

# MINUTES

**TORCH LAKE TOWNSHIP**  
**REGULAR BOARD MEETING DRAFT MINUTES**  
**December 20, 2022 at 7:00 PM**  
**Community Services Building**

**Members Present:** A. Martel, J. Merchant, B. Cook (Supervisor), K. Windiate

**Absent:** S. Schultz

**Others:** None

Recording Secretary: Veronica Beitner

Audience: 12

**A. REPEATING AGENDA**

1. Meeting called to order at 7:00 pm followed by the Pledge of Allegiance
2. Approval of Minutes: Special Board Meeting November 28, 2022 (M/S) B. Cook/J. Merchant motion to accept as presented. Passed 4-0. Special Board Meeting December 16, 2022 (M/S) B. Cook/J. Merchant motion to accept as presented. Passed 4-0. Regular Board Meeting November 15, 2022 (M/S) B. Cook/J. Merchant motion to accept as present. Passed 4-0.
3. Correspondence & Announcements: None
4. (M/S) B. Cook/K. Windiate motion to accept the agenda as Presented. No Discussion. Passed 4-0.
5. D. Walker, 5951 M-81, Central Lake on behalf of the Torch to Bay Group and the Nakwema Trail. Writing for citizen input and asks for everyone to participate in an online survey. The survey will be available on Constant Contact. J. Rubingh, Commissioner, provided updates from recent Antrim County Commissioner meeting.

**B. CONSENT AGENDA**

B. Cook requests Fire and Ambulance Report for review with all other reports being approved by Consent. M. Bertram provided updates regarding the new Ambulance, Revenue to date and staffing. Fire Chief Kevin Lane introduced new probationary firefighter candidate Gavin Graves with review of interest and credential status. (M/S) B. Cook/A. Martel make a motion to accept the Fire and Ambulance Report. No Discussion. Passed 4-0.

**C. SPECIAL REPORTS AGENDA**

1. Planning Commission – No December meeting
2. FOIA Update – One request related to November, 2022 election to come in and photograph ballots. Due to recounts at the State level, the request can not be honored at this time.
3. Financial Overview – Supervisor Cook reminds Community to refer to the website for documents and streamed meeting to review full details. Notes that the purchase of the Ambulance is the largest influence to the Budget. Any questions can be referred to Supervisor Cook.

**D. AGENDA FOR BOARD ACTION**

*Old Business* – None

*New Business*

- #1 – Review provided by Supervisor Cook for Board Consideration. Discussion ensued. (M/S) K. Windiate/B. Cook Motion to Approve Resolution 2022-17 approving the Easement for Mr. Loy, as defined per the Easement Agreement, through the Torch Lake Township Cemetery Effective December 21, 2022. No further discussion. Roll Call Vote: K. Windiate – yes, B. Cook – yes, A. Martel – yes, A. Merchant – yes. Passed 4-0.
- #2 – Review provided by Supervisor Cook for all three Board of Review appointments. (M/S) J. Merchant/ K. Windiate motion to approve nomination of Vernon Lalone as Board of Review member for a two-year term beginning December 21, 2022. Roll Call Vote: K. Windiate – yes, B. Cook – yes, A. Martel – yes, A. Merchant – yes. Passed 4-0.
- #3 (M/S) J. Merchant/B. Cook Motion to approve nomination of Mary Merchant as Board of Review Member for a two-year term beginning December 21, 2022. Roll Call Vote: K. Windiate – yes, B. Cook – yes, A. Martel – yes, A. Merchant – yes. Passed 4-0.
- #4 (M/S) K. Windiate/A. Martel Motion to approve nomination of Jackie Petersen as Board of Review Member for a two-year term beginning December 21, 2022. Roll Call Vote: K. Windiate – yes, B. Cook – yes, A. Martel – yes, A. Merchant – yes. Passed 4-0. Reminder to all three BOR members to come to clerk's office within the next 10 days to take Oath of Office.

#5 (M/S) A. Martel/B. Cook Motion to Approve the schedule for the Regular Board meetings including the Annual meeting for 2023 and partial 2024. Starting time of the Regular monthly meetings at 7:00 pm and the Annual and Meeting of the Electoral at 6:00 pm. Roll Call Vote: K. Windiate – yes, B. Cook – yes, A. Martel – yes, A. Merchant – yes. Passed 4-0.

