TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

APPROVED MINUTES OF TOWNSHIP BOARD MEETING5-0 WITH CORRECTIONS

DECEMBER 16, 2014

COMMUNITY SERVICES BUILDING

TORCH LAKE TOWNSHIP

Present: Martel, Schultz, Goossen, Amos and Windiate

Absent: None

Audience: 6

A. REPEATING AGENDA:

1. Meeting convened at 7:00 PM followed by the pledge to the flag.

2. Minutes: Motion by Goossen to approve Minutes of November 13, 2014 as prepared was seconded and passed 5-0. Motion by Amos to approve Minutes of Special Meeting December 4, 2014, as amended was seconded and passed 5-0. In Item 3, first line change “review” to “discussion”.

3. Correspondence, etc: 1. Email received from the Fire Chief was read into the record. He is unable to attend the meeting tonight and is on the Agenda. The Cross-Trained Job Description will be handled by Tom Persons, Improvements to the South Station will be handled by Josh Vey, and the chief reiterates his support of the recommendation to hire Theodore Schroeder. 2. The Clerk mentioned business hours for the holidays. December 24~ closed at noon. Closed December 25th and 26th December 31 will be opened all day. Property tax payments will be accepted. Closed January 1st, open January 2nd for regular business. A calendar of events can be found on our website, torchlaketownship.org at the bottom of the home page.

4. Agenda Content:  **Motion** by Martel to approve with additions was seconded and passed 5-0. Change item D. 4 to D. 4 A. and add 4 B. Budget Resolution. Remove Item D. 7 for discussion in January.

5. Citizen Commentary: There was none.

B. CONSENT AGENDA: Schultz asked to remove Clerk report for discussion. Motion by Goossen to approve the remainder of the Agenda was seconded and passed 5-0. Schultz questioned the amount of propane usage, which seems very high. Martel will look into it. Motion by Schultz to approve the Clerk Report was seconded and passed 5-0.

C. SPECIAL REPORTS AGENDA:

1. Planning Commission: Goossen reported the PC approved and has sent to the Board Temporary Structure Ordinance language. They are still working on the Wineries, etc. Ordinance and are coming closer. The ZBA has requested the Planning Commission to review “corner lots” language to clarify and clean it up.

2. Tri-Township EMS Committee: No report from Schultz.

D. AGENDA FOR DISCUSSION/ACTION:

1. Depository Resolution: Schultz presented memo with updated list of financial institutions used as depositories of township moneys. A new Resolution is needed to approve these banks. The Motion by Amos to approve Resolution 14-09 dated December 16, 2014 as prepared was seconded by Martel and passed 5-0 roll call vote.

2. Annual Meeting of Electors: Discussion as to whether to continue holding the Annual Meeting of Electors, as there has been very low turnout for this meeting. The Board has the authority to delete this meeting, but there is a process the public can go through if they want it back. The Motion by Goossen to eliminate the Saturday Annual Meeting and move the presentation/discussion of the 2015 fiscal budget to the regularly scheduled March 17th board meeting was seconded and passed 5-0 roll call vote.

3. 2015 Township Regular Meeting Schedule: During discussion, the Annual Meeting is removed from the list, and the November regular meeting date was changed to the 17th The Motion by Goossen to approve as amended was seconded and passed 5-0.

4. A. Zoning Administrator Job Description, Recommended Salary and Hours, and Recommendation to hire Josh Vey for the position: After brief discussion the Motion by Goossen to approve the Zoning Administrator Job Description, dated 12-16-2014, as prepared was seconded and passed 5-0. The Motion by Goossen to approve the Working Hours and Salary Agreement for Position of Zoning Administrator was seconded and passed as prepared by roll call vote 5-0. The Motion by Martel to hire Josh Vey as Zoning Administrator, effective January 1, 2015 was seconded and passed 5-0.

B. Budget Resolution: Because of unplanned additional expenses in the 101-723 Zoning Administrator Cost Center, it is recommended that $1125.oo be added to 101-723-702 wages, $1400 be added to 101-723-956 Conference and Education and $400 be added to 101-723-860 Mileage for a total of $2925.00. The Motion by Schultz to approve those recommendations was seconded and passed 5-0 roll call vote.

5. Addition of Medical First Responders (MFR) Cross-Trained Job Description: The Fire Chief and the EMS Director are suggesting a change to the Job Description. By adding an additional level to the Cross Trained position, which is MFR (Medical First Responder), this would allow our interested fire fighters to become certified to work as cross-trained employees. The training would be approximately 5 weeks and would increase our cross-trained personnel availability by 4-6 people. It is also recommended the shift hours be

changed from 6:00 AM to 6:00 PM to 6:00 AM to 4:00 PM. The Motion by Goossen to approve the Job Description as amended in red was seconded and passed 5-0.

6. Improvements to South Station Training Room: The Fire Chief is recommending some improvements be made to the training room, including carpet, tile, paint and television, which could allow the room to be used for more training sessions. The money is available in the current budget. The cost would be approximately $2300. The Motion by Schultz to approve the proposed improvements to the south fire station, not to exceed $2500 from 206.336.975.000 Bldgs/lmprovements budget was seconded and passed 5-0.

7. Removed from Agenda: TEMPORARY STRUCTURES

8. EMS Advisory Council Discussion: From the 2008 EMS Study, it was recommended the Township have an Advisory Council. Martel has started a draft of what that council would look like. He has shared the draft with Char Lundy, who thought it was an excellent start. Martel has been looking elsewhere for models but has not found any for an EMS Advisory Council. It would be a standing committee that would be paid for their service. From a legal standpoint, Goossen commented that we be careful what we ask this council to do. Amos is not big on advisory councils, because as the information goes through the layers, it gets misconstrued. If he needed information as a Board member, he would go to the Director or the Chief. Martel asked that we look at this policy for 30 days, and he will continue to dig deeper for more info.

9. Fire Chief recommendation to hire Theodore Schroeder: After brief discussion, the Motion by Schultz to approve the recommendation of the chief to hire Theodore Schroeder, pending all the normal background checks, etc. was seconded and passed 5-0.

E. Public Comment: Tom Persons commented that an Ad Council would be advantageous to him and the EMS department as well.

F. Board Comment: Schultz reminded the public that dog licenses are available through the end of February and the form can be found on our website, torchlaketownship.org.

G. With no further business the meeting adjourned at 8:37 PM

These Minutes are subject to approval at the next regular Board meeting, January 20, 2015.

Kathy S. Windiate

Township Clerk