

**February 8, 2016  
Minutes**

The regular meeting of the Otsego Township Board was held on Monday, February 8, 2016 at the Otsego Township Hall. The meeting was called to order at 7:00 p.m. by Supervisor Winn with the following members present: Supervisor Winn, Clerk Hunt, Treasurer Squibbs, Trustees Burns, Bumgart, McPherson and Moll.

The Pledge of Allegiance was said.

**Consent Agenda:** Motion by Squibbs and supported by McPherson to accept the consent agenda with the addition of the payoff of the public utility loan. Roll call vote showed: McPherson-yes, Burns-yes, Moll-yes, Bumgart-yes, Squibb-yes, Hunt-yes, and Winn-yes. Motion carried.

**Open forum: Agenda items:** Jeff McCray from Burnham & Flower submitted a bid for liability insurance through the PAR plan.

**Old Business:** None

**New Business: Insurance-** We will look over the two bids received.

**Rezoning- 482 18<sup>th</sup> St.:** The property is 7.6 acres and will be rezoned from Ag to R-2 to accommodate splits on the parcel.

Motion by Burns and supported by McPherson to approve **Ordinance 310** the rezoning of the property at 482 18<sup>th</sup> Street from Ag to R-2. Motion carried.

**Hall rental:** Currently we rent to call according to how many will be attending the event. Under 25 is \$50.00 and over 25 is \$100.00. We would like to have it all at \$100.00.

Motion by Squibbs and supported by Winn to set the rental rate at \$100.00 with a deposit of \$75.00 for any group from February 8, 2016 forward. Roll call vote showed: McPherson-yes, Burns-yes, Moll-yes, Bumgart-yes, Squibb-yes, Hunt-yes, and Winn-yes. Motion carried.

**Planners:** The Planning Commission is recommending McKenna and Associates as planners for the Master Plan.

Motion by Burns and supported by Hunt to approve McKenna and Associates as the planners for the Master Plan. Roll call vote showed: McPherson-yes, Burns-yes, Moll-yes, Bumgart-yes, Squibb-yes, Hunt-yes, and Winn-yes. Motion carried.

**Wage Resolutions:**

**RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY**

This resolution is used when **HOLDING AN ANNUAL MEETING.**

**A separate resolution must be adopted for each office (Attorney General Opinion 6422).**

WHEREAS, MCL 41.95 authorizes the township board of Otsego Township to determine the salaries

for the offices of supervisor for fiscal year 2016 by adopting a

resolution at least 30 days prior to the township annual meeting of the electors, and

WHEREAS, the township board deems that an adjustment in the salary of the office of supervisor is warranted in consideration of *the increase in the cost of living since township board members' salaries were last adjusted*, now

BE IT RESOLVED, that as of April 1, 2016, the salary of the office of supervisor shall be as follows:

**Supervisor \$18,828.56** salary (not directly performing assessing)

BE IT ALSO RESOLVED, that this resolution shall be submitted to the electors at the annual meeting to

be held on March 26, 2016, at which time the electors may modify these amounts. Pursuant to MCL

41.95(7), such modification(s) that may be made by the electors cannot result in a reduction of salary

during an official's term of office unless the responsibilities and requirements of that office are

diminished, and the official agrees in writing to that reduction. In the event that the electors fail to act

on this resolution, the officer shall be entitled to the salary as established in this resolution, in accordance with state law.

BE IT FURTHER RESOLVED, that this resolution, adopted on February 8, 2016, is properly adopted by Otsego Township Board at least 30 days prior to the annual meeting, as required by law.

The foregoing resolution offered by board member Hunt.

Supported by board member Moll.

Roll call vote showed: McPherson-yes, Burns-yes, Moll-yes, Bumgart-yes, Squibb-yes, Hunt-yes, and Winn-yes. Motion carried.

The supervisor declared the resolution adopted.

Cynthia Hunt, Clerk

**RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY**

This resolution is used when **HOLDING AN ANNUAL MEETING**.

**A separate resolution must be adopted for each office (Attorney General Opinion 6422).**

WHEREAS, MCL 41.95 authorizes the township board of Otsego Township to determine the salaries

for the offices of clerk for fiscal year 2016 by adopting a

resolution at least 30 days prior to the township annual meeting of the electors, and

WHEREAS, the township board deems that an adjustment in the salary of the office of clerk is warranted in consideration of *the increase in the cost of living since township board members' salaries were last adjusted*, now

BE IT RESOLVED, that as of April 1, 2016, the salary of the office of clerk shall be as follows:

**Clerk: \$28,972.23** salary

BE IT ALSO RESOLVED, that this resolution shall be submitted to the electors at the annual meeting to be held on March 26, 2016, at which time the electors may modify these amounts. Pursuant to MCL 41.95(7), such modification(s) that may be made by the electors cannot result in a reduction of salary during an official's term of office unless the responsibilities and requirements of that office are diminished, and the official agrees in writing to that reduction. In the event that the electors fail to act on this resolution, the officer shall be entitled to the salary as established in this resolution, in accordance with state law.

