

GLEN ARBOR TOWNSHIP

ANNUAL REPORT

FISCAL YEAR April 1, 2021 to March 31, 2022

As your Township Board of Trustees, we are proud to serve you – the residents, property owners, and businesses of Glen Arbor Township. Fiscal year 2021-2022 was another challenging year for virtually everyone in our community due to the COVID-19 pandemic. As your Township officials we continued working to meet the needs of the Township. We were pleased to begin getting back to some level of normality. It's been good to have in-person meetings and various types of activities at the Township Hall. This Annual Report is an overview of the accomplishments, finances, departmental activities and other events of the township for the fiscal year (4/1/21 -3/31/22).

YOUR TOWNSHIP BOARD OF TRUSTEES

- Tom Laureto – Supervisor
- Lee Houtteman – Treasurer
- Pam Laureto – Clerk
 - Liaison to the Park and Recreation Board
- Don Lewis – Trustee
 - Liaison to the Zoning Board of Appeals
- John Pepler – Trustee
 - Liaison to the Planning Commission
 - Liaison to the Cemetery Advisory Board

TOWNSHIP INFRASTRUCTURE. To ensure public safety in and around the parking lot at the Township Hall, we had 4 dead trees and several dead limbs removed.

Electrical work was done on the septic lift pump and lift pump alarm system so that the system is now on a designated circuit breaker. Additional electrical work was done on the flag pole lights and light poles at the front entrance to the Township Hall ensuring that those lights function properly.

The two furnaces which heat the Township Hall are now 11 years old. In addition to their yearly maintenance both furnaces had parts replaced to ensure they continue to function properly. Similarly, the generator at the Township Hall required some replacement parts in addition to its yearly maintenance.

The township had street markings and parking spaces repainted on all the streets in the commercial district.

At the Township Park, mountings on the chairs/tables by the pickleball courts were upgraded to secure the tables in place. The basketball backboards were replaced (including adjustments to height) at no cost to the Township. A new storage shed for equipment was installed, a new porous pave surface for an outdoor ping-pong table was installed, and a dead tree was replaced.

Glen Arbor Township, with the support of TART Trails, is continuing the engineering work on the preliminary trail design for the Sleeping Bear Heritage Trail. In August, a Public Information meeting featuring Scott Post, Prien and Newhof engineer, showcased 4 sections of the proposed trail. Approximately 125 people were in attendance. The public had a chance to view details of each section and provide feedback to the Township. We received feedback from about 50 people. The Heritage Trail subcommittee met with Scott Post in October and reviewed the public comments, incorporating them into the design where possible. Scott is currently working towards completing the preliminary engineered plan.

TREASURER'S OFFICE. The Treasurer's Office is required by law to receive and take charge of all funds belonging to the Township and those funds to be distributed to other taxing authorities. These collections are primarily real estate and personal property taxes, but also include are other Township deposits from permits, rental fees, lease agreements, and more. The Treasurer is required to pay out funds to local school districts such as the Glen Lake Community School and North Ed Career Tech. Other governmental units also receive tax money from Glen Arbor Township according to each taxing authority's millage. Temporary surplus funds are invested prudently with the emphasis on the safety of the principal as required by state law.

