

OTISCO TOWNSHIP REGULAR MEETING

OTISCO TOWNSHIP HALL

MAY 9, 2017 @ 7:00 P.M.

The meeting was called to order by Supervisor, Joseph Daller.

Roll Call of Members: Present - Ben Oatley, Trustee; Dan Zeigler, Trustee; Treasurer, Cara Johnson; Joseph Daller, Supervisor. Absent - Lynda Sower, Clerk. Also present - Deputy Supervisor, Maddie Polzin.

The Pledge of Allegiance was recited. David Hodges provided an Opening Invocation.

Approval of Agenda: Daller moved to approve the Agenda and Zeigler supported. All approve 4-0.

Public Comment: Daller asked if anyone had a public comment pertaining to any of the agenda topics.

- No one spoke.

Approval of Minutes: Johnson moved to approve the minutes for April 4th and Daller supported. All approve 4-0. Daller moved to appoint Deputy Supervisor Polzin as meeting Secretary and Johnson supported. All approve 4-0. Polzin was asked to take minutes and she agreed.

Approval of Payables, Payroll and Transfers (if applicable): Daller moved to approve payables, payroll and transfers and Johnson supported. All approve 4-0.

Communications: Daller introduced communications such as Ordinance 2016-10, Fred Meijer River Valley Trail – North Phase construction and Charter Communications/Spectrum. Daller also mentioned that he had been informed that the flag pole light had recently been broken by kids playing on and around it. Daller volunteered to repair it.

Guests: Daller introduced Morgan Carroll, Business Development Coordinator for The Right Place, Inc.; who talked about the businesses she is and has been associated with, and how they could help the people of Otisco Township. She explained the company's objectives and mission. Daller asked Carroll what Otisco Township could do to support The Right Place, Inc. and The Ionia County Economic Alliance, and Carroll responded by saying both providers run primarily on investments. Daller thanked her for coming and for speaking to the township.

Introduction: Daller introduced Maddie Polzin his newly appointed Deputy Supervisor, who then gave a brief description of herself and her professional experience.

Reports:

- Township Deputy – Absent.
- Cemetery Committee – Lauara Staats provided the Board with a proposed bid request and a planning commission approved site plan for the Otisco Township Cemetery drive extension. Daller volunteered to work with Staats on the request for bid. Staats was told that the Cemetery Committee should take care of the new signs and any desired tree removal, and to turn in the associated receipts. Staats mentioned that cemetery monuments are the family's responsibility, however the foundations are the Townships responsibility.

- County Commissioner – David Hodges spoke briefly about the following requests; to hire a substitute home delivery meal driver, to fill a district court clerk position, to request the purchase of a vehicle for the building & grounds department, to ratify the county administrator's signature on the revitalization agreement and the acknowledgement of application for appointment – community mental health. He also provided an update on the current construction taking place around the courthouse.
- Planning Commission – Johnson gave a brief summary of the May 3, 2017 planning commission meeting; including the three (3) public hearings and the approval of each application.
- ZBA – Zeigler had nothing to report as the May 8, 2017 ZBA meeting had been cancelled.
- Zoning Administrator – Daller referenced the April 2017 Zoning Administrator's Report included in the Board's pre-meeting packet.

Unfinished Business:

- Personal Property Tax – Johnson stated that she was working with Judy Lindberg the assessor, and was awaiting information back from her.
- Township Mission Statement – Zeigler questioned the applicability of a mission statement. Johnson made mention of others having them, and volunteered to bring examples to the next Board meeting as ideas.
- Newsletters 2017 – Johnson stated that it was her hope that the newsletters would be mailed by the end of the week.
- Personal Identification Protection – Oatley provided the Board with examples of fireproof filing cabinets and their associated prices for the Board's review. Following discussion pertaining to the same, Staats brought it to the Board's attention that there was currently an empty fireproof filing cabinet in the township hall vault. Daller confirmed. If keys for this file cabinet can be located, it will be put into use.
- Playground Equipment – A previous Board decision was to leave the existing playground equipment in place, until new equipment is purchased. No decision related to the purchase of new equipment has been reached.
- Township Hall Property Clean-up – The discarded fence posts, top rail and fencing previously located behind the township hall has now been removed. Daller informed the Board that he had received one bid pertaining to the clean-up of the remains east of the township hall, and was waiting on two others. Johnson asked if we could include doing mulch in those bids, and Daller responded by saying he would like to keep that separate. Johnsons mentioned the profanity written on the handicap signs in front of the township hall, Daller said that he would take a look at it to see what might be able to be done to remove it.
- Township Hall Sign – Daller provided the Board with pictures of various changeable copy signs located along M-91, M-57, Northland Drive and M-44 as well as information on the LED sign to be installed at the library in Belding. Daller also provided the Board with an email that he had received following a discussion with Jane Hyde of Stewart Signs, containing various types of signs and the applicable price ranges. Daller asked the Board to review this information in preparation for further discussion on this topic at next month's meeting. Zeigler wondered if an expense like this shouldn't be figured into next year's budget, as there is currently no line item for it. Daller stated that we have monies available in this year's budget for these kinds of projects. Johnson added that we did something very similar with the generator.

