

Regular Board Meeting Minutes

2/15/2022

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 Lieutenant Dykgraaf and 1 member of the public were also present. The Pledge of Allegiance was recited.

The agenda was presented and amended. **Motion D. Lewis, support P. Laureto, 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.

Public Comment: None

Minutes of the 1/18/22 Regular Board Meeting were presented and amended. **Motion J. Pepler, support P. Laureto, to approve the minutes of the 1/18/22 Regular Board Meeting as amended. Motion unanimously carried.**

Treasurer's Report 1/31/22 – Cash on Hand by Fund Balance

| | | | |
|-------------------------|----------------|------------------------|--------------|
| General Fund | \$ 906,988.73 | Park Debt Service Fund | \$ 78,005.70 |
| Emergency Services Fund | \$2,879,397.91 | Fisher Lake SAD Fund | \$ 4,713.84 |
| GLFD Debt Service Fund | \$ 61,184.24 | Tax Collection Fund | \$146,635.89 |

Clerk's Report

P. Laureto reported that General Fund expenses for the period of January 19 – February 15, 2022 were \$22,476.16 and the payroll for January was \$13,453.72. **Motion P. Laureto, support J. Pepler, to approve the payment of General Fund expenses and payroll. Motion unanimously carried.**

The Emergency Services bills for January 12 – February 4, 2022 totaled \$67,663.41 and the payroll for January was \$101,845.07. **Motion P. Laureto, support D. Lewis, to approve payment of the Fire Department's bills and payroll. Motion unanimously carried.**

The Clerk reported that she met with the Risk Control Manager from the township's insurance carrier who was very impressed with the Fire Department. He described the GLFD as a model for how departments should be run. The Townhall, offices, and Township Park were also reviewed. Recommendations were provided on ways to reduce risk throughout the township. These recommendations will be discussed at a future meeting.

The Clerk stated that the issues she brought up last month with the financial reports have been rectified and she thanked the Treasurer for his efforts in that regard.

Emergency Services Advisory Commission Report – Clerk Laureto reported that ESAC met, reviewed the bills, payroll, and financial reports. They recommended to the Township Board that the bills and payroll be paid. The Commission voted Peter Van Nort to be the 2022 Chairperson.

Chief Ferguson reported that the call volume for January was typical with 33 calls. To aid motorists when roads are closed, the department has ordered several "road closed" signs which they will place ahead of the road barricade. One FF/EMT has resigned. A job posting will be placed next week to fill the position. There is an internal job posting for a lieutenant position.

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. Update on Ord. 2-2003 Telecommunications Ordinance – The Clerk said that the ordinance is at the attorneys for review. This ordinance is likely replaced by State mandated language relating to Telecommunications. We will complete this review at next month's meeting following counsels' advice.
2. ARPA Update. The Clerk said that she learned from the *Township Focus* magazine that the Board needs to approve 1 or more people to complete the ARPA reports and other necessary information. The needed positions are an account administrator, point of contact, and authorized representative. **Motion D. Lewis, second J. Pepler, to appoint the Clerk as ARPA funds account administrator, point of contact, and authorized representative. Motion carried unanimously.**

The clerk also reported that it is recommended that Townships work with a CPA or their auditor on the federal reporting requirement for ARPA funds and that ARPA funds can be used to cover the cost of that help. **Motion D. Lewis, second J. Pepler, to allow the Clerk to obtain accounting help relative to the federal reporting requirement for the ARPA funds. Motion carried unanimously.**

