

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

5/19/2020

The meeting was called to order by Supervisor Van Nort at 7:30 PM in the Glen Arbor Town Hall. The meeting was open to the public by teleconference. Three members of the public were present.

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

The agenda was presented. Three items were added. **Motion Van Nort, support Laureto, to approve the agenda as amended. Motion unanimously carried.**

Public Comment: none

Minutes of the 4/21/20 Regular Board Meeting were presented. **Motion Lewis, support Peppler, to approve the minutes of the 4/21/20 Regular Board Meeting. Motion unanimously carried.**

Minutes of the 4/30/20 Special Board Meeting had been approved via email and approval was verified in person. **Motion Van Nort, support Peppler, to approve the minutes of the 4/30/20 Special Board Meeting. Motion unanimously carried.**

Treasurer’s Report – Houtteman reported that as of 4/30/2020 the total cash on hand by Fund is:

General Fund	\$ 781,422.05	Park Debt Service Fund	\$112,590.52
Emergency Services Fund	\$2,784,028.98	Fisher Lake SAD Fund	\$ 40,280.48
Emer. Serv. Debt Fund	\$ 4,837.24	Tax Collection Fund	\$ 3172.22

Clerk’s Report – Clerk Laureto commented on the passing of long-time Clerk Bonnie Quick, stating how much Bonnie loved serving the people of Glen Arbor and the community has lost a great historian and friend.

Laureto highlighted items from the financial reports. The General Fund expenses for April 22 – May 19, 2020 were \$19,389.32 and the payroll for April was \$13,327.39. **Motion Laureto, support Van Nort to approve the payment of General Fund expenses and payroll. Motion unanimously carried.**

Emergency Services Advisory Commission Report – 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 and the payroll. Laureto stated that the Emergency Services expenses for April 14 – May 13, 2020 were \$90,218.43 and the April payroll was \$85,766.44. **Motion Laureto, support Van Nort, to approve the payment of Emergency Services expenses and payroll. Motion unanimously carried.**

Fire Chief Operations Report – Submitted in writing.

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. Job Descriptions for non-statutory duties – Laureto update the Board on her conversations with the Township’s attorney on this matter.

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2. Electronic Sign – The construction of the sign mock-up was completed and moved to its proposed location on the Town Hall Lawn. The Township’s zoning administrator verified its location and size meet zoning requirements. The Board developed a demonstration message to display on the replica sign. Laureto will work with D & D sign to have the message produced for display on the mock-up sign and will arrange for a designated email address for accepting community feedback.
3. Website – Laureto reported that every page on the new website has been carefully edited. She highlighted some of the changes and received input from Board members regarding a few additional changes. The new website should go live by 5/25/2020.
4. Annual Report – Van Nort agreed to write the Township’s Annual Report.
5. Aspen Wireless Update - Work at the fire station was to be completed last week and work on the Tower is expected to be completed in the next week or two.
6. Van Nort reported on work the Leelanau County Road Commission is exploring at 3 Culvert locations on the Crystal River and 1 on Tucker Creek. They would like to turn the 3 culverts on Dunn’s Farm Rd into bridges and enhance the culvert from Tucker Lake that runs under 675.
7. Boat Ramp – Laureto updated the Board on the progress of the Lake Street Boat Ramp permit process. The Soil Erosion and EGLE permits were received about three weeks ago. The Army Corps of Engineers permit is outstanding, and our contact is unable to provide an idea of when it might be received. Laureto noted that the Corps is understaffed and very behind on their permits. The Board expressed concerns because the ramp is needed to launch the Fire and Rescue Boat.
Motion Van Nort, support Peppler, to install the Boat Ramp without the Army Corps permit. The Board strongly and unanimously supported the motion.

New Business

1. GLA pledge. Laureto asked for clarification and history on an invoice received from the Glen Lake Association. She indicated that the Township must contract for specific services. She will contact GLA to explain and arrange for specific services regarding care of the Glen Lakes.
2. Regulation of where medical marijuana growing operations can be conducted. Laureto will verify with the attorney that we are covered.
3. Some community members have requested that picnic tables be placed around town and the closing of Lake Street for outside restaurant seating. The board determined neither of these are needed now that restaurants have been reopened.
4. Annual Pop-up 4th of July Parade – Laureto reported on her conversation with Stan Brubaker, the parades Grand Marshall requesting that he cancel the event because it will not be possible to ensure proper social distancing. **The Board unanimously supported asking the parade organizer to cancel the event so that COVID-19 guidelines can be maintained.**
5. The Board reviewed the Townships calendar of summer events. Most events have canceled or moved to a later date. Discussion regarding the opening of the town hall ensued. The Hall will remain closed until gyms are open. The Board will continue to monitor each executive order for guidance on reopening.
6. Van Nort reported on two interviews with national publications regarding the impact of COVID-19 on the vacation destination of Glen Arbor.
7. Van Nort presented several emails he received from Fisher Lake residents regarding signage in Fisher Lake. Peppler stated that he recently viewed the signs and they were in good shape.

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Lewis said the signs were replaced 3 years ago with high quality materials. Van Nort will notify the residents of this.

8. ESAC subcommittee for Policy and Procedure Review – Following last month's Town Board Meeting, ESAC agreed to convene a subcommittee to assist Chief Ferguson with reviewing policies and procedures at the Fire Department. Laureto and Van Nort requested that the subcommittee have a Town Board representative. **Motion Van Nort, second Laureto, to appoint Don Lewis as the Board Representative. Lewis agreed to serve in this capacity. Motion passed unanimously.**
9. Fall Election Update – Laureto updated the Board on items related to the August 4th State Primary election and the November 3rd General election. She will be mailing ballot applications to voter's who have elected to be on the Permanent Absent Voter list on March 21. The State will be mailing all other voters an absent voter application.
10. Reopening – Van Nort presented information of the reopening of region six. Laureto agreed to ask the Michigan Township's Association for clarification on what this means for the Township Offices.

Park Commission Report – Laureto – The Park Commission met via zoom. The commission decided that the Park restroom and picnic areas would be opened with proper signage. May 12th was the official 1st Flag Raising at the Park.

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

Public Comment: None

Board Member Comments:

Peppler, Lewis and Houtteman – None

Laureto – polled Board members for their interest in obtaining an updated copy of MTA's guide for Board Members and the MTA's on-line learning being offered in lieu of the canceled annual learning conference.

Van Nort – At his request, a standing ovation for the Clerk for outstanding work on editing the new website was given.

Meeting adjourned at 10:22 pm.

Respectfully submitted,

Pam Laureto
Township Clerk