

## **LELAND TOWNSHIP ANNUAL MEETING**

**Saturday, March 27, 2021– 10:00 a.m.**

(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.)

### **MINUTES**

**PRESENT:** Supervisor Susan Och, Clerk Lisa Brookfield, Treasurer Shirley Garthe, Trustee Clint Mitchell, Trustee Mariann Kirch.

**ABSENT:** 0

**GUESTS:** approximately 75

Ms. Och gave directions for various actions during the Zoom Annual Meeting.

**CALL TO ORDER:** Ms. Och called the meeting to order at 10:06 a.m. with the Pledge of Allegiance.

**APPROVAL OF AGENDA:** Agenda corrections: The meeting minutes to be approved should be the date of March 23, 2019. The proposed salary for the Supervisor should be \$25,625.

**ACTION:** Mr. Dan Lisuk moved to approve the agenda as presented and amended; supported by Mr. Jim Redmond.

Mr. Clint Mitchell conducted a roll call of eligible voters. Motion carried.

### **APPROVAL OF MINUTES**

**March 23, 2019 (Annual Meeting):** Correction: spelling of “Lusik,” should be “Lisuk.”

**ACTION:** Mr. Lisuk moved to approve the minutes of March 23, 2019 as presented and amended and approved by unmuted acclamation on Zoom; supported by Mr. Walter Schmidt. Motion approved by public acclamation.

### **REPORTS FROM BOARDS AND COMMISSIONS/DEPARTMENTS (Reports available online)**

1. Leland Township Fire & Rescue Department - Chief Dan Besson

Chief Besson shared a power point presentation of an annual review of the Fire & Rescue Department activities. He discussed Covid accommodations, staffing, coordination with nearby fire departments, the box alarm system, resident safety programs, Leland School water supply, department vehicles, safety inspections, staff promotions, grant awards, manner of operation with staff, training, overlapping calls, and a review of significant fires in the township and other townships. He also discussed staffing and hiring, insurance, and equipment purchases.

Tony Borden asked about future staffing plans for the Leland station. Chief Besson discussed the plan is contingent on the budget approval. The intent is to fill it on a more permanent basis.

Jim Atkinson commented that the village and Fishtown are separate on run sheets. Chief Besson discussed the need for different equipment in the two areas.

Jim Atkinson: NFPA – Is it mandatory or optional for the department? It is not mandatory, but not all standards apply to this rural area (as compared to maybe a Detroit population).

**ACTION:** Shep Burr made a motion to change in the agenda to discuss the salary resolutions ahead of the rest of the agenda; supported by David Workum.

**DISCUSSION:** Ms. Brookfield responded that proper procedure does not allow the changing of the agenda after it has been approved. Also, Shep Burr is not a qualified elector. There was disagreement on the proper procedure so Ms. Brookfield looked up MTA procedure for verification of the proper procedure.

**ACTION:** Mr. Workum withdrew his support and Mr. Burr withdrew the motion until further information could be reviewed.

The meeting continued according to the approved agenda.

2. Leelanau County Commission – Patricia Soutas-Little, Commissioner

Ms. Soutas-Little reviewed the committees on which she serves and the new committees she will be on this year. She reported on the temporary recycling site offered by South and North Manitou Islands, LLC and the progress made toward securing a permanent site at Popp Road. The engineering plan of the new site is almost complete. It is expected to be completed in 3 months. The temporary site will close on May 1.

LIFT (Leelanau Internet Futures Team) is working to enhance broadband service in Leelanau County. New internet services are expected to be in the area soon.

The Early Childhood Initiative was funded in March 2019. It was launched in April 2020. In spite of COVID restrictions, they were able to serve families by delivery of materials and linking families with needed services.

Ms. Soutas-Little explained the activities of Senior Services in the area. She also reported that Habitat for Humanity will be building 6 homes this year. The Building Safety Department has installed a web-based application procedure which has streamlined the process for contractors and homeowners.

Further information can be obtained on Ms. Soutas-Little's report at the Leland Township Office and online.

Mr. Mitchell commented that the temporary recycling site will stay in operation until mid June.

Agenda Discussion

Mr. Burr, after referencing Robert's Rules, commented that an amendment to the agenda is possible mid-meeting.

The Township does not follow Robert's Rules, but follows process and parliamentary procedures as outlined by the MTA. Ms. Brookfield read aloud a section from the MTA concerning this subject.

There was continued discussion about this matter with many comments from the public.

**ACTION:** Ms. Sandra Reardon moved to do the salary resolutions between item 2 and item 3 on the Reports section of the agenda; supported by Mr. Borden.

DISCUSSION: As an agenda amendment, this would need 2/3 of the vote of participants to pass.

Mr. Mitchell conducted a roll call vote. Motion failed.

2/3 of the vote was not achieved and the agenda would remain as approved at the beginning of the meeting.

