

**GLEN ARBOR TOWNSHIP**

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

Peter Van Nort, Supervisor  
Don Lewis, Trustee

Bonnie Quick, Clerk

Terry J Gretzema, Treasurer  
John Pepler, Trustee

**Regular Board Meeting**

December 20, 2016 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. Treasurer Terry Gretzema was absent; all other board members were present. The Pledge of Allegiance was recited.

The agenda was presented with additions and accepted as modified. **Motion by Pepler, support by Lewis to approve the agenda as presented. Motion carried.** Minutes from the November 15, 2016 regular board meeting were presented. It was decided that the approval of the minutes would wait until the next meeting, as only one member of the prior meeting was present. Two of the original members will be present at the next meeting. Minutes of a special meeting of 12/06/2016 were presented. The meeting was with ReLeaf Michigan Inc. **Motion to approve of the minutes, Pepler support by Quick. Motion carried.**

Public Comment – None

Treasurer's Report presented by Dotti Thompson, Deputy Treasurer – 11/30/16 cash on hand: \$2,103,462.84.

Bills – General Fund: \$38,838.66. Expenses and Payroll: \$19,377.32. **Motion Pepler to approve, support Lewis. Motion carried.**

Bills – Emergency Services: \$30,744.20 Expenses and payroll: \$69,826.91. **Motion to approve and pay bills Pepler, support Quick. Motion carried.**

Emergency Services Advisory Commission Report – Andy DuPont gave the Emergency Services Advisory Commission report. Life Insurance costs are being looked at. One of the leaders of the Emergency Services Department, Lt. Dubord has tendered his resignation. This leaves the department with a vacancy. A job posting has been placed looking for additional staff. There has been a limited response to the job posting. The committee hopes that by January 10<sup>th</sup> there will be a list of qualified candidates to go through the interview process, which is very extensive, and hopefully that vacancy will be filled within the next month or so. In the meantime the Chief will cover the vacant supervisor position. The newest ambulance was delivered and then went back for some final installations, but it is now returned and is in complete service. It is primarily located at the Empire station.

With the change of Glen Arbor Township Supervisor, ESAC has lost a member. Peter Van Nort is no longer a commissioner. As a result there is an opening. Also Andy DuPont is at the end of his term. Andy has been 10 years on the commission. As a result, there needs to be two commission members named including a Chair. The commissioners have been in discussion and Roy Pentilla has agreed to take the Chair position. The additional Glen Arbor commissioner has yet to be decided. Chief Dobson made the committee aware there are a group of people (CERTS), Citizens Emergency Resource Team. Benzie County currently has a group of these citizens who came and helped during the August 2<sup>nd</sup> storm, a year plus ago. It was suggested that we look at having CERTS here in Glen Arbor. The CERTS group needs to have a department, such as the Glen Lake Fire Department, sponsor their organization. The Chief was making us aware of their request and need. It is a nationally run organization. There are national standards on what the members of the response team need to do to be qualified to form a team and be trained in. All that has to come into play and it has not yet. He is letting the Board know that from a commission standpoint we support the idea of moving forward with the Fire Department sponsoring a CERTS team for the area. Hopefully that will start coming together in the months ahead.

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Fire Chief Operations Report – John Dodson gave the Emergency Services report. Chief Dodson added that there was an additional staffing change. Another member is leaving the department to take the position with the county. Currently the department has received eleven applications to date. It is hoped to test nine of the applicants on January 10<sup>th</sup>.

The union contract has made the application process a little more interesting this time, because of posting timeframes and the residential requirement, which did not exist before.

The union contract also identifies a method of how staffing happens when there are vacancies, there are mandatory holdover lists and that list identifies from senior to junior and then it re-circulates once the list has been exhausted. Now there are two vacancies, and the list is in motion.

Bill Parker is the other employee who is leaving the Department.

Both Parker and Dubord will stay on as part-time employees. They will be able to cover vacancies. They are required to come to staff training days, which occur once a month, except for July and August.

The Union will vote in a new President by January 6<sup>th</sup>, as Parker is the current President.

Dubord left because he was upset that the Union existed. He refused to pay dues and the union contract states you must pay dues within 90 days of its formation, or the employee will be terminated. He did not want to go out that way. In a part time capacity he has no obligation to pay union dues.

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

Monthly Assessors Report – Submitted in writing.

