TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

APPROVED MINUTES TOWNSHIP BOARD MEETING 4-0 WITH CORRECTIONS

OCTOBER 21, 2014

COMMUNITY SERVICES BUILDING

TORCH LAKE TOWNSHIP

Present: Martel, Schultz, Goossen, Amos and Windiate

Absent: None

Audience:+/- 20

1. **REPEATING AGENDA**
2. Meeting convened at 7:00 pm followed by the pledge to the flag.
3. Minutes of September 16, 2014. **Motion** by Goossen to approve as prepared was seconded and passed 5-0. Minutes of Tri Township Meeting October 7, 2014 were added for approval. These Minutes were prepared by ER Clerk Shelley Boisvert and are considered the official Minutes of the meeting. **Motion** by Goossen to approve with additions and attachments was seconded and passed 5-0. At “Also Present” insert “Elk Rapids” Attorney… On page 2, under Public Comment, add “B. Spencer expressed concerns over the decisions made by Elk Rapids and Milton Townships. He asked if those two boards had taken official action to solicit bids from MMR and the reply was “yes”. L. Scott also surprised by action. Therefore all the work done by the Committee had been undermined by that action”. Also add the words “Attachments” and include them with the original Minutes.
4. Correspondence, etc: Windiate and the Board thanked the Richard Remunds for the beautiful plant donated to the township. The Board would also like to thank Liz Evans for the Anishinaabek Map she created and the copy donated to the Township. It shows the Native American names for everything in the northwestern corner of the Lower Peninsula. The map will be displayed outside the township office door. A rep from Streamdynamics called to see if the township is interested in filming the board meetings for broadcast over the internet.
5. Agenda Content: **Motion** by Schultz to remove item D. 4 was seconded and approved 3-2, with Windiate and Martel casting the nay votes. Schultz feels it is premature to discuss until Committee summary. **Motion** by Schultz to remove item D. 5 was seconded and approved 5-0. Schultz feels this is a huge topic with a lot we don’t know. **Motion** by Schultz to remove item D. 9 was seconded and passed 3-2 with Windiate and Martel casting the nay votes. **Motion** by Schultz to approve the remainder of the Agenda Content was seconded and passed 5-0.
6. Citizen Commentary: 1. Don Leys reminded the Board the lights in the CSB parking lot still need repair. In response, it was mentioned that Windemuller had been on site and working on the lights this week. 2. Bob Spencer commented the Board should look into a recording secretary for Board Minutes. He also heard Board members mention seeking legal advice. Is this being done as a single member or as a Board? The response was that legal opinions were being researched through MTA. 3. Char Lundy commented that all the Board having the same information before a meeting might be helpful.
7. **CONSENT AGENDA**

**Motion** by Schultz to remove Clerk and EMS reports for discussion was seconded and passed 5-0. Regarding check # 30894, could some of these legal questions be asked of MTA rather than Millar? Regarding check # 30882, hold this check until discussion later on the Agenda with item D. 7. On the EMS report, Schultz reminded the Director not to use acronyms such as ALS in his report. She also corrected the date of training from October 13th to September 13th. Regarding runs for the month, how many of those went to the Elk Rapids area? From memory, he believes one went to Elk Rapids, but can check on that. **Motion** by Goossen to accept Clerk and EMS report with corrections was seconded and passed 5-0. The **Motion** by Goossen to accept the remainder of the Consent Agenda as prepared was seconded and passed 5-0.

