LELAND TOWNSHIP BOARD MEETING
Monday February 8, 2021– 7:00 p.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: 12

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

Reminder: *6 will unmute a phone call for guests.

APPROVAL OF AGENDA: On item #8, the effective date should not be February 15, but March 1.

Ms. Garthe moved to approve the agenda as presented and amended; supported by Ms. Kirch.

VOICE ROLL CALL: (not necessarily in the order called at the meeting)
Supervisor Susan Och: Yes
Clerk Lisa Brookfield: Yes
Treasurer Shirley Garthe: Yes
Trustee Mariann Kirch: Yes
Trustee Clint Mitchell: Yes

Motion carried. 5 in favor, 0 opposed

DECLARATION OF POTENTIAL CONFLICTS OF INTEREST: None

APPROVAL OF MINUTES
January 11, 2021 (Regular Meeting): Ms. Garthe moved to approve the minutes of January 11, 2021; supported by Ms. Brookfield.

VOICE ROLL CALL: (not necessarily in the order called at the meeting)
Supervisor Susan Och: Yes
Clerk Lisa Brookfield: Yes
Treasurer Shirley Garthe: Yes
Trustee Mariann Kirch: Yes
Trustee Clint Mitchell: Yes

Motion carried. 5 in favor, 0 opposed

January 13, 2021 (Special Meeting, open and closed sessions): Ms. Brookfield moved to approve the minutes of January 13, 2021; supported by Ms. Kirch.

VOICE ROLL CALL: (not necessarily in the order called at the meeting)
Supervisor Susan Och: Yes
Clerk Lisa Brookfield: Yes
Treasurer Shirley Garthe: Yes
Trustee Mariann Kirch: Yes
Trustee Clint Mitchell: Yes

Motion carried. 5 in favor, 0 opposed
January 15, 2021 (Special Meeting, open and closed sessions): Ms. Kirch moved to approve the minutes of January 15, 2021; supported by Ms. Garthe.

VOICE ROLL CALL: (not necessarily in the order called at the meeting)

- Supervisor Susan Och: Yes
- Clerk Lisa Brookfield: Yes
- Treasurer Shirley Garthe: Yes
- Trustee Mariann Kirch: Yes
- Trustee Clint Mitchell: Yes

Motion carried. 5 in favor, 0 opposed

January 19, 2021 (Special Meeting, open and closed sessions): Ms. Brookfield moved to approve the minutes of January 19, 2021; supported by Ms. Garthe.

VOICE ROLL CALL: (not necessarily in the order called at the meeting)

- Supervisor Susan Och: Yes
- Clerk Lisa Brookfield: Yes
- Treasurer Shirley Garthe: Yes
- Trustee Mariann Kirch: Yes
- Trustee Clint Mitchell: Yes

Motion carried. 5 in favor, 0 opposed

January 28, 2021 (Budget Workshop): Ms. Brookfield moved to approve the minutes of January 11, 2021; supported by Ms. Garthe.

VOICE ROLL CALL: (not necessarily in the order called at the meeting)

- Supervisor Susan Och: Yes
- Clerk Lisa Brookfield: Yes
- Treasurer Shirley Garthe: Yes
- Trustee Mariann Kirch: Yes
- Trustee Clint Mitchell: Yes

Motion carried. 5 in favor, 0 opposed

PUBLIC COMMENT

Steve Mikowski – He questioned item #8 on the agenda. It was briefly explained by Ms. Och and will be discussed in item #8 on the agenda. Mr. Mikowski said it is a new tax being imposed and is a fraud. He urged the Board to not approve it.

Mr. Mikowski also presented his request to hold a referendum vote on the Leland Township Zoning Ordinance 96-1. He also asked the Board to correct a longstanding error denying a 17 ½ inch side yard setback variance. Ms. Och read aloud his request. This is his 293rd request.

Sandy Reardon – She requested an assessor’s report on the agenda.

