TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

APPROVED MINUTES OF BOARD MEETING 5-0 AS PREPARED

AUGUST 19, 2014

COMMUNITY SERVICES BUILDING

TORCH LAKE TOWNSHIP

Present: Martel, Goossen, Amos and Windiate

Absent: Schultz

Audience: 9

1. REPEATING AGENDA:
2. Meeting convened at 7:00 PM followed by the pledge to the flag.
3. Minutes: **Motion** by Windiate to approve the Minutes of July 15, 2014 with one correction was seconded and passed 4-0. In item C 2, line one, delete send off to “one of” four.  **Motion** by Goossen to approve the Minutes of July 22, 2014 as prepared was seconded and passed 3-0 with Amos abstaining from vote. **Minutes** of July 31st and August 12th were put on hold as there was not a quorum present to vote.
4. Correspondence, etc. Martel reported I.T. Right will begin the weekly computer scans on Tuesdays. All computers that are connected to the server need to be left on overnight on Tuesdays. The user can lock their computer under the shutdown mode.
5. Agenda Content: **Motion** by Amos to add item D 10 Ordinance Amendments was seconded and passed 4-0. The **Motion** by Martel to approve the Agenda with additions was seconded and passed 3-1, with Goossen casting the nay vote.
6. Citizen Commentary: 1. Becky Norris commented about the former action taken by the Board to hire Dawn Reffitt. The action was approved by the Board at that meeting. The Minutes will eventually be approved. This shouldn’t prevent the hire from proceeding according to schedule. 2. Sheriff Bean was present to discuss the 911 report. He also mentioned the retirement of Dave Kopkau plus new hires in training. He mentioned the capture of 3 in a B & E case, resulting in the recovery of many of the stolen items. Regarding Fireworks, the County is going with the State law that states fireworks would be prohibited between 1:00 AM and 8:00 AM in the morning.
7. CONSENT AGENDA: **Motion** by Goossen to approve was seconded and passed 4-0.
8. SPECIAL REPORTS AGENDA:
9. Planning Commission Report from Martel that the Commission is discussing RV storage and temporary storage. No formal action taken at this time.
10. Tri-Township EMS Study Committee: From Martel, Minutes are available on the township website by using the search option at the top of the page.
11. AGENDA FOR DISCUSSION/ACTION:
12. FOIA Policy 08/05/2014: After discussion of changes highlighted in red, the **Motion** by Goossen to approve was seconded and passed 4-0.
13. E-Mail Hosting: After review of proposal submitted by I.T. Right to host and archive all paid township employee e-mails, the **Motion** by Goossen was to approve the I.T. Right proposal and implement and move forward with township assigned emails for all the effected parties. Discussion included the ability we would have to add non-township employees to the system, if needed.  **Motion** was seconded and approved 4-0.
14. OPEN MEETINGS ACT Policy: Martel pointed out the one change in this policy is the recommendation that any committee doing studies for the township hold meetings that are open. These meetings would be properly noticed, with opportunity for public input and have Minutes that are available to the public as well. It was suggested we create a list of all such committees and set up educational program for all those involved. The **Motion** by Goossen to approve the policy dated 08/19/2014 was seconded and passed 4-0.
15. DOCUMENT RETENTION Policy: After brief discussion, the **Motion** by Amos to approve the policy dated 08/15/2014 was seconded and passed 4-0.
16. ORDINANCE AMENDMENT: Version 8 Retail Agricultural Enterprises was discussed. **Motion** by Goossen to approve was seconded and passed 4-0. The clerk will get summary for publication from the planner.
17. PROPANE BIDS: Action was postponed while the Supervisor looks into the option of purchasing our own tanks.
18. LETTER OF AGREEMENT: Because Torch Lake Township EMS department will be hosting training events at the township hall sponsored by Munson Regional EMS Education, it is necessary to have a Satellite Site Letter of Agreement, which sets forth the terms and conditions governing our participation. The **Motion** by Goossen to proceed with the Satellite Site Agreement was seconded and passed 4-0.
19. AUDIT REPORT: Copies of the audit for the previous fiscal year were handed out to the Board. Martel mentioned that the auditor would be happy to attend a Board meeting to answer any questions the Board may have.
20. BUDGET AMENDMENT: The **Motion** by Amos to amend the Road Fund Budget line 204-446-976-000 Road Improvements by $14,500 to cover the cost of repaving Birchview Drive was seconded and passed 4-0.
21. ZONING ORDINANCE AMENDMENTS: The **Motion** by Martel that we approved for publication zoning ordinance amendments for Wineries, Short Term Rentals and Commercial Kennels as originally approved at the July 15, 2014 meeting was seconded and passed 3-1 with Goossen voting nay.
22. PUBLIC COMMENT: None
23. BOARD COMMENT: Martel mentioned a donation made to the Fire Department from Addison Fire Department in Oakland County. It consisted of 4” hoses and an air compressor, all in working order. If no objection, a letter of acceptance will be sent.
24. With no further business the meeting was adjourned at 8:40 PM.

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

Kathy S. Windiate

Township Clerk