

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

9/15/2020

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

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

The agenda was presented and amended. **Motion Lewis support Houtteman to approve the agenda as amended. Motion unanimously carried.**

Public Comment: Larry Ayote asked about remuneration for easements the Township is receiving for the Heritage Trail connection. Van Nort responded that there is no remuneration. Ayote also asked about the route direction and Van Nort responded that the design work has not yet been done and that there will be public comment meetings at which concerns can be expressed.

Teresa Holtrop: Asked what is wrong with the current location of the Heritage Trail and why it is being considered to go across Bay Lane. Van Nort said it is a safer route for people walking, pushing strollers, and biking along M-22. People are using that route anyway. There was a study done 2 years ago which determined M-22 was the route of choice. Holtrop asked how safety was determined. Van Nort responded that people could be gotten off the road without major cost or impact.

Ken Jackson asked about widening M-22 as compared to the cost of the trail. He felt widening the road would be more feasible than building bridges and removing trees all the way into town. Van Nort indicated that the study done 2 years ago indicated that the route off the road was better than a route on the road because of all the traffic and that so many people are parking along the road and the path is used for walkers in addition to bikers.

Polly Jackson asked if we were adopting specific guidelines for barriers between the roadway and trails. Van Nort referred her to the Trail Committee Chairperson. She asked if the path would be paved or aggregate and Van Nort responded paved.

Minutes of the 8/18/20 Regular Board Meeting were presented. **Motion Peppler, support Houtteman, to approve the minutes of the 8/18/20 Regular Board Meeting. Motion unanimously carried.**

Minutes of the 8/17/20 Special Board were presented. **Motion Lewis, support Peppler, to approve the minutes of the 8/17/20 Special Board Meeting. Motion unanimously carried.**

Minutes of the 9/1/20 Special Board were presented. **Motion Lewis, support Peppler, to approve the minutes of the 9/1/20 Special Board Meeting. Motion unanimously carried.**

Minutes of the 9/9/20 GLFD Public Hearing were presented. **Motion Van Nort, support Peppler, to approve the minutes of the GLFD 9/9/20 Public Budget Hearing. Motion unanimously carried.**

Treasurer’s Report – Houtteman reported that as of 8/31/2020 the total cash on hand by Fund is:

General Fund	\$ 670,969.79	Park Debt Service Fund	\$118,776.39
Emergency Services Fund	\$2,522,075.94	Fisher Lake SAD Fund	\$ 43,185.28
GLFD Debt Service Fund	\$ 10,980.01	Tax Collection Fund	\$402,321.22

Clerk’s Report – Laureto said that the Township received a reimbursement check from the State for the March 10th Primary in the amount of \$4,240.82. The General Fund expenses for August 19 – September 15, 2020 were \$20,114.09 and the payroll for August was \$19,961.08. **Motion Laureto, support**

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

Houtteman to approve the payment of General Fund expenses and payroll. Motion unanimously carried.

Laureto reported that the Emergency Services expenses for August 11 – September 4, 2020 were \$64,425.83 and the August payroll was \$80,757.49. **Motion Laureto, support Van Nort, to approve the payment of Emergency Services expenses and payroll. Motion unanimously carried.**

Emergency Services Advisory Commission Report – In Ihme’s absence Laureto reported that ESAC had reviewed the monthly checklist and payroll payments 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. The ESAC Membership Criteria documents were reviewed and edited. The Clerk will make the needed changes. The Chief reviewed the 2021-2022 budget. ESAC recommended that the Glen Arbor Township Board pay the reconciliation amount of \$85,210.00 to Empire Township. Clerical support for the Chief was discussed.

Fire Chief Operations Report – Chief Ferguson reported that August 2020 was still a busy month, they had 65 calls: 33 in Glen Arbor Township, 27 in Empire Township and 5 in areas outside of the Township’s area. The Department is dealing with lots of vehicle maintenance issues. The ambulance is still out of service and they still have Cedar’s ambulance on loan. The annual State EMS inspection was done by facetime, the department had no deficiencies. The ECHO truck was put into service. He submitted a grant for chain saws and is still waiting to hear about the COVID reimbursements.

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 shared details from the property survey. Linda Dewey submitted a report in writing on which she submitted two questions. 1) Could she contact logging companies and have the downed trees removed? The Board answered that the tree removal will need to wait. The Cemetery Commission and budget need to be established first. 2) Can an area on the township website be developed for information on the cemetery? A designated space for postings can be developed but again it will need to wait until a budget is developed.
2. Sign Update – Van Nort called the Communications Committee back into operation for the purpose of making a recommendation. Deputy Clerk Aucello, a member of the Communication Committee, reported on the last meeting of the committee. Only 3 members were present at last week’s meeting, no recommendations were made. She had sent all committee members a copy of all the feedback emails. Aucello will encourage all members to review the feedback. She suggested that we hear from the groups that want to use the sign on what types of messages will be posted, and she also suggested that members of those groups review the community feedback. Laureto asked the Board if they still wanted members of the user groups to meet and if we want alternatives to an electronic sign to be considered by the committee. Three members answered yes and two did not answer.
3. American Tower Update – Clerk Laureto reported that the Township’s attorney has sent a letter to American Tower and she distributed a copy of the letter to each board member. We have not yet paid any bills. We are waiting for a response.
4. Statutory and non-statutory job descriptions – The notes from the last meeting were compiled and distributed to Board Members. Board members were asked to assign hours to each task. A Special Meeting will be held the 1st week in October to continue the work.

