**Torch Lake Township**

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

**BOARD MEETING**

**Tuesday, May 21, 2019 7:00PM**

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

Public in Attendance: 7

Recording Secretary: Mary Schoenherr

1. REPEATING AGENDA
2. Meeting was called to order at 7:00 PM, followed by Pledge of Allegiance
3. Motion by S. Schultz to accept the minutes of the April 16, 2019 Board Meeting, seconded by B. Petersen, and passed with All in Favor, with the following changes:

* Addition of “Recording Secretary: Mary Schoenherr” under Public in Attendance.
* Addition of “Submitted by Mary Schoenherr, Recording Secretary” at the close of minutes.
* Spelling Correction of Sharon Schultz’s name in B. Consent Agenda section.

S. Schultz requested that distribution of minutes allow for ample review time prior to meetings in the future.

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

* K. Windiate directed an apology to Deana Jerdee, Executive Director of Paddle Antrim and the Board, for not distributing to the Board, the Chain of Lakes Water Trail Signage Agreement in ample time for thorough review prior to the meeting.
* K. Windiate announced that a FOYA request had been received via email and has been forwarded to the Board, Planning Commission and ZBA members with request for all to submit affidavits to the Clerk in response to the FOYA as quickly as possible, as there is a deadline. She noted that included in the Clerk’s email request is a copy of the FOYA Policy and also a list of all Township email addresses as a reminder that all should be referring to the policy and using Township emails for Township business.
* The Clerk read a letter from Milton Township, signed by Supervisor Lon Bargy April 24, 2019. The letter informs Torch Lake Township of Milton Township’s understanding, per Mr. Burt Thompson, County Road Commission, that Torch Lake Township is/was not interested in upgrading Erickson Road. Agreement was made between Milton Township and the Antrim County Road Commission for upgrade to the first 1,600 feet of Erickson Road. Should Torch Lake Township decide to upgrade Erickson Road, Milton Township would not share the expense.
* Mr. Martel received official communication of the status of the ISO process, Building Code Effectiveness Grading Schedule. The assessment translates into a 1-10 classification. 1= Excellent. The ISO analysis of Torch Lake Township resulted in Class 4 for Commercial Industrial properties and Class 4 for one- and two-family residential properties applies to your community. Insurers can use these BCEG classifications to determine premium credits. Individual insurers may use different credits. ISO will apply to new construction in 2019 and thereafter. Future changes to building code or enforcement should be communicated to BCEG.
* Announcement to Board that the Audit was received and distributed today.

1. Approval of Agenda Content included the following changes:

* 1B Add Deana Jerdee, Paddle Antrim Chain of Lakes Water Trail Signage Agreement
* 1C Addition of Ordinance Enforcement Officer by B. Cook
* 1D Addition of Recommendation to hire Karen Hoig by S. Schultz

5. During Citizen Commentary, Sheriff Bean distributed a brochure promoting the use of an application called SMART911. The application allows individuals to create safety profiles for individuals or households. Emergency responders can then use profile information for faster and more efficient assistance. The Sheriff reviewed the call numbers and types for the month of April with a total number of 58 events this April in comparison to 73 in April of 2018. The department is running effectively despite some current staff shortages. A demonstration of the department’s K9 officer was provided. The K9 officer is trained in both narcotics identification as well as in tracking individuals (missing and/or fleeing). The K9 Officer is expected to serve the department for another 7 years.

1. CONSENT AGENDA Reports were requested to be pulled as follows:

#1 Clerk, pulled by S. Schultz

* Payment for Swan Nest Gifts in the amount of $101.70 needs to be approved. Day Park Attendants’ shirts (6).
* Item not paid for cleaning service. EMS ambulance squad has been cleaning their area since April. Hold payment for cleaning services until Martel checks into it.

#2 Treasurer, pulled by B. Cook

* B. Cook requested the addition of one column to the treasurer report as a standard column. The column would be to reflect prior year expenditures and would create visibility into variances for future budget management. Board discussion led request to be re-directed to the Revenue and Expenditure Report for Torch Lake Township generated by the Clerk.

#3 Zoning Administrator, pulled by B. Cook

* B. Cook requested additional reporting from the Administrator to quantify the significant level of work performed by the Administrator. B. Cook wanted to bring attention to the Board the increase in work volume, which is nearly double what it was last year at this time and includes permitting, violations, complaints, short term rentals and site visits.

#5 Fire Department, pulled by B. Cook

* B. Cook brought to attention of Fire Dept. and EMS Department that the Clerk’s office is having difficulty getting authorizations for payments in a timely and consistent basis. Discussion included exploration of process improvement and authorizations on behalf of timely payments and departmental GL assignments.

S. Schultz moved to accept the department reports as submitted. B. Petersen seconded and reports were accepted with All in Favor vote.

1. SPECIAL REPORTS AGENDA

B. Petersen shared that Planning Commission approved 2 Special Use Requests. 1) Jerry Hubbell Barn in Ag. District and 2) Bed and Breakfast to be built in Ag District. Commission to begin working on Village rentals.

