

**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**

10/20/2020

The meeting was called to order by Supervisor Van Nort at 7:33 PM in the Glen Arbor Town Hall.

Roll Call – Houtteman, Laureto, Lewis, Peppler and Van Nort present. Deputy Supervisor Laureto was present as well as 10 members of the public. Several members of the public participated via teleconference. The Pledge of Allegiance was recited.

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

Public Comment: Paul Holtrop, resident of Bay Lane. Asked about the Heritage trail feasibility study and public comment. He asked if the decision to move the route from Northwood Dr. to M-22 was final.

An individual from Bay Lane asked additional questions about the Heritage Trail and requested public input about the trail. She wants to look at what is best for Glen Arbor as a whole and talked about keeping Glen Arbor special.

Ron Calsbeek asked a procedural question. He asked to have public comment during Unfinished Business item #7. The request will be considered at that point.

Minutes of the 9/15/20 Regular Board Meeting were presented. **Motion Peppler, support Laureto, to approve the minutes of the 9/15/20 Regular Board Meeting. Motion unanimously carried.**

Minutes of the 10/1/20 Special Board were presented. **Motion Peppler, support Lewis, to approve the minutes of the 10/1/20 Special Board Meeting. Motion unanimously carried.**

Minutes of the 10/9/20 Special Board were presented. **Motion Lewis, support Peppler, to approve the minutes of the 10/9/20 Special Board Meeting. Motion unanimously carried.**

**Treasurer’s Report** – Houtteman reported that as of 9/30/2020 the total cash on hand by Fund is:

General Fund	\$ 685,828.74	Park Debt Service Fund	\$118,781.26
Emergency Services Fund	\$2,399,045.02	Fisher Lake SAD Fund	\$ 43,187.05
GLFD Debt Service Fund	\$ 1,087.82	Tax Collection Fund	\$ -

The tax collection fund has some recording issues that should be worked out by the end of the week and then the accurate amount will be posted.

**Clerk’s Report** – Laureto said the Park Debt Service invoice was just paid so that account will be down to \$18,000 next month. The General Fund expenses for were \$25,049.95 and the payroll for September was \$15,947.12. **Motion Laureto, support Houtteman to approve the payment of General Fund expenses and payroll. Motion unanimously carried.**

Laureto reported that the Emergency Services health plan was changed so that dental is no longer covered through the BCBS plan rather its now through Delta Dental. This means we now have an separate bill. **Laureto motioned, support Van Nort, that Delta Dental be added to the immediate pay list of vendors for the Fire Department. Motion unanimously carried.** Laureto reported that the Emergency Services expenses for September 16 – October 20, 2020 were \$161,070.55 and the September payroll was \$90,356.14. ESAC reviewed the check list and payroll and recommended payment of the unpaid bills and payroll. **Motion Van Nort, support Lewis, to approve the payment of Emergency Services expenses and payroll. Motion unanimously carried.**

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**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.

**Fire Chief Operations Report** – In Chief Ferguson’s absence Laureto reported that the Fire Department received \$19,000 in payroll hazard pay for the employees which is funded through the CARES Act. Each employee will receive \$1,000 in hazard pay on this coming Friday’s paycheck. September was still a busy month for GLFD, they had 56 calls and two major incidents. One was a two-vehicle crash at M-72 and Benzonia Trail which also involved a HazMat crew. They were on-scene for 14 hours. The second incident was a mutual aid call with Cedar where they responded to the Leelanau Redi-Mix fire. GLFD will likely be spending an additional \$50,000 on vehicle maintenance this year. The 2008 ambulance has been determined to no longer be repairable, a new ambulance is order to replace it. The company we are purchasing the ambulance from has provided us with an ambulance for lease at no cost until our new one arrives. The tanker truck we had loaned to Cedar has been returned and it is likely that it will be sold to a company in Indiana. A revised Mutual Aid Agreement between County Fire Departments has been issued.

**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. Sleeping Bear Heritage Trail – Scott Post of Prein & Newhof responded to Board members comments and questions regarding the proposed engineering contract for the Heritage Trail. He agreed to the Board requested changes and will send an updated copy for review by the Township’s Attorney.

