

Leland Township Board Special Meeting
June 17, 2021 – 11:00 AM
Leland Township Office, 123 N. Saint Joseph St., Lake Leelanau
Minutes

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

ABSENT: 0

GUESTS: 5

Ms. Och called the meeting to order at 11:00 a.m. with the Pledge of Allegiance.

APPROVAL OF AGENDA

Ms. Garthe moved to approve the agenda as presented; 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

DECLARATION OF CONFLICT OF INTERESTS – None

PUBLIC COMMENT

Jim Atkinson – He is in favor of using the Leland Fire Station to house the Leland Township offices. This would save a lot of money.

James LaFave – He owns a vacant lot at Eagle Highway and 204. He offered to lease the property to the Township for \$1 plus the amount of his annual property taxes. The lot size is approximately 135x 280. There are no utilities. Access to the property is asphalt and a curbed drive. Another access to the property is off of Eagle Highway.

ACTION ITEMS

1. Determine and authorize next steps to move the Township Offices into a new location.

Ms. Brookfield provided a spreadsheet of the various options being considered with anticipated costs. Two mailings to the electorate would be an added expense. Separate space to rent for storage if needed could not be found.

The specifics of the space needed were discussed. The Treasurer and the Clerk have separate spaces that receive visitors. The Clerk's office space is noisy and busier than the Treasurer's space which is necessarily more private. The Clerk and the Treasurer need to be in close proximity as they communicate frequently throughout the day. There are a lot of storage furniture pieces that have to be secure and readily available. The election materials especially have to be in close proximity and secure. Periodically the Supervisor works in the space and must be in one room (Clerk's space) or another (Treasurer's space) so as to not appear to be communicating in a quorum. Another workspace is used by the Assessor and the Sewer Administrator. The Assessor's files also need to be readily available. Any deliveries to the Township go through the Township Office. The larger room is used for some meetings. It is also used for the absentee ballot counting Board. Ms. Brookfield would have to be present when that occurs. We can anticipate 4 elections in this next year. The Township Board meeting is

currently held at the Munnecke Room at the Library and other meetings could be held there with careful planning.

There are transportation costs involved in splitting up the parts of the office in different locations. Wasted time and subsequent loss of productivity is a disadvantage if offices and storage space are split into two or more locations. Also, if the offices and storage space were in separate spaces, mileage would be charged to the Township.

The current landlord has said we could move into his new building when completed. It would cost more money for less space. An actual date to vacate has not been given by the current landlord. There is an election on August 4th and tax bills are due September 14th. There are 3 weeks in August that would be ideal for moving.

Space at the Leland Fire Station was discussed. The offices are small. There is concern about the noise level being a nuisance to the Township offices and the Fire Department employees. There is not enough space. There is really only one room available which is about 10' x 8'. Many visitors to the offices are elderly and parking and the walking distance would be difficult.

The former Samaritan's Closet Building was discussed. It has 6 rooms and a bathroom. There is a barn attached by a breezeway with a small office in it. The small office uses a space heater in cold weather. It has 1,088 square feet. The property is already approved for office use. Permits would need to be updated. The property owner would rent the space on a 5-year lease. The cost would be \$1,100 plus utilities. He would consider a lease-to-own arrangement.

Ms. Och looked into temporary office trailers. It would take past August to get those.

Office space at Leelanau Excavating was considered. They would lease on a yearly basis. The space was visited but is too small for what is needed.

There was discussion about renting versus owning office space. Buying property or possibly building at Grove Park is not an option right now.

Ms. Och and Ms. Brookfield felt that the former Samaritan's Closet was the best option. There is enough space for now, and it has the potential for possible purchase of the property in the future. Various lease options were discussed that could be negotiated with the property owner.

ACTION: Ms. Brookfield moved to authorize the Supervisor to negotiate with the property owner of 25 South Lake Leelanau Drive, Lake Leelanau, MI for an agreement to lease to own; 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

2. Review preliminary sidewalk plan.

A document of the Sidewalk Project was distributed to the Board members. The document provided a map of the sidewalk work and defined the areas with drainage problems in the Lake Leelanau area and the Leland area that need to be remedied. Generally, pulling out the concrete and redoing it is done rather than repairing it.

The engineer did not find anything that needed to be replaced in front of Dona Laskey's office and the Post Office. River Street and Grand have stairs which will be a challenge to make ADA compliant. According to the ordinance, sidewalks in front of residential property is paid 40% by the homeowner and 60% by the Township. Sidewalks in front of commercial property is paid 80% by the property owner and 20% by the Township. It is not a special assessment and payment terms could be offered to the property owner. There was discussion about property owners who live on corners with walkways to the street and discussion about areas that needed to be ADA compliant. These situations would receive special consideration as to who would be responsible for the cost.

The next step would be to solicit bids. Preliminary figures suggest the Township's responsibility for this project would be \$69,000. \$60,000 has been budgeted. We could send it all out to bid or do it in sections. There is money in the Metro Fund that could be used. The Board members felt that the Township should get the whole project done now.

Mr. Atkinson brought to the Board's attention that an area that used to be sidewalk is now all grass. It is about 15' long. That area will be looked into.

ACTION: Mr. Mitchell moved to seek bids for the 2021 Sidewalk Project Description work as presented; supported by Ms. Garthe. Motion carried. (5,0)

OTHER/OLD BUSINESS - None

BOARD COMMENT

Susan Och - Ms. Och explained the next steps for the Reynolds Street situation. A joint session with the Road Commission will be scheduled. It is unclear if the meeting can be done in closed session. The attorneys are looking into it. There will be two members from each Board present and Brendan Mullane, the Road Commission manager.

PUBLIC COMMENT

Jim Atkinson - He was surprised that the Leland Fire Station was not being considered for housing the Township offices. He doesn't feel it is very loud, it is seldom staffed, it is ADA accessible, and the Board would not have to pay rent.

ADJOURNMENT

Ms. Brookfield moved to adjourn the meeting at 12:47 p.m.; supported by Ms. Garthe. Motion carried. (5,0)

Respectfully Submitted,
Cindy Kacin, Recording Secretary

Date Approved:

Susan Och, Leland Township Supervisor

Lisa Brookfield, Township Clerk