

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

4/21/2020

The meeting was called to order by Supervisor Van Nort at 7:32 PM in the Glen Arbor Town Hall. The meeting was open to the public by teleconference. Two members of the public were present.

Roll Call – all Board members were present. The Pledge of Allegiance was recited.

The agenda was presented. Two items were added. **Motion Lewis, support Peppler, to approve the agenda as amended. Motion unanimously carried.**

Public Comment: none

Minutes of the 2/18/20 Regular Board Meeting were presented. **Motion Lewis, support Peppler, to approve the minutes of the 2/18/20 Regular Board Meeting. Motion unanimously carried.**

Minutes of the 2/17/20 Special Board Meeting were presented. **Motion Peppler, support Lewis, to approve the minutes of the 2/17/20 Special Board Meeting. Motion unanimously carried.**

Minutes of the 2/26/20 Special Board Meeting were presented. **Motion Lewis, support Peppler, to approve the minutes of the 2/17/20 Special Board Meeting. Motion unanimously carried.**

Minutes of the 3/18/20 Regular Board Meeting were presented. **Motion Peppler, support Houtteman, to approve the minutes of the 3/18/20 Regular Board Meeting. Motion unanimously carried.**

Minutes of the 3/28/20 Public Budget Hearing and Special Board Meeting were presented. **Motion Laureto, support Peppler, to approve the minutes of the 3/28/20 Public Budget Hearing and Special Board Meeting. Motion unanimously carried.**

Treasurer’s Report – Houtteman reported that as of 3/30/2020 the total cash on hand by Fund is:

General Fund	\$ 842,786.02	Park Debt Service Fund	\$117,583.73
Emergency Services Fund	\$2,818,885.63	Fisher Lake SAD Fund	\$ 40,278.83
Emer. Serv. Debt Fund	\$ 105,895.39	Tax Collection Fund	\$ 9,345.73

Van Nort asked for clarification on 2-CDs and Houtteman replied that they are being rolled over and the new rate will be presented on next month’s report. Laureto distributed the Township’s Investment Policy for the Board to review and familiarize themselves with. Van Nort also asked about the Emergency Service’s sweep account and how that was FDIC protected. Houtteman explained the process and protection.

Clerk’s Report – Clerk Laureto highlighted items from the financial reports. The General Fund expenses for March 19 to April 21, 2020 were \$88,265.33 and the payroll for March was \$23,735.72. **Motion Laureto, support Lewis, to approve the payment of General Fund expenses and payroll. Motion unanimously carried.**

Emergency Services Advisory Commission Report –Linda Ihme 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 and the payroll. Ihme also stated that ESAC recommends the Board approve the amount of \$260,000 for the purchase of a new ambulance with an immediate down payment of 10%. Clerk Laureto stated that the Emergency

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Services expenses for March 12 – April 13, 2020 were \$145,490.03 and the March payroll was \$87,124.14. Laureto reminded the Board that the GLFDs new contract took effect on April 1 and that beginning with next month we will see an increase in payroll expense. **Motion Van Nort, support Houtteman, to approve the payment of Emergency Services expenses and payroll. Motion unanimously carried.**

Fire Chief Operations Report – Chief Ferguson's operations report submitted in writing. The Clerk highlighted a few items from Chief Ferguson's report. Ferguson was the lead on establishing two COVID-19 specific ambulances in the county, one housed in Glen Arbor and the other in Leland. Fire fighter/paramedics from across the county are staffing those. There were two temporary dorm rooms constructed within the Glen Lake Fire Station to house the ambulance specific staff. The ambulances have been outfitted specifically for COVID-19 patients. The vehicles being used are both back-up ambulances so regular services will not be interrupted. In addition, the additional costs due to COVID-19 are being tracked daily by Chief Ferguson who believes the Department will be reimbursed at about 75% with a possibility of the remainder being covered by a grant.

Zoning Administrators Report – Submitted in writing.

Monthly Assessors Report – Submitted in writing.

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

Unfinished Business

1. Annual Report – We are still planning to do an annual report. Laureto asked that each Board member commit to writing up a portion of the report. Individual tasks were assigned to each Board member.
2. Job Descriptions for non-statutory duties – Laureto distributed information from MTA regarding each Official's statutory duties, information on Township Officials being hired to work as Township employees, and core competencies for Board members. These informational pieces are meant to help Board members prepare for future discussions on non-statutory job descriptions for each employee.
3. Electronic Sign – The construction of the replica sign will likely need to wait until construction workers can return to work. We will try and be ready for the unveiling by May 15 but will comply with all COVID-19 Executive Orders.
4. Website Contract – Van Nort reported that the 1st review finished on the 17th of April and the designer is incorporating the first set of comments. The 2nd review will be occurring soon, per the contract, and everyone is asked to look at it thoroughly for typos, inconsistencies, functionality, etc. and submit their revisions to the deputy clerk by the end of April.
5. Boat Ramp – Laureto updated the Board on the progress of the repairs to the Lake Street Boat Ramp and the EGLE permit. The process is proceeding but it may take another month to complete.