3. Leland Township Sewer Department - Steve Patmore, Sewer Administrator  
COVID affected the operations of the Sewer Department. Overall, the system is working very well. The lagoon level is good. The phosphorous level is trending down. Work that was done included an improved control system, work on a bio-filter, refurbishing of a step pump, work on the aerators, work on the sludge pump, and work on the Thompson Street pump system. They are working very well with IAI. With the real estate boom, several permits were issued to new residents. A capital improvement plan is being developed. Odor issues will be worked on. The lagoon is scheduled to be drained of sludge. Other activities of the Sewer Department are outlined in Mr. Patmore's report which is on file at the Leland Township Office.
4. Leland Township Parks & Recreation Commission, Molly Steck, Chair  
All parks were and are open during the pandemic. There were no life guards this last summer. For safety reasons because of COVID, a limited number of garbage bins were put out. Signs concerning safety were posted in the parks. Improvements are being done to the Provemont Pond area. The trail improvements are being funded by donations. Grove park will have some tree removal. A land use study will be done at Hancock Field. A skating area was installed there this year. The projects that are being done by Youth Works were discussed.
5. Leelanau County Road Commission, Brendan Mullane  
Mr. Mullane presented a power point presentation of this year's work at the Road Commission. He discussed the structure, staffing, current work, and funding of the Commission.
6. Leland Township Harbor – Jeremy Anderson, Harbormaster  
Mr. Anderson reported on boat service, fuel sales, and the refurbishing of the electrical box which was needed because the high water compromised the safety of the box. John Wellborn commended the work done at the Harbor.  
Richard Kiernan asked about the location of the dredge spoils. The spoils will go 1,000 feet south of the Harbor.  
Randy Ralph asked about a need for an environmental study of the spoils before dumping it on the beach. Mr. Dzuba replied that the spoils were tested and were 95% sand and no toxic elements.

7. Leland Township Planning Commission – Dan Korson, Chairperson

Four meetings were held in 12 months. Two land use requests were approved. Clint Mitchell is a new member of the Commission. Mr. Korson named the Commission members and the elected officials. They are currently working on conditional zoning for a cidery and a zoning amendment for house size limitations. They are continuing to work on the Master Plan. It is on hold now until the census data is received.

Mr. Borden suggested that legal counsel be sought for the zoning amendment for house size limitations. He also asked about the status of a STR (short-term rental) ordinance.

Mr. Korson replied that they have legal counsel looking at the zoning amendment and the STR registration ordinance is in the hands of the Board at this time.

8. Leland Township Library – Mark Morton, Director

This was an atypical year because of COVID. The Library was closed from March 2020 to June 2020. The Munnecke room was rarely used. It was limited to 25 people. There were a lot fewer programs this year because of COVID and the Library expenses were under budget. There is a capital campaign for the renovation and expansion of the Library. An annual report is available at the Library. There are two hot spots available at the Library for public use. A hotspot uses cell phone signals to access the internet.

9. Leelanau Community Cultural Center – Dan Lisuk, LCCC President

Previously, the Township was leasing the Old Art Building from MSU. The building was sold to the LCCC on December 30, 2020. The Annual Report is available at the Old Art Building. Income is down by 20% because of COVID. The building is allowed to have 25 people at a time.

In response to a question, the LCCC is funded by events and performances, classes, fund drives, grants, and renting of the building. It is not funded by the Township in any way. The Township does provide lawn maintenance.

In answer to a question, the LCCC reported at this meeting because the Township was involved in the leasing of the building from MSU.

**SUPERVISOR'S REPORT**, Supervisor Susan Och

Ms. Och reviewed the pertinent information of dealing with the COVID pandemic. She also discussed grant opportunities. By law, the Township is responsible for assessing property, running elections and collecting taxes. Absentee voting duties are done by the Clerk and Deputy Clerk. Four elections were done this year. Ms. Och described the work and the qualifications of the Assessor, Julie Krombeen. Ms. Och debunked a rumor that the Township has used an illegal assessing process. The Township was 100% compliant with legal assessment practices. Taxes are complicated and so many properties are changing hands and the Headlee

Rollback comes into play. Ms. Och explained the Headlee amendment, the use of the millage, and elections.

Rebecca Reynolds asked if the proceeds from the federal stimulus could be used for recycling, repair of the sea wall at the Library, and sidewalks. Ms. Och replied that the parameters of the that money is not known at this time. The Township would like to use that money for infrastructure needs.

Randy Ralph asked if the Stephensen lawsuit has been settled and is there a summary of it. The lawsuit has been settled but the conditions of the lawsuit prohibit public comment about the case. Confidentiality was part of the agreement presented to the Township. Budget adjustments were made for the shortfalls in the assessor's budget. Mr. Ralph was concerned that other properties would be over assessed and this would happen again.

Ms. Och explained that this was a unique property. Assessment is based on previous sales and there are few properties that were even somewhat comparable to this one in the state. An economic condition factor was used based on sales history and neighborhoods of similar valued properties as is used in the assessment of all properties.

Jim Atkinson asked if future Township meetings would be in-person or on Zoom or both. Ms. Och recognized that more people can attend the meetings with online access. The goal would be to have hybrid meetings.

The Assessor's report is online. The Assessor is out of town at this time.

