

THE ODESSA TOWNSHIP BOARD REGULAR MEETING WAS HELD ON 03-04-2024

Meeting called to order at 7:00 P.M. by Supervisor Secor. Present: Rohrbacher, Williams, Barrone and Caudill. Absent: none.

Visitors – Fire Chief Chad Perkins, Beth Barrone, Michael Rohrbacher, Matt Steward, Carolyn Mayhew, Carrie Johnson, Molly MaCleod and Jane Kostanko.

Motion by Secor, support by Williams to approve the agenda. Ayes all. Motion carried.

Public Hearing – Motion by Secor, support by Caudill to close the Regular meeting at 7:02 P.M. and open the Public Hearing at 7:02 P.M. There was no comment on the 2024-2025 Budget. Ayes all. Motion carried.

Motion by Secor, support by Barrone to close the Public Hearing at 7:03 and open Regular meeting at 7:03 P.M. Ayes all. Motion carried.

Motion by Secor, support by Barrone to approve the February 5, 2024 Regular Meeting minutes as submitted. Ayes all. Motion carried.

Public Comment – no comment.

Budget Review – the Board reviewed the 2023-2024 Budget.

Motion by Williams, support by Barrone to decrease the Contingencies line item by \$2,070.13 and increase the following line items Trustee Salary by \$150.00, Trustee Social Security by \$50.00, Supervisor Salary by \$.06, Clerk Salary by \$.06, Clerk Social Security by \$120.00, Board of Review Part time Wages by \$50.00, Board of Review Social Security by \$100.00, Treasurer Salary by \$.01, Treasurer Social Security by \$ 200.00, Township Offices Part Time Wages by \$100.00, Cemetery Repairs and Maintenance by \$750.00 and Roads Culverts by \$550.00.. Increase Fire Department Tax Allocation line item by \$9,994.34. Decrease the Fire Department Tax Allocation line item by \$5,000.08 and increase the following line items: Salary by \$.08, Social Security by \$1,000.00, Part Time Wages by \$1,000.00, Education and Training by \$500.00 and Capital Outlay by \$2,500.00. Decrease the Fire Department Utilities by \$1,200.00 and increase Capital Outlay by \$1,200.00. Ayes all. Motion carried.

Motion by Rohrbacher, support by Caudill to increase the Parks and Recreation Fund Contribution from Other Units by \$31,218.58 and the Construction Costs by \$31,218.58. Ayes all. Motion carried.

FEBRUARY BILLS

Gary Secor	\$972.20	Canon - Copier Maintenance	\$54.0
Lisa Williams	\$1,336.96	Consumer Energy - Twp Gas/Electric	\$591.6
Sharon Rohrbacher	\$1,440.75	Consumer Energy - Cemetery	
Brad Barrone	\$115.44	Gas/Electric	\$212.7
		Fahey Schultz - Legal Services	\$100.0

Patti Caudill	\$115.44
Robbie Mutschler - Custodian	\$39.65
Robbie Mutschler - Custodian	\$35.24
Connie Jordan - Dep Treasurer	\$158.58
Connie Jordan - Cemetery	\$19.81
Connie Jordan - Dep Treasurer	\$165.19
Connie Jordan - Cemetery	\$26.43
Roseann Sinke - Election Wage	\$105.00
Jerry Tomandl - Election Wage	\$105.00
Patrick Sinke- Election Wage	\$120.00
Vonda Mattson - Election Wage	\$105.00
Stephanie Grinage - Election Wage	\$108.50
Savannah Hamstra - Election Wage	\$261.00
Robbie Mutschler - Election Wage	\$256.00
Nancy Miller - Election Wage	\$132.00
Mike Rodriguez - Election Wage	\$220.50
Bill Phillips - Election Wage	\$108.50
FICA and Fed W/H	\$1,297.82
	\$7,245.01

March Bills

Clorwell - New Light	\$243.00
Elan - Supplies, Phone, Website	\$246.23
Granger - Feb & March Trash	\$82.68
Holland Supply - Cem Markers	\$212.73
Jeff & Lisa Elenbaas - Burials	\$150.00
Lakewood News - Minutes & Notices	\$554.00
	\$1,488.64

Fire Department Bills

February Bills

Consumer Energy	\$760.29
Odessa Twp - Payroll	
Reimbursement19907.90	\$19,907.90
Odessa Twp - Payroll Reimbursement	\$1,847.99
	\$22,516.18

March Bills

Elan Financial - Phone	\$19.98
Cardio Partners - AED	\$3,145.78
Reliable Internet - Annual Support	\$275.00
	\$3,440.76

Fire Department Payroll

December Payroll

Will Fyan	\$1,157.20
Ryan Cisler	\$0.00
Royal Shilton	\$387.87
Nekoda Hull	\$639.60
Kristin Dubuque	\$247.13
John Thomas	\$552.39
Eric Possehn	\$852.37

