OTSEGO LAKE TOWNSHIP BOARD

APPROVED MEETING MINUTES

August 15, 2024

The Otsego Lake Township meeting was called to order with the Pledge of Allegiance at 7PM by Supervisor Matelski. There were 23 guests.

Also present: Colin Gwillim, Legislative Assistant to Representative Jack Bergman, Fire Chief Jeff Schermerhorn & Parliamentarian Randy Stults.

Roll call of Board Members Present: J Bergel; M Brown; D Matelski; D Pallarito; J Brown

Board Members Absent:

Conflicts of Interest: None

Additions to Agenda:

Approval of Agenda: Mary Brown made a motion to approve the agenda, second by Denise Pallarito. All ayes. **MOTION CARRIED**.

Supervisor's Report: Gave report on Kelly St. It is moving forward to establish an owner or go up for tax sale with State of Michigan.

Colin Gwillim, Legislative Assistant to Congressman Jack Bergman: Supervisor Matelski, Clerk Brown and Al & Janelle Blackburn met with Colin at the cemetery today at 5:30 to discuss the expansion project and if it is compliant with ARPA. The expansion project was explained to Colin and the desire to put in a parking lot in northeast section where trees were cleared. Clerk Brown explained concerns about the required reporting coming due in December for ARPA and that clear cutting the west side is not part of the expansion to put in the parking lot. She recommended again making amendments to the budget to put back funds to the Cemetery Expansion GL to then cover expenses for the parking lot. Colin took notes and is willing to assist in any way he can, the board can attempt to become compliant before him getting Treasury involved. Everyone agreed to investigate that option.

Township's Audit Report: Clerk states Dan Smith provided the document on our recent audit; all board members were emailed this on 08-13-24 and a hard copy is in the Clerk's office to review. We received a clean audit.

Meeting Minutes Presented by Mary Brown for July 18, 2024, regular meeting minutes and special meeting on July 30, 2024. A motion was made by Denise Pallarito to accept both meeting minutes as presented for July 18th and July 30th; second by Jerry Brown. All ayes. **MOTION CARRIED**.

Clerk's Report: Presented by Mary Brown: Township Bills for the period July 19, 2024, to August 15, 2024, with a total amount of $64,324.49. Motion made by Denise Pallarito to pay the township bills as presented; with total of $37,581.49 from the General Fund; $9,702.59 for the Fire Fund and $17,040.41 for Trash Fund, seconded by Jeff Bergel. All ayes: **MOTION CARRIED.** The clerk asked to be allowed to have a free Security Assessment at First Entry done by CISA. She learned about this during the Clerk's

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BY: Board DATE: 9-19-2024

conference. It will give the Township ideas for safety, especially during elections. Jerry Brown made a motion to allow the Clerk to have the assessment done, second by Denise Pallarito. All ayes. **MOTION CARRIED**. MTA Fall Regional Meeting will be held on October 2nd in Gaylord. Let Mary know by noon on September 5th if you plan on attending so she can register everyone. The election went well, total of 20 early voters, 578 absent ballet voters and 249 in person voters for a total of 847.

DALMAC Riders: The bicycle riders will be coming through our area on Labor Day weekend for their annual fundraiser ride. There will be pink signs put up at the park at Jensen Trail pavilion where 5-6 vehicles will be parked overnight.

Treasurer's Report presented by Jerry Brown. Motion made by Denise Pallarito to accept the Treasurer's report for July 31, 2024, second by Jeff Bergel. All ayes: **MOTION CARRIED.** Ken Jensen asked if we came up with the balance sheet, he asked about last month. Mary will work on it for next month, there is a report she can run for that information.
Check Scanner: The check scanner Treasurer uses on his desk is starting to fail intermittently. The treasurer presented a quote from Nicolet Bank to replace the check scanner for up to $1,100.00. Mary Brown made a motion to allow Jerry to order the check scanner, second by Denise Pallarito. All ayes. **MOTION CARRIED.**

FIRE & EMS REPORT: 39 total calls, 22 EMS, 13 Fire, 4 Missed Calls. The Fire Chief gave his report. Chief Schermerhorn is waiting for the roof quote still, after the well pump was replaced, there is still an issue. It appears to be electrical; Mike's Electric will check it as soon as he is back from vacation. Chief gave the bill due for the chassis on the new fire truck in the amount of $275,000.00 Mary Brown recommends we look in to possibly financing the new truck, we have extra expenses that came up including the $18,000.00 truck repairs recently and the probability of a new roof on the fire hall north building. There will be a few members heading to South Haven to look at the factory and the chassis.

CONSTABLE REPORT: Mike Coutant absent. Report given by Jerry Brown; all check out per Mike.

