TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

DRAFT MINUTES OF SPECIAL BOARD MEETING

MAY 30, 2019

COMMUNITY SERVICES BUILDING

TORCH LAKE TOWNSHIP

Present: Martel, Schultz, Petersen, Cook and Windiate

Absent: None

Audience: 2

THE PURPOSE OF THIS SPECIAL MEETING IS TO ADDRESS AGENDA ITEMS ONLY. OTHER ISSUES WHICH WOULD NORMALLY COME BEFORE A REGULAR MEETING OF THE BOARD WILL ONLY BE ADDRESSED IF THE FULL BOARD IS PRESENT AND THERE IS A NEED FOR URGENCY.

1. Meeting convened at 10:03 AM. There was no Public Comment. Agenda Content: **Motion** by Windiate to approve addition of items 8-11 to the Agenda was seconded and passed 5-0. Add: OEO, Fire Chief, Millar& policies and Templin.
2. Open Bids: Four vendors picked up the RFP for the Day Park drain field but only two bids were returned. Bids from East Bay Excavating and N. W. Michigan Contracting were opened and read out loud. The bid from Michigan Contracting was $56,840. The bid from East Bay was $46,642. After discussion of pros and cons of each proposal, the **Motion** by Schultz to accept the bid from East Bay Excavating as submitted, per our RFP and letter dated 5-13-2019 was seconded and passed 5-0.
3. Retirement Program Participation: The clerk has asked for some clarification of which employees are eligible for our pension program and to get that in a written policy. This item will be on the June agenda for approval.
4. Paddle Antrim: The supervisor had some concerns about the size of the sign to go up at the 457-boat launch. He believes the access there is unsafe. The rest of the Board felt it was important to have the sign there for the safety of the paddlers. Therefore, the original agreement will stand.
5. EMS Report: After discussion it was agreed that one representative from Township Ambulance Authority would be present at Board meetings and that the EMS report would be emailed early, before the meeting, to allow time to review.
6. OEO: Cook has asked whether the Board wants an Ordinance Enforcement Officer, what would be the duties, the structure of the job, etc. His **Motion** to reinstitute the OEO position was withdrawn after discussion of looking into the possibility of a contract position with one of the local law enforcement agencies instead.
7. Fire Chief: As it has been announced that our current Fire Chief will be leaving by the end of summer or late fall, the question is what should we be doing to get the process started looking for a new chief. The current Job Description needs to be reviewed before posting for the position.
8. Millar & Policies: Cook has asked to review our current policies with attorney Millar looking for things we could be liable for without even knowing. Martel has asked to put this on hold until the employee handbook is distributed, as is, for review, allowing us to add or delete items. After that, the entire handbook will go to Millar for review.
9. Templin Legal Matter: Martel and Graber will attend a deposition next week in Bellaire. The defendant believes we are not enforcing the Zoning Ordinance equally and has photos to prove it.
10. Public Comment: Mr. Spencer had concerns about Minutes not being posted on the website or in the office in a timely fashion, especially approved Minutes. It is the statutory duty of the Clerk and it is not happening. He asked why? Windiate stated she takes full responsibility for this issue. She has been working with her new assistant to get the Minutes both in the public notebooks and on the web as quickly as possible. She would also like the recording secretaries to help by updating the draft minutes after they have been approved and forwarding them to the clerk, which would save time getting minutes posted. The promise from the clerk was to do a better job.
11. Board Comment: 1. The treasurer mentioned there are times when the township could use a credit card. Currently, only a debit card is available and can only be used by the clerk or treasurer. She would like the Board to come up with a credit card policy so she can proceed with procuring one for the township. Secondly, there will be a two-day training session here at the CSB for persons interested in joining the Antrim County Victim Services team. Anyone can attend this session. 2. Martel mentioned the landscaping at the Day Park will be done shortly. With no further business the meeting was adjourned at 12:32 PM.

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

Kathy S. Windiate

Township Clerk