

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 Pepler, Trustee

Don Lewis, Trustee

Regular Board Meeting

April 30, 2019

The meeting was called to order by Supervisor Van Nort at 7:32 PM in the Glen Arbor Town Hall meeting room. Roll Call – all Board members were present. The Pledge of Allegiance was recited.

The agenda was presented with one addition. **Motion by Pepler; support Lewis to approve the agenda as modified. Motion carried.**

Public Comment: None

Minutes were presented from the 3/19/19 regular board meeting. **Motion by Houtteman; support by Laureto to approve the minutes of 3/19/19 with corrections. Motion carried.**

Minutes were presented from the 3/30/19 special board meeting. **Motion by Lewis; support by Pepler to approve the minutes of the 3/30/19 special board meeting. Motion carried.**

Treasurer's Report – Total cash on hand as of 3/31/19 was \$3,319,749.90

General Fund: Expenses \$16,062.69. Payroll: \$13,893.23. The payment of general fund bills and payroll was approved at the 3/30/19 special board meeting.

Emergency Services: Expenses \$105,788.70. Payroll: \$85,359.43. **Motion by Laureto; support Pepler, to pay the Emergency Services bills and payroll. Motion carried.**

Emergency Services Advisory Commission Report – Supervisor Van Nort gave a brief report on behalf of Linda Ihme.

Fire Chief Operations Report – Lt. Chad Dykgraff gave the operations report. The dry hydrant at the DNR boat launch on Little Glen Lake is scheduled to be fixed next week.

Three of the department's members taught vehicle extraction to 20 plus students at the Regional Training Center (RTC) this last weekend.

The three members were pulled from the RTC training class to assist with a large grass fire in Blair Township.

John Pepler asked about the interviews for new department members. Dykgraff reported they had three interviews and one EMT Basic has been hired. Lewis asked for clarification on the status of Emergency Services staffing and Dykgraff stated that the department is two paramedics short. Lewis asked for clarification on the status of the Intercept Plan. Van Nort reminded the board that Empire has said No until the department is at full staff. The Plan is still in discussions.

Zoning Administrators Report – Submitted in writing.

Monthly Assessors Report – Submitted in writing.

Correspondence –

1. Seniors Coffee Connection
2. Leelanau Conservancy Earth Day
3. MTA Weekly News & Information (3)

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4. MTA Monthly Legislative Update
5. DEQ Revision of a Dredging Permit
6. Municipal Public Policy Survey
7. Employment Law Seminar
8. DEQ permit for Glen Craft Marina and Resort
9. Letter from attorney Tom Pasette to Zoning Administrator

Unfinished Business

1. Corrections to Resolutions #1 - #4 – Laureto report on the corrections made to Resolutions #1 - #4 of 2019. **Motion by Van Nort; support Pepler to approve the amendments to Resolutions #1 - #4 as reported by the Clerk. Motion Carried.**
2. Par Plan board member election. Van Nort explained that the participating plan is looking for board members. He asked if anyone on the Township Board wanted to nominate someone. No names were brought forward.
3. Van Nort reminded the board that May 25, 2019 is the Townships Annual Special Waste Pick-up from 7AM to 12 noon. The pick-up is for residential waste that is not typically part of the weekly pick-up; it is not for commercial use. A flyer outlining what can and what cannot be set out for pickup will be published.
4. The Communications Committee's Action Plan Recommendations were summarized by Supervisor Van Nort. **Motion by Van Nort; support by Pepler that the board accept the recommendations of the Glen Arbor Township's Communication committee action plan.** Lengthy board discussion, with input from four members of the Communication Committee, ensued. Van Nort withdrew his motion and proposed an action plan whereby the board can establish its communication strategy. A four-hour working meeting was scheduled for May 8, 2019 with members of the communications committee invited to attend. Dan Semple was asked to invite all members of the communication committee. Van Nort said lunch would be provided.

New Business

1. Laureto reviewed the current rental rates for townhall spaces. **Motion by Van Nort; support by Pepler to continue using the current rental rates. Motion carried.**
2. Laureto proposed that all parties wishing to rent/use the Hall or Meeting Room sign a lease agreement, that all parties are made aware of the rental costs and rental rules, and that the board create a list of township approved organizations for which the rental fees will be waived. Laureto reviewed the updated Townhall Lease Agreement and Townhall Rental/Use Rules. Laureto presented the new Meeting Room Lease Agreement and Meeting Room Rental/Use rules. **Motion by Lewis; support by Houtteman to adopt all presented forms and create a list of township approved organizations. Motion carried.**
3. Houtteman informed the board that he is setting up an on-line payment service through our BS&A software and Point-N-Pay by which taxpayers can pay their tax bills. He solicited information from other Treasurers at the April MTA meeting and almost all were using the service. The service will be available for the 2019 summer taxes. There is no cost to the township.
4. Van Nort reported on the resignation of Robert Wurst from the Fire Department. He further reported that the Chief will be taking over the work that Wurst had been doing.

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5. Supervisor Van Nort described the Hazardous Response Services Agreement with Traverse City. Van Nort stated that our Fire Department has very limited training in Hazardous materials response. For a \$395 per year fee, Traverse City would provide Hazardous Response Services to Glen Arbor and would also provide first responders training. **Motion by Van Nort; support by Lewis, to sign up for Traverse City's Hazardous Response Service. Motion carried.**
6. Laureto explained that the State of Michigan is now requiring our auditors to indicate the level of security for the Township's data. Our current system is from the late 90's. The Supervisor, Treasurer, and Clerk will be seeking input from Rehmann Technology Solutions and Netlink on what needs to occur to bring our security level up to acceptable standards. This may involve going to the cloud as well as having an inhouse backup system.

Planning Commission Report – John Pepler reported: 1) the Zoning Board of Appeals meeting was postponed due to a problem with the mail which led to not meeting the 15-day notification of neighbors. The meeting will be rescheduled; 2) the Park Commission is looking at the possibility of purchasing the Riverfront Putt-Putt property; and 3) the commission reviewed and approved Section 3.4 of the Zoning Ordinance and are continuing to work through the remainder of section 3 of the Zoning Ordinance. Laureto indicated that the New Master Plan is now posted on the website.

Public Comment

Dan Semple asked how secure sending financial information to the cloud would be.

Jeff Geitzen cautioned the Board not to rush into any decisions regarding the sign. The board needs to be prepared to answer questions that people will raise regarding any decisions. Jeff would like the board to publish the results of the work session.

Board Member Comments

John Pepler thanked the new clerk and new treasurer for doing a fine job so far, for taking "The Bull by the Horns" and being on top of what we are doing.

Don Lewis informed the board that he has met with Bob Ihme and is taking over work on the heritage trail. To move forward it will likely require work on the part of the board.

Peter Van Nort stated that the bricks for Terry Gretzema and Bonnie Quick have been ordered and will be installed in the front walkway next week.

Peter Van Nort reported that the Library Board has asked that the Township be represented at the groundbreaking on Saturday, May 4. Lewis, Pepler, and Laureto said they would attend.

Peter Van Nort informed the group that negotiations have begun with the fire fighter union. Each side is represented by 3 people. The first meeting occurred two weeks ago, and the next meeting is scheduled for May 16.

The supervisor declared the meeting adjourned at 9:29 PM.

Respectfully submitted,

Pam Laureto
Township Clerk