

OTSEGO LAKE TOWNSHIP BOARD

MEETING MINUTES

August 18, 2022

The Otsego Lake Township meeting was called to order with the Pledge of Allegiance at 7PM by Supervisor Matelski. All board members were present, there were 14 guests.

Also present: Fire Chief Dale Tucker and Constable Mike Coutant

Supervisor Update: Randy Stults was appointed by Supervisor Matelski as his Deputy. Dave gave update on the house on 27 (where boat was) is now all cleaned up, looks so much better. There are four properties in Arbutus Beach Highlands with issues that Dave has reported to County Zoning; 2 motorhomes on side of road that are not plated, he will talk to Road Commission and Zoning about them.

Additions to Agenda: Dave recommended creating a Parliamentarian & Procedural Advisor for the board.

Agenda item: BS&A Cloud; TABLED

Motion made by Jerry Brown to appoint Randy Stults to be the Parliamentarian & Procedural Advisor for the Township Board to direct and advise them on issues. Second by Denise Pallarito; all ayes; **MOTION CARRIED**

Meeting Minutes presented by Mary Brown for July 21, 2022. Ms. Pallarito pointed out one correction, in spelling (Enbridge). Motion made by Jerry Brown to accept the July 21, 2022; Board Meeting minutes as corrected; second by Denise Pallarito; all ayes; **MOTION CARRIED**. Election Commission Meeting Minutes for July 11, 2022, presented. Motion made by Gary Johnson to accept minutes as presented; second by Jerry Brown; all ayes; **MOTION CARRIED**

Township Bills were presented by Mary Brown with a **total amount of \$50,213.90**. Motion made by Denise Pallarito to pay the township bills for \$8,031.95 + \$18,381.92 payroll, for the General Fund; \$2,315.08 + \$4,773.50 payroll for the Fire Fund and \$16,711.45 for Trash Fund, seconded by Gary Johnson. All ayes: **MOTION CARRIED**.

Mary Brown thanked Ken Jensen for the treat he brought into the office during election time, also thank you to Karen H. for the kind email she sent me, all were appreciated.

Joan Elenz has been working very hard making numerous corrections to our cemetery records. She goes to the cemetery on her own time to take pictures and documents information, she should be compensated for her time, all agreed.

There are many processes that I'm finding that were not followed and even not done at all by previous clerks, STILL GETTING INVOICES THAT WERE NOT PAID IN 2021. This is making much extra work to get things corrected. Purging of records needs to be done, including the basement records. Mary Brown requested her deputy be allowed to continue working two days per week to assist her with this work.

Motion made by Denise Pallarito to allow Deputy Clerk Kaiser to work two days per week to assist the Clerk with extra workload; second by Gary Johnson; all ayes; **MOTION CARRIED**

Motion made by Gary Johnson to allow Mary to have Shred It Company come to township hall when she determines the needs to shred all purged documents, second by Denise Pallarito; all ayes, **MOTION CARRIED**

After taking an MTA Webinar recently, I found we must properly do our Public Hearing to set FD Millage and our operating taxes to comply with the L4029 form. We will do this at our September Board Meeting.

Dan Smith came in on August 4th to do fiscal year end budget adjustments. Apparently, it was substantial as GL entries weren't all done properly by previous clerk. There are now two fiscal year budget closings to do, last year's was not done. This may require the board to have a special meeting to make budget amendments.

Treasurer's Report presented by Jerry Brown.

Motion made by Denise Pallarito to accept the Treasurer's report for July 31, 2022, second by Mary Brown, all ayes. **MOTION CARRIED**

FIRE & EMS REPORT 29 Calls, 12 EMS, 8 Fire, 9 Missed Calls (**3 EMT's had Covid**). Average enroute time of 10.25 minutes. Congratulations to Zach for passing his Firefighter 1 & 2 training! Erick has passed his written test, CONGRATULATIONS! Bobby will have to re-test for the written part. Chief Tucker presented a quote to lease a new copier for the Fire Department, 63-month lease from Dunn's Business Solutions for \$97.72 per month, this includes all toner. Motion made by Mary Brown to approve the lease for 63 months in the amount of \$97.72, as presented, second by Jerry Brown; all ayes, **MOTION CARRIED**

CONSTABLE REPORT: MIKE COUTANT, all establishments were complying.

ORDINANCE ENFORCEMENT REPORT: MIKE COUTANT, no complaints to report.

