TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

DRAFT MINUTES TOWNSHIP BOARD MEETING

MAY 15, 2012

COMMUNITY SERVICES BUILDING

TORCH LAKE TOWNSHIP

Present: Parker, Schultz, Martel, Tomlinson and Windiate

Absent: None

Audience: 3

1. Meeting convened at 7:00 pm followed by pledge to the flag.
2. **Motion** by Schultz to approve the minutes of April 17, 2012 with corrections was seconded and passed 5-0. In item 3, add at the end of last sentence, add new sentence “Bargy provided the Board with a written copy of her annual report.”  **Motion** by Schultz to approve Minutes of May 3, 2012 with correction was seconded and passed 5-0. In item 2a, line 4, after “present for the discussion.” add “The **Motion** by Tomlinson to return to open session at 6:48 was seconded and passed 5-0 roll call vote.”
3. Correspondence, etc: “Sonny” Szejbach Day: Resolution will be addressed later in tonight’s agenda.
4. Agenda Content: **Motion** by Windiate to approve Agenda Content with additions was seconded and passed 5-0. In item 8, add K. 3rd Street Access, L. Web Design and M. Pest Control.
5. Citizen Commentary: From the audience, Brett Baldwin introduced himself as Republican candidate for Antrim County Register of Deeds. He is a Milton Township resident and reminded people to vote on August 7th.
6. Consent Agenda: Tomlinson asked for Clerk Expenditures to be pulled for discussion. The comment was that the check register presented did not include checks that were written April 18th. He asked that they be added to the list. They include: from 101 #27579 petty cash $20.75 and #27580 Total Call $12.66. From 206 #27581 Circle K $1055.99 and #27582 Fire Programs $640. From 212 #27583 Eastport Market 186.39, #27584 MiSDU $230.40 and #27585 petty cash 11.49. Clerk will run those off and include them as addendums to the expenditures. **Motion** by Martel to approve Consent Agenda, including expenditures as discussed, was seconded and passed 5-0.
7. Planning Commission report from Tomlinson: There will be a Village Zoning Workshop on May 30, at 7:00 pm at the CSB. There will be a Public Hearing at 5:00 pm the same evening. Because the Public Hearing for Mr. Collins was not noticed correctly, it will be re-noticed for that night. Work on the Land Use Plan continues. Regarding a Fireworks Ordinance, Grobbel will put together a sample and forward to Tomlinson. He has not yet received it.
8. Discussion/Action:

A. Fire Engine Problem: 1976 was leaking diesel into the engine oil. It had been repaired but it didn’t fix the problem. They have done all they can do and it probably won’t get fixed. We need to assess the situation and ask the Chief to give us a report on the status of all vehicles, how they are used, etc.

B. Credit Card Requirements: Because the Township conducts some business that will only accept a credit card for the transaction, and because our Financial Policies authorizes the use of a credit card, the Treasurer would like to look into obtaining a card. We will be getting a debit card from 5/3rd Bank for EMS transactions, but there are times we need a credit card as well. The **Motion** by Martel to ask Alden State Bank to authorize a Visa credit card for the use of Torch Lake Township, with each card member to share the same account number and limit, according to our credit card policy, was seconded and passed 4-1. Tomlinson voted nay as our policy has not yet been approved.

C. Boat Ramp: The ramp on N. W. Torch Lake Drive has damage that will need immediate repair. The possibility of applying for Grant is discussed. The **Motion** by Martel that we ask Heidi Schafer, of Soil & Erosion to pursue a grant request, with the understanding that Torch Lake Township will participate was seconded and passed 5-0. The **Motion** by Tomlinson to authorize the Supervisor to receive bids ASAP to backfill the North ramp and remove broken pieces of concrete was seconded and passed 5-0.

D. FYI: We have a need for a good used truck. Our employee uses his own vehicle to haul heavy equipment which might be an issue.

E. Lawn Mower: After brief discussion **Motion** by Martel to allow Supervisor to take necessary steps needed to determine which size mower we need, 48 or 52 inch, and make the purchase was seconded and passed 5-0.

F. After brief discussion of Sonny Szejbach’ distinguished military history and the purpose for his recognition, the **Motion** by Schultz to approve Resolution 12-04, which declares June 9, 2012 as Clarence “Sonny” L. Szejbach Day in Torch Lake Township, was seconded and passed 5-0 Roll Call vote. Congratulations Sonny and thank-you for your service.

