

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

2/18/2020

The meeting was called to order by Supervisor Van Nort at 7:30 PM in the Glen Arbor Town Hall meeting room.

Roll Call – all Board members were present. GLFD Chief Ferguson, Zoning Administrator Tim Cypher, and seven members of the public were in attendance. The Pledge of Allegiance was recited.

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

Public Comment: John DePuy requested use of the Hall. Bob Sutherland asked the board to consider a parking ordinance, spoke about his concerns for who will be the next generation of business owners, and housing for young families.

Minutes of the 1/21/20 Regular Board Meeting were presented. **Motion Van Nort, support Pepler, to approve the minutes of the 1/21/20 Regular Board Meeting. Motion carried.**

Treasurer's Report – Treasurer Houtteman reported that the total cash on hand as of 1/31/20 was \$3,211,763.64.

Clerk's Report – Clerk Laureto highlighted items from the financial report. The General Fund expenses for January 21 to February 18, 2020 were \$23,246.66 and the payroll for January (a 3-payroll month) was \$20,199.73. **Motion Laureto, support Lewis, to approve the payment of General Fund expenses and payroll. Motion carried.**

Emergency Services Advisory Commission Report – On behalf of Linda Ihme, John DePuy reported the discussions at the last Emergency Services Advisory Commission meeting and reported that they 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 January 14 – February 12, 2020 were \$58,450.53. The January payroll (a 3-payroll) month was \$120,003.44. **Motion Laureto, support Van Nort, to approve the payment of Emergency Services expenses and payroll. Motion carried.**

Fire Chief Operations Report – Chief Ferguson gave the operations report. They had 20 calls and there were 564 hours of training in January. Emergency Services received a 2% grant (\$23,000.00) from the Grand Traverse Band which covered 50% of the cost of the new power cot for the ambulance. One tanker truck is on loan to Cedar until their new truck arrives. Chief Ferguson reported on his training class at the National Fire Academy saying it was an excellent class, he made several good contacts, and returned with a list of department deficiencies he will be working on over the next year. The Department is part of the MABAS (Mutual Aid Box Alarm System) program and they participated in a state-wide drill. They were deployed to Meijer in Traverse City, the deployment site for their MABAS division. They have sent out bids for a new ambulance which are due back by March 30th.

Zoning Administrators Report – Submitted in writing and presented in person. There were no land use permits issued. Two permits were revised slightly. Two construction site inspections were completed, there were 19 phone consultations, and 14 responses to questions via internet. The approved special land use permits were reviewed for compliance to ensure that all special conditions are being met.

Monthly Assessors Report – Submitted in writing.

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

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Unfinished Business

1. Laureto presented a letter from the Glen Lake Association and a copy of a contract with Progressive AE for work on the Watershed Protection Study. **Laureto proposed that Glen Arbor Township request the services of Progressive AE to 1) develop materials for the Glen Arbor educational forum on the proposed Watershed Overlay district at \$1666.67, 2) provide a survey to Glen Arbor residents at \$833.33 regarding their views on the Overlay district, and 3) to attend 1 in-person or 3 call-in meetings with the Town Board or its representative(s) at \$1000.00, support Van Nort. Motion Carried.**
2. John DePuy reported on the Fire Boat Task Force. The task force included John DePuy, Chief Ferguson, Stan Brubaker, Frank Siepker Jr., Don Lewis, and Bob Smith. Three of the items they looked at applied directly to the fire boat. 1) Dispatch – Chief Ferguson has talked with dispatch and they are “on board” to dispatch the boat. 2) Captains – There were only 2 trained Captains so Scott Sheehan is now teaching a course to train additional Captains so that each fire shift will have at least one person trained to run the boat. 3) Boat Ramp – This is a joint effort between the Fire Department and the Township. The Task Force determined that they want the boat to stay in and be used in Glen Arbor. Bob Kuras will allow the boat to be stationed at the mouth of the Crystal River for ease of access for training purposes and dispatch. DePuy will submit a written report to the Township.

Stan Brubaker and Frank Siepker reported on the Lake Street boat ramp which sustained some damage last year. The Task Force determined the 1st task is to get the ramp repaired so that it is useable this coming spring by both the fire department and citizens. They asked Zack Stanz to prepare a cost estimate for the repair. The 2nd task is to make some design changes to the existing ramp to make it more useable and more stable. Siepker is a structural engineer and has volunteered to do design work so that estimates can be secured.