1. AGENDA FOR BOARD DISCUSSION, CONSIDERATION AND POSSIBLE ACTION
2. Veterans Memorial – Township should have a resolution offering the designated area for the memorial in the Torch Lake Township Cemetery. The designated area has been surveyed and now the memorial will be laid out. A. Martel is asking for approval through resolution. B. Petersen suggested that the resolution should be supported by the survey and plan. The Board agreed to hold off on resolution until survey/design plans are in hand.

1B. Following clarification of agreement terms and conditions S. Schultz moved that Torch Lake Township enter into the Paddle Antrim Chain of Lakes Water Trail Signage Agreement on May 22, 2019, based upon Torch Lake Township providing the signage funds to be spent and given assurance that the signs, signs’ language and locations will be used for public purpose. B. Petersen seconded the motion and vote passed All in Favor.

* It was agreed that Item D under “Site Owner Will” section is not applicable to Torch Lake Township and will be removed from the “Agreement”.
* Final Draft of Signage will be provided to the Township for final review and language signoff approval.
* The Township requests to guide the specific location of signage placement at the Torch Lake 407 Boat Launch.

Deana thanked the Board and invited the Board to attend the official announcement by the DNR of the designation of the trail to be recognized as a State Water Trail on June 14, 2019 at 5:30 pm.

1C. B. Cook opened discussion on adding the role of an Enforcement Officer in the Township. Sheriff Bean was asked if there would be objection from the Sheriff’s Department should the Township pursue. Sheriff Bean’s response was “not at all”. No action was taken and the Board agreed to further discussion at a later date. Currently the budget does not include funds for the position.

1D. S. Schultz moved, based upon Chris Thompson’s memo recommendation dated 5/17/2019, to hire Karen Hoig in role of Torch Lake Township EMT, pending completed background check and physical. B. Petersen Seconded and All in Favor vote passed.

1. Health Insurance Increase – A. Martel shared that he received a note indicating that the cost of Health Insurance is/has increased by 3.6%. Effective date was not clear and further exploration is necessary to understand budget impact.
2. B. Cook moved to accept Deb Graber’s recommendation to the hire 4 individuals (Terry Kauska, Ginny Hawkins, Robert Hawkins, Charles Pearlman) presented as seasonal resources for the Day Park Attendant role, per the job description as provided by D. Graber. A. Martel seconded and vote passed All in Favor.
3. S. Schultz moved to hire Robert Hawkins as probationary Fire Fighter pending background check and physical per Ryan Bigelow’s recommendation. B. Petersen seconded and All in Favor vote passed the motion.

5/6. D. Graber provided a status of the progress on the Nature Preserve initiative, which kicked off, with the establishment of a volunteer team. Intent is to establish a long-standing committee. Accomplishments thus far include a review of trails for maintenance required, signage assessment review, road grading by County Road Commission, trail markings, and new pamphlet.

7. B. Petersen made motion to enter into the Antrim County Road Commission Contract for Road Improvements as prepared, seconded by S. Schultz and passed with All in Favor vote.

8. Wage review discussion took place specific to the Township’s Cross Train position with focus on alignment of hourly wage appropriate to skill sets, certifications, and responsibilities. Discussion leads to B. Cook and B. Petersen agreeing to put together a recommendation on wages for the tow (2) Cross Train positions.

9. A. Martel shared and read language from Michigan Laws Relating to Planning (MCL125.3601) #13 related to voting authority of commissions and Board members. Discussion to understand the law as written led to Board agreement to seek legal counsel clarification.

10. Boat Launch Permits update indicated that 100 individual permit applications have been received and 4 commercial permits have been issued.

11. Office activity has increased and with open workspaces the office environment is quite noisy. Ideas to quiet the office were discussed inclusive of building a wall/s in the office and look at scheduling office employees alternately. No action was taken.

12. K. Windiate requested clarification of Retirement eligibility. Discussion led Board to agree that eligibility needs to be clarified and a special meeting should be scheduled urgently to review roles and eligibility.

13. A. Martel presented Offer Letter for the Township’s Zoning Administrator for the 2019-2020 fiscal year requesting Board approval of the offer. No action was taken as discussion resolved that approval was not required as the role /wage is already in the 2019-202 budget.

14. K. Windiate moved to approve the Baird, Cotter & Bishop, P.C. (Certified Accountants) proposal to complete financial audits for the years 2020, 2021 and 2022. B. Cook seconded and an All in Favor vote passed the motion.

15. A. Martel shared information regarding the water levels of the Great Lakes. High water levels are anticipated to rise even further suggests possible damage for bay properties.

16. Bids (4) are out for the Day Park Drain Field. A special meeting will be scheduled to review bids once all are received.

17. A. Martel has been in contact with the DNR to understand what can and cannot be done with regard to managing drainage at the Township Cemetery. No action taken.

18. S. Schultz moved to decline the “First rights of refusal” to acquire tax foreclosed parcels as listed in the letter (2019 Tax Foreclosed Properties) sent from the Antrim County Treasurer may 06, 2019. B. Cook seconded the motion and the motion passed with an All in Favor vote.

19. A. Martel shared that the permitting process in progress to address the drainage of the Township property ditches.

There was no public comment and no Board Comment. Meeting adjourned at 10:26 PM

Respectfully submitted: Friday, May 24, 2019 by Mary Schoenherr