#### Correspondence

- Letter from William Vogel regarding parking on State Street. The spaces have not been striped and RV's and Buses are parking in the spots. The spots will be striped this spring and signs are being ordered which will not allow any busses, trailers, or RV's. There was a question of enforcement and hiring a Constable for this summer is being considered.
- Michigan Township Focus, Planning & Zoning News
- Charter – rate increase

#### Unfinished Business

- ReLeaf – their monies are better utilized in a community with less canopy and more public area to plant trees.
- Speed limit road signs – Speed limits on the roads around the lakes. One of the suggestions was to potentially install solar powered signs which would show your speed was and the actual speed limit to encourage people to obey the speed limit. The Township has put in the money to buy those signs, and we are in continued discussions with a group from Glen Lake Association to discuss where would be the best location to use the signs. It was reported at the last meeting that the state has agreed to put a speed limit on Northwood Drive at 40 mph. The thought, at the moment is, when those signs are installed, the electronic signs will be acquired and installed at the same time. Cheaper signs are being looked at which would allow the purchase of 4 signs instead of 2.

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- Vlack Park – the situation is that the Township has received a scheduling order from the court. The order schedules the case for a non-jury trial on March 17<sup>th</sup>, 2017. Prior to that there is a settlement conference scheduled for February 10<sup>th</sup>, 2017. The settlement conference is just as it sounds; it is a meeting with all parties, their counsel, and the court to see if the case can be settled. The court has ordered that the Township participate in a mediation session. The lawyer for Solon Township and our attorney have agreed to a mediation session with an attorney by the name of Ed Roy, who is a skilled and accomplished mediator, to have that meeting January 5<sup>th</sup>, 2017. Terry Gretzema and Peter Van Nort will attend, as well as, two representatives from Empire Township. It is Solon vs Empire and Glen Arbor.

New Business

- Paul Olson Insurance - Postponed
- Park Commission budget proposal – Jim Munson gave the proposal for the Commission. The budget would include a \$75,700.00 request from Glen Arbor Township. The majority would go to three new pickle ball courts outdoors in the park. The rationale for that is that two years ago the park requested and received a \$50,000.00 contribution from the Glen Arbor Board. The contribution was never used. The interest in pickle ball has surprised all of us. The indoor Leelanau School Gym is used three days a week, and there are 100 people playing there on three courts. We are confident the new courts would be used. Part of the money would be used to replace or remove some of the children's playground equipment and a large tree making room for it. The pickle ball fees bring in \$2,000.00 at the Leelanau Schools, this helps to defray the cost of maintenance. The tennis court use fees from the schools, for their tennis teams, amounts to \$1,000.00. The park fund raiser for the tennis tournament received \$1,800.00. Tee shirt sales generated \$800.00. The park commissioners receive \$200 for their salaries, however they do not take the money and we count that as income. The park manager salary, this was our first year for a paid position, as the park has more and more use, it needed someone to oversee it. There are proposals for additional year round use of the park. The Park Commission may be conducting a survey to determine what the community really wants.
- Guidelines for the Emergency Services Advisory Commission require that the Chairman reside in the Glen Arbor Community. The Board and the Chief have discussed the situation. Given the fact that Peter Van Nort was intended to be the person who replaced the current Chairman, has been changed as Peter is now the new Supervisor. The current Glen Arbor residents on the commission are new to the commission and it seems unfair to ask them to take over the Chair responsibility. As a result, through discussions with the Chief and the commission that Roy Pentilla of Empire would be a great next Chairman. Supervisor Van Nort proposes that the requirements of residency be changed. This will not change the number of votes on the commission. Glen Arbor will still have four votes and Empire three. The change would only allow for an Empire member to be Chairman. The new version would eliminate the residency requirement. Motion by Pepler to change the residency requirements. The motion was withdrawn for further discussion.

- Appointment recommendations:

Planning Commission – Individuals whose terms expire who have agreed to be reappointed: Robert Ihme, Mike Plessner, Bill Stege. **Motion to approve Pepler, support Lewis. Motion carried.**

Individuals whose terms continue: Lance Roman, Pam Lysaght.

Individuals whose role will change: John Pepler will move from member to Town Board representative. **Motion to approve Quick, support Lewis. Motion carried.**

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One person will need to be added to the Planning Commission for a three year term to replace individuals who are leaving. Supervisor Van Nort recommended Carolyn Rentenbach. John Peppler recommended Bill Thompson for the position. No motion to approve Carolyn Rentenbach.

**Motion to approve Bill Thompson, Peppler, support Quick. Motion carried.**

Board of Appeals – Individuals whose terms continue: Harvey Warburton and Dennis Becker.