BE IT FURTHER RESOLVED, that this resolution, adopted on February 8, 2016, is properly adopted by Otsego Township Board at least 30 days prior to the annual meeting, as required by law.

The foregoing resolution offered by board member Hunt.  
Supported by board member Moll.

Roll call vote showed: McPherson-yes, Burns-yes, Moll-yes, Bumgart-yes, Squibb-yes, Hunt-yes, and Winn-yes. Motion carried.

The supervisor declared the resolution adopted.

Cynthia Hunt, Clerk

### **RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY**

This resolution is used when **HOLDING AN ANNUAL MEETING**.

**A separate resolution must be adopted for each office (Attorney General Opinion 6422).**

WHEREAS, MCL 41.95 authorizes the township board of Otsego Township to determine the salaries

for the offices of treasurer for fiscal year 2016 by adopting a resolution at least 30 days prior to the township annual meeting of the electors, and

WHEREAS, the township board deems that an adjustment in the salary of the office of treasurer is warranted in consideration of *the increase in the cost of living since township board members' salaries were last adjusted*, now

BE IT RESOLVED, that as of April 1, 2016, the salary of the office of treasurer shall be as follows:

**Treasurer: \$28,972.23** salary

BE IT ALSO RESOLVED, that this resolution shall be submitted to the electors at the annual meeting to be held on March 26, 2016, at which time the electors may modify these amounts. Pursuant to MCL 41.95(7), such modification(s) that may be made by the electors cannot result in a reduction of salary

during an official's term of office unless the responsibilities and requirements of that office are diminished, and the official agrees in writing to that reduction. In the event that the electors fail to act on this resolution, the officer shall be entitled to the salary as established in this resolution, in accordance with state law.

BE IT FURTHER RESOLVED, that this resolution, adopted on February 8, 2016, is properly adopted by Otsego Township Board at least 30 days prior to the annual meeting, as required by law.

The foregoing resolution offered by board member Hunt.  
Supported by board member Moll.

Roll call vote showed: McPherson-yes, Burns-yes, Moll-yes, Bumgart-yes, Squibb-yes, Hunt-yes, and Winn-yes. Motion carried.

The supervisor declared the resolution adopted.

Cynthia Hunt, Clerk

#### **RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY**

This resolution is used when **HOLDING AN ANNUAL MEETING**.

**A separate resolution must be adopted for each office (Attorney General Opinion 6422).**

WHEREAS, MCL 41.95 authorizes the township board of Otsego Township to determine the salaries

for the offices of supervisor for fiscal year 2016 by adopting a

resolution at least 30 days prior to the township annual meeting of the electors, and

WHEREAS, the township board deems that an adjustment in the salary of the office of trustee is warranted in consideration of *the increase in the cost of living since township board members' salaries were last adjusted*, now

BE IT RESOLVED, that as of April 1, 2016, the salary of the office of trustee shall be as follows:

**Trustee: \$ 2422.99** salary

BE IT ALSO RESOLVED, that this resolution shall be submitted to the electors at the annual meeting to

be held on March 26, 2016, at which time the electors may modify these amounts. Pursuant to MCL

41.95(7), such modification(s) that may be made by the electors cannot result in a reduction of salary

during an official's term of office unless the responsibilities and requirements of that office are

diminished, and the official agrees in writing to that reduction. In the event that the electors fail to act

on this resolution, the officer shall be entitled to the salary as established in this resolution, in accordance with state law.

BE IT FURTHER RESOLVED, that this resolution, adopted on February 8, 2016, is properly adopted by Otsego Township Board at least 30 days prior to the annual meeting, as required by law.

The foregoing resolution offered by board member Hunt.  
Supported by board member Moll.

Roll call vote showed: McPherson-yes, Burns-yes, Moll-yes, Bumgart-yes, Squibb-yes, Hunt-yes, and Winn-yes. Motion carried.

The supervisor declared the resolution adopted.

Cynthia Hunt, Clerk

**Payoff of Loan to Public Utilities:** The general fund will be paying off the \$70,000.00 that is budgeted this year and we would like to pay off the balance of \$83,055 that would be due next year since we did not use all the road funds this year.

Motion by McPherson and supported by Hunt to clear the loan to the Public Utilities.  
Roll call vote showed: McPherson-yes, Burns-yes, Moll-yes, Bumgart-yes, Squibb-yes, Hunt-yes, and Winn-yes. Motion carried.

