

**Ovid Township Board**  
**March 21st, 2017**  
**Kinderhook, MI**

**Special Meeting**

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

Members absent: None

Rob Husulack, EMC Adjuster was also present.

Greg Gemmill called the Special Meeting to order at 1:00PM.

Members and attendees said the Pledge to the Flag.

**NEW BUSINESS**

**A. QUESTION & ANSWER SESSION WITH INSURANCE COMPANY REPRESENTATIVE.**

- Items discussed included
  - Business personal property
    - Use of a diagram of the building
    - Room-by-room list of items
  - Discussion of records and the need to be recreated
    - Treasurer discuss items that she would need to recreate.
  - Determining what's in the cabinets at ServePr
    - Need to determine how/who will open them
    - What the township will keep/destroy
  - General questions -
    - Get all bids to adjuster ASAP, funneling all items (including business personal property lists) through Robbi.
    - Larry asked if the adjuster would choose demolition or contractor, to which he replied that he couldn't make any of those decisions for us.
    - Would not recommend beginning the demolition without a building diagram and without business personal property lists, but continue to get quotes.
  - Replacement coverage - like, kind, and quality

**B. APPROVAL OF ADDITIONAL MARCH PAYABLES.**

\$330.56 to Liberty Propane, motion made by Robbi Omo to pay with additional March payable approved at the regular March board meeting, supported by Larry Omo.  
**MOTION CARRIED**

C. **DISCUSSION OF MATRIX ITEMS RELATED TO REBUILDING HALL.** (see attached table)

D. **AMMENDMENTS TO 2016-2017 BUDGET.**

Motion made by Greg Gemmill to accept the amendment as written; account 247-702 increase to \$585 from the general fund to cover cost of Board of Review salaries for 2017, supported by Shelly AcMoody. **MOTION CARRIED.**

E. **DISCUSSION OF POSSIBLE POLICY & PROCEDURE FOR FUTURE BIDS.**

A couple of board members believe there is a policy for purchasing. Clerk will locate the currently policy.

Treasurer inquired about a resolution regarding not accepting postmarks for tax payments. Supervisor will add it to the agenda for the next board meeting.

<b>Item</b>	<b>Status</b>	<b>Action</b>
Office space - Interim/semi-perm	Three quotes from mobile office companies based on six month rental on a 12x56 mobile office, handicap accessible, includes rent, taxes, deliver, installation and removal:  ModSpace: \$12,908.36  Acton Mobile: \$\$12,154.49  Williams Scottman: \$15,187.50, includes weekly restroom service  General Sanitation has provided a quote for waste removal: \$225/month rental, \$175 as needed to remove waste and fill water tank.	Robbi will get quotes for a smaller trailer.
Office equipment	Xerox will provide us with a temporary copier/printer/scanner once we have a temporary office.  Replacement computers have been ordered for the Treasurer and the Zoning Administrator.	

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<p>Office supplies (including forms, checks, etc.)</p>	<p>Shelly and Russ are working on compiling a list and ordering necessary office supplies.</p> <p>Clerk has ordered and received three boxes of paper for anyone who needs it.</p> <p>Shelly was able to forward the Treasurer's and Zoning Administrator's phones to personal numbers to enable them to take calls at the regular township numbers.</p>	<p>Shelly, Russ, Robbi are working on lists of inventory</p>
<p>Public Postings</p>	<p>Larry was going to check to see how the display case at the Township hall is attached to the building to see if it can be removed without damage to display at another location on property for the interim.</p>	<p>Larry will follow up with George Baker</p>
<p>November Election</p>	<p>Clerk spoke with principal at Lakeland Elementary school about possibly holding the November election at the school (if necessary). The Principal cleared it with the school Superintendent. Ordered new ballot containers to be certified</p>	<p>Storage for new voting materials</p>
<p>Mail Service</p>	<p>Township mail is indefinitely being held at the Coldwater post office for pickup, which the clerk is doing every other day.</p>	<p>To continue as is.</p>
<p>Ordinances</p>	<p>Greg has made electronic copies of ordinances and provided them to the Clerk.</p> <p>Clerk has received and downloaded all ordinances to Clerk's computer and is in the process of combining documents to upload to township website</p>	<p>Will continue to update as needed</p>
<p>Insurance</p>	<p>Board members are participating in a question and answer session with the adjuster.</p> <p>Clerk is keeping copies of all fire-related invoices and has started in inventory of items list as requested by the adjuster.</p>	

<p>Architect/Engineer</p>	<p>Three architects/engineers have been contacted:</p> <p>Scott Morrison, Coldwater, MI (original designer - \$5,851.00): unable to look at the project until April 15<sup>th</sup>.</p> <p>Bell Engineering, Bryon, OH: Interested in providing a design, suggests providing him with board input then will quote design project. Has worked with Brand, Hempker, and DH Roberts.</p> <p>Wharry Engineering, Battle Creek, MI: Provided an initial estimate based on 53x53 building. \$8,210.00.</p> <p>All designers have recommend the following steps:</p> <ul style="list-style-type: none"> <li>• As a board we decide what we want in the building.</li> <li>• Provide designers with input</li> <li>• Designer estimates the project</li> <li>• We choose the designer</li> <li>• Designer meets with the board and provides us with the preliminary design.</li> <li>• Provide design to contractors for bidding</li> </ul>	<p>In progress with Larry Omo and Robbi Omo</p>
<p>Contractors</p>	<p>Contractors have been contacted: Hempker, Brand, DH Roberts</p> <p>Still need to contact: Beck Construction, Buescher</p> <p>No further steps until the design is ready to share for contractor bids</p>	<p>In progress with Larry Omo and Robbi Omo</p>
<p>Demolition</p>	<p>Six demolition companies have been contacted for quotes: Information provided by Supervisor</p>	<p>In progress with Greg Gemmill</p>
<p>Storage of fire items</p>	<p>All cabinets and materials are being stored at ServePro Battle Creek and Coldwater offices. The old file cabinets off of the main conference room remain in the building, but have been covered with plastic. Township Supervisor has recommended having ServePro remove them when the building is demolished for ease of movement due to size and weight of cabinets.</p> <p>Treasurer and Clerk met with Officer Oak and a locksmith and we able to get into the safe. All items survived (but they were wet), with the exception of a check issued by Ovid Township for the Drains at Large (to be reissues in late March, board approved</p>	<p>Robbi will contact Andy at ServePro to see if items can be moved to Coldwater for us to go through.</p>

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Public Comment: None

Adjournment: Larry Omo made a motion to adjourn at 4:11PM, supported by Greg Gemmill. MOTION CARRIED