

Regular Board Meeting Minutes

2/20/2024

The meeting was called to order by Supervisor Laureto at 7:32 PM. The meeting was held in the Glen Arbor Township Meeting Room.

Roll Call – J. DePuy, B. Hawley, P. Laureto, D. Lewis, and T. Laureto present. Chief Ferguson and Cpt. Dykgraaf were present. The Pledge of Allegiance was recited.

The agenda was presented and amended. **Motion B. Hawley, support J. DePuy, 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 1/16/24 Regular Board Meeting were presented. **Motion D. Lewis, support B. Hawley, to approve the minutes of the 1/16/24 Regular Board Meeting as presented. Motion carried unanimously.**

Treasurer's Report as of 1/31/24 – Cash on Hand by Fund Balance was presented

General Fund	\$1,032,868.05	Park Debt Service Fund	\$ 53,738.38
Emergency Services Fund	\$3,006,608.50	Fisher Lake SAD Fund	\$ 16,010.96
GLFD Debt Service Fund	\$ 56,278.94	Tax Collection Fund	\$2,424,421.62

Emergency Services Advisory Commission Report – Clerk Laureto reported that ESAC reviewed the bills, financial reports and payroll and recommends that the Township Board pay the bills and payroll. ESAC also recommends to the Township Board that they approve Chief Ferguson's request to send out bids for the mini-pumper truck.

Clerk's Report – Clerk Laureto reported that the State's reimbursement check for the November 2023 election mail return postage arrived. \$244.00 was reimbursed. She also reported that the General Fund bills from January 17 through February 20, 2024 totaled \$31,013.80 and the January payroll was \$17,099.76. **Motion J. DePuy, support D. Lewis, to approve the payment of the General Fund bills and payroll. Motion unanimously carried.**

Laureto reported that the Emergency Services bills from January 10 through February 13, 2024 totaled \$129,010.73 and the January payroll was \$105,532.42. **Motion J. DePuy, support D. Lewis, to approve payment of the Emergency Services bills and payroll. Motion unanimously carried.**

Fire Chief Operations Report – Chief Ferguson reported that the new fire engine has arrived in Grayling and will be in the Empire Station in about two weeks. They will starting the graphics on it tomorrow. The department has done painting at both stations. They have been working on a FEMA grant that is due on March 8th. There were 4 counties involved but the grant needed to be split up so that 1 grant will be for most of the departments in Leelanau County and the second will be for departments in Wexford and Benzie counties. Each of the two grants will be for approximately 1 million dollars and will provide for new breathing apparatus. There is a 5% match. Glen Lake Fire Department will be the lead agency. Chief Ferguson will obtain MOUs from the other departments involved who will reimburse their 5% portion for their department. D. Lewis asked about the Palmers Woods training that took place today. Captain Dykgraaf described the training saying that they spent 2 hours learning the trails and discussed upgraded trail signage and trail maps which will make it easier for injured persons to let then know where on the trails they are located. All shifts will complete the same training.

Zoning Administrators Report – Submitted in writing

Monthly Assessors Report – Submitted in writing

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

Unfinished Business

1. Linda Dewey presented a 20-minute PowerPoint recap of the Cemetery Advisory Boards accomplishments since September 2021. The coordination of the Memorial Day Ceremony at the Cemetery was discussed. P. Laureto will call the NPS to let them know of the plans and will arrange for the track chair. L. Dewey will get Laureto the needed contact information. The Board asked the Cemetery Ad Hoc committee to coordinate chairs and the presenters. D. Calsbeek asked if the cemetery could be cleaned up prior to the Memorial Day ceremony. The Board discussed having a work bee.
2. T. Laureto said that he met with an electrician on the gym lighting project and is awaiting their bid.

New Business

1. Clerk Laureto presented Resolution 1-2024 the updated Leelanau County Natural Hazard Mitigation Plan. The Counties Director of Emergency Management has asked that all Township's approve the resolution. **Motion J. DePuy, support B. Hawley, to adopt Resolution No. 1-2024 Natural Hazard Mitigation Plan Adoption. Roll call vote. Voting aye: J. DePuy, B. Hawley, P. Laureto, T. Laureto, and D. Lewis. Noting Nay: none. The Supervisor declared the motion passed.**
2. Clerk Laureto presented a request from the Glen Lake Association for financial assistance with a project to eradicate Eurasian Water Milfoil. The Board wants to know exactly where the invasive plant is located and also if Kasson and Empire will be contributing. Clerk Laureto will follow up with GLA. The request was tabled until next meeting.
3. The board decided that the date for the FY end Special Board Meeting to make final budget amendments, adopt the General Appropriations Act, and adopt the FY25 budget will be March 30th at 10:00.
4. Supervisor Laureto recommended that we refresh the pavement markings on an annual basis. He asked the Board for approval to proceed for this year. The cost will be the same as last year, \$5,900. **Motion D. Lewis, support J. DePuy, to proceed with pavement markings this spring. Motion carried unanimously.**
5. Clerk Laureto presented a letter highlight the Cherry Capital Cycling Club 2024 grant program. The Board will not pursue the cycling grant.
6. T. Laureto explained that Chief Ferguson's 5-year contract is up for renewal. He will be working with Chief Ferguson on areas of the contract that need adjustment. He asked Board members to be prepared to discuss the contract at next month's meeting.
7. FY 25 elected official compensation was discussed. 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 Michigan Inflation Rate Multiplier which is 1.05%, 2) the published COLA for 2024 which is 3.2% and, 3) the Consumer's Price Index for 2023 which is 1.031%. In addition, the increased duties of the Treasurer and the Clerk were discussed. Leelanau County is no longer preparing the winter and summer tax bills. The Treasurer will be assuming those duties. The Supervisor explained that increases must be assigned because bonuses are not allowed for statutory work. Trustee Hawley stated that if salaries are not commensurate with the work load new people will not want to step into the rolls when and if current Board members choose not to run. Treasurer Lewis presented a listing of yearly salaries by elected official dating back to 1999. It showed that the Supervisor's and Treasurer's salaries increased 3-fold over the last 24 years while the Clerk's salary increased 2-fold and the Trustees salary increased 4-fold. Trustee DePuy talked about the importance of succession planning and agreed that no one will want to work in the Township if the salaries are not commensurate with the work load. B. Hawley pointed out that we are one of the few Townships that does not offer benefits. J. DePuy and D. Lewis spoke about the increased workload of elections and the numerous other job duties of the Clerk. B. Hawley pointed out that the Clerk is the CFO of both the Township and its Fire Department. Chief Ferguson said that the Fire Department used to have a full-time benefited employee making 50K and the Clerk absorbed that entire

