LELAND TOWNSHIP BOARD MEETING
Monday February 10, 2020 – 7:00 p.m.
Leland Township Library Munnecke Room
203 E. Cedar Street, Leland, MI 49654

MINUTES

PRESENT: Supervisor Susan Och, Clerk Lisa Brookfield, Treasurer Shirley Garthe, Trustee Michael Collins
ABSENT: Trustee Tony Borden
GUESTS: 11

CALL TO ORDER: Ms. Och called the meeting to order at 7:00 p.m. with the Pledge of Allegiance.

APPROVAL OF AGENDA: The date of the Leland Wine Festival is June 13, 2020, not June 6, 2020. Also, Item #5 is deleted from the agenda.

ACTION: Ms. Garthe moved to approve the agenda as amended and presented; supported by Mr. Collins. Motion carried.

DECLARATION OF POTENTIAL CONFLICTS OF INTEREST: None

APPROVAL OF MINUTES
December 20, 2019 (Special Meeting): Ms. Brookfield moved to approve the minutes of December 20, 2019; supported by Ms. Garthe. Motion carried.
January 13, 2020 (Regular Meeting): Mr. Collins moved to approve the minutes of January 13, 2020; supported by Ms. Garthe. Motion carried.
January 22, 2020 (Special Meeting): Ms. Brookfield moved to approve the minutes of January 22, 2020; supported by Ms. Garthe. Motion carried.
Mr. Collins abstained from voting as he was not in attendance at that meeting.
January 10, 2020 (Fire & Rescue Workshop): Mr. Collins moved to approve the minutes of January 10, 2020; supported by Ms. Brookfield. Motion carried.
January 28, 2020 (General Fund Workshop): Mr. Collins moved to approve the minutes of January 28, 2020; supported by Ms. Brookfield. Motion carried.
January 29, 2020 (Harbor Workshop): Mr. Collins moved to approve the minutes of January 29, 2020; supported by Ms. Garthe. Motion carried.

PUBLIC COMMENT
Steve Mikowski - Mr. Mikowski presented his request to hold a referendum vote on the Leland Township Zoning Ordinance 96-1. He also asked the Board to correct a longstanding error denying a 17 ½ inch side yard setback variance. This is his 282nd request.
He also asked for time to comment on Item #8. Request granted.
Mr. Mikowski commented on the roles of county and township governments. He pointed out that township government has more jurisdiction in township matters than county government and cited a recent incident at a Planning Commission meeting.
Christian Doran – In regard to Item #3 on the agenda, Mr. Doran wanted to make note of a middle school baseball league forming in the spring and the need for soccer clubs/leagues and the baseball league to coordinate games and practices on Hancock Field.

**REPORTS FROM BOARDS AND COMMISSIONS**

Fire & Rescue – A report is on file at the Leland Township Office.
Chief Besson is on vacation.

Harbor

Mr. Dzuba was absent. Ms. Och reported that because of the warmer weather this winter, the bubblers have only been used 3 times. There will not be funding from Washington for dredging this year. However, because of the high water level, dredging may not be needed this year.

Sewer - A report is on file at the Leland Township Office.

Mr. Patmore reported that the lagoon level is down, the affluent level is down, and the effluent level is where it is supposed to be. He discussed some sewer activities, including budget discussions, during the month of January. He also reported that the commission is working on a plan to remove sludge from the lagoon and the need for an upgrade of the billing software for the Sewer Department.

Parks & Rec – A report and the minutes of last meeting are on file at the Leland Township Office.

Ms. Och reported that the projects scheduled for this coming year are for upkeep and maintenance. At the next Parks and Rec meeting, the use of Hancock Field will be discussed. Hiring a consultant to plan out the space for soccer and baseball will be considered.

Planning/Zoning – A report is on file at the Leland Township Office.

Mr. Cypher reported that possible sites for a recycling station were discussed at the last Planning Commission meeting. The procedure for approval of a possible site was discussed in terms of the involvement of the Board and the Planning Commission. The Planning Commission has also been discussing short term rentals, affordable housing, and the transition issues from the previous Zoning Administrator. Mr. Cypher also discussed the time frame for public input on permit requests for waterfront homes.

County Commission – Patricia Soutas-Little

Ms. Soutas-Little commended Mr. Mikowski for attending so many government meetings and clarified her remarks that were made at the Planning Commission meeting.

She also reported that the County will not have a special assessment for needed repairs on the Leland Dam. The expense can be put into the general fund as a line item over a ten year period.
She reported on the possibility of Verizon constructing a tower on government property.

There will be a meeting on March 17, 2020 to discuss the formation of an Airport Authority.

**TREASURER’S REPORT**

Ms. Garthe reported on income and expenses for the last month. It was a sewer billing month and the last tax collecting month. Four CDs have matured and the funds were put in the money market account until the board decides what to do with it. Ms. Garthe has been investigating bank rates for CD’s. The MTA investment policy has been reviewed and found to be sufficient.

**ACTION:** Mr. Collins moved to approve the Treasurer’s report as presented; supported by Ms. Brookfield. Motion carried.

