

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 Pepler, Trustee

Don Lewis, Trustee

Regular Board Meeting

10/15/2019

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 and Chief Ferguson were in attendance as well as two members of the public. The Pledge of Allegiance was recited.

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

Public Comment: None

Minutes were presented from the 9/17/19 Regular Board Meeting. **Motion by Pepler; support Laureto, to approve the minutes of the 9/17/19 Regular Board Meeting. Motion carried.**

Minutes were presented from the 10/11/19 Special Board Meeting. **Motion by Laureto; support Pepler, to approve the minutes of the 10/11/19 Special Board Meeting. Motion carried.**

A presentation was given by Maggie Sprattmoran on the Early Childhood Millage Proposal that is on the November 5th ballot. She talked about how this millage proposal came about, why it matters, and what the proposed funding will do. The millage proposal was worked on by 38 people including parents, community members, and experts in child development. Ms. Sprattmoran said the funding matters because research has shown that 90% of brain development occurs before children enter kindergarten. She indicated the county has programs for many groups, such as seniors and public health but nothing invested in small children during the time when their brains are most developing. She outlined 5 aspects that will be funded by the millage which include 1) play groups where children and families can form relationships; 2) parent programs which are places for parents to gather and discuss the issues that are important to them; 3) home visits which would be available for anyone who wants them and on whatever frequency they want them so they can talk with an individual with some level of expertise; 4) access to resources and help finding them 5) improved access to dental and mental health care pediatricians.

Federal dollars and private insurance dollars will be used first and when no other funds are available then the county funds will be tapped into. County wide the millage will cost the average taxpayer \$4.50/month and the total projected income from the millage is expected to generate \$700,000 + per year. That money will be used to pay for the dental and mental health access, staffing, which will be 2 social workers and 3 paraprofessionals that will be housed at the health department, mileage, supplies, and telephone. If you have questions contact Leelanau County Commissioner, District 5, Patricia Soutas-Little.

Treasurer's Report – Treasurer Houtteman reported that the total cash on hand as of 9/30/19 was \$2,754,070.38.

Clerk's Report – Clerk Laureto reported that the Election Commission met and approved the Chairpersons and Inspectors for the November 5th election. Additionally, the Public Accuracy Test has been set for October 29th at 11:00 AM in the Meeting Room. Laureto reported the General Fund expenses for September 18 to October 15, 2019 were \$113,556.20 and the payroll for September was \$17,665.48. Laureto pointed out that the expenses included the 1st payment for the Cheney Rd. improvement. **Motion by Pepper; support Van Nort, to approve the payment of General Fund expenses and payroll. Motion carried.**

Emergency Services Advisory Commission Report – ESAC Chairman Ihme reported that the Emergency Services Advisory Commission had reviewed the monthly checklist and payroll payments and reports and concurs with the checks that were necessary to pay early. The Commission recommends to

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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 September 11 – October 8, 2019 were \$48,443.53 and payroll for September was \$93,716.14. **Motion by Van Nort; support Pepler, to approve the payment of Emergency Services expenses and payroll. Motion carried.**

Fire Chief Operations Report – Chief Ferguson gave the operations report. September is the first of the slower months. The department has been busy with a lot of maintenance; many of the vehicles have had some work done on them. The firemen on duty at Station #2, Empire, have finished repainting the exterior of the station and they also put some new trim up so it looks nicer. They had their EMS agency inspection which allows the department to operate its ambulance and they passed. The written tests for promotion to the open Lieutenant position are being done this week. On the 29th of this month written and fitness/agility testing will be conducted for the 1 paramedic position that is open. You will see the fire trucks and firefighters out and about for the next month. They are performing their pre-incident surveys with all the commercial businesses and the Homestead Condo associations. They make sure they have the contact information for each business correct, know where the gas shut offs are located, and other such information. They have 200+ properties that must be inspected. The open house at Station #2 went well except that the weather did not cooperate, so the attendance was small.

