

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 4<sup>th</sup> 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 3<sup>rd</sup> to the 10<sup>th</sup>. – 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 will 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. Kreamsreiter

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 Thompson 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 6:00 p.m. to 7:00 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 Kreamsreiter, 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 on 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 is requested that Mechelle Valley discuss this matter with the MAFA at its next meeting.

OLD BUSINESS:

Blight removal at 5630 Genesee Street has 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

VILLAGE OF OTTER LAKE  
REGULAR COUNCIL MEETING  
HELD ON MONDAY APRIL 3, 2023

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

Pledge of allegiance to the flag.

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

Absent: D. Thomason

Guests: P. Fransworth, L. Thompson, R. Pett, P. Schenk, R. Schenk, W. Morey

Motion made by Valley supported by Gill to accept the minutes as printed for March 6, 2023. - carried

Motion made by Valley supported by Gill to accept payment of the bills presented – General Fund vouchers #14521 thru 14540, Major Street voucher #1144 and Local Street voucher 1134. - carried

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

PUBLIC COMMENT:

Peggy Fransworth requested that the Loin's Club be allow to sell white canes at the corner of Detroit Street and Genesee Ave sometime during the month of April. She also indicated that she met a group from Genesee County that would volunteer to wash and clean the cemetery headstones. The council did not object to either proposal.

Luann Thompson, SLT Management Council representative, give a presentation on the proposed 2023/2024 Southern Links Trailway budget and indicated that they will be holding a trailway clean up on Saturday, April 15.

Wayne Morey gave an update on his groups' progress in renovating downtown buildings 6405 and 6407. Their grant has been approved and they are in the process of submitting for construction permits.

CLERK / TREASURER REPORT:

Mechelle Valley requested additional information regarding the Village's yearly payment to the First Responders for supplies, equipment, etc.

OLD BUSINESS:

Dave Dorr will contact Keith VanDeKerkhove, blight enforcement officer, to arrange cleanup of the remaining outstanding blight judgements.

Park Master Plan – The date of Wednesday, May 3, at 6:00 p.m. was set for the meeting. This will be in combination with the Planning Commission.

403.b Retirement Plan – The Village's accountants, King & King, has suggested the Village look at other options.

NEW BUSINESS:

Southern Links proposed 2023-2024 Budget: The SLT management council is proposing to increase the yearly allocation received from each municipality by \$1,000.00, bring it to \$5,000.00. Discussion among the council members indicated that the proposed amount puts too large a burden on the smaller communities and that a different way of funding the trailway maintenance needs to be explored. Approval of the proposed budget was tabled.

Motion made by Gill supported by Valley to appoint Tracey Bowman to the Planning Commission. - carried

Motion made by Lerma supported by Valley to adjourn at 7:54 p.m. – carried



VILLAGE OF OTTER LAKE  
REGULAR COUNCIL MEETING  
HELD ON MONDAY MAY 8, 2023  
(Rescheduled for May 1, 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: K. Kreamsreiter, G. Hersted, R. Laethem, D. Stevens, L. Barnard, J. Barnard

Motion made by Lerma supported by Valley to accept the minutes as printed for April 3, 2023. - carried

Motion made by Lerma supported by Thomason to accept payment of the bills presented – General Fund vouchers #14541 thru 14575, Major Street vouchers #1145 thru 1147 and Local Street vouchers 1135 and 1136. - carried

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

PUBLIC COMMENT:

Kay Kreamsreiter, COOL Committee, presented the council with a schedule of events for the July 4<sup>th</sup> weekend, June 30 thru July 2.

Robert Laethem, Cardinal Wishes, requested approval of street closures for their annual Poker Run scheduled for Saturday, June 3, 2023. Motion made by Valley supported by Thomason to approve street closures as requested. – carried

Jeff and Lisa Bernard, asked for clarification on the sounding of the fire siren and the plans for the Turning Point property.

