**GREEN LAKE TOWNSHIP BOARD**

**GOLDEN FELLOWSHIP HALL**

**9700 RILEY ROAD, INTERLOCHEN, MI**

**NOVEMBER 13, 2017**

**MINUTES**

1. **CALL TO ORDER**: By Supervisor Radtke at 6:00 pm.
2. **ROLL CALL:** Board members present were: Radtke, Kramer, Schroeter, Biondo, West, Bieganowski and McDonald. Also present was Ronda Robinson, Recording Secretary.
3. **PLEDGE OF ALLEGIANCE**: Was recited.
4. **APPROVAL OF AGENDA:** Moved by Bieganowski and supported by McDonald to approve theamended agenda. Removed ACH POLICY from UNFINISHED BUSINESS and added FSA HSA AND HRA to NEW BUSINESS. Carried.
5. **APPROVAL OF CONSENT AGENDA:** Moved by McDonald and supported by Biondo to approve the consent agenda, as amended. Minutes of October 9, 2017, 4:00 pm, changed *there* to *their* under NEW BUSINESS, Interlochen Center for the Arts Ordinance Proposal. Minutes of September 9, 2017, at 6:00 pm, removed until next month’s meeting. Roll Call: Y- West, McDonald, Schroeter, Bieganowski, Biondo, Kramer and Radtke. N-0. Carried.
6. **REPORTS:**

**A**. TRENT MULDER, BAIRD, COTTER & BISHOP AUDIT REPORT: Mulder reported that Green Lake Township received an unmodified opinion which is the best Auditor’s Opinion you can receive. He then reviewed the most important points of this year’s Audit Report. Mulder reviewed his letter to the board titled, Communications of Material Weaknesses. He said the internal controls are very good for a rural township in Northern Michigan. He then reviewed his letter titled Communications with Those Charged with Governance at the Conclusion of the Audit. He had a few points for the Board to think about: 1-Make sure budget amendments get into BS &A 2-Adopt a budget for a new fund right when the fund starts 3- Keep up with the IRS rate changes for mileage 4- Be diligent with credit card records 5-Keep reviewing policies since thing change so fast, maybe institute a three-year rotation 6-Adopt a conflict of interest policy 7-Keep on top of the internal controls on technology.

Biondo asked about re-amortizing the bond for the Village of Interlochen Special Assessment District, to save money on interest payments. Mulder said it certainly is an option to look at.

Biondo asked about the Fire Fund Accounts Receivables, that will never be paid, and if the Board should look at writing any of them off. Radtke said he will add it to the list of things to talk over with Mulder.

**B**. ANDY MEREK, GRAND TRAVERSE COUNTY ROAD COMMISSION: Merek said they are bidding East Duck Lake Road for 2018 and they will be fixing a section of South Airport Road near Veterans Drive. They will be holding a Public Hearing to finalize the Budget on November 21st. They are the first Road Commission in Michigan to have a Fleet Management Plan. This will help them to save money on their vehicles. They are also putting in a big wash bay which will extend the lives of their vehicles. The rain has saturated some of the gravels roads that have a high ridge.

**C**. PAT THOMPSON, INTERLOCHEN PUBLIC LIBRARY: Thompson said they were awarded a Citation of Excellence from the Library of Michigan, this award came with a $1000 check. The Children’s Christmas Party will be December 1st. Swing shift with the Stars has raise $76,000 for the Library. The footings have been poured for the new library and the old Post Office has been taken down.

1. **DISCUSSION:** None.
2. **PUBLIC COMMENT:**

Steven Ezell, Interlochen Alternative Health, has invited some of his patients to speak:

The following people spoke in favor of Interlochen Alternative Health:

