

GLEN ARBOR TOWNSHIP

ANNUAL REPORT

FISCAL YEAR April 1, 2023 to March 31, 2024

Each summer the crowd may seem larger, construction crews may seem busier, but crossing the narrows and reaching our driveway always lifts my spirits. I trust Glen Arbor will continue to be a faithful respite for you as it has for our predecessors.

State compliance requirements continue to step up and our financial audits, assessment practices, emergency services evaluations, and other measurements continue to score remarkably well, often in the highest percentile. Despite fluctuating revenues and expenses, we finished the fiscal year within budget.

Serving the Glen Arbor community is a gratifying experience. Careful planning from previous decades laid a solid foundation from which we benefit today.

Finally, I would like to express the Township Board's heartfelt appreciation to the 40 plus residents who serve on committees, advisory boards, commissions, and work elections. I commend them for their excellent work and willingness to serve. And may I express my gratitude to the many residents who "step-up" to make our community so enjoyable.

On behalf of the Township Board. Thank you.

Tom Laureto, Supervisor

TOWNSHIP INFRASTRUCTURE. Over the last few years the Township Board has become aware that the Township needed a part-time maintenance person and Brian Clark was hired to fill that position. Brian is a tremendous asset to helping the board maintain the Hall, Garden, and Park facilities.

In addition to the regular ongoing maintenance at the Township Hall the Township Board approved several other projects. In the spring all the planter barrels were power washed and restained. A false bottom was installed and new soil was added. The Glen Lake Garden Club plants the barrels and cares for them all season.

The Township's pump house was power washed and restained and the front doors to the Township Hall were repainted. The office air conditioner needed major work and a new condenser circuit board was installed followed by a new condenser motor. Lastly, the heavily used gym floor at the Township Hall was refinished.

At the Glen Arbor Garden all the restroom and Kiosk doors were repainted. The 11 can light fixtures on the Restroom building were upgraded and the time clock that controls the doors was replaced. Rusty panels on the drinking fountain were replaced with stainless steel panels and one sink faucet was replaced.

At the Township Park the three pickleball courts and the basketball court were resurfaced and additional engineered wood fiber mulch was added to the playground.

The Township Offices have been suffering from a parking lot drainage issue. During heavy rains water breaches the gym and office door thresholds and floods into the building. Additionally, water seeps over the sill and leaks into the building from the west side. The Township Board decided to use monies received from the American Rescue Plan Act (ARPA) to correct these issues. Work began in the fall on the west side of the building. The remainder of the project will take place in the spring of 2024.

