OTSEGO LAKE TOWNSHIP

ADOPTED BOARD MEETING MINUTES

July 15, 2021

The Otsego Lake Township Board Meeting was called to order at 7PM by Supervisor Matelski. Five board members were present and 14 guest(s).

The meeting was opened by Supervisor Matelski and asked if there were any conflicts of interest before we begin, and none were stated by all in attendance. Supervisor Matelski then requested the petty cash policy be added to the agenda. Trustee Mary Brown requested Friends of Waters also be added to the agenda.

1st Motion was made by Mary Brown to add to the agenda under New Business the petty cash policy and the Friends of Waters, seconded by J Brown motion carried.

Supervisor Matelski Update: His activities since last board meeting included following up on the "No Trespassing" signs on Kelly Street and the township received back title search information on lake frontage near railroad. Title search revealed the Railroad company owns the land and is exempt from local property tax levies. Paul finishing street scape and several loads of dirt have been removed. Road Commission sent bids on Passenheim bids by August 3rd and expected to be finished by the end of September. Marlette Road construction started fixing 180 plus holes in the road. Fence next to Twp hall should be completed in two weeks.

Clerk J Baker requests to adopt proposed minutes from June 17, 2021, board meeting.

2nd Motion was made by M Brown to adopt June 17, 2021, minutes, seconded by J Brown motion carried.

Clerk J Baker requests to adopt closed proposed minutes from June 30.

3rd Motion made by J Brown to adopt closed proposed minutes from June 30, 2021, seconded by G Johnson, motion carried.

Clerk J Baker requests to adopt closed proposed minutes from July 6th closed meeting.

4th Motion made by G Johnson to adopt closed proposed minutes from July 6, 2021, seconded by J Brown, motion carried.

5th Motion made by G Johnson approve township bills for the month of June/July: General Fund $28,559.67, Fire Fund $56,368.61, and Trash fund of $17,608.80, seconded by J Brown motion carried.

TREASURER'S REPORT- Month ending June 30, 2021

GENERAL FUND		**FIRE FUND**	
Beginning Balance	$703,957.43	Beginning Balance	$307,343.55
Receipts		Receipts	
Disbursements		Disbursements	
Ending Balance	$675,571.25	Ending Balance	$298,938.36
TAX ACCOUNT		**TRASH FUND**	
Beginning Balance	$ 1,729.26	Beginning Balance	$123,958.92
Receipts (interest)	.09	Receipts	4.93

Disbursements	0	Disbursements	17,608.80
Ending Balance	$ 1,729.35	Ending Balance	$106,355.05

6th Motion made by G Johnson approve June month ending Treasurer's Report, seconded by M Brown motion carried.

FIRE & EMS REPORT - Total Calls 21 – EMS 17, Fire 3, Missed Call(s)with an average in route time of 6.75 minutes. The new compressor system has been hooked up. Training dinner July 27 at the fire hall. Purchase estimates provided by Dale for the new "Jaws of Life". Selling boat to Frederic township for $3,000. Fire Department tanker was damaged by driving over a stump on private property. Truck repair estimate of $6,034.52.
7th Motion made by G Johnson approve township bills for the month of June/July: General Fund $28,559.67, Fire Fund $56,368.61, and Trash fund of $17,608.80, seconded by J Brown motion carried.

CONSTABLE & ORDINANCE ENFORCEMENT REPORT - All checked out two complaints this month. Complaint received for unlicensed vehicles in Michaywe and complaint of a trailer encroaching a neighbor's yard. Update at Frontier cabins, judge has made two judgments against landowner, and there is more to come.

Public Comment:

Question asked if there any bids on the fire department boat – none received.

NEW BUSINESS - New Petty Cash policy introduced by Trustee M Brown. OLT policy number 07152021-1.

Policy name change to Cash Receipts as the policy does not address disbursements.

8th Motion made by M Brown to adopt Cash Receipts policy as amended, seconded by G. Johnson motion carried.

