LELAND TOWNSHIP BOARD MEETING  
Monday April 13, 2020 – 7:00 p.m.  
MINUTES 
Virtual Meeting via Zoom  

(Leland Township will be holding all meetings remotely under the COVID19 Executive order issued to limit person to person transmission of the virus until such order is lifted. Directions to participate in the meeting via Zoom were included in the posting of the agenda.)  

PRESENT: Supervisor Susan Och, Clerk Lisa Brookfield, Treasurer Shirley Garthe, Trustee Michael Collins, Trustee Tony Borden.  
ABSENT: 0  GUESTS: 5  

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

APPROVAL OF AGENDA: There were two addition to the agenda: 1) County Commission report, 2) Mr. Borden requested discussion of short term rentals, became item #6.  

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

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

Motion carried. (5 in favor, 0 opposed)  

DECLARATION OF POTENTIAL CONFLICTS OF INTEREST:  
Ms. Brookfield has a guest house and rents it through AirBNB. Ms. Brookfield feels she can offer to the discussion without conflict. Mr. Collins does not want to declare a conflict of interest but did want to inform the Board that he has a commercial area short term rental.  

APPROVAL OF MINUTES  
March 9, 2020 (Regular Meeting): Mr. Borden moved to approve the minutes of March 9, 2020; supported by M. Garthe.  

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

Motion carried. (3 yes, 2 abstain)  

March 28, 2020 (Special Meeting): Mr. Borden moved to approve the minutes of March 28, 2020; supported by Ms Garthe.  

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

Motion carried. (4 yes, 1 abstain)
April 3, 2020 (Special Meeting): Mr. Borden moved to approve the minutes of April 3, 2020; supported by Ms Garthe.

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

Motion carried. (4 yes, 1 abstain)

PUBLIC COMMENT
Steve Mikowski – Mr. Mikowski sent his comments through email to Ms. Och.
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 284 request.
Mr. Mikowski offered comments on COVID19 executive orders. He commented that any business conducted by the Board with the physical absence of the public should be of an essential or mandatory nature. He cited 5 items that he questioned if they were essential or mandatory: pre-approval of the echo unit purchase, COVID19 policy, extra voted millage, picnic table recommendation, and the county recycling millage renewal.

REPORTS FROM BOARDS AND COMMISSIONS

Fire & Rescue, Chief Dan Besson

The monthly report was distributed to the Board members prior to the meeting. Chief Besson discussed details of his report. Equipment from the grant came in and the department has been inventorying it and distributing it to the fire departments involved. Chief Besson discussed the 2 ambulances designated for COVID transport. One is in Leland and belongs to Leland. The ambulances will be staffed 24/7 by Leland and other departments. This is to limit the number of ambulances that are contaminated. The plan started today. Leland staffing has started. The staffing was changed a bit in order to keep the number of exposures of COVID19 down. Mr. Borden asked how many transports have been made for people for COVID19 symptoms. As of this morning, 4 calls came in, and 2 were transported. This is for our ambulances, not the County. Not all suspected transports have tested positive. So far none have tested positive. Chief Besson also discussed the personal protective equipment that is used.

County Commission - Patricia Soutas-Little

COVID19 press releases have been shared with Supervisor Och. Short term rentals are a big issue. Since Friday, there is a drive-thru COVID19 testing location at Northwest MI Health Services starting on April 13 from 12-4 by appointment only. The prescription for testing would go through the person’s primary physician. If a person does not have a primary physician, they can call 231-642-5292. Judge Hubbel will represent the Leelanau-Benzie County Health Department for enforcement. Ms. Soutas-Little discussed the number of positive COVID19
testings and the emergency order. The probate courts are conducting all emergency and essential hearings by ZOOM.

TREASURER’S REPORT

Ms. Garthe reported on income and expenses for the last month. The Treasurer’s report was distributed to the Board members prior to the meeting. The tax money has been dispersed. Ms. Garthe has received an email stating that the funds received from the state will be less. She is waiting for the county to disperse the delinquent tax money. This was not a sewer billing month.

ACTION: Ms. Brookfield moved to approve the Treasurer’s report as presented; supported by Mr. Borden.

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

Motion carried. (5 in favor, 0 opposed)

SUPERVISOR’S REPORT – No report this month.

ACTION ITEMS

1. Pre-approval of “echo” unit purchase – Dan Besson
   The need for an echo unit was discussed in the budget process. It is a non-transporting life support vehicle. Chief Besson described how it would be used. Having this vehicle would put a transporting ambulance back in service quicker. The request is to purchase a vehicle at less than $30,000. Chief Besson described how that would be accomplished. The advantage of starting the process now is that the vehicle would be equipped and in service by this summer. It will take time to find the right vehicle as there are not always this type of vehicle available for sale. $35,000 was approved in budget. The other $5,000 would be used for adding needed equipment. Chief Besson also offered another option of converting his vehicle into an “echo” vehicle and buying another vehicle for him that could also be used as a brush vehicle. There was a question as to how far away Chief Besson anticipates he would have to go to find the right vehicle. His current vehicle already has some of the needed equipment. Of course with COVID19, there would be some restrictions on where he could go to shop for another vehicle. Ms. Brookfield added that we are not sure that tax funding would be coming in. The Board expressed that traveling to find a vehicle should not be done at this time and it is unpredictable how the budget will be impacted this year. The Board agreed that converting Chief Besson’s vehicle was the best idea.
ACTION: Mr. Borden moved to approve a preauthorization to spend up to $30,000 for Plan B: converting the Chief’s vehicle into an “echo” vehicle and shop for a brush vehicle for the Chief to use; 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: Yes

Motion carried. (5 in favor, 0 opposed)

2. COVID19 Policy
The policy was emailed to Board members. The labor attorney was consulted about designating certain employees as essential. The Health Department wants a daily report of any symptoms from such employees. This policy incorporates the Health Department’s requirements. This policy would not refer to Fire and Rescue Department employees and elected employees. It is assumed that the policy will expire when the governor rescinds the executive order.
Ms. Och suggested that elected officials should be keeping daily reports on their own in case they are needed by the Health Department.
ACTION: Mr. Collins moved to approve the policy as discussed; supported by Mr. Borden.

