

GLEN ARBOR TOWNSHIP
P.O. Box 276 Glen Arbor, MI 49636
231-334-3539 FAX 231-334-6370

Peter Van Nort, Supervisor

John Pepler, Trustee

Bonnie Quick, Clerk

Don Lewis, Trustee

Terry J Gretzema, Treasurer

Regular Board Meeting

July 17, 2018 Minutes
Meeting was recorded

Roll Call was called at 7:30 PM by Supervisor Van Nort in the Glen Arbor Town Hall meeting room. All Board members were present. The Pledge of Allegiance was recited.

The Regular Board meeting was called to order at 7:35 PM

The agenda was presented with additions and modification and accepted. **Motion to approve the agenda by Pepler. Support by Gretzema. Motion carried.**

Minutes were presented from the 06/19/18 regular board meeting. **Motion to approve the minutes of the 6/19/18 regular board meeting by Gretzema. Support by Pepler. Motion carried.** Minutes were presented from the 06/19/18 closed session. **Motion to approve the minutes of the 6/19/18 closed session by Gretzema. Support by Pepler. Motion carried.** Quick stated that there should be two motions at the end of the minutes, one to close the closed session and one to adjourn the regular meeting. This amendment was made.

Public Comment – None

Treasurer's Report - Cash on hand as of 06/31/2018 is \$2,709,567.05. The Park Construction Fund is \$159,681.00. The Park Bond Fund is \$97,329.00.

The Treasurer has made some major shifts in funds and CDs. Approximately \$700,000 has been moved into CDs that are earning more. \$200,000 has been moved from the First Community Bank, and will be deposited into CDs at State Bank. The Treasurer summarized the new rates for the checking accounts and CDs. The park construction budget was summarized; at this point it appears that approximately \$924,000 will be spent, from the original budget of \$750,000. The Board discussed the cost of the park, and where the money is coming from. The park is already being utilized by the public and the Board is receiving positive comments on it. The Board accepted the Treasurer's Report

General Fund: Expenses: \$156,776.97. Payroll: \$21,168.12 **Motion to approve and pay General Fund expenses and payroll by Gretzema. Support by Pepler. Motion carried.**

Emergency Services: Expenses \$33,631.62. Payroll: \$75,967.34. **Motion to approve and pay the Emergency Services expenses and payroll by Van Nort. Support by Gretzema. Motion carried.**

Emergency Services Advisory Commission Report – Roy Pentilla – Empire Township Board met to discuss the fire station. They feel to repair the current station may be cost prohibitive. The Empire Township Supervisor will be contacting an engineering firm to get a quote on renovating the current station.

Fire Chief Operations Report – John Dodson – Dodson summarized the current staffing levels. He asked the board to endorse the department becoming an entirely paramedic department, and summarized the process for this. This would require the department's staff to be funded at a higher level, as paramedics are paid more than EMTs. The department would not be staffed entirely by paramedics for a number of years, as the trainings are staggered. In addition, the department would

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

John Pepler, Trustee

Don Lewis, Trustee

focus on hiring only paramedics to fill open positions. The goal would be to keep the millage the same, and use the extra monies from increased property values to pay for the increase in payroll. The board discussed this change with Dodson. The ESA Commission previously moved to recommend to the board that the department transition to an all paramedic-qualified staff over three years, consistent with township strategies. The transition would be over eight years, the funding over three years. **Motion by Van Nort to support the transition of the department to all paramedics over the next three years. Support by Gretzema. Motion carried. Don Lewis abstained.** An open house will be held on July 28. Chief Dodson encouraged the Board to attend. Drawings are being put together for a building to cover the fuel tank, which will look like the structure that surrounds the cell phone tower. The Empire Hill Climb is September 15.

Zoning Administrators Report – Submitted in writing.

Monthly Assessors Report – Submitted in writing.