PARK & RECREATION COMMITTEE: Christine reports that the DNR Grant was approved today! Now the project can start, great job! Mike presented quotes to build the vault toilet at the Memorial Pavilion, bid from Razor Construction for \$46,448.50 to \$55,234.50; bid from Residential Excavating for \$27,000.00. Motion made by Denise Pallarito to approve the bid of \$27,000.00 from Residential Excavating, second by Jerry Brown; all ayes, **MOTION CARRIED**

Mike presented a quote from Summit Supply for the baseball diamond equipment needed at the park, in the amount of \$222.19. Motion made by Mary Brown to purchase equipment, second by Gary Johnson, all ayes; **MOTION CARRIED**

Mike presented quote from Miracle for playground equipment for the slides in the amount of \$6,803.00. Motion made by Mary Brown to purchase equipment for the slides, second by Gary Johnson, all ayes; **MOTION CARRIED**

NEW BUSINESS:

Board of Review Pay Policy #2022-0818 presented by Mary Brown. The BOR had been getting paid a minimum amount of \$50.00 per BOR Meeting, finding no copy of that policy, and to provide the correct pay amount, new policy written with the recommendation from our assessor, Bobbi Balazovic. This policy allows the Clerk to pay the full amount to BOR members for their July meeting. Motion made by Mary Brown to approved BOR Pay Policy as presented, second by Jerry Brown, all ayes; **MOTION CARRIED**

Mary Brown had a conversation with our insurance company, Risk Management rep, Mike Gombos. There are currently items stored in the basement of the township hall that do not belong to the township. Mr. Gombos said that if the township is going to allow this that we must determine if we will lease space out

for storage, and we would have to require a written lease agreement and renter would be required to provide proof of coverage for items stored and liability certificate. Also discusses was a man that rented our park, he requested to put up a large tent next to the Lion's Pavilion. This would require Miss Dig to mark all gas, electric and water lines. Mr. Gombos again stated we a written agreement allowing the tent and renter would be required to liability insurance certificate. After some discussion the board will not allow storage in the basement of township hall or allow any tents at our parl. Bradford Lake Association will remove all their belongs by the end of September.

OLD BUSINESS:

Survey of Kelly St; Dave provided background on this issue. We do not have an owner listed for the property and need that to get it cleaned up. The AG is now involved. Dave will talk with Kirk Harrier and Bagley Township (They have similar issue at Wah Wah Soo) and possibly Equalization and see if we can partner to share costs involved. We had voted and approved to have survey done at our March meeting, we need to move forward on that survey.

Little Bradford Lake boat launch: Kirk Harrier provided the legal background on why they closed this off. Any questions at this time can be directed to him.

TRUSTEE REPORT:

1. Gary Johnson would like to keep the possibility of a pickleball court on the plate for the future. Thank you to Jeff Schermerhorn for the cleaning of the Splash Pad at the park, it is great! Ongoing still with the treatment of Bradford Lake, hopes to still get SA Meeting done this year yet. Gary stated he thinks our website needs to be done by a professional, not current information, not easy to use. Gary said he thinks the clerk should be given an extra stipend for all the additional work she has been doing. Mary thanked him for this consideration but that is not a lawful expenditure, but she appreciates the thought.

PLANNING COMMISSION: No meeting

2. Denise Pallarito reported her, and Mary Brown met at the cemetery recently with Dean Gapinski and walked the grounds to determine if he would be able to bid to extend the cemetery with additional graves and parking. She is looking forward to receiving his bid to see if this project could move forward, much need for better parking. Randy Stults did mention we have to get a zoning variance for the purchased property for the cemetery use, Denise reassured everyone the rustic charm would remain and Dean would leave many large trees to maintain that look. Denise responded to one FOIA request this month.

COUNTY COMMISSIONER Rob Pallarito reported that MDOT awarded the bid for Marlette Rd, should start in September. The drains on Old 27 at Old State Rd were cleaned recently, also the ditches were done. He attended the meeting regarding the expansion of Camp Grayling, the DOD were unable to make it as their flight was cancelled. Rob suggested the township board have a meeting with the Camp Grayling representatives and our citizens to express all their concerns of this project, would be nice to have something at township hall.

PUBLIC COMMENT: Mike Anthony suggested that when we vote as a board, we ask for affirmative and opposing votes.

Motion by Jerry Brown to adjourn at 8:33 p.m., second by Gary Johnson, all ayes; **MOTION CARRIED**

Respectfully submitted,



Mary Brown, Clerk

Minutes approved by township board on September 15, 2022