**GREEN LAKE TOWNSHIP BOARD**

**GOLDEN FELLOWSHIP HALL**

**9700 RILEY ROAD, INTERLOCHEN, MI**

**February 12, 2018**

**MINUTES**

1. **CALL TO ORDER**: By Supervisor Radtke at 6:00 pm.
2. **ROLL CALL:** Board members present were: Kramer, Radtke, Schroeter, Biondo, West, Bieganowski and McDonald. Also present was Ward Kuhn, Township Attorney and Ronda Robinson, Recording Secretary.
3. **PLEDGE OF ALLEGIANCE**: Was recited.
4. **APPROVAL OF AGENDA:**

Moved by Kramer and supported by Biondo to remove Censor Resolution from the Agenda. Vote 6-1. Carried.

Moved by Kramer and supported by West to approve the amended Agenda. John Hancock Retirement for Deputies and DDA Admin Pay added to NEW BUSINESS as items M and N. Carried.

1. **APPROVAL OF CONSENT AGENDA:** Moved by McDonald and supported by Schroeter to approve the Consent Agenda, as amended. On page 2 of the 1-24-2018 minutes *accept* changed to *except*. Roll Call: Yes-McDonald, West, Schroeter, Biondo, Bieganowski, Kramer, Radtke. N-0. Carried.
2. **REPORTS:**
3. ANDY MAREK, GRAND TRAVERSE COUNTY ROAD COMMISSION: Marek reported that they are meeting on Wednesday with their Consultant to discuss the East/West corridor. They are getting ready for spring projects.
4. MARY BETH HARDWICKE, INTERLOCHEN PUBLIC LIBRARY: Hardwicke said the walls are going up.
5. **DISCUSSION:** None.
6. **FIRST PUBLIC COMMENT:** None.
7. **CORRESPONDENCE:** None.
8. **UNFINISHED BUSINESS:**
9. I.C.A. ORDINANCE PROPOSAL FOLLOW UP: Radtke said McElyea, McDonald and himself will be meeting with Eric from ICA and Dusty from Mansfield on Tuesday.
10. POLICE POWER ORDINANCE MEDICAL MARIHUANA: McDonald explained that the Planning Commission would like tentative approval of the Police Power Ordinance, so they can know that this Ordinance along with their work on a Zoning Ordinance might possibly be approved. If it was approved tonight it could still be tweaked, if necessary, prior to adoption.

West asked why in Article 4 it says *is* instead of *maybe*. McDonald said they can change it.

Bieganowski said a Police Power Ordinance shouldn’t have any Zoning regulations in it. He would take Article 4 out of the Police Power Ordinance.

Radtke said he likes the idea of giving the PC a document that is official to give them direction to proceed with. The Board can concentrate on the Police Power Ordinance.

McDonald said he didn’t include licensing in this draft he called it registration.

Bieganowski thinks you need licensing, so you have something to revoke, and they should require a copy of the State application. Section 5 C should be changed to *not* instead of *is/is not*. There should be a penalty and enforcement section. He wants both Ordinances to be passed at the same time.

Radtke agrees that Zoning regulations belong in the Zoning Ordinance and they need to give complete direction to the PC to proceed. This approval is in concept only to give guidance of our position at this time.

Motion by Bieganowski and support by McDonald to send on the tentative Draft and the comments on the draft to the Planning Commission to show support of this Draft. Vote 5-2. Approved.

1. **NEW BUSINESS:**
2. APPROVE HIRING DUSTIN LOPOTOSKY:

Motion by Kramer and support by Radtke to hire Dustin Lopotosky for the Emergency Services provided he passes all the necessary background checks. Vote 7-0. Approved.

West asked for more information on the applicants in the future. Radtke will see about a cover letter in the future.

1. INTERLOCHEN WOMEN’S CLUB CHARITABLE GAMING LICENSE:

Bieganowski asked if this license is for a couple days or for a year. It is for a whole year.

Motion by Biondo and support by Schroeter to approve the Interlochen Women’s Club Charitable Gaming License for 2018. Roll Call: Yes-Schroeter, Biondo, McDonald, Bieganowski, Kramer, West and Radtke. No-0. Passed.

