

MINUTES

TORCH LAKE TOWNSHIP REGULAR BOARD MEETING
DRAFT MINUTES OF October 18, 2022
Community Services Building

Present: J. Merchant, B. Cook, K. Windiate, S. Schultz

Absent: A. Martel

Others: None

Recording Secretary: Veronica Beitner

Audience: 5

Due to Power Outage issues and Wi-Fi internet connection not being connected, YouTube unable to use for meeting.

A. REPEATING AGENDA

1. **Call to Order** at 7:15 by B. Cook and Pledge of Allegiance stated by All. Due to Recording Secretary's recording, Supervisor Cook outlined communication requirements and meeting protocols.
2. **Approval of Minutes of Regular Board Meeting on September 20, 2022.** (M/S) B. Cook/S. Schultz to approve with changes. H. Board Comment at end of S. Schultz sentence add "by the County." No further discussion. Passed 4-0.
3. **Correspondence and Announcements:** K. Windiate distributed a letter to Township Board from a campaign delegate. Clerk reiterated upcoming election set for November 8, 2022.
4. **Approval of Agenda Content –** (M/S) B. Cook/J. Merchant motion to accept the agenda as presented. Passed 4-0 with no further discussion.
5. **Citizen Comment:** J. Rubingh, County Commissioner reviewed Antrim County Road Commission. Discussion included increase in annual costs that included fuel costs. Decision to reduce Township allocations by one-third to help offset. Commissioner Rubingh spoke against.

B. CONSENT AGENDA – K. Windiate pulls Clerk Report. S. Schultz pulls Treasurer Report. All others approved by Consent. Clerk Report clarifies check made to Record Eagle to avoid missing a deadline for posting minutes. The cost is \$35 higher. Treasurer Report ARPA funds reflects a \$150 general fund adjustment. (M/S) B. Cook/S. Schultz motion to accept the Clerk and Treasurer report as presented.

C. SPECIAL REPORTS AGENDA

1. **Planning Commission report** by J. Merchant – meeting cancelled
2. **FOIA Update** by K. Windiate – one FOIA open on books. Summarized need for flash drive due to size of document. Requestor unable to open flash drive but given other options. Clerk instructed to reconnect with requestor to determine final option to complete this request. Clarification that the information was emailed. A flash drive was not utilized.
3. **Financial Overview** by Supervisor Cook provided in full with reminder to check the website for recording of this meeting as well as the documents located on the website.

D. AGENDA FOR BOARD ACTION

Old Business

None

New Business

1. (M/S) S. Schultz/B. Cook Motion to approve the purchase of a Fire Truck "Tanker" from Spencer Manufacturing, Inc, at a price not to exceed \$438,432. Torch Lake Township will provide a deposit of \$125,000 with the Final Balance due upon delivery. Delivery will be within 550 days of final change order approvals. Discussion ensued. B. Cook – yes, A. Martel – absent, J. Merchant – yes, S. Schultz – yes, K. Windiate – yes. Passed 4-0.
2. (M/S) J. Merchant/K. Windiate Motion to increase the Fire Special Assessment Millage rate from 1.0 Mills to 1.75 Mills with the Millage allocated 57% applied to Fire Fund Operating Expenses and 43% Applied to Fire Funds Capital Outlay Expenses. Change in Millage to support purchasing updated fire equipment for the Township's Fire Department. B. Cook adds one comment that the structure of this motion has been reviewed and approved by auditor. S. Schultz corrected language of Motion which was approved by K. Windiate and B. Cook. Further discussion ensued. Roll Call Vote – K. Windiate – yes, S. Schultz – yes, A. Martel – absent, J. Merchant – yes, B. Cook – yes. Passed 4-0.
3. (M/S) S. Schultz/J. Merchant Motion to move the ARPA Funds of \$123,899.61, as reported in the Treasurer's report for September 30, 2022, from the General Fund to the Fire Fund. Funds to be used for Down Payment on Fire Truck

Tanker Purchase Balance of Purchase Price will be paid in cash from the Capital Outlay account upon delivery of the vehicle. Roll Call Vote: S. Schultz – yes, A. Martel – absent, J. Merchant – yes, B. Cook – yes, K. Windiate – yes. Passed 4-0.

4. (M/S) J. Merchant/K. Windiate Motion to approve the purchase of a 2022 Ford F550 4X4 Diesel Type 1 Wheel Coach from Emergency Vehicles plus for a price not to exceed \$305,552.00. Delivery is scheduled for mid-November at which time full payment will be required. Discussion included differences between two options provided for review as well as question of transferable equipment. Roll Call Vote: S. Schultz – yes, J. Merchant – yes, B. Cook – yes, K. Windiate – yes, A. Martel – absent. Passed 4-0.

5. (M/S) B. Cook/S. Schultz Motion to increase the Ambulance Special Assessment Millage Rate from 1.85 Mills to 2.25 Mills with the Millage allocated 82% applied to the Ambulance Fund Operating expenses and 18% applied to the Ambulance Fund Capital Outlay expenses. Change in millage to support the purchasing updated Ambulance equipment for the Township's Ambulance Department. No Further Discussion. Roll Call Vote: K. Windiate – yes, B. Cook – yes, S. Schultz – yes, J. Merchant – yes, A. Martel – absent. Passed 4-0.

6. (M/S) J. Merchant/B. Cook Motion to provide a loan to the Torch Lake Township Ambulance Special Assessment from the Torch Lake Township General Fund for \$155,000.00. The purpose of this loan is to provide funds for the balance of the purchase price of a new Ambulance. Loan terms as follows: 1.85% Interest Rate applied to the outstanding loan. Payments of principal and accrued interest will be due on or before December 31, 2023, and Loan payoff on December 31, 2024. Discussion ensued including need to reiterate to public this is a Special Assessment. Roll Call Vote: J. Merchant – yes, A. Martel – absent, K. Windiate – yes, B. Cook – yes, S. Schultz – yes. Passed 4-0.