New Business

1. Supervisor Laureto stated that he received a letter from Mike Plessner stating his desire to resign from the Planning Commission. T. Laureto thanked Mike for his many years of service to the Township. **Motion T. Laureto, second J. Pepler, to accept the resignation of Mike Plessner. Roll call vote. Voting Aye: L. Houtteman, P. Laureto, D. Lewis, J. Pepler, and T. Laureto; Voting Nay: none. Motion carried unanimously.**
2. Supervisor Laureto nominated Dave Burton for to the Planning Commission. He presented Dave's background and a copy of his application to the Board. Laureto said the term of appointment would be for 2.75 years. **Motion T. Laureto, second J. Pepler, to appoint Dave Burton to the Planning Commission. Roll call vote. Voting Aye: L. Houtteman, P. Laureto, D. Lewis, J. Pepler, and T. Laureto; Voting Nay: none. Motion carried unanimously.**
3. Supervisor Laureto stated that he received a letter from Lee Houtteman stating his desire to resign from the Treasurer's position effective April 15, 2022. **Motion J. Pepler, second D. Lewis, to accept the resignation of Lee Houtteman effective April 15, 2022. Roll call vote. Voting Aye: L. Houtteman, P. Laureto, D. Lewis, J. Pepler, and T. Laureto; Voting Nay: none. Motion carried unanimously.**
4. Clerk Laureto reminded board members that the Township Board may set the salaries of township officials by salary resolution (MCL 41.95(3)). The Board reviewed and discussed three methods for calculating a cost-of-living adjustment; 1) the State Tax Commissions' Inflation Rate Multiplier which is 3.3%, 2) the published COLA for 2022 which is 5.9% and, 3) the Consumer's Price Index for 2021 which is 7.0%. Additionally, the Board discussed not taking a cost-of-living increase. **Motion L. Houtteman, second P. Laureto, to use the State Tax Commissions' Inflation Rate Multiplier of 3.3% for determining the elected officials' salaries for the next fiscal year. Motion carried unanimously.**

Resolution #5–2022 – Supervisor's Salary – increased by 3.3% to \$26,971.03. **Motion by J. Pepler, support D. Lewis, to adopt Resolution #5–2022. Roll Call Vote. Ayes: D. Lewis, P. Laureto, J. Pepler, L. Houtteman; Ney: none; Abstain: T. Laureto**

Resolution #6–2022 – Treasurer's Salary – increased by 3.3% to \$27,208.80. **Motion by T. Laureto, support J. Pepler, to adopt Resolution #6–2022. Roll Call Vote. Ayes: P. Laureto, D. Lewis, J. Pepler, T. Laureto; Ney: none; Abstain: L. Houtteman**

Resolution #7–2022 – Clerk's Salary – increased by 3.3% to \$42,024.22 and a per election compensation of \$750.00. **Motion by D. Lewis, support J. Pepler, to adopt Resolution #7–2022. Roll Call Vote. Ayes: L. Houtteman, D. Lewis, J. Pepler, T. Laureto; Ney: none; Abstain: P. Laureto**

Resolution #8–2022 – Trustee Lewis Salary – increased by 3.3% to \$3,696.39. Motion by T. Laureto, support P. Laureto, to approve Resolution #8–2022. Roll Call Vote. Ayes: P. Laureto, L. Houtteman, J. Pepler, T. Laureto; Ney: none; Abstain: D. Lewis

Resolution #9–2022 – Trustee Pepler Salary – increased by 3.3% to \$3,696.39. Motion by T. Laureto, support D. Lewis, to adopt Resolution #9–2022. Roll Call Vote. Voting Aye: P. Laureto, L. Houtteman, D. Lewis, T. Laureto; Ney: none; Abstain: J. Pepler

Clerk Laureto stated that she has unable to locate resolutions establishing compensation for appointees to the various Township Boards and Commissions. She requested from counsel a template resolution which she prepared for each Board and Commission that receives compensation.

Resolution #1-2022 – Planning Commission Appointees’ Compensation – Set at \$50.00 per month for Chairperson and \$50.00 per meeting for Members. Motion by P. Laureto, support D. Lewis, to adopt Resolution #1–2022. Roll Call Vote. Voting Aye: P. Laureto, L. Houtteman, D. Lewis, T. Laureto, J. Pepler; Ney: none

Resolution #2-2022 – Park and Recreation Board Appointees’ Compensation – Set at \$50.00 per meeting for Chairperson and \$50.00 per meeting for Members. Motion by D. Lewis, support J. Pepler, to adopt Resolution #2–2022. Roll Call Vote. Voting Aye: P. Laureto, L. Houtteman, D. Lewis, T. Laureto, J. Pepler; Ney: none

Resolution #3-2022 – Board of Review Appointees’ Compensation – Set at \$200.00 annually for Chairperson and \$200.00 annually for Members. Motion by J. Pepler, support D. Lewis, to adopt Resolution #3–2022. Roll Call Vote. Voting Aye: P. Laureto, L. Houtteman, D. Lewis, T. Laureto, J. Pepler; Ney: none