Gary Hersted, Rhythm Rodders Car Club requested street closures for scheduled car shows on Saturday, May 27 and Saturday, September 2, from 1 p.m. to 5 p.m. each day. Motion made by Valley supported by Lerma to approve street closures as requested. - carried

CLERK / TREASURER REPORT:

Clerk Gill indicated that the campground managers have requested the village purchase a riding lawn mower for the park's use. Motion made by Thomason supported by Gill to expend up to \$3,000.00 for the purchase of a riding lawn mower. – carried

Genesee County CDBG Program – Tabled for more information

OLD BUSINESS:

Dave Dorr has arranged for blight removal to begin at 5630 Genesee Street. Other properties with judgements to follow.

Appointment of MAFA board member – Tabled

Clerk Gill indicated that the Village's current defined benefit plan with MERS' was never officially closed with MERS. Motion made by Lerma supported by Valley to cease enrolling new employees in the MERS' defined benefit program, effectively freezing its participation in MERS. – Yeas: Valley, Thomason, Lerma, Gill and Dorr Nays: None

Clerk Gill presented a proposal for a 401(a) retirement account plan administered by MERS. Council members requested time to review information and will consider at next month's meeting.

Southern Links proposed 2023-2024 Budget – Tabled for more information from the Village's SLTMC representative.

NEW BUSINESS:

Village will host the June 2023 meeting of Small Cities and Villages on Wednesday, June 7, beginning at 6:00 p.m. Box lunch will be provided by Bear Deli.

Clerk Gill presented Blue Care Network's health insurance renewal proposal. The Village's current plan will increase \$2,960.64 for 2023-2024. Gill suggested that the Village change its current BCN HMO Gold \$1,500 plan to a BCN HMO Gold \$2,000 plan and reduce the employee's cost sharing from 20% down to 15%. Motion made by Lerma supported by Thomason accepted the Clerks proposed change of plan and employee sharing percentage. – carried.

DDA meeting was set for Monday, May 22, 2023, beginning at 6:00 p.m.

COOL Committee's event request for Cardboard Boat Regatta, August 12, 2023 – Tabled for more information.

Lakeville High School Graduation Parade route thru the Village on Tuesday, May 23, 2023, approved by consent.

Motion made by Lerma supported by Thomason to adjourn at 8:29 p.m. – carried

VILLAGE OF OTTER LAKE  
REGULAR COUNCIL MEETING  
HELD ON MONDAY JUNE 5, 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: K. Kremsreiter, L. Petherbridge, L. Thompson, R. Pett, C. Murphy, B. Woodworth, R. Robinson, A. Robinson

Motion made by Lerma supported by Thomason to accept the minutes as printed for May 8, 2023. - carried

Motion made by Lerma supported by Thomason to accept payment of the bills presented – General Fund vouchers #14576 thru 14601, Major Street vouchers #1148 thru 1150 and Local Street vouchers 1137 and 1138. - carried

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

PUBLIC COMMENT:

Kay Kremsreiter, COOL Committee representative, presented the council with a final schedule of events for the July 4<sup>th</sup> weekend, June 30 thru July 2.

Brian Woodworth asked if the culvert under Washburn Road had been cleaned out yet. Will get with DPW to have it done.

Cliff Murphy presented the COOL Committee's event request for the Cardboard Boat Regatta, August 12, 2023, scheduled from 8:00 a.m. to 4:00 p.m., at the park's swimming beach. Motion made by Thomason supported by Lerma to approve the event as presented. – carried

Rob and Andrea Robinson, 12282 Powderhorn Trail, indicated that they had been denied access to the park even though they own property within the village. Their names will be added to the park's list.

CLERK / TREASURER REPORT:

Genesee County CDBG Program: Motion made by Thomason supported by Lerma to remain out of the Genesee County CDBG Program for fiscal years 2024-2026. – carried

OLD BUSINESS:

Appointment of MAFA board member – Tabled

401(a) Retirement Account Plan: Motion made by Lerma supported by Thomason to proceed with setting up a 401(a) Retirement Account Plan to be administered by MERS. - carried

Southern Links proposed 2023-2024 Budget: By consentient the village will contribute \$4,000.00 in lieu of the \$5,000.00 requested by Southern Links Trailway Council.

