TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

DRAFT MINUTES OF REGULAR BOARD MEETING

January 15, 2019

COMMUNTY SERVICES BUILDING

TORCH LAKE TOWNSHIP, MICHIGAN

Present: Martel, Schultz, Petersen, Cook and Windiate

Absent: None

Audience: 6

1. **REPEATING AGENDA:**
2. The meeting convened at 7:01 p.m. followed by the pledge to the flag.
3. **Minutes:** **Motion** by Petersen to approve the Regular Board Meeting Minutes of December 18, 2018 with no changes. Seconded by Cook. Passed 5-0 all in favor. **Minutes: Motion** by Martel to approve Special Meeting Minutes of December 31, 2018 with no changes. Seconded by Petersen. Passed 5-0 all in favor. **Minutes:** **Motion** by Petersen to approve Special Meeting Minutes of January 07, 2019 with corrections to Audience and Item 5, Number 2 to read as follows: Audience changes from ONE to TWO. Item 5 - Number 2. Schultz referred to a memo received from Township Ambulance Authority (TAA) addressed to the Township Board. TAA is asking to be considered for the EMS Director position as well as offering HR, EMS compliance and education services. She would like the board to schedule a Special Meeting to meet with representatives to discuss. Seconded by Schultz. Passed 5-0 all in favor.
4. **Minutes: Motion** by Petersen to approve Special Meeting Minutes of January 11, 2019 with corrections to Item 5. Board Comment: as follows: Commercial Boat Ramp use was mentioned. Regarding the offer from Township Ambulance Authority (TAA) Mr. Martel had spoken to the Director of Charlevoix EMS. Before we begin our decision-making process, we should try to talk to both parties. Seconded by Cook. Passed 5-0 all in favor. **Minutes:** Discussion agreed that minutes for Special Meeting of January 14, 2019 will be reviewed for approval at the next regular board meeting.
5. Correspondence and announcements. There were none
6. Approval of Agenda Content: Cook Moved to accept agenda following Martel Requesting changes to Item C, D3 and an addition as Item D5, as follows:

Item C. SPECIAL REPORTS AGENDA, add ZBA – Bob Cook

Item D3. Change Fire Fighter to Fire Fighters (there are 2 candidates to review)

ADD Item 5: Road Repair

Petersen seconded. Passed 5-0 all in favor.

1. Citizen Commentary: Sherriff Bean reviewed both the December 2018 and the Annual 2018 Antrim County 911 Reports. He noted an increase year over year. Deer accidents increased considerably as did traffic stops. He also noted an increase in Dog Bites and encouraged Township to remind and guide Dog owners to license their Dogs. A dog license ensures proper immunizations have been given and minimizes risk of a dog being impounded should a bite occur. The Sherriff also shared updates on position changes within the Sherriff Dept. 3 of 4 absences have been filled. A dog has been added to the force. Dispatch has openings they are looking to fill. The Sherriff encouraged the Township to continue to resolve to “Opt Out”, reminding the Township Board that legalization law went into effect Dec 6, 2018. The term “opting out” was discussed to clarify what taking the “opting out” action means. Sherriff Bean explained that it means as a community you are declining to allow for growing, distribution, and sales centers within Township boundaries. The Sheriff also mentioned that there has been discussion at State level regarding possible increase of roadway speeds. Martel shared concern regarding that possibility, especially in relationship to increase in deer accidents.
2. **CONSENT AGENDA:** There was no EMS report submitted.Fire and Zoning reports were pulled at Schultz request. Schultz shared kudos to the Fired Department on ISO Certification achievement and asked if there is a plan for communication of the achievement to the public. Debra Graber, TLT Fire Fighter, responded from audience indicating that a few communications had already occurred with more in planning.Graber offered to post an announcement at the Township hall, Eastport Market and the Post Office. Schultz commented that use of acronyms in the Zoning Report may be confusing for readers and requested minimizing use of acronyms in reporting. **Schultz moved** to accept submitted reports and Martel seconded. 5-0 Pass, all in favor.
3. **SPECIAL REPORTS AGENDA:**

**Planning Commission** – Petersen updated Board on recent Planning Commission activities specific to special use permits on Agriculture zoned properties. The Commission recently held a public discussion to gather data and feedback thoughts on AG – Tourism. Community support was favorable. Next month the Commission meeting will focus on policy/ policies to streamline the process for special use permitting. **ZBA** – Cook –First Cook requested that ZBA be added as a standing update to the Special Reports Agenda. He reported that 2 application Notice of Appeals forms have been modified for clarity and efficiency. The ZBA rules and procedures are in review (most recent review was 2016) for process improvement. He indicated that next steps on the Templin lawsuit would be a request by Templin to adjust their original request. The Judge requested mediation and the party’s agreed to disagree.