1. PERSONAL PROPERTY WRITE OFFS:

Bieganowski asked how far it goes back. Schroeter answered that every year she goes back 5 years and writes off what she will never be able to collect.

Motion by Kramer and support by West to approve the Personal Property Write Offs for 2012, as presented. Roll Call: Yes- Biondo, West, Kramer, Bieganowski, Schroeter, McDonald, Radtke. No-0. Passed.

1. STREET LIGHT REQUEST (M137/VAGABOND & DEPOT):

Schroeter also would like to add Park Lane to the request.

Bieganowski asked how much they street lights cost a year.

Biondo wants to get lights up on the major streets before they put them up in neighborhoods.

McDonald mentioned a future Dark Sky Ordinance and how that is affected by more street lights.

Radtke and Kramer will investigate the streetlights and bring it back next month.

Motion by Kramer support by West to place this under unfinished business on the March Meeting Agenda. Carried.

1. JEFF AND JILL CHEEVER TEMPORARY USE PERMIT:

McElyea explained that the applicants are asking for a temporary use permit for a seasonal fireworks tent at Chrissy’s Market. The Ordinance says the permits can be approved for two months and Cheevers would like the Board to consider issuing a permit for four months to encompass all three summer holidays. They hope to have a building for the sales in the future.

Bieganowski said the Board can’t violate their own Ordinance.

McElyea stated that the Board made an exception at Chrissy’s Flea Market.

Biondo said it was because it went by cumulative days, only open on the weekend.

West asked about the security of the fireworks. The Cheevers intend to follow all the Michigan Firework Laws and guidelines for firework sales.

Kramer reminded the Cheevers about the Township Fireworks Ordinance.

Kuhn said this isn’t the sort of thing a variance would apply to.

Cheever said he would be please to start with a temporary use permit from May 15 to July 15.

McDonald made a motion seconded by Bieganowski to approve the temporary use permit amended to 5-15-18 to 7-15-18. Roll Call: Yes-West, McDonald, Schroeter, Bieganowski Biondo and Radtke. No-Kramer. Carried.

1. IPL GRANT EASEMENT REVISION APPROVAL:

Kuhn explained that many months ago the Board approve the lease and several months ago the Board approved a proposed granted easement with respect to the sewage system. We thought we had an agreement that would work but then discovered that the property descriptions had disclaimers saying they had to be verified. He thought that was very odd. The issue has been resolved by adding a sentence to paragraph one saying, *It is up to the library to properly locate the improvements on the easement*. If there is a problem, it will be the Library’s liability and not the Township’s liability. Kuhn can recommend approval of the IPL Grant Easement with this addition.

Bieganowski made a motion seconded by Kramer to have the Supervisor sign the IPL Grant Easement agreement. Roll Call: Yes-Bieganowski, McDonald, Schroeter, West, Biondo, Kramer, Radtke. No-0. Approved.

1. EMPLOYEE HANDBOOK REVISION APPROVAL:

Kramer explained that the Handbook has been relabeled, change to pay on a weekly basis and ADR was modified to comply with the local standards.

Motion by Kramer support by Schroeter to approve the revised Township Handbook with corrections noted. Roll Call: Yes-Kramer, McDonald, West, Schroeter, Biondo, Bieganowski Radtke. No-0. Approved.

Kramer will get the revised Handbook to the Board and the Employees.

1. ACTION ON ACCOUNTANT RFP:

Radtke said that Schroeter, Kramer and he reviewed the two bids they received. They recommend going with Rehman as the Township Accountant.

Motion by Bieganowski and support by Schroeter to engage Rehman as the Township Accountant for one year. Roll Call: Yes-McDonald, West, Schroeter, Biondo, Bieganowski, Kramer, Radtke. No-0. Carried.

1. TEMPORARY MODULAR SLEEPING QUARTERS FOR FIRE/EMS:

Radtke explained that Metro and Whitewater both have a 3-bedroom temporary modular sleeping quarters for rent. We are crowded, and this is an option. The rental is $900 a month and there are set up, transportation, septic and water expenses estimated to be about $15,000. $50,000 is set aside in the budget for this purpose. They need to think about future expansion and make it compatible.

Schroeter wants to look at them first.

West mentioned using the old Library for future expansion.