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

5. Sleeping Bear Heritage Trail - The Heritage Trail committee met a couple of weeks ago. A representative from Networks Northwest, TART, and the NPS were present as were Bob Ihme, Chair, Don Lewis, and Pam Laureto. Everyone was informed of the Township Board's decision to request Memos of Understanding for the two required Easements. Those MOUs have now been obtained. Van Nort will get a cost estimate from Prien & Newhof for doing the easement work.
6. Garage Maintenance – Lewis will work with Glen Arbor Outdoor to get the maintenance work done. Laureto had the garage power washed and a pest control service spray inside and out for Carpenter Ants and set bait boxes inside for mice.
7. Reimbursement for COVID-19 expenses – The application should be out within two weeks.
8. Park Board – We still need to put together a job description. Laureto will work on obtaining some examples for Board members use in preparing the job description.
9. GLFD Administrative Assistant – Chief Ferguson, ESAC, and the Township Clerk have discussed the need for an Administrative Assistant for Chief Ferguson. The Assistant would help with payroll, benefits, bills, and updating GLFD documents. After discussion Ferguson and Laureto decided that since portions of all these jobs are already being done in the Clerks office it would make sense for the Clerk to pick up the remainder of these duties. This will mean additional hours for the deputy Clerk or a 2nd Deputy. The GLFD budget includes money to cover the cost of additional assistance. Laureto suggested that we try this arrangement. Lewis, Van Nort and Peppler expressed support for the idea.
10. Police Coverage for Glen Lake Community School, Empire, and Glen Arbor – Van Nort had a conversation with the Empire Township Supervisor regarding Empires interest. Chief Borkovich visited the Township office to briefly discuss the possibility and he will work with the School. No action until we know what the School's interest is.
11. Empire GLFD reconciliation – Van Nort reviewed the history and calculations involved in determining the GLFD reconciliation with Empire Township. this year's calculations indicate that Empire has overpaid \$85,210. When Empire receives a refund the taxpayers of Glen Arbor also receive a refund. Van Nort explained that historically, the budget was calculated without considering the potential income. This has resulted in large refunds. ESAC asked that Chief Ferguson, Laureto, and Van Nort evaluated this and look at whether we should be reducing the amount of money that Empire is paying monthly. Empire was asked if they would prefer reduced monthly payments or a large reconciliation check at year end and they decided to have their monthly payments reduced. The calculations indicate that we should reduce the monthly payment. **Motion Van Nort, second Peppler, to authorize a reconciliation refund to Empire Township of \$85,210 for the FY 2019 - 2020. Motion unanimously carried.**

New Business

1. GLFD FY 2021 – 2022 Budget Approval – Ferguson presented the 2021 – 2022 budget which is less than what was presented at the Public Budget Hearing and \$245,000 less than the 2020 – 2021 budget. Under Operations the wages and the defined contribution plan were reduced by \$45,000 and Capital Expenses were reduced by \$200,000. **Motioned Van Nort, second Laureto, that we approve the proposed FY 2021 – 2022 GLFD budget. Motion unanimously carried.**
2. Zoom Meetings – Peppler said that two of the Planning Commission members would like to hold zoom meetings and asked that he bring the issue to the township board. Laureto said that to do zoom meetings laptops/ipads/or phones with visual capabilities are needed so that may limit many in our community from joining the meeting. Discussion occurred. The Township Board has no problem with the Planning Commission holding zoom meetings.

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

3. Fireworks Ordinance – Van Nort explained that the Township Ordinance does not agree with the State Law. He has marked up the Glen Arbor ordinance and will distribute that to Board Members for consideration at a future meeting.
4. Dedicated Assessor – Van Nort reminded Board Members that recently there was a major issue in the State regarding assessing. At one point the State was going to take over assessing which led to a lot of uproar. Out of that came a process in which the State does an audit (AMAR) every 5 years to determine local unit compliance. He distributed a flow chart of the State's process. All Townships in Leelanau County were found compliant, so nothing is required until the next audit. Non-compliant local units can submit a corrective action plan which is followed up with a review. If they fail again, they must do one of three options of which one is moving to a designated assessor. Each county was asked to appoint a designated assessor. All Leelanau County Supervisors met and reviewed two applicants for the position. Through discussions it was noted that each applicant charged a retainer fee and that since all Townships were compliant the Townships would be spending money for services they would not use. The Supervisors agreed to designate the Leelanau County Equalization Director as the Designated Assessor. **Motion Van Nort, second Houtteman, that Glen Arbor Township agree that the Equalization Director be the Designated Assessor for Leelanau County. Motion unanimously carried.**
5. L-4029 submittal – Van Nort reviewed the millages that will go into the Winter Tax bill and how the calculations were done. The millages will be submitted to County on the L-4029 form at the end of the month.

Park Commission Report – Laureto shared the Boards decision on opening the Hall back up to groups of 10 under specific rules. This led to lengthy discussion. The Park Commission established a subcommittee to work on how to set up groups for Pickleball Players.

Planning Commission Report – Peppler shared that the Planning Commission had a presentation on "The Grove" condo development. A public hearing is scheduled for 10/8/2020 at 7:00 pm. Maps and plans are available in the office. The ordinance re-write subcommittee made some progress.

Public Comment: none

Board Member Comments: Houtteman, Lewis, Peppler, Van Nort – None. Laureto encouraged all Board Members to sign up and use the MTA on-line training we subscribed to earlier this year.

Meeting adjourned at 10:38 pm.

Respectfully submitted,

Pam Laureto, Township Clerk