LELAND TOWNSHIP BOARD MEETING  
Monday October 12, 2020– 7:00 p.m.  
Remote meeting via Zoom

(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 Michael Collins, Trustee Tony Borden.

ABSENT: 0

GUESTS: 10

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

APPROVAL OF AGENDA: A report about the Sunset Shores project will be added to the agenda.

ACTION: Ms. Garthe moved to approve the agenda as presented and amended; supported by Ms. Brookfield.

VOICE ROLL CALL:
Supervisor Susan Och: Yes
Clerk Lisa Brookfield: Yes
Treasurer Shirley Garthe: Yes
Trustee Michael Collins: Yes
Trustee Tony Borden: Yes Motion carried.  5 in favor, 0 opposed

DECLARATION OF POTENTIAL CONFLICTS OF INTEREST: None

APPROVAL OF MINUTES

September 14, 2020 (Regular Meeting): Mr. Borden requested that a sentence on page 5 be struck.

ACTION: Ms. Garthe moved to approve the minutes of September 14, 2020 as presented and amended; supported by Ms. Brookfield.

VOICE ROLL CALL:
Supervisor Susan Och: Yes
Clerk Lisa Brookfield: Yes
Treasurer Shirley Garthe: Yes
Trustee Michael Collins: Yes
Trustee Tony Borden: Yes Motion carried.  5 in favor, 0 opposed

September 18, 2020 (Special Meeting):

ACTION: Ms. Garthe moved to approve the minutes of September 18, 2020; supported by Ms. Brookfield.

VOICE ROLL CALL:
Supervisor Susan Och: Yes
Clerk Lisa Brookfield: Yes
Treasurer Shirley Garthe: Yes
Trustee Michael Collins: Yes
Trustee Tony Borden: Yes Motion carried.  5 in favor, 0 opposed
September 18, 2020 (Special Meeting, closed session): These minutes were reviewed and amended as needed by Board members and will be sealed and filed for one year upon approval. 

ACTION: Ms. Brookfield moved to approve the minutes of September 18, 2020, closed session; supported by MS. Garthe.

VOICE ROLL CALL:
Supervisor Susan Och: Yes
Clerk Lisa Brookfield: Yes
Treasurer Shirley Garthe: Yes
Trustee Michael Collins: Yes
Trustee Tony Borden: Yes    Motion carried. 5 in favor, 0 opposed

September 25, 2020 (Special Meeting):

ACTION: Ms. Garthe moved to approve the minutes of September 25, 2020; supported by Ms. Brookfield.

VOICE ROLL CALL:
Supervisor Susan Och: Yes
Clerk Lisa Brookfield: Yes
Treasurer Shirley Garthe: Yes
Trustee Michael Collins: Yes
Trustee Tony Borden: Yes    Motion carried. 5 in favor, 0 opposed

September 25, 2020 (Special Meeting, closed session): These minutes were reviewed and amended as needed by Board members and will be sealed and filed for one year upon approval.

ACTION: Ms. Garthe moved to approve the minutes of September 25, 2020; supported by Ms. Brookfield.

VOICE ROLL CALL:
Supervisor Susan Och: Yes
Clerk Lisa Brookfield: Yes
Treasurer Shirley Garthe: Yes
Trustee Michael Collins: Yes
Trustee Tony Borden: Yes    Motion carried. 5 in favor, 0 opposed

PUBLIC COMMENT

Steve Mikowski - Mr. Mikowski sent in 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. This is his 290th request. Ms. Brookfield read his request aloud.

James D. LaFave – Mr. LaFave commented on the parking on M22 near his home. The people parking there are patronizing the distillery across the street. He is requesting that “no parking” signs be put up along his property of 130 feet or should he install his own signs? His letter was sent to the zoning administrator.
REPORTS FROM BOARDS AND COMMISSIONS

Fire & Rescue Chief Dan Besson

A report was distributed to Board members. Christian Iverson started a full-time job position and then resigned. Brandon Morris was offered a conditional job position and will start on October 19, 2020. Of 62 twelve hour shifts, 40 (66%) could not be filled. Part-time personnel were moved from Leland to Lake Leelanau to help cover the open full-time slots. Chief Besson offered congratulations to staff that have recently got married. The Leland Fire department was dispatched to help with a fire at Leelanau Redi-Mix in Kasson Township. The aerial ladder truck was put to good use in this emergency. The fire hoses and ground ladders were tested by FireCATT. Our equipment was found to have a low failure rate and we received good remarks on our care and maintenance practices. Leland Township was also approved to provide advanced life support for another year. A fire hydrant was installed at Leland School and they have a water storage tank holding 3,000 gallons.

