

**OTISCO TOWNSHIP REGULAR BOARD MEETING**  
**November 9, 2015 @ 7:00 P.M.**

The meeting was called to order by Supervisor, Paul Reeves with the Pledge of Allegiance and a short prayer

**MEMBERS PRESENT:** Paul Reeves, Supervisor; Janet Breimayer, Treasurer  
Lynda Sower, Clerk; Dan Zeigler, Trustee

**MEMBERS ABSENT:** Ben Oatley, Trustee

**Agenda Approval:** Jan Breimayer moved the agenda be approved and Dan Zeigler supported. Agenda approved: 4-0

**Approval of Minutes:** October 13, 2015 – Lynda Sower moved that minutes be approved and Paul Reeves supported. Minutes approved: 4-0

September 22, 2015 – Dan Zeigler moved that the amended minutes be approved and Lynda Sower supported. Minutes approved: 4-0

August 11, 2015 – Jan moved that the amended minutes be approved and Dan Zeigler supported. Minutes approved: 4-0

**Approval of Bills:** Accounts Payable: \$8,492.92  
Payroll: \$5,198.37  
Fire Fund: \$12,478.78  
Total: \$26,170.07

Jan Breimayer moved that we approve the corrected amount on the bills, and Dan Zeigler supported. Bills approved: 4-0

**Committee Reports:**

**Fire/mutual Aid Compact/Ambulance:** Paul Reeves reported that we had a bill from Belding Fire Dept. in the amount of \$12,478.78, and the Fire Fund was short of funds. Lynda Sower moved that we transfer \$10,000.00 from the Contingency Account to the Fire Account, and Dan Zeigler supported. Approved: 4-0

**Planning Commission:** Marc Larabel, Zoning Administrator, reported that there would be a Public Hearing on November 18, 2015 for the Home Occupation Ordinance. Paul Reeves introduced Greg Ransford to the Board and the public. Greg is a Professional Municipal Planning Consultant from Grand Haven, with thirteen years of experience in several other townships and communities. Since Otisco Township is looking for a Planner for the upcoming year, Paul Reeves and Marc had considered a couple of people and Greg was the only one that responded. Paul wondered if we wanted to consider this at this time, and Jan Breimayer suggested that we wait until later in the agenda.

**ZBA:** Dan Zeigler reported that a meeting was held on Monday, November 8, 2015, and they had approved their last meeting minutes and were looking at dates to set up meetings for 2016.

**Zoning Administrator:** Paul Reeves reported that Marc Larabel would like to attend MTA classes about Effective Ordinances and Enforcement, and that Lowell Charter Township had agreed to pay for half of the expenses, and would like Otisco Township to pay the other half. Lynda Sower moved that we pay the one half for Marc to go to these classes on December 8 & 12, 2015, and Jan Breimayer supported. Approved: 4-0

**Road Committee:** Paul Reeves reported that we have papers with quotes from the Ionia County Road commission for roads that they have looked at that are in need of repair. The board is going to look over the quotes and talk about it at next month's meeting.

**Cemetery Committee:** Laura Staats reported that the work has been completed that they wanted done this year on the Smyrna Cemetery; Repaired Drive, Cleaned and fixed Headstones, and Tree Removal and Trimming.

**County Commission:** David Hodges, County Commissioner, stated that the dumpsters at the cemeteries both need to be emptied. Lynda Sower will contact Waste Management about this. David reported that the Ionia County Mental Health changed their name to Right Door to Hope. David is attending the Veteran Luncheon in Belding on Wednesday, November 11, 2015. . A Jail Sargent is leaving to go to the DNR and work. The commissioner talked about the Grant from the state to cover the expenses of the DEQ. A dispatcher is being promoted to supervisor; they would like to have three in the future. This supervisor will still be helping of answering phones and such. They had a request for county insurance to include; hearing aids and online prescriptions.

### Unfinished Business

**Office Policy:** On October 22, 2015 there was an office meeting; they talked about a policy of returning email to ones that we receive and report the action that was taken. Paul stated that maybe we need to draw up a policy for next month.

**Fire Proof File Cabinets:** Paul Reeves reported that this was talked about at the above mentioned meeting. Paul stated that Lynda has mentioned several times that her records should be in a fire proof cabinet to replace what she has now. Table until next month.

**Clerk's Policies:** Lynda Sower presented each board member with a list of policies for the clerk's office. The Policies are listed to let people know how this office will be handling; Account Payable, Supplies, Payroll Checks, and Bids. Dan Zeigler stated that it all sounds good to him.