Stephanie Long- She thanked the Township for their patience with the Leland School construction. The new gym is finished. They expect to be finished with the entire project at the end of March. They will be looking at traffic pattern around the school. There will be new lighting at the back of building. They are planning an open house and ribbon cutting in the spring for the whole community. She also reported that their booster organization has not been able to have fundraisers because of Covid. They are now running a go-fund-me campaign.
REPORTS FROM BOARDS AND COMMISSIONS

Fire & Rescue, Chief Dan Besson (A report is on file at the Leland Township Office)
There were 32 calls in February. Katherine Dunklow has resigned and 2 part times have
resigned. He reported on the two ice boats that went through the ice. There were no injuries.
One boat sunk and the owner of the other one that is stuck in the ice has plans to remove it.

Planning/Zoning, Tim Cypher
An application for a conditional rezoning for a cidery was discussed at the Planning Commission
meeting. Chris Groebel presented the request. The applicant will be providing more
information. Mr. Cypher will keep the Board posted. A draft Master plan is being worked on
for certain sections of the Township. The minutes of the Planning meeting were distributed to
the Board.
The Zoning Administrator, Tim Cypher, shared a document of his activity for the month. There
was $360 of income.

Harbor, Jeremy Anderson
The icing equipment is working overtime. They have been replacing valves. They have received
confirmation of grant aid for the repair and electrical work of the transition box that is in
danger of damage because of the high water levels.

Sewer, Steve Patmore (Report is on file at the Leland Township Office)
January was a routine month. The flows and the lagoon levels are good. There were a few call
outs. Lyn Marolf, the new IAI technician, is doing well. They are getting ready for projects.
There will be sludge removal of the lagoon in the spring. They are working on the capital
improvement plan and the budget for next year. They will be having a budget meeting next
Friday.

Parks & Rec, Mariann Kirch
The request for proposals for Hancock Field are due February 11. On February 24th, they will go
over the proposals. The survey at Grove Park was completed and the tree removal will be
completed. The wood will be cut, stacked and left for anyone who wants it. They are looking
for life guards for the summer.

County Commission, Patricia Soutas-Little was absent.

TREASURER’S REPORT
A report is on file at the Leland Township Office. Ms. Garthe reported on income and expenses
for the month. It was a sewer billing month. There were normal bills.

ACTION: Ms. Brookfield moved to approve the Treasurer’s Report as presented; supported by
Mr. Mitchell.
VOICE ROLL CALL: (not necessarily in the order called at the meeting)
Supervisor Susan Och: Yes
Clerk Lisa Brookfield: Yes
Treasurer Shirley Garthe: Yes
Trustee Mariann Kirch: Yes
Trustee Clint Mitchell: Yes

Motion carried. 5 in favor, 0 opposed

Old Art Building
No report needed. This was left on the agenda from last month.

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 reported that the meetings will remain virtual until March 29. The street lights will be fixed without having to go to LEDs. An online training for the Michigan DNR grant system was attended by Ms. Och and Ms. Kirch. Road repair for dead end and subdivision roads needs to be discussed. Should the Township pay for that or should they be designated as special assessment districts? Dredging of the harbor will be done and the spoils will be put on the beaches of residents who have expressed that they want the sand. An ordinance for golf carts will be discussed. Research of the history of a parking ordinance will be done and discussed. There is a question of whether the parking ordinance was rescinded or not.
Comment: Ms. Kirch would like a special meeting for an update of the litigation agreement on Reynolds Street.

ACTION ITEMS
1. Approve request for a sidewalk café located on M-204 at Dick’s Pour House subject to MDOT and Leland Township permits.
Ron Plamondon and Tim Cypher reported. The request is required by MDOT and the Road Commission. The Planning Commission approved it at the January meeting. The site plan was emailed to the Board. Mr. Cypher discussed details of the site plan. Mr. Plamondon discussed the hours of operation for food service outside. After 11:00, no food will be served and people will be encouraged to move inside. There will be a green strip between the road and the outdoor seating. No drink station will be outdoors.

ACTION: Ms. Brookfield moved to approve the request for a sidewalk café located on M-204 at Dick’s Pour House subject to MDOT and Leland Township permits; supported by Ms. Garthe.