New Business:

- 2017-2018 Budget for Tax Allocation Forms – Daller informed the Board that he had completed the 2017-2018 Budget for Tax Allocation Forms. He added that the deadline for submittal was 1:00pm on Monday, April 17, 2017 and that these forms need Board approval. Because the Next Board meeting wasn't scheduled until after the submittal deadline, Daller talked with Amy Gorham, Ionia County Chief Deputy Clerk to ask for her assistance. She told him to submit the completed forms prior to Board approval; have the Board approve them at the next meeting, then have the clerk sign them and resubmit. Daller moved to approve the 2017-2018 Budget for Tax Allocation Forms and Johnson supported. All approve 4-0.
- 2017-2018 Bridge and Road Projects - Daller provided the Board with a copy of the Ionia County Road Commission generated Otisco Township Bridges and Paved Roads 2017 Treatment Recommendations. He then summarized the information therein. Daller also provided the Board with revenue sources available for road related expenses. Daller reminded the Board that the only monies budgeted to date was the tax levy revenue and the brining expenditure. Daller stated that it was time for the Board to determine how much money would be appropriated for road expenditures, and what projects would be approved for the current fiscal year. Discussion followed. Johnson suggested doing preventative maintenance with the money we have right now. Zeigler also suggested doing preventative maintenance this year, and look at the roads that need to be redone completely next year. Johnson informed the Board of another source for road ratings within Otisco Township to use as a comparison to those provided by the ICRC. Daller asked her if she could bring a report to the next meeting, she replied that she would. Daller suggested the Board hold off on any decision pertaining to raod work until this report is reviewd. Zeigler agreed , saying we don't want to rush into a decision. Daller suggested that this item be tabled until the next meeting for further discussion. All agreed.
- Cemetery Mapping Services - Daller provided the Board with information on PJ's Cemetery Mapping Service which had been forwarded to him by Sower. Sower had asked to have this item added to the meeting agenda. Daller gave a brief description of the services offered and the estimates for the same for both the Smyrna and Otisco cemeteries. (See document) \$6,122.88 for 3.7 acres at Smyrna and \$8,889.88 for 5.5 acres at Otisco. Daller suggested that due to Sower's absence, this item be tabled until the next meeting Sower attends for further discussion. All agreed.
- (2) Land Division Applications – Daller introduced (2) land division applications previously approved by both the assessor and the zoning administrator, that have been forwarded on to the board for final approval. Daller moved to approve the (2) Land Division Applications and Johnson supported. All approve 4-0.
- Township Facebook Page – Daller provided the Board with a copy of an email Staats sent him suggesting the township consider having a Facebook page. A brief discussion followed. Daller asked Polzin if she would be interested in working on this project, and she replied that she would. Johnson advised Polzin to contact MTA to see what legally can and cannot be put on the page. Daller moved to approve the Otisco Township Facebook page and Johnson supported. All approve 4-0.

Public Comment: Daller asked if anyone had a public comment pertaining to any subject.

- Staats mentioned a need to buy grass seed for the cemeteries. Daller reminded her of the Board approved Cemetery budget. He told her to purchase the seed, and submit receipt.
- Dan Mitchell; president of the Belding Area Chamber of Commerce, spoke about the upcoming annual golf outing. He provided the township with literature to distribute on the event.

Proposed Meeting(s); Date(s); Time(s) and Agenda(s):

- 06/07/2017 @7:00pm – Regular Scheduled Planning Commission Meeting
- 06/12/2017 @7:00pm – Regular Scheduled Zoning Board of Appeals Meeting
- 06/13/2017 @ 7:00pm – Regular Scheduled Board Meeting

Adjournment:

- Daller moved that we adjourn @ 9:25pm and Johnson supported. All approve 4-0.

Minutes submitted by:

Maddie Polzin, Deputy Supervisor