G. Potential Land Purchase: The **Motion** by Schultz to move to closed session at 8:54 pm to consider a land purchase was seconded and passed 5-0 roll call vote. All board members were present for the closed session. The closed session ended at 9:08 pm. In open session, the **Motion** by Tomlinson for the Township to purchase #05-14-795-009-00 Lots 7 and 8, BLK 6 Plat of the Village of Torch Lake per County Treasurer’s memo dated May 11, 2012, which allows Torch Lake Township “First rights of refusal” was seconded and passed 5-0 roll call vote. Minutes of this meeting will be forwarded to the County Treasurer’s office when completed.

H. EMS Physical Exam Program: Deputy Director Persons presented the Board with a memo dated May 9, 2012, which outlined the fees involved for a physical exam and other screenings for EMS employees. Quotes were received from Dr. Pray and from Munson Occupational Health Department. The thought was to incorporate on the EMS application the fact that employment is subject to a physical exam. After discussion the **Motion** by Martel authorizes Tom Persons, deputy EMS director, to add to EMS application the requirement that applicants must, at township expense, successfully complete physical assessment at Munson Occupational Health Department before employment approval. The motion was seconded and approved 5-0. It was also recommended that current EMS personnel do the same.

I. Constable Position: Parker feels there is a need to update the Constable Job Description to make MCOLES certification training required only if Constable wants to carry weapon. After brief discussion it is decided Parker will rewrite the description and consult with insurance company about the change. This position will not appear on the August Primary Ballot. The Township could make an appointment if desired.

J. Playground Planning Meeting: Parker will meet tomorrow with the Recreation Committee to look at the Day Park and make recommendations, etc. for improvements to the park.

K. 3rd Street Bids: Two bids for installation of stairs at the end of Third Street have been received. The **Motion** by Tomlinson to award the job to Cory Arsnoe to install steps at 3rd Street access, it if can be done at original cost and within Antrim County building codes was seconded and passed 4-0. Martel abstained from vote due to personal involvement by family member with residents of 3rd street.

L. Website Design: Windiate asked if board had an opportunity to review sample websites submitted by Mr. Hicks. After brief discussion the **Motion** by Windiate to approve Northern Michigan Web Design to redesign and maintain our web site at a cost of $599 was seconded and passes 5-0

M. Pest Control: **Motion** by Parker to approve Evergreen Pest Control for 2012 application at a cost of $310 was seconded and passed 5-0.

9. Township Board Commentary: Windiate announced petition filings that had been received for the August Primary election. They included Alan Martel for Supervisor, Sharon Schultz for Treasurer, Kathy Windiate for Clerk and four candidates for trustee: Larry Tomlinson, Mike Kiwak, Jerry Kulka and Dieter Amos. Schultz reminded residents there will be a .25 millage increase question on the August ballot. Tomlinson asked about the status of joint service for our EMS. Parker replied that they have not had another meeting. In reference to A-Ga-Ming, Tomlinson stated no requests have been submitted for any rezoning. They have been told by our Zoning Administrator as of July 27, 2011 they are not allowed to have the tent. He is asking Parker to help in any way possible with the situation. Tomlinson also mentioned that some line items on our year to date budget comparisons are already getting close to budget. We need to monitor. Martel mentioned his is seeing Emerald Ash Bore on trees. Also we have ticks. To remove one, soak cotton ball in dish soap, apply to the tick and it will go into the cotton ball.

10. Citizen Commentary: Maryanne Jorgensen had several issues to present, including the need for the water fountain in the CSB to be fixed. There is no pressure. She is asking that public accesses to Traverse Bay and Torch Lake be visually identified. Also a longitude and latitude that would assist with GPS. She asked about the fire department’s policy on checking underground water tanks and whether the department is allowed to “practice burn” on buildings. As a Planning Commission member she is requesting the Board make an effort to attend the Village Zoning meeting on May 30th at 7:00 pm. She announced that Torch Port Airpark will be having the Father’s Day Breakfast Fly-in and stated that the fire truck used to be on display. Can we do that again? She is advised to make the request to the new fire chief.

11. Adjourn: With no further business the meeting was adjourned at 10:30 PM.

These minutes are respectfully submitted and are subject to approval at the next regularly scheduled meeting.

Kathy S. Windiate

Township Clerk