Presentations – Peachy Rentenbach presented information on the upcoming request for a Senior Services Millage. There are thousands of seniors in Leelanau County, many of whom are living below the poverty line or are financially challenged. The overall population of Leelanau County is relatively steady, but the percentage of the population that is made up of seniors is increasing. The Senior Services office has seen an increased need for their services from the community, and as such is asking for an increase in their millage on the August 7 ballot. Senior Services has previously had to institute means testing for some of the services they provide, as they do not have the means to provide the services to all seniors; this millage increase will help to alleviate some of this strain.

John Spring – Maple Grove Cemetery Board. At last annual meeting, there was a discussion about how much Glen Arbor Township has been giving to Empire Township for the upkeep of the cemetery. As time has gone on, more money has been needed. It has been at \$1,000/year. The new number the board would like is \$3,000-\$4,000. While there is land available to expand, this land would need to be worked substantially if it is to be used for burials. The Board would like to instead put in vaults for cremations on a portion of this land. The board discussed the cemetery. Van Nort will discuss with Empire's Township Supervisor and bring a report back to the board. It is required by law for the township to have a cemetery; the agreement was reached to be a partner on Empire's cemetery when all of Glen Arbor's existing cemeteries were subsumed into the National Park.

Correspondence

- MTA Township Focus
- PAR News Plan – Individuals and township should focus on security
- Michigan Environmental Report
- Beckett & Reider Landscape Architects Newsletter
- Great Lakes Core of Engineer Update
- Sleeping Bear Heritage Trail Update – Proceeding with design of last segment of trail
- Michigan State University - Citizen Planner Program to run this fall for PC/ZBA members or others interested in planning and zoning
- MTA Weekly Reports (4)
- MTA Legislative Update
- Consumers Energy Rate Hearing
- DEQ Spring Newsletter
- Glen Lake Association Newsletter
- Water Level Publications

Unfinished Business

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

John Pepler, Trustee

Don Lewis, Trustee

- Documentation timeline. Whether to approve it at this meeting was discussed. Quick thinks it is a good goal, but may be impossible during elections.
- Payment in Lieu of Taxes – Van Nort summarized the history of PILT payments. Last fall, the county commissioners voted to cut the share of payments going from the county to townships from 75% to 50%. The affected Townships' Supervisors protested this decision; this was discussed by the county commissioners and they decided to uphold their vote. The board discussed this decision; the consensus was that they disagreed with the county decision.
- Crosswalk Signs – These have been installed. There have been two complaints. One was from the charter boat fishermen, who asked that they be farther apart at the Lake Street crossing, so that trailers could make the turn. This was done. Another complaint was that the signs were leading to traffic jams. Quick stated that the signs can be driven over by trucks and boats – it will not hurt them. The board is happy that the signs are slowing traffic down through the town and they think it is helping to avoid accidents. Another crosswalk and sign set was discussed.
- Master Plan – A joint Township Board/Planning Commission meeting to review the Master Plan was discussed. It was determined that there did not need to be a joint meeting, and the Township Board will take up a review of the proposed Master Plan at a future meeting.
- Glen Lake Association – The Crystal River is at an all-time high, and the GLA is concerned that the river could breach. Van Nort met with the GLA and a representative of Gosling Czubek to discuss the issue; when Van Nort has more information he will report back to the board. The Board discussed this issue and the ongoing issues with beavers.
- Boat Trailer Parking – A potential solution is to take four spaces in the Lake Street area and convert them to trailer parking for part of the day. The Board discussed briefly; Van Nort will continue working on this.