1. **SPECIAL REPORTS AGENDA**
2. Planning Commission Report from Chuck Goossen: At last month’s meeting the Township Board approved a Moratorium on the Wineries, Distilleries, etc. Ordinance that had been passed. The PC meet last week, and hope they will have language ready for a Public Hearing on that topic soon. Because of the timing involved, it is recommended we extend that moratorium by 60 days. That will be covered under Agenda Item D 11.
3. Tri Township EMS Study Commission Report from Sharon Schultz: The Tri Townships met on October 7th here at Torch Lake Township to receive an update of the team’s progress and to render the results of the Consultants reports, given by the team Chair. The final phase is to give each township a packet of what was given to the consultants, as well as a summary of their work. For Torch Lake Township, there will be a second summary created to compare the results of the 2008 study to recent events for Board review and direction. They expect to be done before the next Board meeting. The packet could be available for public review at that time, with a presentation scheduled for the January Board meeting.
4. **AGENDA FOR BOARD DISCUSSION, CONSIDERATION AND POSSIBLE ACTION:**
5. Torch Bay Nature Preserve Authority: Jerry Klinefelter addressed the Board regarding the progress of the Nature Preserve road jurisdiction request. The road has now been surveyed and the authority approved the following Motionat their October 10th meeting : That the jurisdiction and maintenance of Traverse Bay Road be transferred from Antrim County to Torch Lake Township, starting at 15 feet west of the centerline of the Bay Harbor Club access road (05-14-410-018-00) that is 255.92 feet east of the NE corner of Torch Lake Township property (05-14-321-051-10) along Traverse Bay Rd right-of-way west to the shore of Lake Michigan. Their Motion was seconded and passed unanimously. The authority is asking the Township Board to proceed with the jurisdiction request. Schultz is asking for a copy of the survey, which would include a proper description. The description in the Motion was not sufficient. The **Motion** by Schultz to approve the draft copy minutes of the authority with the provision that we will be given a legal meets and bounds description, at which time we will then submit to the Road Commission was seconded and passed 5-0.
6. Adam Gandolfi: In regard to our Municipal Underwriters of Michigan package, our renewal is down approx $1,000 from last year due to some of our older fire trucks being removed from the policy. New this year, we must also sign an application declaration form, stating that what we have insured is what we own. Also, a reminder of the on-going Grant Program. We have received two grants in the past. Schultz asked about adding the new playground equipment. Martel will email the details to Adam.
7. Appointments to the Planning Commission and ZBA: The **Motion** by Amos to approve Walworth, Jorgensen and Juall to the PC and Houghton to the ZBA for a 3 year term and Goossen to the PC for a 2 year term was seconded and passed 5-0. The Planning Commission will then name their appointee to the ZBA in November.
8. Removed
9. Removed
10. Zoning Administrator Mileage for in Township Job Related Travel: The treasurer is questioning whether paying the Zoning Administrator mileage for work-related driving within the Township is within the boundaries of a salaried position. During discussion some Board members felt the policy was unclear as to when mileage should be paid. The suggestion was to pay for now and take a look at the policy to get ihow we want it. **Motion** by Goossen to approve the check in question and pay the mileage as we have been until we get the policy revised was seconded and passed 5-0.
11. Ordinance Enforcement Officer (OEO) Board Meeting pay: The treasurer is questioning the supervisor’s approval of hours paid to the OEO for attending the Board meeting. She questions whether it is a lawful expenditure. In response, Martel feels because the OEO is an hourly position and not salaried, and because he is required to attend the meetings, he feels he should be paid to attend. During discussion, it was felt by some Board members hourly paid employees should be compensated for attending meetings. It was suggested that when we look at the Zoning Administrator position in January we consider recombining it with the OEO. The final decision is that if we require an hourly paid employee to attend a meeting, we pay them.
12. FOIA: Anything put out on a regular basis can be a “subscription” FOIA item. The question is what could be published on the website that could answer these FOIA requests. No formal action taken at this time.
13. Removed
14. EMS Candidate Jason Soufa: After discussion of qualifications, previous employment, etc. the **Motion** by Goossen to approve the recommendation of the EMS Director to hire Jason Soufa as AEMT, pending background check, etc. was seconded and passed 4-1, with Amos casting the nay vote.
15. Zoning Moratorium: After discussion, the **Motion** by Goossen to extend by 120 days from March 16, 2015 the current moratorium to allow the time needed to allow for the process was seconded and passed 5-0.
16. **PUBLIC COMMENT:** 1. Becky Norris referred to a Board policy which states material to be acted upon must be available to the Board a minimum of 24 hrs before the meeting. However, in the case of an emergency, the Board can suspend the rules for something that won’t wait. 2. EMS director commented that emergency repair needed on the ambulance was done on the same day by 6:00 pm. Thank you Uncle Rod’s. 3. Tina Sundelius mentioned she can access some agenda packets on line from other cities before a meeting. It’s very helpful.
17. **BOARD COMMENT:** 1. Reminder next month’s Board meeting will be Thursday November 13th. Schultz was sorry to remove items from the Agenda but felt we were not ready to discuss them. Regarding expenditures, as treasurer, she is overly concerned, as her signature goes on the check.
18. With no further business the meeting was adjourned at 9:45 PM.

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

Kathy S. Windiate

Township Clerk