Other activities of the Fire and Rescue department are outlined in Chief Besson’s report.

Planning/Zoning

Mr. Collins reported that the Commission will meet next month.

Tim Cypher reported on this month’s activity. His report was distributed to the Board.

Harbor Russell Dzuba

October is a very busy month. They are in process of positioning their deicing equipment. There was a compliance problem with a transition sump pump. A request for emergency funding has been put in. The weather might hinder the transport of hunters to Manitou Island. At this time, they are not sure if the fuel will be shut down.

Sewer Steve Patmore

It has been a slow month. The influent flows are up by 14%. Meters are being read weekly. The lagoon is 7 inches higher than it was at this time last year, but still within limits and is not a concern. It is anticipated that the levels will be going down. The bio-filter screen is at a machine shop to be assembled and should be done by October 15. The aerators are back in service. The August phosphorous count shows a downward trend. The hydrogen sulfide study cables are in. The study will start with the monitoring phase in the next couple of weeks. The sludge in the lagoon with be pumped out. We are getting bids for septic tank pumping. The Popp Road pump station starter switch was repaired. Mr. Patmore also discussed the sewer work at Leland School. The Sewer Commission is looking for another person to serve on the Sewer Commission.
**Parks & Rec**  Susan Och

Township policies were reviewed at the last meeting. Funding for the bike path at Provemont Pond, spearheaded by Chet Janik, is going well. Kama Ross will come to speak about forest management at Provemont Pond. They are working on the RFP to get a park designer for Hancock Field.

The truck that Ken Hagstrom uses needs to be replaced. The Township is looking for one.

The docks at road endings are coming out.

**County Commission** Patricia Soutas-Little

The temporary Leland recycling site is open at the corner of Oak and Edwards. They are in search of an engineer to do the drawings for the proposed Popp Road recycling site. Anti-bias training is scheduled for November 5 at 9:00 a.m. and will be televised. Diane Emling will be the speaker with a panel.

There is an open seat on the Road Commission. Seven people have applied. Interviews will happen after the election.

There is one more hazardous waste drop off scheduled. You will have to call for a reservation.

High speed internet has been hampered by getting contracts to get the equipment placed on the towers. Two companies will soon be installed on the Omena tower and the Maple City tower. More towers will be going up.

**Sunset Shores**  Tony Borden

Changes have been made to the project in that they will not be using Conservancy property for the drain field. The permit application is being changed to reflect the new location for the drain field.

Mr. Borden provided a written explanation of the key points of the project that he felt was omitted in the September 14 minutes. The explanation was read aloud:

“The key things said were: 1) this project will no longer be using the Conservancy property for the drain field as was originally planned. 2) A new site has been optioned for the drain field on the property across Route 641 opposite the south entrance to Sunset Shores, and the permit applications for the project will be changed to reflect this location change. 3) We have worked out a revised easement with Mrs. Morris to run the underground pipe across the north side of her property along the south side of Sunset Shores Drive. This line will no longer be run along the east side of the properties on Twin Pines Drive. 4) These changes should alleviate the concerns of the property owners on Twin Pines.”

Ms. Och honored the work of Pete Taylor, who recently passed away, on this project. Pete Taylor was also active in the Lake Leelanau Community Association, the Lake Leelanau Lake Association, and was the founder of the Kids Fishing Day at Veronica Valley Park.
Mr. Borden was thanked for all the work he has done on the Sunset Shores project.

**TREASURER’S REPORT**

Ms. Garthe reported on income and expenses for the last month. She has been processing many tax bills. They will go to the county on March 1, 2021. There were no unusual bills this month. It was not a sewer billing month.

**ACTION:** Ms. Brookfield moved to approve the Treasurer’s Report as presented; supported by Mr. Collins.

**VOICE ROLL CALL:**
- Supervisor Susan Och: Yes
- Clerk Lisa Brookfield: Yes
- Treasurer Shirley Garthe: Yes
- Trustee Michael Collins: Yes
- Trustee Tony Borden: Yes  
Motion carried. 5 in favor, 0 opposed

**SUPERVISOR’S REPORT**

The Township has received a new set of FEMA flood maps. Ms. Och and Mr. Borden will be reviewing the maps.

Mediation on the Reynolds Street litigation will be on October 27, 2020. Mr. Borden and Ms. Och will be attending. Mr. Collins commented that after the election, only 1 person, Ms. Garthe, may be the only veteran Board member. He suggested that maybe Ms. Garthe should also be involved in the mediation. However, if Ms. Garthe joined the team, a quorum would be present at the mediation, which is not allowed. A closed session meeting with the attorney would be needed to discuss.