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

Motion carried. (5 in favor, 0 opposed)

3. Extra-voted millage renewal
This millage renewal is part of our operational budget. It was last collected in 2019. The plan was to have a multi-year millage based on infrastructure maintenance needs. The millage language for August, 2020 is for a one year extension of the current millage.
There are too many unknown variables, including COVID19, to plan an extended millage.
We could do a multi-year millage once we have done a thorough investigation of needs.

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

Motion carried. (5 in favor, 0 opposed)
Further discussion: Ms. Och explained how the millage amount is calculated. Ms. Brookfield clarified the protocol for computing the millage amount. Ms. Och will work out the language for the millage this week.

4. Picnic table recommendation from Parks & Rec
   The minutes of the last Parks & Rec meeting were sent to Board members prior to this meeting. The Commission objected to turning picnic tables upside down. Ken reported that there is little use of tables. It was suggested to put laminated signs on them about social distancing. Ms. Brookfield felt that the picnic tables will encourage the gathering of people especially in the warmer weather. Mr. Borden suggested that turning them over would be a temporary measure and would not to be extended into the summer. Language for the sign could come from the Health Department. Ms. Brookfield suggested a notice could be put in the paper about certain restrictions for ZOOM meetings, parks, etc. The notice could also be put on the website. It was decided that Ms. Brookfield will get a list of restrictions, edit it, distribute it, and get it to the paper. The tables will be marked with laminated signs and they will be wrapped with caution tape. Ms. Och will laminate the signs.

5. County recycling millage renewal
   This is a proposal of the county. It was distributed and is up for renewal. It is a 10 year program. It will be put on the ballot in November. The requirement for renewal is that all the townships approve it before putting it on the ballot. Approval from townships has to be done by June. The fee will be increased to $35. Mr. Collins questioned why the cap for the fee was to be no more than $4 a month or $50 a year? Mr. Borden stated that there have been a series of failed attempts to get a recycling location in Leland Township. He felt that there should be a renewed effort to find a location.
   **ACTION:** Ms. Brookfield moved to approve the interlocal agreement as presented subject to clarification from Solid Waste Management about the cost discrepancy ($4 per month or $50 per year); 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: No

   Motion carried. (4 in favor, 1 opposed)

   Mr. Borden commented that he voted “no” because he pays for the service but has to take his recycling a considerable distance. Leland Township should have a recycling site.

6. Short term rentals
   There is a lot of concern about people coming here to escape COVID19 in their area of their homes and using short term rentals in this area. The Sheriff has been getting a lot of calls about out of state license plates on streets and in driveway of dwellings that are
typically short term rentals. There are 120 rental properties in Leland alone. We don’t know where all the short term rentals are. Borden circulated and discussed a police power registration of short term rentals ordinance that he drafted. He is asking the Board to review the draft and give comment to him. He would like to have a special meeting about it soon. There would be a notice period before it could go into effect. The Planning Board has been talking about this for awhile. There was discussion about it being a zoning ordinance or a police ordinance. It has to do with activities versus use. Mr. Borden’s intent is that it would be a civil infraction. Traverse City has put out a notice to stop short term rentals at this time. Ms. Brookfield questioned who would enforce this and what it would cost. Mr. Borden explained that at this time he would like to see registration of short term rentals. A person could be hired to create a database and maintain it. There would be a permit fee to have and register a short term rental. Mr. Borden will continue to work on it. Ms. Och will find out how to put an ordinance in place. Also, it will be investigated as to how other townships are working with such an ordinance.

OTHER/Old BUSINESS - none

BILLS AND ACCOUNTS

The bills and accounts list was distributed to Board members. There was nothing unusual for the month. FEMA payment came in from the grant. We have been invoiced for the equipment in the equipment account.

ACTION: Ms. Brookfield moved for payment of bills from March 10, 2020 to April 13, 2020; supported by Ms. Garthe.

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

Motion carried. (4 in favor, 1 abstain)

CORRESPONDENCE

• The Bridge project is on indefinite hold. We don’t have places for the workers to stay. Money for the project may have been reallocated.

BOARD COMMENT

Ms. Och – It was agreed at the April 3, 2020 meeting about emergency bill paying. There was no limit put on it. She would like to put some controls on that procedure. Once the state of emergency is over, we should go back to the way we had it.

Ms. Brookfield – She agreed that it should be cleaned up.

Mr. Collins – He commented about public visitors to the meeting via ZOOM who could not be heard by the Board. Ms. Och explained how some visitors have muted their audio and that she was able to mute others who had too much background noise.

PUBLIC COMMENT - None
ADJOURNMENT

ACTION: Mr. Borden moved to adjourn the meeting at 9:13 p.m.; supported by Ms. Garthe. Motion carried.

The next meeting is May 11, 2020.

Respectfully Submitted,
Cindy Kacin, Recording Secretary

Date Approved: ____________________

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