Torch Lake Township

Community Service Building

May 19, 2020

APPROVED Minutes Township Board Meeting AS PREPARED 4-0

May 19, 2020

Community Services Building

Torch Lake Township

Present: Martel, Cook, Windiate, Schultz, Petersen

Absent: None

Attendance: 9

**A. Repeating Agenda**

1. Meeting called to order at 7:01 pm

2. Special Recognition: EMS recognized for EMS Week by Sharon Schultz. Astounding year for accomplishments in areas of ALS certification in addition to other achievements.

3. Approval of regular Board Meeting Minutes April 21, 2020

Bob Cook requested comment under A2 remove duplicated statement. “Added road not completed last season is split with Milton Township which is East Erickson Road and a section of East Coleman Road.” Remove brought to board attention by Burt Thompson. “Township deposit 50% now on all roads discussed, $88,500 with final payment when completed. Remove remaining comments regarding current budget and county allocations. Item G – Reports that over 150 absentee ballots have been received Char-Em ISD in the Central Lakes School district have an election on May 5th. **Motion** to accept with corrections by A. Martel. Seconded by S. Schultz. Passed 4 -0.

4. FOIA REPORT – 4 RECEIVED. 2 regarding minutes, 3 have been completed, one on hold regarding physically coming on premise to review documents. Asking requesting individual if they would like to wait until the Governor’s direction of waiting until June 4th would serve as completion of FOIA request.

5. Approval of Agenda content - **Motion** by Bill Peterson, seconded, approved 5-0

6. Citizen Commentary - None

**B. Consent Agenda:**

Pull Fire Department report, Addendum: check register for TLC Township. Remainder of Consent agenda accepted per A. Martel. Reports as follows: 1. Fire Dept. report speaks to COVID-19 Safety Procedures. Kevin Lane reports that fogger that has been used in Station 1 and 2 is a chemical distribution that sanitizes equipment and building provided by the County. Ted has placed an order for our own fogger which is on backorder. This complies with the Governor’s safety requirements. 2. EMS report by Interim Service Director, offered an explanation of reports based on business format of finance, peoples, service and quality. Handout detailing each category distributed. 3. Check Ledger Addendum regarding Ferguson and Chamberlin Day park survey. Day Park survey should go under Parks and Recs. Discussion ensued. **Motion** by A. Martel to accept 2 reports of Fire Department and Check Ledger Addendum, seconded, passed 5 – 0.

**C. Special Reports Agenda**

Planning Commission – No planning meeting held

**D. Agenda for Board**

1. Post Audit Policy During Emergency Situations states if there is ever an emergency where we cannot meet to approve bills, we can pay beyond payroll and utilities. A. Martel spoke to General Appropriations Act that becomes part of budget approval in March that also allows board to pay bills. Open Meetings Act states we have to have meeting; however, meetings cannot be held without a quorum. MTA states this is one way we can’t have a meeting. Post Audit Policy #2 should have an “r” in Treasurer. #4 speaks to check register being posted. **Motion** to approve Post Audit Policy by K. Windiate. Seconded and passed 5-0.

2. The boat launch is open but not the park. There are current notices stating the park is closed. A. Martel notes Governor’s directive of State parks open but no clear message to county/township parks. Memo provided to assist in discussion. S. Schultz offered opinion to follow guidelines based on current directive which states openings will take place on June 21, 2020. Bob Cook summarized discussion which focused on policing of park’s closed status. Day Park Committee will be meeting next week. Bob Cook **Motion** to keep the day park closed until receiving County/State directive and will not be enforced by Township employees.” Bill Peterson seconded. 4 yay’s, one nay cast by Martel.

3. Post Covid 19 Emergency Orders – Rules for the ongoing Use, Conduct and Procedures at the Community Services Building handout. #4 Normal Township Passport Application services. #5 Notary Services by Appointment Only. #9 The above items #1-6 will be posted on all entry doors noting the 6-foot social distance requirement with markers as well as provide separate exit. #10 should read “No one outside of township except elected/appointed officials/employees are allowed in the township offices. #11 should include Nature Preserve as well. #13 Meetings with the township will be held in the conference room, when necessary. Remove #12. Add No Public Restroom. Bob Cook suggested listing limited hours as we address ongoing township needs and comply with the Governor’s orders.

4. Review of approved Board Minutes of 3/17/20. Meeting called to order at 8:07 pm. Page one, 4th line should read “provide road funds would be required on the 2022 ballot.” Page 1, ¾ way down should read “motion by Mr. Cook.” 3rd line from bottom regarding reviewing of synopsis of the minutes should read Mr. Martel will review versus Mr. Cook. #3 should read Dave Barr. Page 2 - #5- 3rd sentence should read Bill Peterson moves that we would receive a copy. Motion carried 5-0. Page 3 B, Resolution #6 Cook mentions that with a surplus in budget cost center the funds should NOT be added to the final specific line item.” Page one #2 should read February 18 not the 17th.  **Motion** to approve 3/17/2020 minutes with changes by B. Cook, seconded and passed 5-0. ADD REVISION DATE OF APPROVED 5/19/20.

Budget Hearing minutes: page 2 regarding Day Park general procedures should read Bob Spencer (remove Tom Stillings.) Page 2, 4th line down should read “Township added new categories as requested by Committee.” **Motion** to approve 3/17/2020 Township Budget minutes with revisions by B. Cook, seconded by Peterson and approved 5–0. ADD REVISION DATE OF APPROVED 5/19/20.

5. Planning and Zoning – Request for proposals. Table until commission meets.

6. Employee Handbook – Board to review proposed handbook. All current policies should be included which include Drug policy and hostile work environment.

**E. Future Meetings and Hearings:**

 1. Board meeting – Tuesday, June 16, 2020 at 7:00 pm

 2. Planning Commission – Tuesday, June 9, 2020 at 7:00 pm (may be cancelled)

 3. Zoning Board of Appeals Meeting, June 10, 2020

 4. Day Park Committee – there are no planned meetings.

**F. Citizenry Commentary** - None

**G. Board Comment**

A. Martel states a special meeting should be held in the next 10 days on various issues. Bill Peterson mentioned that there was a synopsis of election procedures by the Antrim Review which is incorrect. S. Schultz felt we should also request a correction from the reporter Linda Gallagher. Marina Friend suggests requesting a makeup article. S. Schultz will follow up with reporter and B. Petersen will also contact paper. K. Windiate reports that the Secretary of State office stated they will mail out applications again but not to those listed on the permanent absentee voter list. Township will reach out to those individuals. S. Schultz wondering if we are interested in doing a newsletter in the tax bill? B. Cook states we would definitely like to highlight our ALS certification. Newsletter needed by 6/11 to be included.

Meeting adjourned 9:00 pm.

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

Veronica Beitner Recording Secretary