

**GLEN ARBOR TOWNSHIP**

P.O. Box 276 Glen Arbor, MI 49636

231-334-3539 ~~~ FAX 231-334-6370

Peter Van Nort, Supervisor

Bonnie Quick, Clerk

Terry J Gretzema, Treasurer

Don Lewis, Trustee

John Peppler, Trustee

**Regular Board Meeting**

January 17, 2017 Minutes

(Meeting Electronically Recorded)

Township Supervisor, Peter Van Nort, called the meeting to order at 7:30 PM in the Glen Arbor Town Hall meeting room. All board members were present. The Pledge of Allegiance was recited.

The agenda was presented with additions and accepted as modified. **Motion to approve the agenda as modified by Gretzema, support by Peppler. Motion carried.** Minutes from the December 20, 2016 regular board meeting were presented. **Motion to approve the minutes as modified by Van Nort, support by Lewis. Motion carried.**

Public Comment – None

Treasurer's Report presented by Terry Gretzema. 12/31/16 cash on hand: \$2,531,348.61. Gretzema noted that the General Fund payroll account is showing a negative number. For purposes of administration the General Fund payroll and Emergency Services payroll is one account. Bonnie keeps track of the deposits from the Emergency Services or the General Fund checking into that account. In this case we were a little short on payroll. We have since put money into that account. It didn't affect anything as there was enough money in that account collectively. It was just a point in time when the balance became negative and that is why he is reporting it.

Bills – General Fund: \$16,303.54. Expenses and Payroll: \$15,275.22. **Motion to approve General Fund bills and payroll by Gretzema, support by Quick. Motion carried.**

Bills – Emergency Services: \$31,081.53. Expenses and payroll: \$74,670.21. **Motion to approve and pay Emergency Services bills and payroll by Gretzema, support by Quick. Motion carried.**

Emergency Services Advisory Commission Report – given by Roy Pentilla. The advisory commission met on the 9<sup>th</sup> of January, 2017. The trustees of Empire would like to have a tour of Station #2 to see exactly why the truck did not fit. Roy suggested that the trustees from Glen Arbor Township also join the tour. Roy stated that when he reports to Empire trustees he also covers other information, such as the letter to the editor, the resignations, and the National Park agreement. Roy recommended the payment of the Emergency Services bills and payroll. **Motion to approve the Emergency Services bills and payroll by Gretzema, support by Quick. Motion carried.**

Fire Chief Operations Report – John Dodson gave the Emergency Services report. A new updated memorandum of understanding (MOU) was received from the National Park Service. Training is an area of concern. There is still an environmental assessment that needs to be done in order to finalize the training protocols. It has been stipulated to them that Emergency Services training is required each year in the park. The National Park Service is going to apply for money for the environmental assessment. The money will be applied for in the fall. The assessment will take approximately 6 months and is not expected to be negative towards training in anyway, but it is a long federal haul. The MOU was signed and sent back to them after the commission meeting.

The posting for Lieutenant, which is consistent with union contract, was posted approximately January 2<sup>nd</sup>. The position closed on Monday. There were 6 applicants for the position. Orientation will be tomorrow, January 18<sup>th</sup>, and the candidates will be given a written examination, created by a national firm, which creates tests for promotional exams. The candidates must score successfully on that test, in order to move forward to additional testing.

Thursday there will be testing for new applicants for the Firefighter/EMT positions. There are 7 applicants that met the requirements, and 4 have RSVP. The candidates will complete a 100 question written exam and a 9

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station physical agility test wearing SCBA. The candidates will also climb a 105' ladder. If successful, the candidates will come back for the oral exam in about 3 weeks.

Budget line item amendments are being worked on. Some of the items are on the summary of expense budget. The adjustments will be presented in February. There will be a few large adjustments, including a \$25,000 for legal fees. There were also expenses that were required by the union contract which were not budgeted. The budget did not reflect the purchase of the ambulance in this budget year, it was expensed in last year's budget. The money is there, but adjustments have to be made. There is a joint capital account set up to cover those situations. The money will come out of that joint capital account.