Paula Jackson asked Scott about using ground penetrating radar to verify there was no archeological relics in the trail route. Larry Ayotte asked about the construction of the trail boardwalk through the wetland areas and diversion of waterflow.

Casey Rasl of TART Trails talked about the proposed agreement between TART and Glen Arbor Township which will allow TART to fundraise for a portion of the engineering study.

2. Resolution #13-2020 – an authorization to move money that is not now budgeted from our General Fund to our 20-21 budget to be available for the engineering study if, and when, it is approved. **Motion Laureto, second Pepler, to adopt Resolution #13-2020. Roll Call vote. Voting Aye. Pepler, Lewis, Houtteman, Laureto, Van Nort. Nye: none. The Supervisor declared the resolution adopted.**

Van Nort described the history of the project, addressed some of the public comments. He asked Board members if they wanted to get more input from the public before we proceed with the engineering study. He said that in his opinion enough work has been done to say that the community wants to do this and that we believe we should have a series of public meetings after we have the information from the study.

Houtteman said that right now it is all speculation. He suggested going forward with the study so we can have a more informed discussion at the public meetings. Pepler agreed. Lewis strongly agreed with proceeding and stated additional history of public input. Laureto agreed to proceed

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and explained that the subcommittee has been expanded to include a larger cross section of the community.

3. Updated Consumers Fireworks Ordinance – This is in response to the State's directive as to what the Township can and cannot do relative to fireworks. **Motion Laureto, second Pepler, to adopt Ordinance 1-2020 Consumers Fireworks Ordinance. Roll Call Vote. Voting Aye: Pepler, Lewis, Houtteman, Laureto, Van Nort, Voting Nye: none. Motion unanimously carried. Supervisor declared the motion duly adopted.**
4. Garage Maintenance – Lewis distributed a quote from Glen Arbor Outdoor to address the 4 major issues; rotten siding at base, undermining of foundation by animals, exposed threshold in front of overhead door, and scrap, prime, and paint exterior. Laureto asked about time frame. Work will begin before winter with painting being finished up in spring. **Motion Van Nort, second Laureto, to accept the quote and contract with Glen Arbor Outdoor for the Garage repairs. Motion unanimously carried.**
5. Cemetery Update – Pepler reminded the Board that the survey has been completed and said that the next step is to have by-laws drawn up for a cemetery committee. **Motion Pepler, second Van Nort, to have our Township Attorney draw up by-laws for the cemetery committee. Motion unanimously carried.**
6. Website – Van Nort reported on website use for the months of June, July, and August.
7. Statutory and non-statutory job descriptions and compensation  
Ron Calsbeek asked if the Township's Compensation Committee has been involved in the decision to change job descriptions and compensation and asked if comparisons with other townships in the county have been considered. Van Nort responded that the Board has terminated the compensation committee and thoroughly reviewed job descriptions and compensation for all other Leelanau County Townships to determine where our Board Members fall. Houtteman reviewed an email sent by former Treasurer Gretzema regarding the Treasurer's job description and described his training with Gretzema. Houtteman explained he has taken another job and is no longer in the office from April through October, so the job is different from when Calsbeek was on the compensation committee and when Gretzema was Treasurer. He said he had his deputy working in the office over the summer instead of himself and that he came into the office in the evenings to do his work. He felt the Board had issues with his not being in the office to help with the non-statutory duties.

Laureto said that what the Board has been working on is much broader than just the Treasurer's job. The Board has spent many hours over 8 months evaluating all positions on the Board and put together a 15-page document on all the things that make up the workload for all Township Board members. When Laureto and Houtteman started working at the Township there were no job descriptions for any of the duties except those statutory duties described by the State. She asked where else would you start a job where there is nothing written down as to what is expected of you.

Van Nort reviewed the average for the other 10 Townships on a dollars per parcel cost which is \$11.67 and in Glen Arbor its \$13.84. To be sure we were looking at everything possible he looked at the Township which have the highest salaries for Treasurer and there are 3 that have a higher salary then we do and in those cases the dollars per parcel are \$11.94, \$13.40, and \$12.67 and ours in \$13.84.

