TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

APPROVED MINUTES OF TOWNSHIP BOARD MEETINGAS PREPARED 5-0.

DECEMBER 20, 2016

COMMUNITY SERVICES BUILDING

TORCH LAKE TOWNSHIP

Present: Martel, Schultz, Petersen, Schoenherr and Windiate

Absent: None

Audience: 3

1. REPEATING AGENDA
2. Meeting was called to order at 7:00 PM followed by the pledge to the flag. The two new Trustees, Mary Schoenherr and Bill Petersen were introduced and welcomed to the Board.
3. Minutes of November 9, 2016: **Motion** by Windiate to approve with additions was seconded and passed 5-0. In item D. 1, line 3, add from “Fire” Fund. In line 6, add from “General “Fund.
4. Correspondence, etc. None
5. Agenda Content: **Motion** by Schultz to approve as presented was seconded and passed 5-0.
6. Citizen Commentary: None
7. CONSENT AGENDA: **Motion** by Schoenherr to approve was seconded and passed 5-0.
8. SPECIAL REPORTS: Report given by Martel regarding Planning Commission, which did not meet in December. The Commission has sent the High Water Mark Ordinance revision to the County for review. The Commission is also working on other Zoning Ordinance issues, including Front Yard Set Backs and Buildings/Structures.
9. BOARD DISCUSSION/ACTION:
10. Overtime Exemption Change: The **Motion** by Windiate to rescind the Motion from the November 9th, 2016 Board Meeting, which increased the EMS Director salary to comply with FLSA, and return the salary to the original amount was seconded and passed 5-0. As there is an injunction against the Department of Labor implementing the Overtime Rule, the Board action is no longer necessary.
11. Planning Commission Appointments: **Motion** by Schultz to recommend the appointment of Deb Graber to the Planning Commission for a 3 year term was seconded and passed 5-0. **Motion** by Windiate to reappoint Chuck Goossen to the Planning Commission for a 3 year term was seconded and passed 5-0.
12. Nomination to the ZBA: **Motion** by Schultz to appoint Robert Cook to the Zoning Board of Appeals as Alternate for a 3 year term was seconded and passed 5-0.
13. Board of Review Appointments: **Motion** by Schultz to reappoint Stan Dawson, Bill Laakko and Cole Shoemaker to the Board of Review for a 2 year term was seconded and passed 5-0.
14. Meeting Notice Policy: The Supervisor has put together for review a draft policy outlining procedures for Public Noticing of all township meetings, including time lines, responsibility and posting locations. No formal action was taken at this time.
15. DTE Natural Gas Line: The **Motion** by Schultz to approve payment of the fees associated with converting to natural gas at the CSB and at the South Fire Station and to submit the application and $600 fee was seconded and passed 5-0.
16. Tennis Court on CSB property: It had been proposed the Board consider locating tennis courts at the CSB (Community Services Building) but upon discussion it was decided that due to the emergency vehicles located here it would not be the best location. The Board is still considering the request for courts at the Day Park.
17. Meeting Room Rental: The current policy was discussed but needs revisions. We need to better define the types of activities we want in the Community Room. The **Motion** by Schoenherr and seconded that until we have the opportunity for a full review of our policy, we will only be accepting bookings for professional meetings passed 5-0.
18. EMS Director Job Description: A draft was presented, which is the current policy being used at this time. The Board will be working on this Job Description as part of the 2017-18 Budget process. No action.
19. ZBA Regular Meeting Schedule: A schedule of ZBA meetings for 2017 was presented. April 12, June 14, August 9 and November 8 will be the regular meetings, with other dates scheduled as needed for appeals. This schedule will be posted at the office and on the township website.
20. 2017 Regular Board Meeting Schedule: Dates need to be corrected on the Draft presented this evening but will be ready for approval at the January 17, 2017 meeting.
21. Antrim County Equalization Office Discussion: The current agreement with the county will expire December 31st and the County is asking for an extension until March 31, 2017. The **Motion** by Petersen that we let it expire on December 31, 2016 until the County comes back with an applicable contract that meets our township’s specific needs was seconded and passed 5-0.
22. Fire Fund Budget Resolution: The **Motion** by Schultz to approve Resolution 2016-18, which amends the Fire Fund Budget line 206.336.910.000 by $1,500 for Insurance, which is over-budget; 206.990.991.020 by $3,000 for Truck Loan #1 Principal and 206.990.995.020 by $2,650 for Truck Loan #1 Interest, which were originally set up as an annual payment, was seconded by Petersen and approved 5-0, roll call vote.
23. General Fund Budget Resolution: The **Motion** by Martel to approve Resolution 2016-19, amending line 101.101.802.010 Attorney-Township Board, which is over-budget, by $6,000 to cover remaining expenditures this year was seconded by Petersen and approved 5-0 roll call vote.
24. Citizen Comment: None
25. Board Comment: The question was asked what recourse the Township might have to re-coop costs from injunctions if we win?
26. With no further business the meeting was adjourned at 9:50 PM.

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

Kathy S. Windiate

Township Clerk