

Regular Board Meeting Minutes

3/19/2024

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

Roll Call – B. Hawley, P. Laureto, D. Lewis, and T. Laureto present. J. DePuy absent. Chief Ferguson and Cpt. Dykgraaf were present as well as Brendan Mullane and Jim Calhoun of the Leelanau County Road Commission. The Pledge of Allegiance was recited.

The agenda was presented and amended. **Motion B. Hawley, support D. Lewis, 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

Brendan Mullane, LCRC Manager, accompanied by Jim Calhoun, Vice Chair of LCRC presented a report on Road Commission activities in 2023. He provided a 2024 Road Rating Report to the Board and discussed the contents of the report. He informed the Board that the #3 culvert (shoot the tube) project will take place this fall. The project is to replace the culvert with a wooden bridge, opening up fish habitat, and eliminating the need for canoe/kayak portage.

Minutes of the 2/20/24 Regular Board Meeting were presented and amended. **Motion D. Lewis, support B. Hawley, to approve the minutes of the 2/20/24 Regular Board Meeting as amended. Motion carried unanimously.**

Treasurer's Report as of 2/29/24 – Cash on Hand by Fund Balance was presented

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|-------------------------|----------------|------------------------|-----------------|
| General Fund | \$1,039,825.01 | Park Debt Service Fund | \$ 65,151.98 |
| Emergency Services Fund | \$3,064,207.12 | Fisher Lake SAD Fund | \$ 16,712.65 |
| GLFD Debt Service Fund | \$ 69,905.55 | Tax Collection Fund | \$ 4,050,358.84 |

Emergency Services Advisory Commission Report – Clerk Laureto reported that ESAC reviewed the bills, financial reports and payroll and recommended that the Township Board pay the bills and payroll. ESAC also recommended to the Township Board that they approve the GLFD Budget Amendments dated 3/19/2024 and the GLFD's request to send out RFPs for a new ambulance.

Clerk's Report – Clerk Laureto reported that the General Fund bills from February 21 through March 19, 2024 totaled \$7,469.69 and the February payroll was \$17,330.95. **Motion B. Hawley, 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 February 13 through March 13, 2024 totaled \$164,538.19 and the February payroll was \$99,205.02. **Motion P. Laureto, support D. Lewis, to approve payment of the Emergency Services bills and payroll. Motion unanimously carried.**

Fire Chief Operations Report – Chief Ferguson reported that there bills were higher last month because it included nearly \$100,000 for the new Jaws of Life equipment which was a capital equipment budgeted item. They had 39 calls for the month of February. The department has submitted a regional FEMA grant for new air packs. They hope to hear back from FEMA in mid-April. They sent out the RFP for the new mini-pumper truck. The proposals need to be returned by May 15th. The new fire engine is still in Grayling. It should be to Empire by the end of the month. The number of the new engine will be 212.

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. Supervisor Laureto presented two quotes for upgraded lighting in the Township Hall. The Supervisor recommended the lower bid and stated that the electrician that submitted the bid has done work for the Fire Department. The Electrician will purchase the fixtures which will take 4 weeks to arrive. The lights will be LED and dimmable to different levels. The lighting funds will come from the Township's ARPA distribution. **Motion D. Lewis, support B. Hawley, to approve the \$15,335.00 proposal for lighting in the Township Hall. Motion carried unanimously.**
2. The board reviewed the responses received from the Glen Lake Association to questions asked at last month's meeting. The request from Glen Lake Association was discussed further and tabled until next month.

