

TORCH LAKE TOWNSHIP
ANTRIM COUNTY, MICHIGAN

DRAFT MINUTES OF TOWNSHIP REGULAR BOARD MEETING
MARCH 21, 2023
COMMUNITY SERVICES BUILDING
TORCH LAKE TOWNSHIP

Present: Cook, Schultz, Martel, Merchant and Windiate

Absent: None

Audience: 6

A. REPEATING AGENDA

1. Meeting was called to order at 7:00 PM followed by the pledge to the flag.
2. Minutes: **Motion** by Cook to approve Minutes of the regular Board Meeting on February 21, 2023 was approved and passed 5-0 with corrections. In item A 5. Correct spelling to "Undersheriff Hoch": **Motion** by Cook to approve the Minutes of March 7, 2023 Budget Hearing was seconded and passed as prepared 5-0.
3. Correspondence and Announcements: None
4. Approval of Agenda Content: **Motion** by Cook to amend the agenda was seconded and passed 5-0. Add: Item 4, to add A 4G. Cemetery Fund; Add Item 9. Approve both Deputy Clerk and Deputy Treasurer as authorized signers on Township checking account. Add item 10 Board approval of Deputy pay rate as recommended by Clerk and Treasurer.
5. Citizen Comment: 1. Jarris Rubingh reported that Antrim County will be participating in the Michigan tornado drill tomorrow at 2 PM, with the idea that everyone should have a plan in place to deal with bad weather; he and Undersheriff Hoch participated in the Mental Health program last week. It was a very informative meeting. 2. Undersheriff Hoch gave the 911 report details; he mentioned the Stepping Up program for youth to assist before they might go to jail; there will be two new deputies soon who have finished their training; Hoch was asked about Narcan. Every deputy carries it and all have been trained how to use it.

- B. CONSENT AGENDA:** The 911 report was pulled for Undersheriff Hoch to present. All other reports approved by consent. After presentation, the **Motion** by Cook to approve the 911 report was seconded and passed 5-0.

C. SPECIAL REPORTS AGENDA:

1. Planning Commission report from Mr. Merchant was that the PC continues to work on the Sign Ordinance and are close to finishing.
2. FOIA Update: MS Windiate reported there had been one new request which has already been completed. She is waiting to hear regarding a request that was submitted December 5, 2022.
3. Financial Overview: From Mr. Cook the report is also on the website.

D. AGENDA FOR BOARD ACTION:

Old Business: None

New Business

1. **Motions** related to Budget Resolutions for the Salaries of Elected Officials
 - a. **Motion** by Cook to approve Resolution 2023-01 to set the salary of the Treasurer at \$33,000 for the 2023-24 fiscal year was seconded and approved by roll call vote of 5-0.
 - b. **Motion** by Cook to approve Resolution 2023-02 to set the Clerk's salary at \$28,000 for the fiscal year 2023-24 per the vote of the Torch Lake Township Electors at the Annual Meeting on March 7, 2023. Motion was seconded and approved by roll call vote of 5-0.
 - c. **Motion** by Cook to approve Resolution 2023-03 to set the salary of the Trustees at \$5,800 for the fiscal year 2023-24 was seconded and passed 5-0 roll call vote.

- d. **Motion** by Schultz to approve Resolution 2023-04 to set the salary of the Supervisor at \$31,500 for the fiscal year of 2023-24 was seconded and passed 5-0 roll call vote.
2. **Motions** related to Budget Amendment Resolutions
 - a. **Motion** by Schultz to approve Resolution 2023-06 of the various transfers of \$38,200 representing a reallocation of budget funds transferred from Fund Balance to cover current expenditures within this budget year, to date, with approval by the Township Board's March 21, 2023 Board meeting. Motion was seconded and passed 5-0 roll call vote.
 - b. **Motion** by Schultz to approve Resolution 2023-07 which transfers \$3,200 from Fund Balance to Road Account Line Item 204-446-976-000 was seconded and passed 5-0 roll call vote.
 - c. **Motion** by Merchant to approve Resolution 2023-08 which transfers \$52,700 from the Fire Fund Balance to various Account Line Items to cover current expenditures within this budget year, to date, with approval by the Township Board's March 21, 2023 Board meeting. Motion was seconded and passed 5-0 roll call vote.
 - d. **Motion** by Cook to approve Resolution 2023-09 which transfers \$367,875 from Ambulance Fund Balance to various account line items to cover current expenditures within this budget year, with approval by the Township Board's March 21, 2023 Board meeting. Motion was seconded and passed 5-0 roll call vote.
3. **Motion** related to the Torch Lake Township Pay Schedule 2023-24: **Motion** by Cook to amend the Torch Lake Township Pay Schedule for the Fiscal year 2023-2024, as approved by the Board on February 23, 2023, to revise the pay for the Deputy Treasurer from \$21 to a range of \$21-\$25 and to revise the pay for the Deputy Clerk from \$21 to a range of \$21.00-\$25.00 and increase the pay for the clerk to \$28,000. Motion was seconded and passed 5-0.
4. **Motions** related to fiscal Year 2023-2024 Budget: **Motion** by Cook to approve all tax levy and non-tax levy budgets as follows:

