

**TORCH LAKE TOWNSHIP
DRAFT MINUTES OF REGULAR BOARD MEETING
May 17, 2022
Community Services Building**

Members Present: A. Martel, B. Cook, K. Windiate, S. Schultz,

Members Absent: J. Merchant

Recording Secretary: V. Beitner

Audience: 7

A. REPEATING AGENDA

1. **Call to order** at 7:00 pm by Supervisor Cook
2. **Approval of minutes of Regular Board Meeting on April 19, 2022** – (M/S) B. Cook/K. Windiate move to approve the Regular Board Meeting minutes of 4.19.22 as presented. Passed 4-0
3. **Correspondence & Announcements** – J. Merchant unavailable this evening.
4. **Approval of Agenda** – B. Cook would like to add under Board Discussion related ability to attract paramedics and EMS staff. (M/S) B. Cook/S. Schultz makes the Motion to accept the agenda with the addition. Passed 4-0.
5. **Citizen Comment** – J. Rubingh, County Commissioner, sits on the Capital Improvements Committee for Antrim County. Project under consideration regarding Barnes Park expansion. Encourages input from citizens. Discussion ensued. Road Commission meeting update provided which included details of annual State survey of roads. Sheriff Bean reviewed Antrim County response report and provided Human Resource updates. Reminder that 911 Millage will be coming up for renewal in August.

B. CONSENT AGENDA – Pull Fire, Ambulance and Deputy Supervisor. All other reports are approved by consent. Director M. Bertram, Ambulance report provided and included Human Resource updates and ongoing personnel needs. Chief K. Lane, Fire Report spoke to structure fire on Arrowhead Ct. at 1:30 am; with an 11-minute response time, 10 of our township firefighters' as well as surrounding areas. Encourages citizens to check Fire Alarms. Equipment maintenance updates provided. Deputy Supervisor B. Petersen spoke to Day Park Road completion. Torch Lake Township Nature Preserve update regarding adding a Hammerhead, which is a "T" at the end of road; reviewed in detail which included County approval process. Cemetery road project will begin in July. Discussion ensued. (M/S) B. Cook/S. Schultz make a motion to accept Fire, Ambulance and Deputy Supervisor reports. Passed 4-0.

C. SPECIAL REPORTS AGENDA

1. **Planning Commission** – J. Merchant absent. B. Cook reports there were 2 nights of meeting which included 3 applications for 31 Scoops, Airpark Special Event being approved and Dollar General being denied.
2. **FOIA Update** – Kathy Windiate reports one remaining FOIA report. Details provided.
3. **Financial Overview** – Supervisor Cook provided updates which can be reviewed in entirety on the website recording.

D. AGENDA FOR BOARD ACTION

Old Business

None

New Business

1. (M/S) B. Cook/S. Schultz Motion to approve the sale of Torch Lake Township Property Parcel 05-14-415-068-05, legal description lots 11 & 12, blk 24, plat of Bayview beach sub no. 1, at a price negotiated by the Supervisor and Treasurer. Discussion: This is a land locked parcel that was deeded to the Township in 1996. Additional historical information provided by S. Schultz. A. Martel – yes, S. Schultz – yes, B. Cook – yes, K. Windiate – yes. Passed 4-0 with J. Merchant being absent.
2. (M/S) S. Schultz/K. Windiate Motion to approve the rescinding of Torch Lake Township Community building Emergency COVID guidelines as passed by the Board on May 18, 2021. Discussion: S. Schultz reviewed notice that is posted and ongoing rental use of building. No current Statewide or County COVID restrictions for building use. Passed 4-0.
3. (M/S) S. Schultz/B. Cook Resolve that the week of May 15-21, 2022 is EMS Appreciation week and the theme this year is "EMS: Rising to the Challenge." The community of Torch Lake Township wants to let our EMS team know they are greatly appreciated for their outstanding service, providing the best services for its citizens. We are proud of the men and women who serve as our EMS team. They are a "First Class" organization and our best wishes for their constant

safety and good health for the upcoming year. Roll Call Vote: B. Cook – yes, K. Windiate – yes, S. Schultz – yes, A. Martel – yes. Passed 4-0 with J. Merchant being absent.

4. (M/S) B. Cook/S. Schultz Motion to approve the increase of the payroll clerk rate from \$20.00 to \$30.00 effective Monday, May 20, 2022. Discussion: B. Cook spoke to historical need for adding this service to current staff member. K. Windiate spoke to facts that the position hasn't changed or increased; therefore, not in favor of the raise. A. Martel asked how the Township would cover the payroll duties in absence of the Treasurer. Discussion ensued. Roll Call Vote: S. Schultz – yes, B. Cook – yes, A. Martel – yes, K. Windiate – no. Motion passes 3-1 with J. Merchant absent and Windiate casting nay vote.

5. (M/S) B. Cook/S. Schultz Motion to approve the addition of Constant Contact Management to the Scanning Payroll Schedule at \$16.00 per hour. Discussion ensued. Passed 4-0.

