

**MINUTES OF THE REGULAR MEETING OF THE OTSEGO TOWNSHIP BOARD  
HELD ON MONDAY, FEBRUARY 10, 2020**

The regular meeting of the Otsego Township Board was held on Monday, February 10, 2020 at the Otsego Township Hall, 400 North 16<sup>th</sup> Street, Otsego, Michigan.

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

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 Lunarde-Alexander with support by Winn was made to approve the consent agenda consisting of the January 13, 2020 Board Minutes, Agenda Items and Payment of Bills in the amount of \$63,096.06.

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

No – None.

Motion carried.

**Open Forum:**

Gale Dugan was present from the Allegan County Board of Commissioners. Fire Chief Brandon Weber was present.

**Old Business:**

**Gravel Work:** The Allegan County Road Commission (ACRC) is requesting board action on recommendations made for gravel application. The ACRC recommended placing gravel on 18<sup>th</sup> Street between 108<sup>th</sup> and 110<sup>th</sup> Avenues and on 110<sup>th</sup> Avenue between 16<sup>th</sup> and 18<sup>th</sup> Streets. Estimates from the ACRC indicated this would cost approximately \$57,000.

Motion by Squibbs with support from Burns to have the gravel work recommended in the December 16, 2019 letter from the ACRC be bid, as well as requesting any application of gravel include proper grading of the roads prior to application.

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

No – None.

Motion carried.

**EMC Insurance:** Dave Bellingar from Hartleb Agency had provided a quote last month for the Township's liability and property insurance in the amount of \$19,714. The Board asked for an increase in the stated values of two pieces of equipment which increased the premium quoted by \$355.

Motion by McPherson with support from Moll to accept the insurance renewal proposal in the amount of \$20,069.

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

**MINUTES OF THE REGULAR MEETING OF THE OTSEGO TOWNSHIP BOARD  
HELD ON MONDAY, FEBRUARY 10, 2020**

No – None.

Motion carried.

Further discussion was had regarding insurance for cyber liability.

Motion by Bumgart with support from Moll to request a quote from Hartleb Insurance Agency for a cyber liability policy.

Y – 7, N – 0. Motion carried

**New Business:**

**Recycling Surcharge Letter of Intent:** Allegan County Board of Commissioners put forth a resolution authorizing an election to establish a mandatory \$50 per year charge to participate in the County Resource Recovery recycling program. The County is requesting any jurisdiction interested in participating in the program and placing a measure on the ballot to collect the \$50 fee return a Letter of Intent to the Allegan County Board of Commissioners.

Motion by Winn with support from Burns to approve the Letter of Intent indicating Otsego Township will be participating in the County recycling program and our intent to place a proposal on the August 2020 ballot to collect the \$50 surcharge.

Y – 7, N – 0. Motion carried.

**Cemetery Mowing Bid:** Property Revolution, LLC has submitted a bid to provide mowing and trimming services for the cemetery in the amount of \$1,525 per mowing on a schedule to be determined by Public Works Manager Cushman.

Motion by McPherson with support from Lunarde-Alexander to approve the mowing bid from Property Revolution, LLC in the amount of \$1,525 per mowing.

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

No – None.

Motion carried.

**Bid for Sewer Cleaning and Camera Work:** Two bids were submitted to provide cleaning and video inspection of the Township's public sewer lines. Taplin Group, LLC proposed providing the required services for a total bid of \$23,399.12. Plummers Environmental Services, Inc proposed providing the required services for a total bid of \$25,891.96. Mike Schwartz, the Township engineer, has worked with both companies and indicated both are qualified to perform the work required.

Motion by McPherson with support from Winn to approve the bid from Taplin Group, LLC in the amount of \$23,399.12.

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

No – None.

Motion carried.

**Dust Control Bid:** A bid was submitted by SWB Enterprises, LLC to provide dust control for the southern portion of the township at a price of \$2,835 per application with three

**MINUTES OF THE REGULAR MEETING OF THE OTSEGO TOWNSHIP BOARD  
HELD ON MONDAY, FEBRUARY 10, 2020**

applications anticipated. Bids for chloride dust control for the northern portion of the Township will be received from Allegan County Road Commission next month.

