

**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**

6/16/2020

The meeting was called to order by Supervisor Van Nort at 7:33 PM in the Glen Arbor Town Hall. The meeting was open to the public by teleconference.

Roll Call – all Board members were present. Chief Bryan Ferguson, Lieutenant Dykgraaf, Safety Officer Perdue, and Deputy Supervisor Laureto were present. The Pledge of Allegiance was recited.

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

Public Comment: none

Minutes of the 5/19/20 Regular Board Meeting were presented. **Motion Peppler, support Van Nort, to approve the minutes of the 5/19/20 Regular Board Meeting. Motion unanimously carried.**

**Treasurer’s Report** – Houtteman reported that as of 5/31/2020 the total cash on hand by Fund is:

General Fund	\$ 761,398.89	Park Debt Service Fund	\$118,761.46
Emergency Services Fund	\$2,679,355.16	Fisher Lake SAD Fund	\$ 43,179.85
GLFD Debt Service Fund	\$ 10,631.57	Tax Collection Fund	\$ 2,841.35

**Clerk’s Report** – The General Fund expenses for May 20 – June 16, 2020 were \$49,069.49 and the payroll for May was \$15,440.90. **Motion Van Nort, support Peppler 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 May 14 – June 12, 2020 were \$79,426.63 and the May payroll was \$98,034.88. **Motion Van Nort, support Peppler, to approve the payment of Emergency Services expenses and payroll. Motion unanimously carried.**

Laureto also reported that ESAC recommends to the Glen Arbor Township Board that they approve the appointment of a GLFD Apparatus Manager by Chief Ferguson, at a rate of \$100 per month. The Apparatus Manager will head up the vehicle maintenance program and its associated software. **Motion Van Nort, second Peppler to approve the appointment of a GLFD Apparatus Manager at \$100.00 per month. Motion unanimously carried**

**Fire Chief Operations Report** – Chief Ferguson reported that GLFD is working on switching over to a different ambulance billing service. The Annual Pancake Breakfast has been canceled for this year due to COVID-19. The repair and painting of Fire Station #1 was delayed due to COVID but is scheduled to begin in July. One of the engines has been out of service for 2 weeks while it was being repaired. There is about \$10,000 of repair primarily due to a lack of regular maintenance. The Fire Pumps should be tested each year and this one had never been tested. It needed to be completely rebuilt. The truck was returned yesterday.

**Zoning Administrators Report** – Submitted in writing.

**Monthly Assessors Report** – Submitted in writing.

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

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**Unfinished Business**

1. Job Descriptions for non-statutory duties – Laureto reported on her conversations with Attorney Figura regarding job descriptions. She will send out statutory job descriptions and a draft resolution prepared by Figura for our review. Laureto also asked Board members to begin preparing a list of non-statutory duties performed by each office, if any, and bring those to the next meeting.
2. Electronic Sign –Laureto reported there was a nice article in the Enterprise regarding our mock-up sign and that we have 36 email responses to date. Please encourage those you know to send in a response. Responses can be submitted through mid-July.
3. Aspen Wireless Update – Van Nort reported that at any given time there are between 5 and 70 people on the wireless network. In the 24-hour period ending at 4:00 PM today there had been 470 devices connected to the Wi-Fi Network. Under a normal summer day that number is expected to be 600 and, on a weekend or holiday the number is expected to be 1,200 devices.

Van Nort has a meeting later this week with Aspen Wireless and will report next month on the progress of the Fiber Optic connection to the Tower, and other installations Aspen is doing on behalf of the Township.

4. Reopening the Townhall – Van Nort reported on the requirements to open which include hand-washing stations, signs, directional arrows, disinfecting, etc. It's not a simple process, there are many required procedures. Regarding Town Board meetings, those could be held as an open meeting for up to 50 people, however, the Open Meetings Act prohibits turning anyone away and for that reason the Michigan Townships Association recommends that we continue to hold meetings and invite the public via teleconference.

Laureto reported on the Townships next 3 months calendar of events. There is an extended family that has rented the Hall for several evening meals in July and 1 wedding scheduled for September. **Motion Van Nort, second Peppler, that we do not open the Town Hall for general purposes until we have more information from the Governor. Motion unanimously carried.**

**Motion Van Nort, second Peppler, that we allow the Raben family to use the Hall on July 11 – July 16 as described by the Clerk for their family gathering.** Discussion ensued and the conditions under which the family will be permitted to use the hall were established. Laureto will contact the family with the conditions. **Motion unanimously carried.**

5. Laureto shared information received from the Glen Lake Association regarding the cancelation of their three Watershed Educational Forums this summer. They will be producing a video to present the information that was to have presented in the Forums. They will be sending out postcards and placing advertisements at area businesses and in the newspaper to direct the public to the video. The Board agreed to link the video to our website. Laureto informed the Board that this will change the services we have contracted for with Progressive AE.