Victoria Schneider, 4991 Lakeview Drive

Patrick Burns, 826 Minkin Drive

Joel Herbert, 1015 Red Drive

Tim Shannon, 1179 Trucker Trail Beulah

Kasey Harrington, 1079 East Duck Lake Road

Kary Weber, 8794 Cedar Run Road

Aaron Hickey, 6092 Frankfort Hwy Benzonia

Vincent Canale 1889 Melody Lane

Susan Leonard 2284 Artist Avenue

Joshua Matney 2684 Artist Avenue

Ray Ranstadler 1635 Fairfield

Misty Castle

Jay Feldman 317 E 10th Street

Summer Mullins 1488 McGregor

Christopher Chrok

1. **CORRESPONDENCE:**
2. Letter from Cherryland Electric regarding a low interest loan for a commercial generator.
3. Letter from TCAPS, it will be on next month’s agenda.
4. Letter from Wade Adams regarding chemical treatment of the lakes.
5. **UNFINISHED BUSINESS:**
6. ZONING ADMINISTRATOR FOLLOW-UP: Radtke explained that the interview committee of West, Bieganowski and Radtke, evaluated the applications and narrowed it down to three individuals to do on site interviews with. Then they narrowed it down to two individuals. One had Zoning Administrator credentials and has been involved in public works for quite some time and could start right away. The other individual had more Planning experience. At this time the committee decided that Zoning was a higher priority. Radtke recommends hiring Kevin McElyea as Zoning Administrator with the Salary of $45,000, as an at will employee, starting tomorrow.

Bieganowski said this is the way to go if they are keeping the model of having one person doing Zoning and a separate person doing the Planning.

Biondo said there is a lot of differences in the people that do Zoning and Planning. He hopes that McElyea can facilitate the Board getting something moving in the Planning Department. He said having no ZA is an immediate stress point.

Biondo made a motion, support by Kramer, to hire Kevin McElyea as the Zoning Administrator for the salary of $45,000. Roll Call: Y-Schroeter, Biondo, McDonald, Kramer, West, Radtke. N-Bieganowski. Carried.

McElyea explained he already has travel plans for late February or early March and would like to work something fair out for the vacation time. He thanked the committee for their due diligence and for offering him the job. He said Green Lake is always at the forefront of protecting their citizens’ rights. He pledges to continue this and put the citizens’ needs first and for most.

1. PURCHASING POLICY: Radtke said some people believe the budget is the purchasing policy and each department head can do as they see fit in their budget center. Some people think it is up to the Supervisor to approve the purchasing. He proposed a set of parameters: $500 to $2,500 needs a verbal bid, $2,501 to $5,000 needs a written bid, over $5,000 needs a sealed bid. Anything out of budget spending needs Board approval prior to purchase.

Biondo explained that it is helpful to adjust budget centers for the next budget to make purchasing easier.

Motion by Biondo and support by Bieganowski to set the general purchasing parameters as such: a single item purchased for $500 to $2,500 needs a verbal bid, $2,501 to $5,000 needs a written bid, and over $5,000 needs a sealed bid. Any spending outside of the budget needs Board approval prior to purchase. Roll Call: Y- Biondo, West, Kramer, Bieganowski, Schroeter, McDonald and Radtke. N-0. Approved.

1. INTERLOCHEN CENTER FOR THE ARTS ORDINANCE PROPOSAL FOLLOW UP: Radtke said Harry Wierenga, the Planner who is authorized to draft verbiage, will have an email to him by tomorrow morning. McDonald and he will discuss it and then get with Mansfield Land Use Consultants, Wierenga and ICA.

Motion by Bieganowski, support by McDonald, to postpone action on this item until December’s meeting. Carried.

1. IPL EASEMENT CHANGE REQUEST: Kramer said they haven’t signed the easement agreement yet and they can’t act on this until the agreement is signed.

Motion by Bieganowski, second by West, to postpone action on this item until December’s meeting. Carried.

1. MEDICAL MARIJUANA FOLLOW UP: Bieganowski said the Planning Commission gave the Board their suggestions for which of the five facilities should be allowed in which zoning districts. After that the Board left the PC hanging.

Radtke said medical marihuana is a supplement to advance the quality of life for individuals. He has recently watched the kids going up and down the highway and has a concern about any facility in this walkable area that could be perceived as targeting our youth. The Planning Commission can decide if there are districts conducive to the five types of facilities.

Bieganowski stated that he isn’t against a provisioning center in Green Lake Township, but he doesn’t want it in the corridor or gateway districts. Bieganowski said the old model doesn’t get interrupted with the new laws.

Biondo gets that it is a medical use. The new law will let them have a dispensary legally, and it will be taxed, if we allow it. The other four uses would probably be big operations. He said what is left is basically along 31 but not at the corner. Biondo said the strong ones make it and the week ones don’t, and he doesn’t want to pick and choice who does business. The office district has horrible entry and exit visibility and he doesn’t think they should allow anything on the gravel commercial road.

McDonald said if it all is going to be turned down the Planning Commission doesn’t need to proceed.

Schroeter said she would like to take an opportunity to tour Ezell’s business. She asked if they are allowed to only let in one provisioning center. She asked if Ezell has to reapply to be a provision center. Answer is yes.

