

GLEN ARBOR TOWNSHIP

P.O. Box 276 Glen Arbor, MI 49636

231-334-3539 ~~~ FAX 231-334-6370

Peter Van Nort, Supervisor

Bonnie Quick, Clerk

Terry J Gretzema, Treasurer

Don Lewis, Trustee

John Pepler, Trustee

Regular Board Meeting

April 18, 2017 Minutes

(Meeting Electronically Recorded)

Township Supervisor, Peter Van Nort, called the meeting to order at 7:30 PM in the Glen Arbor Town Hall meeting room. All members were present. The Pledge of Allegiance was recited.

The agenda was presented. The agenda was accepted as amended. **Motion to approve the agenda as amended by Pepler. Support by Gretzema. Motion carried.**

Minutes of the Regular Meeting of 3/14/17 were presented. **Motion to approve the Minutes of 3/14/17 by Gretzema. Support by Pepler. Motion carried.**

Minutes of the Special Board Meeting of April 5, 2017 were presented. **Motion to approve the Minutes of 4/5/17 by Pepler. Support by Lewis. Motion carried.**

Public Comment

John Popa – Leelanau County Road Commission – The Road Commission is trying to meet with each Township. Mr. Popa gave a presentation of revenues and expenses of the Road Commission for tax payer awareness. He also gave an overview of the projects that the Road Commission is working on for 2017. The M-22 project starting at Thorsen Road to M-204 is being handled totally by the State of Michigan. The County Road Commission won't be involved in the project.

Kelly Ciolek – indicated she supports the millage for the Park renovation.

Rob Karner – update on the funding for the Park project – received a \$5,000 grant from the Rotary Charity; the Glen Lake Association has donated \$5,000 also.

Treasurer's Report

Cash on hand as of 3/31/2017 is \$2,997,497.15. Gretzema stated this is a point in time when the cash on hand is very high. The majority of the cash is already spoken for.

Gretzema also stated that next month he is going to add an additional account. The sweep account is reflected in the main checking account balance. He will add an additional account to isolate the sweep account balance so it does not all show in the checking account. The Township has chosen to secure the funds by either sweep accounts or by collateralization the tax fund. In next year's budget there needs to be money budgeted for collateralization of the tax fund. There is a 1% administration fee charged to the tax payers which will cover the cost. Treasurer Gretzema just renewed a couple CDs at 1.35% which is very good at this point. They are 2 year CDs. That is with First National Bank. Each CD is \$100,000.00 each.

General Fund: Expenses: \$24,745.48. Payroll: \$14,232.80. **Motion to approve and pay General Fund expenses and payroll by Gretzema. Support by Pepler. All approved and the motion carried.**

Emergency Services: Expenses: \$44,677.77. Payroll: \$114,495.73. **Motion to approve and pay Emergency Services expenses and payroll by Van Nort. Support by Pepler. All approved and motion carried.** Chief Dodson requested that the department's PayPal account be shut down.

Emergency Services Advisory Commission Report presented by Roy Pentilla. Emergency Services met to review the bills and payroll. There was a grievance which was resolved. April 19th there will be a tornado drill at the Leelanau Schools.

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Fire Chief Operations – The CERT team will be part of the tornado drill. That is the Benzie County CERT team. There are a few members in the Glen Arbor area who would like to participate locally. They would like to create a Leelanau CERT team.

The new county radios are being installed in the department vehicles.

Promotional exams and interviews have taken place. There will be a meeting with the ESAC committee on the 25th to finalize the promotional process.

The negotiated hold-over process has been suspended temporarily while stabilizing our staffing. The Union is satisfied with that.

A new Firefighter started on the 21st. There are postings for new hires also. The Department will be looking for part-time people to start assisting us in the summer.

This is the last year for the incentive program. One person successfully completed the program last year. There were no applicants this year.

Motion to pay \$4,900.00 for the career incentive applicant who completed the program last year by Van Nort. Support by Gretzema. Motion carried.

Zoning Administrator Report – submitted in writing

Monthly Assessors Report – submitted in writing

Correspondence

The Leelanau Conservancy – Conservation Easement Land Owner Newsletter
Planning & Zoning News, Michigan Township Focus
Northwest Michigan Invasive Species Network

Unfinished Business

M-22 Clean-up – there is a subcommittee working on this. There is a fire break being put in from M-22 to Forest Haven. There were no additional funds from the National Park to do any additional work on M-22. The Township had allocated \$10,000.00 to do additional clean-up along M-22. The NPS had gotten a quote to do additional clean up along M-22 for \$14,000.00. The Township can probably come up with additional funds to move forward. Treasurer Gretzema will be contacting the contractor that is putting in the fire break. The contractor would be able to continue the work, right up to Sunset Road. It is a gateway into town and it should be a big improvement.

Heritage Trail Feasibility Contract – The Township has received a contract from Prein & Newhof. This is just a feasibility study at this time, for the extension of the heritage trail through Glen Arbor. The contract came in at \$5,300 and the Township had set aside \$10,000.00 so the money is there. **Motion to approve the contract with Prein & Newhof for the feasibility study for the Heritage Trail by Gretzema. Support by Peppler. Motion carried.** Trustee Peppler will inform the planning committee that the contract has been received and approved.