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. MTA Weekly Newsletter (4)
2. MTA Monthly Legislative Update
3. County Planning and Community Development Update
4. Leelanau Conservancy Newsletter (4)
5. FSBR Newsletter (2)
6. Fleis and Vandenbrink Newsletter
7. PAR Plan News
8. Township Focus
9. New York Times Article
10. Conservation Resource Alliance Report
11. Michigan Public Service Commission Notice of Hearing (2)

Unfinished Business

1. The sale of the Electronic Sign was discussed including potential buyers, places that the sign can be listed such as MTA's classified ad website and Craig's List, and the suggested price. The Deputy Clerk will be asked to handle this.
2. Laureto updated the board on the progress of the sidewalk repairs. The Deputy Clerk and Clerk walked all sidewalks in town and noted 7 trip hazards total. We are in the process of requesting bids.
3. The 2020 Census. Van Nort and Laureto met with representative from the 2020 census. The results of the 2010 is believed to have been inaccurate (859 individuals) and it has been what the township has had to operate on for the last 10 years. The 2020 Census representatives would like the township to get together a group of area businesspeople and community leaders to make them aware of the census so they can encourage people to participate. We would like area leaders to support the census. The Deputy Clerk has contacts at the school and is willing to help with this effort. Additionally, information on the 2020 Census will be placed on the back of the Winter Tax bill.

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New Business

1. Election Inspector and Election Chairperson pay-rates were discussed. **Motion Lewis; support Pepler to pay the Inspectors \$15.00 and the Chairs \$20.00 per hour. Motion carried.**
2. Laureto indicated that a past Election Chair who was very good was underpaid from what had been agreed upon and requested that the Township correct that problem. Laureto located timecards totaling 28 hours. The underpaid amount totaled \$168.00. **Motion Laureto; support Houtteman to pay back pay of \$168.00. Motion Carried.**
3. Van Nort asked all Board members to read the MTA Township Focus article entitled "Rethinking your board's decision-making" in preparation for our meeting. Van Nort initiated discussions regarding Board Operations which were divided into four areas:
 - 1) The written reports from the Assessor and Zoning Administrator which all board members receive. The question was should we ask the Assessor and Zoning Administrator to attend board meetings? The thoughts were that we have access to the Assessor in the office on a regular basis but that it would be good to hear from him as special issues arise that the public may be interested in. Additionally, it was felt that it would be good to hear from the Zoning Administrator on a monthly basis so we can hear some of the issues that cannot be conveyed on a report.
 - 2) The monthly financial reports which all board members receive. Should we be discussing them openly at the monthly meeting? Laureto indicated that the reports will need to be out sooner to give all more time to review them and that has been difficult because the reconciliations take time. Laureto will ask the Deputy Treasurer to help figure out a schedule that will work for all. Van Nort and Laureto will prepare some remarks about the financial reports to stimulate some discussion each month.
 - 3) The monthly correspondence. How should we handle the correspondence at our meetings? Following discussion, it was determined that all board members receive copies of the various newsletters and MTA publications. It was suggested that when the Supervisor received an item that he feels we should all know about that he makes us aware on a timely basis. All correspondence will be listed on the agenda and then made available to the public in a box placed on the table in the office. A question was raised about the new website and posting items there? Laureto gave an update of the website and requested we all submit an up-to-date photo.
 - 4) Having a set of Glen Arbor policies and procedures. We agreed to review the MTA Manual of Policies and Procedures and work on adopting policies and procedures by which we operate.

Planning Commission Report – Pepler reported that the Planning Commission had one meeting. The last planning commission meeting was short because 3 people were absent.

Public Comment: None

Board Member Comments

Houtteman – None

Lewis – Updated the Board on the last meeting of Marine Committee. There were conversations about the Fire Boat and the Township's Boat Ramp.

Laureto – We've have called the Excavator to remove the Boat Ramp for the season. Laureto asked about applying for the EGLE permit for putting the ramp in next year. Lewis will work with Laureto and Houtteman on ramp issues so he can report back to the Marine Committee.

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Peppler - None

Van Nort – Cheney Road is paved and the LCRC will be working on Port Oneida Road yet this fall. You have all received a draft copy of the Park Commission's 5-year plan. We had Glen Arbor Outdoor fix the buried pipe the from Sump Pump output. He will be attending a housing summit this Friday. And attend MTA "On the Road" one-day summit earlier this month.

Meeting adjourned at 9:48 pm.

Respectfully submitted,

Pam Laureto
Township Clerk

APPROVED