

Regular Board Meeting Minutes

3/15/2022

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, ZA Cypher, and one member of the public was also present. The Pledge of Allegiance was recited.

The agenda was presented. **Motion J. Pepler, support D. Lewis, to approve the agenda as presented. 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 2/15/22 Regular Board Meeting were presented. **Motion J. Pepler, support D. Lewis, to approve the minutes of the 2/15/22 Regular Board Meeting as presented. Motion unanimously carried.**

Minutes of the 2/21/22 Special Board Meeting were presented. **Motion D. Lewis, support J. Pepler, to approve the minutes of the 2/21/22 Special Board Meeting as presented. Motion unanimously carried.**

Minutes of the 2/25/22 Special Board Meeting were presented. **Motion D. Lewis, support J. Pepler, to approve the minutes of the 2/25/22 Special Board Meeting as presented. Motion unanimously carried.**

Treasurer's Report 2/28/22 – Cash on Hand by Fund Balance

General Fund	\$1,020,337.63	Park Debt Service Fund	\$118,934.59
Emergency Services Fund	\$3,306,542.27	Fisher Lake SAD Fund	\$ 6,440.19
GLFD Debt Service Fund	\$ 104,062.20	Tax Collection Fund	\$ 7,383.64

Clerk's Report

P. Laureto reported that she worked with the Township's accounting consultant and made some changes to the prior period in preparation for the audit. She also reported working with Huntington Bank to clear up several issues in the Emergency Services account.

The General Fund expenses for the period of February 16 – March 7, 2022 totaled \$9,742.79 and the payroll for February was \$13,523.68. **Motion D. Lewis, support J. Pepler, to approve the payment of General Fund expenses and payroll. Motion unanimously carried.**

The Emergency Services bills for February 5 – March 7, 2022, totaled \$97,161.52 and the payroll for February was \$94,284.73. **Motion P. Laureto, support D. Lewis, to approve payment of the Fire Department's bills and payroll. Motion unanimously carried.**

Emergency Services Advisory Commission Report – Clerk Laureto reported that ESAC met and reviewed the bills, payroll and financial reports and recommended that we pay the bills and payroll. They also recommended that we adopt the budget amendments being presented later in the meeting.

Chief Ferguson reported that they had a normal number of calls for the month of February. The interviews have been completed for the eligibility list for the next open Lieutenant position. Next week he should have the eligibility list announced. They have a full-time EMT/Firefighter position open and are accepting applications until March 21. So far two applications have been received, one internal and one external. The heavy rescue truck has officially been sold. Chief Ferguson said that he attended a four-day class in Traverse City on plan reviews. It is a NFPA certification. By the Township Ordinance here in Glen Arbor and also in Empire, he is required to review commercial construction plans. There are a couple of projects he needs to complete and then pass the test, but once all is completed, he will be certified in plan review. He spoke about the ice rescue that occurred in February.

Zoning Administrators Report – Submitted in writing

Monthly Assessors Report – Submitted in writing

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

Unfinished Business

1. Ordinance Review Project
 - a. Clerk Laureto reported that the Township Attorney completed the review of Township Ordinance 2-2003, Telecommunications Ordinance, and recommended that we don't do anything to this ordinance even though there are typos and inaccurate website addresses. The ordinance was required in 2003 to become part of the State's Local Community Stabilization Authority. Since that time, the Township has been receiving about \$6,000 per year from the Authority. Edits to the ordinance could cause the payments to stop which is why it was recommended that we do not edit it.
 - b. The Township Junk Ordinance was distributed for Board review and discussion at next month's meeting.
2. Overmyer Townhall Rental. Clerk Laureto reported that the event has been postponed until next year. The scope of the venue has changed to being an open to the public event so the board will revisit the fee waiver next year.
3. Clerk Laureto reported that she has us registered in the Federal Governments reporting system for the ARPA funds. This involved completing the yearly update to the SAM.gov site. She is beginning to work on the compliance report which is due April 30th.

New Business

1. Nomination to the Park and Recreation Board
T. Laureto nominated Annabel Moore for a 2-year term on the Park and Recreation Board. **Motion T. Laureto, second J. Peppler, to appoint Annebel Moore. Roll call vote. Voting Aye: L. Houtteman, P. Laureto, D. Lewis, J. Peppler, and T. Laureto; Voting Nay: none. Motion carried unanimously.**
2. Zoning Administrator's Contract. Clerk Laureto reported that all changes to the contract requested at the February 21 Special Meeting were made. Discussion regarding the contract ensued. ZA Cypher was present and answered board member questions and/or concerns. J. Peppler questioned why the contract was for 4 years and expressed concern over the transferability of the Contract. D. Lewis questioned why the phrase "which consent will not be unreasonably withheld" was included. He would like to know the justification for the clause. **Motion D. Lewis, support P. Laureto, to approve the Zoning Administrators contract to begin April 1, 2022, and authorize the Supervisor to sign the contract. Roll Call Vote. Voting Aye: D. Lewis, J. Peppler, L. Houtteman, P. Laureto, T. Laureto; Voting Nay: none. Motion carried unanimously.**
3. Resolution #10-2022 – Commitment of Funds for Glen Arbor and Empire Township Capital Equipment for the Glen Lake Fire Department. Supervisor Laureto stated that the Auditor requested this resolution. He read the ordinance. **Motion D. Lewis, second P. Laureto, to adopt Resolution #10-2022. Roll call vote. Voting Aye: L. Houtteman, P. Laureto, D. Lewis, J. Peppler, and T. Laureto; Voting Nay: none. Motion carried unanimously.**
4. Resolution #11-2022 – Commitment of Funds for Capital Equipment for the Glen Lake Fire Department. Supervisor Laureto stated that the Auditor also requested this resolution. He read the ordinance. **Motion D. Lewis, second P. Laureto, to adopt Resolution #11-2022. Roll call vote. Voting Aye: L. Houtteman, P. Laureto, D. Lewis, J. Peppler, and T. Laureto; Voting Nay: none. Motion carried unanimously.**

