

**LELAND TOWNSHIP BOARD MEETING**  
**Monday, January 10, 2022– 7:00 p.m.**  
Leland Township Library, Munnecke Room  
203 E. Cedar Street, Leland, MI 49654

**MINUTES**

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

**ABSENT:** Trustee Mariann Kirch

**GUESTS:** 6

**CALL TO ORDER:** Ms. Och called the meeting to order at 7:00 p.m. with the Pledge of Allegiance.

**DECLARATION OF POTENTIAL CONFLICTS OF INTEREST:** None

**CONSENT AGENDA**

~~**APPROVAL OF MINUTES:** Regular Minutes, December 13, 2021~~

~~**APPROVAL OF AGREEMENT:** Marine Fire and Emergency Medical Service Annual Agreement with Glen Lake Fire Department.~~

**RESOLUTIONS:**

- ~~1. R-22-01 Leland Public School Tax Collection~~
- ~~2. R-22-02 Northwest Education Services Summer Tax Collection~~
- ~~3. R-22-03 Suttons Bay public School Tax Collection~~
- ~~4. R-22-04 Performance Resolution for M-DOT annual road closure permit~~
- ~~5. R-22-05 Leland Township Annual meeting March 19, 2022, 10:00 a.m.~~

**APPROVAL OF AGENDA:** Item #4 of Action Items is struck from the agenda. Also, resolutions cannot be part of a consent agenda per MTA. Therefore, "Approval of Agreement" will become Item #4 of the Action Items in place of "Permission to apply for DNR's Land Use and Water Grant", and the Resolutions will follow as action items #5 - #9.

**ACTION:** Ms. Brookfield moved to approve the agenda as presented and amended; supported by Ms. Garthe. Motion carried. (4,0)

**APPROVAL OF MINUTES**

December 13, 2021 (Regular Meeting)

**ACTION:** Ms. Garthe moved to approve the minutes of December 13, 2021 as presented; supported by Ms. Brookfield. Motion carried. (4,0)

**PUBLIC COMMENT**

Karen Zemaitis – Ms. Zemaitis spoke of her experience with a request for assistance concerning her septic system. She had a plumber come in and check for blockages. There were none. The sewer department finally came out and had the septic tank pumped which alleviated the problem. She requested the Township to reimburse her for the plumber's fee. She gave the invoice to Ms. Och and Ms. Och took her phone number to further discuss the issue.

Steve Mikowski - Mr. Mikowski presented his request to hold a referendum vote on the Leland Township Zoning Ordinance 96-1. This is his 304th request. He also asked the Board to correct a longstanding error denying a 17 ½ inch side yard setback variance.

## **REPORTS FROM BOARDS AND COMMISSIONS**

Fire & Rescue, Chief Dan Besson (absent, excused)

A report is on file at the Leland Township Office and is online. Ms. Och reviewed the report about the recent wind storm and a recent fire on Overby Road.

Planning/Zoning, Tim Cypher

A report is on file at the Leland Township Office and is online.

The Planning Commission met on January 5. A Special Land Use permit was discussed for a dog kennel on Popp Road. The Commission has been working with the owner for over a year. Mr. Cypher cited the requirement needed for the permit. There were concerns about the number of dogs (up to 45). The Planning Commission will set up a public hearing. Because this is a rural area, they expanded the 300-foot reach for notifying nearby properties. There will also be a notice in the newspaper.

The Commission is still discussing a character clause which would limit home sizes.

The discussion continues about short term rentals. The state is not moving on this right now.

The state expects to try to put something in place by spring.

Zoning – Mr. Cypher reported that there was \$640 of income and 5 land use permits were issued. Twelve site inspections were done. Work is continuing on the requirements for the new office building being built on the old Township office site.

Harbor, Jeremy Anderson, (absent, excused)

A report was sent to the Board by email. They are busy breaking up ice. They have started a new online booking system and lots of reservations are coming in. The new program will help with the bookkeeping.

Sewer, Steve Patmore. (absent, excused)

A report is on file at the Leland Township Office and is online.

The IAI contract is coming up. The pumping schedule was discussed. Costs for pumping have gone up a lot.

Parks & Rec, Mariann Kirch (absent, excused)

An update report was distributed to Board members.

County Commission, Patricia Soutas-Little, (absent, excused)

A report was emailed to the Board members.