1. **BOARD DISCUSSION/ACTION:**
2. **Approval 2019 Board Meeting Calendar**

Martel set context that State Law requires annual Board Meeting schedules be established and approved by consensus. Discussion included dates when Petersen and Schultz would be unable to attend as scheduled. Discussion also explored cancellation of the Annual Meeting due to lack of public attendance. After discussion **Petersen Moved** to accept the 2019 Board Meeting Schedule with the following changes: Move the Annual Budget Hearing to Tuesday, March 19, 2019 at 6:00 p.m., followed by Regular Board Meeting at 7:00 p.m. Saturday, March 23rd will remain for Meeting of Electors. Further discussion took place to ensure all State Law requirements are met with this change. Martel researched and the motion was Seconded by Cook and passed 5-0 All in favor.

1. **Discussion of elected officials salary resolutions**

Board discussed raise percentage increases in terms of what is fair based upon effort involved in meeting job expectations. Martel sought feedback on a 2.5% increase for Board members. Petersen shared that he felt based upon his observation of hours and efforts required for top performance that 2.5% increase was not enough and he would support a 5% increase. Cook supported, asking if there are any restrictions that need to be considered. He also asked if, by duty, the Supervisor and Treasurer roles are that different, suggesting that the two roles should receive equal pay. He suggested that the Supervisor role should first be brought up to par with the Treasurer and then both should be increased. Martel supported from position that these pay levels will make it easier to attract interest in the roles in the future. Windiate explored Board’s willingness to consider increase of other staff, EMS and Fire at equal percentages as well.

**Petersen Moved to increase the Supervisor’s Annual Salary for 2019 to $26, 900.00. Seconded by Cook.**

**Roll call vote: 5 YES / 0 NO. COOK Moved to Increase Treasurer annual Salary for 2019 to $26,900. Petersen seconded. Roll Call Vote: 5 YES / 0 NO. Petersen Moved to Increase the Clerk 2019 Annual Salary from $24, 000 to $25,200. Cook** seconded. **Roll Call Vote: 5 YES / 0 NO. Shultz Moved** to increase Trustee Salaries for the annual 2019 year to $5,000.00. Died for lack of second. **Martel Moved** to increase Trustees Salaries for 2019 to $5,040.00. Windiate Seconded**. Roll call Vote: 5 YES / 0 NO.**

1. **Fire Department Recommendation to hire fire fighters**

After opportunity to discuss**, Petersen Moved** to approve the recommendation submitted by Fire Chief Ryan Bigelow, to hire Donovan Stone as a probationary fire fighter assuming successful passing of standard physical and background checks. Discussion raised concern that candidate is currently under the age of 18. Mr. Davidson responded from the audience indicating the Candidate will have reached age 18 prior to final certification and that this minimizes any risk**. Cook Seconded motion**. Passed 5-0 all in favor.

Schultz Moved to approve the Fire Chief’s recommendation to hire Kevin Lane as a probationary fire fighter assuming successful passing of standard physical and background checks. Petersen Seconded. Passed 5-0 All in favor.

1. **Full-time Employee Stipend for declining health coverage**

Martel set context for discussion specific to fact that if an employee declines full time health coverage the Township policy allows for a stipend to be paid to said employee, but amount is not defined. Martel shared that the Township currently has an employee who has declined health care coverage and challenge exists in defining stipend amount. Shultz shared data she had collected from research and added that determining an amount based upon percentage might be considered discriminatory. No action was taken as it was agreed that further research is required.

1. **Road Repair**

Martel referred Board Members to 2 Documents. 1) Torch Lake Township, Current Pavement Condition Status and 2) Antrim County Road Commission Road Repair Proposal Letter Dated January 14, 2019. Discussion included review of costs for a proposed joint repair project with Milton Township on Ericson Road and review of costs for repair of all remaining Torch Lake Township roads in need of repair. Goal of discussion was to determine best route to get caught up on Township Road Repairs. Discussion included exploration of use of General Fund in framework with accounting rules to attain funding to get roads back on repair schedule. Ericson Road became secondary to the conservation. **Pertersen Moved** to Accept the Antrim County Road Commission proposal dated January 14, 2019, section titled: Chip Seals and to request an update proposal from the Road Commission for the addition of McLachlan Road and Bay Colony and the deletion of the Ericson Road project. Cook Seconded. Passed 5-0 all in favor.

1. **FUTURE MEETINGS AND HEARINGS:**

Board Meeting Tuesday, February 19, 2019 at 7:00 PM

Planning Commission Meeting Tuesday, February 12, 2109 at 7:00 PM

1. **CITIZEN COMMENTARY:** Debra Graber announced that there would not be a ZBA Meeting next month.
2. **BOARD COMMENTARY:** Schultz shared that the Antrim County Chapter Meeting will be January 23rd, 2019 at 6:00 PM with a guest speaker on energy reduction. She also mentioned that Dog Licenses would be available through February. With no further business the meeting convened at 9:25 PM.

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

Mary Schoenherr

Recording Secretary