**Green Lake Township Regular Board Meeting**

**Minutes**

**December 12, 2023**

**CALL TO ORDER**: Called to order at 5:30 p.m. by Supervisor Radtke.

**ROLL CALL**: Radtke, West, Kramer, Marek, McDonald, Bieganowski, Biondo. Also present, Recording Secretary Mary Jo Barck.

Radtke reminded the audience to turn cellphones to vibrate or mute.

**PLEDGE**: Was recited.

**APPROVAL OF AGENDA**:

Radtke explained that after the agenda was sent, a quote from Paul Olson for Township Insurance premiums – which were emailed to the members prior to the meeting. He would ask that the topic be added to this evenings’ agenda. **Motion by Marek, supported by Bieganowski to approve the agenda with the addition of Par Plan Insurance premium review and approval as presented. Motion carried unanimously, voice vote, 7-0.**

**APPROVAL OF CONSENT AGENDA**: **Radtke polled the members, audience and staff if there were items to be pulled from the Consent Agenda. Motion by Kramer, supported by Bieganowski to approve the consent agenda as presented. Roll call vote: West – yes, McDonald – yes, Marek – yes, Kramer – yes, Biondo – yes, Bieganowski – yes, Radtke – yes. Motion carried 7-0.**

**CONFLICT OF INTEREST:** None on this date.

**REPORTS**:

Trent Mulder, UHY LLP – Audit Report:

Mr. Mulder explained his previous company merged with UHY, LLC in June of 2023. He will remain with them and many of the previous staff as well.

The report contains the auditor’s opinion letter and this year “unmodified opinion” is noted – the best that can be stated.

**Pages 16-17 included review of the Balance Sheet and the six significant funds found there. The two main funds, General Funds and Fund Balance** have balances totaling $2.2 million. Liabilities include “Unearned Revenue” of $245,000 – ARPA money and Escrow payment. ARPA includes stipulation for spending and Escrow are pass through accounts, fiduciary funds.

**Pages 23-24, Public Safety**, included are pre-paid expenditures an example being insurance.

**Fund Balance this period is 32.4%,** last year it was 40% - expenditures are up this year. Appropriate for a township like this.

The Ambulance Replacement Fund has been zeroed-out, purchase was made in 2021.

**Page 19, Income Statement. The General Fund** had a net change, down $3180.00, on a budget of $1.6 million. The last three years have been $15,000 or less – good position based on size of budget. Mr. Mulder recognized Radtke and Kramer for keeping the budget on track each year.

Public Safety is down $473,000, mostly attributed to the new EMS building costs spilling over. The **Cornelie Trust Fund** has been zeroed-out as well, the balance was expensed to the new building construction.

Page 22, 23, 24 show a cash flow increase of $15,000. Water and Sewer funds, special assessment receivables net position, would not cover a major repair.

**In terms of the General Fund and Public Safety Fund, final budget, they are in the best position since been here.**

**Metro and PEG** funds are being spent, happy to see.

Page 47-48 represent **DDA Statements**. Up $13,000 over last year and revenue capture has also increased. Spent more than any other year, good to see.

Mr. Mulder concluded audit review with an overall opinion last two years good, responsible shape. Breakeven each year makes a township better. Good shape overall.

Management Letters

Good segregation of duties noted.

Heads up escrow activity. System in place right now, dialed in pretty good. Radtke thanked Alycia. Escrows are not expenditures of the township.

Payroll issues have been corrected.

This report has the fewest comments in the last few years. Good people to work with.

Radtke asked if the audience or staff had any comment. None were heard.

GRAND TRAVERSE COUNTY SHERIFF, Mike Shea:

Not available on this date.

DEPUTY MARK NOFFKE, GREEN LAKE TOWNSHIP COMMUNITY POLICE OFFICER:

Deputy Noffke said 13 citations, 15 crashes and 35 complaints were posted for November. The silver truck which was reported last month was not criminal, and there was no public threat.

CHIEF DARYL CASE, GREEN LAKE TOWNSHIP EMERGENCY SERVICES:

Written reports provided in the agenda.

Chief Case stated Joe Miracle, FF/Paramedic has completed his Instructor Coordinator I & II training. The department responded to a fire involving the garage at Silver Lake Auto. He complimented his staff on their quick response.

A demo fire engine from E1, priced at $680,000, meets the needs of the department. The apparatus contains standard equipment, but a light tower will need to be added so the price will change. Red Group financing works with E1 and their proposal will be brought to the Board at a later date.