Stanz described the work needed to repair the ramp. He is working with Wheelock.

Siepker will produce drawings of the current ramp configuration and work with Laureto to obtain a permit from EGLE.

Van Nort proposed that we accept the \$4,320.00 bid to repair the ramp, support Peppler. Motion Carried.

3. Laureto reported that the offices and history room will be re-keyed this week and that the kitchen and gym door code locks will have current codes wiped clean and new codes reassigned.
4. Peppler presented information from a LIFT (Leelanau Internet Futures Team) presentation that was given at the last Planning Commission meeting. He will send a copy of the presentation to each board member.
5. Van Nort reported on a recent meeting of the Communications Advisory Committee. The Townships website has had many updates, and we now have communication on both Facebook and Instagram. They talked about how to promote these 3 sources of Township information and came up with several ideas. They spoke about a potential new sign for which a mock-up will be prepared by Lewis. Van Nort proposed that we modify last month's decision on when to display the sign mock-up and to drop the public hearing in favor of a receiving written input from the public. **Motion Van Nort, support Peppler, to display the sign mock-up and collect feedback from May 15th to July 15th and to not have a public meeting. Motion Carried.**

New Business

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1. Resolution #3 – 2020 FY 2019-2020 Budget Amendments were reviewed. **Motion Lewis, support Houtteman, to approve Resolution #3 – 2020. Roll Call Vote: Ayes – Peppler, Lewis, Houtteman, Laureto, Van Nort. Motion Carried.**
2. The first draft of the 2020-2021 FY Budget was reviewed. Board Members will further review the budget and submit recommendations for the 2nd draft which will be reviewed next month. Trustee per meeting payments were discussed. **Motion Van Nort, support Laureto, to increase the trustee per meeting payment to \$100 for each Board approved meeting up to a total of 16 meetings per year. Roll Call vote; Ayes – Van Nort, Laureto, Houtteman; Abstain – Lewis and Peppler.**
3. Van Nort presented information related to the Townships Fund Balance.
4. Van Nort introduced the Audit of Minimum Assessing Requirements (AMAR) report that the State's Department of Treasury conducted on Glen Arbor Township this year which stated that they "wished to congratulate the Township on receiving a perfect score on the review". Laureto said that Tim and Polly Cairns are to be congratulated.
5. Van Nort updated the board on the research work being done on the historical Glen Arbor Cemetery by a group of volunteers. A meeting was held with Van Nort, members of the volunteer group, and 5 SLBD National Park officials to discuss ownership of the cemetery and to figure out how the Park can grant permission to the citizens group to clean-up, maintain, and present activities at the cemetery. Laureto shared information received from the volunteer group that a complete title search is underway and is expected to be completed within two weeks.
6. Van Nort discussed the communication received from Empire Township regarding a more equitable way by which Empire could continue to offer Glen Arbor residents the benefit of burial in their Maple Grove Cemetery. Empire presented three options to the Township. Those options were reviewed. **Van Nort motioned, support Laureto, to accept option 1 which is to pay 40% of actual expenses at year end with the stipulation that Glen Arbor will have to agree to any Capital Expenses prior to their expenditure. Motion Carried.**
7. The State of Michigan has a project called Trail Towns for Townships that have a designated Special Trail of which the Heritage Trail is one. The focus the Trail Town status is to have more visitors to your town. Van Nort polled the Board for their interest. The Board did not feel we needed more visitors and will not pursue Trail Town status.
8. The Planning Commission has asked the Board to look at our current Conflict of Interest Policy. Laureto indicated she believed that some of the language in the current policy needs to be updated. Tim Cypher will forward a Leelanau County court case relating to Conflict of Interest for Board review. The Conflict of Interest policy should be signed by all appointed and elected officials and kept on file. The Board will ask our attorney to help us with updating this policy.
9. **Motion Laureto, support Peppler, to add Good News at the Hall to the Fee-Waived Group. Motion Carried.**
10. Van Nort presented the contract proposal from Rockwell Art & Design to develop the new website. The proposed schedule and costs were reviewed. **Motion Lewis, support Houtteman, to accept the proposal as written. Motion Carried.**
11. Laureto introduced and Cypher commented on the need for our Insurance Sublimit Coverage to increase from \$100,000 to \$500,000. This would protect the Township from lawsuits related to the Planning Commission and Zoning Administrator. **Motion Lewis, support Peppler, to increase our Insurance Sublimit Coverage from \$100,000 to \$500,000. Motion Carried.**