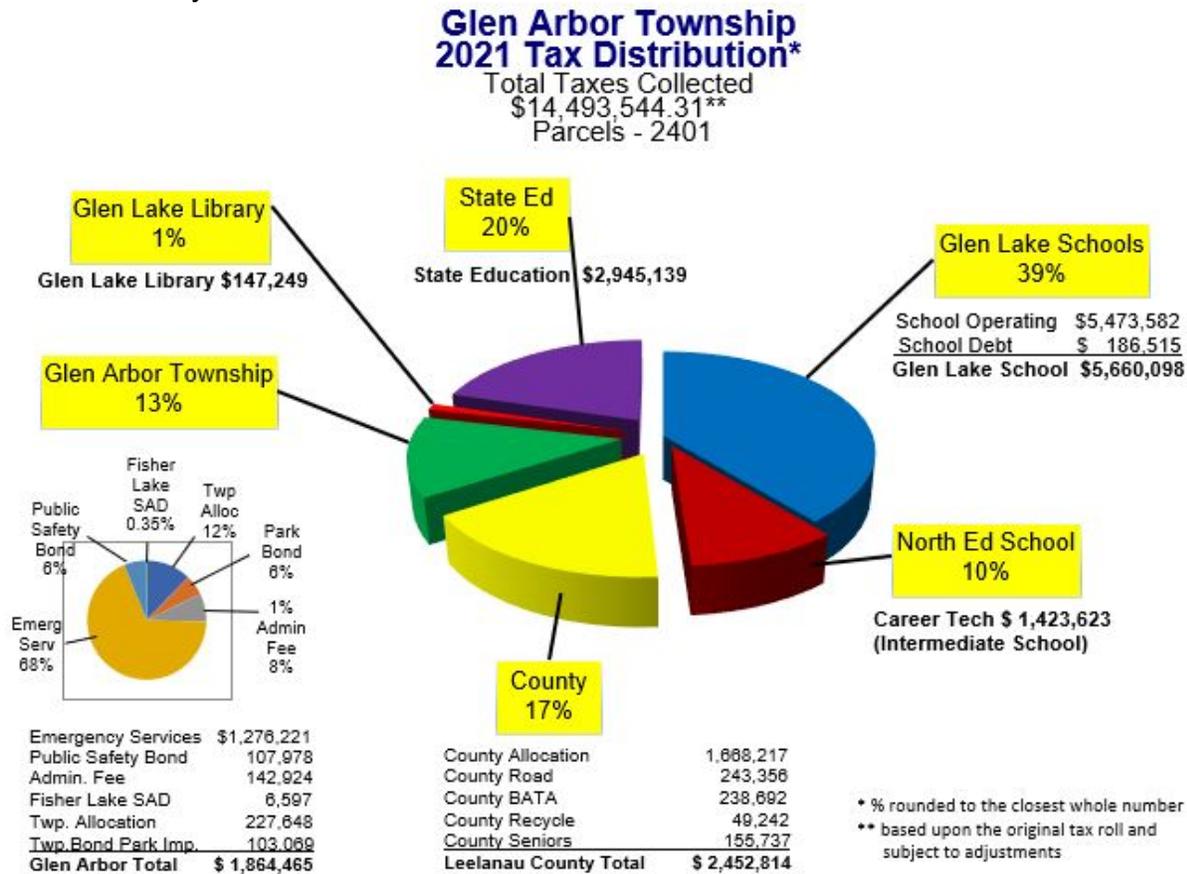
During fiscal year 2021-2022, the Treasurer's Office reported:

- Total property taxes collected and processed were \$14,493,554. This is down \$89,571 from the \$14,583,125 collected in 2020 and up \$262,431 from \$14,231,123 collected in 2019.

These receipts were distributed to Leelanau County, Glen Lake Community School, State Education, Northwest Educational Services (North Ed Career Tech), and the Glen Lake Community Library (GLCL). Glen Arbor Township received approximately 13% of the collected taxes (\$1,864,465) of which approximately 12% (\$225,680) is used to fund Township operations and 68% (\$1,276,221) to fund the Glen Lake Fire Department.

Non-tax receipts in 2021-2022 totaled \$307,956. These receipts include a federal American Rescue Plan Act (ARPA) grant (\$45,176), a TART Trails grant for the Sleeping Bear Heritage trail (\$34,300), revenue sharing from the State of Michigan (\$75,415), Tower Lease payments (\$70,984), Township Hall rentals (\$14,850) along with other permits, fees, dividends, and miscellaneous revenue. (See Tax Distribution Chart)

- Interest income for 2021-2022 was \$7,795. Since the onset of the COVID-19 pandemic, rates for certificates of deposits and money market investments have remained very low.



CLERK'S OFFICE. The responsibilities of the Clerk's Office are primarily set by state statute and include but are not limited to; Election Administration, Freedom of Information Coordinator, Record Retention, Township Notices, Fiduciary Responsibilities, and updates to the Township Ordinances.

In Glen Arbor Township the Clerk's Office also performs many non-statutory duties such providing free Notary services to the public, maintaining the Township Calendar and Website, Coordinating Township Hall Rentals, Coordinating the Maintenance and Repair, of Township Infrastructure and, Assisting the GLFD Chief with administrative work. The Clerk is assisted by Deputy Clerk, Michelle Aucello.

Ordinances. The Clerk's Office is responsible for the codification and publication of Township Ordinances. In 2021-2022 the Clerk, with the help of the entire Township Board, has been reviewing Township Ordinances and making updates where necessary. We began the project with the earliest ordinance, 1975, and are working our way toward the most recent. We are currently working on 2008 ordinances so the project will continue into the next fiscal year.

Petition Signature Validation. In March, 37 petition sheets were filed with the Clerk to put a ballot question on the August 3, 2021 election. During the preliminary inspection, the petition sheets were visually reviewed for completeness and accuracy. This inspection was performed while the filer was present and a receipt was signed by the Clerk. Following the preliminary inspection, the voter registration status of each signer was checked in the State's Qualified Voter file to determine if he or she was a registered elector in Glen Arbor Township. Of the 152 petition signatures, the Clerk verified 123 valid signatures; exceeding the required number of valid signatures needed.

