

**DRAFT MINUTES OF THE REGULAR MEETING OF THE OTSEGO TOWNSHIP BOARD  
HELD ON MONDAY, MAY 11, 2020**

The regular meeting of the Otsego Township Board was held on Monday, May 11, 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, and Burns.

Members Absent: Bumgart.

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 Squibbs with support by Winn was made to approve the consent agenda consisting of the February 10, 2020 Board Minutes, Agenda Items with the addition of a discussion regarding hall rental policy, Budget adjustments and Payment of Bills in the amount of \$186,842.40.

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

No – None.

Absent – Bumgart.

Motion carried.

**Open Forum:**

Several residents were present. Two residents spoke in favor of the Township continuing the use of the Otsego Fire Department for medical/first response runs. Gale Dugan was present from the Allegan County Board of Commissioners and gave a brief report.

**Old Business:**

**Fire Department:** The Township received a letter from the medical doctor who provides the license the fire department operates under for medical runs. The Fire Department is licensed until September 30, 2020 with an attestation to provide medical first response.

Motion by Winn with support from McPherson to extend having Otsego Fire Department provide medical first response runs for Otsego Township until September 30, 2020

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

No – None.

Absent – Bumgart.

Motion carried.

The current contract between the City of Otsego and the Township of Otsego is for the provision of fire services. A new contract is needed to address the provision of medical first response.

Motion by Burns with support by Lunarde-Alexander for Supervisor Winn to enter into negotiations with the City of Otsego to amend the current fire services contract to include provision of medical first response.

**DRAFT MINUTES OF THE REGULAR MEETING OF THE OTSEGO TOWNSHIP BOARD  
HELD ON MONDAY, MAY 11, 2020**

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

**New Business:**

**F&V Contract:** F & V Operations provided a contract for continuing operational assistance for the Public Utilities Department. The price indicated is \$3,055 per month. This is a decrease from the prior year cost of 3,667 per month which reflects Public Works Manager Cushman being designated as the Operator-In-Charge for the water distribution system. Motion by Squibbs with support by Winn to accept the contract presented from F & V Operations in the amount of \$3,055 per month for the 2020/2021 fiscal year.  
Roll Call: Yes – McPherson, Burns, Moll, Lunarde-Alexander, Squibbs, Winn.  
No – None.  
Absent – Bumgart.  
Motion carried.

**Prein and Newhof PSA:** Prein and Newhof presented a proposal in the amount of \$68,000 to perform preliminary field work and engineering needed for preparation of the application to be submitted to USDA Rural Development for their low interest loan program. Motion by Winn with support from Moll to approve the proposal from Prein and Newhof to perform the field work and engineering necessary for the loan application process.  
Roll Call: Yes – McPherson, Burns, Moll, Lunarde-Alexander, Squibbs, Winn.  
No – None.  
Absent – Bumgart.  
Motion carried.

**Resolution for Ballot Language:** The recycling surcharge placed on the winter bill is due to expire and needs to be renewed. The new surcharge will be \$50 per year on each residential parcel for a period of ten years starting in 2021. Motion by Burns with support from McPherson to approve the ballot language requesting a mandatory surcharge of \$50 for recycling services presented in the resolution.  
Roll Call: Yes – McPherson, Burns, Moll, Lunarde-Alexander, Squibbs, Winn.  
No – None.  
Absent – Bumgart.  
Motion carried.

**Gravel Bids:** Bids were received from Allegan County Road Commission for gravel. The Township will be placing gravel on 18<sup>th</sup> Street from 108<sup>th</sup> Avenue to 112<sup>th</sup> Avenue and on 110<sup>th</sup> Avenue between 16<sup>th</sup> and 18<sup>th</sup> Streets. Motion by Winn with support by Lunarde-Alexander to approve the bid from R. Smith and Sons for gravel at the price of \$16.99 per cubic yard.  
Roll Call: Yes – McPherson, Burns, Moll, Lunarde-Alexander, Squibbs, Winn.  
No – None.

**DRAFT MINUTES OF THE REGULAR MEETING OF THE OTSEGO TOWNSHIP BOARD  
HELD ON MONDAY, MAY 11, 2020**

Absent – Bumgart.  
Motion carried.

**Employee Policy:** An amendment to the Township policy of offering health benefits to full-time employees has been suggested due to the difficulty in procuring health benefits for a single employee. The Township Personnel Policy would need to be amended to reflect that change. There were also some small changes to the number of hours in the work week that would be changed from 32 to 40 hours to be consistent through the policy.

Motion by Squibbs with support by McPherson to amend the policy from offering health insurance coverage to offering a stipend in lieu of health insurance to full time employees and to make the changes in hours from 32 to 40 where there are inconsistencies in the policy.

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

No – None.

Absent – Bumgart.

Motion carried.

**Hiring of new employee:** Public Works Manager Cushman is asking to begin the process of hiring a full-time employee to work in the Public Works Department.

Motion by Burns with support by McPherson to advertise the new position.

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

No – None.

Absent – Bumgart.

Motion carried.

**Hall Rental Policy:** Due to concerns regarding COVID-19 there needs to be a policy regarding the rental of the downstairs space in the Township Hall.

Motion by Winn with support by Moll to have a policy of not allowing rentals during the period of time there is any restriction on the number of people who may gather socially included in any Executive Order issued by Governor Whitmer.

Yes – 6, No – 0, Absent – 1.

**Communications and Reports:**

Fire Chief Brandon Weber presented information from the Fire Department.

Waste Management has contacted the Township regarding our trash pickup scheduled for the week of June 15<sup>th</sup>. Due to haulers being restricted from operating until recently, Waste Management has had to push their scheduled pickups for all jurisdictions back. Accordingly, the first pickup in the Township will be held the week of July 13<sup>th</sup>.

With there being ongoing uncertainty related to the public opening due to COVID-19 discussion was held regarding the Township Board's next regular meeting.

**DRAFT MINUTES OF THE REGULAR MEETING OF THE OTSEGO TOWNSHIP BOARD  
HELD ON MONDAY, MAY 11, 2020**

Motion by Winn with support by Lunarde-Alexander was made stating if the Stay-At-Home/Shelter-In-Place order currently in effect until May 28<sup>th</sup> was extended past the time of the regular June meeting scheduled for June 8<sup>th</sup>, the regular meeting of the Otsego Township Board would be cancelled.

Yes – 6, No – 0, Absent – 1. Motion carried

With no further business before the Board, a motion by Winn with support by Moll was made to adjourn the meeting at 8:32 p.m.

Yes – 6, No – 0, Absent – 1. 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 11<sup>nd</sup> day of May, 2020.

---

Joan Squibbs, Clerk  
Otsego Township