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12. The Salary Commission recommendations were presented – (see attached salary resolutions in full). Salary resolutions will be voted on by the electors at the March 28th Annual Township Meeting. All resolutions are effective April 1, 2020.

Resolution #4 – 2020 – Supervisor’s Salary –increased by 3% to \$25,774.35. **Motion by Laureto, support Pepper, to approve Resolution #4 – 2020. Roll Call Vote: Ayes Laureto, Peppler, Houtteman, Lewis; Abstain: Van Nort**

Resolution #5 – 2020 – Treasurer’s Salary – increased by 3% to \$35,272.35. **Motion by Laureto, support Van Nort, to approve Resolution #5 – 2020. Roll Call Vote: Ayes Laureto, Lewis, Peppler, Van Nort; Abstain: Houtteman**

Resolution #6 – 2020 – Clerk’s Salary – increased by 3% to \$40,159.70, a per election compensation of \$750 for up to 3 elections per year, and a one-time bonus of \$2000 in recognition of exemplary work. **Motion by Van Nort, support Peppler, to approve Resolution #6 – 2020. Roll Call Vote: Ayes Houtteman, Lewis, Peppler, Van Nort; Abstain: Laureto**

Resolution #7 – 2020 – Trustee’s Salary – increased by 5% to \$3,429.30. **Motion by Laureto, support Van Nort, to approve Resolution #7 – 2020. Roll Call Vote: Ayes Laureto, Houtteman, Van Nort; Abstain: Lewis, Peppler**

13. The Board discussed and agreed to change the way the Treasurer reports the Township’s account balances from Total Cash on Hand to reporting the balance for each fund.
14. The Village of Suttons Bay has proposed that all Leelanau County Townships with Lakeshore frontage adopt a resolution to send to the Governor and State Legislature declaring the State of Michigan shoreline a disaster area and to request that they seek assistance from Congress and the President of the United States. The Board authorized the Clerk and the Supervisor to work on preparing a resolution for consideration by the board at next month’s meeting.

Park Commission Report – Laureto reported that: 1) the Leelanau School gym LED lights were installed and that the electricians from Feyen-Zylstra donated \$2800 in labor toward the project. In exchange the school has agreed to extend the Townships use of their tennis courts and gym facilities for an additional 3-year period, 2) there were 5 applicants for the open Park Commissioner position. They will put forth applicants at next month’s meeting, 3) the 5-year Rec Plan revisions have been sent to GoslingCzubek and will be completed later this week, and all 7 Park Commissions are choosing not to seek re-election.

Planning Commission Report – Peppler reported on the recent Planning Commission meeting. They continue to work on the re-write of the zoning ordinances. Cypher contributed information on the re-naming of the districts.

Public Comment: Chief Ferguson asked about Sheriff Brockovich’s proposal to have a deputy assigned to this area of the county. Van Nort stated there is an ongoing dialog between the sheriff, the school, Empire and Glen Arbor and stated that the major player is the school because they will take on half of the cost. The school board has to take the first step.

Board Member Comments:

Peppler, Lewis, and Houtteman – None

Laureto – Reported that the Election Commission met on 2/17/2020, appointed the election inspectors and receiving board for the March 10th election, and set March 2, 2020 for the Public Accuracy Test to be held in the meeting room at 11:00 AM.

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Laureto found Park Commission Meeting Minutes dating back to 1974. It appears the Park Commission was established in November of 1973 for the purpose of applying for a State of Michigan grant to build new tennis courts. The grant was received.

Van Nort – reported the BATA has stopped route 17 that serves Cedar, Maple City, Glen Arbor, and Empire due to lack of ridership. The route will resume in mid-May.

Meeting adjourned at 10:12 pm.

Respectfully submitted,

Pam Laureto
Township Clerk

APPROVED