Elections. Glen Arbor Township held one election on August 3, 2021, where residents approved (60% to 40%) the Township Board's decision to rezone the parcel next to the historic grist mill on the Crystal River from "residential" to "recreational." The library millage request passed 82% to 18%. Five hundred seventy-one (571) registered voters cast their ballot which is roughly a 63% turnout.

Freedom of Information (FOIA). The Clerk's Office responded to 37 FOIA requests filed during 2021.

Legal Notices and Posting of Official Township Meetings and Minutes. The Clerk's Office is also responsible for the preparation, publication and posting of all public notices including those pertaining to elections. Legal notices must be submitted for publication in the Township's newspaper of record. Notices are done to meet the Open Meetings Act requirements advising members of the community of upcoming meetings and public hearings, as well as, changes in ordinances. Legal notices are submitted to the Leelanau Enterprise, posted online, posted outside the Township Office and, posted at the Glen Arbor Post Office. Minutes of the Township Board meetings and other Township boards and commissions are published on the Township website and copies are kept in the Clerk's Office for the public's inspection. The Clerk's Office submitted 38 legal notices and 6 ordinances for publication for a total cost of \$5,009.

Notary Services and Oaths of Office. During FY 2021-2022, the Clerk's office performed notarial services, and 11 oaths of office for public service and fire department appointments. This year we adopted Michigan Township's Association's recommendation reappointments that the oath must be taken before performing the duties of the office. The oath of office must be taken whenever one of the officials is originally elected or appointed, and every time the official is reelected or reappointed. This is true for both elected officials and those appointed to fill a vacancy. The Township has adopted the same policy for all those serving on appointed boards and commissions. Taking the oath gives credibility to the position to which a person has just been appointed or assigned and it creates a "paper trail" for the date of appointment.

ASSESSOR (submitted by Tim Cairns, MAAO(3) and Polly Cairns MMAO(4). With a second consecutive year of double-digit real estate value gains, market prices continued to drive up assessed values. Unsurprisingly, national research groups monitoring home resales in the largest city markets measured record-high price

increases. High new construction costs will continue to place upward pressure on real estate values with little anticipated relief from the supply side of new and existing homes within the next decade. In the year ahead, nationally, unaffordability will likely limit value growth to single-digit gains. In Glen Arbor, new construction during the past year included the completion of nineteen new homes and thirty-two new fractional condominium shares. We anticipate Glen Arbor's real estate gains will continue to outperform national averages. Real estate in Glen Arbor offers world-class value with a vibrant community, a family-focused village-like commercial district, an active Township Park, the Sleeping Bear National Park and Heritage Trail, Sleeping Bear Bay, the Glen Lakes, and Crystal River.

TOWNSHIP HALL USE and EVENTS IN TOWN. As the COVID-19 restrictions lifted activities at the Township Hall steadily increased throughout the year. Fitness classes, Pickleball Play, Men's Basketball, GLFD Pancake Breakfast, Glen Arbor Women's Club meetings, Glen Lake Women's Club Art Fair, the 3rd – 6th Grade basketball teams from Glen Lake School, and numerous Glen Arbor families used the hall through the year. In addition, the Hall was rented by various groups for meetings, art fairs, music festivals, receptions, and 7 wedding events. Township Hall rentals generated \$14,850.00 and run/race events sponsored by Lake Love Events, Race Day Events, and Cherry Republic generated \$5,825.00.

PLANNING AND ZONING. In 2021 the Township's Zoning Administrator, Tim Cypher, issued 57 land use permits, 1 land division, 11 property line adjustments, and 2 special land use permits. ZA Cypher investigated 1 zoning violation, made 108 construction inspections, and supplied information to 458 township residents and others via phone and email. The township received approximately \$8,310.00 in permit/zoning fees.

There were no Zoning Board of Appeals proceedings in in FY21-22. The Planning Commission gained three new members in 21-22, adopted new bylaws, continued to work on reviewing and editing the zoning ordinance, reviewed one site plan, and held two public hearings on proposed text amendments to the zoning ordinance.

GLEN ARBOR PARK. Park and Recreation Board Members: The Park and Recreation Board is comprised of five members who not only give vision to the Township Park but spend countless hours serving the community through physically working at the Park. During FY 21-22, Rick Schanhals served as the Board Chair. Other members of the Board included Ron Calsbeek and John McIlvried. Kim Volk was appointed to the Board in late fall and Annabelle Moore joined at the end of the fiscal year. For FY 22-23, Ron Calsbeek will serve as Chair and Kim Volk will serve as Secretary.