NEW BUSINESS:

Head-Lee Roll Back: Motion made by Lerma supported by Thomason to set the millage rate at the highest level allowed under the Head-Lee Roll Back Act. - carried

Auditor's Proposed Contract: Motion made by Lerma supported by Thomason to approve King & King CPAs LLC contract for audit services for the next three (3) fiscal years 2024, 2025 and 2026. – carried

Planning Commission Appointee: Motion made by Lerma supported by Thomason to reappoint Wayne Morey to the Planning Commission for a three (3) year term ending in March 2026. – carried

Park / Campground: By consentient the following will be enforced in the village park and campground:

- Residents must accompany guests into the park/beach area for guests to be admitted free of charge. Without the resident present, guests will be charged.
- Resident childcare personnel will be admitted free of charge when bringing resident's children to the park.
- Renters of Airbnb and similar properties will be charged for park admission.
- Storage of additional RV units (motorhomes, trailers, fifth wheels, etc) will not be allowed in the campground during the camping season.

Motion made by Lerma supported by Thomason to adjourn at 8:48 p.m. – carried

VILLAGE OF OTTER LAKE  
SPECIAL COUNCIL MEETING  
HELD ON WEDNESDAY JULY 5, 2023

Meeting called to order at 6:00 p.m.

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

Absent: None

Guests: T. Salvador, V. Salvador

PUBLIC COMMENT:

Regarding the assistant campground managers, Tom and Victoria Salvador, quitting on Tuesday, May 30:

Victoria Salvador said:

- They are the perfect campers.
- They were not happy with the campground managers from the first meeting held with them in early April.
- Managers do not watch boat launch and fishing dock.
- Were told campers could not talk to assistant managers.

Tom Salvador said:

- That he personally removed a camper last year.
- Past assistant managers quit mid-year and were not asked to leave the campground.
- All equipment in the campground storage room belongs to Tom.

Motion made by Valley supported by Lerma to close the council meeting and go into closed session to discuss correspondence from the Village's attorney, dated July 3, 2023. Valley – yes, Lerma – yes, Thomason – yes, Dorr – yes, Gill – yes Nays: None

Motion made by Lerma supported by Valley to exit closed session and reopen council meeting. Lerma – yes, Thomason – yes, Valley – yes, Dorr – yes, Gill – yes Nays: None

Motion made by Valley supported by Lerma to ???

Motion made by Lerma supported by Valley to adjourn at 7:03 p.m. – carried

VILLAGE OF OTTER LAKE  
REGULAR COUNCIL MEETING  
HELD ON MONDAY JULY 10, 2023

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

Pledge of allegiance to the flag.

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

Absent: D. Thomason

Guests: K. Kreamsreiter, B. Woodworth, C. Murphy

Motion made by Lerma supported by Valley to accept the minutes as printed for June 5, 2023. - carried

Motion made by Lerma supported by Valley to accept payment of the bills presented – General Fund vouchers #14602 thru 14637, Major Street voucher #1151 and Local Street vouchers 1139 and 1140. - carried

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

PUBLIC COMMENT:

Kay Kreamsreiter, COOL Committee representative, indicated that they are looking at having another foam party in the park on Labor Day weekend and a fall soup “supper” event. She is also looking to arrange a meeting of all parties involved in the Otter Lake Days yearly event to iron out some issues that arose with this year’s event.

Brian Woodworth indicated that the residents on the private roadway paralleling Washburn Road are meeting to rename their road.

CLERK / TREASURER REPORT:

Genesee County Regional Trails will be holding meeting on Friday, July 21, for the purpose of updating the county’s non-motorized trail plan. Meeting is open to all.

Clerk Gill indicated that approximately 25% of sewer O&M bills sent in 2022-2023 were delinquent and put on the property tax rolls. Discussion suggested that the village investigate the possibility of accepting credit cards and/or automatic bank payments as a way to encourage timely payment of bills.

Residents have asked to purchase the bicentennial flags on display in the downtown area. It was suggested that the flags be made able to anyone making a \$200 donation to the fireworks fund.

