

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

7/21/2020

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.

Roll Call – Laureto, Lewis, Peppler and Van Nort were present in person and Houtteman was present via teleconference. Chief Bryan Ferguson, Lieutenant Morse, and Deputy Supervisor Laureto were present. The Pledge of Allegiance was recited. Chris Olsen, Leelanau Enterprise reporter, and several residents of Bay Lane Rd. participated via teleconference.

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

Public Comment: none

Minutes of the 6/16/20 Regular Board Meeting were presented. **Motion Lewis, support Peppler, to approve the minutes of the 6/16/20 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	\$ 717,378.04	Park Debt Service Fund	\$118,766.33
Emergency Services Fund	\$2,661,609.41	Fisher Lake SAD Fund	\$ 43,181.62
GLFD Debt Service Fund	\$ 10,632.01	Tax Collection Fund	\$ 2,754.92

Clerk’s Report – The General Fund expenses for June 17 – July 21, 2020 were \$41,523.17 and the payroll for June was \$14,228.62. The Clerk requested paying a bill that just arrived today to avoid the vender needing to wait for a month before payment. **Motion Laureto, support Peppler to approve the payment of General Fund expenses and payroll and to pay the invoice that just arrived. Motion unanimously carried.**

The clerk requested adding a separate account number for the maintenance of the beach area around the boat ramp. All board members concurred that should be done.

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 June 17 – July 21, 2020 were \$59,088.90 and the June payroll was \$82,623.31. **Motion Laureto, support Van Nort, to approve the payment of Emergency Services expenses and payroll. Motion unanimously carried.**

Laureto reported that ESAC began reviewing the ESAC governance documents, the members that were present signed the principles of Governance document and the Board Terms were reviewed. ESAC recommended that all ESAC and Town Board members have a copy of the MTA book titled ON CALL: Fire Departments. Laureto surveyed the Town Board to see who needs a copy.

Fire Chief Operations Report – Chief Ferguson reported that he worked with the Clerk to submit the applications for CARES ACT funding. Once application was submitted to cover staffing costs for April and May. A second application was submitted for Hazard Pay for all the GLFD employees. If awarded the full amount Glen Arbor would receive \$109,634.00 and Empire would be reimbursed \$97,223 which is the normal 53% / 47% split. Funding is due the middle of November. We have the Cedar Ambulance on loan due to repairs needed our ambulance. The repair and painting of Fire Station #1 us underway. Most of the Fascia has been replaced and painting should begin soon. The first draft of the 21-22 budget should

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be ready for the next ESAC meeting. Call volume is up with 68 calls last month including 1 fire, 32 medical, 11 hazardous conditions, 5 service, 5 good intent, 2 false alarms, and 12 severe weather calls.

Zoning Administrators Report – Submitted in writing.

Monthly Assessors Report – Submitted in writing.

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

April Missias, Leelanau County Senior Services Director gave a presentation on the services they provide, groups they partner with, and provided specific information on the Senior Millage Renewal that is on the August 4th Primary ballot. The renewal is 0.320 mils for 4 years. This rate equates to \$32.00 of tax for every \$100,000 of State Equalized Value. This millage renewal will allow for the continuation of services to seniors in their homes, educational opportunities related to care giving and aging in place, and coordination of the Seniors helping Seniors program.

Unfinished Business

1. Andrew White and Linda Dewey gave an update of the Historic Glen Arbor Township Cemetery. A complete deed search was done and indicated that the Cemetery belongs to Glen Arbor Township. Dewey and White went over the history of the cemetery, significance of the cemetery, and how the cemetery went to the National Park Service and how it came back to Glen Arbor. **Motion Peppler, support Lewis, to contract with a surveyor to survey the cemetery with a dollar amount to not exceed \$1500.00. Motion carried unanimously.** Peppler has spoken with Zach Baker, a surveyor, who has been involved with similar historic surveys in the past and he would be willing to do the work at a reasonable cost. Peppler will contact Baker. Dewey is willing to continue working with the cemetery project.
2. Deputy Supervisor Laureto reported on the 93 email responses from community members regarding the potential new electronic sign. Responses were mixed. Deputy Clerk Aucello submitted 47 comments obtained from Facebook which were also mixed. Many of the comments, whether for or against, spoke about the potential sign staying in character with the small-town atmosphere of Glen Arbor. Clerk Laureto suggested that the Board consider using local artists to design "Sandwich Board" type signs specific for each of the 10-12 summer/fall events that occur in town. She pointed out that to avoid conflicts each event has a specific week in a month and specific days of that week that the event is held (example: Wednesday through Saturday in the 3rd week of July). This means that an event specific sign could be designed without the need for changing dates. As many of the email commenters suggested, Laureto suggested that area artists could be involved in this project. The Sandwich Board signs could be secured in place and then stored in the Township Garage until needed the following year.