Zoning Administrators Report – Tim Cypher - Report submitted in writing.

Monthly Assessors Report – Submitted in writing.

Correspondence

- A notification was received from Dan Wagner, Leelanau Road Commission. Starting in May, M-22 will be repaired from M-204 to Thorson Road, which is the outer edge of Glen Arbor Township. The construction will go from May 15<sup>th</sup> to August 4<sup>th</sup>. The State Highway Department, Traverse City office, has stated that they will start at the south end and work north. The impact on Glen Arbor Township will be at the beginning of the construction. That is nice for Port Oneida Days which are the first part of August.
- Update from Michigan Township Focus, Planning & Zoning News
- Letter from Charter – as we are the local franchise authority they wanted the Township to be aware that Charter is raising their rates.

Unfinished Business

- Vlack Park – Solon Township sued Empire Township and Glen Arbor Township on the basis that the townships owned Vlack Park. The 5.5 acre pond was transferred in 1934, as a fish rearing pond. Empire Township and Glen Arbor Township disputed the claim that they owned the park. Through legal mediation, an agreement was made. The 3 township boards approved the mediation, Solon Township, Empire Township and Glen Arbor Township. The settlement was that both Glen Arbor Township and Empire Township will pay Solon Township \$45,000 each. Glen Arbor and Empire townships will be removed from any past, present or future liabilities or ownership of Vlack Park.

New Business

- Paul Olson Insurance, Municipal Underwriters of Michigan, Inc. – Liability and property insurance. Mr. Olson passed out a summary of the coverages. It is a 3 year agreement policy, however it is not binding. It is based on a lost ratio experience based on the township premium. It keeps the rate flat. The rate last year was \$27,470.00 for the package. The vehicles added: a 2014 F-550 truck, and the EMS unit, increased the premium to \$28,010.00. Approximately a \$600 increase. Insured participant dividends usually come out the last 2 weeks of May.
- Performance Resolution for Governmental Agencies – this gives Glen Arbor Township approval to use and deal with the streets and roads that are in the Township. It is an agreement with the Michigan Department of Transportation. This year, along with the annual permit MDOT is requiring a governmental resolution. This is a standard form. **Motion to approve performance resolution of government agencies by Gretzema, support by Van Nort, motion carried.**
- Smith letter to the editor regarding the Emergency Services Department, in the Leelanau Enterprise. The letter states that the Emergency Services Department and the board should look at other ways of doing something different for the employees of the Emergency Services Department.

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Regarding the 2 resignations within Emergency Services - 1 resigned in lieu of being fired under the union contract. The other resigned to take a new job at the county level. A statement was made that there were 11 applications, 2 applications were not qualified, after a detailed review 2 more were eliminated, invitations were sent to 7 people and 4 have RSVP backed.

The letter stated there were not enough people to cover all the shifts and as a result people are forced to work extra hours. Nobody is required to work extra hours. A month ahead of time there is a schedule posted with the vacancies that would be available. Individuals are able to sign up for the vacancies. If there is an unfilled vacancy or a late occurring vacancy, then the Department can, by the union contract, require people to take those vacant shifts. The filling of the shift starts with the person with the lowest number of hours and works up. One of the accusations was that one employee was working over 400 hours. In January, we had one person who was going to work 372 hours, and 3 people who were forced to work as an individual.

The shift schedule and the work to be done: There are 3 crews. A crew works 9 or 10 days per month. A shift is 24 hours 7 am to 7 am. In the 24 hour period that the crew is on, individuals are assigned tasks, maintenance checks, building cleaning, training, personal fitness, and administrative duties for 8 hours. 8 to 12 and 1 to 5. They are free to do whatever they want while staying at the department during the rest of the shift, 16 hours, unless there is a call. There is a 3 week cycle of the daily shifts. The first week of work, they work Monday, Wednesday, Friday, and Sunday. The second week they work Tuesday and Thursday. The 3<sup>rd</sup> week they work Saturday. All the days that were not mentioned the crew does not work, they are off. The schedule allows for 5 straight days off 17 times a year. The way it works they come off on Sunday and don't come back until the next Saturday.