Laureto has received the annual invoice from Freshwater Solutions for 50% of the Swimmer's Itch Control for 2020. GLA will cover the additional 50%. **Motion Laureto, second Van Nort, that we pay Freshwater Solutions for 50% of the annual Swimmer's Itch Control program at a cost of \$3752.00. Motion unanimously carried.**

6. Laureto updated the Board on the Fall Elections. To date, over 200 Absent Voter Applications have been received which is nearly a 50% increase over the March 2020 election. The Bureau of Elections will be supplying masks, gloves, disinfecting wipes, and possibly plexiglass shields for the tables for the August election. **Laureto asked the Board for authorization to purchase the plexiglass shields if the State decides not to. The Board unanimously agreed.**

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7. Website – Laureto stated the new website seems to be operating well. Deputy Clerk Aucello is now doing the website postings. Laureto reminded the Board that last month it was decided we would track the use of the website. Rockwell Art and Design, our website designer, offers a quarterly service to track and provide reports on the website usage. The cost for the service is \$65.00 per quarter. **Motion Laureto, support Van Nort, to contract with Rockwell Art and Design for 1 year of website tracking service. The motion unanimously carried.**

**New Business**

1. Review of Policy #100-101-04 – Public Safety Building Public Use. Chief Ferguson gave some background information. For security of the building Ferguson requests this policy be changed to allow the building to remain locked. **Laureto motioned, support Lewis, that the wording of Policy 100-101-04 be changed to reflect the security issues, keeping the building locked with appropriate signage to inform the public of how to gain access, and that the Clerk work with Chief Ferguson on the language and bring the revised policy to the Board next month.** Lewis stated the policy should be reviewed by ESAC and that they should recommend its approval by the Town Board. **Motion carried unanimously as amended by Lewis.**
2. Purchase of Building Access box for GLFD/Sherriff access to the Town Hall. Van Nort explained that most commercial buildings have such a box for access by emergency personnel. Ferguson recommended having one box installed by the office door and having both Office and Hall keys placed in the box. The cost of the box is \$383.00 plus shipping. **Van Nort motioned, support Peppler, that we acquire this safety device for the Town Hall. Motion unanimously carried.**
3. The Glen Lake Chamber of Commerce has purchased Sandwich boards which ask people to wear a mask and stay safe. The Chamber is asking the Township to purchase additional Sandwich Boards for other areas around town. Chamber Treasurer, Larry Widmayer, said the signs were purchased through the Enterprise. Discussion ensued. Larry said that the real message of the sign is for the retailers who may need to close if Stay Safe orders are not followed. Lewis said the signs are specific for Downtown GA and do not encompass the entire township. Houtteman said that all businesses have posted signs. **Motion Van Nort, support Peppler, that the Township purchase 4 additional signs.** Discussion ensued. Van Nort and Peppler withdrew the motion.
4. EPS individual security codes. Laureto explained that our security system currently has 1 code that everyone has used since the installation of the security system several years ago. The EPS system can handle individual security codes. Additionally, the system is able to produce a weekly report of who is entering the building and when. Laureto will obtain information on any additional costs and bring the information back to the board for consideration.
5. Township Annual Meeting. Van Nort shared information from the Michigan Townships Association stating that only 3% of the over 1,200 Townships still have annual meetings. Several years ago, the State did away with the requirement for an annual meeting. **Motion Van Nort, support Laureto, to eliminate the annual meeting and produce an annual report which will be available to the electorate on our website. Motion unanimously carried.**
6. Van Nort presented the three ways that a Township can establish compensation for its elected officials. **Motion Van Nort, support Lewis, that the Board establish compensation by Resolution. Motion unanimously carried.**
7. Quote for Spring cleaning of the meeting room and chairs. Our contracted cleaning service has quoted \$125.00 for a spring clean. Laureto has contacted several vendors for quotes to clean the office and meeting room carpet and 36 chairs. **Motion Van Nort, support Peppler, that we**

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**contract with Turner Cleaning for a \$125.00 deep clean of the meeting room and office.  
Motion unanimously carried.**

8. Garage maintenance. Lewis described that the Township garage in the back of hall is being undermined by animals, has peeling paint, and other maintenance issues. Lewis will put together a list of items that need repair and bring those to next month's Board. Laureto will then send the agreed upon items out for bid.

**Park Commission Report** – Laureto – The Park Commission meet in the Township Park. The commission decided that new wind screens are needed for courts one and two. Calsbeek will get quotes. The Tennis tournament has been cancelled for this year. A few tools will be purchased for use in maintaining the Park. The Commission is developing a "Keep the Park Beautiful" program similar to the "Adopt a Highway" program where individuals/families/groups can sign up to maintain small sections of the Park. The Commission is trying figure out how to do T-shirt sales this year.

**Planning Commission Report** – Peppler – the Planning Commission met by teleconference. Planning Commission procedures with regards to site plan reviews or zoning changes, and the ordinance review update were discussed considering COVID requirements over the next few months. The next meeting is scheduled for the 1<sup>st</sup> Thursday in September.

**Public Comment:** None

**Board Member Comments:**

Houtteman – the summer taxes will be coming out the end of June

Laureto – Thanked the Glen Lake Garden Club for planting the barrels around town. All Board members concurred with their thanks.

Lewis – asked about the draft copy of the annual report. Van Nort is waiting for Board member comments.

Peppler – None

Van Nort – Thanked Deputy Supervisor Laureto for repairing 3 signs and a vandalism issue at the Garden Restroom at no cost to the Township.

Requested a meeting with the treasurer to discuss two items on the revenue and expense report.

Meeting adjourned at 9:17 pm.

Respectfully submitted,

Pam Laureto  
Township Clerk