OLD BUSINESS:

Appointment of MAFA board member – Tabled

401(a) Retirement Account Plan: Clerk Gill is meeting with a representative from MERS on Tuesday, July 11, to begin setting up the plan.

NEW BUSINESS:

Motion made by Valley supported by Lerma to approve the proposed Downtown Development Authority Budget for fiscal year 2023-2024 as presented. - carried

Motion made by Valley supported by Lerma to approve spending up to \$20,000.00 on building a masonry unit retaining wall along the south property line of the cemetery abutting Otter Lake Road. – carried

Motion made by Lerma supported by Valley to accept DWR Cement & Construction’s proposal for the replacement of approximately 1650 square feet of existing concrete sidewalks throughout the village for a total project cost of \$12,000.00. – carried.

Discussion was had on purchasing a used utility trailer for the DPW. Motion was tabled to investigate the purchase of a utility trailer with a dump box.

Campground Issues:

Clerk Gill indicated that several complaints have been received regarding large amounts of weeds in the deep areas of the swimming area. As a second weed spraying is scheduled for Thursday, July 14, it was decided to wait a couple of weeks to see if this kills the weeds.

By unanimous support, the council agreed that any RV unit that is sold while in the campground must be removed from its site, once the sale is finalized. Park Committee will develop a policy on how the vacated site will be rented - i.e., to other current campground renters looking for a different site, etc.

Motion made by Lerma supported by Valley to set the RV winter storage rate at \$250.00 per unit for 2023-2024 and raise it to \$300.00 per unit for 2024-2025.

Pine Street: Clerk Gill distributed an article explaining Michigan statute (MCL 324.30111b) adopted in 2012 regarding unlawful uses of public road ends on bodies of water. Article will be sent on to the Village’s attorney for his comments.

Motion made by Lerma supported by Valley to adjourn at 9:02 p.m. – carried

VILLAGE OF OTTER LAKE  
REGULAR COUNCIL MEETING  
HELD ON MONDAY AUGUST 7, 2023

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

Pledge of allegiance to the flag.

Roll Call: Present: M. Valley, A. Lerma, D. Thomason, D. Dorr, T. Gill  
Absent: None

Guests: State Rep P. Green, K. Kremsreiter, B. Woodworth, C. Murphy, L. Thompson, R. Pett

Motion made by Lerma supported by Valley to accept the minutes as printed for July 10, 2023. - carried

Motion made by Lerma supported by Valley to accept payment of the bills presented – General Fund vouchers #14638 thru 14675, Major Street vouchers #1152 and 1153 and Local Street vouchers 1141 and 1143. - carried

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

PUBLIC COMMENT:

State Representative Phil Green introduced himself and gave a summary of items his office is working on.

Brian Woodworth requested a motion from the council supporting renaming the drive paralleling Washburn Road. Motion made by Gill supported by Lerma to support renaming the private drive currenting referred to as Washburn Road to Washburn Lane. – carried.

Kay Kremsreiter, COOL Committee representative, presented the council with a check in the amount of \$500.00 to help defer the cost of spraying the lake for weeds.

Luann Thompson, SLT Management Council representative, gave an update on items the management council is working on.

CLERK / TREASURER REPORT:

Mechelle Valley gave an update on MAFA activities. She indicated that a new contract providing fire services to Oregon Township has been signed.

Clerk Gill presented the council with copies of the following correspondence:

- LakeVille Community Schools "Back to School Kick Off" event scheduled for August 21, 2023.
- Michigan Municipal League Annual Meeting Notice scheduled for October 18-20, 2023, in Traverse City.

Clerk Gill indicated that a village resident has complained about a tree blocking vision of oncoming traffic at the northeast corner of Washburn Road and Lake Road. According to the survey from the



sewer installation project the tree is within the road right-of-way. Dave Dorr will discuss the possibility of removing the tree with the property owner.