There was a comment they the crews did not receive time off for sick leave. Everyone gets personal time called PTO (paid time off). This is a combination of sick leave and vacation time based on their years of service. If they have less than 4 years of service they receive 144 hours, which equates to 6 days. If they have more than 20 years of service they receive 264 hours, which equates to 11 days. The PTO is front loaded April 1<sup>st</sup>. If they schedule their time off in March, they will be guaranteed 50% will occur as scheduled. In December the unused PTO can be converted into cash at 90% of their standard wage rate. In April their unused PTO is converted into cash at their full rate. In addition they receive 5 holidays. Everyone receives 8 hours of pay for each of those holidays whether they are on or off the shift. For the shift that is on, during the holiday, they are paid at 1.5 their pay rate.

A comment was made that the vacation holiday season is very stressful and busy. That turns out that it is not true. In fact December was extremely low. There were 15 EMS responses and 18 fire responses. In the 15 EMS responses there were 3 walk-in and only 5 transports. In the 18 fire occurrences there were no fires; most were trees and wires down. An average time away from the station was just under 37 minutes. There was one case of greater than 120 minutes and 2 cases of between 90 and 120 minutes.

That is the background associated with scheduling, time off and sick leave. All of which is within the union contract.

- On the Narrows Marina – This is for informational purposes. The Glen Lake Association, asked John Soderholm, the previous Supervisor, to research the situation at the On the Narrows Marina regarding what was the number of boats that could be docked or moored at the Marina. The Zoning Administrator did that and released that information to the Glen Lake Association and to the On the Narrows Marina owners. The On the Narrows Marina owners have taken offence with the resolution and have threatened a law suit against the Glen Lake Association for messing in their relationship with permitting authorities. This will probably go to the zoning board of appeals. The Zoning Administrator is one of our employees.
- Alarm System – Terry Gretzema reported that there have been 2 alarms set off during the week for intrusions into the office. They were not break-in situations. They were honest mistakes. The point is that the calls come all hours of the night. Bonnie has been away and it is a little more difficult for her to respond to the calls. John Soderholm would from time to time respond, but he was away a lot so I generally get the call. What I would like to suggest is that we broaden out the phone list by adding the

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trustees and the new Supervisor, Peter Van Nort, if he is willing to respond. He said he was willing. Also the security system is getting old and we need to replace some locks within the system.

- American Tower – the lease agreement with them expires in 2020. They are offering a signing bonus of \$12,000 for the lease to be extended out to the year 2077. Adding 57 years. It is recommended that the agreement remain as it stands. Also there has been talk of a tower on Miller Hill.

Planning Commission Report – presented by John Peppler. There were 2 meetings. The first was the special meeting for the approval of Glen Arbor Art Association project. This includes improvements to the parking lot, drive, and the addition to the building on Lake Street. The Glen Arbor Art Association project has been approved and they will be moving forward.

At the second meeting, there were officer elections and the new officers are Chairman, Lance Roman, Vice Chairman, Bob Ihme, and Secretary Bill Stege. It was announced by the Zoning Administrator that there is a ZBA re-hearing for a classification, which will occur 02-14-2017.

Public Comment – None

Board Member Comments – Don Lewis asked for the approximate date for the changes in the lock portion of the security system, Bonnie stated over the next 30 to 60 days.

Supervisor Comments – None

Went into closed session 8:48 pm

Came out of closed session 9:07 pm

Meeting adjourned by call of the chair at 9:08

Respectfully submitted,

Lori Nash  
Deputy Clerk