

**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, June 18, 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. The Pledge of Allegiance was recited.

The agenda was approved as presented.

Minutes from the May 21, 2013 regular meeting were presented. **Motion to approve minutes Gretzema, support Thompson. Quick abstained. Motion carried.** Minutes from the May 30, 2013 special meeting were also presented. **Motion to approve minutes Thompson, support Gretzema. Quick abstained. Motion carried.**

Public Comment

- Peter Anderson, Glen Lake Association, asked if there were more than 19 boats at On the Narrows Marina, what the Township would do in regards to enforcement. Soderholm responded that the Zoning Administrator would be notified to take the necessary steps to enforce the ordinance.

Treasurer's Report - Cash on hand as of 5/31/13: \$2,037,041.79

- Bills – General Fund: \$19,043.19 expenses and payroll of \$13,092.46. **Motion to approve Kelly, support Gretzema. Motion carried.**
- Bills - Emergency Services: \$160,272.78 expenses and payroll of \$30,315.94. All expenses have been reviewed and approved by EASC. **Motion to approve Thompson; support Quick. Motion carried.**

Emergency Services Advisory Commission report – Andy DuPont.

- Minutes of June 12, 2013 meeting presented.
- Would like a WC line item added to the chart of accounts to separate this cost from other insurance costs. Also noted that the budgeted amount for the Defined Contribution Plan is wrong and will be corrected in a budget amendment.
- Budget was discussed at EASC meeting and some additional amendments will be needed. All budget amounts will be updated on the financial statements.
- Cost of health insurance higher than budgeted and expected to increase even more in the next fiscal year.
- One staff member resigned last month.
- Spaghetti fundraiser netted approximately \$1,100.
- Pancake breakfast held on July 7.
- Working with NPS to solve training issues. If training activities are not allowed to occur, it may be necessary to revise the MOU that the Department has with the Park Service.

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Fire Chief Operations Report – John Dodson.

- Meeting with the Chief Ranger and Assistant Ranger of the Park Service at 10:30 on June 20.
- Distributed budget amendments and reviewed changes in the personnel costs. The budget was approved in September and since that time, the Township has taken over the payroll and benefits responsibilities once managed by North Flight. The proposed amendments reflect the cost of those changes, as well as expected increases in employee benefits expenses, and equal a net increase of \$66,000. **Motion to approve Quick, support Gretzema. Motion carried.**
- Progress being made on the 9/11 Memorial, still need landscaping, which is being donated by the Homestead. Goal finish date is July 4.

Zoning Administrators Report – Bob Hawley submitted in writing.

- 6 Land Use permits issued: \$400.

Assessing Report – Presented in writing.

Correspondence was reviewed and accepted as presented.

- Michigan Township News.

Unfinished Business:

- Fireworks Ordinance – County model recommendations reviewed and discussed for approval. County recommendations will be incorporated into Township's Ordinance #1-2013. **Motion to approve Gretzema, support Kelly. Roll call – all Aye. Motion carried unanimously.**
- MTA Principles of Governance – Board asked to review document for discussion at next meeting.

New Business:

- Reviewed letter from Zoning Administrator notifying Deborah Rettke/Duneswood Motel, that camping is not allowed on the premises.
- Zoning Administrator applicants - Bob Hall, Cadillac and Tim Cypher, Leelanau County. Soderholm recommends Cypher. Review of references and qualifications. Special Board meeting on June 19, 2013 to meet Cypher. **After discussion, Quick motioned to recommend that Soderholm extend job offer to Cypher after successful meeting with Cypher on the 19th. Support Gretzema. Motion carried.**
- Special Event fees – **After discussion, Gretzema motioned to approve \$4,500 from M-22 race for the Park Commission to expand programming. Support Kelly. Motion carried.**
- Boat ramp camera on Township website – Board will explore expense of getting this done.
- Township Flag, Daniel Sterling, Vexillology specialist – Presented a design for Glen Arbor Township flag. Sterling was asked to present a written proposal detailing design significance, ownership, sales, costs, timeline, etc., which would need to be reviewed by the Township attorney. Other designs may need to be reviewed as well.

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Planning Commission Report – Kent Kelly.

- June 4, 2013 meeting minutes presented.
- Commission interested in limiting overnight parking of trailers, RVs, and other vehicles used for sleeping via an amendment of the original ordinance. Board responded that this was currently covered under County law and that there were only rare instances of this happening in the Township. Kelly will report back to Commission.
- Lance Roman will be asked to update Master Plan and ordinances on website.

Public Comment – None.

Board Member Comment:

- Bill Thompson suggested that the Township open up a call for other flag designs. The Board agreed that additional designs were needed and will do so after reviewing Sterling's proposal.
- Terry Gretzema mentioned that the Farmer's Market had a vendor selling food cooked onsite. A letter from the Supervisor to the Market Director stating that this practice was in conflict with Township ordinances will be necessary to stop this practice.

Supervisor Comment:

- There will be paving on State Street on June 20. Township share is approximately \$2,000. Other maintenance paving will also occur, at no cost to the Township.
- BATA stop will be moved to South Oak, opposite Serbin Real Estate. The move will include the addition of a shelter. The Township may want to consider extending the sidewalk to that point in the future.

Regular Board Meeting adjourned at 9:04 p.m.

Respectfully submitted,

Elizabeth Ives  
Deputy Clerk