TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

DRAFT MINUTES OF TOWNSHIP BOARD MEETING

MARCH 21, 2017

COMMUNITY SERVICES BUILDING

TORCH LAKE TOWNSHIP

Present: Martel, Schultz, Schoenherr, Petersen and Windiate

Absent: None

Audience: 7

1. REPEATING AGENDA:
2. Meeting convened at 7:00 PM followed by the pledge to the flag.
3. Minutes of February 21, 2017: **Motion** by Petersen to approve as prepared was seconded and passed 5-0. **Motion** by Schultz to approve Minutes of Special Meeting February 23, 2017 as prepared was seconded and passed 5-0. **Motion** by Schultz to approve Minutes of Special Meeting of March 6, 2017 as prepared was seconded and passed 5-0. **Motion** by Schultz to approve Minutes of Special Meeting of March 9, 2017 as prepared was seconded and passed 5-0. **Motion** by Schultz to approve Minutes of Special Meeting of March 13, 2017 as prepared was seconded and passed 5-0.  **Motion** by Martel to approve Minutes of Special Meeting March 16, 2017 with corrections was seconded and passed 5-0. In Item 1, line four, add The premiums “for each” are...In line 5 add for “each” Trustee…In line 6 add additional “to current” HSA..In line 7 add Insurance “and AD&D” coverage..and change for “all” employees to “selective” employees.
4. Correspondence, etc: ZBA 2017 Schedule: No appeal this month; Open Meetings Act training in April.
5. Agenda Content:  **Motion** by Schoenherr to approve with changes was seconded and passed 5-0. Under D. add B 2 Zoning Administrator; remove F. Meeting Room Rental (on Agenda twice) and change to Budget Amendments; add G 2. Greg Sumerix and G 3. John Bennett; remove item I County Contract Equalization.
6. Citizen Commentary: Dave Kopkau from Milton Township Parks & Rec spoke to the Board regarding the proposed Traverse to Charlevoix Bike Path, asking the Board to rescind the Resolution 2016-12 which supported the trail. Milton and Elk Rapids Townships have rescinded their resolutions and the County did not pass theirs. Dieter Amos addressed the Board as well asking for them to rescind the Resolution. The Board will be discussing this issue later this evening.
7. CONSENT AGENDA: **Motion** by Schultz to approve was seconded and passed 5-0.
8. SPECIAL REPORTS: Petersen reported the Planning Commission has approved Version 12 Decks & Walkways in Setbacks and will be sending it to the Board for their approval; there will be a Public Hearing at the April Board requested by a township citizen to discuss this issue; the PC is asking the Board to budget $7,500 for the Planner to begin work on the Master Plan.
9. AGENDA FOR DISCUSSION/ACTION:
10. Traverse to Charlevoix Bike Trail Resolution 2016-12:  **Motion** by Petersen to rescind this Resolution was seconded and passed 5-0. Martel will send a memo to the County Clerk and the Trail people explaining our action.
11. 1. Cross-Trained Position Job Descriptions: Two documents were prepared by the Fire Chief and EMS Director and presented for approval. One description requires more qualifications and would be paid at a higher rate. The **Motion** by Petersen to accept both Job Descriptions was seconded and passed 5-0. These descriptions supersede the one approved 12-16-2014.

2. Zoning Administrator: The Board was given the current list of duties and responsibilities of the ZA as well as a module from the Michigan Zoning Administrator Certificate Program. The Board is asked to review both documents for next month’s meeting, highlighting items that should be included in a job description.

C. Meeting Room Rental: Discussion continued on changes to the room rental policy. Hours, alcohol and residency were items discussed with no formal action taken by the Board.

D. Master Plan Costs: Attachment A was reviewed which outlines costs for the Planner to begin work on the Master Plan Update. It is important to have a current Master Plan to be eligible for State grants. No action taken.

E. Walworth Resignation: Jim Walworth has submitted his letter of resignation from the Planning Commission. The Motion by Schultz to regretfully accept Mr. Walworth’s resignation was seconded and passed 5-0.

F. Budget Amendments: Adjustments are needed for the end of the 2016-17 fiscal year. The **Motion** by Schultz to approve Resolution 2017-08 which transfers $3,525 from Fund Balance to several 101 line items was seconded by Martel and passed 5-0 roll call vote. The **Motion** by Schultz to approve Resolution 2017-09 which transfers $1,800 from the Fire Fund Balance to several 206 line items was seconded by Petersen and passed 5-0 roll call vote. The **Motion** by Schultz to approve Resolution 2017-10 which transfers $2,950 from the EMS Fund Balance to several line items was seconded and passed 5-0 roll call vote.

G. 1. Planning Commission Appointment: **Motion** by Schultz to approve the appointment of Cole Shoemaker to fill the vacancy on the Planning Commission was seconded and passed 5-0.

2. ZBA Appointment: **Motion** by Martel to approve a 3-year appointment of Greg Sumerix to the ZBA through 2019 was seconded and passed 5-0.

3. Hire John Bennett for Fire Fighter: The **Motion** by Petersen to approve the recommendation of the Fire Chief to hire Mr. Bennett is seconded and approved 5-0 pending a written letter of recommendation from the Chief and passing standard background checks, etc.

H. Citizen Comment: 1. Under Sheriff Dean Pratt presented the 911 report; training for a 3rd deputy, possibly for the township substation, is underway; the 911 Ballot Proposal on May 2nd is a renewal of the current proposal; reminder for residents to sign up for Smart 911 through the County website; Mass Notification will be on-line in about 4 more weeks. It’s part of Smart 911 and alerts participants of pending conditions. 2. Kulka stated the Planning Commission is asking for direction in regard to changes in the Medical Marijuana law and how to proceed. As the Board needs to decide about any Ordinance changes by December 15th, perhaps some training would be helpful.

I. Board Comment: 1. Schoenherr is asking that while work is being conducted on the Master Plan to look into including Natural Resource Conservation/Protection as part of zoning. If the Zoning Administrator is capable of managing the process, it can lead to cost reduction and credibility within our community, which shows good leadership. 2. Martel commented about graveling our road shoulders being an unexpected township cost and has a message in to Burt Thompson about the issue.

With no further business the meeting was adjourned at 9:29 PM. These Minutes are respectfully submitted and are subject to approval at the next regularly scheduled meeting.

Kathy S. Windiate

Township Clerk