Judy is in agreement with not allowing it on the main roads.

West doesn’t want it at all.

Radtke passed out a Medical Marihuana survey to the Board and mentioned that McElyea will be able to help with this process now.

Collin Schworm, Planning Commission, clarified that the Board is just talking about saying no to the walkable areas.

Kramer asked who would put the limits on numbers of facilities allowed and Radtke said it would be the Board’s responsibility with a police power ordinance.

Radtke took a recess at 8:00 pm.

Radtke reconvened the meeting at 8:09 pm.

1. **NEW BUSINESS:**
2. IPL EASEMENT REIMBURSEMENT: Invoice 78944 from Gosling Czubak is for the civil engineering services to relocate the sewer main.

Bieganowski said it would be unusual for the servient tenement to pay this amount.

Thompson said this was a collaboration with the Township and some of the work will benefit the Township.

West asked if this is a lawful expenditure? Radtke said, yes, it is on our property.

Kramer asked if it is the last invoice. Thompson isn’t sure.

Motion by Biondo, second by Schroeter, to authorize the payment of $573.00 to Gosling Czubak for the easement work on our property. Roll Call: Y-Schroeter, Biondo, McDonald, Bieganowski, Kramer, West, Radtke. N-0. Passed.

1. SNOW PLOWING BIDS: They asked for two-year bids. They received bids from Johnson Outdoors, Schworm Excavating, Inc. and Earl Sutherland.

McDonald mentioned that they have to take into consideration the loader and salt prices.

Motion by Biondo, support by McDonald, to award North Rodgers Road, Emerald Forest Road and Rainbow Pond Subdivision to Schworm Excavating, Inc. Roll Call: Y-Biondo, McDonald, Bieganowski, Kramer, West, Schroeter and Radtke. N-0. Carried.

Motion by McDonald, support by Bieganowski, to award the remaining contracts to Johnson Outdoors. Roll Call: Y-West, McDonald, Schroeter, Bieganowski, Biondo, Kramer and Radtke. N-0. Carried.

1. FRONT LINE SERVICES, INC. PAYMENT APPROVAL:

Motion by Biondo and support by Schroeter to approve the Front Line Services invoice of $13,884.85.

Bieganowski asked if this is turnout gear. He asked if they have to approve these invoices every time there is a new hire.

Cutway said yes, it is turnout gear for their new hires. He added this is for six new people and the gear has to be fitted for each person. Turn out gear has to be replaced every ten years.

Biondo said with Rural Fire they typically had extra turn out gear. They are starting out new now.

Roll Call: Y-Schroeter, Biondo, McDonald Bieganowski, Kramer, West and Radtke. N-0. Carried.

1. HOLIDAY OFFICE HOURS: Radtke said historically they have closed the office between Christmas and New Year’s.

Schroeter said she will be in the office on Thursday, December 28, from 9 to 5.

Kramer said the Clerk’s Office will be open Wednesday, December 27.

West asked when it is going to be important enough to start keeping the Office open between the holidays.

Bieganowski said this has always been forced upon us because if we say no they will arrange their vacations to make this happen anyways.

Schroeter said it just became a thank you to our employees.

Bieganowski said when we get bigger it shouldn’t happen. This should be the last year.

Motion by Biondo, second by Kramer, to close the office from 12-22-17 to 1-2-2018. Roll Call: Y-Biondo, West, Kramer, Bieganowski, Schroeter, McDonald and Radtke. N-0. Carried.

1. MECHANICS AVENUE RESOLUTION #11132017.2: Radtke said they had a ten-year option and the option expires in May of 2018. If we want to exercise our option to keep Mechanics Avenue from 10th Street South open for a public ingress and egress they need to pass this resolution.

Bieganowski said we will want to preserve it. We can let it go by then we are done.

Biondo said we might want to survey it and meander the road a little different.

The option agreement is $10.

Motion by McDonald, second by West, to adopt Resolution #11132017.2 as amended. Roll Call: Y-West, McDonald, Schroeter, Bieganowski, Biondo, Kramer and Radtke. N-0. Carried.

1. REVISITING DEPUTY HOURS: Bieganowski explained that during budget time they discussed Deputy hours and agreed to revisit it later. The three Deputies, at this time, are working 30 hours.

Schroeter said she tried it out giving her Deputy 30 hours a week. After the first of the year she thinks two days a week will be sufficient for her Deputy.

