

Regular Board Meeting Minutes

1/18/2022

The meeting was called to order by Supervisor Laureto at 7:30 PM. The meeting was held in the Glen Arbor Township Hall.

Roll Call – L. Houtteman, P. Laureto, T. Laureto, D. Lewis, and J. Pepler were present. Chief Ferguson was also present. The Pledge of Allegiance was recited.

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

All board members stated they had no conflict of interest with any items on the agenda.

Insurance Review – Paul Olsen, Agent, Municipal Underwriters of West Michigan presented the Township's Insurance Plan for 2022 and reviewed the coverage. Several Board Members and Chief Ferguson asked questions which were answered.

Public Comment: None

Minutes of the 12/21/21 Regular Board Meeting were presented. **Motion J. Pepler, support D. Lewis, to approve the minutes of the 12/21/21 Regular Board Meeting as presented. Motion unanimously carried.**

Treasurer's Report 12/31/21 – Cash on Hand by Fund Balance

General Fund	\$ 786,752.73	Park Debt Service Fund	\$42,898.76
Emergency Services Fund	\$2,569,630.33	Fisher Lake SAD Fund	\$ 835.84
GLFD Debt Service Fund	\$ 24,405.77	Tax Collection Fund	\$21,918.58

Clerk's Report

P. Laureto reported that General Fund expenses for the period of December 22 – January 18, 2022, were \$6,974.82 and the payroll for December, a 3 pay month, was \$19,777.93. **Motion P. Laureto, support D. Lewis, to approve the payment of General Fund expenses and payroll. Motion unanimously carried.**

The Emergency Services bills for December 15 – January 11, 2022, totaled \$30,680.47 and the payroll for December, a 3 pay month, was \$152,866.64. **Motion P. Laureto, support J. Pepler, to approve payment of the Fire Department's bills and payroll. Motion unanimously carried.**

The Clerk presented three issues she found on the monthly financial reports. She reminded the Board that our Auditor has said that if the Treasurer's accounting continues to have problems this year, he will have to report findings to the State. The Clerk distributed her comments in writing to all board members and then read through them with explanation. She asked all Board Members to look at their copies of the balance sheet which showed a difference in the Money Market fund from the amount reported in the Treasurer's Report. The second issue, also seen on the balance sheet, was that there were two accounts showing in QuickBooks with balances totaling \$227,000.00. Those accounts no longer show on the Treasurer's report and were confirmed by the Treasurer to be closed. The Clerk stated that because the bookkeeping was not done correctly the General Fund shows assets of \$227,000.00 over actual. Lastly, the Clerk asked Board Member to refer to the Revenue and Expense Report and the income account titled "Transfers From Other Funds". She explained what this account is to be used for stating that "Funds" refers to the six governmental funds held by the Township. Money that should have moved from one bank account to another was entered as income into this account so that total income appears to be \$232,473.11 greater than actual. Board member discussion ensued. The board agreed to bring our accounting consultant in to help correct these issues. Pepler reminded Houtteman that he is the Treasurer, and he needs to guide his deputy. Lewis asked for a correction to the formatting of the Treasurer's report. Houtteman agreed to be present at the meeting with the consultant.

Emergency Services Advisory Commission Report – Clerk Laureto reported that ESAC met but they did not have a quorum, so the meeting was immediately adjourned. They will review December's and January's financials at the February meeting.

Chief Ferguson reported that the department has members off duty due to COVID. After quarantine and a negative test, they will return to work. Two individuals are out on medical, and their return is unknown. The department is working on specifications for the new engine and expect to finish that project in the next two weeks. The department ordered a sad air compressor which should arrive in a couple of weeks, and he has a tentative buyer for the old one. The department received a grant from Fire House Subs for \$15,000.00 to buy new ventilation fans. Two additional grants have been applied for. The department had 55 calls in December due to the windstorm.

Zoning Administrators Report – Submitted in writing

Monthly Assessors Report – Submitted in writing

Correspondence – The December correspondence is available in the Township Office for review.

Unfinished Business

1. Clerk Laureto reported that on January 10 the US Treasury came out with its final rule on the Coronavirus Local Fiscal Recovery Funds under the American Rescue Plan Act. The overview of the rule is 43 pages long and the actual rule is 457 pages long. She read a couple of sentences from last Friday's MTA Insights Newsletter, distributed a copy of MTA's Fact Sheet to each Board member, and requested that all members familiarize themselves with the information.

2. Ordinance Review Project

- a. Clerk Laureto reported that the Zoning Administrator, Assessors, Planning Commission members, and herself worked on amending Ordinance No. 1-1998 and its associated Land Division Application. Both documents were reviewed by Counsel. **Motion J. Pepler, second D. Lewis, to amend Ordinance 1-1998. Roll Call Vote. Voting Aye: L. Houtteman, P. Laureto, D. Lewis, J. Pepler, and T. Laureto; Voting Nay: none. The amended ordinance was adopted unanimously.**

Clerks Laureto said the Zoning Administrator and Assessors would like us to approve the new Land Division Application. **Motion J. Pepler, second D. Lewis, to approve the Land Division Application dated January 2022. Motion unanimously carried.**

- b. Clerk Laureto stated that Ordinance #4-1999 – Hazardous Spills Expense Recovery Ordinance has been repealed by Ordinance 1-2021. Counsel has reviewed and confirmed this. She asked for a motion to mark the website copy as repealed. **Motion J. Pepler, second D. Lewis, to mark the website copy as repealed by Ordinance 1-2021. Motion unanimously carried.**
- c. Clerk Laureto stated that Ordinance 2-1998 titled Operating Requirements for Alarm Systems and Devices has not been enforced for at least the last 15 years. Chief Ferguson reviewed the ordinance and recommended that it be repealed. I prepared Ordinance No. 1-2022 which was reviewed and edited by Counsel. **Motion D. Lewis, second J. Pepler, to adopt Ordinance No. 1-2022 – Ordinance to repeal Ordinance No. 2-98. Roll Call Vote. Voting Aye: L. Houtteman, P. Laureto, D. Lewis, J. Pepler, and T. Laureto; Voting Nay: none. The ordinance was adopted unanimously.**

Clerk Laureto distributed Ordinance 2-2003 – Telecommunications Ordinance as the next ordinance for the Board to work on.

