TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

APPROVED MINUTES OF SPECIAL BOARD MEETING WITH CORRECTIONS 5-0.

AUGUST 28, 2019

COMMUNITY SERVICES BUILDING

TORCH LAKE TOWNSHIP

Present: Martel, Schultz, Petersen, Cook and Windiate

Absent: None

Audience: 3

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 6:02 PM. Public Comment received from Deb Graber, who read her document into the record and requested it be attached to the Minutes.The **Motion** by Martel to add 4 items to the Agenda was seconded and approved 5-0. Add (1) pay rate for cross-trained position, (2) MERS issues, (3) TAA and extending benefits for family and (4) Public Comment by Deb Graber.
2. Review of Proposal by Karen Kienbaum: MS Kienbaum was present to clarify her proposal to help the Township with the employee handbook and provide training regarding sexual harassment and working in a hostile work environment. Her ombudsman service, part of the JustUs program, provides help for employees when needed. She also clarified other services she can provide. The **Motion** by Cook to accept the proposal was seconded by Petersen. During discussion, assorted fees of the JustUs program were clarified. The **Motion** was amended and seconded to accept the proposal of “JustUs” with the agreed sections, pending final contract containing the following provisions: Section I $4500 for completed handbook with 2 hours of training; Section II JustUs Program with annual Administration Fee of $1200, JustUs Township HR Resource Program @ $2350.00 per instance, JustUs Program of Proactive Risk Management and Investigative Services @ $4650.00, and the ability for cancellation of service at any time. Motion passed 5-0. There was also discussion of $1.00 fee for legal support.
3. Cross-Trained Wages: Discussion of the Cross-Trained Position and the different hourly wages paid for working that position. The **Motion** by Cook that upon verification of any employee meeting both General, EMS and Fire requirements as defined in the job Description dated 12-16-14, when assuming the role of cross-on-base work will receive the going rate was seconded and passed 5-0. Any prior work during the fiscal year at a lower rate shall be reimbursed retroactively for hours served.
4. MERS: Discussion continues regarding eligibility for DC and 457 pension plans. Change Forms for each plan were dispensed with no formal action taken by the Board at this time.
5. TAA Health Insurance: The possibility of adding health coverage for spouse and dependents was discussed.
6. Public Comment from Deb Graber: Discussion of how to handle MS Graber’s written comments made during Special Board Meeting August 28, 2019. It was felt response should be at a regular meeting but it was decided a Special Meeting would be more appropriate.and be part of the Agenda. MS Schultz would like an opportunity to respond to each item, one by one.
7. Public Comment: Dave Barr speaking as a tax payer is embarrassed by some of the interactions at board meeting--the interruptions. He has also heard comments made in the office. He believes Deb Graber as Zoning Administrator is the best think this township has ever had. We should be thankful she is here and doing a great job.
8. Board Comment: Mr. Cook believes we need to address the salary issue of the Zoning Administrator. The Board needs to recognize what she is doing. We need to think about that. Mr. Petersen commented that a full-time Zoning Administrator in a surrounding township found 7 of 64 weekly rentals. We are catching more. It is more than an 18-hour position. We have someone that is accountable. The Job Description needs to be re-evaluated. Is a proposal needed from Mr. Cook and Mr. Petersen?

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

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

Kathy S. Windiate Township Clerk