VILLAGE OF OTTER LAKE

REGULAR COUNCIL MEETING

HELD ON MONDAY JANUARY 9, 2023

Meeting called to order at 7:00 p.m.

Pledge of allegiance to the flag.

Roll Call: Present: M. Valley, D. Thomason, D. Dorr, T. Gill

 Absent: None

Guests: K. Kremsreiter, E. Plivelich, L. Easterwood

Motion made by Valley supported by Thomason to accept the minutes as printed for December 5, 2022. - carried

Motion made by Valley supported by Thomason to accept payment of the bills presented – General Fund vouchers #14433 thru 14469, Major Street vouchers #1136 thru 1138 and Local Street vouchers 1126 thru 1128. - carried

PUBLIC COMMENT:

Historical Society Treasurer Elsie Plivelich requested to hang some framed historical photographs, from their collection, in the community hall. Council agreed as long as the photographs are hung in a professional manner and without damaging the wall surfaces.

Cool Committee member Kay Kremsreiter gave an update on WinterFest 2023 to be held on February 18, 2023. She also gave a brief overview of their proposed plans for the 4th of July celebration.

CLERK / TREASURER REPORT:

MAFA member Mechelle Valley gave an update on improvements made to the Otter Lake fire hall.

OLD BUSINESS:

Blight removal at 5630 Genesee Street has not started yet.

Chairman Dorr indicated he was not heard back from either company regarding controlling weeds in the lake but will follow up with them.

Appointment of MAFA board member – Tabled

Council ask Clerk Gill to draft a Purchasing Policy for they review.

NEW BUSINESS:

Lisa Easterwood, project manager with Fleis & Vandenbrink, gave a presentation of the DNR’s SPARK grant program, a zero match grant program for small cities and villages parks and recreation. Motion made by Thomason supported by Gill to retain Fleis & Vandenbrink to develop a master plan for the village campground / park for a fee of $7,500.00. – carried. Council to reconsider applying for a grant after the first round of these grants are awarded to better understand the selection process and chances of receiving a grant.

Motion made by Thomason supported by Gill to adopt resolution for Goose Nest & Egg Destruction permit. – carried

Clerk Gill indicated the village had not received any additional interest from village residents in the open trustee seat. Motion made by Valley supported by Thomason to appoint Ana Lerma to fill the remaining two year term of Jennifer Ritch. - carried

Clerk Gill informed the council that the village may be required to provide full time employees with 40 hours of paid sick leave, pending outcome of current legal appeals.

Council set a Public Hearing for the 2023 – 2024 Fiscal Year Budget for 7:15 p.m. on Monday, February 6, 2023 council meeting.

Motion made by Gill supported by Valley to reallocate the $20.00 collected for the sewer debt retirement bond to the O&M account starting with the April 2023 (second quarter) sewer billings. - carried

Motion made by Valley supported by Thomason to accept the financial reports as presented. – carried

Motion made by Gill supported by Valley to adjourn at 9:17 p.m. – carried

VILLAGE OF OTTER LAKE

REGULAR COUNCIL MEETING

HELD ON MONDAY FEBRUARY 6, 2023

Meeting called to order at 7:00 p.m.

Pledge of allegiance to the flag.

Roll Call: Present: M. Valley, D. Thomason, A. Lerma, D. Dorr, T. Gill

 Absent: None

Guests: N. Dorner, P. Kurly

Motion made by Valley supported by Thomason to accept the minutes as printed for January 9, 2023. - carried

Motion made by Valley supported by Thomason to accept payment of the bills presented – General Fund vouchers #14470 thru 14498, Major Street vouchers #1139 thru 1142 and Local Street vouchers 1129 thru 1132. - carried

Motion made by Lerma supported by Valley to accept the financial reports as presented. – carried

PUBLIC COMMENT:

Pete Kurly, Director of Lapeer County Veteran Affairs, gave a brief presentation to the council regarding his role as director. Mr. Kurly also indicated that he has purchased the former VFW Hall building.

PUBLIC HEARING: Proposed Fiscal Year 2023 – 2024 Budgets

Public Hearing opened at 7:15 p.m. No comments were received from the public member in attendance. Review of the proposed budgets was made by the council. Motion made by Lerma supported by Thomason to close the public hearing at 7:25 p.m. and reopen the regular council meeting. - carried

CLERK / TREASURER REPORT:

Clerk Gill provided council members with the following informational correspondence:

* Update from Michigan Planners on Sick Pay legislation.
* Upcoming meeting of the Tri-Village Chamber of Commerce

OLD BUSINESS:

Blight removal at 5630 Genesee Street has yet start. A neighbor to this property has requested a start date from the Village.

Chairman Dorr presented two proposals for lake weed control. One proposal was for spraying and the other proposal was for harvesting of the weeds. Motion made by Valley supported by Thomason to accepted proposal of Aquatic Nuisance Plant Control, Inc. for two treatments of the lake and one treatment of the canal for a total of $5,672.00 plus $400.00 permit fee. – carried. Chairman Dorr will request a revised proposal from the other firm for harvesting the weeds in the canal and along the seawall near the beach.

Appointment of MAFA board member – Tabled

Winter Fest Event Permit – Tabled no COOL committee members present.