Kramer would like to revisit this issue every six months to see where they are at.

West asked if the deputies fill out time sheets. Answer is yes.

West wonders about giving the Deputies retirement because the policy says they need to work 38 hours.

Bieganowski said they agreed to retirement for them already because they are appointed officials.

McDonald thanked Schroeter for looking at her Deputy’s hours and reducing them.

Motion by Bieganowski, support by McDonald, to approve 19 hours a week at a salary of $15,333.34 for the Deputy Treasurer starting January 1, 2018. Roll Call: Y-McDonald Schroeter, Radtke, Kramer, Biondo, Bieganowski and West. N-0. Carried.

1. ACCOUNTING SUPPORT FOR CLERK & TREASURER: Bieganowski read a letter explaining that he is not comfortable with the same firm preforming our Audit and providing general accounting services to the Township. He thinks it is wrong because the firm should not audit books that they help create or modify. They also can’t alter an entry without approval of management, which is the Board not the Clerk or Treasurer. The Treasurer can’t hire the audit firm to help with her job without Board approval. There is no good way to separate what the firm is doing as the Auditor and as a general accountant. If the office needs accounting assistance the Board should hire an outside accountant.

Kramer said there is a separation because Trent helps with the accounting and he doesn’t do the Audit. Bieganowski said it can’t be the same firm.

Schroeter said Trent doesn’t make the adjustments he just tells them how to make the changes.

Kramer said then they have to train another person on their books.

Radtke read a letter from Jill Coverdill regarding ACHs and accounting support for the Clerk and Treasurer.

Biondo said the Board isn’t management. The Supervisor, Clerk and Treasure have those duties. He wants to take this issue to a workshop meeting.

Motion by Biondo, support by Kramer, to postpone a discussion on Accounting Support for the Clerk and Treasurer to a future meeting. Carried.

1. RURAL FIRE DISSOLUTION DISCUSSION: Bieganowski explained why he thinks Green Lake should share in the money left after Rural Fire’s dissolution.

Biondo said the agreement with Rural Fire was written to be painful to get out on purpose.

Radtke is with Bieganowski and not too impressed. He thinks it is worth a try to present their thoughts. It has not been handled with good faith.

Motion by Radtke, second by Kramer, to have Radtke talk to the attorney about Rural Fire Dissolution. Carried.

1. ELECTION RESULT DISCUSSION: Radtke said there was only 15.5% voter turnout. The renewal was approved 75 % to 25 %. ALS went down by 11 votes. The new fire station went down by 71 votes.

Bieganowski said the Board didn’t take a strong stand because they wanted the people to decide. Should they let it drop for a couple years?

Biondo said they know the price of getting into ALS is going up. They should workshop it and explain it to the people better.

Schroeter said they didn’t get a good representation. They should put it on a busier election.

Radtke thinks they should set up an ad hoc committee with some members of the public. The committee could research the issues and look at what was done right and what was done wrong with this campaign.

Biondo said they should workshop this issue. They need to reach out to their membership, and set up a timetable of goals.

Motion by Bieganowski, support by McDonald to have Radtke create an ad hoc committee with some members of the public. Carried.

West mentioned using the money they have set aside to do a small addition to the office. The Board said the greater need is the fire station.

1. MEDIATION STATUS:

Motion by Paul, support by Bieganowski, to remove this from the agenda. Carried.

1. GROUP PENSION PLAN RESOLUTION #11132017.1: Biondo said they were misled on the old 457 plan. They found out it was written wrong, so they froze that account and set up a new account. The money in the old account cannot be withdrawn by the owners of the money until they are 70.5 years old.

This resolution is to change the normal retirement age to 59.5 years on the 401 (a) plan.

Motion by Biondo, support by Bieganowski, to adopt resolution #11132017.1. Roll Call: Y-Schroeter, Biondo, McDonald, Bieganowski, Kramer, West and Radtke. N-0. Carried.

1. HSA, FSA, HRA: Kramer said the Board voted to renew the health insurance policy at last month’s Board meeting. The motion approved it as the same as we currently have. The Board needs to make a new motion to authorize these funds into the accounts.

Motion by Bieganowski support by West, to adjust the contributions amounts to match 2018 level. Roll Call: Y-West, McDonald, Schroeter, Biondo, Bieganowski, Kramer and Radtke. N-0. Carried.

1. **PUBLIC COMMENT:** None.
2. **ADJOURNMENT:** Radtke adjourned the meeting 9:33 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.