TORCH LAKE TOWNSHIP

ANTRIM COUNTY MICHIGAN

APPROVED MINUTES OF TORCH LAKE TOWNSHIP BOARD MEETING WITH CORRECTIONS PASSED 5-0

March 16, 2021

TORCH LAKE TOWNSHIP

Present: Bob Cook, K. Windiate, S. Schultz, J. Merchant, A. Martel

Absent: None

Audience: 16

**A. Repeating Agenda**

1. Meeting was called to order at 7:08 pm followed by meeting protocols review.

2. Approval of Board Minutes – 2.16.21 (Regular Board meeting) Sharon Schultz requests clarification of statement at bottom of minutes with the usage of word “entirety”. Removal of said word agreed. M/S: K. Windiate/ J. Merchant with clarification. Passes 5-0. Approval of minutes from 3.2.21 Special meeting. S. Schultz requests correction to Item 9 to read “Also, Schultz turning in tax rolls to the County 3/5/21. M/S: Bob Cook/Sharon Schultz motion to pass with corrections. Passes 5-0.

**NOTE:** Minutes from January 19, 2021 had a typo error related to the Clerk’s salary.

3. Correspondence/Announcements – Kathy Windiate reviewed Sheriff report/newsletter.

4. Approval of Agenda Content – B. Cook requests to remove under Special Reports Agenda Financial Review and under Agenda for Board Discussion Review Policy 4.0 B. Cook motions to accept agenda with changes. Sharon Schultz seconded. Passed 5-0.

5. Citizen Comment – Regarding the process of voting integrity, the question is raised about the Townships standing. Clifford Falls asks for additional citizen comments as well as Board comments. Bob Cook requests that Kathy Windiate follow up with information coming from County regarding verification and safety of elections. Bill Stridiron has question regarding FOIA and possible need to add a fee due to time incurred to produce. Bob Cook asks that Kathy Windiate lead follow-up for next month’s meeting. Rita Service asks for clarification if FOIA requests are part of Clerk’s job and if so, is it appropriate to add a fee to an existing job duty? Review of legalities will help clarify this question. Rita Service requests clarification of FOIA reporting guidelines. Bob Cook states FOIA requests needs to be responded to request in 5 days with an option to request an extension of 10 additional days. K. Windiate clarifies it is not a statutory duty of the Clerk. Any Board member can respond to FOIA requests as it pertains to their roles and as legalities permit.

**B. Consent Agenda**

Pull Deputy Supervisor Report (Bob Cook) and Fire Department (Sharon Schultz.) Rest of reports Approved by Consent.

Sharon Schultz would like to commend the Fire Department for the NEW SCBA AIR COMPRESSOR UNIT. . Board welcome and encouraged to review equipment with Fire Chief. Bob Cook requests that Chief Kevin Lane prepare Capital Outlay report for next month’s meeting. Fire Chief Kevin Lane has spoken with Ted Schroeder regarding different grants to help add additional equipment and costs. Deputy Supervisor Bill Petersen reviewed a schedule of work to be completed. Items tonight to be reviewed include two road contracts with repairs to Golden Beach and Erickson. Bill Peterson and member of the Road Commission. Will drive through every Township road to get a detailed report of needs and completions and how relates to ending millage. This will allow a 5-year plan that will address all road needs in Township. Short term, Bill Peterson is always looking for items and input that can be quickly addressed. Work with Fire Chief continues to identify barriers to emergency response and address. Reviewed continued drainage issues around Township Building. Jason Merchant asks for clarification of Township roads versus County roads. Question regarding rumble strips on 31 that are incorrectly placed. MDOT is responsible for this issue. M/S: S. Schultz/Jason Merchant to accept 2 reports. No discussion. Passed 5-0.

**C. Special Reports Agenda**

J. Merchant reviewed Planning Commission meeting that is going through Zoning Handbook. Detailed project progressing.

K. Windiate reported that a new FOIA has been received on 3.6.21. She sent requests to Planning Commission, ZBA and the Board related to civil ticket received at Torchport Airport property where an individual was illegally camping. Affidavits have been sent out according to process and procedures. She will report at next month’s meeting. Question: Who receives requests on committees? Answer: every member receives a request and must respond.

**D. Agenda for Board Action**

*Old Business*

None

*New Business*

1. Bill Stridiron addressed previous topics of Nuisance and Blight Ordinance which is now combined as #2018-01 adding clarification that these are Police Ordinances. Meeting with Planning Consulting Company revealed that there is no need for both Nuisance and Blight Ordinances. Discussion ensued. M/S: B. Cook/J. Merchant to approve amending the Nuisance Ordinance #2018-01 for the changes as presented and the red lined version and the repeal of the Blight Ordinance #12-2007 and any previous junk or blight ordinance. The effective date is 30 days after publication. Further discussion ensued. Motion passes 5-0.

