**Torch Lake Township**

**2355 US 31, Kewadin, Michigan 49648**

**APPROVED MINUTES WITH CORRECTIONS**

**BOARD MEETING**

**Tuesday, April 16, 2019 7:00PM**

Board in Attendance: A. Martel, K. Windiate, S. Schultz, B. Petersen

Board Absence: B. Cook

Public in Attendance: 12

Recording Secretary M. Schoenherr

1. REPEATING AGENDA
2. Meeting was called to order at 7:00 PM
3. **Motion** by K. Windiate to accept the minutes of the March 19, 2019 Public Hearing for the 2019-2020 Budgets and Annual Meeting of Torch Lake Township with the following changes. B. Petersen supported and minutes accepted with an all in favor vote.

* Section B. FIRE FUND: Township anticipates making *an additional $60,000.00 principal* payment toward the fire engine loan.
* Section B. FIRE FUND, 3rd bullet: The General Fund budget will carry the burden of the building *repair* costs.
* Section C. AMBULANCE FUND – HIGHLIGHTED POINTS, Public Comment: Jill Spencer asked the $100,000.00 increase *in wages* is a cost from last year. The answer was *yes*.

**Motion** made by B. Petersen to accept the minutes of the March 19, 2019 Board Meeting with the following change. A. Martel seconded and minutes were accepted with an all in favor vote.

* *Recording Secretary: Mary Schoenherr* to be added under Attendance section.

**Motion** made by B. Petersen to accept the minutes of March 28, 2019 Special Board Meeting. A. Martel seconded and minutes as drafted were accepted with an all in favor vote. S. Schultz inquired about who carries cost of road sign and shared that it is important for township to know what name of the two choices was selected. This is important for ambulance.

1. The following Correspondence and Announcements were shared by the board:

* Township residents are encouraged to attend the Antrim County Facilities Forum to be held Tuesday, April 23, 2019 from 6:00 – 7:30pm, in Meguzee Hall at Meadow Brook Medical Care Facility. Flyers are available at the Township reception counter. There is more information on the County website.
* Township residents encouraged to attend Michigan State University Extension’s “Opportunity Zones”, May 13, 2019 from 1:00 to 4:00pm at the Grayling Kirkland Campus. This falls under topic of economic development. Campus Flyers are available at Township reception counter.
* Notice was received from the Health Department of North West Michigan to Antrim, Emmet and Charlevoix townships, villages and cities. This is in regards to the marijuana opt out. A new program titled: *Safe in Northern Michigan* is a collaborative to prevent youth substance use and to increase community awareness and create change through collaboration, education, and preventative initiatives and environmental strategies of substance use in Northern Michigan. For more information please see the Township Clerk.
* Antrim County Administration office is looking to fill committee vacancies as follows:
  + 2 Agriculture Operations and or Agri Businesses Representative
  + 1 Township Government Representative
  + 1 Real Estate or Development interests Representative
  + 1 Conservation interested Representative
* The township explored a request placed to hold a Township clean up day. American Waste was contacted to explore availability and cost. 70 dates are already planned around area for 2019. It is pricey (example shared: Banks Township paid $8,000.00). Not sure if Township wants to cover cost. Something for further exploration.

1. A. Martel moved to meeting accept the meeting agenda with the following change.

* Add item #11: Budget Resolution
* Add item #12: Short Term Rentals
* Consent Agenda: Change #6 from Ambulance Committee to 911 Report
* Consent Agenda: Ambulance Committee becomes #7

K. Windiate seconded and passed 4 in favor, 0 opposed.

5. There was no Citizen Commentary.

1. CONSENT AGENDA S. Schultz moved to pull #7, Ambulance Committee. Sections 1-6 of Consent Agenda are accepted. S. Schultz noted that two sets of Ambulance Committee minutes are missing from the committee report. Recommendation was made to table #7, Ambulance Committee, until the report is complete with all 4 sets of minutes. B. Petersen seconded. 4 Voted in favor on 1-6 with 0 opposed. There should be minutes for March 21st, March 25th April 1st, and April 8th, all of 2019. S. Schultz moved to table #7, B. Petersen Seconded. Passed all in favor.
2. SPECIAL REPORTS AGENDA

B. Petersen provided update on agenda activities of the Planning Commission. 3 resolutions have been submitted to board for approval and the PC began discussions on short -term rentals.

