

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, August 20, 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 presented. **Motion to approve Kelly, support Thompson, Motion carried.**

Minutes from the July 18, 2013 regular meeting were presented. **Motion to approve minutes Gretzema, support Kelly. Motion carried.**

Public Comment – None.

Treasurer's Report – Cash on hand: \$1,931,692.63.

- Bills – General Fund: \$16,051.64 expenses and payroll of \$18,597.95. There was a general discussion regarding payroll variances, which the Supervisor will investigate further. The Board also agreed on the new financial reporting formats. **Motion to approve Gretzema, support Quick. Motion carried.**
- Bills - Emergency Services: \$157,033.75 expenses and payroll of \$68,613.89. All expenses and financial statements have been reviewed and approved by ESAC. **Motion to approve Gretzema, support Quick. Motion carried.**

Emergency Services Advisory Commission report – Andy DuPont.

- Recommended marking east side of Oak Street and the north side State Street as a no parking area. Parked cars blocking access by emergency vehicles.
- Recommends the approval of the Reciprocal Aid agreement.
- \$8,784 received from GTB 2% grant for hypothermic treatment kits. Recommends approval of expense. **Motion to accept grant and approve expenditure Kelly, support Thompson. Motion carried.**
- Anonymous gift of \$20,000 received by the Fire and Rescue Association for infra-red device for rescue boat.
- PILT increase from 75% to 80%.
- Very high call volume this summer.

2012-2013 Audit Presentation – Steve Peacock

- Reviewed Representation Letter, Management Letter, Internal Controls, and Changes in Accounting Standards.
- Reviewed Audit Report, Management's Discussion and Analysis, Financial Statements, and Notes.
- Declared it a clean, unqualified audit.

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- **Motion to approve audit as presented Thompson, second Kelly. Motion carried.**

Zoning Administrators Report – Presented in writing. 3 Land Use permits issued

Assessing Report – Presented in writing.

Correspondence was reviewed and accepted as presented.

- Letter from William MacLachlan regarding moisture under gym floor. The Supervisor will respond to Bill in writing.
- Michigan Township News

Unfinished Business:

- Township Flag – Will move ahead in soliciting designs. Flag Design Release Form drafted by Township attorney was reviewed. There was discussion regarding whether a \$500 honorarium should be paid to the winning designer. **Motion to approve the payment Kelly, support Gretzema. Motion carried.** The Supervisor will create an RFP to be published. Special thanks were given to Daniel Sterling for bringing the flag issue to the Board's attention and for his valuable input.
- New Town Hall Custodian/Maintenance Contract – Termination notice to current provider given in accordance with the existing contract. Ad for RFPs and job description reviewed. **Motion to approve as presented Thompson, support Gretzema. Motion carried.**

New Business:

- Town Hall rental and deposit rates were discussed. **Motion to increase rental from \$300 to \$400 for property owners and from \$500 to \$600 for non-property owners made by Kelly. Support Gretzema. Motion carried.** Notifications of rate increases will be sent to those who have reserved, but not sent in a deposit. Those already having submitted deposits will rent at the current rate.
- Northwoods C-Store LLC – Resolution to endorse application for liquor permit transfer from A to C. **Motion Thompson, support Kelly. Motion carried.**
- A special joint meeting between the Glen Arbor and Empire Township boards to discuss the Emergency Services 2014-2015 budget will be held on Wednesday, August 28, 2013, at 9:00 AM.
- The Fire Department Reciprocal Aid Agreement Pact was discussed and a vote was delayed until the next meeting.

Planning Commission Report – Kent Kelly reported that no meeting was held.

Public Comment – None.

Board Member Comment – Kelly reported that many boats were tied to the Township dock during noontime each day.

Supervisor Comment – Discussed progress of No Parking signs on M-109 and M-22.

Regular Board Meeting adjourned at 9:50 p.m.

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Respectfully submitted,

Elizabeth Ives
Deputy Clerk