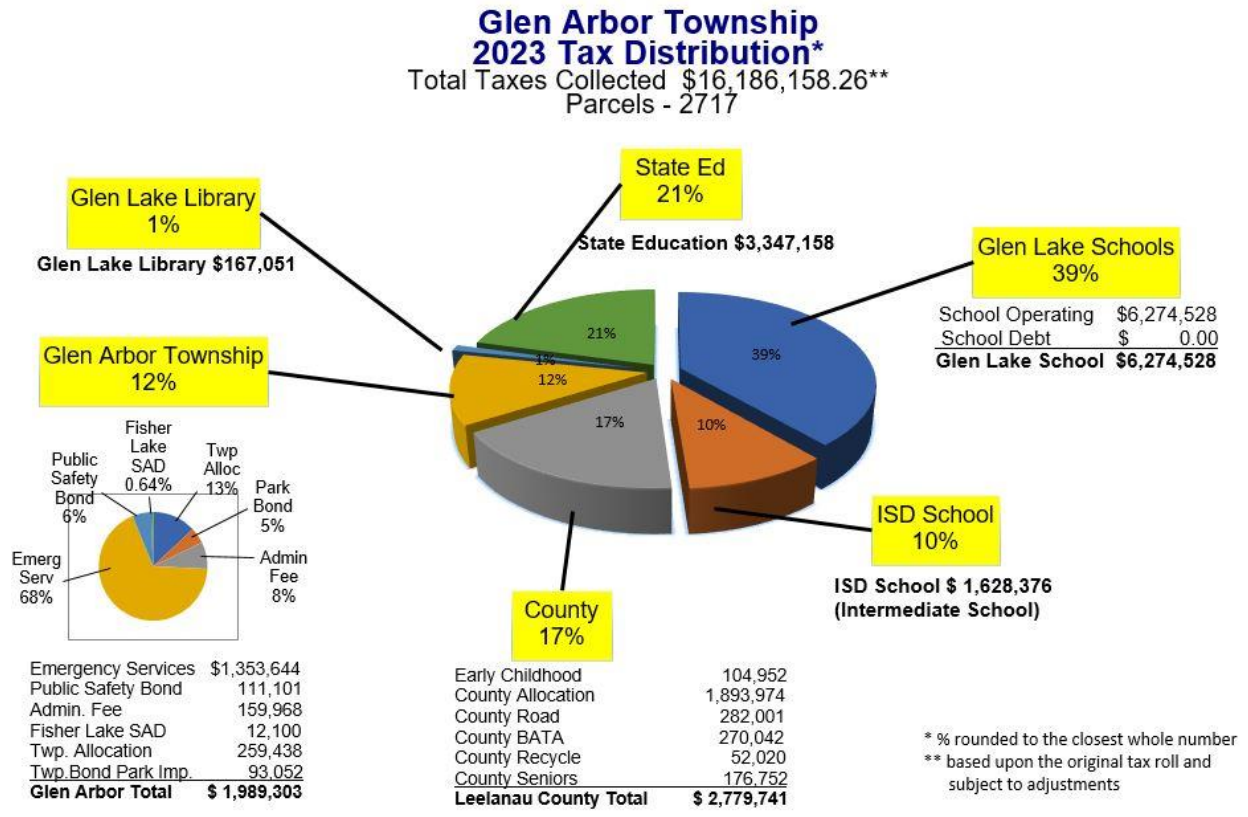
The Township, with the support of TART Trails, is continuing the engineering work on the preliminary trail design for the Sleeping Bear Heritage Trail. We expected the preliminary design to be completed in early FY 2024 but it is moving slow and continues into FY25.

TREASURER'S OFFICE. The Treasurer's Office is responsible for all revenues coming into the Township. This includes the collection of real estate and personal property taxes as well as revenues from rental fees, permit fees and other sources of income. The Township maintains six separate funds. Each fund receives revenues from specific sources, such as property tax levies, and is restricted in terms of permissible expenditures. The General Fund is used to run the Township including the Township Park, Garden, and Boat Ramp. The General Fund permits the greatest flexibility in discretionary expenditures. The Emergency Services Fund is restricted for the operations, wages and benefits of the Glen Lake Fire Department. The Tax Collection Fund is used to manage the inflow of tax monies and its distribution to the various taxing authorities. The remaining funds include the Public Safety Building Bond Fund, Park Bond Fund, and the Fisher Lake Special Assessment Fund. The Treasurer works closely with the Clerk and is assisted by a Deputy Treasurer.

During fiscal year 2023-2024, the Treasurer's Office reported that the property taxes collected and processed totaled \$16,186,158. This is an increase of \$1,055,534 from the \$15,130,624 collected in 2022 and an increase of \$1,692,604 from the \$14,493,554 collected in 2021.

Tax revenues 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 12% of the collected taxes (\$1,989,303) of which approximately 13% (\$259,438) is used to fund Township operations and 68% (\$1,353,664) to fund Emergency Services operations. (See Tax Distribution Chart)

Non-tax receipts in 2023-2024 totaled \$255,402. These receipts include revenue sharing from the State of Michigan (\$69,649), Tower Lease payments (\$91,643), Township Hall rentals (\$17,550), and revenues from permits, fees, interest, dividends, and contributions. Interest income was significantly increased over the prior fiscal year totaling \$8,253.