**Communications & Reports:** Thursday, February 8, 2016 is a budget meeting. March 8, 2016 is the Presidential Primary Election.

Lori reported that the road commission does do tree work. This will be Bruce Culver's last year on the road commission.

**Open Forum: Non-agenda items:** Jarod said the road commission is drilling on 108<sup>th</sup> Ave. They did receive a letter on the road work project.

Henry reported that the road commission is contacting owners on tree removal.

**Bills were submitted as follows:**

Cynthia Hunt	Wages	1868.30
Bryan Winn	Wages	1344.59
Joan Squibbs	Wages	1908.68
Karen Burns	Trustee	141.32
Lori Bumgart	Trustee	186.40
Matthew McPherson	Trustee	164.60
Richard Moll	Trustee	192.18
ING Life Insurance	Pension	150.00
Patrick Couch	Wages	470.30
Charles Cushman	Wages	1052.66
American Business	Copier contract	62.86
AT & T	Phone	117.96
Chuck Cushman	Mileage	123.04
Charter Communications	Internet service	80.00
City of Otsego	Water	31.82
Consumers Energy	Electric bills	2162.20
Deb Otte	Cleaning hall	150.00

Gordon Water Service	Cooler rent	10.00
John Hancock	Pension	1083.34
Kar Laboratories	Water testing	90.00
Consumers Life Ins.	Life insurance	64.30
Michigan Gas Utilities	Gas/hall/pu	107.67
Professional Code	Permits	694.80
Quill Corporation	Office supplies	147.99
Republic	Herby curby	68.05
Community Shoppers	Public notice	42.54
Tractor supply	Parts	8.47
USA Blue Book	Parts	96.64
Water Solutions	Scales	834.84
Allegan County BPW	District #3 bonds	61987.50
Allegan County BPW	Water tower bonds	101832.50
BS & A	Support	231.00
Consumers Energy	Lighting districts	510.76
Cemetery Fund	Labor/equipment	611.68
C & H Immekus	Snow plowing/hall	311.04
Consumers Energy	Electric/warning siren	160.44
CenTec Cast Metal	Grave markers	800.02
Dee Schuiteboer	Rental refund	50.00
Fuel Management	Fuel/trucks	24.74
F & V Operations	Professional services	4313.62
Joan Squibbs	Mileage	201.96
City of Plainwell	Sewer flow	29551.46
Steve's Excavation	Snow plowing	840.00
Verizon Wireless	Cell phone	40.01
Andrew Webb	Planning Commission	138.52
Jeffery Polonowski	"	69.26
Michael Bosch	"	62.90
Ronald Cade	"	69.26
Roger Rumble	"	69.26
Scott Reising	"	69.26
Tamara Hoppe	"	69.26
William Rohr	"	69.26
Joan Squibbs	"/secretary	22.30
Karen Burns	Planning Commission	29.57
Cemetery Fund	Equipment use	1291.20
Allegan County Treasurer	Tax tribunal	41.06
Good Year	Fire truck tires	4498.74
Home Depot	Parts	57.61
Neil Browne	Mileage	23.76
Prein & Newhof	Saw grant	1999.98
West Michigan Uniforms	Uniforms	45.36

Patrick Couch	Wages	470.31
Charles Cushman	Wages	614.08
AT & T	Phone bills	388.25
City of Otsego	Firemen fees	1635.88
Kaechele Publications	Public notices	329.88
Little Pines Services	Truck repair	1531.39
City of Plainwell	Calibrated meters	81.00
Prein & Newhof	Sewer sampling	590.00
Purchase Power	Postage by phone	1005.00
Vander Veen Excavating	Top soil	190.00
Patrick Couch	Wages	470.30
Charles Cushman	Wages	614.06
AT & T	Phone	134.42
Chuck Cushman	Repair & Maint.	552.18
Cemetery fund	Operating	15000.00
Cynthia Hunt	Mileage	24.30
Fidlar Technologies	Receipt books	187.44
Pitney Bowes	Postage meter	319.65
Public Utilities	Loan repayment	153055.09
Rhino Seed	Grass seed	366.56
Judith Root	Wages	272.41
Patrick Couch	Wages	470.31
Charles Cushman	Wages	614.06
MI Dept. of Treasury	State withholding	557.53
Fuel Management	Fuel/trucks	18.46
EFTPS	Federal withholding	3498.02
Otsego Township	Cem admin fee	2500.00
Otsego Township	Cem life ins.	46.44
Otsego Township	Due to general	4796.23
Cemetery Fund	Equipment use	1291.20
Cemetery Fund	Pension/Health ins	5100.00
Otsego township	PU Admin fee	10000.00
Otsego Township	Due to general	207225.92

Motion by Hunt and supported by Winn to adjourn. Motion carried. Meeting adjourned at 7:35 p.m.