

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

1/21/2020

The meeting was called to order by Supervisor Van Nort at 7:30 PM in the Glen Arbor Town Hall meeting room. **Motion Van Nort, support Pepler to allow the Treasurer to participate by phone. Motion carried.**

Roll Call – all Board members were present. GLFD Chief Ferguson, Zoning Administrator Tim Cypher, Rob Karner Glen Lake Association member, Paul Olsen West Michigan Participating Plan and two members of the public were in attendance. The Pledge of Allegiance was recited.

The agenda was presented. **Motion Van Nort, support Lewis, to approve the agenda as written. Motion carried.**

Public Comment: None

Minutes of the 12/12/19 Special Board Meeting were presented. **Motion Lewis, support Pepler, to approve the minutes of the 12/12/19 Special Board Meeting. Motion carried.**

Minutes of the 12/17/19 Regular Board Meeting were presented. **Motion Pepler, support Lewis, to approve the minutes of the 12/17/19 Regular Board Meeting. Motion carried.**

Minutes of the 12/17/19 Public Hearing on the 5-year Rec Plan were presented. **Motion Pepler, support Laureto, to approve the minutes of the 12/17/19 Public Hearing on the 5-year Park Plan. Motion carried.**

Minutes of the 12/30/19 Special Board Meeting were presented. **Motion Lewis, support Pepler, to approve the minutes of the 12/30/19 Special Board Meeting. Motion carried.**

Presentation: Paul Olsen of the West Michigan Participating Plan, our insurance provider passed out copies of a summary of coverages and reviewed some of the changes and corrections that were made to the policy following a site visit he made last year. The Par Plan has paid a dividend each year and last year the Township received \$987.80. He spoke about the Risk Reduction Grant Program offered to members. The next grant application period will be April 1 – May 30.

Treasurer's Report – Treasurer Houtteman reported that the total cash on hand as of 12/31/19 was \$2,998,322.71.

Clerk's Report – Clerk Laureto highlighted items from the financial report. The General Fund expenses for December 17, 2019 to January 21, 2020 were \$6,634.83 and the payroll for December was \$17,801.00. **Motion Laureto, support Van Nort, to approve the payment of General Fund expenses and payroll. Motion carried.**

Emergency Services Advisory Commission Report – On behalf of Linda Ihme, Clerk Laureto 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 December 11 – January 13, 2020 were \$128,957.10. This included a \$97,069.00 reconciliation payment to Empire Township. The December payroll was \$80,386.03. **Motion Laureto, support Van Nort, to approve the payment of Emergency Services expenses and payroll. Motion carried.**

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

Fire Chief Operations Report – Chief Ferguson gave the operations report. Several of the fire trucks were repaired and are no longer leaking water. Chief Ferguson will be attending a training class at the National Fire Academy from 1/24 – 2/2 and Lieutenant DykGraaf will be in charge in his absence. The County Fire Chiefs are working on some changes with dispatch. We will be loaning a Tanker Truck to Cedar as they are down one truck.

Zoning Administrators Report – Submitted in writing and presented in person.

Monthly Assessors Report – Submitted in writing.

Correspondence – All correspondence is available in the Township office for review.

Unfinished Business

1. Laureto said that several members of the public have asked for the Board to formalize our intentions regarding the purchase of a new electronic sign. **Motion Laureto, support Van Nort stating “It is the intent of the Glen Arbor Township Board to produce a mock-up of the potential new electronic sign using exact dimensions and displaying it in the intended location for a period of two weeks during the month of June 2020. Additionally, it is the intent of the Board to hold a public hearing to gather input on the purchase of a new sign. Houtteman amended the motion to the month of July. Motion carried as amended.**
2. Laureto reviewed the cleaning contract invoices with the Treasurer and found the invoices were consistent with the cleaning contract, but the format of the invoices varies from month to month making it difficult to verify charges. Laureto said she would develop an invoice form for the vendor to use. Additionally, Laureto suggested we formalize a contract with the cleaning vendor and bring that back to the board for approval. The Board agreed to the plan.
3. Laureto reported on security issues and rekeying the building. Progress has been slow. We have one quote that was inadequately presented. We are still awaiting input from a second vendor.
4. Trustee Lewis reported on the 4th meeting of the Boat Task Force. The committee has devised a 5-part action plan that involves a 2-year training program for GLFD personnel in Boat operation, applying for a permit from EGLE to put the ramp in, repairing the current ramp, obtaining cost estimates to reengineer or redesign the boat ramp, and exploring the possibility of mooring the Fire Boat at the mouth of the Crystal River.
5. Rob Karner on behalf of the Glen Lake Association (GLA) reported on the Watershed Protection Study. He reminded the Board that two years ago supported hiring a consultant to prepare a mocked-up overlay zoning proposal for the Glen Lake Crystal River Watershed. They are moving forward and are going beyond the original contract which was \$18,000. They had financial backing from 3 townships, a Rotatory Charities grant, a memorial fund accessed through GLA and a contribution from the GLA operating fund to cover the original contract. There is a need to extend the contract with the consultant in order to complete the overlay district project. The overlay district has gone through refinements and revision, the attorney has reviewed it so that everything that will be proposed is legal. The Glen Arbor Zoning Administrator has concurred that all aspects of the proposed overlay district are enforceable. GLA is now at the point of getting the public involved. They will hold three educational forums in the month of July. The consultant will be asked to meet with the Planning Commissions of the 4 townships starting in September of 2020. The goal is to have common zoning language in Cleveland, Kasson, Glen Arbor, and

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

Empire Townships in an effort to protect the watershed. The overlay district will apply to all new development. Existing homes will not be required to comply.