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 as providing 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 Chief of the Glen Lake Fire Department with administrative work. The Clerk is assisted by a Deputy Clerk, Michele Aucello.

Ordinances. The Clerk's Office is responsible for the codification and publication of Township Ordinances. In Fiscal Year 2023 the Township Board adopted township ordinance 1-2023 addressing floodplain management provisions of the State Construction Code and township ordinance 3-2023 an ordinance granting Consumers Energy Company the right and authority to construct, maintain and commercially use

electric lines and related facilities on, under, along, and across public places, and to conduct a local electric business in the Township of Glen Arbor for a period of thirty years. The Board also adopted a Zoning Ordinance Amendment to amend Article IX- Agricultural District for the purpose of clarifying the minimum land area for the permitted uses within the district. All ordinances and amendments are published in the Leelanau Enterprise, the township's paper of record.

Elections. Glen Arbor Township held two elections in fiscal year 23-24; a millage referendum for the Glen Lake Community School held on November 7, 2023 and the Presidential Primary held on February 27, 2024. In November, 467 of the 935 registered voters cast a ballot, a 50% turnout. Of those who voted 301 voted by mail in ballot and 166 voted in person. In February the total number of registered voters decreased to 933 of which 392 people voted, a 42% turnout. Of those who voted, 272 voted by mail in ballot and 120 voted in person. The Presidential Primary was the first time that Leelanau County residents could vote using Early Voting. All townships in Leelanau County joined in a municipal agreement and held early voting at the County Government Center. About 1% of County residents participated in early voting.

Freedom of Information (FOIA). The Clerk's Office responded to 12 FOIA requests filed during 2023.

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 to 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 also the various Township advisory boards and commissions are published on the Township's website (glenarbor township.com) and copies are kept in the Clerk's Office for public inspection.

Notary Services and Oaths of Office. The Township Clerk is a Notary Public and performs notarial services for many residents, taxpayers, and visitors. This is a free service.

The oath of office must be taken whenever an official is elected or appointed, and every time the official is reelected or reappointed. The Township has adopted the same policy for all those serving on appointed boards and commissions. The official reciting the oath swears (or affirms) that they will support the Constitution of the United States, and the Constitution of the State of Michigan, and that they will faithfully perform the duties of the office to which they have been elected or appointed. During FY 2023-2024, the Clerk's office gave 5 oaths of office for public service and fire department appointments.

ASSESSOR (Submitted by Tim Cairns, MAAO(3) and Polly Cairns MMAO(4)). In the past year, residential home sales prices continued to show under-assessment sales ratios. In February of 2024, Leelanau County Equalization published tentative

equalization ratios for the townships showing under-assessed sale ratios, ranging from 36.85% to 45.15% across Leelanau County. In Glen Arbor Township, the residential sales study ratio was 39.20%. Residential sales study ratios for Glen Arbor Township over the three prior years', 2023, 2022, and 2021, were 39.75%, 42.01%, and 47.79% respectively. The S&P Case Shiller's 20 major city home price index has dropped back into the 6% range from the record annual gains of the past couple of years. Recently, among the 20 major city home price indices, Detroit posted annual gains of over 8% for several months. Locally, looking at an estimate of what the residential ratio study might be for the 2025 assessments, sales on record from 4/1/2022 to 3/31/24 provide reasonable assurance that the 2025 residential sale ratio will likely end up in the middle to upper forty percent range.

TOWNSHIP HALL USE and EVENTS IN TOWN. The Township Hall was used by many groups throughout the year including: pickleball play, Men's basketball, GLFD Pancake Breakfast, Glen Arbor Women's Club meetings, Glen Lake Women's Club Art Fair, 3rd – 6th grade basketball teams from Glen Lake School, a Township sponsored Community Pot Luck, and a Township sponsored Community Square Dance. In addition, the Hall was rented by various groups for meetings, art fairs, music festivals, receptions, and five wedding events. Township Hall rentals generated \$17,550.00 in revenue and run/race events sponsored by Lake Love Events and Race Day Events generated income of \$4,264.00.

