

GLEN ARBOR TOWNSHIP

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

John C Soderholm, Supervisor

Bonnie Quick, Clerk

Terry J Gretzema, Treasurer

Kent Kelly, Trustee

Wm. Thompson, Trustee

Regular Meeting, January 15, 2013

Minutes

(Meeting Tape Recorded)

Township Supervisor John Soderholm called the regular Board meeting to order at 7:30 PM, in the Glen Arbor Town Hall Meeting Room. All board members were present except Kent Kelly. The Pledge of Allegiance was recited.

The agenda was presented. **Motion to approve agenda as presented Thompson, support Gretzema. Motion carried.**

Minutes from December 18, 2012 meeting were presented. **Motion to approve minutes Thompson, support Gretzema. Motion carried.**

Public Comment:

- None.

Treasurer's Report - Cash on hand as of 12/31/2012, \$1,769,338.35.

- Bills – General Fund: \$10,211.75 and payroll of \$14,876.72. **Motion Gretzema; support Thompson, to approve expenses. Motion carried.**
- Bills - Emergency Services: \$12,336.38 expenses and payroll of \$71,944.16. EASC reviewed expenses in detail and recommends approval. **Motion Thompson; support Quick, to approve expenses. Motion carried.**

Fire Chief Operations Report:

- Eric Dubord reported for John Dodson, stating that there was an increase in call volume and walk-ins at Station #2 (Empire).
- Dubord also stated that with the boat ramp out, if there was an incident requiring a boat rescue, they would have to go to Leland or Frankfort, so they would rely heavily on Coast Guard support.
- Dubord also reported that there were a number of kitchen/structure fires over the holiday period and they were able to respond to all of the calls quickly.

Emergency Services Advisory Commission report:

- Peter Van Nort reported for Andy DuPont, stating that staffing remains stable and the three new hires were working out very well.
- Van Nort also reported that about 70% of calls were medical in nature.
- He added that the Department was supporting the ice rink and were also working with the Township to make the Town Hall a refuge for those in need during storms or power outages.

Paul Olson – Municipal Underwriters Insurance

- Olson distributed a summary of coverage's for the Township's commercial insurance policies.
- There is a 5% increase over last year's premium, which is the first increase in four years. Total premium for renewal coverage is \$28,641.00.
- Notable changes in coverage include:

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- Employee blanket bond now \$100,000 per employee, changed from \$100,000 per event.
 - Significant increase in worker's compensation policy. Policy term dates will be changed; policy will be renewed at normal renewal date of 2/16/13, but then be cancelled and reissued at 4/1/13 to correspond with the Township fiscal year.
- A general discussion followed regarding property values and it was agreed that the values would be reviewed before policies are renewed.
 - Another discussion was held regarding deductibles for the various policies and it was agreed that Olson would present different options before policies are renewed.
 - Olson will also put together a loss history for the Township.
 - Olson will also provide a breakdown of premium by department.
 - A discussion was held regarding applying for a grant from Municipal Underwriters.
 - Soderholm requested that Olson check into the possibility of asset management to comply with the auditor's request to keep records as up-to-date as possible. Olson agreed to ask and will get back to Soderholm with an answer.

Zoning Administrators and Assessors reports – No report received.

Correspondence was reviewed and accepted as presented.

- Charter rate adjustments
- M-DEQ – Glen Craft Marina Permit to Dredge Marina
- Letter of recommendation from Empire Township, re: Jack Goodnow appointment to EASC
- Michigan Township News, Planning & Zoning News, Par Plan News

Unfinished Business:

- Proposal to replace existing internet/phone services from Charter and CenturyLink to all Charter. Anavon offering to install at no charge. Approximate savings of \$2,400 per year. **Motion to approve change Thompson; support Gretzema. Motion carried.**
- Meeting schedules for 2013 presented for approval. **Motion Quick; support Gretzema. Motion carried.**
- The Special Event Policy was discussed and approved also it was decided to add an application and checklist.
- 211 Community Access Line – No discussion.

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New Business:

- Bill Thompson was appointed as interim replacement for Kent Kelly, who is temporarily unavailable, on the Planning Commission until May 2013. **Motion Quick; support Gretzema. Motion carried.**
- Emergency Shelter Protocol – Interim Town Hall protocol presented in writing, discussed and approved.
- Red Cross – agreed to work with Town Hall administrators for shelter operation, but an agreement, presented in writing, was signed. The Red Cross will review facility and work to train locals in management. Temporary cots will be delivered 1/16/2013. **Motion to approve shelter agreement with Red Cross Gretzema; support Thompson. Motion carried.**
- Empire Emergency Services Annual Reconciliation – Statement presented in writing, which Soderholm reviewed in detail. He will discuss with Bill Bolton, Empire Township Supervisor. Final decision on payment will be made at February meeting.

Planning Commission Report – minutes presented in writing.

Public Comment – None.

Board Member Comment:

Gretzema stated that the Pitney Bowes contract is expiring and we will own the machine at contract expiration, resulting in some savings.

Supervisor Comments:

- Soderholm – At February meeting a preliminary draft budget for 2013-2014 will be presented. This will be followed by a special budget meeting on 2/21/13.

Regular Board Meeting adjourned at 8:55 p.m.

Respectfully submitted,

Elizabeth Ives
Deputy Clerk