OLD BUSINESS:

Appointment of MAFA board member – Tabled

Clerk Gill requested the council hold a workshop meeting on Wednesday, August 23, beginning at 6:00 p.m., to review and discuss an outline draft of a 401(a) Retirement Plan for the village employees. A representative from MERS will be present.

Discussion was had on short term vacation rental properties that are operating within the village without approved Special Use permits. It was suggested that the village investigate adopting an ordinance regulating them and requiring an operating permit. Clerk Gill will check other municipalities' ordinances and discuss the matter with the Village's attorney.

NEW BUSINESS:

Clerk Gill presented an updated zoning permit fee schedule. Motion made by Valley supported by Lerma to approve the proposed zoning permit fee schedule as presented. - carried

Clerk Gill presented correspondence from the Genesee County Metropolitan Planning Commission requesting the Village adopt a resolution approving a proposed amendment to the Genesee County Solid Waste Management Plan. (See attached resolution). Motion made by Lerma supported by Thomason to approve requested amendment as presented. – carried

Motion made by Lerma supported by Valley to adjourn at 8:23 p.m. – carried

## Resolution

A resolution by the Village Council of the Village of Otter Lake approving the amendment to the Genesee County Solid Waste Management Plan Amendment.

**WHEREAS**, the plan was prepared pursuant to the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, Part 115, Solid Waste Management, and its Administrative Rules by the Solid Waste Management Planning Committee and the staff of the Genesee County Metropolitan Planning Commission; and

**WHEREAS**, the proposed amendment to the Genesee County Solid Waste Management Plan has been approved by the Solid Waste Management Planning Committee and the Genesee County Board of Commissioners; and

**WHEREAS**, the members of the Board have had an opportunity to review the Plan amendment and have determined the proposed Plan amendment is acceptable; and

**NOW, THEREFORE, BE IT RESOLVED**, by this Board of the Village of Otter Lake of the County of Genesee, Michigan, that the proposed Amendment to the Genesee County Solid Waste Management Plan is an acceptable amendment to the current Plan; and is hereby approved.

**PASSED AND APPROVED** this seventh day of August, 2023 by the Village Council of the Village of Otter Lake, Michigan.

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

VILLAGE OF OTTER LAKE  
COUNCIL WORKSHOP MEETING  
HELD ON WEDNESDAY AUGUST 23, 2023

Meeting called to order at 6:00 p.m.

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

Absent: M. Valley, D. Thomason

Guests: C. Wolter - MERS

WORKSHOP ITEMS:

Colleen Wolter, MERS Employer Relations Representative, presented and answered questions regarding the proposed 401(a) employee retirement program.

Motion made by Lerma supported by Gill to adjourn at 7:09 p.m. – carried

VILLAGE OF OTTER LAKE  
REGULAR COUNCIL MEETING  
HELD ON MONDAY SEPTEMBER 11, 2023

Meeting called to order at 7:02 p.m.

Pledge of allegiance to the flag.

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

Absent: D. Dorr

Guests: B. Woodworth, C. Smith

Motion made by Lerma supported by Thomason to accept the minutes as printed for August 7, 2023. - carried

Motion made by Lerma supported by Thomason to accept the workshop meeting minutes as printed for August 23, 2023. - carried

Motion made by Thomason supported by Lerma to accept payment of the bills presented – General Fund vouchers #14676 thru 14711, Major Street vouchers #1154 thru 1156 and Local Street vouchers 1144 thru 1146. - carried

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

PUBLIC COMMENT:

Chuck Smith requested use of the Village Hall on Friday, October 27 and Saturday, October 28, from 6:00 p.m. to 10:00 p.m. for the annual hayrides he provides free of charge to local residents. Motion made by Lerma supported by Thomason to allow Mr. Smith use of the hall on the requested dates. – carried.

CLERK / TREASURER REPORT:

Mechelle Valley will contact the fire department again regarding the removal of their stage from the tennis courts. If they fail to remove it by the end of the week, the Clerk shall send them a bill for storage.

Blight report for July 2023 was presented to council members.

Clerk Gill presented the council with a mid-year to actual budget report. All accounts are on target for mid-year and no corrective action is needed at this time.

