OTSEGO LAKE TOWNSHIP BOARD

APPROVED MEETING MINUTES

August 21, 2025

The Otsego Lake Township meeting was called to order with the Pledge of Allegiance at 7PM by Supervisor Matelski. There were 10 guests.

Also present: Fire Chief Jeff Schermerhorn, Deputy Supervisor Randy Stults
Roll call: Board Members Present: D Matelski; J Bergel; M Brown; D Pallarito; J Brown

Board Members Absent:

Conflicts of Interest: None

Additions to Agenda: Security cameras & internet; rocks around twp. hall bid; Par Plan resolution

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

Brief Public Comment on agenda items: None

County Commissioner: Jason Clement: Absent

Thunder Over Waters Festival: Use of Township property and fireworks permit. Mike Houghland asked permission to hold activities on the property across from hall; Mary Brown made a motion to allow the use of Township property for the Thunder Over Waters Festival; second by Denise Pallarito. **MOTION CARRIED** by unanimous vote. Fireworks permit signed by Supervisor as fire department got a call out during meeting.

DALMAC Riders: Overnight parking at Jensen Trail parking lot and porta potty at trail head. Mary Brown made a motion to allow the DALMAC riders to park overnight at the Leonard Jensen pavilion and place a portable toilet at the trail head for riders; second by Denise Pallarito. **MOTION CARRIED** by unanimous vote

Supervisor's Report: Supervisor Matelski said splash pad circuit board is still bad, trying to get a rebuilt board that will cost up to $1,400.00; the breaker for the vault toilet had to be fixed; The gravity rail has been taken down at the park. The Township would like to thank **Duane Courtwright from Northern Tank** for his time in helping to remove the rails, he spent over an hour and half to pull out the large cement pad in order to remove the gravity rail. He donated his time and equipment (loader) to complete the job, and it is **MUCH APPRECIATED, thank you Duane!**

Fence Quote for Iron Belle Trail and fence at the park: Only one bid was received, from Apple Constructions. The quote for the **trail head** is $7,420.00. This is for 6' vinyl privacy fence and 25' of 4' black chain link. Christine Boyak-Wohlfeil will **submit to the DNR for approval**. The quote for the park is for 4' high chain-link fence, about 520', at same location as the split rail. It will include 3 ungated

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openings and removal of old fence and debris clean up. Jerry Brown made a motion to approve the quote of $11,200.00 for the fence replacement at the park; second by Mary Brown. **MOTION CARRIED** by unanimous vote. Denise Pallarito made a motion to pay the required ½ down to start the project, second by Jeff Bergel. **MOTION CARRIED** by unanimous vote. Denise Pallarito made a motion to allow Otsego County Park to take any fence rails that they can use at the county park, Chief Schermerhorn will remove the fence and haul away by August 28th.

BBQs at Park: The bottom of two BBQ's is rotting and needs to be replaced. Currently the cleaning people are cleaning out the ashes monthly. Denise Pallarito made a motion to buy two new BBQs for the park and install them, not to exceed $500.00: second by Jeff Bergel. **MOTION CARRIED** by unanimous vote.

Parking Ordinance: Supervisor Matelski provided information about discussions with Paul Slough and issues that are caused by the parking along 27 near the state park. Paul drafted the ordinance for no parking on 27 near the state park, once adopted we can then have no parking signs put up and law enforcement then will be able to enforce the ordinance. Jerry Brown made a motion to adopt Otsego Lake State Park No Parking Ordinance #2025-2; second by Denise Pallarito.
Roll call vote: Matelski: Yes; J Brown: Yes; Pallarito: Yes; M Brown: Yes; Bergel: Yes. **Ordinance was declared adopted with an effective date of September 28, 2025**, after publishing in the Weekly Choice on August 28th.

Bid on rocks at Township Hall: The rocks all the way around the hall needs to be replenished and the edging needs to be replaced, it is cracking. We received a quote for $3,920.00 from Johnston's Landscaping. Mary Brown made a motion to approve adding rocks and replacing edging around township hall and paying invoice of $3920.00; second by Jerry Brown. **MOTION CARRIED** by unanimous vote.

Maintenance at Parks: Supervisor Matelski has been doing maintenance and repairs for the township. A price sheet was provided for the board for consideration. Denise Pallarito made a motion to give additional duties to the Supervisor that includes the repairs and maintenance for the township per the fee structure presented; second by Mary Brown. **MOTION CARRIED** by unanimous vote. Denise Pallarito made a motion to make retroactive to July 1, 2025 allowing the payment to Dave Matelski for work done; second by Mary Brown. **MOTION CARRIED** by unanimous vote.

Meeting Minutes: Presented by Mary Brown for July 14, 2025 regular meeting minutes and Special Meeting minutes for August 4th. A motion was made by Jerry Brown to approve all the meeting minutes as presented; second by Jeff Bergel. **MOTION CARRIED** by unanimous vote.