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5. Clerk Laureto presented Resolution #12-2022, FY 2021 – 2022 Budget Amendments #2. She reminded the Board that the amendments will be adopted by Activity and pointed out that those were the colored lines on the Resolution. **Motion D. Lewis, support J. Peppler, to approve Resolution #12-2022 to adopt the budget resolutions by Activity. Roll Call Vote. Voting Aye: D. Lewis, J. Peppler, L. Houtteman, P. Laureto, T. Laureto. Voting Ney: none. Motion carried unanimously.**
 6. Budget Amendments #2 for the GLFD. Chief Ferguson present the GLFD budget amendments for FY21-22. **Motion P. Laureto, support D. Lewis, to adopt the GLFD budget amendments by Activity. Roll Call Vote. Voting Aye: D. Lewis, J. Peppler, L. Houtteman, P. Laureto, T. Laureto. Voting Ney: none. Motion carried unanimously.**
 7. Supervisor Laureto presented Jeff Gietzen's request for a Consumer's Power easement on Township Park property for the placement of a Transformer. T. Laureto will meet with Consumers Power to look at the requested location and to explore options.
 8. Supervisor Laureto said that due to the loss of 12% of the Township's population on the 2020 census that the State is planning to claw back our State Shared Revenue by \$16,000.00. He said the State may ask us to pay back approximately \$17,000. He also said there is a proposed bill to hold Township's harmless which would negate the repayment. He contacted our State Representative and State Senator asking them to support the bill.

Park and Recreation Board Report: Clerk Laureto reported that the Park and Recreation Board did not have a meeting. Their next meeting will be March 17th. Laureto said she hasn't heard anything back from the Leelanau School with regards to the updated contracts.

Planning Commission Report: J. Peppler reported that that the Planning Commission did not have a meeting in March. There will be a public meeting at 7:00 pm on April 7th followed by the regular meeting.

Public Comments: none

Board Member Comments:

P. Laureto said its time to work on the Annual Report to the Electors and asked J. Peppler to prepare a report on behalf of the various sports teams at the Glen Lake Community School. She also asked D. Lewis to work with Bob Ihme and report for the Heritage Trail. She and Supervisor Laureto will work on the rest of the sections. The report should be published by the end of April, so she requested everything back by next board meeting.

P. Laureto indicated that there needs to be some changes made to the Hall Rental Rate form. She passed out a copy of the rental rate sheet with highlighted changes and said we could discuss it next meeting.

L. Houtteman asked if anyone has applied for the Treasurer's job. Supervisor said that no applications have been received yet.

Supervisor Comments:

T. Laureto said that he attended a meeting at the County building regarding the Broadband project. They will be tapping into the fiber optic cable the GT Band installed. The west side of the county will not be getting serviced by this project. Individual residents will still need to pay for hooking up. The county was hoping that the Townships would help out with their ARPA money.

He also attended the Gateway Council meeting held in Benzie County. Tom Ulrich and Scott Tucker from the NPS were present. The goal of the Council is to work in collaboration with the NPS. They are working on workforce housing for seasonal workers and exploring the idea of a visitor center in Benzie County.

At the Gateway Council meeting Laureto said he learned about available grants for rural communities. He said we are a rural community and a Gateway community, and we should be able to apply for some grants to help us manage the crowds in Glen Arbor. He plans to talk with the park and a Gateway Council representative on what grants may be available to us.

T. Laureto spoke about the S.A.D., the Fisher Lake Sea wall and future dredges. He is planning to bring resolutions to the April meeting to begin the process of increasing the S.A.D.

T. Laureto provided the board with update information on the culvert project. The tribe will be project managing as they are providing a significant portion of the funds. He said that the Road Commission is looking at working on the project in the fall and spring which is good for our summer business.

Lastly, T. Laureto said that the NPS will be demolishing Rich Quick's house and is looking to put toilets on the property.

Meeting adjourned at 9:34 p.m.

Respectfully submitted,

Pam Laureto
Township Clerk

APPROVED