

**MINUTES OF THE REGULAR MEETING OF THE OTSEGO TOWNSHIP BOARD
HELD ON MONDAY FEBRUARY 12, 2024**

The regular meeting of the Otsego Township Board was held on Monday, February 12, 2024, at the Otsego Township Hall, 400 North 16th Street, Otsego, Michigan.

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

Members Absent: None.

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 Winn with support by Lunarde-Alexander was made to approve the consent agenda as presented, consisting of the January 8, 2024, Township Board meeting minutes, journal entries, budget adjustments, bills in the amount of \$117,983.09.

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

No – None.

Absent- None.

Motion carried.

Open Forum:

Bryan Winn addressed the board and the public as a resident and announced his plan to run for supervisor of Otsego Township in 2024.

County Commissioner Gale Dugan was present and gave the board updates from the meetings over the last month at the county level.

Fire Department Director Brad Misner was present, introduced himself to the board and updated the board on the fire department business over the past month.

Jonathan Spencer from Representative Matt Hall's office was present and offered support at the state level.

Old Business:

Bulk Trash: Republic, The City of Otsego and Wise Choice Recycling and Refuse offered different options for bulk trash pickup for 2024. The board discussed the 3 different options with preliminary bids and will need to approve a contract once one is presented.

A motion was made by Moll with support by Lunarde-Alexander to accept the bid from Wise Choice Recycling and Refuse.

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

No – None.

**MINUTES OF THE REGULAR MEETING OF THE OTSEGO TOWNSHIP BOARD
HELD ON MONDAY FEBRUARY 12, 2024**

Absent- None.

Motion carried.

M89 Pathway: The board has allocated ARPA funds to go toward engineering and rehabilitating the pathway along M89. Prein & Newhof sent a projection of \$546,000.00 to accomplish this task.

A motion was made by Winn with Support by Lunarde-Alexander to table this agenda item until we can get more information on the legal procedures involved in the property owners paying for a portion of the maintenance.

Aye – 7

Nay – 0

Motion carried.

Chairs for Basement: The basement has not been rented out over the past month due to getting the floor replaced and repainting. The chairs that are currently in the basement need to be replaced as they will scratch up the new floor.

A motion was made by Winn with support by Lunarde-Alexander to purchase 84 chairs and a cart to hold them from Amazon.

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

No – None.

Absent- None.

Motion carried.

Bathroom Quote: The board has allocated ARPA funds to renovate the upstairs bathrooms. A quote was presented from Tim Rogers Plumbing for labor to install 2 new toilets and 2 new wall hung lavatories with mixing valves and trap covers, to remove the existing fixtures and for materials totaling \$4,600.00. Supervisor Winn is going to abstain from the vote as he regularly does business with Tim Rogers Plumbing and feels that it is a conflict of interest. A motion was made by Burns with support by Moll to approve the quote from Tim Rogers Plumbing as presented.

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

No – None.

Abstain – Winn.

Absent- None.

Motion carried.

New Business:

Mowing Bids: Each year the township receives bids to mow the two cemeteries in the township. This year there were two bids, one from New Life Property Care for \$1700 per mow and one from General Lawncare for \$1800 per mow.

A motion was made by Moll with support by Gudith to approve the bid from New Life Property Care.

**MINUTES OF THE REGULAR MEETING OF THE OTSEGO TOWNSHIP BOARD
HELD ON MONDAY FEBRUARY 12, 2024**

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

Planning Commission Case 24-02 – Special Use Permit request by Cory Nichols: Cory Nichols submitted a request for a home occupation to operate a firearm manufacturing business within the R-2 Medium Density Single-family Residential District. The planning commission already heard the request and recommends approval to the township board. A motion was made by Burns with support by Moll to approve the special use permit request per the recommendation by the planning commission.
Roll Call: Yes – Gudith, Moll, Burns, Colin, Lunarde-Alexander, Bumgart, Winn.
No – None.
Absent- None.
Motion carried.

