Torch Lake Township

Antrim County, Michigan

APPROVED MINUTES TOWNSHIP BOARD MEETING 5-0 WITH CORRECTIONS

September 17, 2019

COMMUNITY SERVICES BUILDING

TORCH LAKE TOWNSHIP

PRESENT: Cook, Martel, Petersen, Schultz, Windiate

ABSENT: None

AUDIENCE: 11

1. REPEATING AGENDA
2. Meeting was called to order at 7:00 pm followed by the Pledge of Allegiance.
3. Minutes: **Motion** by Petersen to approve the Minutes of August 20, 2019 as prepared; seconded and passed 5-0. **Motion** by Cook to approve the Minutes of Special Board Meeting August 28, 2019 with changes to item 2 – there was discussion of $1.00 fee for legal retainer; item 6 – copies of Deborah Graber’s public comment notes to be included with minutes; and item 7 thing (not think); seconded and passed 5-0.
4. Correspondence and Announcements: Antrim County sent notice of vacancies needing to be filled – they are posted on their website. Day Park Stats document was presented, E-mail was received from Mr. Spencer.
5. Agenda Content: **Motion** by Cook to accept additions to agenda; seconded and passed 5-0. Add 1A Recording Secretary, 1 becomes 1B, add: 7. Spencer concerns, 8. MERS, 9 Fire Chief, 10 Enforcement Officers, 11 Kienbaum Proposal, 12 E-mails, 13 Special Use, 14 Special Board Meeting.
6. Citizen Commentary: Sheriff Bean gave 4th of July recap and monthly stats, also noted that they are doing a newsletter regularly and it is available on their website. Chris Thompson expressed appreciation to the board. He had a concern regarding cross training wages, and if more than Paramedic’s wages the negative message that it sends.
7. CONSENT AGENDA: Pulled items 1, 2, and 4 for discussion, remainder were accepted as presented. Cook asked for a monthly financial review of the month end report and noted that Treasurer’s report looks good, this was confirmed by Schultz. Chris Thompson noted that he filed a grievance in regard to the boat rescue incident on August 25. Requests need to go through the Incident Commander (IC) and everyone needs to work together within the proper chain of command. In regards to the “Treat, no transport” fee discussed at the last meeting the township can choose to waive fee, charge insurance only, or leave it the way it is. Martel will make recommendations. After discussion, **Motion** by Cook to approve Consent Agenda items 1,2 and 4 was seconded and passed 5-0.
8. SPECIAL REPORTS AGENDA: Petersen reported the Planning Commission approved the Special Request for Short Term Rental (STR) in Torch Lake Village.
9. BOARD DISCUSSION/ACTION:
10. a. Windiate made **Motion** to approve Michelle Merrifield as recording secretary with contract at the rate of $150.00/meeting; seconded and passed 5-0.
11. b. Nature Preserve Authority Appointments. **Motion** by Petersen to approve; seconded and passed 5-0
12. Advisory Committee on FOIA held a meeting and decided they need a better set of instructions, need to have policies in place. Committee will make recommendations.
13. FOIA Coordinator assistance is not needed at this time. Windiate will create a checklist for the committee to review. Need clarification on response time question. Committee will put a plan in place and present to board.
14. Benefits Ordinance, looking into providing full family benefits to full time employees as hiring incentive in the future.
15. Zoning Administrator job description. **Motion** by Cook to accept increasing the responsibility of the zoning administrator to include transition of the paper records to digital media, add responsibilities of Day Park and Nature Preserve, making it a full-time position of $45,000. Implementation of this change takes effect with approval of a final job description approved by the Board; was seconded and passed 4-1, with Schultz casting the nay vote.
16. Planning Commission Planner. After discussion it was decided the township will keep a planner for the time being. No formal action taken.
17. Bob Spencer read his letter: Schultz responded, apologizing for this becoming such an issue, she was not comfortable with how things went at the meeting. She apologized again and was sorry the board had to go through this because of her actions. Schultz requested that all special board meetings be recorded in the future. Again, Schultz apologizes for anything that’s in disarray and hopes her apology will be accepted. Apology was accepted. Windiate, as FOIA Coordinator, noted that conversations must be held in an open meeting. **Motion** by Windiate to reaffirm Boards commitment to fulfill the responsibilities that come with being a public official; seconded and passed 5-0.
18. MERS. Tom Jordan to come speak to board at next special meeting for clarification of our programs. Audit on October 9.
19. Fire Chief. Three applications, interviews are Wednesday.
20. Enforcement Officer. One possible candidate depending on Fire Chief interviews.
21. Kienbaum Proposal. Board has copy of contract, call before signing to clarify/add the $1.00 retainer in the contract
22. E-mails. Request was made to avoid sending unnecessary e-mails. FOIA committee to make recommendations after their meeting.
23. Special Use. Discussion centered around whether the Board should have more control over special use permits. Martel wanted the Board to have more control, whereas Petersen feels that it is not necessary. No formal action taken.
24. Special Board Meeting. Date is set for October 7, 2019 at 6:00pm
25. FUTURE MEETINGS AND HEARINGS:
26. Board Meeting, Tuesday, October 15, 2019, 7:00 pm
27. Planning Commission, Tuesday, October 8, 2019, 7:00 pm
28. Zoning Board of Appeals, Wednesday, October 9, 2019, 7:00 pm
29. CITIZEN COMMENTARY:
30. Mr. Spencer thanked Ms. Schultz and noted that he was impressed with Mr. Petersen’s comments tonight.
31. Mr. Doug MacDonald addressed the board regarding the shooting range near his home at 2986 Lake Street. He stated that they need the township’s help in this matter as it is not going away. There are children that won’t play on the beach and veterans with PTSD to consider. It was noted that there is a meeting with the township’s lawyer on Friday regarding this issue.
32. In regard to the grievance filed for the boat rescue on Aug. 25, Ms. Deb Graeber stated that she had only made the comment that the ambulance might be able to back down closer for the rescue.
33. 4. Unrelated to #3 he also resigned as Deputy Supervisor effective immediately.
34. BOARD COMMENT: Schultz reiterated – all meetings should be recorded. She also noted that she voted no on item D.5. only because she would like to see a job description first. With no further business the meeting adjourned at 10:42 PM.

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

Michelle Merrifield

Recording Secretary