New Business

1. The Park Commission recommended to the Township Board that they appoint John McIlvried to the Park Commission to fill Jim Fowler's term ending November 2020. **Motion Laureto, support Houtteman, to appoint John McIlvried to the Glen Arbor Park Commission effective immediately. Motion unanimously carried.**

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2. The budget impact of COVID-19 was discussed. Monies from State Shared Revenues, Townhall Rentals, and Event fees and contributions will be decreased. We will watch the budget carefully.
3. Canceling Events for Summer/Fall 2020 – The Board will wait to see what the Governors May 1 directive will be. We will follow those directives. The Clerk will contact renters and event sponsors to let them know our position on canceling.
4. The Solid Waste Commission's Interlocal agreement was discussed. **Van Nort motioned, support Lewis, for Glen Arbor Township to adopt in the Leelanau County Solid Waste Commission's Interlocal agreement, to adopt the Solid Waste Management Plan as its guideline for addressing the Township's solid waste management issues, and to support the Solid Waste Commission in placing a recycling millage proposal on the November 2020 ballot. Roll call vote. Aye: Houtteman, Laureto, Lewis, Pepler, Van Nort; Nye: None; Abstention: None**
5. The Board reviewed the wages currently being paid to Township hourly employees, Park Commissions, Planning Commissioners, Board of Review members, and Zoning Board of Appeal members. The wages are as follows: Deputies - \$20.00/hour, Park Commissioners - \$200.00 to be paid in March, Planning Commissioners - \$50.00/meeting, Planning Recording Secretary - \$20.00/hour, Zoning Board of Appeals - \$60.00/meeting, Board of Review - \$200.00 to be paid in March. **Motion Van Nort, support Pepler, to maintain the wages at their current rates. Motion unanimously carried.**
6. Laureto updated the Board on Empire Township's response to our request to agree with Maple Grove Cemetery capital expenses prior to their being spent. Empire did not agree with our request. Van Nort will respond to them requesting that they give us the courtesy of letting us know when a capital expense is planned so we can budget accordingly.
7. Van Nort summarized the Fire Chief's Review. It is almost complete; he is awaiting the Chief's portion of the review.
8. Purchase of a New Ambulance – Laureto reviewed the bid process, 5 bids were requested, 3 were received with a \$4000 difference between the lowest and highest bids. The GLFD Chief has requested to purchase the ambulance from Kodiak Emergency Vehicle which is the same vendor the last ambulance was purchased from. ESAC supported the Chief in that decision and recommended to the Board that they approve the purchase as requested. **Motion Van Nort, support Lewis, to approve the expenditure of \$260,000.00 for the purchase of a new ambulance from Kodiak Emergency Vehicles, to authorize the Supervisor to sign the contract, and to approve a 10% down payment. Roll call vote: Aye: Houtteman, Laureto, Lewis, Pepler, Van Nort; Nye: None; Abstention: None**
9. Park Proposal to Ask Township Electors to Dissolve the Elected Park Commission – Petitions to place the proposal on the August 4th ballot were circulated following social distancing guidelines. The Township was required to obtain signatures from 8% of its 901 registered voters and 117 valid signatures were collected. Laureto worked with Township attorney, Dick Figura, to craft Resolution #11-2020 which contains the proposed ballot language. The resolution was reviewed. It was decided that a future Park Board would have 7 members with staggered 2-year terms. We will write the Board rules to indicate that 4 members will represent a quorum. **Motion Laureto, support Van Nort, to adopt Resolution #11-2020 Approving Ballot Proposal to Ask Township Electors to Dissolve the Elected Park Commission. Roll call vote: Aye: Houtteman, Laureto, Lewis, Pepler, Van Nort; Nye: None; Abstention: None**

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10. Tim Cypher sent us a copy of the Leelanau Famers Market 2020 Market Rules for Board review. A brief discussion ensued. Laureto will send Cypher an email indicating the Board has no concerns.

Park Commission Report – Laureto – the Park Commission did not meet

Planning Commission Report – Pepler – the Planning Commission did not meet

Public Comment: None

Board Member Comments:

Pepler, Lewis, Houtteman and Van Nort – None

Laureto – An email arrived just before tonight's meeting from the Village of Sutton's Bay asking if we were going to participate with them and other Townships in passing a Resolution to ask the Governor and State Legislature to declare the State of Michigan's shoreline a disaster area and to seek assistance from Congress and the President of the United States. We had discussed the proposed resolution when it was received in February and decided to review it and vote at a later meeting. Discussion ensued and all agreed we should participate with this endeavor. The Clerk will prepare the resolution and the Board will vote on it via a Special Meeting teleconference following public notice.

Laureto – Consumers Energy has now changed 4 of our Street Lights to LED so they need to move the lights over to a new account number. We will start seeing a cost savings from those lights.

Laureto – Reported on communications with Northwood Hardware. Northwoods Hardware will pay for the repair to the retaining wall at the Park that was damaged by their snow-plow service.

Meeting adjourned at 9:12 pm.

Respectfully submitted,

Pam Laureto
Township Clerk