2. M/S by B. Cook/J. Merchant – Motion to Approve the Fee and Permit Schedule as presented and to be reported on the Torch Lake Township website. Discussion ensued. Passes 5-0 with corrections.

3a. M/S: B. Cook/J. Merchant to approve Resolution #2021-12 to approve the Supervisor Salary of $28,840.00 for FY 2021/22. No Discussion. Passed by Roll Call Vote: SS – yes, KW – yes, AM – yes, JM – yes, BC – yes

3b. M/S: B. Cook/J. Merchant to approve Resolution #2021-13 to approve the Clerk Salary of $26,480.00 for FY 2021-22. No Discussion. Passed by Roll Call Vote: SS-yes, KW-yes, AM-yes, JM-yes, BC-yes

3c. M/S: B. Cook/J. Merchant to approve Resolution #2021-14 to approve the Treasurer Salary of $28,840.00 for FY 2021/22. No discussion. Passed by Roll Call Vote SS-yes, KW-yes, AM-yes, JM-yes, BC-yes

3d. M/S: S. Schultz/B. Cook to approve Resolution #2021-15 to approve the Trustees Salary of $5,360.00 for FY 2021/22. No Discussion. Passed by Roll Call Vote: SS-yes, KW-yes, AM-yes, JM-yes, BC-yes

4. M/S by B. Cook/S. Schultz to approve the Torch Lake Township Pay Schedule which was compiled by Board at the Budget meeting as presented. No discussion. Passed 5-0.

5. M/S by B. Cook/S. Schultz to approve the General Fund Budget and mileage of 1 Mil as prepared. No discussion. Passed 5-0.

6. M/S by S. Schultz/B. Cook – Motion to approve Road Fund Budget with .50 Mils as prepared. No discussion. Passed 5-0.

7. M/S by B. Cook /S. Schultz- Motion to approve the Ambulance Special Assessment District Fund Budget with 1.85 Mils as prepared – No discussion. Passed 5-0.

8. M/S by S. Schultz/K. Windiate to approve the Fire Special Assessment District Fund Budget with 1 Mil as prepared. No discussion Passed 5-0

9. M/S by S. Schultz/J. Merchant to approve the Liquor Enforcement Fund Budget as prepared. No discussion Passed 5-0

10. M/S by B. Cook/K. Windiate to approve the Traverse Bay Nature Preserve Fund as prepared. No discussion Passed 5-0.

11. M/S by B. Cook/S. Schultz to approve the Contract proposal with Drogt Excavating for cleaning out the Retention Pond areas and the approval of one bid for $8,838.00 as presented by the Deputy Supervisor. Bill Petersen spoke to reason for one bid regarding urgency and limited contractors. Passes 5-0.

12. M/S by B. Cook/S. Schultz to approve the Antrim County Road Commission proposed 2021/2022 Road Work for Torch Lake Township share of expenses of $46,000.00 for work to be performed on Erickson Rd and Golden Beach Drive culvert replacement. Discussion for Bill Petersen ensued. Passes 5-0.

13. M/S by B. Cook/S. Schultz to approve the 3-year contract for Assessing Service with AD Assessing Incorporated for 3 years at the rate per their contract starting on May 1,2021. No Discussion. Passes 5-0.

**E. Agenda for Board Discussion Only**

1. Review Policy 4.0 removed by Bob Cook

**F. Agenda item for Informational Purpose Only**

1. Bob Cook spoke to Re-keying locks for facility and replacing special locks. Bids came in at $1,000. for re-keying only. To do everything will be $8,300. Discussion to be addressed at April Meeting

**G. Citizen Comment**

Clifford Falls question if boat ramp on Creswell Road is still in use? Tom Petersen would like update of progress with Fireworks Ordinance. Bob Cook reported that the Township passed our own Ordinance. Bill Stridiron added Ordinance details and enforcement to be held by the Sheriff Department.

Bill Petersen inquired about power being installed at the 407 to support camera and lights. Bob Cook will work with Bill Petersen on this issue.

**H. Board Comment**

1. Sharon Schultz dittos comments made earlier expressing Thanks to Bob Cook for all his work on preparing documents for tonight’s meeting as well as noting that the Petoskey Stone Festival will be held Memorial Weekend at Barnes Park. She also states she really enjoyed in person meeting.

2. Jason Merchant thanks Bob Cook for Budget preparation and Bill Petersen for Road Work package. Helped.

3. Bob Cook thanks the entire board for all their work.

**I. Future Meeting and Hearings –**

1. Planning Commission Tuesday, April 13, 2021 at 7:00 pm

2. Zoning Board of Appeals Meeting Wednesday, April 14, 2021 at 7:00 pm

3. Board Meeting Tuesday, April 20, 2021 at 7:00 pm

Meeting adjourned at 8:44 pm

Minutes respectfully submitted by Veronica Beitner

Board Secretary