

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

Special Board Meeting
10/09/20

The meeting was called to order by Supervisor Van Nort at 3:00 PM in the Glen Arbor Meeting Room. Roll Call: Laureto, Lewis, Peppler and Van Nort present in person, Houtteman present via telephone. The meeting was open to the public by teleconference. The Pledge of Allegiance was recited.

The purpose of the meeting was to go through the division of responsibilities and to talk about that relative to compensation. The Clerk added three items which were handled before the primary purpose of the meeting. 1) Verifying that all Board Members had voted affirmatively to allowing the October 6th request from the Glen Lake Chamber of Commerce to video tape the Christmas Tree Lighting and Caroling to be made available to the public via social media in leu of an in-person gathering. All members responded they were in favor of this action. 2) Verifying that all Board Members had voted affirmatively to allowing a group of 6 – 16 local women to meet in the hall for knitting at no cost. All members responded they were in favor of this action. 3) The Clerk informed all members that a copy of the SBHT contract is in their mailbox and requested that comments, questions, edits you may have regarding the contract be given to her by Wednesday, October 14th so that she can share those with Prien & Newhof before the next board meeting.

Public Comment: None

The revised list of Job Descriptions by position was reviewed. No additional changes made.

Van Nort commented that the distribution of work tasks between the 5 board members has dramatically shifted to the Clerk even after some of the Clerks duties were removed and marked it for a public works employee. Van Nort has reviewed all the laws and the Township can hire people to do tasks and a board member can also be a contract employee. Given that some items were removed and given to a public works employee Van Nort suggested that additional items be removed from the Clerks and be given to an Administrator position which we can contract for. He noted that we are potentially violating the law relative to the Clerk and benefits because the Clerk is working 40 or more hours per week. Lewis commented on the large increase in election responsibilities for the Clerk and indicated that his research has showed that other Leelanau Co. Townships have already addressed this by increasing the base salary or hiring someone specifically to help with elections. He supported the administrative position. Houtteman, Laureto and Peppler also supported having an Administrator position added. Laureto commented that she felt it would be useful continuity and communication with the Board to have the Clerk take on this role. Van Nort reiterated that legally the Clerk could take on the administrator role and he expressed that there is a lot of carry over between statutory and non-statutory jobs that would be very helpful if one person is doing it.

Compensation was then discussed. Van Nort presented calculations based on current salaries showing that the Supervisor at 20 hours per week is currently making \$24.78 per hour and the Clerk at 30 hours per week is making \$25.74 per hour. For comparison, the two deputies are being paid \$20.00 per hour. The deputies time is tracked on an hourly basis whereas the Supervisor and Clerk's time is not tracked rather they are salaried. The Supervisor said he can do both his statutory and non-statutory work in 20 hours per week but that that is not the case for the Clerk. The Treasurer based on a 30 hour week is being paid \$21.95 per hour but if you were to consider that the statutory and non-statutory jobs as listed by the Treasurer looks more like the amount of work that the Supervisor has then the Treasurer at 20 hours per week would be making \$32.93 per hour. Van Nort suggested that the treasurer should be paid an hourly amount similar to the Supervisor and Clerk and suggested that should be based on 20 hours per week. Van Nort also said that the Public Works and Administrator roles should each be paid somewhere between \$20 and \$25 per hours and suggested \$22.50 for consideration.

Discussion ensued with Treasurer Houtteman regarding the average amount of time it takes to do the treasurers' work. Houtteman said he spent about 30 hours a week over this past summer tax collection season and guessed that he spends an average of 27 – 28 hours per week.

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Lewis presented information he gathered on the other 10 Leelanau County townships and compared Glen Arbor with the average of those 10 based on amount of pay, numbers of parcels, and population. Discussion ensued around those comparisons. On each of these comparisons it appears the treasurer's pay should be \$25,000 per year.

Lewis also presented a historical analysis of the Treasurers job description in Glen Arbor and how the previous treasurer had doubled the job description and pay because of the non-statutory work he was doing. Houtteman said that was not true. Lewis and Van Nort disagreed. Lewis presented salary resolutions documenting the claims. Lewis said that if you take away the \$10,000 increase for doing non-statutory work done by the previous treasurer and not being done by the current treasurer that the salary would be in line with the average of the other townships.

Houtteman asked for the Board to put together a list of the things that the previous treasurer did that he is not doing. We agreed to prepare a list of all the work the previous treasurer was doing and also how much of the \$35,000 salary was being allocated to that list.

The Board again agreed that the process we are working through is just trying to clean up errors and omissions, correct misunderstandings and make sure that going forward we don't perpetuate the same problems, mistakes, lack of transparency, or lack of communication.

Meeting adjourned at 4:26 pm.

Respectfully submitted,

Pam Laureto
Township Clerk