

MINUTES

TORCH LAKE TOWNSHIP
ANTRIM COUNTY, MICHIGAN

DRAFT MINUTES OF TOWNSHIP REGULAR BOARD MEETING
FEBRUARY 20, 2024
COMMUNITY SERVICES BUILDING
TORCH LAKE TOWNSHIP

Present: Cook, Schultz, Martel, Merchant and Windiate
Absent: None
Audience: 13

To begin the meeting, Supervisor Cook read a message to the audience regarding the Boat Launch Ordinance on the Agenda later this evening.

A. REPEATING AGENDA:

1. Meeting was called to order at 7:00 pm followed by the pledge to the flag.
2. Minutes of January 16, 2024 were approved with corrections 5-0. Item A1 after 7:00 add "**Motion** by Windiate for Schultz to conduct the meeting was seconded and passed 5-0". Motion to approve Minutes of January 24, 2024 with correction was seconded and approved 5-0. Correct meeting convened at "3:00 pm". **Motion** to approve Minutes of January 30, 2024 as prepared was seconded and passed 5-0.
3. Correspondence, etc. Memo and email received from Deana Jarvis from Paddle Antrim.
4. Agenda Content was approved 5-0 with changes. In item 10 the appointment to the Planning Commission is Lorry Coats.
5. Citizen Comment received from Sheriff Hoch regarding the number of scams out there right now. Cautions the residents to take care, protect their private information. Don't say "yes" when you answer the phone.
 2. From Jarris Rubingh, County Commissioner
 3. From Deana Jarvis
 4. From Donn Purvis
 5. From Sue Calu

B. CONSENT AGENDA: All reports were approved by consent.

C. SPECIAL REPORT AGENDA:

1. Planning Commission will have their meeting February 26th at 7:00 pm. All meetings now on 4th Monday of Month
2. FOIA: There have been two new FOIA requests since last meeting and both have been completed.
3. Financial Overview documents can be found on-line at torchlaketownship.org.

D. AGENDA FOR BOARD ACTION:

OLD BUSINESS: NONE

NEW BUSINESS:

1. **Motion** by Schultz to approve the hiring of Moley Townsley as an EMT-Basic effective February 21, 2024 at an hourly rate of \$20.00, pending standard background checks, etc. was seconded and passed 5-0 roll call vote.
2. **Motion** by Cook to approve the new contract for the Township Attorney, Todd Millar, at the rate of \$210 per hour was seconded and approved 5-0.
3. **Motion** by Schultz to approve the new three-year contract for AD Assessing, INC. at the rates of \$30,360 for 2024; \$31,920 for 2025 and \$33,480 for 2026 was seconded and passed 5-0 roll call vote.
4. **Motion** by Windiate to approve the contract of Saloon Creek Farms, Mike Bertram, for Emergency Management oversight of Torch Lake Township Ambulance service at a rate of \$1,700 per month effective April 1, 2024 for the term of one year. Motion was seconded and passed 5-0 roll call vote.

5. **Motion** by Cook to approve the contract to purchase 1 Zoll Advanced Defibrillator for \$48,860.03. Purchase will be funded over a five-year period interest free payment plan provided by Zoll of \$9,772.06 per year. Motion seconded and passed 5-0 roll call vote.
6. **Motion** by Cook to approve Resolution 2024-01 Police Power Boat Launch and Pier Ordinance shall become effective thirty (30) days after its publication (or publication of a summary thereof) in the Antrim Review and the Elk Rapids News. Motion seconded and passed 5-0.
7. **Motion** by Merchant to approve USA Insulation for \$23,709 to insulate the South Station walls and attic was seconded and passed 5-0.
8. **Motion** by Cook to approve Traverse City Coatings contract for refurbishing South Station flooring for \$11,340 was seconded and passed 5-0.
9. **Motion** by Windiate to approve the Fire equipment items as presented by the Fire Chief totaling \$26,266 as follows:
 1. Two 20" PPV Variable Speed DeWalt Battery Fans at \$6,744 each-totaling \$13,488
 2. High Power Battery Saw bundle \$3,204
 3. Misc seven items from West Shore Fire totaling \$9,574Motion was seconded and passed 5-0.
10. **Motion** by Cook to approve the appointment of Lorry Coats to the Planning Commission with a term beginning February 21, 2024 and ending on October 31, 2025 was seconded and passed 5-0.
11. **Motion** by Windiate to approve the hiring of Mary Merchant as Clerk Accounting Assistant, effective February 21, 2024 at a rate of \$21 per hour was seconded and passed 4-0, with Jason Merchant recusing himself from the vote.
12. **Motion** by Merchant to approve Resolution 2024-05 allowing speed limit signs to be placed within the area of Eden Shores Subdivision by Antrim County Road Commission with all expenses being paid for by the Eden Shores Property Association. Motion was seconded and approved 5-0.

E. AGENDA FOR BOARD DISCUSSION:

1. Adjustment to 2024-2025 Budget
 - a. Discuss wage for Cross-Trained employees. Wage increase is needed.
 - b. Scan project
 - c. Electric quote for new parking lot lighting
 - d. Quote on sprinkler system in Day Park

F. AGENDA ITEM FOR INFORMATIONAL PURPOSE ONLY:

Reminder of upcoming Annual and Budget Meeting on Tuesday, March 12, 2024 at 6:00 pm at the CBS.

G. **CITIZEN COMMENT:** Deb Steggles and Sue Calu

H. **BOARD COMMENT:** Comments received from Merchant, Cook

With no further business the meeting was adjourned at pm.

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

Kathy Windiate

Township Clerk