

GLEN ARBOR TOWNSHIP

P.O. Box 276 Glen Arbor, MI 49636

231-334-3539 FAX 231-334-6370

Tom Laureto, Supervisor

Pam Laureto, Clerk

Lee Houtteman, Treasurer

John Pepler, Trustee

Don Lewis, Trustee

Regular Board Meeting

12/15/2020

The meeting was called to order by Supervisor Laureto at 7:30 PM. The meeting was held via teleconference.

Roll Call – L. Houtteman, P. Laureto, T. Laureto, D. Lewis, and J. Pepler were present telephonically. Several members of the public were also present telephonically. The Pledge of Allegiance was recited.

The agenda was presented. **Motion D. Lewis, support J. Pepler to approve the agenda. Motion unanimously carried.**

Public Comment: None

Minutes of the 11/17/20 Regular Board Meeting were presented. **Motion D. Lewis, support J. Pepler, to approve the minutes of the 11/17/20 Regular Board Meeting as presented. Motion unanimously carried.**

Minutes of the 11/24/20 Special Board Meeting were presented. **Motion D. Lewis, support J. Pepler, to approve the minutes of the 11/24/20 Special Board Meeting as presented. Motion unanimously carried.**

Minutes of the 11/27/20 Special Board Meeting were presented. **Motion D. Lewis, support J. Pepler, to approve the minutes of the 11/27/20 Special Board Meeting as presented. Motion unanimously carried.**

Treasurer's Report – Houtteman reported that as of 11/30/2020 the total cash on hand by Fund is:

General Fund	\$ 646,323.97	Park Debt Service Fund	\$ 18,788.37
Emergency Services Fund	\$2,360,821.50	Fisher Lake SAD Fund	\$ 43,190.65
GLFD Debt Service Fund	\$ 1,087.91	Tax Collection Fund	\$ 10,344.30

P. Laureto asked Treasurer Houtteman if the issues with the tax fund were corrected and Houtteman responded that they were. She also asked Houtteman to update the Board on the new State Savings Bank tax account which he did.

Clerk's Report –The General Fund expenses from November 18 through December 14 were \$23,039.11 and the payroll for November was \$19,996.59. The payroll was higher than normal due to the election payroll. **Motion P. Laureto, support D. Lewis to approve the payment of General Fund expenses and payroll. Motion unanimously carried.**

Emergency Services Advisory Commission Report – In Ihme's absence Clerk 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.

Clerk Laureto reported that the Emergency Services expenses for November 12 – December 9, 2020 were \$49,336.55 and the November payroll was \$85,687.71. **Motion P. Laureto, support J. Pepler, to approve the payment of Emergency Services expenses and payroll. Motion unanimously carried.**

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Fire Chief Operations Report – Chief Ferguson reported that the GLFD had 86 calls in the month of November. A large majority of those calls were welfare checks due to the wind storm that took out power. The department is still doing a lot of vehicle maintenance to get ready for winter. One employee has left the department due to his wife taking a new job and moving out West. They now have a vacancy they are looking to fill. He submitted to County just under \$6,000 for additional CARES Act funding to cover unplanned COVID-19 expenses. The employees may have the COVID vaccine available to them towards the end of the week. The GLFD has reviewed the ALS Intercept agreement with Cedar Area Fire and has sent it to Cedar's Board to get tentative approval after which he will send it to Glen Arbor Township's attorney for review. Ferguson reported that he and the Township Clerk have begun working together on Human Resource and administrative paperwork for the department. The Tanker Truck that Empire had purchased pre-merger has been sold for \$55,000. The Fire Department's website will be updated and added onto the Glen Arbor Township's website.