Motion by Radtke and support by Kramer to have Flies and VandenBrink vet out our options for temporary modular sleeping quarters with septic and water for Fire/Ems not to exceed $1600. Roll Call: Bieganowski, Biondo, Schroeter, McDonald, Kramer, Radtke. No-West. Carried.

1. DDA REQUEST FOR FUNDS TRANSFER:

Bieganowski said they are their own body so they should just get their money.

Kramer would like the DDA Board minutes sent to her.

Schroeter asked if it includes the money the Township loaned the DDA. Answer is yes.

Schroeter asked if it should be in cashier’s check and if next week is soon enough. Brian, President of the DDA, said yes.

Biondo said they filed a deficit reduction agreement with the State when the loan was given.

Kuhn said the first question is who is the custodian of the money. It is the DDA.

The other issue is if there is an agreement stating how the loan will be repaid, it should be amended.

Motion by Bieganowski and second by Biondo to execute the request. Roll Call: Yes-Bieganowski, Biondo, Schroeter, McDonald, Radtke. No-West, Kramer. Passed.

1. ACCEPTANCE OF THE REHMAN GROUP AUDIT:

Motion by McDonald and support by Biondo to accept the Rehman Group Audit of August 31, 2017. Roll Call: Yes-Biondo, Bieganowski, McDonald, Kramer, West, Radtke. No-Schroeter. Approved.

1. ADOPTION OF SIX POLICIES PRESENTED IN THE AUDIT:

Motion by McDonald support by Schroeter to accept as official Board Policy the following recommendations:

1. Review and second signature on the EFTPS deposit.

2. Treasurer review of EFTPS payments and verification that they match the amount reported to the IRS.

3. Clerk reconciles the payment to the payroll totals and attaches the reconciliation to the payment request.

4. Any IRS notices will be sent to all four parties.

5. Payment of interest or penalties will be placed in an easy identifiable account in the Financial Statements.

6. Review payroll policies and clearly layout the deadlines for the submission of pay information.

Roll Call: Yes-Biondo, West, Kramer, Bieganowski, Schroeter, McDonald, Radtke. No-0. Approved.

1. John Hancock Retirement Policy:

Kramer said in 2010 they signed an agreement for retirement contributions which included the Deputies. This wasn’t done. Burnham and Flowers believe the Township owes three Deputies a total of $7,425.28. It is just for their Deputy wages. She thinks that down the line the Board needs to look at this in a workshop.

Bieganowski said we must follow what is in writing now but if they don’t like it they need to modify it.

Kuhn said Deputies are clearly appointed officials.

Biondo said the agreement in front of them isn’t the original.

Kramer has a conflict of interest and cannot vote, Schroeter is able to vote, she doesn’t have a conflict of interest.

Motion by McDonald second by Schroeter to postpone this until a workshop session can be held. Carried.

1. DDA ADMINISTRATION:

Motion by Kramer and support by Schroeter to remove this item from the agenda. Carried.

1. POSSIBLE CLOSED SESSION MCL#15.268D TO DISCUSS PROPERTY ACQUISION:

Radtke explained that Rotary Charities has property that was used as a camp that the Township may be able to acquire. The Rotary wants to sell a portion of the land and have the rest of the property be held in public hands.

Bieganowski said it isn’t on the market and they aren’t negotiating so they can’t go into closed sessions. Kuhn agreed.

Radtke said they would go after a grant and probably put some moneys in also. Rotary hasn’t given the Township a price yet.

Bieganowski made a motion supported by McDonald to proceed with the Rotary Charities discussion. Vote 6-1. Carried.

1. **SECOND PUBLIC COMMENT:** Kramer asked the Board if they are interested in using iPads or tablets to get their packets electronically. Kramer mentioned it would save paper and help with getting everyone on the Township Email. Kramer will talk to I T Right about some options.
2. **ADJOURNMENT:** Radtke adjourned the meeting at 8:36 pm.

JUDITH L. KRAMER, CLERK

GREEN LAKE TOWNSHIP

RONDA ROBINSON, RECORDING SECRETARY

GREEN LAKE TOWNSHIP

NOTE: THESE MINUTES ARE SUBJECT TO AMENDMENT AND /OR CORRECTION PRIOR TO THEIR ADOPTION.