#6 (M/S) B. Cook/K. Windiate Motion to Approve the Hiring of Gavin Graves as Firefighter Probational at \$15.00 per hour effective 12/21/22. Supervisor Cook reviewed nomination background. Roll Call Vote: K. Windiate – yes, B. Cook – yes, A. Martel – yes, A. Merchant – yes. Passed 4-0.

#### **E. AGENDA FOR BOARD DISCUSSION**

1. Eden Shores Water Quality application - Supervisor Cook reviewed submission from approximately 2 weeks ago. Next steps include a mailing to all Eden Shore residents for feedback and review of project. Informational meetings to be scheduled for January, 2023. Discussion ensued.

2. Review Building Safety Police Ordinance – Supervisor Cook provided overview with information received from Zoning Administrator/Consultant, S. Kopriva. Asks Board members to review for further discussion to be scheduled.

#### **F. AGENDA ITEM FOR INFORMATIONAL PURPOSE ONLY**

1. Scanning Project – Zoning Office (ZBA, Planning and Zoning) have been completed. Next department will be the Assessor's. Estimate another 1.5 to 2 years.

2. Day Park Grant Application – DNR application submitted for \$145,000 for a number of improvements. Project Specifics provided by Supervisor Cook. Two more dates for applications which allow for additional requests. A. Martel added concerns regarding watercrafts and swimmers. Discussion ensued.

3. Budget Schedule – Supervisor Cook referenced last year's schedule and intent to follow the same process. Emails have been sent to all Government departments with information details and dates.

4. South Station – Supervisor Cook reviewed physical status of building as observed during installation of security cameras. Fire Chief Lane provided an overview with costs still being an unknown variable as discussion will involve two tiers. Once details received, costs and feasibility will be reviewed.

**G. CITIZEN COMMENT** – J. Rubingh, spoke to Antrim County project work of "unclaimed remains." County asking townships to consider donating one (1) burial plot at Lakeview Cemetery to accommodate burials. Supervisor, Clerk and Treasurer to review request.

#### **H. BOARD COMMENT**

J. Merchant thanks Bertrams for holiday candy.

K. Windiate wishes everyone a happy and safe holiday and Merry Christmas

A. Martel wishes everyone a Merry Christmas

B. Cook reviewed Capital work as being 100% completed. Thanks the Board for all their work and help in the last 2 years' initiatives. Wishes all a Merry Christmas.

**I. ADJOURNMENT** (M/S) K. Windiate/J. Merchant motion to adjourn at 8:18 PM. Passed 4-0.

#### **J. FUTURE MEETING AND HEARINGS:**

1. Planning Commission Meeting: December 21, 2022 CANCELLED

2. Regular Board Meeting: January 17, 2023 at 7 pm

3. Planning Commission: January 10, 2023 at 7 pm

4. Zoning Board of Appeals: Wednesday, January 18, 2023

Minutes Respectfully submitted by Veronica Beitner and subject to approval at the next scheduled Board meeting.

TORCH LAKE TOWNSHIP  
ANTRIM COUNTY, MICHIGAN

DRAFT MINUTES OF SPECIAL BOARD MEETING  
DECEMBER 22, 2022  
COMMUNITY SERVICES BUILDING  
TORCH LAKE TOWNSHIP

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

THE PURPOSE OF THIS SPECIAL MEETING IS TO ADDRESS AGENDA ITEMS ONLY. OTHER ISSUES WHICH WOULD NORMALLY COME BEFORE A REGULAR MEETING OF THE BOARD WILL ONLY BE ACTED UPON IF THE FULL BOARD IS PRESENT AND THERE IS A NEED FOR URGENCY.

1. Meeting was called to order at 4:30 pm.
2. There was no Public Comment.
3. Hire new Paramedic: After brief discussion of the applicant's application, the **Motion** by Windiate to accept the recommendation of the EMS Director to hire Matthew Lott as part-time paramedic, pending standard background check, etc. was seconded and passed 3-0.
4. Cemetery Plot: Mr. Rubingh relayed information that the County is asking those townships with cemeteries to donate two graves to the County for burial of unclaimed remains. The **Motion** by Windiate for Torch Lake Township to donate one full cemetery lot plus any number of small unusable corner lots to the County for burial of unclaimed remains was seconded and passed 3-0.
5. There was no Public Comment.
6. There was no Board Comment.
7. With no further business the Motion by Cook to adjourn was seconded and passed 3-0.