Planning Commission Case 24-03 Site Plan Review – Dunkin’ Donuts, Basile: Anthony Basile, owner, submitted a request for a site plan review for a Dunkin’ Donuts drive-thru restaurant within the C General Business District. The planning commission already heard the request and recommends approval to the township board contingent on final MDOT curb cut approval and Allegan County Drain Commission review or approval which is to be administratively reviewed and approved by PCI.
A motion was made by Burns with support by Winn to approve the site plan per the planning commission’s recommendation.
Roll Call: Yes – Gudith, Moll, Burns, Colin, Lunarde-Alexander, Bumgart, Winn.
No – None.
Absent- None.
Motion carried.

Insurance Policy Renewal: EMC has provided the township with insurance for several years and has stayed very consistent with prices and been excellent to work with.
A motion was made by Winn with support by Lunarde-Alexander to approve the insurance proposal from EMC.
Roll Call: Yes – Gudith, Moll, Burns, Colin, Lunarde-Alexander, Bumgart, Winn.
No – None.
Absent- None.
Motion carried.

Roads - Paving: The Allegan County Road Commission provided the township with paving work orders for; LH 400179 – Baseline Rd – 13th Street east to end, crush, shape and resurface with two courses of HMA 4EL at 165lb/syd, 22’ wide with 3’ gravel shoulders – 0.48 miles. Estimated cost: \$95,000 w/CE and OH \$104,500; LH 400212 – Southpoint Tr – 16th St to End and Summit Path – Southpoint Tr to End, Mill Surface 1.75”, resurface with one course of HMA 5EL at 190 lb/syd, 30’ wide, 1’ topsoil shoulders. – 0.63 miles. Estimated cost: \$110,000 w/ CE and OH \$121,000.

**MINUTES OF THE REGULAR MEETING OF THE OTSEGO TOWNSHIP BOARD
HELD ON MONDAY FEBRUARY 12, 2024**

A motion was made by Winn with support by Lunarde-Alexander to approve the work order for LH 400179 – Baseline Rd – 13th Street east to end, crush, shape and resurface with two courses of HMA 4EL at 165lb/syd, 22' wide with 3' gravel shoulders – 0.48 miles. Estimated cost: \$95,000 w/CE and OH \$104,500.

Aye – 7.

Nay – None.

Absent – None.

Motion carried.

A motion was made by Winn with support by Lunarde-Alexander to approve the work order for LH 400212 – Southpoint Tr – 16th St to End and Summit Path – Southpoint Tr to End, Mill Surface 1.75", resurface with one course of HMA 5EL at 190 lb/syd, 30' wide, 1' topsoil shoulders. – 0.63 miles. Estimated cost: \$110,000 w/ CE and OH \$121,000.

Aye – 7.

Nay – None.

Absent – None.

Motion carried.

Roads - Gravel: The Allegan County Road Commission provided the township with gravel work orders for; 22nd St, M-89 to 112th Ave, approximately 1.52 miles, 1,500 cyd 22A Modified. Estimated cost: \$31,500; River Road – 24th Street to end of pavement, approximately 1.75 mile, 1,800 cyd 22A Modified. Estimated cost: \$38,000.

A motion was made by Burns with support by Winn to approve the gravel project work orders.

Aye – 7.

Nay – None.

Absent – None.

Motion carried.

Roads – Culvert Replacement: The Allegan County Road Commission provided the township with culvert replacement work order: LH 400195 – 13th Street, approximately 1200' north of Baseline, replace existing 36" corrugated metal pipe with 36" precast concrete pipe.

Estimated cost: \$25,000 w/CE and OH \$27,500.

A motion was made by Lunarde-Alexander with support by Winn to approve the work order.

Aye – 7.

Nay – None.

Absent – None.

Motion carried.

Roads – Dust Control: The Allegan County Road Commission provided the township with dust control work orders; Two applications of 38% calcium chloride applied by Great Lakes Chloride on all gravel roads north of the Kalamazoo River in Otsego Township: Approximate mileage = 22.84 miles; Three applications of saltwater applied by SWB Enterprise, LLC on all gravel roads south of the Kalamazoo River in Otsego Township: Approximate mileage = 10.56 miles.