Park Activities: The most popular activity at Glen Arbor Park is Pickleball. In addition, the playground at the Park is heavily used during the summer months. During winter, indoor pickleball is sponsored in the Glen Arbor Township Hall, as well as at the Leelanau School gymnasium. The PARB is thankful for the agreement with the Leelanau School that allows for the generous use of its campus and gymnasium.

A pickleball tournament was held on Oct. 9, 2021. The tournament was a great success, with over 60 participants. In addition, a pickleball clinic was held in May/June for interested community residents. Tennis and Pickleball tournaments are being planned for the summer/fall of 2022.

Park Maintenance: The playground engineered wood fiber was refreshed, windscreens were replaced, and an outdoor ping pong table was installed (which had a lot of use!). New signs, outlining rules and procedures for use, were ordered for the Pickleball and Tennis courts. In addition, several work days were scheduled where Board members and volunteers helped with weeding, trimming, and general park cleanup.

Park Employment: A job description for a Park Manager/Groundskeeper is being prepared and will be posted in order to solicit applicants for this coming season. The job involves 1-2 hours per day and 5 days per week to help with general maintenance and oversight of the Park. Contact the Township Supervisor or a Park and Recreation Board member for more details.

GLEN LAKE FIRE DEPARTMENT. COVID continued to be a challenge for the fire department in 2021 with several members of the department contracting the illness. Despite the obstacles, the department made many notable achievements. Below are highlights of the GLFD activities for the year:

- The Department responded to 610 incidents
- A total of 5,113 training hours were completed by department members
- Taught American Heart Association courses in CPR, Defibrillator Use, and First Aid Techniques to 115 people in our area
- Purchased a new Advanced Life Support Ambulance
- All employees continue to participate in the department's physical fitness/wellness program and report noticeable differences in their fitness levels on emergency scenes

View the department's annual report at: <https://glenarbortownship.com/departments/emergency-services/forms-reports-resources/>

GLEN ARBOR'S FOREST HAVEN CEMETERY. 2021 was a busy year for the Forest Haven Cemetery. In May, a Memorial Day celebration was held at the cemetery to honor those who perished in the Civil War and are buried there. In July the Township Board adopted a Cemetery Ordinance and established a Cemetery Advisory Board (CAB) and approved Bylaws for CAB. Five community members were then appointed to the newly formed Board which had their first meeting in September. The first goal of the committee was to have the cemetery cleared of downed trees from the 2015 storm. CAB and the Township Clerk worked with the National Park Service to secure an easement for an access route to the cemetery and permits for clearing the downed trees. The Township Board sent out a Request for Proposal and three vendors bid on the project. Deering Tree Service won the bid. The Township Board is grateful to

Deering's for their very favorable bid. The access route was cleared, and the cemetery cleaned up in March of 2022.

Research shows that at least 47 individuals are buried at the Forest Haven Cemetery. Most of those had wooden markers which rotted away long ago. The next step for the Cemetery Advisory Board is to determine the location of those graves. To do that the Township will be seeking bids for ground penetrating radar. We hope to have that work completed in 2022.

GLEN LAKE LIBRARY (Submitted by the David Diller). The reimagined Glen Lake Community Library (GLCL) has been welcoming area residents since opening on September 8, 2020. Patrons have embraced the new community space, utilizing both our extensive collections and enhanced work, reading and meeting areas. In 2021, a record number of visitors passed through our doors, borrowing more materials than ever before. More importantly, our community profile is expanding, with a steady flow of new patrons continuing to discover our resources. With encouraging signs pointing towards a post-pandemic future, we're now focusing on renewed community outreach, working to develop more education and enrichment activities in partnership with other local organizations. This includes weekly activities for area children and families, along with a growing schedule of programs geared towards adults. Our new facility and ongoing development have been made possible by strong local support, including significant funding and patronage from Glen Arbor Township residents. For more information about the GLCL, including a link to our 2021 Annual Report, please visit our website: glenlakelibrary.net.

GLEN LAKE COMMUNITY SCHOOL LADY LAKER'S BASKETBALL TEAM.

Congratulations on a GREAT season and making it to the MHSAA Division 3 final 4!!!

Lastly, I would like to express a heartfelt appreciation to the 40 plus residents who serve on township committees, boards, and commissions and commend them for their excellent work. And to the hundreds of other residents who "step-up" to make our community so enjoyable. Thank you.

On Behalf of the Township Board,

Tom Laureto
Supervisor