

GLEN ARBOR TOWNSHIP

P.O. Box 276 Glen Arbor, MI 49636

231-334-3539 FAX 231-334-6370

Peter Van Nort, Supervisor

Pam Laureto, Clerk

Lee Houtteman, Treasurer

John Peppler, Trustee

Don Lewis, Trustee

Regular Board Meeting

8/20/2019

The meeting was called to order by Supervisor Van Nort at 7:30 PM in the Glen Arbor Town Hall meeting room. Roll Call – all Board members were present. ESAC Chairperson Ihme, Chief Ferguson, a Leelanau Enterprise reporter, Steve Peacock of Rehmann Robson, and 2 members of the public were present. The Pledge of Allegiance was recited.

Motion by Supervisor Van Nort, support Peppler to allow the Treasurer, Lee Houtteman, to participate in the meeting via electronic device. Motion Carried.

The agenda was presented and amended. **Motion by Lewis; support Peppler, to approve the agenda as amended. Motion carried.**

Public Comment: None

Minutes were presented from the of 8/1/19 Special Board Meeting. **Motion by Peppler, support Lewis, to approve the minutes of the 8/1/19 Special Board Meeting. Motion carried.**

Minutes were presented from the 7/16/19 Regular Board Meeting. **Motion by Peppler, support Lewis, to approve the minutes of the 7/16/19 Regular Board Meeting. Motion carried.**

Supervisor Van Nort introduced Steve Peacock, the Townships auditor for the last 8+ years, to members of the audience. Mr. Peacock reviewed the draft copy of the Township's 2019 audit with the Board and gave an unmodified or clean opinion. After reviewing all the financial statement Peacock indicated that the Township is in a healthy financial position. **Motion Van Nort; support Laureto, that the Board accept the auditors report as presented. Motion carried.**

Treasurer's Report – Total cash on hand as of 7/30/19 was \$2,914,806.02

Clerk's Report – Board members Laureto and Van Nort, Fire Chief Ferguson, and Park Commissioner Calsbeek met with the Senior Risk Control Representative from the Michigan Township Participating Plan, the Township's insurance carrier, and discussed the operations of the Township. Following the meeting a letter was received indicating that the Township's general operations are within the recommended guidelines of the Risk Control Department.

Clerk Laureto reported that the General Fund expenses for July 17 through August 20, 2019 were \$33,607.39 and the payroll for July was \$16,066.58. **Motion by Laureto; support Peppler, to approve the payment of General Fund expenses and payroll. Motion carried.**

Emergency Services Advisory Commission Report – Linda Ihme reported that much of the August 14, 2019 ESAC meeting was spent going over Emergency Services portion of the audit. ESAC also discussed the tanker truck that had been on loan to Frankfort for which the department does not have much use and which Frankfort is interested in purchasing. ESAC recommends to the Board that it entertain selling the truck. Ihme indicated that the September 11th ESAC meeting and Public Budget Hearing have been moved to September 12th due to the 9/11 Memorial to be held at the Fire Station. The Emergency Services Advisory Commission has reviewed the monthly checklist and payroll payments and reports, and concurs with the checks that were necessary to pay early. The Commission recommends to the Township Board that they pay the unpaid checks as reported on the monthly check list. Clerk Laureto stated that the Emergency Services expenses for July 17 through August 20, 2019 were \$44,829.62 and payroll for July was \$80,865.81. **Motion by Laureto; support Van Nort, to approve the payment of Emergency Services expenses and payroll. Motion carried.**

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Fire Chief Operations Report – Chief Ferguson gave the operations report. He commented on the tanker truck reporting that it was originally purchased by Empire Township in 2003 so that money from the sale of the truck would be returned to Empire. The Department’s ISO rating puts a useful life on all of its equipment. Once a truck is 20 years old it must be moved to reserve status and at 25 years it doesn’t count on paper, so it won’t be useful. Van Nort commented that since the truck is an Empire asset its sale should be approved by the Empire Township Board. **Motion Van Nort; support Laureto, to support Chief Ferguson’s efforts to dispose of the Tanker Truck which had been on loan to Frankfort and that Chief Ferguson obtain support from the Empire Township Board to sell the truck. Motion Carried.**

The Department had about 80 calls for the month of July. The National Park’s new program has greatly reduced the department’s burden on responding to the #9 overlook. The department has only responded to the overlook 8 times all season and, in the past, they often responded multiple times in one day. The program is being staffed almost entirely by volunteers from the Friends of Sleeping Bear.

The Department has hired 1 EMT/firefighter and 1 paramedic/firefighter, both of which will start on September 3, 2019. The Department is still short 1 paramedic/firefighter and has a job posting open for the position. There is an internal posting to fill a Lieutenant position, and there are 2 employees who will be attending an 18-month long paramedic school beginning in mid-September.

Zoning Administrators Report – Submitted in writing.

Monthly Assessors Report – Submitted in writing.

Correspondence – Supervisor Van Nort reviewed the correspondence and highlighted some of the pertinent information. Correspondence is available in the Township office for review.