Recycling is open at government center. They are working on a recycling installation at the Road Commission.

Assessor, no report

The Board of Review will meet March 14 & 15, 2022.

### **TREASURER'S REPORT**

Ms. Garthe reported on income and expenses for the last month. It was not a sewer billing month. The report was distributed to Board members. Half of the tax bills came in December.

**ACTION:** Ms. Brookfield moved to approve the Treasurer's Report as presented; supported by Mr. Mitchell. Motion carried. (4,0)

### **SUPERVISOR'S REPORT**

A written report was submitted to the Board prior to the meeting. It is on file at the Leland Township Office. Ms. Och reviewed items from her report at the meeting.

### **ACTION ITEMS**

1. Renew contract with Cypher Group, Inc. for ZA services effective 04/01/2022  
Mr. Cypher has agreed to extend his contract at same rate of pay. Mr. Cypher asked for consideration for a 4-year contract. Additional language was added about continuation of services through the Cypher Group if something should happen to Mr. Cypher. Mr. Cypher has brought his son into the company who could carry on the service. There is also language in the contract for termination of the services if deemed necessary by the Township.  
**ACTION:** Ms. Garthe moved to approve the renewal of the contract with Cypher Group, Inc. for ZA services effective 04/01/2022; supported by Ms. Brookfield.  
DISCUSSION: Mr. Mitchell further discussed the 4-year contract.  
Motion carried. (4,0)
2. Renew approval of request for a sidewalk café located on M-204 at Dick's Pour House subject to MDOT and Leland Township permits.  
This needs to be renewed every year. There have been no complaints thus far.  
**ACTION:** Ms. Garthe moved to renew approval of request for a sidewalk café located on M-204 at Dick's Pour House subject to MDOT and Leland Township permits; supported by Ms. Brookfield. Motion carried. (4,0)
3. Permission to ask Leland Public School to back the 2% grant for Hancock Field Land Use Study, May 30 grant cycle.  
Ms. Och reviewed the Parks and Rec position on securing the land use study. There was a question about the grants sought requiring a match amount. There is no match commitment needed at this time. Ms. Brookfield suggested that this should be discussed after the budget meetings as she was concerned about being committed to a match of funds from the Township or Leland School. At this point, there is no commitment of match funding needed from the Township.

**ACTION:** Ms. Och moved to authorize the Parks and Rec Commission to ask Leland Public School to back the 2% grant for the Hancock Field Land Use Study for the May 30 grant cycle with no commitment for Township funds, supported by Ms. Garthe.  
Motion carried. (4,0)

4. ~~Permission to apply for DNR Land and Water Conservation Fund Grant (April 1 deadline) to improve outdoor gathering spaces in response to Covid, per our 5-year plan.~~

Approval of Agreement

**ACTION:** Ms. Brookfield moved to approve the Marine, Fire, and Emergency Medical Service Annual Agreement with Glen Lake Fire Department; supported by Ms. Garthe.  
Motion carried. (5,0)

5. R-22-01 Leland Public School Tax Collection

**ACTION:** Ms. Brookfield moved to approve R-22-01, Leland Public School Tax Collection, supported by Ms. Garthe.

VOICE ROLL CALL: (not necessarily called in this order)

Supervisor Susan Och: Yes

Clerk Lisa Brookfield: Yes

Treasurer Shirley Garthe: Yes

Trustee Clint Mitchell: Yes

Trustee Mariann Kirch: Absent Motion carried. (4 in favor, 0 opposed, 1 absent)

6. R-22-02 Northwest Education Services Summer Tax Collection

**ACTION:** Ms. Garthe moved to approve R-22-02, Northwest Education Services Summer Tax Collection, supported by Ms. Brookfield.

VOICE ROLL CALL: (not necessarily called in this order)

Supervisor Susan Och: Yes

Clerk Lisa Brookfield: Yes

Treasurer Shirley Garthe: Yes

Trustee Clint Mitchell: Yes

Trustee Mariann Kirch: Absent Motion carried. (4 in favor, 0 opposed, 1 absent)

7. R-22-03 Suttons Bay Public School Tax Collection

**ACTION:** Ms. Garthe moved to approve R-22-03, Suttons Bay Public School Tax Collection, supported by Ms. Brookfield

VOICE ROLL CALL: (not necessarily called in this order)

Supervisor Susan Och: Yes

Clerk Lisa Brookfield: Yes

Treasurer Shirley Garthe: Yes

Trustee Clint Mitchell: Yes

Trustee Mariann Kirch: Absent Motion carried. (4 in favor, 0 opposed, 1 absent)

8. R-22-04 Performance Resolution for M-DOT annual road closure permit.

This resolution allows the clerk to submit application to close road for parades, fairs, etc.

