited to: FOIA Coordinator, Accounts Payable, Public Utilities Administration, Filing/Retention, Social Media/Website Management, Election Assistance, Office Coverage, Cost Recovery Manager. This would be a deputy clerk position that would be full time (minimum of 32 hours). There was discussion on rearranging the office as well to utilize the office space available most efficiently. The board is looking for a job description for approval at the July 2024 meeting. There was a motion made by Bumgart with support by Burns to form a subcommittee for the Deputy Clerk Position Job Description.

Aye – 6

Nay – 0

Absent – 1

Motion carried.

There was a motion made by Colin with support by Winn to appoint Gudith, Colin and Bumgart to the subcommittee.

Aye – 6

Nay – 0

Absent – 1

Motion carried.

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Open Forum:

There were a few members of the public present, one shared their comments with the board.

With no further business before the Board, a motion by Winn with support by Colin was made to adjourn the meeting at 8:16p.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 20th day of May 2024.

Jen Colin, Clerk
Otsego Township