role on top of the other duties. Motion T. Laureto that salaries be increased using the COLA. There was no 2nd and the Board moved to individual salary resolutions.

Resolution #2–2024 – Supervisor’s Salary – increased by 3.2% to \$30,255.67. Motion J. DePuy, support B. Hawley, to adopt Resolution #2–2024 . Roll Call Vote. Ayes: D. Lewis, P. Laureto, J. DePuy, B. Hawley; Ney: none; Abstain: T. Laureto

Resolution #3–2024 – Treasurer’s Salary – Motion B. Hawley, support P. Laureto, to adopt Resolution #3–2024 and increase the Treasurer’s Salary to \$42,000.00. Roll Call Vote. Ayes: P. Laureto, B. Hawley, J. DePuy, T. Laureto; Ney: none; Abstain: D. Lewis

Resolution #4–2024 – Clerk’s Salary – Motion B. Hawley, support J. DePuy, to adopt Resolution #4–2024 increasing the Clerk’s Salary to \$62,000.00. Roll Call Vote. Ayes: J. DePuy, D. Lewis, B. Hawley, T. Laureto; Ney: none; Abstain: P. Laureto

Resolution #5–2024 – Trustee DePuy’s Salary – increased by 3.2% to \$4,146.56. Motion B. Hawley, support P. Laureto, to approve Resolution #5–2024. Roll Call Vote. Ayes: P. Laureto, B. Hawley, D. Lewis, T. Laureto; Ney: none; Abstain: J. DePuy

Resolution #6–2024 – Trustee Hawley’s Salary – increased by 3.2% to \$4,146.56. Motion J. DePuy, support P. Laureto, to adopt Resolution #6–2024. Roll Call Vote. Voting Aye: P. Laureto, J. DePuy, D. Lewis, T. Laureto; Ney: none; Abstain: B. Hawley

8. The 4th Amendment to the American Tower Contract was discussed. The attorney was consulted regarding the contract and his recommendations were forwarded to American Tower. American Tower altered the amendment as requested. The 4th amendment extends the American Tower lease from 2037 to 2057 and they will pay the township \$20,000.00 for that extension. **Motion P. Laureto, support D. Lewis, that we move forward on the 4th amendment and authorize the Supervisor to sign the agreement and memorandum. Motion carried unanimously.**
9. Chief Ferguson said that for the last few months the department has been writing their specification for a mini-pumper truck which will replace both a brush truck and an engine so the department will have one less vehicle. He requested permission to send the RFP out and get bids. He hopes that by the June township Board meeting they will have decided which vendor they want to use. Once the truck is ordered it will be a little over two years of build time. Delivery would be sometime in the fall of 2026. This truck is in the capital replacement plan. **Motion D. Lewis, support P. Laureto, to authorize Chief Ferguson to move forward on the mini-pumper bids. Motion carried unanimously.**
10. Chief Ferguson explained that to meet the March 8th deadline for the FEMA grant application he needs to obtain MOU's from each of the participating departments. The FEMA grant requires a 5% match. GLFD, as the lead on the grant, will cut the check for the 5% match and then invoice the other department's for their portion. The MOU's allow the other departments to acknowledge that they will be paying GLFD their portion of the match. **Motion J. DePuy, support P. Laureto, to authorize the Supervisor and Chief Ferguson to sign the MOU's with each of the other fire departments participating in the FEMA grant.**

Park and Recreation Board Report: The Park and Recreation Board did not meet. Their next meeting will be March 12th.

Planning Commission Report: Trustee Hawley reported that the Planning Commission will be reviewing the Master Plan this year and developing a list of items they want to work on. D. Lewis asked B. Hawley to add an shipping containers to the list and J. DePuy asked for igloos to be added.

Public Comments: None

Board Member Comments:

Clerk Laureto reminded everyone that the Public Budget Hearing is at 7:00 on March 19th with Board meeting to follow. Brendan Mullane of the Road Commission will give his annual report at the meeting. A note was received

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Bob Hawley, Trustee John DePuy, Trustee

from the Glen Arbor Womans Club thanking the Board for the Chair cart and permission to store items in a kitchen cabinet. The Township received a \$300.00 donation toward the cart from the Club. The Leelanau Farmer's Market will begin on June 4th and run through September 10th.

Supervisor Comments:

Supervisor Laureto distributed a sheet showing the road commission's rating of all the roads in the Township and projecting the cost for repair of each road.

Meeting adjourned at 9:35 p.m.

Respectfully submitted,

Pam Laureto
Township Clerk

DRAFT