**ACTION:** Ms. Brookfield moved to approve R-22-04, Performance Resolution for M-DOT annual road closure permit, supported by Ms. Garthe.

VOICE ROLL CALL: (not necessarily called in this order)

Supervisor Susan Och: Yes

Clerk Lisa Brookfield: Yes

Treasurer Shirley Garthe: Yes

Trustee Clint Mitchell: Yes

Trustee Mariann Kirch: Absent Motion carried. (4 in favor, 0 opposed, 1 absent)

9. R-22-05 Leland Township Annual Meeting date – March 19, 2022, 10:00 a.m.

The meeting was scheduled a week earlier than usual so that it wouldn't interfere with the first day of spring break.

**ACTION:** Ms. Brookfield moved to approve R-22-05, Leland Township Annual Meeting date of March 19, 2022 at 10:00 a.m.; supported by Mr. Mitchell.

VOICE ROLL CALL: (not necessarily called in this order)

Supervisor Susan Och: Yes

Clerk Lisa Brookfield: Yes

Treasurer Shirley Garthe: Yes

Trustee Clint Mitchell: Yes

Trustee Mariann Kirch: Absent Motion carried. (4 in favor, 0 opposed, 1 absent)

### **OTHER/OLD BUSINESS**

1. Township Hall/Office Committee – Keith Ashley

There is a meeting scheduled on Wednesday at 1:00 p.m. In the December 21, 2021 meeting, the committee reviewed factors to consider in Township office space. The goal was to create a profile of what is wanted. The desired profile will be published in the newspaper. The committee will have a Facebook page. Comparable townships will be consulted. Mr. Mitchell asked if all the office space needed to be in one building. He suggested that the Township may want a presence in both villages. Mr. Ashley asked the Board members to share their wants and needs for office space with the committee.

2. Township Compensation Committee, Mariann Kirch (absent)

Ms. Kirch has shared that the Committee would like to schedule a joint meeting with the Board.

3. Board Vacancies

Several boards/commissions have member vacancies.

Planning - may need another member

Board of review – one opening

Sewer Commission – one opening

Parks and rec – two openings if it went to a 7 member board.

ZBA - one opening

It was suggested that an ad be put into the newspaper. Ms. Brookfield's experience is that an ad is a waste of funds. She felt that personal recruitment and word of mouth is the best way.

**BILLS AND ACCOUNTS**

The bills/accounts lists were distributed to Board members. There was nothing unusual for the month.

**ACTION:** Ms. Brookfield moved for payment of bills from December 14, 2021 to January 10, 2022; supported by Ms. Garthe. Motion carried. (4,0)

**CORRESPONDENCE**

The Township received a notice that the Township is eligible to become incorporated as a charter township. Ms. Brookfield distributed a report. It does require action by the Township. Board members were urged to read the information and be ready for discussion at a future meeting.

**BOARD COMMENT**

Shirley Garthe – She commented on when the Township needs to put up the sign at the Reynolds Street beach. She also asked if \$50,000 should be transferred from the general fund to the capital improvement fund, which is the usual practice at the end of a fiscal year. Ms. Och explained the current expenses and felt the Township shouldn't make that transfer this year. Ms. Garthe will review the budget and make a recommendation at a budget meeting or the next meeting.

**PUBLIC COMMENT**

Steve Mikowski – He asked some questions about when the budget is at a low point in regards to the transfer discussed by Ms. Garthe. It was mentioned in the meeting about a future location of Township offices having a recycling center. He would not like to see that happen. He also commented on the status of Provemont Pond and suggested that maybe the property should be rezoned. The land may be needed to expand the sewer system. He is concerned about the Township using up the REU's.

**ADJOURNMENT**

**ACTION:** Ms. Garthe moved to adjourn the meeting at 8:25 p.m.; supported by Ms. Brookfield. Motion carried. (4,0)

The next meeting is February 14, 2022.

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