Torch Lake Township

Antrim County, Michigan

APPROVED Minutes of Township Board Meeting 4-0 AS PREPARED  
June 16, 2015

Community Services Building

Torch Lake Township

Present: Martel, Schultz, Goossen, Amos  
Absent: Windiate  
Audience: 5

1. Repeating Agenda  
   1. Meeting convened at 7:10 PM followed by the pledge to the flag.
2. Minutes: **Motion** by Goossen to approve the Minutes of May 19, 2015 as prepared was seconded and passed 4-0**. Motion** by Goossen to approve the Minutes of Special Board Meeting Wednesday June 10, 2015 as prepared was seconded and passed 4-0.
3. Correspondence and Announcements: None
4. Approval of Agenda: **Motion** by Goossen to approve agenda with changes to Item D (1) from 2013-14 to 2014-15, add D (6) Fire Dept new Hire, add D (7) ownership of boat ramp and Dock Road property was seconded and approved 4-0.
5. Citizen Commentary: None
6. Consent Agenda: Approval of Agenda Content: **Motion** by Goossen, seconded and passed 4-0.
7. Special Reports Agenda: Planning Commission—Goossen reported that the PC reviewed the Commercial Zoning and Village Business Zoning. The main focus was for the two zoning areas to align with regard to Special Use and Permitted Use.
8. Board Discussion Consideration and Possible Action:
   1. 2014-15 Budget Auditor’s Report: Trent Mulder C.P.A. from Baird, Cotter & Bishop, and P.C. reported the audit prepared for Torch Lake Township is an independent audit. The Township received an “unqualified opinion” which means that the company’s financial records and statements are fairly and appropriately represented and in accordance with the Generally Accepted Accounting Principles (GAAP). Trent mention that he was very impressed that the Township kept a budget and actually used it as a guide.
   2. Michigan Office Solution-Office Xerox Copier Lease Agreement (Dave Hale). Board reviewed the contract for copier machine. Township would purchase new copier/printer machine at the end of lease for $1.00. **Motion** by Amos the Board approve lease agreement, contingent upon receiving a letter from Xerox addressing (1) The possibility of removing some office machines from service agreement and continued maintenance of old copier/printer machines relocated as needed. (2) Training to be included for all personnel on use of new copier/printer machine. (3) Transition of server information for use by all personnel. The pending letter is to be approved by Martel and Schultz. **Motion** was seconded and passed 4-0.
   3. Temperature Control duct work replacement bid: Temperature Control submitted a new revised proposal with the same total cost but updated the description of service provided to the Township. Tom commented that the project would take about five days. **Motion** by Martel to accept the bid as stated on new proposal dated 05/29/2015 was seconded and passed 4-0
   4. EMS recommendation to Hire Jamie Lee Courtade: Candidate was interview by Kathy and Tom, passed background check and had favorable references. Martel questioned how long the employee will be in training before the employee can be considered a team leader. Tom responded it would depend on the type of training. Usually this will not happen until the employee has been employed with us for three years. **Motion** by Schultz to approve the recommendation of EMS director to hire Jamie was seconded and passed 4-0.
   5. Proposed Ordinance Enforcement Job Description-Consideration of changes. No action. Martel will revise with all comments from board and will call a special meeting to approve.
   6. Fire recommendation to Hire Justin: **Motion** by Schultz to approve the recommendation of the Fire Chief to hire Justin Walkowiak, with a ninety day provisionary period, and pending standard background check and completion of employment application, was seconded and passed 4-0.
   7. Township ownership of boat ramp & Dock Road property: reviewed copy of Quit Claim Deed. There is a question of ownership lines in regard to Dock and Boat ramp. Martel will continue to research property lines. Ownership and property lines yet to be determined.
9. Public Comment: None
10. Board Comment: Shultz Thank you Nan Draper and Wendy Dawson for trimming the shrubs around the CSB.
11. With no further business the meeting was adjourned at 8:55 PM.

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

Olivia O Adams  
Deputy Clerk