

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

8/18/2020

The meeting was called to order by Supervisor Van Nort at 7:31 PM in the Glen Arbor Town Hall. The meeting was open to the public by teleconference.

Roll Call – Houtteman, Laureto, Lewis, Peppler and Van Nort present. Chief Bryan Ferguson, Deputy Supervisor Laureto, and Linda Dewey were present. The Pledge of Allegiance was recited. Members of the public participated via teleconference.

The agenda was presented. **Motion Peppler support Lewis to approve the agenda as written. Motion unanimously carried.**

Steve Peacock CPA, Principal of Rehmann Robson LLC reviewed details of the Townships yearly audit and answered board member questions. He indicated that the audit went very smooth, the Township is in a “healthy” financial position, that the audit was relatively clean with 2 findings, common to smaller townships, that he felt would not trigger any comments from the State.

Public Comment: Bill Meserve read a prepared statement from the Glen Lake Association describing their efforts to have an overlay district in the Glen Lake Crystal River Watershed. Board Members and the Public are encouraged to visit the Glen Lake Association website to read and understand all aspects of the proposal (www.glenlakeassociation.org). Individuals with further questions may contact Rob Karner at rkarn@leelanau.org.

Minutes of the 7/21/20 Regular Board Meeting were presented. **Motion Peppler, support Lewis, to approve the minutes of the 7/21/20 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	\$ 693,849.54	Park Debt Service Fund	\$118,771.36
Emergency Services Fund	\$2,536,594.27	Fisher Lake SAD Fund	\$ 43,183.45
GLFD Debt Service Fund	\$ 10,979.55	Tax Collection Fund	\$ 11,165.02

Clerk’s Report – The General Fund expenses for July 21 – August 18, 2020 were \$19,148.23 and the payroll for July was \$20,095.34. **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 July 14 – August 11, 2020 were \$85,175.63 and the July payroll was \$136,785.95. **Motion Van Nort, support Laureto, to approve the payment of Emergency Services expenses and payroll. Motion unanimously carried.**

Laureto reported that ESAC continued reviewing the ESAC governance documents, additional members that were present signed the principles of Governance document. The MTA book titled ON CALL: Fire Departments was distributed to members.

Fire Chief Operations Report – Chief Ferguson reported that July 2020 was the departments busiest month ever. They had 83 calls last month including 1 small fire, 55 medical, 6 hazardous conditions, 11 good intent, 10 false alarms. 52 of the calls were in Glen Arbor, 24 in Empire and 7 elsewhere. They went into Benzie County on mutual aid 3 times in July which is unusual. The building repairs on Station #1 are nearly complete. Most of the Fascia has been replaced, some of the roof was repaired and it was painted. The Septic was pumped, and the septic lift pump was replaced. There were several vehicle

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maintenance repairs done. We had the Cedar Ambulance on loan as our ambulance was out of service for 3.5 weeks. The 9-11 Memorial will take place but will be scaled down from normal years, it will be held outside and will likely not have seating. The first draft of the 21-22 budget was presented. A 1.1% increase (\$28,000.00) is being proposed. The public budget hearing is scheduled for September 9th at 7:00 pm. It will be held in the Township Hall and the public will be invited via teleconference.

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. Glen Arbor Township Cemetery Update – John Peppler said he arranged for the property to be surveyed by Grand Traverse Survey and that the work should be completed prior to the September meeting. Linda Dewey reported on her conversations with Leelanau County Township Clerks on how they govern inactive cemeteries. She spoke about a Gravestone Restoration workshop she will be attending and her proposed timeline for work at the cemetery.
2. Sign Update – The mock sign will be removed, and Supervisor Van Nort will continue working to arrange meetings with the various non-profits who would use a sign and also reconvening the ad hoc Sign Committee. Lewis agreed to remove the sign.
3. Aspen Wireless and American Tower Update – Clerk Laureto reported that Aspen Wireless has finished their work on the Tower and made the switchover from the Townships old system to the new one. The Townships attorney is still working on a letter to American Tower.
4. Statutory and non-statutory job descriptions – Board Members were reminded of the work they need to do before our next meeting.
5. Open Meeting for Candidates – After discussion it was decided not to hold an open meeting.
6. Sleeping Bear Heritage Trail - The Heritage Trail project is again being worked on. Van Nort requested updated estimate from Prien & Newhof and shared details with the board. Van Nort indicated that prior to signing the contract the two required easements, which have been verbally agreed to, must be secured. Peppler suggested that letters of intent from involved individuals be secured, to then have the site surveyed for a legal description, and to then have easements drawn up. Van Nort will contact the Township attorney to have the letters prepared. Van Nort said the 2nd thing to be done is a contract discussion with the engineering firm. The Board agreed. **Motion Peppler, second Laureto, to proceed with obtaining letters of intent, and to continue working on the Heritage Trail project. Motion unanimously approved.** Van Nort indicated this will take longer than his term of office. Laureto and Lewis agreed they will continue as Board representatives on the committee and will work more aggressively on the project.
7. Laureto reviewed the election process with regards to using the mail slot in the Office door. Individuals can drop their ballot off in person during working hours or put their ballot through the mail slot after hours. There will be a locked receptacle on the inside of the door and only those under oath may receive the ballots or remove them from the mail receptacle.

Ballots should be received by September 19th and will be mailed out to those with signed applications as soon as possible. We already have about 350 applications on file.