No action was taken. The Board agreed to continue the sign discussion and will leave the mock-up sign out for another few weeks. Supervisor Van Nort will contact the Chair of the ad hoc Sign Committee and ask for the committee to reconvene.

3. The GLFD benefits plan was moved up from New Business to allow Chief Ferguson and Lieutenant Morse to leave. All Board members received 6 pages of information from our insurance carrier which presented options for Health/Dental/Vision plans for the 2020-2021 plan year. Chief Ferguson reported that the GLFD Union accepted the option suggested by Van Nort, Laureto and Ferguson which is BCBS Simply Blue, Delta Dental, and BCBS vision. Lewis asked about benefit changes and premium costs. Laureto outlined the changes and Ferguson said it is almost a \$20,000 savings. **Motion Van Nort, second Laureto, that we go forward in the 20-21 coverage year with the BCBS Simply Blue plan for Health coverage, Delta Dental for the dental plan and the renewal of the BCBS vision plan. Motion carried unanimously.**

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4. Use of the Townhall for the Carpenter wedding in September. The wedding is being planned as an outdoor event. The family requested permission to use the Hall Restroom. Clerk Laureto contacted the attorney from MTA and reported that the Board can allow its use without risk as long as there are 50 people or less indoors at one time and that the Board can set additional parameters for its use. **Motion Laureto, support Van Nort, that we allow the Carpenter Wedding to use the Town Hall Restroom under specific rules established by the Board. Motion carried unanimously.**

The Board set the following rules: a restroom attendant to monitor and manage social distancing, 1 male and 1 female in the building at a time or 1 child with 1 adult at a time, in and out via one door, and that the family will sign a document indicating that they understand the rules set by the Board and will comply with those rules all CDC guidelines of social distancing. The family will be reminded that this is subject to change as the Governors guidelines change.

5. EPS security quote. Laureto and Peppler met with a representative from EPS and learned that a new system would be required to accomplish security codes that would record who was coming in and leaving. The proposed system would require the building remaining locked and employees having a pass card to go in and out. In addition, an intercom system would be needed to allow communication with the public. This system was quoted at \$3320.00 plus a monthly service agreement of \$33.00 and an additional \$2000.00 for an intercom system. **Motion Van Nort, support Peppler, to not change the system and continue with the system we have. Motion amended by Laureto to require the change of the access code with the change of Board members at each election. Lewis further amended to include codes for individual Board members. Motion unanimously carried.**
6. Laureto reported that all Board members reviewed the carpet cleaning quotes and via email all agreed to use Norther Classic Carpet Cleaning. The office carpets and chairs will be cleaned on Saturday, July 25th, and the Fire Stations will be cleaned on Monday July 27th. Office personnel were requested to remove all their items from the floor before leaving on Friday. The Deputy Supervisor will help the Clerk to pick up carpet protectors and common use office items.
7. GLFD Building Access Box – Van Nort reported that Deputy Supervisor Laureto installed the access box. Clerk Laureto reported that all access information, EPS security code, and keys are in the box.
8. Van Nort reported that Board members Van Nort, Laureto, and Houtteman have given copies of their statutory and non-statutory duties to all Board Members. Laureto asked how we will proceed. Van Nort said he will call a Special Meeting to work on this further. Laureto reminded everyone that they have been sent a copy of a draft resolution prepared by the Township Attorney and that this project needs to be completed before the November election.
9. Aspen Wireless and American Tower – American Tower sent several invoices dating back to 7/2019 totaling \$4800.00. When the Board agreed in the Spring of 2019 to proceed with update the Townships wireless internet service it was not informed of the \$400.00/month charge from American Tower for having equipment on the Tower. Notice to Proceed was not provided by American Tower until 2/2020 and work did not commence until recently due to COVID-19. The Township has a lease agreement with American Tower in which we get 50% of their rental fees so our actual cost will be \$200.00 per month. Our Township attorney has been contacted and we will not pay these bills until a resolution is reached as to a satisfactory start date.

New Business

1. Van Nort suggested we host a meeting for all local Candidates running in the November election so they can be introduced to the community. Board members were supportive if COVID restrictions were lifted and it could be held in the Hall.