VOICE ROLL CALL: (not necessarily in the order called at the meeting)
Supervisor Susan Och: Yes
Clerk Lisa Brookfield: Yes
Treasurer Shirley Garthe: Yes
Trustee Mariann Kirch: Yes
Trustee Clint Mitchell: Yes

Motion carried. 5 in favor, 0 opposed
2. Resolution R-21-05: Resolution to hold an Annual Meeting, March 27, 2021 via Zoom.

**ACTION:** Ms. Brookfield moved to approve Resolution R-21-05 to hold an Annual Meeting, March 27, 2021 at 10 a.m. via Zoom; supported by Ms. Garthe.

VOICE ROLL CALL: (not necessarily in the order called at the meeting)
Supervisor Susan Och: Yes
Clerk Lisa Brookfield: Yes
Treasurer Shirley Garthe: Yes
Trustee Mariann Kirch: Yes
Trustee Clint Mitchell: Yes

Motion carried. 5 in favor, 0 opposed

3. Resolution R-21-06: Salary Resolution for Supervisor

A 2.5% increase in salary is requested. This will be voted on at the annual meeting.

**ACTION:** Ms. Brookfield moved to approve Resolution R-21-06: as of April 1, 2021, the salary of the township supervisor shall be submitted as $25,625.00; supported by Ms. Garthe.

VOICE ROLL CALL: (not necessarily in the order called at the meeting)
Supervisor Susan Och: Yes
Clerk Lisa Brookfield: Yes
Treasurer Shirley Garthe: Yes
Trustee Mariann Kirch: Yes
Trustee Clint Mitchell: Yes

Motion carried. 5 in favor, 0 opposed

4. Resolution R-21-07: Salary Resolution for Clerk

This will be voted on at annual meeting. An increase from $42,000 is requested.

**ACTION:** Ms. Garthe moved to approve Resolution R-21-07: as of April 1, 2021, the salary of the township clerk shall be submitted as $43,050.00; supported by Ms. Och.

VOICE ROLL CALL: (not necessarily in the order called at the meeting)
Supervisor Susan Och: Yes
Clerk Lisa Brookfield: Yes
Treasurer Shirley Garthe: Yes
Trustee Mariann Kirch: No
Trustee Clint Mitchell: Yes

Motion carried. 4 in favor, 1 opposed

5. Resolution R-21-08: Salary Resolution for Treasurer

This will be voted on at the annual meetings. An increase of $835 is requested over last year’s salary.

**ACTION:** Ms. Brookfield moved to approve Resolution R-21-08: as of April 1, 2021, the salary of the township treasurer shall be submitted as $34,245.00; supported by Mr. Mitchell.

VOICE ROLL CALL: (not necessarily in the order called at the meeting)
Supervisor Susan Och: Yes
Clerk Lisa Brookfield: Yes
6. **Resolution R-21-09: Salary Resolution for Trustees**

This will be voted on at the annual meeting. There is no change in salary.

**ACTION:** Ms. Brookfield moved to approve Resolution R-21-09: as of April 1, 2021, the salary of township trustees shall be submitted as $5,000.00 each; supported by Ms. Garthe.

**VOICE ROLL CALL:** (not necessarily in the order called at the meeting)
- Supervisor Susan Och: Yes
- Clerk Lisa Brookfield: Yes
- Treasurer Shirley Garthe: Yes
- Trustee Mariann Kirch: Yes
- Trustee Clint Mitchell: Yes

Motion carried. 5 in favor, 0 opposed

7. **Resolution R-21-10 Resolution Ballot Language for the Leland Township Extra Voted Millage Renewal to replace expired Millage for the May 4, 2021 ballot.**

Ballot language for this resolution was distributed to the Board members.

The ballot language as approved by the attorney is as follows:

OPERATING EXTRA VOTED MILLAGE RENEWAL TO REPLACE EXPIRED MILLAGE

Shall the expired previous voted increase in the tax limitation imposed under Article IX, Sec 6 of the Michigan Constitution in Leland Township of 0.4209 mills (0.4209 per $1,000 of taxable value) be renewed at up to 0.4209 mills (0.4209 per $1000 of taxable value) and levied for one (1) year, 2021, for the purpose of general township operating expenses, raising an estimated 214,896.11 in the first year the millage is levied. By law, tax increment revenues from this millage will be distributed to governmental units within Leelanau County that are entitled to receive a portion of this millage, which is the Leelanau County Brownfield Redevelopment Authority.