Individuals whose terms expire who have agreed to be reappointed: Bill Freeman, George Quarderer. **Motion to approve Lewis, support Peppler. Motion carried.**

Individuals who will be added to the Board of Appeals for a three year term to replace individuals who are leaving the Board. Two people are leaving the Board of Appeals John Peppler and Bonnie Quick. Bonnie Quick has been the Town Board Representative for 28 years. John Peppler suggested that Pam Lysaght replace him and Don Lewis replace Bonnie Quick as the Town Board representative. Don Lewis will be a four year appointment. Pam Lysaght's appointment will be for three years. **Motion to approve Peppler, support Lewis. Motion carried.**

Emergency Services Advisory Commission – Individuals whose terms continue: Bill Witle, Mike Garver, who is Glen Arbor representatives, Larry Krawczak, Ralph Mittelberger and Roy Pentilla, are the Empire representatives.

Individuals who will be added to the Commission for a five year term to replace individuals who are leaving the Commission, and the new Chairman. No action. Discussions will continue.

Wage and Salary Committee – Individuals whose terms continue: Veronica Hazelton and Katie Wiesen. Fran Seymour will be leaving.

One individual will be added to the Committee for a three year term to replace individuals who are leaving the Committee. Supervisor Van Nort recommended Doug Watson. **Motion to approve Doug Watson, Peppler, support Quick. Motion passed.**

- Glen Lake Association proposal to do a GAP analysis. Presentation by Rob Karner. Glen Arbor Township needs to be the sponsoring guide for the tribe for their 2% money to do the GAP analysis. The program is for maintaining water quality. The GAP analysis is a program that analyzes our master plan for Glen Arbor Township, all the zoning ordinances and requirements and see how well we do. It is an evaluation in which the laws protect the water quality. Or there could be some reporting which suggests some of what we have in writing could be improved with some, what could be called model ordinances, where it has been done over and over again and everything is knit together so you may just want to modify some current zoning laws. The scary part would be that we do have gaps in our current laws and ordinances that suggest that there could be a potential problem down road that we don't even know or see. But this independent firm could make us aware of. The study would be done over the course of six to eight months. At the end we would have a document that could be a working document that would allow the Township the opportunity to see if we are doing well or not and make some major improvements to protect the water. The cost would be that we ask the Band for \$15,000.00 and the remaining \$5,000 could be split with the 3 Townships that boarder the surface water of Glen Lake, Kasson, Empire and Glen Arbor. The Glen Lake Association would also be a partner. Rob Karner would volunteer to be the Project Manager to see this through and report back to the Glen Arbor Township, as well as, the other two Townships, Empire and Kasson. **Motion to support the GAP analysis and the match Quick, support Lewis. Motion carried.**
- Michigan Township Association training at Crystal Mountain. New Officials training, January 17<sup>th</sup>, 2016. Peter, Don and John will attend.

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- Request from Assessor to purchase True-Ortho 2017 6" leaf off aerial, \$5,626.00. This is imagery of the Township. The last set of images was in 2012. If all 3 Townships approve the price will drop to \$3090.00 for Glen Arbor. **Motion to approve purchase of True-Ortho in 2017 by Pepler, support Quick. Motion carried.**
- The Regular March meeting of the Board is on the 3<sup>rd</sup> Tuesday of the month. The Annual Meeting will be on the Saturday thereafter, March 25<sup>th</sup>. Supervisor Van Nort asked that the meeting dates be moved back one week as he will be unable to attend. **Motion to reschedule March Regular meeting to March 14<sup>th</sup> and the Annual Meeting to Saturday the 18<sup>th</sup> by Quick, support Lewis. Motion carried.**
- New locks – The Township has had difficulty with the current lock company it has been using to get replacement parts and service. Quick is requested that we change companies and have repairs completed. **Motion to change lock companies and purchase new locks as necessary Pepler, support Lewis. Motion carried.**

Planning Commission Report – John Pepler – Glen Arbor Art Association presented a preliminary plan for expansion of their building. The Planning Commission approved taking the plan to the public hearing in January 2017.

The consideration of marijuana dispensaries in Glen Arbor, this is something that has to be discussed. New state rules have been put in place. Additional discussion will be at the next planning meeting.

Master plan update: Very close to the completion of the final draft. It should be ready for review this month.

Discussed issues with short term rentals – The Commission believe it should be further defined in the zoning ordinance. One of the problems is our zoning ordinance allows for rentals for one week or longer. There have been discussions of short term rentals that are less than one week. Particularly with the air B & B rental which is basically renting a room out of your house, which would fall under the requirements of a B & B.

Also discussed was the Heritage Trail connector with Glen Arbor and the Homestead. One proposal was submitted to the Commission. We are seeking at least one more proposal at this time. This is a feasibility study to see if it can be done and costs. The Township Board had agreed to spend \$10,000 on these studies because it is a safety issue between Glen Arbor and the Homestead.

Public Comments – None

Board Member Comments - None

Meeting was adjourned at 9:15 PM

Respectfully submitted,

Lori Nash  
Glen Arbor Deputy Clerk