Motion by Moll with support from McPherson to accept the bid from SWB Enterprises, LLC for dust control on the southern portion of the Township.

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

No – None.

Motion carried.

**Annexation Resolution:** The Township received a petition from the City of Otsego to annex property located at 123 Grant Street. The City has purchased the property to allow improving the street for better access to their sewer treatment plant.

Motion by Squibbs with support from Lunarde-Alexander to adopt said resolution.

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

No – None.

Motion carried.

**Audit Letter of Understanding:** Siegfried Crandall has submitted a Letter of Understanding for audit work to be provided to the Township with a fee not to exceed \$9,900.

Motion by Winn with support from McPherson to approve the terms of engagement presented in the Letter of Understanding dated January 23, 2020 from Siegfried Crandall.

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

No – None.

Motion carried.

**General Engineering Professional Services Agreement:** Prein and Newhof presented a Professional Services Agreement for engineering services as needed. Compensation will be on an hourly billing rate plus reimbursable expenses per Prein and Newhof's standard rate schedule provided in their letter dated January 16, 2020.

Motion by Squibbs with support from Winn to approve the proposed Professional Services Agreement with Prein and Newhof for general engineering services.

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

No – None.

Motion carried.

**Waste Water Sampling and Analysis Professional Service Agreement:** Prein and Newhof presented a Professional Services Agreement to provide waste water sampling and analysis as required by the City of Plainwell for treatment of our waste water discharge.

Compensation will be on an hourly billing rate plus reimbursable expenses per Prein and Newhof's standard rate schedule provided in their letter dated January 16, 2020.

Motion by Lunarde-Alexander with support from Squibbs to approve the proposed Professional Services Agreement with Prein and Newhof for waste water sampling and analysis.

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

No – None.

Motion carried.

**MINUTES OF THE REGULAR MEETING OF THE OTSEGO TOWNSHIP BOARD  
HELD ON MONDAY, FEBRUARY 10, 2020**

**Salary Resolutions:** The Township Board was presented with resolutions to establish Township officer salaries for the upcoming fiscal year. Salaries for the Supervisor, Clerk, Treasurer and Trustees were proposed to have a 0% increase for the next fiscal year. Motion by Winn with support from Burns to adopt resolutions for the Supervisor, Clerk, Treasurer and Trustees reflecting a 0% increase in salaries for the next fiscal year. Roll Call: Yes – McPherson, Burns, Bumgart, Lunarde-Alexander, Squibbs, Winn. No – None. Motion carried

**BOR Resolution:** The Township Board was presented with a resolution to alter the date of the organizational meeting of the March Board of Review meeting to Tuesday, March 3, 2020 and to alter the starting date of the March Board of Review to Wednesday, March 11, 2020 due to the Presidential Primary falling on the regularly scheduled starting day for March Board of Review hearings. Motion by Lunarde-Alexander with support from Squibbs to adopt the resolution to alter the dates of the March Board of Review organizational meeting and the start date of the March Board of Review hearings to March 3<sup>rd</sup> and March 11<sup>th</sup>, respectively. Roll Call: Yes – McPherson, Burns, Bumgart, Lunarde-Alexander, Squibbs, Winn. No – None. Motion carried

**Communications and Reports:**

Supervisor Winn reminded Board members of the joint meeting with the City of Otsego scheduled for February 17<sup>th</sup> at 6:00 p.m. The meeting will take place at City Hall located at 117 E. Orleans Street.

With no further business before the Board, a motion by Winn with support by Moll was made to adjourn the meeting at 8:25 p.m.

Yes – 7, No – 0. 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 proceedings taken by the Township Board of said Township at a regular board meeting held on the 10<sup>th</sup> day of February, 2020.

---

Joan Squibbs, Clerk  
Otsego Township