New Business

1. Chief Ferguson presented his FY end Budget Amendments. **Motion P. Laureto, support B. Hawley, to approve the GLFD FY 24 budget amendments as presented. Motion carried unanimously.**
2. Chief Ferguson requested permission to send out an RFP for a new ambulance. The specs for the ambulance will be identical to the ambulances we currently have. The replacement schedule for ambulances is every 10 years. There is over a three year wait from time of order until time of delivery so it is important to start working on this now. The new ambulance is in the capital replacement plan. **Motion P. Laureto, support D. Lewis, to authorize Chief Ferguson to move forward on the RFP for a new ambulance. Motion carried unanimously.**
3. Clerk Laureto presented the Volunteer Waiver form that our attorney prepared for the township and asked the Board to approve its use. **Motion D. Lewis, support B. Hawley, to adopt for use the Volunteer Waiver form. Motion carried unanimously.**
4. Clerk Laureto distributed copies of last year's annual report. Board members were asked to contribute and assignments were made. Board members will have their submissions to the Clerk by next meeting and the report will be published on the Township Website by the end of April 2024.
5. Clerk Laureto described two of the township's tennis courts which are in significant disrepair. She reviewed the information she learned on possible grants that could help with the replacement of the courts stating that the DNR Land and Water grant would be the only possibility. This yearly grant needs to be submitted by April 1 and has a 50% match. Based on recommendations from the Park and Recreation board the Clerk suggested that the Township might choose to work with Johnson-Hill Land Ethics to determine the best use of the space and the most economical way to accomplish the project. The Board agreed that the Clerk should contact Johnson-Hill to request a quote for working on this project. The Board also agreed that the tennis nets on courts 1 & 2 should not be installed this year.
6. Clerk Laureto discussed with the Board the days and times that the Township Hall is being used for Pickleball and Basketball. There are 8 available pickleball times slots and Thursday evening basketball. The Board agreed to do away with protocols established in 2020/21 to meet COVID-19 requirements. The Board desires that individuals use the current time slots for play. The Board is open to adding an additional time slot on Sunday afternoon for Basketball if a community member steps up to take responsibility for the time slot. The Board agreed that there will be no indoor play during the months of June, July, and August.
7. Clerk Laureto suggested that as we've done with the Cemetery Advisory Board, and as recommended by the attorney at the Michigan Township's Association, that the Township Board sunset the Park and Recreation Board. The Township now has a maintenance person to help oversee the park, and the Park and Recreation Board has completed a 5-year plan outlining suggested work/projects to the Township Board. Laureto also said she discussed this option with the members of PARB and that some of the members are willing to continue work on an *ad hoc* committee basis. **Motion P. Laureto, support D. Lewis, to sunset the Park and Recreation Board effective April 1, 2024. Motion carried**

unanimously. Board members expressed thanks to the members of PARB for their work on the 5-year plan and their contributions to the park over the last several years.

8. Supervisor Laureto shared with the Board that Aspen Smart Network has decided not to renew their contract with American Tower and therefore the Public WiFi in town will be discontinued. Laureto has contacted American Tower to find out if the Township owned equipment needs to be removed or if we can continue to use it to monitor the security cameras at the park and garden.
9. Supervisor Laureto reported that the Fire Chief evaluations collected from ESAC members, the GLFD lieutenants, and Township Board members were very favorable. He presented the Chief's 5-year contract renewal. The Board discussed a salary increase and the number of PTO (vacation, sick, and personal) days. **Motion B. Hawley, support D. Lewis, to approve the Fire Chief's contract renewal with a salary increase of 3.6% and 25 days of PTO. Motion carried unanimously.**

Cemetery Report: Don Lewis reported that the Cemetery *ad hoc* committee has scheduled two work days at the cemetery, each with a rain date. The committee is requesting signage at the road indicating no vehicles or bicycles. Clerk Laureto will contact the LCRC about placing the sign in the ROW. Two track chairs have been arranged for the Memorial Day ceremony and members of the committee are arranging for the presentations.

Park and Recreation Board Report: Items already discussed.

Planning Commission Report: Trustee Hawley reported that the Planning Commissioners are all reading the Master Plan so they have a better understanding of how it interfaces with its zoning ordinance.

Public Comments: None

Board Member Comments:

Clerk Laureto reminded everyone that there is a special meeting scheduled for Saturday March 30th at 10:00 am. She reminded members that the early bird rates for the annual MTA conference is nearing its end and asked if anyone was interested in attending the conference.

Treasurer Lewis talked about the land swap with Consumers Energy and the National Park Service. He suggested that the Board keep on top of these land swaps.

Supervisor Comments:

Supervisor Laureto said that the Park Bond is being paid off this year and the Public Safety building bond has only 3 more years of payments. He asked the Board to consider different options of obtaining funds for refurbishing the building.

Meeting adjourned at 9:44 p.m.

Respectfully submitted,

Pam Laureto
Township Clerk