New Business

Request from the Glen Arbor Park Commission for ballot proposal in August – Rick Schanhals, park commission member stated the park commission had started plans for a park renovation over 6 years ago. In the last 2 years the park commission has gone out for 4 grants. One grant was \$220,000.00, in 2015 and that was denied. The next grant that was applied for was \$20,000.00 from the Northwest Michigan Health Department. This grant was for walking and hiking trails, and the park commission received

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that grant. They also went for a grant to help with the playground and other improvements for \$100,000.00. That grant was denied. The grant was through the Michigan Economic Development Council. That was denied because Glen Arbor did not have 20 continuous commercial businesses. The park commission has recently applied for a passport grant through the state for \$75,000.00. This is a matching grant. The park commission will find out by the end of the year if it is awarded to them or not.

The park commission has been working hard on finding money for the renovations. In the fall, the park commission started working with key fundraisers in the area. These fundraisers are burnt out with fund-raising. They raised funds for the trail, for the public bathrooms and the art association.

The park commission decided that other choice was a millage to support renovating our park. The fundraisers said they would be happy to support a millage. As a result, the park commission would like to put on the ballot for August 2017, a quarter mill for 6 years. That will generate \$108,000.00, a year, it will give the park commission \$648,000.00 overall to renovate the park. The park commission, through engineers has estimated that they will need \$650,000.00 for the renovation. If all the monies are not used, it is recommend that the money be put into a fund to replenish items as they wear out, or if need be give it back to the taxpayers. The park commission would recommend the millage and then bond the money so they can receive it all at one time.

Ron Calsbeek stated the concern with the capital campaign is that the major donors in the area are not necessarily park users. The users of the park are primarily younger families with children. Also the capital campaign would require a hired staff as it would require many more people than the infrastructure of the park commission currently has. As a result of these factors it makes the millage more attractive.

Also the park is not ADA compliant. The equipment needs to be upgraded.

There is a timeline to get the information to county in order to get the millage on the ballot.

Motion to put the request on the August 2017 ballot the referendum for park improvements by Lewis. Support by Pepler. Motion carried. 5-0

Request from Hemphill for septic system responsibility – This is a DEQ requirement to have a back-stop. The Hemphill Trust had asked the Township to do that.

Andy Purvis from Gordy Fraser, this will be a multi-2 site condominium development. This site is at Northwood Drive and Lake Street. The community drain field will be for 3 single family residential lots proposed on the lake front and turning it into a site condominium. The DEQ requires for a non-municipality project for the developer to formally ask the municipality or township to take responsibility of the system and operate it. This is more advantageous for communities that have a Department of Public Works. If the township does not take responsibility, there is another means for the developer to move forward on the DEQ flow chart, involving and escrow account for an ongoing 5 year period.

The Township is declining to take that responsibility. The DEQ will require a formal letter from the Township was presented with this opportunity and the Township declined.

Garden Entrance – The Township received approval from the county to put up a post and sign and approval to white line an area in front of the entrance at the park. We will lose a parking spot but it will give visibility to the garden access. Treasurer Gretzema will order the sign for the Garden entrance.

Hazardous waste collection – The county and American Waste is going to have 4 collections this year, May, July, August and October. The Township is going to repeat what was done last year. A one day pick up at your driveway collection of items you want to get rid of which are not allowed on a normal basis. The Township pick-up is on May 27th, 2017.

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Rehmann year end audit – The audit is scheduled for June 6th, 2017.

Spring clean public restrooms – The Township has received a quote from Linda Turner for \$275.00. **Motion to approve the quote from Linda Turner for the spring clean of the public bathrooms by Van Nort. Support by Pepler. Motion carried.**

Rob Karner – request for flat screen wall mounted TV monitor in the meeting room. This allows for meeting presenters to utilize the TV for images, documents and agendas as a few examples. **Motion to purchase a flat screen TV for use in meetings by Van Nort. Support Pepler. Motion carried.**

Planning Commission Report – John Pepler presented the Planning Commission Report. There were 3 items the planning commission discussed. 1. The Hemphill project - this was discussed at a special meeting. 2. The 8 additional units of the Hemphill project which will not be on the water. 3. Heritage Trail – the proposed alternate route.

The next Planning Commission meeting will start at 7:00 PM versus the normal 7:30 PM starting time. The meeting will be a work session for the master plan. The meeting is the first Thursday of the month.

Treasurer Gretzema asked if there is anything in the master plan addressing marijuana dispensaries. Trustee Pepler said that the State would be handing the requirements. The Township is allowed to decide what is allowed in the Township.

Public Comments

Chief Dodson had a question on the Hemphill gate decision. The residents of the community will make that decision.

Board Member Comments

None

Supervisory Comments

None

Meeting recessed by call of the chair at 8:59 PM

Election Commission meeting called to order at 8:59 PM

Appointment of election workers Dotti Thompson, Catherine Martin, Judith Jacobs, Sally Oswald, and Carlin Neiss.

Receiving Board – Sally Oswald and Carlin Neiss

Motion to approve the selected election workers and receiving board by Van Nort. Support Gretzema. Motion carried.

Meeting adjourned at 9:01 PM

Respectfully submitted,

Lori Nash
Deputy Clerk