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. Park Board – Supervisor Laureto said he has spoken with the three former Park Commissions that were willing to continue to serve on the new Park Board. They discussed having a 5-member board. He asked the three members to speak with interested candidates and bring recommendations to the Township Board to fill the remaining two positions. **Supervisor Laureto motioned, second J. Pepler, to create a Park Board with 5 appointed members with staggered 2-year terms.** Discussion ensued regarding how terms would be staggered. It was suggested that the experienced members begin with a 1-year term and that the two new members have a two-year term. **Motion carried unanimously.**

Supervisor Laureto said the second item was to appoint Ron Calsbeek, John McIlvard, and Rick Schanhals to the Park Board. **P. Laureto motioned, D. Lewis seconded, to appoint Calsbeek and Schanhals to the Park Board for 1-year terms and to appoint McIlvard to the Park Board for a 2-year term. Motion carried unanimously.**

T. Laureto motioned, Lewis seconded, to appoint Rick Schanhals as Park Board Chairperson. Motion carried unanimously.

2. D. Lewis reported on the Sleeping Bear Heritage Trail (SBHT). He stated that the original SBHT sub-committee of Bob Ihme, P. Laureto, and himself met twice since the last board meeting. Then last week there was a meet and greet Zoom meeting with all members of the expanded sub-committee. The expanded subcommittee consists of six additional members representing different areas of the community and a representative of the TART Trails. Yesterday all nine members of the subcommittee met with the Engineer from Prien & Newhof, Scott Post, via Zoom for a two-hour meeting to discuss how the work will roll out over the next year. The survey crews have been working all last week and hope to finish the base survey work by the end of the month. Prien and Newhof will use an outside firm to survey and delineate any wetland that could possibly be involved along the entire route and that work should be completed by the end of the year as well. Post is hopeful to have visual documents to illustrate the topography and any issues that come to the surface to present that to subcommittee in late January. Post agreed that, if everything goes smoothly, he will be able to have completed 50% design by mid to late-spring at which time we will have a public presentation. We requested public input at 50% design

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completion, rather than the typical 90% design completion, to allow for incorporation of public input into the design.

New Business

1. Website Maintenance Agreement – Clerk Laureto reviewed a proposal from Rockwell Art & Design, our website developer, to continue doing monthly maintenance and software updates. All Board members had received a copy of the proposal. **P. Laureto motioned, Lewis seconded, that we pay the monthly fee of \$45.00 though FY 20-21 and then accept the yearly fee of \$540.00 for FY 21-22. Motion unanimously carried.**
2. P. Laureto presented the 2021 Township Board meeting schedule. Meetings are to remain the third Tuesday of the month. The Laureto's have a family wedding out of State in May and requested moving that month's meeting date. Discussion ensued. The board unanimously agreed to move the May meeting to the 4th Tuesday, May 25th.
3. Appoint new ESAC member and 2020 ESAC Chairperson - Supervisor Laureto began by acknowledging Linda Ihme who served as Chairperson for the last 12 months and thanked her for her service. She will continue on as a member of the Commission. He also acknowledged and thanked Roy Pentilla who is leaving the commission after 10 years because he is term limited. T. Laureto said the Empire Township Board has recommended to the Glen Arbor Township Board that we appoint John Dalton to the Emergency Services Advisory Commission to replace Pentilla. Dalton is a resident of Empire, has been attending the ESAC meetings for the last 6 months, and comes with a strong financial background in public accounting. **T. Laureto motioned, D. Lewis seconded, to appoint John Dalton to ESAC. Motion unanimously carried.**

T. Laureto recommended John DePuy as ESAC chairperson for 2021. He said that DePuy has served Glen Arbor as Township Supervisor, as Fire Chief, and has been a member of ESAC since 2019. **T. Laureto motioned, D. Lewis seconded, that we appoint John DePuy as ESAC Chairperson for 2021. Motion unanimously carried.**
4. P. Laureto presented and reviewed 3rd quarter budget resolutions. She informed the Board that she has submitted to County for CARES Act funding the Glen Arbor Township COVID-19 specific expenses, items that were not budgeted for and incurred due to the COVID virus. The request is for \$25,441.38. She stated it would likely be a few months before we know what will be reimbursed. **P. Laureto motioned, D. Lewis seconded, that we approve resolution #15-2020 3rd Quarter Budget Amendments. Roll Call Vote. Voting Aye: John Pepler, Don Lewis, Lee Houtteman, Tom Laureto Voting Ney: none The Supervisor declared the motion carried.**

Park Board Report P. Laureto – The Board did not meet.