John Deere - Backhoe Repair	\$1,332.8
Klein Assessing - Assessor Payment	\$3,225.8
Lisa K Williams - QuickBooks Support	\$1,922.0
ODP Business - Copy Paper	\$88.3
	\$7,527.4

Lisa Williams - Election Mileage	\$25.4
PE Solutions - Phones	\$170.2
S & T Restoration - Cem Maintenance	\$600.0
Spectrum Printers - Test Decks	\$160.0
Summit Fire - E-Light Inspection	\$72.0
	\$1,027.7

T-Mobile - Mobile Internet	\$9.9
West Shore - Pak Repair	\$166.5
	\$176.4

Craig Winslow	\$468.6
Wade Piercefield	\$861.8
Chris Tobin	\$243.8
Cody Perkins	\$22.0
Wyatt Perkins	\$901.2
Blake Perkins	\$900.4
Travis Scarborough	\$900.4

Brad Perkins	\$1,016.25	Gary Jackson	\$1,344.6
Brad Dubuque	\$508.79	Jacob DeBruyne	\$1,450.7
Erin Scarborough	\$220.24	Joseph Graham	\$1,099.0
Kyle Root	\$717.57	Union Bank FICA & Fed W/H	\$3,700.1
Chad Perkins	\$1,417.30	State W/H	\$0.0
Chad Perkins	\$1,417.31		\$11,892.9
	\$9,134.02		

Motion by Secor, support by Caudill that the township accepts items in the February audit and approves payment for the March 4, 2024 bills as submitted. Ayes all. Motion carried.

Motion by Rohrbacher, support by Caudill to accept \$16,281.44 donation from the Jordan Lake Trail Board to be deposited in the DNR Grant Receiving Fund for the trail engineering purposes. Ayes all. Motion carried.

Motion by Rohrbacher, support by Secor to accept \$14,937.14 donation from the Jordan Lake Trail Board to be deposited in the DNR Grant Receiving Fund for trail general construction purposes. Ayes all. Motion carried.

Motion by Rohrbacher, support by Secor to pay invoice totaling \$16,281.44 to the Jordan Lake Trail Board for DNR Trail engineering purposes upon receipt of a revised invoice from the Jordan Lake Trail Board that includes supporting documents and details that show how total due was arrived. Ayes all. Motion carried.

Motion by Rohrbacher, support by Caudill to pay invoice totaling \$14,937.14 to the Village of Lake Odessa for DNR Trail construction purposes. Ayes all. Motion carried.

Treasurer's Report – the 101 accounts are running behind last year by \$104,529.53. The General Fund Savings/Checking is \$10,751.81 ahead of last year. See report for further information.

Cemetery Property Manager Report – still working on downed branches and some clean up.

Fire Chief Report – total runs 26, village – 21, township – 4, mutual aid – 1, Medical – 21, Fire other – 5, motor vehicle accident – 0 and total runs as of 2-29-2024 is 71. Fish Fry dinners- February 23rd, March 15th and Chili dinner will be March 16th at the station.

Board/Committee Reports

- a. Jordan Lake Improvement Board
- b. Lakewood Wastewater Authority – cancelled February meeting.
- c. Library Board – presented minutes.

d. Lakewood Recreational Authority

Action Items

- a. Proposed Township Budget – had one change to the proposed budget to increase the Cemetery Professional and Contractual – maintenance line item by \$6,800.00. To decrease the Contingencies line item by \$1,800.00 and the Attorney line item by \$5,000.00. Motion by Secor, support by Rohrbacher to accept the 2024-2025 proposed budget changes. Roll call vote: Williams – yes, Rohrbacher – yes, Caudill – yes, Barrone – yes and Secor – yes. Motion carried.
- b. 2024-2025 Budget Resolution - Motion by Secor, support by Williams to adopt the 2024-2025 Budget Resolution. Roll call vote: Williams – yes, Rohrbacher – yes, Barrone – yes, Caudill – yes and Secor – yes. Motion carried.
- c. Investment and Depository Resolution – Motion by Rohrbacher, support by Caudill to adopt the 2024-2025 Investment and Depository Resolution. Roll call vote: Williams- yes, Rohrbacher – yes, Barrone – yes, Caudill – yes and Secor – yes. Motion carried.
- d. General Appropriations Act Resolution – Motion by Secor, support by Rohrbacher to adopt the 2024-2025 General Appropriations Act Resolution. Roll call vote: Williams – yes, Rohrbacher – yes, Barrone- yes, Caudill – yes and Secor – yes. Motion carried.
- e. Fund Balance Policy – GASB Statement No. 54 – The Board reviewed the policy.
- f. Road Commission Contract - the Board discussed the contract and needed an explanation of the contingencies amount. Secor will check on that. Motion by Rohrbacher, support by Secor to accept the Ionia County Road Commission gravel contract for \$41,340.00. Ayes all. Motion carried.
- g. Cemetery Burial Contract – the Board discussed a few changes to burial contract with Jeff and Lisa Elenbaas. Motion by Rohrbacher, support by Secor to accept the April 1, 2024 to March 31, 2025 Burial Contract with Jeff and Lisa Elenbaas. Roll call vote: Williams – yes, Rohrbacher – yes, Caudill – yes, Barrone – yes and Secor – yes. Motion carried.
- h. Cemetery Property Management Contract – the Board discussed the 5 year contract with S & T Restoration and the contract with Joe Graham that was received before the meeting. Motion by Rohrbacher, support by Secor to accept the 5 year Cemetery Management Contract with S & T Restoration. Roll call vote: Williams – yes, Rohrbacher – yes, Caudill – yes, Barrone and Secor – yes. Motion carried.