**SUPERVISOR’S REPORT** A report is on file at the Leland Township Office

Ms. Och reported on the changes to the fireworks law. A universal ordinance will be drafted that limits fireworks as much as the law allows and the Townships are encouraged to adopt it. Sheriff Borkovich asks that all complaints be directed to the Sheriff’s office (256-9900) so a database of incidents can be developed.

High water continues to be a concern and levels will probably remain high or higher in the next year or more. EGLE is expediting permits for homeowners who want to build up their shorelines to protect their homes.

The extra voted millage has expired. The Township will need to decide to renew or replace this millage and the amount. It will be discussed at the April meeting in order for it to be put on the August ballot.

The 2020 census starts in March. Residents are encouraged to participate.

An audit was completed in January. It was almost 100%. One small complaint has already been rectified.

On February 25, the MDOT will meet with the Township to discuss the work to be done on the Lake Leelanau bridge. The work will start on March 30 and will be done by the end of July. The bridge will be reduced to one lane but will not be totally blocked off.

Mr. Collins commented that allowing fireworks on Labor Day and after is a nuisance to those who have school age children.

**ACTION ITEMS**

   Tony West represented the Leland Wine and Food Festival and made comment. This is the Township’s largest fundraiser. The committee maintains communication with Ms.
Och and the Harbormaster, Russell Dzuba, to discuss problems and improvements to the event.

**ACTION:** Mr. Collins moved to authorize the Leland Wine and Food Festival use of the Leland Harbor parking lot for Saturday, June 6, 2020, noon to 6:00 p.m., subject to permits, signing of the contract, and liability insurance; supported by Ms. Garthe. Motion carried.

2. **Authorize the Supervisor to sign the contract with Accountant Tobin & Co. to conduct the Township audit for fiscal year ending March 31, 2020.**

   Ms. Brookfield reported that this company is highly recommended and reputable in the industry.

   **ACTION:** Ms. Garthe moved to authorize the Supervisor to sign the contract with Accountant Tobin & Co. to conduct the Township audit for fiscal year ending March 31, 2020; supported by Ms. Brookfield. Motion carried.

3. **Consider Leelanau Soccer Club’s request to use Hancock Field for Spring/Fall youth soccer league.**

   A list of times needed for soccer play was submitted. Insurance coverage documents were provided. Soccer use will start in April. Lauren Conner from the Leland Soccer Club works with the Leland athletic director for coordinating the schedule. The Baseball Club has not been formed yet. In the past, when baseball teams and soccer teams are using the space at the same time, it becomes unsafe. Soccer practice is every day from 3:30-5:30. This will preclude time for baseball practices. There was discussion with Christian Doran (guest) about how to schedule and where practices and games can take place on Hancock Field. There is concern about foul balls and safety. Netting could be a solution. The Board recommended that the two clubs talk about how they can both use the park. We are required by deed to keep a baseball field.

   **ACTION:** Ms. Brookfield moved to table the Soccer Club’s request to use Hancock Field for the Spring/Fall youth soccer league until March so the Soccer League can involve the Baseball Club in coordinating game and practice schedules at Hancock Field; supported by Ms. Garthe. Motion carried.

4. **Plowing proposal from Borealis Homes.**

   Mark Morton contacted 4 companies to contract for snow removal and only 1 returned the call. The proposal from Borealis Homes has been distributed to the Board. Mr. Morton believes this company will do a good job at a reasonable rate. As an alternative, a plow added to Ken Hagstrom’s truck would cost $7,000. Plowing would hasten the wear on his truck. It is the Township’s responsibility to do the snow removal at the Library and they have had the Fire Department take care of it until now. However, the fire department’s equipment cannot do an adequate job in the space and they can only plow when they are available which is not always conducive to the business of the library. Ms. Brookfield asked if the library would split the cost. Mr.
Morton suggested that cost could be divided as such: 25% Historical Society, 25% Library, 50% Township.

**ACTION:** Ms. Brookfield moved to approve the contract from Borealis Homes with the payment arrangement as discussed; supported by Ms. Garthe. Motion carried.

5. **LPS request for temporary storage space at the Bus Garage**

6. **Salary Resolutions Leland Township Board for fiscal year 2020-2021.**
   a. **R-20-06 Supervisor $25,000**
      Ms. Och is not asking for a pay raise. She will run again in November.

   **ACTION:** Ms. Brookfield moved to approve Resolution R-20-06 for the Supervisor’s salary of $25,000 for the fiscal year 2020-2021; supported by Ms. Garthe.

   **ROLL CALL:**
   Supervisor Susan Och: Yes
   Clerk Lisa Brookfield: Yes
   Treasurer Shirley Garthe: Yes
   Trustee Michael Collins: Yes
   Trustee Tony Borden: Absent
   Resolution was passed.

   b. **R-20-07 Clerk $42,000**
      This is an increase from $38,000. This year Ms. Brookfield was paid for two elections. This was a one-time arrangement. The extra work for elections is reflected in the pay increase as well as other new duties. She has a document outlining her duties.