Sandra Reardon asked if the salary resolutions were determined by using the tool that compares salaries with other counties throughout Michigan. Leland has a lot of business that is done without additional office help. The Clerk and the Treasurer have used the tool that Ms. Reardon has mentioned. However, this Township remains unique in the amount of work, activities, and parks it maintains.

Mariann Kirch commented that the Clerk and Treasurer are compensated for their work in regards to the Sewer Commission. Ms. Brookfield explained that the Sewer Commission previously outsourced this work. It was a savings to the Township to have the Clerk and Treasurer do the work.

#### SALARY RESOLUTIONS DISCUSSION

At this point in the meeting, Mr. Roberts asked to propose a motion that would relate to all the salary resolutions that are being considered.

**ACTION:** Mr. Roberts moved that 1) all Leland Township Board salaries be frozen until a total compensation and benefit benchmarking study comparing Leland Township with other Leelanau County Townships is completed and presented to residents, 2) that this study be completed by January 31, 2022 or sooner and provided to Leland Township residents and presented to the Board at that time or before; 3) that this study be conducted by a 3-person

independent committee consisting of registered Leland Township voters and led by a volunteer Leland Township resident with human resources or similar credentials who also would recruit the other 2 members; 4) that this study include recommendations on compensation and benefits for Leland Township Board members going forward; 5) that this study be conducted at no cost to Leland Township; supported by Walter Schmidt.

**DISCUSSION:** Ms. Och discussed the process for salary resolutions. The Board approves of salary resolutions at least 30 days prior to the public Annual Meeting. Ms. Och read aloud the legal process that is followed from the MTA. Since the resolutions have been approved, a new resolution can be advisory only.

There were many questions and comments concerning the salaries, insurance costs, and other possible procedural actions (tabling the motion, putting together a salary study committee, etc.). Ms. Och suggested that a salary study committee could be put in place and its recommendation could be considered/put in place for the next Annual Meeting.

It was noted that a “no” vote on the resolutions would in effect “freeze” the current salaries as Mr. Roberts motion calls for – or – the resolutions could be altered but not lower than the current salary of the officers.

Ms. Brookfield directed the public to where in the budget they could see what is spent on insurance for Township employees.

There continued to be many comments concerning the salary resolutions.

**WITHDRAWAL OF MOTION:** Mr. Schmidt withdrew his support of the motion and Mr. Roberts withdrew the motion.

Mr. Roberts altered his motion as follows:

**ACTION:** Mr. Roberts moved that all Leland Township Board salaries be frozen until a total compensation and benefit benchmarking study comparing Leland Township with other Leelanau County Townships is completed and presented to residents; supported by Ms. Kirch.

**DISCUSSION:** Ms. Soutas-Little suggested that the salary resolutions be voted on today and the intent would be to approve the salary increases or leave them the same. It would achieve the same result as discussed previously.

This would be an advisory motion and vote only.

Mr. Mitchell conducted a roll call vote.

Yes	No	Abstain
50	14	1

Motion carried. (Advisory only)

## SALARY RESOLUTIONS

1. Supervisor – 2.5 % increase to \$25,525, R-21-06 (\$625.00 increase)

Ms. Och will not run again in 2024. She feels that it will be difficult to find someone to do this job at this salary. She works about 30 hours a week.

**ACTION:** Kathy Dawkins moved to approve Resolution R-21-06 to increase the Supervisor's salary by 2.5% to \$25,525; supported by Molly Steck.

Mr. Mitchell conducted a roll call vote.

Yes	No	Abstain
17	43	0

Motion failed. Salary will remain at the current rate.

2. Treasurer – 2.5% increase to \$34,245, R-21-07

**ACTION:** Kathy Dawkins moved to approve Resolution R-21-07 to increase the Treasurer's salary by 2.5% to \$34,245; supported Amy Bolmar.

**DISCUSSION:** Is it possible to do a global unmute for this vote? It was decided to do a roll call vote.

Mr. Mitchell conducted a roll call vote.

Yes	No	Abstain
17	42	1

Motion failed. Salary will remain at the current rate.

3. Clerk – 2.5% increase to \$43,050, R-21-08

**ACTION:** Kathy Dawkins moved to approve resolution R-21-08 to increase the Clerk's salary by 2.5% to \$43,050; supported by Molly Steck.

Mr. Mitchell conducted a roll call vote.

Yes	No	Abstain
16	40	0

Motion failed. Salary will remain at the current rate.

4. Trustees – no increase requested, \$5,000, R-21-09

Randy Ralph commented that a Trustee was required to attend 20 meetings in February. That is too much.

## **ADJOURNMENT**

**ACTION:** Walter Schmidt moved to adjourn the meeting; supported by Donna Burr.

Mr. Mitchell conducted a roll call vote.

Yes	No	Abstain
30	0	0

The meeting was adjourned at 2:40 p.m.

The Board recessed before the start of the Special Meeting, Budget Hearing.

Respectfully Submitted,

Cindy Kacin, Recording Secretary

Date Approved: \_\_\_\_\_

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Susan Och, Leland Township Supervisor

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Lisa Brookfield, Township Clerk