New Business

- Resolution 8-2018 (Flood Plain) – Quick summarized the resolution; the board discussed briefly. **Lewis moved to approve Resolution 8-2018. Support by Pepler. All in favor. Motion carried.**
- Ordinance 3-2018 (Flood Plain) – Quick summarized the ordinance. **Lewis moved to approve Ordinance 3-2018. Support by Gretzema. All in favor. Motion carried.**
- Park Rededication – Event planned for August 15, starting at 4 pm with a ceremony at 5 pm. The organizers would like to have a food truck parked behind the hardware store. The Zoning Ordinance allows the board to allow the use of food trucks. **Van Nort moved to allow a food truck for the Park Rededication Ceremony. Support by Pepler. Motion carried.**
- Glen Lake Community Reformed Church Banner – There will be a picnic at Old Settlers Park, to raise money for three local ministries. They would like to post a 30' x 7' banner on private property. The board discussed; this approval needs to be provisional to not establish precedence for future banners. The board would like to discuss this topic further with Cypher. **Pepler moved to allow the Glen Lake Community Reformed Church to place a banner for their picnic. No banners may be placed in the future without further township approval. Support by Gretzema. Motion carried. 1 opposed – Quick.**
- Financial Reporting – Van Nort has asked Rehmann how the township can strengthen their financial reporting. He is asking for authority to spend money to further this estimate. The top estimate from Rehmann is \$20,000 over the next year to provide in-depth financial consulting support; Van Nort feels this is an overstated amount. The board discussed the financial issues and the estimate from Rehmann. This would be a training system, not a system to become dependent on Rehmann. The board discussed where this would fit in the budget – there is no line item in the budget for accounting training. The board feels that it shouldn't take a full 12 months to upgrade the accounting knowledge of the office, and asks the office

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

John Pepler, Trustee

Don Lewis, Trustee

to try to intake the information as quickly as possible. **Van Nort moved to approve an outlay of up to \$20,000 for Rehmann to provide accounting training for a period of up to 12 months. Support by Gretzema. Motion carried.**

- Clerk's Office – Quick requested that Lori Nash be placed on salary at \$17,010 per year, 30 hrs. per week. She is currently hourly at \$17.00/hr., and the current budget for her was \$25,000. Nash wants her salary to be no more than \$17,010, and has already cut her hours back from what she was working previously. Quick stated that the Clerk's office gets backed up during certain times of the year, including elections. The Board discussed using someone else, possibly Dana Boomer, to do minutes, when the office is backed up, to get minutes out faster. The Board discussed these issues. Historically, the Deputy Clerk was only supposed to supplement the Clerk, and some Board members feel that even \$17,000 is a lot for a Deputy Clerk, especially when she's doing things that the Clerk is supposed to be doing. Bringing in an additional person to do minutes and an additional person to help with the financials starts to be very hard on the budget. The Board disagreed on whether the additional people were needed, and had extensive discussion on this topic. The Board discussed splitting this into two motions – one on the Deputy Clerk's salary/hourly rate and one on the additional outside help. The Board would like to do more research on this topic and discuss it further next month.

Planning Commission Report – John Pepler – The last meeting was discussing the Gegni Land Use Permit, and there will be further discussion on this at an upcoming special meeting. There was also extensive discussion regarding overall changes of use and land use permits. There was little discussion on changes to the Zoning Ordinance. The previous Zoning Ordinance changes have been published. The board briefly discussed these issues.

Public Comment – None

Board Member Comments – Don Lewis – The ZBA is continuing to work on its bylaws; quite a bit of the discussion continues to be on the training section of the bylaws. Lewis then asked about what to expect at the next meeting with regards to the fire department. Van Nort stated that things are moving forward, and he will have a report at or before the next meeting.

Supervisor Comments – Van Nort would like to schedule 2 meetings on organization and for the Master Plan. Van Nort would like to get a date in the next week or two for an organizational meeting. Then have the meeting for the approval of the Master Plan.

Meeting adjourned – 9:40 PM

Respectfully submitted,

Lori Nash
Glen Arbor Township Deputy Clerk

Election Commission Meeting

Called to order at 9:40 pm.

GLEN ARBOR TOWNSHIP
P.O. Box 276 Glen Arbor, MI 49636
231-334-3539 FAX 231-334-6370

Peter Van Nort, Supervisor

John Pepler, Trustee

Bonnie Quick, Clerk

Don Lewis, Trustee

Terry J Gretzema, Treasurer

Quick recommended the appointment of her election workers, who are:

Sally Oswald – Chairman
Dottie Thompson
Judy Jacobs
Annette O'Connor
Lori Nash
Bonnie Quick

Quick recommended the appointment of the receiving board, composed of:

Sally Oswald
Lori Nash

Gretzema moved to approve Quick's recommendation of election workers. Van Nort seconded. Motion carried.

Adjourned at 9:42.

APPROVED