

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

11/19/2019

The meeting was called to order by Supervisor Van Nort at 8:00 PM in the Glen Arbor Town Hall meeting room. Roll Call – all Board members were present. GLFD Chief Ferguson and Lieutenant Jay Morse were in attendance as well as three members of the public and several members of Lieutenant Morse's family and colleagues. 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 of 10/15/19 Regular Board Meeting. **Motion by Lewis, support Laureto, to approve the minutes of the 10/15/19 Regular Board Meeting. Motion carried.**

Supervisor Van Nort and Chief Ferguson introduced Jay Morse who has been with the department for 11 years. Jay competed against several other applicants and was selected by a panel of several area Fire Chiefs to be the new GLFD Lieutenant. Clerk Laureto swore in Lieutenant Morse, Chief Ferguson applied his collar pins, and Jay's wife pinned his badge. The family and colleagues then left for a celebration.

Treasurer's Report – Treasurer Houtteman reported that the total cash on hand as of 10/31/19 was \$2,501,334.97.

Clerk's Report – Clerk Laureto reported that we had a successful election, the split shifts worked well, and the workers indicated they appreciated working fewer hours. Laureto reported the General Fund expenses for October 16 to November 19, 2019 were \$36,071.40 and the payroll for October was \$17,810.30. **Motion by Laureto, support Pepler, to approve the payment of General Fund expenses and payroll. Motion carried.**

Supervisor Van Nort highlighted a few items from the financial reports and asked a few questions of the Clerk which were satisfactorily answered.

Emergency Services Advisory Commission Report – On behalf of Linda Ihme, Supervisor Van Nort reported on the Fire Boat subcommittee, summarizing the committees report to ESAC. They are working diligently to find a solution to how the Boat is used, where it should be kept, and other opportunities. The Boat was only called out twice this last season. Van Nort also reported that the Emergency Services Advisory Commission had reviewed the monthly checklist and payroll payments and reports and concurred with the checks that were necessary to pay early. The Commission recommended 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 October 9 – November 8, 2019 were \$47,005.23 and payroll for October was \$82,828.44. **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. The Lieutenant interviews and testing was held throughout October. Employment was offered to a local individual to fill the position of Fire Fighter/Paramedic. This brings the department to full staff. The new employee will start on December 3rd. Ferguson reported that there was a small house fire on November 11th during the snowstorm. Despite the snow delaying them somewhat the department was able to contain the fire to just the bathroom with no damage to the rest of the house. The Department has finished up with the incident surveys at all the commercial businesses. Aspen wireless has begun doing some of the installations at the fire station. They went to North Manitou Island to pick up a wounded deer hunter. The

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boat was launched from Leland. They have begun the process of working on the specs for the new ambulance so it can be sent out to bid. They are going to write a Tribal 2% grant for a new motorized stretcher for one of the current ambulances.

Zoning Administrators Report – Submitted in writing.

Monthly Assessors Report – Submitted in writing.

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

1. Township Focus (2)
2. Alm thank you letter.
3. MTA Weekly Newsletter (5)
4. MTA Monthly Legislative Update
5. DTE Magazine
6. Leelanau Conservancy Newsletter (3)
7. FSBK Newsletter
8. Planning and Zoning News
9. PAR Plan News
10. Glen Lake Fire Department Promotion Announcement
11. Northwest Michigan Invasive Species Network Notification

Unfinished Business

1. The Clerk's office has advertised the sale of the sign in 5 separate places. Laureto said they had 1 response from the Craigs List posting but it was quite low. The MTA and TC Ticker postings were just made and will run for 30 and 5 days respectively. The Treasurer reminded everyone that he has scheduled a demonstration of an electronic sign with smaller pixels, higher resolution, and a smaller overall size for Thursday, 11/21, at 11:00 am.
2. Van Nort reminded everyone of the upcoming 2020 Census. Laureto indicated that the Boards announcement of the Census has been printed on the back of the tax bills which will be coming out in December.
3. Van Nort briefly discussed Board Operations.
4. We all sat in on the first hour of the Park Commissions Public Hearing on the 5-year plan. Van Nort said he was disappointed that the Board was unable to stay for the discussion on the acquisition of the putt-putt golf property on the Crystal River. He indicated that he personally felt a better use of the land would be for housing and others on the board supported that idea. A full discussion on the topic will occur once the Park Commission brings the proposal to the Board. Laureto asked for a working meeting with the Park Commission before the December 17th Board meeting to specifically address the land acquisition issue. Van Nort will schedule that meeting.