7. (M/S) S. Schultz/B. Cook Motion to approve the Central Lake Public Schools Agreement with Torch Lake Township for Collection of 2023 Summer School Property Taxes. No further discussion. Roll Call Vote: S. Schultz – yes, B. Cook – yes, K. Windiate – yes, A. Martel – absent, J. Merchant – yes. Passed 4-0.

8. Mark Jakubiak has requested to step down from the ZBA. Supervisor Cook thanks Mark Jakubiak for his years of service. (M/S) S. Schultz/J. Merchant Motion to Nominate Kristin Graves to the Zoning Board of Appeals as a member of the Board effective November 1, 2022, with a term ending October 31, 2025. Roll Call Vote: A. Martel – absent, J. Merchant – yes, B. Cook – yes, K. Windiate – yes, S. Schultz – yes. Passed 4-0.

9. (M/S) B. Cook/S. Schultz motion to appoint Kevin Woodward to the Planning Commission effective November 1, 2022, with a term ending October 31, 2025. Roll Call Vote: J. Merchant – yes, B. Cook – yes, K. Windiate – yes, S. Schultz – yes, A. Martel – absent. Passed 4-0.

10. (M/S) K. Windiate/B. Cook Motion to nominate Rita Service to the Zoning Board of Appeals as Alternate #2 effective November 1, 2022, with a term ending October 31, 2025. Discussion ensued regarding any potential conflict of interest brought up by A. Martel with no further concerns. K. Windiate – yes, A. Martel – absent, J. Merchant – yes, S. Schultz – yes. Passed 4-0.

E. AGENDA FOR BOARD DISCUSSION

1. Recap Capital Plan Review provided by Supervisor Cook. Detailed handouts can be found on the website for further review.

F. AGENDA ITEM FOR INFORMATIONAL PURPOSE ONLY - None

G. CITIZEN COMMENT – J. Rubingh spoke to limits of tax rate increases based on County discussion. L. Andersen asked where the Capital Outlay funds collected would be kept. M. Bertram thanks the Board on behalf of the EMS team and for the continued Board's support. B. Petersen announced that the Cemetery Road work is now complete. Would like to address the work of our Fire Department personnel that are working very hard during these days of high wind and storms.

H. BOARD COMMENT – K. Windiate thanks Supervisor Cook for his vision and being our "numbers guy." B. Cook thanks Mark Jakubiak again for his service to the Community and the Board for the recent Special Meeting. Update to Nature Preserve work provided which included parking.

I. ADJOURNMENT (M/S) B. Cook/S. Schultz motion to adjourn at 8:41 pm. Passed 4-0.

J. FUTURE MEETING AND HEARINGS

1. Zoning Board of Appeals – Wednesday, October 19, 2022 – CANCELLED
2. ~~Planning Commission: REVISED Thursday November 10, 2022 at 6:00 PM~~
3. Regular Board Meeting – November 15, 2022 at 7:00 PM
4. Zoning Board of Appeals – Wednesday November 16, 2022 at 7:00 PM

TORCH LAKE TOWNSHIP
ANTRIM COUNTY, MICHIGAN

DRAFT MINUTES OF SPECIAL BOARD MEETING
OCTOBER 14, 2022
COMMUNITY SERVICES BUILDING
TORCH LAKE TOWNSHIP

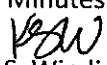
Present: Cook, Schultz, Martel, Merchant (2:17) and Windiate
Absent: None
Audience: 2

THE PURPOSE OF THIS SPECIAL MEETING IS TO DISCUSS 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.

Present: Cook, Schultz, Martel, Merchant (2:17) and Windiate
Absent: None
Audience: 2

1. Meeting was called to order at 1:06 pm.
2. Public Comments: None
3. Agenda Content: **Motion** by Windiate to approve as prepared seconded and passed 4-0.
4. Mr. Loy's Easement Request: Mr. Loy had handouts of site location and "Torch Lake Township Questions About Loy Septic Easement" which included such information as where the easement is located and how wide; depth and type of pipe, chance of rupturing and liability if any damage to pipe while digging. The next step is to get a legal description and then forward that information to the township attorney for review.
5-minute break
5. Review Capital Plan for Torch Lake Township: Supervisor Cook shares his plan with the Board, which includes an objective for the plan. He feels there are three critical areas that require a long-term plan and he has established financing requirements for each area. The three areas are Fire, Ambulance Services and Roads. He has a 10 Year Master Plan for the Roads, a focus on new vehicles for the Ambulance Fund and a Capital Plan for the Fire Department, which includes review of current equipment as well as a strategy for purchase of future equipment. This document can be found in its entirety on the township website, torchlaketownship.org.
6. Because Mr. Merchant arrived at 2:17 and the full board was present, there was a **Motion** by Cook and seconded to reconsider the agenda. Mr. Cook would like to add item 6. Funds transfer from General Fund to the Road Fund. **Motion** by Schultz to accept the change was seconded and passed 5-0. After discussion of the details of the loan, the **Motion** by Merchant is to provide a loan to the Torch Lake Township Road Fund from the Torch Lake Township General Fund in the amount of \$54,000. Terms of the loan are an interest rate charge of 1.8% which will be applied to the outstanding loan with full principal and accrued interest payment due no later than December 3, 2022 from tax receipts received during December. Motion passed 5-0.
7. Public Comment: None
8. Board Comment: None
9. With no further business the meeting was adjourned at 3:01 pm.

These Minutes are respectfully submitted and are subject to approval at the next regular meeting of the Board.


Kathy S. Windiate
Township Clerk