Resolution #4-2022 – Zoning Board of Appeals Appointees’ Compensation – Set at \$75.00 per meeting for Chairperson and \$75.00 per meeting for Members including the Alternate Member. Motion by J. Pepler, support D. Lewis, to adopt Resolution #4–2022. Roll Call Vote. Voting Aye: P. Laureto, L. Houtteman, T. Laureto, J. Pepler; Ney: none; Abstain: D. Lewis

5. Clerk Laureto reminded the Board that last fall \$450 was approved for the Park and Recreation Board to purchase a blower for the park. They tried a model priced at \$360 and it wasn't strong enough. They would like to order a stronger model priced at \$460.00. **Motion L. Houtteman, support J. Pepler, to allow the Park and Recreation Board to spend an additional \$10.00 on the Blower. Motion carried unanimously.**
6. The Board discussed the request by Lenny Overmyer and the Glen Lake Alumni Class of 1982 to use the Township Hall at no cost. **Motion D. Lewis, support L. Houtteman, to allow Lenny Overmyer and the Glen Lake Alumni Class of 1982 to use the Township Hall on August 14th at no cost.**
7. The Leelanau Farmer's Market has requested use of our Parking lot this coming summer and the Clerk requested Board approval of the request. **Motion D. Lewis, support J. Pepler, to allow the Leelanau Farmer's Market to use the parking lot on Tuesday's during the summer of 2022. Motion carried unanimously.**
8. The Clerk reviewed background information on the Lease Agreement between the Township and the Leelanau School for use of the school's gymnasium for pickleball. The Board reviewed a summary prepared by the Clerk showing that the Township is receiving more than "Fair Market Value" for the LED lights the it installed in the gym in 2020. The Board agreed in theory to the proposed contract amendment which adds an additional 4 years to the current contract. The township's attorney will review the amendment which is being prepared by the school's attorney. **Motion D. Lewis, support J. Pepler, to accept the terms of the amendment to the gymnasium use lease agreement proposed by the Leelanau School. Motion carried unanimously.**
9. The Supervisor present information on the Fisher Lake S.A.D. The Board will need to increase the S.A.D. to cover future dredges. Public Hearings on the S.A.D. will be occur in late spring and early summer.

10. The Board set February 21, 2022 at 4:00 p.m. for a Special Meeting to work on the FY 23 budget and the Zoning Administrator's contract.

Park and Recreation Board Report: Clerk Laureto reported that the Park and Recreation Board had a meeting on January 20th. They elected officers, Ron Calsbeek is the new Chairperson, Kim Volk is the Secretary, and Rick Schanhals is the Treasurer. The FY 23 budget request was developed with an estimated 30K for maintenance. The pickleball and basketball courts need to be resurfaced and the pavilion needs to be re-stained. They plan to begin working on their 5-year plan at the next meeting which will be held on March 17.

Planning Commission Report: J. Pepler reported that there was a Public Hearing on February 6th regarding a conditional rezoning request. The Commission took no action and tabled the request to a future meeting. At the regular meeting that followed the Commission discussed single-family residences in the business district and set a public hearing on the same for April 7th at 7:00 p.m. The Commission will not meet in March.

Public Comments: none

Board Member Comments:

D. Lewis asked the Clerk about the document she distributed from the risk manager. He noted that there was a reference to sample policies and asked for a copy of those. The clerk agreed to print copies for all board members.

L. Houtteman reviewed several processes he implemented during his tenure as treasurer which included on-line tax payments, running batches in the software, emailing receipts, depositing checks remotely, running excel docs with each deposit, importing mortgage reports and associated payments being made electronically, and making report profiles. He said that he produced a series of videos to help train the new treasurer.

Supervisor Comments:

T. Laureto said that the State's budget earmarked \$66 million for generator back-ups for 164 state owned pumping stations. He is unaware of where the M-DOT pumping station in Glen Arbor falls on that list but he will find out. Laureto also described some information he learned regarding the counties broadband expansion funded by ARPA. He will be attending a meeting at the County Building on February 25th to learn more about the County's plans. Laureto said that there will be a FY23 public budget hearing at 7:00 P.M. on March 15th.

Meeting adjourned at 9:10 p.m.

Respectfully submitted,

Pam Laureto
Township Clerk