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

Kathy S. Windiate  
Township Clerk

TORCH LAKE TOWNSHIP  
ANTRIM COUNTY, MICHIGAN

DRAFT MINUTES OF SPECIAL BOARD MEETING  
JANUARY 4, 2023  
COMMUNITY SERVICES BUILDING  
TORCH LAKE TOWNSHIP

Present: Cook, Schultz, Martel and Windiate  
Absent: Merchant  
Audience: One

THE PURPOSE OF THIS SPECIAL MEETING IS TO ADDRESS AGENDA ITEMS ONLY. OTHER ISSUES WHICH WOULD NORMALLY COME BEFORE A REGULAR MEETING OF THE BOARD WILL ONLY BE DISCUSSED IF THE FULL BOARD IS PRESENT AND THERE IS A NEED FOR URGENCY.

1. Meeting was called to order at 6:23
2. There was no Public Comment
3. 2023-2024 Board Meeting Schedule: **Motion** by Schultz to approve the 2023 Regular Board Meeting Schedule as presented with two corrections from previous handout. Motion was seconded and passed 4-0.
4. Proposed Pay Schedule for 2023-2024 Budget: While consulting the Recommendations for Elected and Appointed Employee handout created by the Compensation Committee, the Board went through the current Pay Schedule and made updates to each position, except the Fire and Ambulance Departments, which will be covered at the next meeting. The following is a list of **action** taken by the Board tonight:

<i><b>Motion/Support</b></i>	<i><b>Contents</b></i>	<i><b>Vote</b></i>	<i><b>Approved/Denied</b></i>	
Cook/Martel	Increase Clerk Salary (3%) from \$26,480 to \$27,300	4-0	Approved	
Cook/Martel	Increase Treasurer Salary (10%) from \$30,000 to 33,000	4-0	Approved	
Cook/Schultz	Increase Trustees Salary (4%) from \$5,575 to \$5,800	4-0	Approved	
Martel/Schultz	Increase Supervisor Salary (5%) from \$30,000 to \$31,500	4-0	Approved	
Cook/Schultz	Increase Deputy Salary (5%) from \$20/hour to \$21/hour	4-0	Approved	
Cook/Martel	Increase ZBA Chair from \$200 to \$240/meeting and Members from \$100 to \$120/meeting	4-0	Approved	
Cook/Schultz	Increase Planning Com. Chair from \$200 to \$240/meeting and Members From \$100 to \$120/meeting	4-0	Approved	
Cook/Martel	Board of Review remains at \$50/meeting Add a new category of \$100 /meeting in March	4-0	Approved	
Cook/Schultz	Assessor Salary remains at \$2,500	4-0	Approved	
Cook/Schultz	Increase remaining Township workers as listed below:	4-0	Approved	
<i><b>Job</b></i>	<i><b>Current Rate</b></i>	<i><b>Proposed Rate</b></i>	<i><b>Vote</b></i>	<i><b>Approved/Denied</b></i>
Grounds Keeper	\$16.65/hr.	\$17.30	4-0	Approved
Bldg./Grounds/Maintenance	\$16.65/hr.	\$17.30	4-0	Approved
Ordinance Enforcement	\$30/hr.	\$30	4-0	Approved
Zoning Admin Assistant	\$18.75/hr.	\$22	4-0	Approved
Clerical Assistant	\$14/hr.	\$16	4-0	Approved
Clerk Acct Assistant	Negotiated		4-0	Approved
Recording Secretary	\$50/hr.	\$50/hr.	4-0	Approved
Liquor Inspector	\$22	\$23	4-0	Approved
Payroll Clerk	\$30	\$30	4-0	Approved
Scanning Personnel	\$12.50-16.00	\$15-17	4-0	Approved
Seasonal Park Attendant	\$16	\$16-18	4-0	Approved
Park Attendant Lead	\$20	\$21	4-0	Approved

5. There was no Public Comment
6. Board Comment: Schultz had a list of various contracts and expenses that will need to be addressed in 2023.  
Martel commented that the first snow storm was a blessing as it took down trees than rather than now!
7. With no further business the meeting was adjourned at 8:10 pm.

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

Kathy S. Windiate  
Township Clerk

Minutes for January 11,  
2023 will be available  
at the Board meeting  
on Tuesday, January 17,  
2023