OLD BUSINESS:

Appointment of MAFA board member – Tabled

Clerk Gill presented a draft Short-term Vacation Rental Ordinance for the councils' review. Ordinance has been sent to the village's attorney for his review and comments.

NEW BUSINESS:

Clerk Gill indicated that an informal survey was taken of the seasonal campers to see if they supported opening the campground on May 1<sup>st</sup> next year in lieu of April 15<sup>th</sup>. Most campers preferred continuing opening on April 15<sup>th</sup>.

Sewer Special Assessment Payment – Tabled

Motion made by Lerma supported by Thomason to approve the DPW's request to purchase new tires for the DPW pickup truck. - carried

Motion made by Lerma supported by Valley to adjourn at 7:53 p.m. – carried

VILLAGE OF OTTER LAKE  
REGULAR COUNCIL MEETING  
HELD ON MONDAY OCTOBER 2, 2023

Meeting called to order at 7:02 p.m.

Pledge of allegiance to the flag.

Roll Call: Present: M. Valley, A. Lerma, D. Dorr, T. Gill  
Absent: D. Thomason  
Guests: G. Husted, W. Morey, T. Bowman, N. Dorner

Motion made by Valley supported by Lerma to accept the minutes as printed for September 11, 2023. - carried

Motion made by Valley supported by Lerma to accept payment of the bills presented – General Fund vouchers #14712 thru 14736 and Major Street voucher #1157. - carried

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

PUBLIC COMMENT:

Gary Husted, with Rhythm Rodders Car Club, presented the Village with a check for \$800.00 for the fireworks fund. Gary also indicated that the club will be having a buck pole this November.

Wayne Morey gave a brief update on the renovation of their downtown buildings.

CLERK / TREASURER REPORT:

Blight report for August 2023 was presented to council members.

Clerk Gill presented the council with MML Risk Management Report. MML requested that the Village consider adopting it's Distracted Driving Policy. Motion made by Lerma supported by Valley to adopted MML's proposed Distracted Driving Policy. – carried

Clerk Gill indicated that Ron Walko has requested that the Village reconsider his request to vacate a proportion of Pine Street ROW. Council agreed to consider his request and for him to start the process.

OLD BUSINESS:

Appointment of MAFA board member – Tabled

Discussion was had on Robert Jones' property regarding the ongoing blight issue. Clerk Gill will set up a meeting with the Village attorney to discuss the Village's options.

401(a) Retirement Plan: The following resolutions were adopted.

- Motion made by Lerma supported by Valley to approve resolution adopting the MERS Defined Contribution Plan. – carried
- Motion made by Lerma supported by Valley to approve resolution Establishing Authorized Signatories for MERS Contracts and Service Credit Purchase Approvals. – carried

Revised draft Short-term Vacation Rental Ordinance from the attorney has reviewed. It was the consensus of the council that a maximum number of rental units be included in the ordinance. Clerk Gill will revise. A public hearing on the proposed ordinance was set for 5:30 p.m. on Monday, November 6<sup>th</sup>.

NEW BUSINESS:

Sewer Special Assessment Payment – Motion made by Valley supported by Lerma not to make any payments on this outstanding debt until additional information is provided by the Village’s accountants.  
- carried

Halloween Trick or Treating hours were set from 6:00 p.m. to 8:00 p.m. on Tuesday, October 31<sup>st</sup>.

Council agreed that all portable step structures to RV units must be removed from site when the campground is closed for the season.

Motion made by Lerma supported by Gill to adjourn at 8:13 p.m. – carried

VILLAGE OF OTTER LAKE  
SPECIAL COUNCIL MEETING – PUBLIC HEARING  
HELD ON MONDAY NOVEMBER 6, 2023

Meeting called to order at 5:30 p.m.

Roll Call: Present: M. Valley, A. Lerma, T. Gill  
Absent: D. Thomason, D. Dorr  
Guests: W. Morey

PUBLIC HEARING – PROPOSED SHORT-TERM VACATION RENTAL ORDINANCE:

The public present had no comments on the proposed ordinance.

