TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

DRAFT MINUTES OF TOWNSHIP BOARD MEETING

MAY 15, 2018

COMMUNITY SERVICES BUILDING

TORCH LAKE TOWNSHIP

Present: Martel, Petersen, Schoenherr and Windiate

Absent: Schultz

Audience: 9

1. REPEATING AGENDA:
2. Meeting was called to order at 7:00 followed by the pledge to the flag.
3. Minutes: **Motion** by Petersen to approve Minutes of April 17, 2018 regular meeting with correction was seconded and passed 4-0. In item E. 7, remove the word “front drive” and replace with “Emergency Services entrance”. **Motion** by Petersen to approve Minutes of April 26, 2018 special meeting as prepared was seconded and passed 4-0. **Motion** by Petersen to approved Minutes of May 1, 2018 special meeting as prepared was seconded and passed 4-0.  **Motion** by Martel to approve Minutes of May 3, 2018 special meeting as prepared was seconded and passed 4-0.
4. Correspondence, etc.: Phone call was received asking whether the township has a trash pick-up day like other townships. At this time, we do not. Windiate reported that she had presented to both ZBA and Planning Commission regarding their torchlaketownship.org email addresses, which are now available. **Motion** by Petersen to amend Agenda was seconded and passed 4-0. In item E. change item 3 to #1 and renumber accordingly. Add item 7. Custodial Contract and item 8. Tax Foreclosures.
5. CONSENT AGENDA: Agenda is accepted as presented.
6. CITIZEN COMMENTARY: Bob Cooney introduced himself as a candidate for 86th District Court. He will be running in the August 7, 2018 Primary Election; Deb Graber mentioned the Saturday June 9th Fly-In and pancake breakfast at the Torch Port Airpark.
7. SPECIAL REPORTS AGENDA: Petersen reported the PC has forwarded the Zoning Ordinance changes to the Board, hopefully to adopt tonight; the request from Rod Bell, owner of the Bird, to lease vendor spaces on his parking lot for the M 88 tour from Mancelona to Eastport on June 16th was denied. Currently the Zoning Ordinance does not support outdoor events such as this. The Planning Commission will look into this for the future. It could be either a Police Power Ordinance or part of the Zoning Ordinance as an outdoor event.
8. BOARD DISCUSSION/ACTION:
9. Township Planner Chris Grobbel presented the township’s Draft Master Plan for discussion. The process for approval includes a Co-ordinated Planning review with 42 days to respond. The Draft comes back to the Planning Commission for a Public Hearing, or two, which should be done by mid-summer. The Planning Commission adopts the Plan, not the Board. The Plan contains goals upon which the Zoning Ordinance is based, but the plan is not enforceable. The Zoning Ordinance is. The **Motion** by Petersen for Mr. Grobbel to send the Draft Master Plan to Co-Ordinated Planning as well as the Planning Commission to schedule two Public Hearings with dates to be determined was seconded and passed 4-0. Meetings will probably be a Saturday and a Tuesday.
10. Day Park Ordinance Modifications: Draft document dated 5/11/18 was reviewed, with modifications underlined. A few more changes are suggested, so no formal action is taken at this time.
11. Zoning Ordinance Changes:
12. Definitions: Building/Structure: **Motion** by Petersen to add amendment 2018-02 to Section 23: Definitions, adding “Building” and “Structure” as prepared by Planning Commission is seconded and passed 4-0.
13. Zoning Administrator decision appeal time period: The **Motion** by Petersen to add amendment 2018-03 to Section 20.04 Jurisdiction, which sets the timeframe a form must be received to within thirty (30) calendar days after the decision that is being appealed, is seconded and passed 4-0.
14. Zoning Change: Shall to May: **Motion** by Petersen to add amendment 2018-04 to change “shall” to “may” in Section 21.01.4 Amendments as prepared by the Planning Commission was seconded and passed 4-0. “The Township Board may refer any proposed amendments to the Planning Commission for consideration and comment within a time specified by the Board”.
15. Fences: The **Motion** by Petersen to add amendment 2018-05 Section 2.27 to Chapter II of the Zoning Ordinance as prepared by the Planning Commission was seconded and passed 4-0 roll call vote.
16. Benefit Policy: Discussion of the Policy was postponed.
17. Day Park Boat Ramp: Memo from Martel dated May 7, 2018 showed paid boat launch fees from 2017 and average income per day. Discussion. No action.
18. Day Park Project and Needed Help: Discussion of Proposal for a Co-Ordinator for the Day Park, with the main goal of monitoring the park and boat launch, park organization and seeing where improvements are needed. Martel would like Mary Schoenherr to take the position of Recreational Coordinator and begin putting this plan in place. $5,000 dollars has been budgeted for this plan and position. The **Motion** by Martel to assign Mary Schoenherr for Day Park study as outlined in the proposal is seconded and passed 4-0.

Martel also states that he needs help and would like to hire a Deputy for this fiscal year. There are so many projects that need attention and he cannot get to them. He would like to hire Deb Graber for the job. The **Motion** by Petersen to hire a deputy Supervisor at $1000/month, contingent upon budget adjustment and additional General Ledger number added was seconded and passed 4-0.

1. Custodial Contract: The cleaning of the bathrooms may come out of the above study. No action taken at this time.
2. Tax Foreclosure Property: No action taken at this time.
3. **FUTURE MEETINGS:**
	1. Board Meeting June 19, 2018 at 7:00 PM.
	2. Planning Commission June 12, 2018 at 7:00 PM.
	3. ZBA regular meeting June 13, 2018 at 7:00 PM
4. **CITIZEN COMMENTARY:**  Tom Petersen likes the idea of a Deputy for the Supervisor. He also feels all the Board need to make more money. He is suggesting that we may need our attorney to attend meetings to protect the Board and the Township. He also wonders whether a secretary for the front office would be helpful.
5. **BOARD COMMENTARY:**  There will be a Special Board Meeting May21, 2018 at 4:00 PM. A ZBA trainer has been scheduled October 4, 2018 6:00-9:00 PM here at the CSB. Schoenherr has talked to EMS Director asking him to modify his report to be more inline with the reporting he will be doing as ALS. Petersen will have a proposal from the landscaping company for next month’s meeting for work at the Day Park. With no further business the meeting was adjourned at 9:35 PM.

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

Kathy S. Windiate

Township Clerk