There was a slip and fall incident on the sidewalk in front of the Merchantile. Paul Olson is handling it.

The dock uprights have been restored at Emelia’s Landing.

Next month, according to policy, the Board will be looking at the general fund balance.

Ms. Och met with the new Road Commission manager, Brendan Mullane. The road Commission has filled in the hole at Van’s Beach and cleaned out the ditch downstream of the Crimmins property. Ms. Och and Mr. Mullane will go on a tour of potential road problems and road projects in the near future.

The bridge on Lake Leelanau is done.

They will be formalizing the practice of storing docks on the edge of the ROW on Fourth Street, Grand Avenue, and Horn Road by submitting permitting paperwork. Mr. Borden questioned the storing of the docks on Horn Road as the road is very narrow. Ms. Och said the docks were formally stored at Tom Sleder’s house and they can’t be stored at the road endings.
ACTION ITEMS

1. Harbor Commission recommendation to hire Jeremy Anderson as Leland Township Harbormaster.

   The Harbor Commission has recommended hiring Jeremy Anderson as the Leland Township Harbormaster effective November 1 with a salary of $50,000 a year with a salary increase of $2,500 the next year and also the following year. He will receive the Township health insurance package, 2 weeks vacation time per year, and the pension benefit. His pay is not subject to overtime pay. All duties are fulltime and year round.

   There was discussion about determining a salary and raises before a budget is created and the health benefits expenditure will be considerably more. Perhaps the motion should include “subject to budget considerations” and the raises subject to a performance review. With Covid, revenues have been less and the future is unpredictable. Mr. Dzuba stated that he has reviewed the current expenditures and anticipated budget for next year and feels that the stated salary and raises will not be a problem. He also outlined how Mr. Anderson and himself would be paid out of the budget for the rest of this year. Mr. Dzuba is being kept on staff to help with the transition.

   ACTION: Mr. Borden moved to hire Jeremy Anderson as the Leland Township Harbormaster, effective November 1, 2020, with a salary of $50,000 and an increase of $2,500 for each of the next two years.

   The motion was not supported.

   Mr. Borden explained how the Commission came to the salary, raises, health insurance, and pension benefit with consideration of the budget. Mr. Anderson is very well suited for the job. The raises are 5% increases. A factor in their recommendation was that the $35,000 note will be paid off next year. He also stated that the budget would be created around his salary.

   ACTION: Ms. Brookfield moved to hire Jeremy Anderson as the Leland Township Harbormaster, effective November 1, 2020, with a salary of $50,000 and an increase of $2,500 for each of the next two years as recommended by the Harbor Commission, subject to budgeting concerns, performance reviews for the raises, and the cost of health benefits; supported by Ms. Garthe.

   VOICE ROLL CALL:
   Supervisor Susan Och: Yes
   Clerk Lisa Brookfield: Yes
   Treasurer Shirley Garthe: Yes
   Trustee Michael Collins: Yes
   Trustee Tony Borden: No

   Motion carried. (4 in favor, 1 opposed)
2. **Request from the Lake Leelanau Association to modify the decorative street lights in Lake Leelanau to accommodate an electric outlet for holiday lights** – Tony West

Tony West sent in a proposal for a subscription campaign for $600 per angel which would include the cost of a replacement angel and the electrical work needed to install individual outlets on each pole. He is asking for permission to have the outlets installed.

**ACTION:** Ms. Brookfield moved to approve the proposal to modify the decorative street lights in Lake Leelanau to accommodate an electric outlet for holiday lights; supported by Ms. Garthe.

There was discussion about if the work can actually be done and if the $600 included all expenses necessary. Apparently, the group proposing this has consulted an electrician.

**VOICE ROLL CALL:**
- Supervisor Susan Och: Yes
- Clerk Lisa Brookfield: Yes
- Treasurer Shirley Garthe: Yes
- Trustee Michael Collins: Yes
- Trustee Tony Borden: Yes

Motion carried. 5 in favor, 0 opposed.

3. **Approval of Resolution R-20-16 for the purpose of designating Laurie Spencer, Equalization Director, to serve as the County’s Designated Assessor, and authorizing the Township Supervisor to sign the Interlocal Agreement.**

Ms. Och sent out an explanation of this to the Board members. She reviewed the position of the designated assessor. This is a formality.

**ACTION:** Ms. Garthe moved to approve Resolution R-20-16 for the purpose of designating Laurie Spencer, Equalization Director, to serve as the County’s Designated Assessor, supported by Ms. Brookfield.

