LELAND TOWNSHIP BOARD MEETING  
Monday June 8, 2020– 7:00 p.m.

(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.)

MINUTES

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

ABSENT:  0

GUESTS:  14

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

APPROVAL OF AGENDA:  Action item #5 was struck from the agenda. Mr. Borden asked to put the BarBcruise on the agenda as item *7 and “social distancing on the beach” as item *8.

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

VOICE 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:  Mr. Collins, Ms. Brookfield, and Ms. Och (in the future) have an interest in Item *6 but their interest would not interfere with discussion and possible action.

APPROVAL OF AGENDA

May 7, 2020 (Special meeting closed session):  Mr. Collins wanted it noted that he was not absent from the beginning of the meeting, but was in the Zoom waiting room.

Mr. Brookfield moved to approve the minutes of May 7, 2020 as amended; supported by Ms. Garthe.

VOICE 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

May 11, 2020 (Regular meeting)

Mr. Collins moved to approve the minutes of December 9, 2019; supported by Ms. Garthe.
May 28, 2020 (Closed Session) Some changes were made to the minutes. If there are any other changes, Board members are asked to call Ms. Brookfield.

**ACTION:** Ms. Brookfield moved to table approval the minutes of May 28, 2020 and approve at the next regular Board meeting; supported by Mr. Borden.

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 17½ inch side yard setback variance. This is his 286th request.

**Dan Korson** - Ms. Och read a written comment that Mr. Korson asked to be put into the meeting record. He has reviewed the draft short term registration document. He believes that there are other ways to gather the information needed. He is asking that approval of this ordinance be postponed until physical meetings can be held and more information can be gathered on this subject.

**Keith Ashley** – Mr. Ashley has sent two letters concerning short term rentals. He would like the letter of June 5, 2020 be entered into the record of this Board meeting. He requests that any vote on this issue be postponed until the public has a chance to comment on it.

REPORTS FROM BOARDS AND COMMISSIONS

**Fire & Rescue** – Chief Besson has distributed a report to Board members. He commented on several items from the report: the fire department participation in the drive-by graduation, the resignation of a full time paramedic, two fire fighters have passed a course of training, and there was a structure fire north of Maple City that was dangerous but the fire fighters remained unhurt.

**County Commission** – Patricia Soutas-Little reported from the County Commission. On May 29, 2020, a special meeting was held to discuss internet contracts. All the meeting handouts can be viewed on the County website. A grant is being written to the EDA for funds for the internet infrastructure. A new Internet survey, funded by a grant, has been sent out to Leelanau
businesses. This information will be used to strengthen the business case for the EDA grant. A contract with Aspen Wireless to mount fixed wireless Internet equipment on four of the five County owned towers is on tomorrow’s County Commission agenda. They anticipate that there will be an increase in broadband service by the end of the summer.

TREASURER’S REPORT

Ms. Garthe reported on income and expenses for the last month. It was a sewer billing month. The tweaking of the new software is going well. Ms. Och has received the projections for the state revenue sharing.

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

VOICE 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

The Supervisor’s report was distributed to the Board members prior to the meeting. She also sent out a document explaining the “designated assessor.” A designated assessor would be called in if a mistake is made. This interlocal agreement needs to be signed by late in the summer. Laurie Spencer is recommended to be the designated assessor.

There are overgrown shrubs at Beechwood Cemetery that are or may interfere with new burials. Those shrubs have been tagged for removal or root pruning. Owners of the sites will be notified if possible.

Public rest room are being cleaned twice a day at the Harbor.

The Sunset Shores project is looking for another location for the drain field.

The Reynolds Street road end is still having problems which Ms. Och described in her report. Mr. Borden commented that an item in the report could be considered hearsay. He felt that the matter in question should not be put in the report. Ms. Och noted his concern.

Ken Hagstrom reported to Ms. Och that the cement wall on the road ending on River Road is falling apart.

Leland Township is not responding well to the census. Ms. Och urged all to encourage others to participate. Mr. Collins commented that the process of getting the census out is flawed. There is a problem that the Post Office throws out street addressed mail of people who have post office boxes.
Ms. Och would like the Harbor Commission to discuss the Covid19 protocol to make sure the building is in compliance.

**ACTION ITEMS**

1. **Approval of the LPS use of Hancock Field for graduation ceremony July 23rd with rain date of July 24th.**
   
   Ms. Brookfield forwarded the request to the Board members. The crowd size will be 250 with 7 foot distancing between family groups. The bathrooms will not be open.  
   
   **ACTION:** Mr. Collins moved to approve the LPS use of Hancock Field for a graduation ceremony on July 23rd, (rain date: July 24th); supported by Ms. Garthe. 

   **VOICE 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. **Direction to Planning Commission concerning Apple Blossom Signature and Mariann Kirch property (109 E. Phillip St.) site plan.**

   Several documents have been sent to the Board concerning this property. Five site plans have been developed. The sixth one was supposed to be brought up to date with work that has already been done. The plan has not been completed. Ms. Och would like the Planning Commission to straighten out this situation. Mr. Borden spoke with Ms. Kirch who stated that the property was sold on June 2. The buyer intends to use it for residential purposes. 

   **ACTION:** Mr. Borden moved to table Item #2; supported by Ms. Garthe.

   **VOICE 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. **Absentee Ballot application mailing and approval of election expense increases due to the pandemic.**

   The Secretary of State has contacted township to make a decision about sending out absentee ballot requests to all voters in order to decrease poll lines because of the pandemic. Mr. Parker has reviewed the situation and reported that the procedure is lawful. The Board will need to approve the mailing and the added expense. The State will reimburse for the application mailing but not the ballot mailing. There is enough money in the election budget for the mailing but not for the added expense of PPE and
related safety needs. Ms. Brookfield expects that PPE and related items would cost about $1000.