1. AGENDA FOR BOARD DISCUSSION, CONSIDERATION AND POSSIBLE ACTION
2. Veterans Memorial – Paul Wolverton and Rick Randall were in attendance to present status of fund raising and preliminary design ideas for a new Veteran’s Memorial in the Torch Lake Township Cemetery. A. Martel recommended that a survey be completed prior to dedicating a space to ensure open space and stability. A. Martel offered a follow-up meeting on-site to stake out area/s for survey. Current funds represent a start for project completion. Time and effort to erect the memorial will be volunteer. And will be a living breathing memorial as it grows. S. Schultz commented on lighting for the flags indicating that the Township will likely be able to help with lighting.
3. S. Schultz stated she would make a motion on the Resolution, stating “At the meeting of Torch Lake Township, Be it resolved that the township board is on record in opposition to legislation that would allow township boards the option to have its elected offices appear as nonpartisan on the ballot. The reasons being that the Partisan elections are inherent in the culture and traditions of Michigan township government. B. Petersen Seconded followed by a roll call vote.

Supervisor: YES, Clerk: YES, Treasurer: YES Trustee # 1: YES, Trustee # 2: Absent

1. Following review of process and discussion of Agricultural Zoning, B. Petersen moved to accept CHAPTER VI, “A” Agricultural Zone, (Revised Proposed 3-8-19) as prepared. A. Martel seconded and the proposed revision was adopted4 in favor, 0 opposed.
2. B. Petersen moved to accept CHAPTER 10, “VB” – VILLAGE BUSINESS & “VR” – VILLAGE RESIDENTIAL ZONES, (REVISED PROPOSED 3-8-19) as submitted. A. Martel seconded and passed 4 in favor, 0 opposed.
3. B. Petersen moved to approve CHAPTER XX, ZONING BOARD OF APPEALS, (REVISED 4-9-19). A. Martel seconded, followed by a 4 in favor, 0 opposed vote.
4. A. Martel motioned to pass TOWNSHIP OF TORCH LAKE, COUNTY OF ANTRIM, STATE OF MICHIGAN, PP ORDINANCE # 2019-03 prohibiting recreational marihuana establishments. S. Schultz seconded to the motion followed by roll call vote.

Martel: YES, Schultz: YES, Windiate: YES, Cook: Absent, Petersen: YES

This ordinance is to take effect 30 days after publication.

1. Recommendation was made to change the words “permit” and “form” in the last paragraph to “application”. B. Petersen moved to accept the Torch Lake Township Boat Ramp Permit Policy with recommended changes. S. Schultz seconded. The policy was adopted by an all in favor vote.
2. The Planning Commission (PC) submitted 2018-2019 Fiscal Report summarizing zoning activities and Jerry Kulka, Chair of the Commission highlighted that the PC stayed within budget for the Fiscal Year. He noted that that the Commission is requesting a slight increase in budget for 2019-20 to support request for the addition of 3 special meetings, 2 that would expedite zoning issues and 1 for a training session on Torch Lake Township – Zoning Ordinance and Review of the 2018 Torch Lake Township Master Plan. This training session would be open to public. S. Schultz recommended posting the report on the Township website.
3. Ryan Bigelow, TLT Fire Chief presented recommendation of the following for officer appointments: Theodore Schroeder to Assistant Chief, Allen Davidson to Captain, Greg Sumerix to Lieutenant, Deborah Graber to Lieutenant. S. Schultz moved that Memo, OFFICER POSITIONS, from Ryan Bigelow dated April 10, 2019 be approved with May 1st, 2019 to be the effective date for new roles to begin. B. Petersen seconded. Passes 4 in favor, 0 opposed.
4. Torch Lake Township Employee Handbook was distributed, requesting final Board review and feedback, prior to submitting to attorney for legal review.
5. B. Petersen moved to revise the 2019-20 Fire Fund Budget to stay compliant in the Governing Body 2016-Fire District Fund Cost Center. A total of $45,000.00 is to be transferred from the Fire Fund Balance to cover current equipment expenditures within this budget year. S. Schultz seconded. Passed in role call vote: Martel: YES, Windiate: YES, Petersen: YES, Schultz: YES, Cook: ABSENT
6. A. Martel shared history on how short term rentals became a part of Township zoning to set context for anticipated future discussions.

Board Commentary:

S. Schultz requested that Check #35340 in the amount of $45, 830.89 be pulled and payment held until ordered equipment is delivered. K. Windiate sought Board direction on employee eligibility for the MERS pension plan. S. Schultz indicated she would look into it with Tom Jordon.

Meeting was adjourned at 8:55p.m.

Recording Secretary

Mary Schoenherr