Leland Township Board Special Meeting  
March 28, 2020 – 12:00 Noon  
Leland Township Office, 123 N Saint Joseph St, Lake Leelanau  
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 (via Zoom): Supervisor Susan Och, Clerk Lisa Brookfield, Treasurer Shirley Garthe, Trustee Michael Collins, Trustee Tony Borden  
ABSENT: 0  
GUESTS: Chief Dan Besson, Steve Mikowski, Jim Atkinson

Ms. Och called the meeting to order at 12:00 noon with the Pledge of Allegiance.

APPROVAL OF AGENDA
Ms. Garthe moved to approve the agenda as presented; 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 was passed.

PUBLIC COMMENT - None

ACTION ITEMS
1. Adoption of Leland Township General Appropriations Act 2020-21
Ms. Brookfield noted 2 corrections. In Section 7, Estimated Expenditures, the figure for Treasurer should be $62,948 and the total expenditures figure should be $692,300. The corrections are within the budget.

ACTION: Ms. Brookfield moved to adopt The Leland Township General Appropriations Act 2020-21; 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: Yes  
Motion was passed.

2. Budget Adjustments (if necessary)
Ms. Brookfield explained the budget adjustments to the 2019-20 budget. The adjustments were sent to the Board members prior to this meeting.
**ACTION:** Ms. Garthe moved to approve the budget adjustments for year 2019-2020; 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 was passed.

3. **Leland Township Board Meeting Schedule for 2020-21**

The Leland Township Board meeting will be held on the 2nd Monday of the month. The schedule was distributed.

**ACTION:** Mr. Collins moved to approve the Leland Township Board Meeting schedule; 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 was passed.

4. **Salary Resolution for Clerk**

Ms. Och consulted with the attorney, Robert Parker. The salary increase for the Clerk was approved by the Board at a Budget meeting. Past procedure would have the salary increase to also be approved by the electors at the Annual Meeting. Due to the State order to “stay at home” because of COVID19, the Board passed a resolution to postpone the annual meeting to a time prior to June 1, 2020 or after June 1, 2020, the meeting would be cancelled. According to Robert Parker, the Township has no obligation to hold the annual meeting. Mr. Parker suggested that if the salary increase was given now, the annual meeting should be cancelled. Otherwise, the salary increase should be postponed until the annual meeting is either held or cancelled. Either way, the salary increase would be paid retroactively. Ms. Och was in agreement with this plan. Ms. Brookfield has researched the issue as well, and stated the reasons it would be appropriate to give the salary increase now.

5. **Other Business**

The May election will be by mail only. There was discussion about the extra work that would be generated by the mail election. Ms. Garthe would be able to offer some help, and some extra help may need to be hired out.

**BOARD COMMENT**

- Mr. Borden reiterated his comment that the Board should not be committing to any major spending in this unpredictable time.

- Mr. Collins stated that revenue at the Harbor may go down significantly because of the COVID19 crisis. No reservations for the summer have come in yet.
• Previously, Russell Dzuba and Ken Hagstrom’s jobs were considered essential. That might not be the case. Ms. Och will look into it further. Both are salaried employees.
• Reports that are usually done at the annual meeting are posted online.
• The extra millage vote is going forth. Election language for this is due by April 21, 2020 for an August election.
• Ms. Och has sent out an Assets document to Board members that outlines Township assets and what would be needed to maintain those assets and when.
• Language for the August primary will have to be developed at the April 13 Board meeting. Board books will have to be done digitally.
• Ms. Och is putting together a proposal so bills can get paid even if the Board cannot meet electronically.
• Ms. Och will connect with department chairs to instruct them on how to have online meetings.
• Chief Dan Besson reviewed what is going on in the Fire Department and how they will be responding to COVID19 patients.

PUBLIC COMMENT - None

ADJOURNMENT

ACTION: Mr. Borden moved to adjourn the meeting at 1:00 p.m.; supported by Ms. Garthe. Motion carried.

Respectfully Submitted,
Cindy Kacin, Recording Secretary           Date Approved: ____________________

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