8. Garage Maintenance – Lewis is having difficulty getting estimates as everyone is very busy. Laureto expressed concern over a foundation issue. We will try to have the foundation fixed prior to winter.

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9. Fisher Lake Sign – Van Nort said he has heard nothing else about the Fisher Lake Sign but wanted the Board know that Andy DuPont said the Fisher Lake Association is discussing a new sign and how they would like it to read.
10. Further thoughts on Miller Hill – Van Nort said that Tim Cypher indicated there is a way to remove the provision although he has not heard back from the DNR. Van Nort said that when the Township was given the Miller Hill property by the State it was with a provision that says that if the property is not used for recreational purposes it reverts to the State. According to Cypher, that hinderance to putting up a Tower could be gone. Van Nort asked the Board if they were willing to consider putting up a tower. Peppler said that any property within the National Park that reverts to the State is likely to be turned over to the National Park and we will lose any control. Sight pollution is still a concern. Laureto said she believes that Glen Arbor residents will not want a tower on Miller Hill. Peppler questioned how much it would benefit other areas of the County. Van Nort said that L.I.F.T. research indicates it would benefit the county. Ferguson explained that there are areas where safety personnel radios do not have service. Laureto asked how much it will cost to continue researching the question. Van Nort said that the L.I.F.T. grant would pick up all costs. Van Nort will proceed to gather more information.
11. Road End Signs – the signs are ready. Lewis will pick them up. Van Nort asked the Board if they wanted a sign installed at each of the 4 road ends. Laureto suggested that we speak with the residents of Lake Isle prior to installing at that road end. The board agreed to install the signs at Bay Lane, Manitou Blvd and Lake St. and get input from Lake Isle residents.

New Business

1. Dredging Fisher/Glen Lake Channel - Van Nort said that Fisher Lake will need to be dredged this coming spring. He has an estimate of \$6700 from Grobbel to manage the project, including project coordination, EGLE permitting, and dredge oversight.
2. Electric Vehicle Charging Station – Van Nort said that EGLE is awarding funds for installing charging stations and asked if the Township needed to install a station. Peppler said a charging station is already located at ART's. Since we have one the discussion was terminated.
3. Reimbursement of COVID-19 expenses – Van Nort and Laureto participated in a Zoom meeting with Chet Janik, County Administrator. The county is expecting to receive \$360,000 from the State for non-budgeted COVID related expenses that occurred after January 20, 2020. The application is not yet available. All Board members agreed that we should apply. Laureto has put together a list of items we can request reimbursement for.
4. Establish Park Board – Van Nort said the proposal on the August ballot passed and we need to establish a Park Board. Laureto reported that she attended the August 11th Park Commission meeting and that 3 of the seven commissions stated they would like to continue, 3 said they would not continue, and 1 member was not present and his position is unknown. Laureto said the Township Board needs to decide how many members should be on the new Park Board. Peppler responded 5. Lewis said this Board should follow the same model as the Planning Commission. Laureto said having good communication with the Park Commissioners as the new Board is established will be important, that the current Park Commissioners are working on job descriptions, and that the Township Board should be involved in that process. Laureto will advertise the Park Board positions.
5. GLFD Administrative Assistant – Chief Ferguson is working on a job description for a part-time Administrative Assistant, a 20 – 30 hour/week position. He will present this to ESAC next month and ask them to recommend the position to the Township Board for consideration.

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6. Storm Sewer Issues – Van Nort described storm sewer issues and said he has not been able to get the State to install an alert system that would allow us to know when the pump breaker has tripped. He described a problem with the sump at the corner of M-22 and Lake. He has been unable to determine who pumped the sump and who is responsible for fixing it. Ferguson suggested asking Tim Barr to review his video footage for the name of the company. Van Nort will continue to pursue this issue.
7. Police Coverage for Glen Lake Community Schools, Empire, and Glen Arbor Townships was discussed. The proposal is that these three entities share the cost of a designated sheriff. The approximately \$100,000 position would be split 50% for the school, and 25% for each of the two Townships. The Board requested that Van Nort will contact Sheriff Borkovich and the Empire Township Supervisor to express our interest in the proposed designated sheriff.
8. Amendment to Ordinance 1-2011 to include solicitation – **Motion Lewis, support Peppler, to amend Ordinance 1 – 2011 to include solicitation. Roll Call Vote. Ayes: Houtteman, Laureto, Lewis, Peppler, Van Nort**

Park Commission Report – Laureto – Ron Calsbeek and Rick Schanhals created 4 work lists including an Annual To-Do List, Upkeep List, Maintenance List, and Capital Improvement list. These were reviewed. The commissioners will work on prioritizing work on each list and finalize them at next month's meeting. The Commissioners are working on job descriptions.

Planning Commission Report – Peppler – the Planning Commission did not meet. The next scheduled meeting is 9/3/2020 at 7:30 pm. The ordinance re-write subcommittee was active over the summer and will share their progress at the September meeting.

Public Comment: Tom Laureto commented on the Heritage Trail project. He also said we should ask Sheriff Borkovich to describe the coverage that already exists in Glen Arbor.

Board Member Comments:

Houtteman, Laureto, Lewis, Peppler – None

Van Nort – reported the Township's response to the 2020 Census is about average for the State but lags the other Townships in the County. Van Nort said each Board member will receive a document from GLA describing the overlay district and he asked each Board Member to study the document and prepare for discussions.

Meeting adjourned at 10:38 pm.

Respectfully submitted,

Pam Laureto
Township Clerk