**Voting Booths:** Lynda Sower stated that we need voting booths for the big elections this next year. She also stated that she brought it to the board a couple of months ago, but nothing was done. The Ashley Baptist Church as graciously agreed to let us use their new add on, which is a very large room for our larger elections. Paul Reeves said that he had heard that our voting equipment might be changing. Lynda stated that it would not be this next year, because the townships do not have budgets to pay for the expense. The state is not going to be able to cover the cost for all the townships. The State is telling us that we will want to budget for 2016-2017 approximately \$2,000. Jan Breimayer wondered if Lynda had the money for new booths in the budget now. Lynda stated that she has made sure that she gets the reimbursements from the State and Schools for the elections that are run for them. We just received over \$2,000 for last May's Election and before that over \$1,700 from ISD for their Election. So she believes that the money should be there to purchase these booths. Dan Zeigler moved that Lynda get the money to purchase the booths and Jan Breimayer supported. Approved 4-0

**Credit Card:** Lynda Sower stated that the township has a credit card that she and Jan Breimayer use for township needs. Lynda stated that she only has a limit of \$1,500 and if everyone is going to a conference and such she cannot reserve this on her card. It is also used for purchases for supplies and misc. Lynda would like to have the credit limit raised for her, so she can do all her business that is necessary. Jan Breimayer is going to check and see if it can be raised.

**Second FOIA:** Paul Reeves would like to make a motion that we grant the second FOIA request, The first FOIA we do have a bill out on that, I would ask the board and Lynda if she would withdraw the first FOIA if the board withdraws the bill. So we can move on. Lynda said that it was fine. Paul stated that we need a vote on it. Paul moved that we withdraw the bill and grant Lynda the second FOIA and give her the information, and Dan Zeigler supported. Approved 4-0

### New Business:

**Ionia County Deputy:** Deputy Madsen, from the Ionia County Sheriff Department, introduced himself to the Board and residents. Otisco Township has contracted him to work in our township for more protection for our citizens. Deputy Madsen would prefer to work during the nights; he believes that this is when a lot of crimes happen. He will be in the township about ten hours a week. He will get familiarized with our township Ordinances, to be able to help in that area also. The Deputy left business cards for us, so with can get ahold of him.

**Snow Plowing Bids:** Lynda Sower opened the bids for snow plowing; Hopkins Lawn Care & Snow Removal @ \$30 for parking lot, \$10 shoveling sidewalk, \$5 salting the sidewalk; Krumie Snowplowing @ \$45 for parking lot, \$10 for side walk shoveling; Don Hopkins Snowplowing @ \$60 for parking lot and shoveling sidewalks; Bear's Excavation @ \$70 for parking lot and shoveling sidewalks. Lynda Sower moved that we use Don Hopkins, I believe if a resident of our township bids on anything we do we should be giving the jobs to them, they are paying taxes in the township. There was no support. Jan Breimayer moved that we accept

Bear's Excavation. Paul asks for a support, and Dan Zeigler stated that in good conscience he cannot support this. Paul Reeves supported the motion. Disapproved 2-2 Dan Zeigler moved that we except Hopkins Snow Removal from Fenwick and Jan Breimayer supported. Approved 3-1- Roll Call- Paul Reeves was the only no vote.

**New Chairs:** Assessor; Judy LindBerg and Zoning Administrator; Marc Larabel would like new chairs at their desks. Dan Zeigler moved that we purchase new chairs for Judy and Marc and Jan Breimayer supported. Approved 4-0 Jan will take care of ordering them.

**Dates to review Budget for 2016-17:** Paul Reeves would like to give the board a draft for the budget, and also to set dates for working on the budget before the next meeting. The Board will meet on December 1, 2015 at 6:00 p.m. Paul will be gone after the next meeting.

**Planner:** Paul Reeves stated that he thinks we need a Planner on hand, when we need one. We also need to make up some sort of a policy for how much we use a Planner for. Paul stated at this time the budget for the Planner is all used up. Lynda Sower stated that the Legal funds are gone too. Lynda said that she thought maybe the Planning Commission should meet Greg before the board makes a decision. Paul Reeves agreed with this plan.

At this time Marc Larabel ask about the RV Ordinance. Paul Reeves read the Ordinance to the Board and Citizens. There was much discussion about this matter; Lynda Sower and Dan Zeigler questioned the part about only allowing one RV stored outside on the property of their dwelling. Karen Linebaugh spoke out about the board stepping over the line and getting into muddy waters with the freedom of the people. She also stated that we need to get back to common sense. Paul Reeves stated that he would work on the Ordinance before the December 1<sup>st</sup> budget meeting.

**Agenda:** Paul would like to make up some sort of sheet for hourly employee, such as our deputies for expenses.

Planner and roads will also be on next month,s agenda.

**Public Comment:** Howard Uiterdyk ask about the crossbars and screens for the windows in the clerk's office. Paul stated that the crossbars were brittle and broke and the screens must be somewhere. He will work on this.

Laura Staats stated that she liked how the parking lot was so light at night.

Dan Zeigler ask if we had received an update about the Extruded Aluminum affair

Lynda Sower said that Marc had wanted to buy a book. Paul stated that we do not have to have this book; we do not inspect buildings and codes. Paul will check with other townships.

**Adjourn:** Dan Zeigler moved that we adjourn and Jan Breimayer supported. Meeting adjourned at 9:00 P.M.

Minutes by:

Lynda Sower – Otisco Township Clerk