A Grand Traverse Band 2% grant has been submitted for extrication equipment. The current tools on the engine operate on compressed air – through the existing engine. If the grant does not come through this cost, approximately $50,000 to $75,000 may be incurred as well.

COUNTY COMMISSION:

Not available on this date.

ROAD COMMISSION:

Not available on this date.

**PUBLIC COMMENT:**

None on this date.

**POSTPONED BUSINESS:**

None on this date.

**NEW BUSINESS:**

**Lori Wells, PACE North**, provided a presentation highlighting the all-inclusive services available from PACE. There are currently 187 participants enrolled and those clients receive healthcare, dental care, at home assistance, physical therapy, transportation and many other services. The program is open to anyone over 55 and residing in the services area, a map was provided, and is paid through private insurance or Medicaid. Ms. Wells asked that the Board and staff of the township think about community members who may benefit from the service.

**Granicus Membership.**

Radtke said the zoning staff, Alycia and Isaac, have been trying to work with the company but they are not meeting expectations. Isaac is able to provide the Granicus level of service for the short-term rental applications and monitoring. The renewal rate is $19,000 - $20,000 and staff do not feel it is worth the price. **Motion by Bieganowski, supported by McDonald to discontinue contract with Granicus. Roll call vote: West – yes, McDonald – yes, Marek – yes, Kramer – yes, Biondo – yes, Bieganowski – yes, Radtke – yes. Motion carried 7-0.**

Biondo suggested asking for a refund for services not provided.

**Planning Commission Board Members Appointment.**

Radtke said two Planning Commission members have terms expiring December 31, 2023. He has spoken with those members, Clint Klabunde and Rick Barck, and both have agreed to remain on the commission. **Motion by Marek, supported by McDonald to reappoint Clint Klabunde and Rick Barck to the GLT Planning Commission for a three-year term ending, December 31, 2027. Roll call vote: West – yes, McDonald – yes, Marek – yes, Kramer – yes, Biondo – yes, Bieganowski – yes, Radtke – yes. Motion carried 7-0.**

**Zoning Board of Appeals Board Members Appointment.**

Radtke stated the Zoning Board of Appeals have two members who will have terms expiring December 31, 2023, Kim Dolan and Chris Haight. Mr. Haight is not seeking reappointment. Radtke is reaching out to interested community members. **Motion by Kramer, supported by West to approve Kim Dolan to a three-year term on the GLT Zoning Board of Appeals to a three-year term ending December 31, 2027. Roll call vote: West – yes, McDonald – yes, Marek – yes, Kramer – yes, Biondo – yes, Bieganowski – yes, Radtke – yes. Motion carried 7-0.**

**Golden Fellowship Rental Fees.**

Radtke explained current rentals fees at the Golden Fellowship Hall are $100.00 for the day and a separate $150.00 security deposit is required. The low rate has the hall booked a lot of days and the rental is not covering the cost. Bieganowski asked if residents can get a lower rate than non-residents. Radtke will follow up with our counsel if that can be done. **Motion by Biondo, supported by Bieganowski to raise Golden Fellowship rental rates from $100.00 to $125.00 for residents, $175.00 for non-residents, if counsel believes the separate fees can be charged and increase security deposit to $200.00. Motion carried unanimously, voice vote, 7-0.**

**INSURANCE, PAUL OLSON – PAR PLAN.**

Radtke reviewed the premium information with the Board. The 7% increase is good, and does include the new EMS Station. McDonald asked if the DDA Treasurer and Chairman could be bonded up to $200,000.00 through this policy, Radtke said they could. Motion by McDonald supported by Biondo to accept the 2024 Par Plan insurance premium with the addition of bonding for DDA Treasurer and Chairman. **Roll call vote: West – yes, McDonald – yes, Marek – yes, Kramer – yes, Biondo – yes, Bieganowski – yes, Radtke – yes. Motion carried 7-0.**

**DISCUSSION:**

Radtke reminded the members that they received a packet containing amended PPO Ordinances. He asked they review prior to the next scheduled meeting, January 9, 2024 for action, approval.

**CORRESPONDENCE**:

None on this date.

**PUBLIC COMMENT:**

Greg Caskie, Sr. 11717 US31 South

Under the noise ordinance he would like to see jake breaks on semis not being able to use before 6:00 a.m.

**ADJOURNMENT:**

Motion by Biondo supported by McDonald to adjourn the meeting at 6:54 p.m. **Roll Call Vote: Bieganowski – yes, Biondo – yes, West – yes, Marek – yes, McDonald – yes, Kramer – yes, Radtke – yes. Motion Carried 7-0.**

Respectfully submitted,

Judith L. Kramer

Green Lake Township Clerk