

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 Peppler, Trustee

Regular Board Meeting

February 21, 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 board 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 modified by Peppler, second by Gretzema, all approved and the motion carried.** Minutes from the January 17, 2017 regular board meeting were presented. **Motion to approve the regular board minutes by Gretzema, second by Peppler, all approved and the motion carried.** The minutes of the closed session of January 17, 2017 were presented. **Motion to approve the closed session meeting of January 17, 2017 by Peppler, second by Lewis, all approved and the motion carried.** Minutes of a special meeting of January 10, 2017 were presented. **Motion to approve the minutes of the special meeting of January 10, 2017 by Peppler, second by Lewis, all approved and the motion carried.** The minutes of the closed session of January 10, 2017 were presented. **Motion to approve the minutes of the closed session of January 10, 2017 by Gretzema, second by Peppler, all approved and the motion carried.**

Public Comment – None

Wage and Salary Committee Report presented by Ronnie Hazelton. For the 2017 calendar year the committee recommends that each elected position of Glen Arbor Township receive a 2% increase. They have examined COLA and CPI data, as well as, the inflation rate and the overall health and welfare of Glen Arbor Township. **Motion to increase the Supervisor's salary by 2% on April 1, 2017 by Peppler, second by Gretzema, roll call vote and all approved, Van Nort abstained. Motion carried. Motion to increase the Treasurer's salary by 2% on April 1, 2017 by Van Nort, second by Peppler, roll call vote and all approved, Gretzema abstained. Motion carried. Motion to increase the Clerk's salary by 2% on April 1, 2017 by Gretzema, second by Van Nort, roll call vote and all approved, Quick abstained. Motion carried. Motion to increase the Trustee's salary by 2% on April 1, 2017 by Quick, second by Van Nort, roll call vote and all approved, Peppler and Lewis abstained.**

Treasurer's Report presented by Terry Gretzema. 01/31/17 cash on hand: \$4,121,106.97. Gretzema noted that of the money approximately \$850,000.00 under the 703 account, tax collection funds, which does not belong to the Township. The consolidated report of cash is given, however that amount will be distributed shortly, in fact it already has been. One other comment for those who are not aware, the Township does have a foundation for the Glen Arbor Garden. The foundation is independent of this Board and is actually governed by 3 people. The Treasurer does sit on the board, but as an independent as opposed to a Township official. The function of the Glen Arbor Garden board is distribution of the earnings that the Glen Arbor Garden gets from this endowment every year. It is roughly around \$2,000. The money goes into directly supporting the expenses of the Glen Arbor Garden. The report states that the Glen Arbor Garden has a balance in the fund of \$48,823.26. If you are familiar with the Community Foundation in Traverse City, we cannot touch that money. It is forever in this endowment but we do get spin offs every year. It is based on a percentage that the foundation comes up with, but it is about that same amount of money. It is a distribution.

General Fund: Expenses: \$70,636.95. Payroll: \$12,306.83. **Motion to approve General Fund expenses and payroll by Gretzema, second by Peppler. All approved and the motion carried.**

Emergency Services: Expenses: \$50,228.83. Payroll: \$79,557.19. **Motion to approve and pay Emergency Services expenses and payroll by Gretzema, support by Quick. All approved and motion carried.**

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Emergency Services Advisory Commission Report presented by Roy Pentilla. Emergency Services met to review the bills and payroll. The meeting was chaired by Bill Witle. It was announced at the meeting, that there was going to be a tour of Station 2. That meeting was conducted on February 15, 2017. The trustees of Empire were there. ESAC has two new board members of which one showed up; the other member was out of town. Chief John Dodson has more to report.

Fire Chief Operations Report presented by Chief Dodson. Budget adjustments have been made to every line that they could, with the exception of legal fees. However at the conclusion of the year when ESAC meets to reconcile the accounts he feels there will be some monies left. However, he is still finding some corrections so he will be coming back to this board with some last minute adjustments. The Auditor has been told that GA does not have a line item budget, we have an activity budget. The Auditor reports it as an activity budget in one section, but he also calls out line items that we are over in. So if we transfer the legal dollars in then our activity will not go over. When reconciliation is done in September after the audit is back, most of that money that is transferred in from the fund balance should come back.

Emergency Services received a Grand Traverse Band of Ottawa and Chippewa Indians grant which also needs to be adjusted in the budget. Currently that is shown on a separate side of the budget.