6. (M/S) B. Cook/K. Windiate Motion to approve the Assistant Zoning Administrator pay rate from \$18.75 to \$21.00 in recognition of obtaining the "Zoning Administrator Certificate." B. Cook reviewed historical process for this position. K. Windiate spoke to the employee's added certification to her capabilities and fully supports. A. Martel has no concerns. S. Schultz congratulates and supports. Roll Call Vote: K. Windiate – yes, B. Cook – yes, A. Martel – yes. S. Schultz – yes. Passed 4-0 with J. Merchant being absent.

7. (M/S) B. Cook/K. Windiate Motion to re-approve Resolution 2021-08, M88 Rezoning Referendum for changes to the Ballot Language as approved by our Township Attorney. B. Cook opens for discussion/questions. Discussion ensued. Roll Call Vote: B. Cook – yes, A. Martel – yes, S. Schultz – yes, K. Windiate - yes. Motion passed 4-0 with J. Merchant being absent.

E. AGENDA FOR BOARD DISCUSSION

Paramedic needs and payroll costs reviewed by B. Cook as introduced by Director M. Bertram. Options presented as discussed with Director Bertram. Option to provide a "finder's fee" for referrals that meet requirements. Second option to create a list of on-call paramedics, that have been vetted, at a rate of \$26/hr. from surrounding area. Discussion ensued. Board agreed to have B. Cook and M. Bertram continue to pursue information on options to bring back to the Board.

F. AGENDA ITEM FOR INFORMATIONAL PURPOSE ONLY

1. Signed Day Park Cleaning Contract – B. Cook reported the contract has been signed.
2. Update on Day Park Operations – Supervisor heard back from Representative K. Borton's office regarding financial assistance. Feedback positive as the information the Township provided meets requirements. B. Hawkins reports on historical safety issues that have been addressed by the Day Park Committee. Details regarding changes to entrance and exit to parking lot reviewed. Board members' comments/questions addressed.
3. Update on Scanning Project – not available.

G. CITIZEN COMMENT – J. Rubingh suggests the Board calls the Antrim County Road Commission to voice concerns that must be addressed by the Commission.

H. BOARD COMMENT – B. Cook commends the work of the Planning Commission. Spoke to Memorial Weekend festivities and issues should be documented and sent to him. Any issues/concerns that the public would like have addressed are encouraged to email Supervisor Cook. Survey to be sent out via Constant Contact. Reminder to remember the upcoming Road millage in August.

I. ADJOURNMENT (M/S) B. Cook/S. Schultz motion to adjourn at 8:44 pm.

J. FUTURE MEETINGS

1. Planning Commission Tuesday, June 14, 2022 at 7:00 pm
2. Regular Board Meeting Tuesday, June 21, 2022 at 7:00 pm
3. Zoning Board of Appeals Meeting Wednesday, June 15, 2022 (CANCELLED)

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

TORCH LAKE TOWNSHIP
ANTRIM COUNTY, MICHIGAN

DRAFT MINUTES OF SPECIAL BOARD MEETING
JUNE 2, 2022
COMMUNITY SERVICES BUILDING
TORCH LAKE TOWNSHIP

Present: Cook, Schultz and Windiate
Absent: Martel, Merchant
Audience: 1

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

1. Meeting convened at 6:00 PM.
2. Public Comment: None
3. Approval of Agenda: **Motion** by Cook to approve as presented was seconded and passed 3-0.
4. Review/Vote on road work proposal from Antrim County: The Board reviewed the revised 2022-2026 schedule for road work, with the work for Stone Circle and Torch Bay Nature Preserve added as requested. The original scheduled included Pearl St., Golden Beach and Fisher Drive. After discussion, the **Motion** by Cook to approve the Antrim County Road Commission proposed contract work not to exceed the associated combined prices for Golden Beach Drive, Fisher Drive, Pearl St, Stone Circle and Torch Bay Nature Preserve was seconded and passed by roll call vote 3-0. A check for the 50% deposit will be generated so work can begin as soon as possible.
5. Review/Vote on proposed security system at South Fire Station. The original quote for the cameras at the Day Park and fire station was \$32,000. Unacceptable. It was suggested we break this up into smaller pieces by utilizing a security service to provide camera and break-in protection for the South Station. The Fire Chief has no objection to this proposal. The **Motion** by Cook to sign a contract with Simplisafe for security monitoring of the South station was seconded and passed 3-0. This annual contract falls within the Supervisor's signing authority so he will work out final details with his deputy.
6. Update on Security Cameras for Day Park: As was mentioned in item 5, the original quote to replace 4 cameras with 8 at the park came in at \$32,000. Mike Strange recommends a lower grade camera with a wired system rather than wireless and with a few less cameras. This system would be all American-made and cost around \$8-10,000. Mike is given the go-ahead to continue his research into these systems and come back with costs.
7. Public Comment: None
8. Board Comment: Windiate asked about the situation with the Central Lake trash station. Cook would like to add to the agenda for June discussion of the AccuMed and credit bureau contracts as well as 4 incentive plans for EMS. With no further business the meeting was adjourned at 7:12 PM.

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

Kathy Windiate
Township Clerk