APPROVED MEETING MINUTES

April 16, 2026

The Otsego Lake Township meeting was called to order with the Pledge of Allegiance at 7PM by Supervisor Matelski. There were 19 guests.

Also present: Fire Chief Tony Rooker; Deputy Supervisor Randy Stults.
Roll call: Board Members Present: D Matelski; M Brown; D Pallarito; J Brown

Board Members Absent: J Bergel

Conflicts of Interest: None

Additions to Agenda: Assistant Assessor and MTA class on Elections

Approval of Agenda: Denise Pallarito made a motion to approve the agenda with additions, second by Jerry Brown. **MOTION CARRIED** by unanimous vote.

Brief Public Comment on agenda items: None

Heart Lake SA: Petition review: Dave Matelski and Randy Stults have been working on the petitions for Heart Lake SA and feel-good moving forward with SA. Mary Brown made a motion for the Otsego Lake Twp Board to move forward with a Special Assessment District for Heart Lake waterfront parcel for aquatic vegetation surveys, treatment and control along with administrative expenses directly related to the assessment district including Otsego Lake Township expenses for implementation of the proposed Special Assessment District recovered from the annual funding of the Special Assessment District returned from the Special Assessment District to the General Fund no later then June first each year; second by Denise Pallarito. Directed by Supervisor Matelski with help from Deputy Supervisor Stults. **MOTION CARRIED** by unanimous vote.

County Commissioner: Jason Clement: Absent

Supervisor's Report: Supervisor gave update on parking signs on Old 27 near the State Park, should be up by Memorial weekend. Gave an update on Opal Lake Road project and the changes the Road Commission is making for township contributions. Pheasant Run and Old State Rd are on the Road Commissions schedule for 2027. We need to have Wade Trim update the survey markers on trail head before the fence is installed. Denise Pallarito made a motion to allow up to $1,000.00 for the updated survey; second by Mary Brown. **MOTION CARRIED** by unanimous vote.

Parks Ordinance #2026-1: Ordinance was presented for approval at the recommendation of our township attorney. Mary Brown made a motion to approve Parks Ordinance #2026-1; second by Jerry Brown. **MOTION CARRIED** by unanimous vote.

Uline Quote: Some of the picnic tables at the park are rotting and need replacement. Quote for replacing seven 8' tables; two ADA 8' picnic tables; two 8' metal benches for downtown and shipping total is

$12,157.40. Denise Pallarito made a motion to purchase all tables and benches as presented, but we must destroy old tables; second by Jerry Brown. **MOTION CARRIED** by unanimous vote.

Alpine Carpet Quote: Mary Brown presented quotes to replace the flooring in the kitchen, in front of vault, both bathrooms and both entrances. Two options, one is for the commercial grade flooring with a 15-year warranty, one is for noncommercial flooring with no warranty. Commercial flooring total is $12,795.00, including removal of all old flooring. Noncommercial total is $10,630.00. There was discussion about a bid policy, Clerk could not locate the policy but knows there was one in place years ago. It was decided to hold off until bid policy is done, present in May.

Minutes: Presented by Mary Brown for March 19, 2026 Regular Meeting Minutes. A motion was made by Jerry Brown to approve the regular meeting minutes; second by Denise Pallarito. **MOTION CARRIED** by unanimous vote.

Clerk's Report: Presented by Mary Brown**:** Township Bills for the period March 20, 2026 to April 16, 2026; with a total of $69,521.72. Motion made by Denise Pallarito to pay the township bills with a total as presented; seconded by Jerry Brown. **MOTION CARRIED** by unanimous vote.
Clerk Brown requested approval to allow her and Pat Kaiser to go to an MTA Elections class on June 17th at Tree Tops for a total of $200.00. Denise Pallarito made a motion allowing Mary and Pat to attend the MTA class; second by Jerry Brown. **MOTION CARRIED** by unanimous vote.

Assistant Assessor: The current contract requires insurance that is expensive for a part-time person. The Assessor and Clerk have talked to the township attorney, and we could make the assistant assessor position an employee of the township, to work under the direction of the Assessor paying an hourly rate. Denise Pallarito made a motion to create the Assistant Assessor position as an employee to be overseen by the Assessor, second by Jerry Brown. **MOTION CARRIED** by unanimous vote.

Treasurer's Report presented by Jerry Brown**.** Motion made by Denise Pallarito to accept the Treasurer's report for March 31, 2026; second by Mary Brown. **MOTION CARRIED** by unanimous vote. Jerry asked to go to the MMTA class in Midland for a total of $735.00. Denise Pallarito made a motion allowing the Treasurer to go to the MMTA class for up to $800.00; second by Mary Brown. **MOTION CARRIED** by unanimous vote. Nicolet Bank reps were at the township hall recently and presented a Treasury Management Review to include Positive Pay to secure our accounts. The total cost for the General, Fire and Tax accounts is $50.00 per month. Mary Brown made a motion to allow the Treasurer to have Positive Pay on the three accounts, second by Denise Pallarito. **MOTION CARRIED** by unanimous vote.

Correspondence: None

FIRE & EMS REPORT: The Fire Chief gave his report: A total of 23 calls, 9 missed calls. Training will be on VFIS at Station 2 for driving certifications and vehicle extrication. Chief presented quote from Station 8 on purchasing their 2018 Zodiac Pro 550 with Yamaha 90hp engine rescue boat, including the trailer in the amount of $45,000.00. Denise Pallarito made a motion to replace current rescue boat and purchase the 2018 Zodiac rescue boat for $45,000.00; second by Jerry Brown. **MOTION CARRIED** by unanimous

vote. Denise Pallarito made a motion to give authorization to the Supervisor to sell the current rescue boat, using those proceeds towards new boat; second by Mary Brown. **MOTION CARRIED** by unanimous vote. Chief would like approval of preventative maintenance service on trucks which includes an oil change, fuel and air filters. Denise Pallarito made a motion allowing the Fire Chief to approve up to $1,200.00 on repairs found needed during the preventative maintenance; second by Jerry Brown. **MOTION CARRIED** by unanimous vote.

Board Approval of new FD Members: Chief has two new members for board approval, Alyssa Leslie wants to join EMS and Maxx O'Rourke wants to join as a firefighter. Denise Palalrito made a motion to approve both members to the fire department; second by Mary Brown. **MOTION CARRIED** by unanimous vote.

TRUSTEES REPORT:

Denise Pallarito/Planning Commission:

The Master Plan Draft is out for the 63-day review period for stake holders; we will have Public Hearing at the June 4th Planning Committee meeting. Resolution #2026-5 was presented by Trustee Pallarito opposing State House Bills 5529-5532 and State House Bills 5581-5585. Densie Pallarito made a motion to adopt the resolution as presented; second by Mary Brown. **MOTION CARRIED** by unanimous vote.

Jeff Bergel: Absent

Iron Belle Trail Update: Christine was excused; no bid received yet to approve. The $5,000.00 grant that Mary got for the lighting from Par Plan will be lost as project won't be completed by May 6th as required.

Old Business: None

New Business: None

Public Comment on non-agenda items were heard.

Board Comments: Supervisor Matelski read announcement from Michigan Association of Municipal Clerks that was sent to him about Clerk Mary Brown completing her third year Institute earning her MiPMC accreditation.

Meeting adjourn meeting at 8:08 p.m.

Respectfully submitted,

Mary Brown, Clerk

Approved at Board Meeting May 21, 2026