- i. 2024-2025 Meeting Dates – Motion by Rohrbacher, support by Williams to accept the 2024-2025 meeting dates. Ayes all. Motion carried.
- j. Michigan Township Grant Submission Resolution – the fire department is asking for \$5,000.00 for 2 sets of rescue jacks. Motion by Caudill support by Rohrbacher to accept the Resolution to apply for 2 sets of Rescue Jacks through the Risk Reduction Grant Program sponsored by the Michigan Township Participating Plan. Roll call vote: Williams – yes, Rohrbacher – yes, Caudill - yes, Barrone – yes and Secor – yes. Motion carried.
- k. Proposed Jordan Lake Trail Board Agreement – Motion by Secor, support by Rohrbacher to have Rohrbacher contact Attorney Kyle O'Meara concerning the creation of a contractual agreement with the Jordan Lake Trail Board for the purpose of accepting donations and paying invoices for the construction of the French Fry Lane portion of the Jordan Lake Trail. The contract will formalize the process of using the DNR grant and allow for the lawful expenditure of funds in the DNR Receiving Account. Ayes all. Motion carried.

Information/Discussion Items

- a. Fire Department Millage Language – The Board discussed both millages. Motion by Rohrbacher, Secor to accept the millage renewal language for the August 6, 2024 ballot. Roll call vote: Williams – yes, Rohrbacher – yes, Caudill – yes, Barrone – yes and Secor – yes. Motion carried.

Motion by Secor, support by Caudill to accept the new millage request for .5 mills. Roll call vote: Williams – yes, Rohrbacher – yes, Caudill – yes, Barrone – yes and Secor – yes. Motion carried.
- b. Fire Station Discussion – the Board did not discuss.
- c. Recycle Compactor Inquiry – the Board discussed the information from the Village of Lake Odessa. Decided it would not work anywhere in the township it was suggested to put on French Fry Lane by village salt barn.
- d. Weather Siren Upgrade – Fire Chief Perkins stated that the siren by the fire barns is out dated and needs to be updated so it can be turned on by Central Dispatch it can be turned on manually without updates. There was discussion on who owns the siren. Fire Chief presented Village with ownership information. We will wait till after Fire Chief's meeting on a solution.

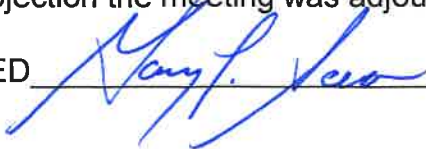

Public Comment – Fire Chief Perkins stated that the money that the DDA collects could

be used to update siren and flags for hydrants. Mike Rohrbacher stated a history fact that the siren was once used as a civil defense siren.

Supervisor Report – thanked Lisa and Sharon on all the work on the budget.

Board comments – Rohrbacher would like to set up a special meeting on March 27th or 29th and contact Pixelvine to see if they could attend.

Without objection the meeting was adjourned at 8:19 P.M.

APPROVED  Submitted 

Township of Odessa

Sharon Rohrbacher, Treasurer

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April 1, 2024

TREASURER'S REPORT

- 1. Financial Report:** 101 accounts are running \$80,971.74 BEHIND last year. The General Fund Checking/Savings account is ahead by \$24,213.21. **Dollars spent on the parking lot show up in this difference.
- 2. Year End Carry Over:** We have \$108,777.31 in the General Fund Savings and \$382,294.65 in the General Fund Checking to carry over into the next fiscal year. (\$166,541.45 came from our 2023 tax collection to be used for 2024/25 budgeted expenses.) The difference (Checking account balance less Tax Collection received) is \$215,753.20 to be used for cash flow and unplanned expenditures. **rule of thumb: keep three months' worth of expenditures as emergency funds and cash flow. With a \$406,894 budget this year, that cash flow number is \$101,723.50. The numbers look good and I caution us to watch budgets and stay within our cost centers unless there is prior board approval.
- 3. Tax Collection Report:** Taxes are all balanced to the penny. Settlement with County is done. Tax dollars are disbursed. Delinquent balance due to the Township will arrive late in April.