Annual Fire Department Life Insurance Policy premium/coverage election. M Brown stated the number of employees on the insurance estimate is incorrect at 11 employees and should be updated to reflect the current number of fire department employees at 15.

9th Motion made by J Baker to approve 3-year Fire Department Life Insurance Policy premium at the present plan coverage of $680.00 for AD&D and A&H policy for $4,489.00, seconded by M Brown Motion carried.

Friends of Waters advertising through the township. Discussion that the attorney advised we should not be doing this. D Matteini in attendance stated this is not happening now and will not in the future.
New Policy #07152021 Township Deputy's office hours. Discussion to eliminate Deputies working in the office when the Official is also present. J Baker asked the board members why the question "How does it affect the ability of the Official to continue the duties required of each office?" No replies were given.
10th Motion made by J Brown to adopt OLT Policy #07152021 Deputy Office Hours policy as amended, seconded by G. Johnson 2 yeas J Baker Nay, motion carried.

Expired Assessor contract – D Matelski spoke with Bobbi and said he will speak with again and place on the agenda next month as old business.

TRUSTEE REPORT:

Trustee M Brown – Fire Liaison: M Brown found Par-Plan risk reduction/safety training/education for playground equipment on July 20th and asked M Coutant if he could attend. OLT Fire Department training dinner is Tuesday July 27th and M Brown requested a check in the amount of $727.24 for the Otsego Grand Events Center & tax-exempt number. Mary working on the ARPA relief funds needs utility bill.

Trustee G Johnson – In about two weeks Bradford Lake will be getting 1st Milfoil treatment of this season. Bradford Lakes picnic July 24th at the park. Violators of both noise & speed on Bradford Lake. G Johnson requested electronic copy of board packet. Water wagon discussion – issues of hauling and storing of the water wagon. G Johnson met with Dale to discuss water spickets to be used at the Twp. Hall & the Fire Department. G Johnson said he would drain and winterize the pump in the wagon to be stored in the shed during winter months.

PLANNING COMMISSION - G Johnson: Nearing completion of the Lots by Water County ordinance, addressing back lotters and certain restrictions. The county is still working on changes to OLT's proposed language to be used for Lots by Water. Expectation is to be finished by next meeting in August.

PARKS & RECREATION – M Coutant: No meeting this month. M Coutant updated on Park rentals and the increased use of our Lions pavilion in summer months. Waiting for replacement parts for the slide in the park.

CEMETERY COMMITTEE - J Baker: All committee members present except J Baker. M Black distributed copies of the Cemetery rules to be published at the cemetery. Secretary will furnish new contact list based on new Officers. Old Business regarding amending Cemetery ordinance to include cremains in the Old Section. Definition of full burial provided by Joe Messinger of Gaylord Family Funeral Home. Talk of adding one or two more benches to the cemetery and continue to research type and cost suitable for our needs.

COUNTY COMMISSIONER - Rob Pallarito – Chris Churches replaced by Tom Marquardt. New airport hanger underway. New I-pads for county bus drivers now in use and Q card for non-cash customers soon, Royal Crest property final grade and new grass seed planted, no plans for end use/sale of property by county at this time. Bradford Lake dam meeting between both Otsego and Crawford County working together to plan to improve where needed. Trail head in Downtown Gaylord moving along expectations to open late August or early September. Subway building is adjacent to trail head, city asking if a mural can be painted to improve aesthetics of trail head area.

11th Motion made by M Brown to approve $1,200 tree removal fee for the dead tree in the cemetery, seconded by J Brown, motion carried.

OLD BUSINESS – Township Maintenance contract – D Matelski stated that an oral agreement is sufficient for the remainder of this year. Working on new contract for irrigation, mowing, and snow removal.

12th Motion made by J Baker to have entire board sign the principles to be displayed at the Township Hall, seconded by M Brown, motion carried.

Hall Posted hours of Elected Officials plus Assessor. Supervisor has no posted hours and may be reached by phone; Treasurer Wed only; Clerk Mon, Tue, & Thu; Assessor Tue only.

Meeting adjourned at 8:39.

Respectfully submitted,

James A. Baker, Clerk