Motion to approve the Fire Fund Special Assessment Budget with a tax levy of 1.75 MILL, with 1.75 MILL=\$574,492 Operational budget.

Motion to approve the Road Fund Budget with a tax levy of 1 MILL, with 1 MILL=\$333,808 Operational budget.

Motion to approve the Ambulance Fund Special Assessment Budget with a tax levy of 2.25 MILL, with 2.25MILL=\$738,632 Operational budget.

Motion to approve the General Fund of 1 MILL, with 1 MILL = \$333,808 Operational budget.

Motion to approve the Liquor Fund Budget as prepared.

Motion to approve the Traverse Bay Nature Preserve Fund Budget as prepared.

Motion to approve the Cemetery Fund budget as prepared.

Mr. Cook's Motion was seconded and passed 5-0 roll call vote.
5. Motion was removed.
6. **Motion** by Cook to approve the purchase of a new phone system for the Township building and South Fire Station from Anavon Technology Group of Traverse City as presented for a price of \$7,382 effective April 1, 2023. This item was budgeted in the Fiscal Year 2023-24 Budget. Motion was seconded and passed 5-0.
7. **Motion** by Cook to approve new Ambulance billing rates for the Township as presented, effective April 1, 2023. Motion was seconded and approved 5-0.
8. **Motion** by Cook to approve Day Park Cleaning Contract with MS Eniko Stone for an estimated total not to exceed \$13,000 without Supervisor approval. Motion was seconded and passed 5-0.
9. **Motion** by Cook to approve Deborah Obrecht, as Deputy Treasurer, to be authorized to sign Township checks. Motion seconded and passed 5-0. **Motion** by Cook to approve Cheryll Wynkoop, as Deputy Clerk, to be authorized to sign Township checks. Motion was seconded and passed 5-0.
10. **Motion** by Schultz to recommend the Deputy Treasurer be paid at the hourly pay rate of \$25/hour, based on her years of experience. Motion was seconded and passed 5-0. The **Motion** by Windiate to recommend the Deputy Clerk be paid at the hourly pay rate of \$21/hour was seconded and passed 5-0.

E. AGENDA ITEMS FOR BOARD DISCUSSION:

1. Because of the resignation of our Web Designer, Bob Hicks, the Township will be looking for a new design company to take control of our township website. Currently Nye's Web Design is in charge of our Day Park

website and has submitted a proposal. A proposal has also been received from STG of Lansing. A third proposal will be submitted by Mike Strange. Mike is currently our Information Technology Support company. Look over the proposals, the rates and package contents.

2. Discussion of changing our fiscal year **from** April 1st through March 31st **to** July 1st through June 30th. Mixed reactions from the Board members, with the Treasurer opposed and others with mixed feelings.
3. Discussion of sharing a police officer with Central Lake. Central Lake has received a Grant to help fund a second police officer in charge of patrol within the Village. Torch Lake could use the officer 20 hours per week in the summer months to basically patrol the Day Park and the Nature Preserve. Hours in the winter months would be reduced to 10 hours a week. Mixed feelings on this issue as well with Trustee Merchant strongly opposed to the idea. Final decision is for Mr. Cook to look further into the proposal.
4. Implementing the current Credit Card Policy 4.8. The Township currently has a credit card policy in place and would like to open a credit card account to be used for various purchases that will not accept checks. The cards would be the responsibility of the Clerk, with procedures for use outlined in policy 4.8.
5. Fiduciary Responsibilities of Trustees. It was decided that Mr. Merchant would take over the responsibility of verifying bank statements and expenditure checks as Mr. Martel no longer wishes to perform that duty.

F. AGEND ITEM FOR INFORMATIONAL PURPOSE ONLY: A revised Road Work schedule has been by Mr. Thompson, Antrim County Road Commissioner, outlining proposed paving/chip and seal schedule for the next several years.

G. CITIZEN COMMENT: None

H. BOARD COMMENT: None

I. With no further business the meeting was adjourned at 9:12 PM.

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

Kathy S. Windiate
Township Clerk