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Lewis referred to the memo from Gretzema that commented on salary increases for board members. Van Nort reported from a summary of Township records dating from 2002 to the present that the Supervisors salary has gone up 234%, the Clerks salary has gone up 186%, and the Treasurers salary has gone up 329%.

Van Nort stated that his understanding is that the Treasurer's increases were associated with the additional work he took on which this Board has now agreed should be given to a Public Work position. He explained that in previous meeting we have identified two additional employee positions which we believe the Township should have, an administrator to take on some of the routine administrative work, and a manager to take on Public Works type activities.

**Van Nort motioned, second Pepler, that we create two job title with job descriptions for an administrator and for a manager, paying them \$22.50 an hour. Motion unanimously carried.**

Lewis stated that if you take the historical record of the 21% increase the treasurer receive in 2006 for doing the things now defined as being part of the manager's position and applied the cost of living increases that have been given annually since 2007, that would extrapolate out to roughly \$7000.00 today for the manager position.

As background for his motion Van Nort stated that based on the present salaries divided by the designated hours worked, the Clerk and the Supervisor each make about \$25/hour. In considering the amount of work present by the Treasurer on his list of duties **Van Nort motioned, seconded by Pepler, that the Treasurers salary should be based on \$25.00 per hour, 20 hours per week, which results in a salary of \$26,000 per year to take effect in the change of term from the present to the term resulting from the election of November 3<sup>rd</sup>.** Discussion ensued. Roll call vote: Voting Aye: Pepler, Lewis, Laureto, Van Nort Voting Nye: Houtteman

Van Nort shared that our research has determined that in a Township our size, and elected official can be an employee. Therefore, the manager or administrator position's we have identified can be filled by one of the elected officials.

**New Business**

1. Appointments to Township Boards – Van Nort reviewed the 4 appointments that expire at the end of the year. He wanted to know if Board members were supportive of asking Andy Dotterwich to continue for another term on the Board of Review and as an alternative on the Board of Appeals, and asking Paul Yared and Ranae Ihme to continue for another term on the Board of Review. All Board members supported asking these individuals to volunteer for another term.
2. Oral History – Van Nort suggested hiring an author to interview Leonard Thoreson and write an oral history. Calsbeek suggested that Tom Van Zoeren might be a good author as he is a local historian and has frequently interviewed Leonard.

**Park Commission Report** – Laureto shared that Diane Calsbeek has put in roughly 100 hours organizing the Pickleball players into groups for play in the Townhall following all State and Board guidelines. Some members of the community are requesting to book Pickleball directly with the office staff. Laureto asked for Board support to having all Pickleball run through the Park Commission. All members supported the idea. Laureto also reported that the Commission has arranged for the cracks in courts 3 & 4 to be repaired and reminded the Board that those courts will need to be replaced in the next year or two. The Commission has put together job descriptions and Laureto will share those with all Board members. The Park Commission has several names for us to consider in filling Park Board positions.

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**Planning Commission Report** – Pepler shared that there are two new projects being promoted in Glen Arbor. The Grove project has passed the site plan review. The second is the old mill which will require a zoning change. The mill house will become a rooming house and the mill itself will become a museum with a potential café. The ordinance re-write subcommittee continues to work and is making progress a chapter at a time.

**Public Comment:**

Ken Jackson asked if there was a definition for recreational zoning in Leelanau County.

Pam Houtteman – spoke on behalf of her husband.

Tina Barrens – commented on the specific route and what she called a “key easement” that is needed and not yet nailed down. She asked the Board to be sure that all the required easements are in place before the township spends money toward an engineering study.

Kathleen King O’Brien agreed with Tina and asked the trail committee to hire an urban planner.

**Board Member Comments:** Houtteman, Lewis, Pepler, Van Nort – None.

Laureto reviewed the progress of absent voter ballots. We have 916 registered votes. To date 544 absent voter ballots have been sent out and 416 have been returned.

Meeting adjourned at 9:39 pm.

Respectfully submitted,

Pam Laureto, Township Clerk