**ACTION:** Mr. Collins moved to approve the mailing of absentee ballot applications related to the Covid19 pandemic; supported by Ms. Garthe.

**VOICE 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

4. **COVID-19, Governor EO 2020-110 and what this means for the Township Business and meetings.**

Currently, indoor meetings cannot have more than 50 people, family groups have to be 6 feet apart, and everyone needs to wear a mask. It is calculated that the Munnecke Room could have 31 people. Microphone equipment would have to be purchased. Mr. Collins suggested that the meeting could be held outdoors. Mr. Borden would like to have in person meetings resume and purchase a sound system. Permission to use Zoom meetings ends on June 30. Options were discussed.

**ACTION:** Mr. Borden moved that the July meeting be convened at the Leland Fire Station, with microphones, doors will be open, social distancing, and masks so as many people can attend as possible; supported by Mr. Collins.

**VOICE ROLL CALL:**
- Supervisor Susan Och: Yes
- Clerk Lisa Brookfield: No
- Treasurer Shirley Garthe: Yes
- Trustee Michael Collins: Yes
- Trustee Tony Borden: Yes

Motion carried. 4 in favor, 1 opposed

5. **Asset management plan: Library campus including seawall.**

6. **Short Term Rental (STR) Registration Ordinance**

Mr. Borden prepared and distributed a draft registration form for STR’s. This draft has been submitted to Mr. Parker for his review. This would be used for registration only, not enforcement. Ms. Brookfield expressed that the Board should not be discussing this at this time because it is not an urgent issue. Mr. Borden explained the changes that were made to the previous draft. The annual registration fee would be $150. He also spoke of two companies that would do the registration work for you for a fee. He explained details on how these companies would do this. The Planning Commission has discussed this issue, but decided that no action was needed. Mr. Borden stated that the Commission would need this information in order to make that decision. Penalties for not registering STR’s were discussed by the Board.
The Board discussed the many aspects of this issue. Mr. Borden feels this issue is urgent and a potential problem. The Sheriff and the Health Department has received complaints. Our ability to communicate with STR owners is limited. There are potentially 170 STR’s in Leland. Mr. Collins commended Mr. Borden for the work he has done on this issue.

**ACTION:** Mr. Collins moved to table the discussion of STR’s and put it on the July meeting agenda; supported by Ms. Brookfield.

**VOICE 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

7. **Approval of use of Bartholomew Park for the August 8, 2020 BarBcruise August 7-9, 2020 and authorize Susan Och to sign the user agreement.**

The Board has not received any paperwork on this event but there is a request to reserve the park. Ms. Och stated that the Health Department is putting together a worksheet for people who are organizing on outdoor events. The park cannot be reserved; the public may use the park during the event. The Health Department wants a back-up plan, a rain date, and an emergency plan. Also, the Board has put a suspension on outdoor events through July.

**ACTION:** Ms. Brookfield moved that the Clerk respond to the request by asking for more information and that approval will be discussed at the July meeting; supported by Ms. Garthe.

**VOICE 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

8. **Social distancing at the beach.**

This was discussed at the Parks & Rec meeting and it was decided that signs would be put up to promote social distancing. The Commission also made plans to add sand and trim shrubs to increase the beach area on inland lake beach parks. Mr. Borden expressed concern about enforcement and liability. Ms. Och felt liability was out of our control. No action was taken.

**OTHER/OLD BUSINESS - None**

**BILLS AND ACCOUNTS**

The bills and accounts list was distributed to Board members. There was nothing unusual for the month. Mr. Borden asked about some checks that were written.

**ACTION:** Ms Garthe moved for payment of bills from May 12, 2020 to June 8, 2020; supported by Mr. Borden. Motion carried.
VOICE 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

Mr. Collins suggested that there should be discussion about the budget at each meeting because money is tight right now. Ms. Brookfield suggested that Board members look at the bills and accounts report prior to the meeting and call her with any questions/concerns. Ms. Och reported that the State has put out projections of a decrease in revenue sharing which comprises about 25% of our general fund. It was suggested departments should seek Board approval for expenditures even if it is listed in the budget. Ms. Brookfield stated that the budget and expenditures are monitored; they are not approved, but appropriated. The policy will be distributed to Board members.

CORRESPONDENCE
Ms. Och has distributed any correspondence that has come in.

BOARD COMMENT – None

PUBLIC COMMENT
Keith Ashley – Mr. Ashley sent 2 letters with comments about proposed STR registration ordinance. His comments in his second letter were not addressed in the earlier discussion of STR’s in this meeting. Mr. Ashley reviewed his comments that were in his letter. He is concerned that the public has not had the opportunity to comment at a public meeting. Mr. Ashley sent his letter to all Board members by email. Ms. Och will distribute it again.
Charles Hacker – Mr. Hacker commented on the Sunset Shores drain field project. He wanted to know the parameters of finding an alternative site for the drain field. Ms. Och suggested that he call her for discussion.
Jim Kletzien – Mr. Kletzien wanted to comment and discuss Mr. Hacker’s concerns about Sunset Shores. Ms. Och stated this was a time for comments and suggested that he call her for discussion or questions.

ADJOURNMENT
ACTION: Ms. Garthe moved to adjourn the meeting; supported by Mr. Collins.

VOICE 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

The meeting was adjourned at 10:10 p.m.
The next meeting is July 13, 2020.

Respectfully Submitted,
Cindy Kacin, Recording Secretary

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Susan Och, Leland Township Supervisor   Lisa Brookfield, Township Clerk

Date Approved: ___________________