Ken Jensen; Livestreaming board meetings: Ken gave a presentation on how the township board meetings could be live streamed for viewing by anyone, anywhere. He had talked with STG and got all the information on best way to achieve this for least amount of money. We would need at least a laptop and will need to make sure we good audio. It will require a person to oversee making sure it is put on the website etc. (not sure who would do this).

Award Trash Bid: A review was done of all trash bids that were received on a "Roadside Trash Bid Summary". Denise Pallarito asked about the dates that were in the summary to verify they were correct. They are all correct. With no other discussion **Jerry Brown made a motion** to award the trash bid to Waste Management as follows: $10.99 year one; $11.54 year two; $12.12 year three; $12.72 year four; $13.36

year five. Included is one 96-gallon tote per residence, one large item picked up per month per residence on first pick up day of the month. Pick up day will be entire township on Mondays.

Second made by Jeff Bergel.

Rollcall vote: J Brown: Yes; J Bergel: Yes; M Brown: Yes; D Pallarito: Yes; D Matelski: No. **MOTION CARRIED.** The Plan for SA #2024-1 District No 1 was presented by Parliamentarian Stults, with a discussion on moving forward with the Special Assessment. Randy explained all the requirements of doing that. We will need to adopt the Plan for SA district, allow Dave, Randy & Mary to fill in the costs. This must be completed before September 30th. Ken Jensen stated the board needs to make sure we are remembering what we are taxing people. Denise Pallarito made a motion to approve the Plan for Special Assessment District No 2024-1 and authorize the Clerk, Supervisor and Parliamentarian to calculate the costs of the plan; second by Jeff Bergel. All ayes. **MOTION CARRIED.**

PUBLIC COMMENTS: Al Blackburn thanked Colin for coming to our meeting today and meeting at the cemetery. Al talked about the cemetery expansion and how to become ARPA compliant. Leo Sensenbaugh asked about the process for the ARPA funds. Mary explained the grant since she applied, and about the compliance reporting due in December.

NEW BUSINESS: None

OLD BUSINESS: Mary Brown asked the board to please reconsider the park rental fees and cleaning deposit we recently increased. She feels that it's not right since taxpayers pay for the park now. It is already hard for some people that rent the park to come up with the fee to pay for a kid's birthday party! Our goal was to try to stop the trash issue at the park, adding a cleaning deposit and raising the rental fee may not correct that issue and we do not have any way to police the garbage issue. Someone would have to go to the park right before and right after every rental to know the condition of the park. It was agreed to have the Park Committee give their input and re-visit next month.

Township Board Administration Policy #1-2014. (Postponed from last board meeting). Clerk Brown presented updated policy # 2024-6 so our policies are numbered correctly. There was some discussion on consent agenda being deleted from the policy. Supervisor Matelski would like to have a consent agenda. Clerk Brown likes transparency in giving the reports. There were a few changes in wording on days on board packets. Mary will clean up the policy (It is an MTA policy) and bring it to board members. Denise Pallarito made a motion to approve the Otsego Lake Township Board Administration Policy #2024-6 (replacing #1-2014), second by Jeff Bergel. **Ayes**: J Brown; M Brown, Pallarito & Bergel; **No**: Matelski. **MOTION CARRIED.**

Maintenance Contract: Supervisor requested we move this to the November meeting.

There is a conflict between Mary Brown and Jerry Brown for the November 21st board meeting date, can we move to 14th instead. Denise Pallarito made a motion to change our November Board Meeting date from November 21, 2024, to November 14, 2024, second by Jeff Bergel. All ayes., **MOTION CARRIED**. The clerk reminded the board that she will need to swear the entire board in at the November meeting if the election results are certified.

TRUSTEES REPORT:

Denise Pallarito:

PLANNING COMMISSION: There was no meeting held. Denise has recently attended MTA training, and she would like to see the board work on a strategic plan and a vision for the township. **She won free registration at the next MTA Annual Conference!** Congratulations Denise. The new fence company has started clearing the land.

Jeff Bergel:

PARK & RECREATION COMMITTEE: Jeff gave an update on the Trail Head grant; Christine is calling the DNR tomorrow to see what we can do there with the money we have left. Maybe a restroom, pavilion or some type of storage. There is a new RFP being put out for bids. Jeff has a bid of $250.00 from Legacy Custom Woods to replace the sign at Jensen walking trail, the existing sign is in bad shape as it is old. Jerry Brown made a motion to allow the Park Committee to order the sign for $250.00, second by Mary Brown. All ayes. **MOTION CARRIED.**

County Commissioner Jason Clement: Absent

Meeting adjourn meeting at 8:30 p.m.

Respectfully submitted,

Mary Brown

Mary Brown, Clerk

Minutes approved at Board Meeting September 19, 2024