New Business

1. Van Nort explained that the angle parking on the north side of State Street between Lake Street and Oak Street was given to the township by the Lake Street Woods Association that owned the property. At the time they built a simple bridge across the wetland so people could walk from the parking area into the Lake Street Woods Association property. The bridge was primitive, not up to code, and was removed. The Art Center and the Association is now looking to build a safe, ADA accessible bridge across the wetland. They have asked the Township if it is interested in contributing toward that project. Laureto said she would need to know the amount of the contribution they are seeking before she could comment. Others agreed. Van Nort will convey that the Board needs more information before they can consider the proposal.

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2. The township will be changing lawn care providers for next year's maintenance. **Motion by Pepler, support Lewis, that the Township switch lawn care providers from TruGreen to Lawn King. Motion Carried.**
3. Van Nort presented information on this year's Fire Department reconciliation between Empire and Glen Arbor Townships.
4. Jim Fowler has resigned from the Park Commission and moved to North Carolina. Kelly Ciolek has taken over as the Chair of the Park Commission. The Park Commission will be posting the open position and bring someone forward to the Board for appointment to the open position.
5. Laureto brought forth two gymnasium lighting quotes for consideration. It was about \$400.00 to replace 2 fluorescent bulbs. She felt it might be a good idea to consider retrofitting the fixtures for LED bulbs and replacing all bulbs at the same time rather than replacing as they burn out. This would eliminate ballasts going bad and the potential fire hazard that causes, and LED would be a more energy efficient form of light. One quote included LED dimmable bulbs and a new LED dimmer switch. The other replaced the switch with a non-dimmable switch and non-dimmable bulbs. Laureto will obtain 2 more quotes and the issue will be considered further.
6. Keys and security issues were discussed. The programmability of the digital lock will not function with the upcoming Windows 10 upgrade. Having a programmable lock which gives the capability of knowing who is going in and out is the norm today and what we should have on the building. Laureto will get quotes for rekeying the outside locks and upgrading the digital lock system.
7. There was a preliminary look a year ago at providing health insurance for the township staff. The treasurer is very interested in obtaining health insurance and at the time he interviewed the statement was made that the Board was looking into insurance. Van Nort pursued the question further with the GLFD insurance carrier and the cost for medical, dental, and vision which is what the GLFD has is \$1607.91/month for the family of three. The fire department uses a formula of 80% paid by the Township and 20% paid by the employee. In this case that would be \$1286.33 to the Township and \$321.58 to the Treasurer. The Supervisor and Clerk are otherwise insured and not interested. They both feel that if that benefit is provided then they should be compensated in a way that is commensurate with the benefit to the Treasurer. Pepler suggested that we ask the compensation committee to review this issue. Houtteman felt they the committee may have looked at this last year. Van Nort will discuss this with the compensation committee. Lewis suggested we poll other townships for how they handle benefits for Township employees.
8. Laureto present Resolution #11 – 2019, 3rd quarter budget amendments. Laureto indicated that the Park Commission would like to keep their original overall budget amount by having some of their money deducted from their line items moved into the Capital Improvement line item. **Motion by Lewis, support Houtteman, to approve Resolution #10 – 2019 with the addition of keeping the Park Commissions overall budget at the original budgeted amount. Roll Call Vote. All Supported. The Supervisor declared the resolution adopted.**
9. Supervisor Van Nort presented a pay reconciliation for Chief Ferguson to reconcile his pay for hours worked as a Paramedic at the Lieutenant pay rate versus the Fire Chief pay rate. The difference in pay owed Chief Ferguson per his contract is \$24,634.49. This payment will negate the previously approved amount of \$2500.00 which was in error, and not paid. **Motion by Van Nort, support Lewis to pay Chief Ferguson the difference owed him. Motion Carried.**

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10. Van Nort informed the Board that M-DOT plans to resurface M-22 in the next 2 – 3 years. They will do the work in the off season. M-DOT requested adding bump outs to the curbs. Van Nort said the Township did not want the bump outs. The Board agreed with that.

Planning Commission Report – Pepler reported that the Planning Commission did not meet on November 7th due to out-of-town members and snowfall.

Public Comment: Andrew Dotterweich commented that this was a very good board meeting. He also commented on the 5-year Park Plan and was supportive of the potential Crystal River property acquisition.

Board Member Comments

Pepler – None

Lewis – Updated the Board on the last meeting of Marine Committee.

Houtteman – None

Laureto – Received two bills today for the public drinking fountains. They were printed a month ago and are due by the end of November. I'm seeking authorization to pay these before the next board meeting.

Motion Van Nort, support Lewis to pay these bills. Motion Carried.

Van Nort – None

Meeting adjourned at 9:52 pm.

Respectfully submitted,

Pam Laureto
Township Clerk