Purchasing Policy – Tabled for review by the council members

NEW BUSINESS:

Motion made by Lerma supported by Thomason to approve the proposed budgets for Fiscal Year 2023 – 2024 as presented. – carried

Set Millage Rate based on Head-Lee Roll Back – Tabled for more information

Motion made by Gill supported by Valley to authorize the signing of warrants. - carried

Motion made by Gill supported by Valley to authorize the spread of Special Assessments onto the tax roll. – carried

Motion made by Lerma supported by Thomason to approve the proposed 2023 – 2024 regular Council Meeting dates with changing July’s meeting from the 3rd to the 10th. – carried

Gill presented the Planning Commission’s proposed changes to the Village’s Zoning Ordinance. A Public Hearing was held by the Planning Commission on February 1, 2023, and received no comments. Motion made by Valley supported by Lerma to adopt the proposed Zoning Ordinance changes as presented. – carried

Nate Dorner asked if the Village would consider implementing a 401 Retirement Plan for village employees. Clerk Gill will review the options available.

Employee Handbook review. Discussion was had regarding Section 4.3 Part Time, Full Time or Temporary Status. Clerk Gill with revise to clarify each status.

Wage Adjustments – Tabled

Chairman Dorr presented a preliminary Campground / Park Master Plan. More discussion is needed.

Motion made by Lerma supported by Gill to adjourn at 9:53 p.m. – carried

VILLAGE OF OTTER LAKE

REGULAR COUNCIL MEETING

HELD ON MONDAY March 6, 2023

Meeting called to order at 7:00 p.m.

Pledge of allegiance to the flag.

Roll Call: Present: D. Thomason, A. Lerma, D. Dorr, T. Gill

 Absent: M. Valley

Guests: L. Thompson, R. Pett, S. Moore, E. Saborin, K. Kremsreiter

Motion made by Lerma supported by Thomason to accept the minutes as printed for February 6, 2023. - carried

Motion made by Lerma supported by Thomason to accept payment of the bills presented – General Fund vouchers #14499 thru 14530, Major Street voucher #1143 and Local Street voucher 1133. - carried

Motion made by Lerma supported by Thomason to accept the financial reports as presented. – carried

PUBLIC COMMENT:

Luann Thompson, resident of Columbiaville, requested that the council appoint her as the Village’s citizen-at-large representative on the Southern Links Trailway council. Motion made by Thomason supported by Lerma to appoint Luann Thompson as the Village’s citizen-at-large representative to the Southern Links Trailway council. – carried

Sam Moore, Executive Director of Lapeer Development Corporation introduced himself and his services in helping the village with its economic development.

Elizabeth Saborin, representing Otter Lake Nazarene Church, requested the use of the large pavilion in the park each Wednesday evening from 6 p.m. to 7 p.m., beginning May 31 thru the summer to September 6, 2023, to provide family activities for local residents. Motion made by Lerma supported by Thomason to allow the Otter Lake Nazarene Church the use of the large pavilion in the park for the days requested. - carried

Kay Kremsreiter, representative of the C.O.O.L. committee requested the closure of Detroit Street from Forest to Genesee Street and Genesee Street to 10 th Street beginning at 4:00 p.m. Friday, June 30, 2023 to Saturday at 12 a.m. (midnight) July 1, 2023, for Otter Lake Days. Kay also gave a report of the activities planned for Otter Lake Days. Motion made by Thomason supported by Gill to approve the requested street closures, times and dates as presented. - carried

CLERK / TREASURER REPORT:

Clerk Gill questioned the continued yearly payment to the First Responders to for supplies, equipment, etc., now that this group is under the Marathon Area Fire Authority. It was requested that Mechelle Valley discuss this matter with the MAFA at its next meeting.

OLD BUSINESS:

Blight removal at 5630 Genesee Street has not yet started.

Appointment of MAFA board member – Tabled

Purchasing Policy – Motion made by Lerma supported by Thomason to adopt the Purchasing and Procurement Policy as presented. – carried

Employee Handbook – Motion made by Thomason supported by Lerma to adopt the revised description of Full-Time Status, Part-Time Status and Temporary Status (Seasonal Employees) as presented. – carried

Park Master Plan – Will look to set a workshop session the week of March 20, 2023.

NEW BUSINESS:

Approval of Actual Budget 2022-2023: Motion made by Lerma supported by Thomason to make the following adjustments to the Village of Otter Lake Actual Budget for Fiscal Year 2022-2023:

 Accountant: Transfer $333.33 from General Fund

 Attorney: Transfer $1,742.93 from General Fund

 Chamber of Commerce: Transfer $4339.44 from General Fund

 Department of Public Works: Transfer $5,769.00 from Insurance, $1,262.22 from Street Lights

and $20,729.59 from General Fund for a total of $27,760.81

Income Taxes: Transfer $925.61 from General Fund

Park / Campground: Transfer $2,479.75 from General Fund

Sanitation: Transfer $1,539.75 from General Fund

Reducing General Fund Balance to $10,701.79. - carried

403b Retirement Plan: Clerk Gill presented some preliminary findings. It is questionable if a one person plan can be set up, also the management fees for such a plan may be considerable. Gill will discuss it with our accountants and explore other possible options.

Motion made by Lerma supported by Thomason to adjourn at 8:58 p.m. – carried