   **ACTION:** Mr. Collins moved to approve Resolution R-20-07 for the Clerk’s salary of $42,000 for the fiscal year 2020-2021; supported by Ms. Garthe.

   **ROLL CALL:**
   Supervisor Susan Och: Yes
   Clerk Lisa Brookfield: Yes
   Treasurer Shirley Garthe: Yes
   Trustee Michael Collins: Yes
   Trustee Tony Borden: Absent
   Resolution was passed.

   c. **R-20-08 Treasurer $33,410**
      This is not a change in pay.

   **ACTION:** Mr. Collins moved to approve Resolution R-20-08 for the Treasurer’s salary of $33,410 for the fiscal year 2020-2021; supported by Ms. Brookfield.

   **ROLL CALL:**
   Supervisor Susan Och: Yes
   Clerk Lisa Brookfield: Yes
   Treasurer Shirley Garthe: Yes
   Trustee Michael Collins: Yes
   Trustee Tony Borden: Absent
   Resolution was passed.
d. **R-20-09 Trustees, $5,000 each**
   This is not a change in pay.

**ACTION:** Ms. Brookfield moved to approve Resolution R-20-09 for the Trustee’s salary of $5,000 for the fiscal year 2020-2021; supported by Ms. Garthe.

**ROLL CALL:**
- Supervisor Susan Och: Yes
- Clerk Lisa Brookfield: Yes
- Treasurer Shirley Garthe: Yes
- Trustee Michael Collins: Yes
- Trustee Tony Borden: Absent

Resolution was passed.

7. **Resolution to adopt alternate dates for the Board of Review R-20-10**

**ACTION:** Ms. Brookfield moved to approve Resolution R-20-10 to adopt alternate dates for the Board of Review; supported by Mr. Collins.

**ROLL CALL:**
- Supervisor Susan Och: Yes
- Clerk Lisa Brookfield: Yes
- Treasurer Shirley Garthe: Yes
- Trustee Michael Collins: Yes
- Trustee Tony Borden: Absent

Resolution was passed.

8. **Recommendation from the Sewer Commission to reappoint Lisa Brookfield to the Sewer Commission for a 3 year term expiring July, 2022.**

   The recommendation was made by the Sewer Commission in December, 2019. There was discussion about whether a Board member should be on the Sewer Commission at that time, and it was decided that it was not a conflict. Ms. Och has researched the subject and there is not a requirement that the Treasurer serve on the Sewer Commission. There was discussion about whether or not Board members can vote on Sewer Commission items as they will be voting on the same item as a member of the Board.

   Mr. Mikowski – Mr. Mikowski commented that there should only be one Board member on the Sewer Commission. The Treasurer was a preferred choice because she was aware of budget information. He feels the current recommendation by the Sewer Commission should be rescinded. He suggested that Jane Keen may be a resource to consult.

   Ms. Och commented that information is needed about the necessity of the Treasurer on the Sewer Commission and about whether or not Board members can make motions.
and vote while serving on a commission. The discussion needs to be continued after further information is obtained.

**ACTION:** Ms. Garthe moved to approve the reappointment of Lisa Brookfield to the Sewer Commission through March 9, 2020; supported by Mr. Collins. Motion carried.

**OTHER/OLD BUSINESS** - None

**BILLS AND ACCOUNTS**
The bills and accounts list was distributed to Board members. There was nothing unusual for the month. There were large payments made from the Sewer Department for the Duck Lake repair.

**ACTION:** Ms. Brookfield moved for payment of bills from January 13, 2020 to February 10, 2020; supported by Ms. Garthe. Motion carried.

**CORRESPONDENCE**
- Communication from the Department of Treasury. Our corrective plan was sent off to the auditor and sent to the State.

**BOARD COMMENT** - None

**PUBLIC COMMENT**

- **Jim Atkinson** - Mr. Atkinson asked about where the proceeds go from the Leland Wine Festival. The Chamber of Commerce distributes the funds to various entities which were discussed.
- **Keith Ashley** – Mr. Ashley would like a document outlining the salary/benefit package for each position on the Board. Ms. Garthe will prepare the document.
- **Mr. Mikowski** – Mr. Mikowski mentioned the document he had prepared outlining township pay and benefits for each position.
- He shared a document called “Anatomy of a Township” written in 2013.
- He commented that the County is working with Verizon for a tower and not inviting other companies.
- He commented on Township Board member absences.
- He commented on the County’s involvement in the Planning Commission on a recent issue.
- He commented on the current County issue of developing an Airport authority.
- **Keith Ashley** – Mr. Ashley asked about the Celebration Life property appraisal. The appraisal was done but the process is still in discovery.

**ADJOURNMENT**

**ACTION:** Mr. Collins moved to adjourn the meeting at 9:02 p.m.; supported by Ms. Brookfield. Motion carried.

The next meeting is March 9, 2020.

Respectfully Submitted,

Cindy Kacin, Recording Secretary

Date Approved: ____________________

________________________________  __________________________________
Susan Och, Leland Township Supervisor   Lisa Brookfield, Township Clerk