Cardiac monitors have also come in. That will be a large capital expense that has been planned for. That will be an expense that we will have shortly after the beginning of April. The expense is in the neighborhood of \$155,000.00. Lastly, we will need a \$12,000 transfer from the joint capital fund before the end of the year, to cover expenses for a capital item exceeding the amount of contribution this year. The joint contribution was \$195,000.00 this year and there is a need for \$12,000.00 more to cover the expenses of the capital.

Motion to accept the \$9,988.55 grant from the Grand Traverse Band of Ottawa and Chippewa Indians by Van Nort, second by Pepler, all approved and the motion passed.

Motion to accept the proposed budget adjustments as proposed by Chief Dodson by Van Nort, second by Gretzema, all approved and the motion passed.

Motion to move \$12,000 from the Joint Capital account to the capital budget by Van Nort, second by Gretzema, all approved and motion carried.

Offers of employment will be given to 2 applications for the position of Firefighter/EMT. They will start March 6, 2017.

Zoning Administrators Report – Submitted in writing

Monthly Assessors Report – Submitted in writing

Correspondence

- Letter from William Vogel – Glen Arbor Township web site
- Status of Marijuana Legislation – for informational purposes only
- Leelanau County Road Commission letter to Dennis Becker, Glen Lake Association
- M-DEQ – Don Lewis/Crystal River Corporation – violation notice
- Planning & Zoning News, Michigan Township Focus
- Beckett & Raeder – Northern Michigan

Unfinished Business

Conflict of Interest – The township board must declare if there is any conflict of interest with any vendors utilized by Glen Arbor Township or Emergency Services.

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Cherry Republic MCLL Documentation – the Township approved this in June 2016. Since then it has gone back and forth between the lawyers and Tim Cypher, the Zoning Administrator. A site plan review was required. A site plan review was conducted and approved. Now it has come back before the Township Board for approval by the Liquor Control Commission resolution.

Motion to approve the resolution for a new micro brewer license, and new outdoor service area, re-define licensed premises for Cherry Republic, Inc., 6026 South Lake Street, Glen Arbor, MI 49636. Motion by Pepler, second by Lewis, all approved by roll call. Motion carried.

New Business

- Street signs for State Street – Terry Gretzema. No parking signs for buses, RV, and boat trailers over on State Street will be posted. The buses, RV, and boat trailers park perpendicular and take up all the parking spaces. It was brought to our attention that the Township needs a TCO, traffic control ordinance. The Township had done this in 2012. A copy of the Traffic Control Order needs to be sent to the County Clerk, so it is on record in the event any ticketing is done.
- Humidifier – Terry Gretzema. The Township building just got a dehumidifier and now we are proposing to put in a humidifier. We are getting shocks in the building in the winter. The quote to get a humidifier to attach to the furnace is \$685.00 installed. **Motion to have a humidifier installed by Gretzema, second by Quick. All approved and the motion carried.**
- BATA would like to come to the April 18th meeting and give a presentation regarding the vote on May 2, 2017.
- The budget process is being worked. A draft will be prepared and a work session will be scheduled for the board. After we finalize the budget there will be 2 public meetings and then the budget is approved after the annual meeting. The workshop meeting is scheduled for March 6, 2017 at 1:00 PM. The 2 public hearings will be March 14th and March 18th.
- Request for grants through the Grand Traverse Band of Ottawa and Chippewa Indians totaled 2.588 million dollars. They gave out \$884,900.00 in grants. 56 applicants received grants.

Planning Commission Report presented by John Pepler. The master plan is being worked on. There is going to be a development on Northwood Drive. There are 2 pieces to the plan at Northwood Drive and Lake Street. 11 units are going to be developed. There will be 3 units on the water, and 8 units on Northwood Drive. It will go from the current 11 cottages to 3 single family residences on the water. It is going from a business to residential. To accomplish this they had to change the zoning to resort zoning. These are site condos. There are 2 associations, one for the lake front condos and one association for the remaining condos.

Public Comment – None

Board Member Comments – Don Lewis shared the Board of Appeals hearing of 2/14/2017. It was a unanimous vote to support the position that our Zoning Administrator had taken.

Supervisor Comments – Supervisor Van Nort participated in a training conference. It was for the Board of Review.

Meeting adjourned by call of the chair at 8:58

Respectfully submitted,

Lori Nash
Deputy Clerk