New Business

1. Nomination to the Park and Recreation Board
T. Laureto nominated Rick Schanhals for a 2-year term on the Park and Recreation Board. **Motion T. Laureto, second J. Pepler, to appoint Rick Schanhals. Roll call vote. Voting Aye: L. Houtteman, P. Laureto, D. Lewis, J. Pepler, and T. Laureto; Voting Nay: none. Motion carried unanimously.**

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2. Window Cleaning Bids – Clerk Laureto reported that bids were requested for cleaning the windows, screens, sills and blinds in the Township Hall and Offices. Three Bids were received. The Board discussed the bids. **Motion D. Lewis, support J. Pepler, to accept the bid for \$525 - \$575. Motion carried unanimously.**
 3. GLFD Budget Amendments – Chief Ferguson reviewed the requested budget amendments. The overall amounts in each Budget Activity did not change. **Motion D. Lewis, support P. Laureto, to approve Resolution #1-2022 to adopt the GLFD budget amendments by Activity. Roll Call Vote. Voting Aye: D. Lewis, J. Pepler, L. Houtteman, P. Laureto, T. Laureto. Voting Ney: none. Motion carried unanimously.**
 4. Leland Marine Contract – Chief Ferguson reviewed the contract. **Motion D. Lewis, second J. Pepler, to authorize the Supervisor and the Fire Chief to sign the Leland Marine Contract. Motion carried unanimously.**
 5. National Park Service/GA Township General Agreement – Chief Ferguson reviewed the General Agreement between the National Park Service and GA Township. This is an agreement renewal which occurs every 5 years. The agreement says that the GLFD will assist the park in emergency responses, both fire and EMS, and the NPS will assist GLFD outside of Park boundaries. Chief Ferguson stated that the NPS frequently assists them and that there are no fees exchanged in the agreement. **Motion P. Laureto, second J. Pepler, to authorize the Supervisor and the Fire Chief to sign the General Agreement with the National Park Service. Motion carried unanimously.**
 6. Chief Ferguson described the 2010 Heavy Rescue Truck (251), stating that the truck is not used very often and that he would like to sell it. He said the funds can be used to offset the purchase price of the new Engine. Ferguson said he has an offer of \$150,000.00 for the truck. Most of the equipment on the truck will be moved to other GLFD trucks so the sale is for the truck only. If the Board approves the sale the transfer will be made around March 1st. **Motion D. Lewis, support J. Pepler, to approve the sale of the Heavy Rescue Truck for \$150,000.00. Motion carried unanimously.**

Park and Recreation Board Report: Clerk Laureto reported that the Park and Recreation Board had a special meeting on January 5th with 3 members of the Leelanau School – the Headmaster Rob Hansen, the CFO Ginny Singleton, and the head of school security. The purpose of the meeting was to begin review of the Township's agreement with the school for gym and tennis court use, discuss the status of the relationship, and discuss any concerns the School or Park and Rec Board had. Clerk Laureto will be working with the School's CFO on an update to the agreement. She will bring the updated agreement to the Board for review when available.

Planning Commission Report: J. Pepler reported that at the January 3rd meeting the commissioners elected the 2022 officers. He also reported that they spent time on a Conditional Rezoning request and that a public hearing on that request is scheduled for February 2nd at 7:00pm. Lastly, the Commissioners spent time discussing single-family residences in the business district. He said it was a good discussion and several good ideas were presented.

Public Comments: none

Board Member Comments:

D. Lewis asked Mr. Houtteman what day in the last week of December he picked for his statutory tax collection office hours and how many people came in. Mr. Houtteman said that he was in the office on Monday, December 27th from 9:00 – noon and that he and his deputy split the day. D. Lewis asked about the Statutory day in February. L. Houtteman responded that he didn't believe there was a statutory day in February and said he would investigate it. Lewis said that according to MTA there is a statutory day. Houtteman said that either he or his deputy are present on statutory days. Lewis then said that according to Statute the Treasurer is to be present from 9:00 am – 5:00 pm and that he may appoint someone to fill in for him but that it must be approved by the Township Board in advance. Houtteman said he will request approval.

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Tom Laureto, Supervisor

Pam Laureto, Clerk

Lee Houtteman, Treasurer

Donald Lewis, Trustee

John Pepler, Trustee

P. Laureto said there are about 20 boxes of records that are beyond the retention period that will be shredded on Thursday. She said she's gone through each box twice and is confident that no permanent records are in the boxes.

Supervisor Comments:

T. Laureto said that he received a letter from the Cherry Capital Cycling Club saying that they enjoy coming to Glen Arbor and that they are soliciting grant requests. He will communicate with them and seek funds.

T. Laureto also said he is being approached via phone and email about Short Term Rentals. Residents are receiving flyers in the mail about STRs and calling because they don't want their neighbors renting their property. According to the "Planning and Zoning News" the issue is still not settled in the State Senate. He highlighted two important issues; 1) any township STR ordinance will be superseded by State rules and 2) a Township ordinance cannot target STR properties – the rules would apply equally to all properties.

Meeting adjourned at 9:29 p.m.

Respectfully submitted,

Pam Laureto
Township Clerk

APPROVED