Leland Township Board Special Meeting
April 3, 2020 – 1:00 PM
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: Supervisor Susan Och, Clerk Lisa Brookfield, Treasurer Shirley Garthe, Trustee Michael Collins, Trustee Tony Borden
ABSENT: 0
GUESTS: 3
Ms. Och called the meeting to order at 1:03 p.m. 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.

DECLARATION OF CONFLICT OF INTERESTS – None

APPROVAL OF MINUTES:
February 28, 2020, Budget Workshop – Ms. Och gave a correction to the minutes presented.
ACTION: Ms. Garthe moved to approve the minutes of February 28, 2020 as presented and corrected; 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: Yes

Motion was passed.

March 24, 2020, Special Board Meeting
ACTION: Ms. Brookfield moved to approve the minutes of March 24, 2020 as presented; 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.

PUBLIC COMMENT - None
**ACTION ITEMS**

1. **Health and safety of essential employees in response to State of Michigan Executive Order No. 2020-21.**

   Recently the Supervisor has designated essential employees in regard to the Executive Order issued March 24, 2020. Ms. Brookfield sent an email to the Board members about her concerns. Ken Hagstrom and Russell Dzuba are still working on site. Ms. Brookfield wants to be sure they are supported and have what they need. Having written and/or video directions for sanitizing and using equipment was discussed. We may need to have a form to be signed by employees that they have reviewed and understand sanitizing procedures. Chief Besson and Ms. Och have talked to the attorney about a basic procedure form for all employees. No one is allowed in the building at the Harbor. Mr. Dzuba has said that the key fobs will been disabled. Mr. Dzuba can take credit card payments with gloves. Gloves are disposed of after each use. The counter and machine is sanitized. He is using the protective gear he has for when he is cleaning out holding tanks. Documents from WHO, MTA, and the Health Department would be useful to share with employees. New legislation does not allow employees to sue their employers over health issues resulting from the COVID19 virus. Ms. Och and Mr. Borden have had discussions with Mr. Dzuba about COVID19 safety precautions. Any new information about COVID19 precautions that comes out in the future will be shared with Board members and employees who would be working on site accordingly. It may be helpful to have a discussion with the Health Department about the nature of the work of the Harbormaster, Maintenance man, and the Sewer Administrator. Ms. Och suggested that the Harbor Commission should talk about back-up personnel if any of the employees should become ill.

   **ACTION:** Ms. Brookfield moved to authorize Ms. Och to monitor the advice of the Health Department and distribute to essential employees as it becomes available under the state of MI executive orders of a state of emergency; 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: Yes

   Motion was passed.

2. **Status of Leland Township parks**

   Ms. Och talked with the Health Department about the parks and park equipment. The parks should remain open, but the equipment should be roped off and not used. The picnic tables should be far apart to discourage people from gathering. It was discussed if picnic tables should be turned over. Some tables are too heavy to turn over or move. Putting laminated signs on them was discussed. The Parks and Rec Commission can work on the wording of the signs. Trash cans and porta johns are not being put in the parks per the Health Department. Decisions about the parks can go through the Parks and Rec Commission and included in the Supervisor’s report to the Board. Any incidence concerning the boat launches should be reported to the Sheriff Department. Mr. Collins suggested that any recreation area that has an enclosed (glass or plexiglass) information board/sign should have information about safety precautions. Safety precautions could also be put on the Leland Township website. Ms. Och is working with the Health Department about protocol and information distributed to people who are coming to their seasonal homes. The information should be coming from the Health

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Department rather than the Township Board. The Board acknowledged that changes are evolving and the Township may have to make decisions quickly and ratified at a Board meeting later. It is anticipated that more meetings may need to take place.

3. Procedure for processing event applications for the 2020 summer season.

Ms. Brookfield has a request for a bicycle race in August. The Wine festival will probably be cancelled. Ms. Brookfield requested a moratorium on event requests until this state of emergency is over.

**ACTION:** Mr. Borden moved to put a moratorium on the permits for public events for the indefinite future, which would be reviewed at monthly regular Board meetings; 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.

Ms. Brookfield and Mr. Cypher will be reviewing the permit process for events and increasing the fee. A list of roads that will be chip sealed this season will be given to Ms. Brookfield to help with scheduling bicycle races.

4. Post audit policy for paying the bills in between meetings.

The language for the motion comes from the MTA and was distributed to Board members. This policy is currently being used by Leland Township. The process for an emergency situation is the optional part. Ms. Och suggested that the Clerk and Treasurer be authorized to do emergency expenditures.

**ACTION:** Ms. Brookfield moved to adopt the procedure to post audit certain bills and authorize the Clerk and the Treasurer to pay emergency bills when deemed essential due to the imminent threat to the health, safety and welfare of the Township; 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.

**OTHER/OLD BUSINESS**

- There will be an election meeting at the office on May 5, 2020. It will be closed to anyone not on the election committee.

**BOARD COMMENT**

Mr. Borden – Mr. Borden expressed concern about the gathering of people at Clay Cliffs and the beaches. He suggested a rope be put up to close the areas. However, the beaches cannot be closed. Ms. Och and Mr. Borden will conference call with Tom Nelson about Clay Cliffs. Whaleback is also an area of concern. Matt Ansorge may have information.

**PUBLIC COMMENT**

Jim Atkinson – He noticed remodeling construction being done on Juniper Trail and a reroofing project on Main Street. Hancock Field had several young people shooting hoops or playing soccer. People have been golfing on the golf course which is closed. Social distancing is not being practiced.
There was discussion: Short rentals are not allowed at this time. Some houses are being used to house medical personnel. Provemont Pond is not closed. Meetings that are being held with Zoom could be advertised in the paper with directions on how to attend. Some boat launches have been closed by the DNR.

**ADJOURNMENT**

Ms. Brookfield moved to adjourn the meeting at 2:24 p.m.; supported by Ms. Och. Motion carried.

Respectfully Submitted,
Cindy Kacin, Recording Secretary

Date Approved: __________________

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Susan Och, Leland Township Supervisor       Lisa Brookfield, Township Clerk