1. CMS Safety Brochure
2. EGLE Drinking Water Revolving Fund
3. MPSC propane customers shop early
4. FSB Newsletter
5. MTA Monthly Legislative Update
6. 13th Circuit Court 2018 Annual Report.
7. EGLE has granted a permit for Invasive Species Treatment Testing
8. Rehmann – Business Wisdom delivered
9. Glen Lake Community Schools Quarterly Newsletter talked about their recent graduates and their future plans
10. Leelanau Conservancy Summer Newsletter 2019
11. Conservation Resource Alliance Newsletter
12. Leelanau Conservancy Monitoring of the Township’s Conservation Easement
13. MPSC CMS Cost Recovery Plan Review
14. Leelanau Conservancy 30th Anniversary Rally Invitation
15. MTA Weekly News and Information

Unfinished Business

1. Van Nort reported that Short Term Rentals continue to be an issue in the county. The Planning Commission has designated Pam Lysaght, a commission member, and Tim Cypher, the Township’s Zoning Administrator, to come up with rules for short term rentals. The drafts are expected to be available before Christmas.
2. Van Nort reported that the Glen Arbor Park has received an award from the National Landscapers Association.

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New Business

1. Van Nort updated that Board on the progress of the Grand Traverse Band's project to install Fiber Optic Cable to all its facilities in the Grand Traverse region by the end of the year. They are offering to make the fiber optic cable available to Townships, Fire Departments, and schools.
2. Bryan Ferguson was asked to leave the meeting. A discussion of Chief Ferguson's pay with regards to his working extra shifts as a paramedic took place. **Motion Van Nort; second Laureto, that we pay Bryan Ferguson a one-time payment of \$2500 for his work as a paramedic, that we define the roles of Chief and paramedic as separate for the purpose of payroll payments, that Chief Ferguson keep track of the hours when he is working as a paramedic, and that he only work as a paramedic until we are at full staff or when there is no one else to take the shift. Motion Carried.**
3. Supervisor Van Nort presented details of the 9/1/19 – 8/31/22 Union Contract. Discussion ensued. The Board requested time to review the Contract before voting to accept it. It was pointed out that the Emergency Services Budget will not be approved until next month's meeting. The Board agreed to hold a working meeting with Chief Ferguson to discuss the proposed budget and details of the new Union Contract. **Motion Van Nort; support Pepler, to extend the present contract until such time as the new contract is adopted, and to back date all the actions of the new contract to September 1, 2019 following the adoption of the new contract. Motion Carried.**
4. GLFD 2020 – 2021 budget Public Hearing has been moved to September 12, 2019 at 7:00 pm at the Fire Station's Meeting Room.
5. Clerk Laureto indicated she reviewed the township's ordinance to opt-out of recreational Marihuana establishments and found that it was given an incorrect ordinance number, was missing the MCL number, and did not have an effective date. The ordinance was amended to include the correct number, the MCL number and the effective date. The Clerk indicated she asked the Township's attorney to review the amended ordinance which was presented to the Board. The amended ordinance will be submitted to the State once it is adopted. **Motion Laureto; support Houtteman, to adopt Amended Ordinance # 5-2018 – Prohibition of Recreational Marihuana Establishments. Roll Call Vote – Ayes: Van Nort, Pepler, Lewis, Houtteman, Laureto; Nye's: None; Abstentions: None. Motion Carried.**
6. Policy #3 – 2019 The Approval of Budgets by Function was presented by the Clerk. This policy allows the Board to approve all future budgets by budget function. The Township will continue to operate using a detailed budget under each budget function. **Motion Lewis; support Pepler, to adopt Policy #3 – 2019 – The Approval of Budgets by Function. Roll Call Vote – Ayes: Van Nort, Pepler, Lewis, Houtteman, Laureto; Nye's: None; Abstentions: None. Motion Carried.**

Planning Commission Report – Pepler reported that the Planning Commission did not meet. September 5th will be the next meeting.

Public Comment: None

Board Member Comments

Houtteman – there is another 4 weeks of summer tax collection. Tax payments are coming in pretty much as they have in the past based on Gretzema's records. People are continuing to pay using the on-line payment methods.

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Laureto – There is a county-wide election on November 5th to vote on the proposed Early Childhood Services Millage. The Clerk is looking for election workers.

Laureto passed the Bureau of Elections Accreditation course and will be attending an all-day training this coming Friday on how to use the Qualified Voter File.

There is a job posting for a new Deputy Clerk on the Township's website and in the Leelanau Enterprise.

Van Nort – corrected his comment from the July board meeting in which he said he signed a contract relative to the Heritage Trail. The contract was actually signed with Gosling-Czubak relative to the Park Commission's 5-year strategic plan.

As requested at the September 1 Special Meeting, Van Nort set-up a subcommittee to look at the issue of the Fire Department's boat. John DePuy was asked to chair the committee and he agreed to. Chief Ferguson was asked who he wanted on the committee and he asked that he and Scott Sheehan, the marine instructor, be placed on the committee. Chief Ferguson agreed to talk to Frank Seipker Jr., who is the head of the Fire and Rescue Association, as to who the Association wanted on the committee, and Van Nort is in the process of searching for an uninvolved committee member. Several names were suggested. Van Nort asked Don Lewis if he would represent the Town Board and he agreed to do so.

Supervisor Van Nort with consultation from the Clerk granted permission to the National Park Service to do inspections of Beech Trees on two of the Township's properties. The Park will be looking for Beech Bark Disease.

There will be road closures on M-72 on Sunday 8/25/19 due to the Ironman Race. M-22 will also have closures due to a race.

Meeting adjourned at 9:26 pm.

Respectfully submitted,

Pam Laureto
Township Clerk