No written comments were received by mail or email.

Motion made by Lerma supported by Gill to adjourn at 5:45 p.m. – carried



VILLAGE OF OTTER LAKE  
REGULAR COUNCIL MEETING  
HELD ON MONDAY NOVEMBER 6, 2023

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

Pledge of allegiance to the flag.

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

Absent: D. Thomason

Guests: K. Kreamsreiter, L. Thompson, R. Prett, B. Smith, C. Smith

Motion made by Lerma supported by Valley to accept the minutes as printed for October 2, 2023. - carried

Motion made by Lerma supported by Valley to accept payment of the bills presented – General Fund vouchers #14737 thru 14764, Major Street vouchers #1158 and 1159, and Local Street vouchers #1147 thru 1149. - carried

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

PUBLIC COMMENT:

Kay Kreamsreiter, C.O.O.L. Committee requested the closure of Detroit Street, beginning at Benson, and Genesee Street to 10<sup>th</sup> Street on Saturday, December 2 from approximately 4:00 p.m. to 6:00 p.m. for the Christmas in the Village Lighted Parade. Motion made by Lerma supported by Valley to approve the requested Street Closures.

Luann Thompson give a brief update on the Southern Links Trailway council.

Brenda and Chuck Smith, Otter Lake Villagers, will be raffling a turkey dinner for village residents. They will also be having a Day with Santa on Saturday, December 16<sup>th</sup> between the hours of 1:00 p.m. and 5:00 p.m. at the Village Community Center.

CLERK / TREASURER REPORT:

Blight report for September 2023 was presented to council members.

OLD BUSINESS:

Appointment of MAFA board member – Tabled

Discussion was had on Robert Jones' property regarding the ongoing blight issue. Clerk Gill will set up a meeting with the Village attorney to discuss the Village's options.

Short-term Vacation Rental Ordinance: Motion made by Valley supported by Lerma to adopt the ordinance as presented. – carried

Penalties for Violation of Zoning Ordinance: Motion made by Lerma supported by Valley to adopt the ordinance as presented. - carried

NEW BUSINESS:

Sewer Special Assessment Payment: Motion made by Valley supported by Lerma to dedicate \$5.00 of the additional 20 dollars per year currently deposited in the O&M account to be deposited in the Debt Retirement account. - carried

Motion made by Lerma supported by Valley to adjourn at 8:01 p.m. – carried

VILLAGE OF OTTER LAKE  
REGULAR COUNCIL MEETING  
HELD ON MONDAY DECEMBER 4, 2023

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

Pledge of allegiance to the flag.

Roll Call: Present: M. Valley, A. Lerma, D. Thomason, D. Dorr, T. Gill  
Absent: None  
Guests: N. Dorner

Motion made by Lerma supported by Valley to accept the minutes as printed for the Public Hearing held on November 6, 2023. - carried

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

Motion made by Valley supported by Thomason to accept payment of the bills presented – General Fund vouchers #14765 thru 14789, Major Street vouchers #1160 and 1161, and Local Street vouchers #1150 thru 1153. - carried

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

PUBLIC COMMENT:

No comments.

CLERK / TREASURER REPORT:

Blight report for October 2023 was presented to council members.

OLD BUSINESS:

Appointment of MAFA board member – Tabled

Discussion was had on 6453 Eleventh Street and 5644 Forest Ave regarding the ongoing blight issue.

NEW BUSINESS:

Otter Lake Villagers' request to use the community hall for an event on December 9, 2023, was approved by consent.

The amount of the yearly operation fee for short-term rental properties was discussed, including what would be included, i.e., beach access, boat launch, etc. Council members wanted time to investigate what other communities charge. Tabled until January.

Motion made by Lerma supported by Gill to give N. Dorner a \$350.00 holiday bonus. – carried

Motion made by Valley supported by Lerma to pay Rhonda Laur \$1,750.00 expense reimbursement for the Village's flower beds.

Motion made by Lerma supported by Gill to adjourn at 8:10 p.m. – carried