Clerk's Report: Presented by Mary Brown: Township Bills for the period July 15, 2025, to August 21, 2025; with a total of $96,405.54. Motion made by Denise Pallarito to pay the township bills with a total as presented; seconded by Jerry Brown. **MOTION CARRIED** by unanimous vote. Additional bills were received after report done as follows: Chester Township, $136.50; Scientific $91.55; Quill $79.47; Teri Witulski $800.00. Mary Brown made a motion to pay additional bills as presented; second by Jerry

Brown. **MOTION CARRIED** by unanimous vote. Mary Brown made a motion to pay Wakeley Painting $1960.00 when signs are done next week; second by Jerry Brown. **MOTION CARRIED** by unanimous vote. Jerry Brown made a motion to pay Apple Construction the balance of $4,600.00 for the cemetery fence when completed; second by Jeff Bergel. **MOTION CARRIED** by unanimous vote. Once the fire hall north garage doors are painted correctly, Denise Pallarito made a motion to pay $2,150.00; second by Mary Brown. **MOTION CARRIED** by unanimous vote. There will be a November 4th election for schools. I will not be using an absent voter counting board. Mandatory election equipment maintenance on August 27th at Gaylord City Hall.

MTA Training: Emerging Issues? No one is interested. Retreats? Clerk: Pat & Mary; Treasurer: Joan & Jerry; Trustees: Denise. Mary Brown made a motion to allow interested board members to attend retreats in Frankenmuth; second by Jerry Brown. **MOTION CARRIED** by unanimous vote. Mary requested that she attend MAMC Masters class in December in Mt. Pleasant, which is a requirement for Clerk's accreditation. Jerry Brown made a motion to allow the clerk to attend master's class for approximately $1,051.00 for class and lodging; second by Denise Pallarito. **MOTION CARRIED** by unanimous vote.

FEMA: Mary had a phone meeting on August 13th and will have a 9:00 a.m. FEMA meeting tomorrow morning if any board member would like to attend at the township hall. We will be starting the application process for the Ice Storm reimbursement. Mary gave update from the Officer's Association meeting last Tuesday; summer tax collection fee is being looked at by Treasurer's.

Resolution #2025-9 Support of Township Participating in Par Plan Grant Application: Grant was read by the clerk, is required to apply for Risk Reduction Grant. Mary Brown made a motion to adopt resolution as read; second by Denise Pallarito; **Roll call vote**: M Brown: Yes; Matelski: Yes; Pallarito: Yes; Bergel: Yes; J Brown: Yes. **Resolution declared adopted**.

NEMCOG: Our current agreement includes a recreation plan for $7,000.00 and a cemetery plan for $3,000.00. Doug Baum recently requested the township board decide if we want NEMCOG to do these plans. If not, they would like a letter from us stating to withdraw them. Mary Brown made a motion to send the letter withdrawing rec and cemetery; second by Jerry Brown. **MOTION CARRIED** by unanimous vote. Supervisor Matelski will sign the letter.

Treasurer's Report presented by Jerry Brown. Motion made by Denise Pallarito to accept the Treasurer's report for July 31, 2025; second by Jeff Bergel. **MOTION CARRIED** by unanimous vote.

Security Cameras and Internet at the Park: Jerry received a quote from Cutting Edge for cameras for $5,229.89. He talked to Spectrum, and it would cost $7,743.95 to get internet to the park. Jerry will call Great Lakes about Tru Stream. Mary Brown made a motion to delay voting; second by Jeff Bergel. **MOTION CARRIED** by unanimous vote.

Correspondence: Grant award letter for $5,000.00 for Ice Storm; MTA thank you letter for our membership; VFW thank you letter for our contribution in placing flags at the cemetery for our veterans.

FIRE & EMS REPORT: The Fire Chief left for a call. Clerk read his report: A total of 38 calls, with 5 missed calls. The fire department association will be serving lunch on August 31st 11am to 2 pm at the fire hall during Thunder Over Waters. Mary Brown made a motion to allow the firefighters to have the lunch fund raiser; second by Jeff Bergel. **MOTION CARRIED** by unanimous vote. 506 in service date is delayed until end of August. Boat standby was on August 9th for Triathlon; Meet a Hero Day is on August 24th at Grace Baptist Church 2-4 pm. All hose and ladders passed the annual testing.

Board Approval of new FD Members: No new members

TRUSTEES REPORT:

Denise Pallarito:

Trustee Pallarito reminded everyone that the Economic Alliance is hosting the coffee hour on September 5th. A gentleman contacted Denise about electric charging stations.

Planning Commission:

Denise said Melissa has left NEMCOG, Heather is now handling our master plan.

Jeff Bergel:

Trustee Bergel said the trees near entrance to nature trail need to have a branch trimmed on south side. Jeff will get quotes for signs for tree identification.

Iron Belle Trail Update: Christine Boyak-Wohlfeil gave update. No bids were received for the trail head. DNR did respond with bidding requirements. Quinn is going to reach out to contractors to see if any are interested in bidding. Christine submitted the progress report to DNR and requested another extension.

Old Business: Clerk Brown mentioned the cell phone use for our township banking requirements; $25.00 stipend to clerk/treasurer; township cell phones for $93.00 plus fees or have someone do the payroll for over 200.00 per month. Denise Pallarito made a motion to allow the clerk and treasurer to research best option to purchase 2 township cell phones at a reasonable rate: second by Jerry Brown. **MOTION CARRIED** by unanimous vote.

New Business: None

Public Comment on non-agenda items: Randy S commented about the parking lot being full last planning meeting night from the ice cream store. Hard to have parking for planning members. The board will monitor.

Board Comments: None

Meeting adjourn meeting at 8:57 p.m.

Respectfully submitted,

Mary Brown, Clerk

Approved at Board Meeting on September 18, 2025