Yes ☐    No ☐

Ms. Och explained that the Township is involved with the Brownfield Auth because when jail was moved there was a lot of pollution in the ground. A portion of taxes goes toward the money that was borrowed to remove the pollution. The benefit is that we have land that can be developed again.

**ACTION:** Ms. Brookfield moved to approve the ballot language as submitted in Resolution R-21-10; supported by Ms. Garthe.

**VOICE ROLL CALL:** (not necessarily in the order called at the meeting)
- Supervisor Susan Och: Yes
- Clerk Lisa Brookfield: Yes
- Treasurer Shirley Garthe: Yes
8. Resolution R-21-11 Resolution to impose property tax administration fee before March 28 of the succeeding year in which the same shall become due and payable.

   It is a 1% fee to cover administration costs. Ms. Garthe has brought it up 3 times before. Board members have the information on it. Every township in Leelanau County, except Kasson and Leland, has this fee on the taxes. It is available to Leland Township. There was discussion about how the figure is calculated and what it would be used for, and when it would be applied. More information and discussion is needed.

   **ACTION:** Ms. Brookfield moved to table the discussion until March or April: supported by Ms. Kirch.

   **VOICE ROLL CALL:** (not necessarily in the order called at the meeting)
   - Supervisor Susan Och: Yes
   - Clerk Lisa Brookfield: Yes
   - Treasurer Shirley Garthe: Yes
   - Trustee Mariann Kirch: Yes
   - Trustee Clint Mitchell: Yes

   Motion carried. 5 in favor, 0 opposed

**OTHER/OLD BUSINESS** - None

**BILLS AND ACCOUNTS**

The bills and accounts list was distributed to Board members. There was nothing unusual for the month. One bill in the General Fund was a check for $100,000 to transfer the amount from capital funds to the capital improvement fund

**ACTION:** Ms. Brookfield moved for payment of bills from January 12, 2021 to February 8, 2021; supported by Ms. Garthe.

   **VOICE ROLL CALL:** (not necessarily in the order called in the meeting)
   - Supervisor Susan Och: Yes
   - Clerk Lisa Brookfield: Yes
   - Treasurer Shirley Garthe: Yes
   - Trustee Mariann Kirch: Yes
   - Trustee Clint Mitchell: Yes

   Motion carried. 5 in favor, 0 opposed

**CORRESPONDENCE**

Ms. Och passed on to the Board correspondence on Hancock Field. Ms. Och is getting emails asking for the spoils of the dredging to be deposited on their property. Ms. Brookfield asked for copies of those emails. Ms. Och explained the terms of our permit to deposit the spoils. Ms. Kirch requested more information that she can discuss with Ms. Och.

**BOARD COMMENT**

Ms. Och appreciates the new trustees and appreciates their calls and discussions.

**PUBLIC COMMENT**
Jim Atkinson commented on the parking ordinance. He asked if the people can look at it before it is voted on. He has researched at the Clerk’s office for information about the parking ordinance being rescinded and he didn’t find anything. He did find at the County office that it was rescinded in 1989 and put back into effect shortly thereafter. Mr. Atkinson will bring those documents to the Township Office.

ADJOURNMENT

ACTION: Ms. Brookfield moved to adjourn the meeting at 8:26 p.m.; supported by Ms. Garthe.

VOICE ROLL CALL: (not necessarily in the order called at the meeting)

  Supervisor Susan Och: Yes
  Clerk Lisa Brookfield: Yes
  Treasurer Shirley Garthe: Yes
  Trustee Mariann Kirch: Yes
  Trustee Clint Mitchell: Yes

Motion carried. 5 in favor, 0 opposed

The next meeting is Monday, March 8, 2021, at 7:00 p.m.

Respectfully Submitted,

Cindy Kacin, Recording Secretary

Date Approved: ____________________

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Susan Och, Leland Township Supervisor   Lisa Brookfield, Township Clerk