**VOICE ROLL CALL:**
- Supervisor Susan Och: Yes
- Clerk Lisa Brookfield: Yes
- Treasurer Shirley Garthe: Yes
- Trustee Michael Collins: Yes
- Trustee Tony Borden: Yes

Motion carried. 5 in favor, 0 opposed.

**ACTION:** MS. Garthe moved to authorize the Supervisor to sign the Interlocal Agreement; supported by Mr. Collins.

**VOICE ROLL CALL:**
- Supervisor Susan Och: Yes
- Clerk Lisa Brookfield: Yes
- Treasurer Shirley Garthe: Yes
- Trustee Michael Collins: Yes
- Trustee Tony Borden: Yes

Motion carried. 5 in favor, 0 opposed.
4. **Application for Farmland Agreement from Laketon Orchards to designate 133 acres as preserved farmland.**

The application was distributed to Board members. The property is at Pertner and Eagle Highway. The owners will agree to hold the property in agriculture for 10 years. This will give them a break in state taxes. This does not cost the Township anything. They will be planting apples in the spring of 2022.  

**ACTION:** Ms. Brookfield moved to approve the application for Farmland Agreement from Laketon Orchards to designate 133 acres as preserved farmland and authorize the Clerk to forward the application to the appropriate agency; supported by Ms. Garthe.

**VOICE ROLL CALL:**
- Supervisor Susan Och: Yes
- Clerk Lisa Brookfield: Yes
- Treasurer Shirley Garthe: Yes
- Trustee Michael Collins: Yes
- Trustee Tony Borden: Yes  
  Motion carried. 5 in favor, 0 opposed

5. **Approval of Resolution R-20-15 for delinquent sewer bills to be added to the December 2020 tax bills for inclusion in the tax roll.**

Ms. Garthe explained delinquent sewer bills as of August 1, 2020 will go to tax rolls. There are 20 delinquent sewer bills.  

**ACTION:** Ms. Brookfield moved to approve Resolution R-20-25 for delinquent sewer bills to be added to the December 2020 tax bills for inclusion in the tax roll; supported by Ms. Garthe.

**VOICE ROLL CALL:**
- Supervisor Susan Och: Yes
- Clerk Lisa Brookfield: Yes
- Treasurer Shirley Garthe: Yes
- Trustee Michael Collins: Yes
- Trustee Tony Borden: Yes  
  Motion carried. 5 in favor, 0 opposed

Mr. Borden commented that some people allow the sewer bill to go to tax rolls so they can deduct the amount on their income taxes. He suggested that the names of those who have delinquent sewer bills should be publicized, perhaps on the website. Mr. Borden also noticed that the one of the persons on the list is deceased. Ms. Garthe will look into it.

**OTHER/OLD BUSINESS**

Ms. Och is working on the RFP for the sidewalk work.

Ms. Brookfield reported that the Township applied for a non-partisan grant to promote safe and secure elections. The Township received $5,000 for extra work needed for election.

**BILLS AND ACCOUNTS**

The bills and accounts list was distributed to Board members. There was nothing unusual for the month.

**ACTION:** Ms. Brookfield moved for payment of bills from September 15, 2020 to October 12, 2020; supported by Ms. Garthe.
VOICE ROLL CALL:
Supervisor Susan Och: Yes
Clerk Lisa Brookfield: Yes
Treasurer Shirley Garthe: Yes
Trustee Michael Collins: Yes
Trustee Tony Borden: Yes  Motion carried. 5 in favor, 0 opposed

CORRESPONDENCE
Ms. Och passed on to the Board members what came in as correspondence.
Mr. Borden submitted the lights survey that volunteers, Jim Atkinson and Scott Thurrott did.
There were a few discrepancies from the information that Consumers Energy had. Mr. Borden
will forward the email to the Board members.

BOARD COMMENT
Mr. Collins commented on the many people who were responsible for the purchase of the
dredging machine.
Mr. Borden expressed concern about how long it is taking to get the sidewalk in front of the
Merc repaired. Ms. Och responded that it is in process.

PUBLIC COMMENT - None

ADJOURNMENT
ACTION: Ms. Garthe moved to adjourn the meeting at 9:05 p.m.; supported by Ms. Brookfield.

The next meeting is November 9, 2020.

Respectfully Submitted,
Cindy Kacin, Recording Secretary

Date Approved: ____________________

________________________________  __________________________________
Susan Och, Leland Township Supervisor   Lisa Brookfield, Township Clerk