PLANNING AND ZONING. In 2023 the Township's Zoning Administrator, Tim Cypher, issued 34 land use permits, 4 land divisions, 0 property line adjustment, and 1 special land use permit. ZA Cypher performed 2 investigations, made 78 construction inspections, and supplied information to 513 township residents and others via phone and email. The township received approximately \$6,455.00 in permit/zoning fees.

One Zoning Board of Appeals proceeding continued from last fiscal year. Bob Berlacher joined the Planning Commission, filing the seat vacated by Jeff Gietzen. The Planning Commission reviewed a site plan for the Glen Arbor Bed and Breakfast. A Special Land Use request was also reviewed for the Crystal River Putting Course. The Commission completed their content neutral reorganization of the zoning ordinance, held a public hearing on the proposed reorganization, sent the document to the Leelanau County Planning Commission for review, and reviewed the County PC comments (they found no issues). The Township Board will review the reorganized zoning ordinance and consider adoption early in fiscal year 25. The Commission began reviewing the Zoning Ordinance language and the Master Plan. This work will continue through FY25.

GLEN ARBOR PARK The Glen Arbor Parks and Recreation Board (PARB) was sunsetted upon recommendation of the Michigan Township's Association. Some members have stayed on acting as an *ad hoc* recreation committee with several community members joining in.

In May 2023, eighteen community members donated their time to a park work day. Weeds were pulled, branches and sticks were cleaned up, and wind screens and nets were

installed. The Township Board greatly appreciates those who volunteer their time to help keep the Park looking good. In late May the *ad hoc* Recreation committee organized a Community Pot Luck which was well attended and enjoyed by all. The Pot Luck is scheduled to become an annual event. In October 2024 the Recreation committee organized a Community Square Dance which was also well attended. Additional community dances are scheduled for the current Fiscal Year.

The Township Board modified it's grant application and resubmitted in the second round for a "SPARKS" grant to help fund the replacement of two deteriorating tennis courts at the Park. The township was not successful in winning an award. The Township Board continues to explore options for replacing these two courts.

GLEN LAKE FIRE DEPARTMENT (Submitted by Chief Ferguson). The Glen Lake Fire Department had several notable achievements in Fiscal Year 23-24. Below are highlights:

- In 2023 the Fire Department responded to 545 emergencies. This represents a slight decrease from 2022. Of the 545 calls, 291 were for EMS / Rescue service.
- The Department reached full staffing levels for the first time since 2021 as it welcomed three new members, Angelika Diehl, Anna Heiselman, and Lance Petroskey.
- Several individuals were promoted in 2023. They include:
 - Chad Dykgraff - promoted to Captain
 - Peter Stern - promoted to Lieutenant
 - Chase Showers - promoted to Health and Safety Officer
 - Jared Ornelas - promoted to EMS Director
- Staff completed 4,085 hours of training in 2023. All department training is done in compliance with standards established by the Michigan Firefighting Training Council and the National Fire Protection Association.
- The Department's Rescue Boat covers all area inland lakes, Lake Michigan, and the North and South Manitou Islands. The Rescue Boat responded to 5 incidents in 2023, including a rescue on South Manitou Island, a vessel fire on Big Glen Lake, and securing a disabled vessel on Lake Michigan.
- During 2023, the department reached approximately 69 area residents with CPR courses. These courses included lifesaving CPR, use of an external defibrillator, and First Aid techniques. The department has 5 certified instructors able to teach these courses.
- The Department took delivery of its new Spartan Engine which will be housed at Station #2 in Empire.
- The Department continues to be successful in grant writing and was awarded \$21,000 for voice amplifiers making communication much easier when wearing the Self-Contained Breathing Apparatus.