Planning Commission Report J. Pepler – The meeting was canceled so nothing to report. P. Laureto said she attend the previous month's public meeting, read the Leelanau County Planning Commission minutes and attachments, and read public comments received in the office. She noted 4 major concerns in the public comments and asked Pepler to bring those back to the planning commission. Pepler agreed to do so.

Public Comment: Bob Sutherland asked the Board to consider a need in the community. He stated that children are pretty shut in right now and they need a place to go other than their home. He requested that the Board consider opening up the township hall to nuclear families and suggested 1-hour time slots with a 30-minute break to allow for disinfecting before another family comes.

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Paul Holtrop thanked P. Laureto for her comments to the Planning Commission. He shared his concerns regarding the Mill project and the Master Plan and asked for the impact of the Mill Project and the Heritage Trail to be considered jointly.

Ken Jackson asked to see proof, minutes and other information, showing that the Mill property is actually zoned recreational because the zoning map shows it as R2.

Christina Mehren – she asked about the desired protocol for publishing the agendas for our meetings. She said they check the website and wondered if there was a notice period for agendas. P. Laureto responded that there is not legal requirement for posting agendas but said she is trying to get them posted on the Friday before the meeting. She thought it was posted last Friday but discovered this morning that it had not been posted.

Board Member Comments: Houtteman – supported Sutherlands comments and made a motion to have the Deputy Clerk make a schedule and allow single families to use the township hall on scheduled times. Supervisor Laureto seconded the motion so that we could discuss. Discussion ensued. Houtteman said that schools and the YMCA are open and children run around there. Board members questioned the legality of opening during this shut down. T. Laureto said he empathizes completely but he doesn't know how it will work with the Governor's and MDHHS rules and the fines that are being imposed. J. Pepler said he feels we will be crossing over into a gray area and that everyone will be well-meaning but that we are locked into what the Governor has said in recent days. We should not open ourselves up to liabilities. T. Laureto agreed with Pepler and pointed out that the schools have much better and established protocols. Houtteman agreed to see what the Health Department has to say and rescinded his motion.

P. Laureto and J. Pepler – no comment

Lewis said he had followed up with Waara regarding our purchase of audio/visual conferencing equipment and had 3 things to share. 1) He learned shortly after we placed the order that there was a huge price increase in the components so it was good we acted when we did, 2) He learned earlier today that our order was processed and released but was told that that shipping may be a problem as it is very backed up, and 3) He learned at just before tonight meeting that our components arrived are on the shelf in Traverse City. Waara is looking at an install date of January 13/14.

Supervisor Comments: T. Laureto informed the Board that he and the Clerk had participated in a 1.5 hour webinar with the MI Dept. of Treasury titled Best Practices for Fiscally Ready Communities. They stressed the importance of 5-year planning. The topic was relevant as we are heading into the FY 21-22 budgeting period. He and the Zoning Administrator participated in a webinar hosted by FEMA that addressed the flood insurance remapping. We will be posting a FEMA public notice so interested community members can learn more. Linda Ihme and he conducted an exit interview with the firefighter who is leaving and it was positive. Laureto recognized the former Park Commissioners, saying they had a very productive 4 years, and thanked them for their service. He recognized the passing of Rich Quick who served the Township for many years and thanked former Supervisor Van Nort for the spending several hours over a dozen sessions, orienting him to the files, duties, and deadlines of the Supervisor. He stated that he is blessed with having a very informative start.

Meeting adjourned at 8:42 pm.

Respectfully submitted,

Pam Laureto, Township Clerk