

## **Ovid Township Board**

**March 4th, 2017**

**Kinderhook, MI**

### **Special Meeting**

#### **Discussion to move forward after fire destroyed Ovid Township Hall**

Members present: Greg Gemmill, Supervisor; Shelly AcMoody, Treasurer; Robbi Omo, Clerk; and Ron Sampsel, Trustee.

Larry Omo participated via speaker phone

Members absent: None

Russ Jennings, Ovid Township Administrator was also in attendance.

Greg Gemmill called the Special Meeting to order at 9:00AM.

Members and attendees said the Pledge to the Flag.

AGENDA APPROVAL - Ron Sampsel made a motion to approve the agenda, supported by Shelly AcMoody, MOTION CARRIED

PUBLIC COMMENT - Greg Gemmill stated that George Baker offered to help move the big Ovid Township rock out of the way for construction once the township is ready.

- A. Discussion and planning in the aftermath of the fire that destroyed Ovid Township Hall
  - Discuss matrix of critical, non-critical items for moving forward with the township business.
    - Refer to attached matrix for MOTIONS and ACTIONS
  - March board of review
    - Greg stated that BOR has been moved to an alternate location at the Coldwater Lake Association Building, and all necessary communications have been completed through the township Assessor's office.
  - Scheduling future meetings for Township Board, planning commission, and ZBA.
    - Ron Sampsel made a motion to hold future meetings at the Kinderhook Township Hall, including; Regular Board Meetings, Planning Commission, and Zoning Board of Appeals, Supported by Greg Gemmill. MOTION CARRIED

Rob Sampsel excused himself from the meeting at 10:43AM and Russ Jennings excused himself at 10:56AM, due to prior commitments.

ADJOURNMENT - Robbi Omo made a motion to adjourn the meeting at 11:05AM supported by Shelly AcMoody.

Item	Priority (Critical, High, Medium, Low)	Motion/Action	Responsibility
Office space - Interim/semi-perm	Critical	<p>Robbi Omo made a motion to approve mobile unit pending investigation clearance of property, approval by insurance company, and sewer accommodations, Larry Omo supported. The members voted in favor, one voted against. <b>MOTION CARRIED.</b></p> <p>Ron Sampsel stated that he had concerns with pending variables.</p> <p>After discussion, Russ Jennings, Zoning Administrator will work from Kinderhook Township Hall until we are able to secure a rental unit for Ovid Township property, Shelly will work from her home.</p>	<p>Robbi will continue to work with the rental company (ModSpace) and insurance adjuster,</p> <p>Greg will work on securing a vendor for the sewer service.</p>
Office equipment	High	<p>Shelly presented a quote from ZetaOne for computer replacements for Shelly and Russ: \$4620.00, 978/ea for computers Ron Sampsel made a motion to approve, supported by Robbi Omo. <b>MOTION CARRIED.</b></p>	<p>Shelly will contact ZetaOne to order the computers.</p> <p>Robbi will submit the bill to the adjuster for payment.</p>
Office supplies (including forms, checks, etc.)	High	<p>Greg Gemmill - suggested that Shelly and Russ start working on a list of items they need to perform their duties. After some discussion, it was determined that Russ will use forms from Algansee Township for the interim until he is able to get necessary Ovid forms ordered and delivered.</p> <p>Shelly and Russ will work on figuring out what supplies they need to function and order them. Invoices will be submitted to the clerk.</p> <p>Shelly is able to forward her phone and is able to currently check messages. She can forward Russ' phone as well. The current number is inoperable, but once it's forwarded residents should still be able to contact the zoning administrator at his regular phone number</p> <p>Ron Sampsel suggested that we mount the announcement case from the wall of the Ovid Township Hall on two post by the drive for posting notices in the interim.</p>	<p>Robbi will provide Shelly with the pin number for Frontier so she can set up the forwarding service for Russ.</p> <p>Shelly and Russ will work on ordering necessary supplies to allow them to function. (Robbi will order paper and store at her home office until a temporary unit is secured)</p> <p>Shelly will set Russ' phone up to forward to his cell phone.</p> <p>Robbi will check into</p>

			having the display board mounted and placed in the yard at the Ovid Township Hall.
Meeting locations	High	Board members discussed holding all meetings at Kinderhook Township with the possibility of smaller meetings being held at the rental unit once it is secured. Ron Sampsel made the motion to hold all meeting at Kinderhook for the time being (stated in the minutes outline), supported by Greg Gemmill.	
November Election	Low	Robbi will begin to order necessary materials. This is currently a low priority, but will move up as we move closer to the election. New ballot containers need to be ordered to be certified by canvassers on March 23rd, however if we don't have them, they can be certified by the County Clerk	Robbi will order ballot containers for certification.
Contacting vendors	Medium	Current vendors need to be contacted, i.e. auditors, Orkin, etc. to inform them of Township's current circumstances, suspend services, etc.  Board members discussed mail service. It was decided that we would have the mail service held at the post office until we are able to resume regular service at 381 S. Angola Rd. Robbi offered to collect and distribute mail since she goes into town every day.	Robbi can review the payables files for the past year and pull contact information. Vendors can be contacted via mail or phone. Shelly and Robbi will work together to makes sure vendors are contacted accordingly. Robbi will put a hold on mail delivery and pick up at the post office.
Ordinances	Medium	Ron had copies and has given them Greg who will make copies and an electronic copy to be added to the Township Website	Greg will work on scanning documents
Communications	Critical	The Township needs to draft a statement that provides pertinent Township information such as contacting the Zoning Administrator, Treasurer and location and times	Robbi will work on a draft statement that can be reviewed by

		of monthly meetings. This statement will be communicated via several avenues including print, radio and social media.	board members at the regular board meeting in March.
Insurance	High	Robbi reminded all board members and Russ that they need to keep track of invoices that include expenses related to the fire. If they are replacing an item due to it being destroyed in the fire, she requested that they indicate with a note on the invoice the it was purchase to replace supplies that were destroyed.	Robbi will work with the adjuster on these expenses.
Contractors	Medium	Robbi has contacted Brand Construction and DH Roberts. At the request of Larry Omo, Robbi will also contact Beck Construction, Hempker Construction, and Bob Buescher. After some discussion, board members have determined that the layout of the building should be revised and as such Robbi will indicate to the contractors that we will want to work with an architect and an contractor who will be able to rebuild the Township Hall in a timely manner	Robbi will contact the remaining three contractors and re-contact Brand and DH Roberts and express out interests as stated in the discussion notes
Demolition (if needed)	Medium	The Township Hall will need a demolition/excavating company to clean up the property.	Greg will contact two or three companies to begin initial communications
Restoration and preservation (historical records)	High (if they can be salvaged)	Once we are able to see if historical documents are intact, we will work with ServePro to have the documents stored and possibly salvaged.	Greg will identify cabinets to be removed by ServePro once we have access to do so.