

**GLEN ARBOR TOWNSHIP**  
P.O. Box 276 Glen Arbor, MI 49636  
231-334-8539 FAX 231-334-6370

Peter Van Nort, Supervisor

John Pepler, Trustee

Bonnie Quick, Clerk

Don Lewis, Trustee

Terry J Gretzema, Treasurer

**Regular Board Meeting**

April 17, 2018 Minutes

Meeting was recorded

Roll Call was called at 7:30 PM by Supervisor Van Nort in the Glen Arbor Town Hall meeting room. All Board members were present. The Pledge of Allegiance was recited.

The Regular Board meeting was called to order at 7:30 PM

The agenda was presented with additions and modification and accepted. **Motion to approve the agenda by Van Nort. Support by Pepler. Motion carried.**

Minutes from the 03/21/18 regular board meeting were presented. The minutes of the Closed Session of 3/21/18 were presented. The minutes for the 03/24/2018 Special meeting were presented. **Motion to approve the minutes of the Regular Board meeting by Gretzema. Support by Lewis. Motion carried. Motion to approve the Closed Session meeting by Van Nort. Support by Lewis. Motion carried. Motion to approve the minutes of the Special Meeting by Quick. Support by Gretzema. Motion carried.**

**Public Comment** – Bill Meserve – Glen Lake Association has a permit from the Park Service to use a trail cam to record every canoe, kayak, etc. that goes down the Crystal River. The Association is going to tie the use of water craft with the water health. They are planning to monitor the water quality for 5 years.

John Popa – Leelanau County Road Commission – Mr. Popa gave an overview of the Leelanau County Road Commission revenues and expenditures. He also went over some major road repairs that were conducted in the 2017 budget year.

**Treasurer's Report**

Cash on hand as of 3/31/2018 is \$3,079,921.23. The Park Construction Fund is #432,798.86. The Park Band Fund is \$101,757.93.

The Treasurer asked permission of the Board to add Lori Nash as a signature on the Honor Payroll account. This gives her the ability to transfer funds for payroll. The bank requires the blessing of the board in the minutes to recognize that authorization. **Motion to approve the authorization by Pepler. Support by Lewis. Motion carried.**

The Treasurer is continuing to research higher income investment opportunities. He will have a full report by the next board meeting. The Treasurer anticipates having \$500,000.00 to \$600,000.00 to transfer to higher income accounts.

General Fund: Expenses: \$15,681.51. Payroll: \$11,364.67. **Motion to approve and pay General Fund expenses and payroll by Lewis. Support by Gretzema. Motion carried.**

Emergency Services: Expenses \$107,227.28. Payroll: \$113,432.84. **Motion to approve and pay the Emergency Services expenses and payroll by Van Nort. Support by Quick. Motion carried.**

**Emergency Services Advisory Commission Report** – Not available

**Fire Chief Operations Report** – given by John Dodson. Ron Calsbeek and Chief Dodson met with the Union Leaders and discussed recruitment and retention. Chief Dodson attended the Empire Board meeting regarding the building(s).

Chief Dodson Taught a Fire Instructor class in Benzonia. 3 Glen Lake Fire members attended the class also.

There was a billing presentation on the ambulance billings.

**Zoning Administrators Report** – Submitted in writing.

**Monthly Assessors Report** – Submitted in writing.

### Correspondence

- Michigan Township Focus
- MTA Newsletters (5)
- Leelanau Conservancy Publication (2)
- VOYA Change
- Planning & Zoning New

### Unfinished Business

- Lot 2 Arbor Estates Easement Agreement – The driveway easement has been changed. The change was clarification of where the trees would be planted. The original version had the trees being planted on lot 2. Now the trees will be planted on Township property on lot 1, under the direction of the Township. **Motion to approve the new easement agreement by Pepler. Support by Quick. Motion carried.**
- Zoning Administrators Contract – New Zoning Administrator agreement. The new agreement is now an at will agreement. It also has a severance package of regular pay for 12 months if the Administrator is terminated without cause. The agreement also has automatic renewal. **Motion to approve the new Zoning Administrator agreement by Quick. Support by Gretzema. Motion carried.**
- Board of Review Appointments – This is the group which is able to challenge the opinion of the assessor. Their terms have expired. **Motion to re-appoint Mike Buhler, Paul Yared, Lee Houtteman, and John Peck (Alt) to the Board of Review by Van Nort. Support by Pepler. Motion carried.**
- Cost/Feature comparison for proposed purchase of copier/printer/scanner/embedded fax – presented by Treasurer Gretzema. The Sharp M-2630 is the best choice. **Motion to approve the purchase of the Sharp M-2630 by Van Nort. Support by Quick. Motion carried.**

### New Business

- Policy Proposal for Board Member Recognition – Drafted by Treasurer Gretzema. **Motion to adopt policy for board member recognition by Van Nort. Support by Pepler. Motion carried.**
- Audit Firm – There is a 5 year agreement, starting in March 2016, with Rehmann for the audit.

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- True Blue Builders Contract – the selected building construction contractor for the Park. **Motion to approve True Blue Builders contract by Van Nort. Support by Pepler. Motion carried.**
- Alpine Electric Contract - \$12,000.00 for an electronic system to coordinate the operation of pumps in the Garden and Park. **Motion to approve Alpine Electric Contract by Van Nort. Support by Quick. Motion carried.**
- Cherry Republic Microbrewery and Café Opener, June 16<sup>th</sup>, 2018 – Cherry Republic has asked the county for approval to close State Street from Lake Street to the Cottage Bookstore. The county needs a commitment from the Glen Arbor Township Board, that the Township is ok with the street closure. Cherry Republic would like to close the street from 2:00 PM to 11:00 PM. The event is from 4:00 PM to 10:00 PM. **Motion to approve the closure of the street for the Cherry Republic opener by Lewis. Support by Quick. Motion carried.**

**Planning Commission Report** – John Pepler – 4 items to bring to the attention of the Board. 1. The Hemphill master plan for the 2 condo associations on Glen Lake and Northwood Drive. The plans have been reviewed; however there is some clarification on a legal issue. 2. The Board reviewed the comments from the County Planning Commission on the Master Plans. 3. There were a couple of editing items that will be taken care of. 4. Discussion on the accessory building issues. There is agreement on some of the zoning changes in that gap, in the zoning ordinance, which did not allow for accessory buildings. There is a public hearing meeting scheduled for May 3, 2018, at 7:00 PM. 4. ZBA is going to have a hearing on the 19<sup>th</sup> of May regarding a fence issue.

**Public Comment** – Bob Cooney – running for 86<sup>th</sup> District Court Judge.

**Board Member Comments** – None

**Supervisor Comments** – None

Adjourned by the Chair to closed session. **Motion to go into closed session to discuss a management issue position by Van Nort. 9:18 PM**

Closed session adjourned – 10:44 PM

Back into open session – 10:44 PM

Meeting adjourned – 10:45 PM

Respectfully submitted,

Lori Nash  
Glen Arbor Township Deputy Clerk