OTSEGO LAKE TOWNSHIP BOARD

APPROVED MEETING MINUTES

February 15, 2024

The Otsego Lake Township meeting was called to order with the Pledge of Allegiance at 7PM by Supervisor Matelski. There were 4 guests.

Also present: Assessor Bobbi Balazovic and Fire Chief Jeff Schermerhorn.

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

Board Members Absent: None

Conflicts of Interest: None

Additions to Agenda: Contractual Agreement with Theresa Witulski, Assistant Assessor

Employment Contract: Assessor Bobbi Balazovic. An employment agreement between the Township and Assessor Balazovic was presented for a period of three years, 4-1-2024 through 3-31-2027. Jerry Brown made a motion to approve the contract as presented, second by Denise Pallarito. All ayes. **MOTION CARRIED**.

Assessor Balazovic: Bobbi gave update on upcoming assessing audit and the requirements to have in place to comply. She updated the required change to our resolution and created necessary polices.

Resolution #2024-1 Poverty Exemption Income Guidelines and Asset Tests presented with added income levels. A motion was made by Denise Pallarito to adopt the resolution as presented; second by Jeff Bergel. **ROLLCALL VOTE**: Bergel: Yes; J Brown: Yes; Pallarito: Yes; Matelski: Yes; M Brown: Yes. **Resolution #2024-1 declared adopted by the clerk.**

Policy #2024-2 Personal Property Canvass and Records Maintenance was presented by Assessor Balazovic. A motion was made by Mary Brown to approve policy as presented; second by Jerry Brown. All ayes. **MOTION CARRIED**.

Policy #2024-3 Exempt Property Determination (includes application for exemption) was presented by Assessor Bobbi Balazovic. A motion was made by Denise Pallarito to approve the policy as presented; second by Mary Brown. All ayes. **MOTION CARRIED**.

Policy #2024-4 Assessor Contact Information & Policy Regarding Access to Assessment Records was presented by Assessor Bobbi Balazovic. A motion was made by Denise Pallarito to approve policy as presented; second by Jeff Bergel. All ayes. **MOTION CARRIED**.

Assessor Bobbi Balazovic presented a Contractual Agreement for Assessing Services between Otsego Lake Township and Theresa Witulski, Assistant Assessor. Teri has been doing a very good job and the people she interacts with like her. Teri meets the requirements for this position and Bobbi would like to have the board review a contract from April 1, 2024 through March 31, 2025. A motion was made by Jerry Brown to approve the contractual agreement as presented; second by Mary Brown. All ayes. **MOTION CARRIED**.

PUBLIC HEARING FOR Fiscal Year 2024/2025 Township Budget opened at 7:19 p.m. Mr. Blackburn commented on the upcoming expense of the new fire truck, the chassis should be completed soon. With no other public comments, the Public Hearing was closed at 7:20 p.m.

APPROVED

BY: Board DATE: 3-21-24

Supervisor's Report: Dave received quotes to replace the generator at the fire hall. Wolverine Power is $7133.64, Standard Electric is sending a quote but will be less then $4500.00 per phone call. The Kelly Street property will be going on tax sale mid-July, it is not owned by MDOT. It will be getting cleaned up and then it will be on the tax roll.

Road Commission Contract for Bob White Way. The price for Bob White will still be the total of $302,000.00, the Township will be responsible for $137,500.00, this is the same price that was quoted last year. A motion was made by Mary Brown to approve the contract as presented; second by Jeff Bergel. All ayes. **MOTION CARRIED.**

Meeting Minutes presented by Mary Brown for January 18, 2024, regular meeting minutes and special meeting minutes from January 17, 202 & February 8, 2024. A motion was made by Denise Pallarito to accept meeting minutes as presented for January 18th: second by Jeff Bergel. All ayes. **MOTION CARRIED**. A motion was made by Mary Brown to accept the Election Commission Special Meeting minutes from 01/17th and 02/08 as presented; second by Jerry Brown. All ayes. **MOTION CARRIED.**

Clerk's Report: Presented by Mary Brown: Township Bills for the period January 19, 2024, to February 15, 2024, with a total amount of $62,463.62. Motion made by Jerry Brown to pay the township bills in the amount of $62,463.62; with total of $32,511.49 from the General Fund; $13,261.72 for the Fire Fund and $16,690.41 for Trash Fund, seconded by Denise Pallarito. All ayes: **MOTION CARRIED**.
There is an additional bill that needs to be paid next week with a total of $354.50 from Wolverine Power for looking at the generator at the fire hall; motion made by Jerry Brown to pay bill, second by Mary Brown. All ayes. **MOTION CARRIED**. Mary gave an update on the Early Voting that starts Saturday.

SANE Contract: SANE (Straights Area Narcotics Enforcement) Service Agreement for April 1, 2024 through March 31, 2025 was presented with a $500.00 annual contribution. A motion was made by Mary Brown to approve the agreement with SANE; second by Denise Pallarito. All ayes. **MOTION CARRIED.**

Treasurer's Report presented by Jerry Brown. Motion made by Denise Pallarito to accept the Treasurer's report for January 31, 2024, second by Jeff Bergel. All ayes: **MOTION CARRIED**

FIRE & EMS REPORT: **28** Calls, 20 EMS, 7 Fire, 1 Missed Calls. The Fire Chief gave his report. Chief Schermerhorn gave an update on the new fire truck, the chassis will be done soon, probably in April (order date was 08-20-2023) The completed truck completion date will be by April 3, 2025, but most likely sooner than that. The Chief had put a request in to the DNR for a new brush truck and it was approved. The choices were all older than what the current truck is, so the offer was declined. Our fire department will go back to the bottom of the list. Chief Schermerhorn would like to have a policy in place for new member requirements for classes that the fire department pays for with a time requirement to stay on the department or pay back the class. Jeff & Mary will work on the policy.

Generator for fire hall: A motion was made by Denise Pallarito to allow the Chief to choose a new generator (14K style generator) not to exceed $7,000.00 total so he can get it replaced; second by Mary Brown. All ayes. **MOTION CARRIED.**

CONSTABLE REPORT: Mike Coutant was absent. No report

NEW BUSINESS: None

OLD BUSINESS: Cemetery expansion quote we received from Bisballe Forest Products to expand the cemetery; the total is $49,500.00. This project was previously discussed by the board and ARPA Funds for $60,000.00 was designated for this project. The quote does not include the parking lot, we must decide what materials to use for this. A motion was made by Denise Pallarito to approve the contract be approved as presented; second by Jeff Bergel. Mary Brown requested the board have input on this project and have JR Kozlowski be asked to provide input as he knows what equipment is used for cemetery when digging for burials. All ayes. **MOTION CARRIED**.

Maintenance Contract: Supervisor is asking to extend the current maintenance contract with Northern Property Care until July 1st to allow time to put together RFP for bids. A Motion was made by Jerry Brown to extend the current contract until July 1st, 2024; second by Jeff Bergel. Mary Brown asked Jeff Schermerhorn if this was acceptable to him, he said yes. All ayes. **MOTIONCARRIED**.

TRUSTEE REPORT:

Denise Pallarito: Denise sits on the Short-Term Rental Committee where they are having discussions on STR and noise ordinance.
PLANNING COMMISSION: No meeting

Jeff Bergel:
PARK & RECREATION COMMITTEE: No meeting. Christine is submitting for reimbursement under the DNR Grant.

PUBLIC COMMENT: None

Meeting adjourn meeting at 8:07 p.m.

Respectfully submitted,

Mary Brown

Mary Brown, Clerk

Minutes approved at board meeting March 21, 2024