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

HISTORIC GLEN ARBOR CEMETERY (Submitted by Linda Dewey). In December 2023 the Township Board voted to sunset the Cemetery Advisory Board (CAB) effective January 1, 2024. All members of CAB have continued their work with the historic cemetery as an *ad hoc* committee. The new cemetery committee met on February with 12 attendees. Diane Calsbeek will Chair with Amy Velis serve as Recording Secretary. The cemetery committee will carry on with the school project, the Memorial Day Ceremony, the archives and routine work bees, as well as being available for other projects. Terri Myers continues to help with volunteers and cemetery maintenance logistics. Any White and Calsbeek continue working on historical records.

Public Awareness and Education: Glen Lake Community School continued their annual 8th grade research project in April-May 2023—Dewey and White helped in the classroom, and there was a field trip to the cemetery, the Fisher homestead site, two local historical museums, and a walking tour of buildings related to individuals buried at the cemetery. (Covered by the Record-Eagle and Channel 9-10) A notebook containing student reports from the past three years was submitted by Mrs. Okerlund to the township. Students attended the Fourth Annual Cemetery Memorial ceremony on May 26, which was also well attended by the public. John Sawyer of the Sons of Union Veterans of the Civil War spoke about James Lawrence Green. (Covered by the Enterprise) A slide show was presented to three community organizations, Dewey was interviewed on WTCM, and Cherry Republic employees were guided on a cemetery tour.

The Cemetery History Committee conducted a massive review of the current online files on Google Drive, comparing the shared files with those owned by Andrew White, to make sure that all of Andrew's files are included. The committee has been in contact with descendants of some buried at the cemetery who have donated documents for the archives.

Grounds and Maintenance: Ground Penetrating Radar—84 graves were surveyed May 15 and 16, including 9 of the 13 already marked graves. Thus, the cemetery totals 88 graves—the 13 already marked graves plus 75 newly-found unmarked graves. In addition, a mass burial field, possibly a “pauper’s field” for those unable to afford an individual burial plot and could be holding anywhere from 30-150 bodies. The Trumbull plot contains 12 graves, only 4-5 of which were marked. This includes two infants, and one individual buried on top of two others. Six areas are marked that contain something other than a body. (Covered by the Record-Eagle, Enterprise and Glen Arbor Sun, and Channel 7 & 4--The TV coverage was picked up nationally.) All existing grave stones have been cleaned now. Don Lewis donated stone and marked all previously unmarked graves outside the Trumbull fenced area.

GLEN LAKE COMMUNITY LIBRARY (Submitted by David Diller, Library Director). The Glen Lake Community Library has continued to grow since opening its new facility in September 2020. New usage records were established over the past year, with over 40,000 items borrowed from our collections, and more than 20,000 visitors passing through its doors. Perhaps more importantly, the library has evolved into an increasingly

active community center. In 2023, more than 1500 people participated in various educational and enrichment programs hosted at the library. At the same time, numerous community groups have made use of the meeting rooms, along with hundreds of individuals utilizing the study and work spaces. We've also established a new 3-year strategic plan to help guide the libraries ongoing development, with a primary goal of making the library more accessible and relevant to all area residents. For more information about the GLCL, including its 2023 Annual Report, please visit: glenlakelibrary.net.

GLEN LAKE COMMUNITY SCHOOL (submitted by Don Lewis, Treasurer) The Glen Lake Community Schools have a lot to celebrate for 2023. Their students are achieving at high levels both inside and outside the classroom according to Superintendent Jason Misner.

The athletic teams continue to represent the school and community with respect and integrity while being very successful. The boy's cross-country team and 1 girl qualifier made a State Finals run. Boys' tennis placed 4th in the State. Boys' basketball advanced to the Quarter Finals. The girls' basketball team was crowned conference and district champions. The Ski Team sent two athletes to State. The bowling team had a good season and wrestling is back at Glen Lake after 20 years with 14 athletes participating.

Glen Lake Schools has three new varsity coaches this year with Jesse Smith heading up Football, Jason Bradford Boys Basketball, and Brad Fosmore Girls Basketball.

Girls' tennis will be added this spring according to athletic Director Rachel Stein.

All in all, the high school teams had great participation with numerous individual and team accolades. GO LAKERS!!!