**MINUTES OF THE REGULAR MEETING OF THE OTSEGO TOWNSHIP BOARD
HELD ON MONDAY FEBRUARY 12, 2024**

Aye – 7.

Nay – None.

Absent – None.

Motion carried.

METRO Act Right-of-Way Telecommunications Permit Application: Southwest Michigan Communications, Inc. Submitted a METRO Act Right-of-Way permit application to be able to work in the Right-of-way in a portion on Otsego Township.

A motion was made by Winn with support by Moll to approve the METRO Act Right-of-Way Telecommunications permit for Southwest Michigan Communications, LLC.

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

No – None.

Absent – None.

Motion carried.

Franchise Agreement – Southwest Michigan Communications, Inc.: Southwest Michigan Communications, Inc. submitted a franchise agreement to be able to provide internet services for a portion of Otsego Township.

A motion was made by Winn with support by Burns to approve the Uniform Video Service Local Franchise Agreement submitted by Southwest Michigan Communications, Inc., granting Southwest Michigan Communications a franchise to provide video services in the Township for 10 years with a local franchise fee of 3% and PEG fees of 0%.

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

No – None.

Absent – None.

Motion carried.

Board of Review Alternative Start Date Resolution: Assessor Paille proposed a resolution to change the start date for the March Board of Review to have continuity from the previous years.

A motion was made by Winn with support by Lunarde-Alexander to adopt the resolution as presented.

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

No – None.

Absent – None.

Motion carried.

Office Help: With the township growing and the laws changing the duties of the clerk's office, there is a need to hire another person in the township office. There was much discussion on what that might look like. The board would like to have a workshop in early May to discuss office duties in general, as nothing has been updated in several years. There was a motion by Winn with support by Moll to table this agenda item until we can get some additional information together.

Aye – 7.

Nay – None.

**MINUTES OF THE REGULAR MEETING OF THE OTSEGO TOWNSHIP BOARD
HELD ON MONDAY FEBRUARY 12, 2024**

Absent – None.

Motion carried.

Supervisor Salary Resolution: A resolution for the supervisor’s salary was presented with an increase to \$24,000 as of April 1, 2024, to go forward to the annual meeting to be held on March 30, 2024.

A motion was made by Moll with support by Burns to approve the supervisor salary resolution to go forward to the annual meeting.

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

No – Gudith.

Absent – None.

Motion carried.

Clerk Salary Resolution: A resolution for the clerk’s salary was presented with an increase to \$52,500 as of April 1, 2024, to go forward to the annual meeting to be held on March 30, 2024.

A motion was made by Burns with support by Moll to approve the clerk salary resolution to go forward to the annual meeting.

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

No – None.

Absent – None.

Motion carried.

Treasurer Salary Resolution: A resolution for the treasurer’s salary was presented with an increase to \$32,854.51 as of April 1, 2024, to go forward to the annual meeting to be held on March 30, 2024.

A motion was made by Winn with support by Colin to approve the treasurer salary resolution to go forward to the annual meeting.

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

No – None.

Absent – None.

Motion carried.

Trustee Salary Resolution: A resolution for the trustees’ salaries was presented with an increase to \$2,746.64 as of April 1, 2024, to go forward to the annual meeting to be held on March 30, 2024.

A motion was made by Winn with support by Lunarde-Alexander to approve the trustee salary resolution to go forward to the annual meeting.

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

No – None.

Absent – None.

Motion carried.

**MINUTES OF THE REGULAR MEETING OF THE OTSEGO TOWNSHIP BOARD
HELD ON MONDAY FEBRUARY 12, 2024**

Communications and Reports:

Supervisor Winn gave the board a copy of the PASER ratings and the preliminary budgets.

Open Forum: Non-Agenda Items:

There were a few members of the public present, and one mentioned that they would like to see the office improve to the standards of the public utilities department.

With no further business before the Board, a motion by Winn with support by Moll was made to adjourn the meeting at 9:23p.m.

Aye-7, Nay – 0, Absent – None.

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 12th day of February 2024.

Jen Colin, Clerk
Otsego Township