New Business

1. Rob Karner presented a verbal request for \$3500.00 for services to contract with the consultant working on the proposed overlay district. The total cost of the contract is \$10,000. Mr Karner will also be asking the other Townships in the overlay district for financial support. **Motion Van Nort to provide support in the amount of \$3500. No second. Laureto asked for the request to be in writing with an outline of the services to be provided. Pepler supported. Van Nort withdrew the motion.**
2. There are 3 members on the salary commission which are on rotating terms so that one member goes off each year and another person is added. The rotation is such that the individual who is in the 3rd year of their term will Chair of the Commission. Kim Volk (3rd yr) and Corrine Cochran (2nd yr) are the remaining members of the Commission. **Motion Van Nort, support Pepler, to appoint Ron Becker to the Salary Commission. Motion Carried.**
3. Laureto reviewed the Salary Resolution process. The Salary Commission will make a recommendation to the Board regarding salaries for each office. Following those recommendations, the Board must pass salary resolutions for each township office 30 days prior to the annual meeting (AG Opinion 6422 of 1987). The township electors then vote on the Salary Resolutions at the annual meeting, March 28, 2020.
4. Zoning Administrator (Cypher Group, Inc.) contract renewal. The contract is on an automatic 2-year renewal. The Zoning Administrator requested to review the compensation portion of the contract and requested a \$1000.00 dollar increase in base salary with no increase in associated fees. The associated fees have remained the same since 2013. The new contract will again be on a 2-year automatic renewal beginning April 1, 2020. **Motion Van Nort, support Houtteman, to approve the contract with the Cypher Group with a salary of \$16,200 and the existing fee schedule. Motion Carried.**
5. Our payroll vendor charges \$3.00 per check for processing child support wage garnishments. Michigan Compiled Law allows us to charge this to the individual employee at \$2.00 per check or \$4.00 per month. **Motion Laureto, support Pepler, to adopt Resolution #2 – 2020 which states: Whereas MCL 552.623 permits income withholders to charge individuals who are subject to a child support wage garnishment a fee for withholding the garnishment; Be it therefore Resolved January 21, 2020 that Glen Arbor Township will collect said fees to the maximum allowed by law. Roll Call Vote: Ayes: Laureto, Houtteman, Pepler, Lewis, Van Nort. The Supervisor declared the motion passed.**
6. Office Hours were established to assure the public that someone will be available in the office 9:00 AM – 12:00 PM and 1:00 PM to 3:00 PM Monday - Friday. Other hours will be available by appointment. Individuals will likely be working outside of those hours.
7. Van Nort presented the goals of the Leelanau Internet Futures Team (LIFT), a group made up of IT support individuals and headed by Patricia Sotuas-Little. They are working to improve internet access in the county. They have made a lot of progress and will bring the information to each Township's Planning Commission over the next 3 months.

Park Commission Report – With support of the Park Commission, Laureto is now attending Park meetings as a Board Liaison. The Park Commission has an agreement with the Leelanau Schools allowing the Township to use the gym facility and tennis courts. The Commission is working on an

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

upgrade to the gym lighting, they acquired 3 quotes, and have has chosen one. The Heritage Trail Committee requested to have a Park Commissioner join the Trail Committee and Rick Schannals agreed. They discussed the edits required on the 5-year Rec Plan. The Commission worked on their budget and will be submitting that to the Town Board soon. They are interested in establishing a Capital Improvement reserve account to prepare for the resurfacing of two tennis courts which were not done with the Park upgrade. They have placed an AD in the Leelanau Enterprise and plan to interview for the vacant Board Member position at their February meeting. They will make the recommendation to us.

Planning Commission Report – Pepler reported on the recent Planning Commission meeting which had over 100 people in attendance. The Connor McCahill Crystal River project was presented. They elected new officers, the Chairman is Lance Roman, Vice-Chair is Bob Ihme, and Secretary is Bill Stege.

Public Comment: Mr. Cypher thanked the Board for how we proceeded with the Watershed Group. He said the Planning Commission will have public hearings about the proposed changes to the zoning ordinance. He also clarified Mr. Karner’s remark regarding the enforcement of the proposed Overlay District zoning to include that it is enforceable, but it will take time and effort over and above what we are currently doing if it passes.

Board Member Comments:

Pepler, Lewis, and Houtteman – None

Laureto – Our website designer has hired a new assistant and the project is again moving forward. They will be sending us a timeline and their cost estimate. They will require a 50% down payment to cover their up-front costs. We should have this by next Board meeting.

Van Nort – A group of local citizens who have been researching the Glen Arbor cemetery that exists between Forest Haven Rd. and M-22 visited our office to update Laureto and Van Nort on their progress. Their research seems to indicate the Township might own the cemetery property. The assumption has been that the Sleeping Bear Dunes National Lakeshore owns the property. There is a meeting next week with the Park to reach an agreement on ownership. If the Township has ownership, we will proceed with the citizen group to upgrade and maintain the cemetery.

Meeting adjourned at 9:23 pm.

Respectfully submitted,

Pam Laureto
Township Clerk