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2. Van Nort said that the Empire Township Board had conflict of interest concern about an ESAC member who is also a consultant to the Cedar Area Fire Board. Van Nort asked our attorney to research this and present an opinion on this. A five-page opinion was produced that states there is no conflict. Figura sent a copy to the Empire Township Board. **Motion Van Nort, second Peppler, that we accept Dick Figura's letter and make it available to those who are interested. Motion unanimously carried.**
3. Van Nort reminded the Board that he had appointed Tom Laureto as his deputy with not pay. He indicated that his role has changed dramatically. Tom Laureto is now "the Jack of All Trades" from fixing toilets, to installing key boxes and hanging basketball nets. Van Nort suggested that the Township compensate him for some of these assignments and **motioned that the Deputy Supervisor be paid \$500.00 for services to date; second Peppler.** Deputy Laureto said he was not expecting payment, that the work he has been doing has been a learning experience as to the various Township facilities, and that he has been happy to do. Van Nort said that neither Tom nor Clerk Laureto wanted this but that he feels it is appropriate. **Motion carried 4:0 with Clerk Laureto abstaining.**
4. Striping of the Roadway Crosswalks and Spring Striping of Parking Spaces. The County Road Commission does the crosswalks on the main roads. Van Nort tried repeatedly to get a bid from Great Lakes Striping, but they would not return his calls. The County uses PK Contracting for their striping needs. They provided a bid of \$2061.50 for doing 14 cross walks. They could get the work done within two weeks of receiving the contract. **Motion Van Nort, second Peppler, to approve the bid provided by PK Contracting to paint 14 crosswalks. Motion carried unanimously.**

We will get bids for striping the street parking spaces and defer the work until spring.

5. Bridge at the Narrows are overgrown with weeds. Laureto contacted M-DOT who reported that due to COVID-19 their youth work corps which typically maintains such areas is not functioning this year. M-DOT indicated that with the advanced permitting we could have the bridge and associated stairs and ramp cleared of the weeds. **Motion Van Nort, second Laureto, that we get bids and move forward to have the bridge area cleared of weeds. Motion carried unanimously.**
6. The Township has 4 road ends, one at Bay Rd, Lake St., Manitou Blvd., and Lake Isle. We had complaints last year regarding the road end at Lake Isle. This year we have had numerous complaints from residents on Bay Lane including beach fires, boat launching, and overnight camping. Van Nort said that it is very clear that the Road Ends all the way to the water's edge are part of the road and are therefore owned by the Road Commission. The Sheriff has indicated that if the Township will place a sign indicating no overnight parking, no camping, and no beach fires, they will enforce it. We have obtained 2 bids for such a sign and have requested a permit from the road commission. **Van Nort motioned, second Houtteman, that we proceed to develop road end signs and post one at Bay Lane. Motion carried unanimously.** Laureto suggested the Township may want to contract for beach cleaning at Bay Lane to remove evidence of past fires and camping. Discussion ensued. Peppler indicated that the Township has done this maintenance in the past.
7. Van Nort presented a request from L.I.F.T., a group working to provide internet service to all areas of the county, to use the Townships property on Miller Hill to put up a Tower. A resolution was presented to allow them to use the property. Van Nort asked the Zoning Administrator to investigate this and opened the question for Board discussion. Peppler said the Township residents, who are always concerned about aesthetics, will never go for this. Lewis said we need more information before we can consider this. Laureto said that the Zoning Administrator has

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requested a complete deed search as the property may not be available for such a use. The deed search will be completed this week. Laureto asked what other hills have been looked at and suggested Sugar Loaf as an alternative. There was no motion and no action.

Park Commission Report – Laureto – The Park Commission met in the Township Park. The Commission reviewed their budget. They will put together a list of park maintenance issues. The Deputy Supervisor will do what work that he is able to do. The rest will be contracted out. The Commissioners want to have the parking lot restriped in the spring and will coordinate with the Township. All tournaments for this summer are canceled. T-shirt sales will not be done this year. The new wind screens are up and they will be working on having the basketball hoops adjusted for height. They will be working on organizing their “adopt-a-park” program over the winter months and will be ready next year.

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

Public Comment: A Bay Lane resident followed up with questions and comments on road ends.

Board Member Comments:

Houtteman, Laureto, Lewis, Peppler – None

Van Nort – reported that the Clerk’s income from all Township sources, divided by the hours she puts in creates a salary that is less than her Deputy Clerk.

Meeting adjourned at 10:15 pm.

Respectfully submitted,

Pam Laureto
Township Clerk

APPROVED