Torch Lake Township

Antrim County, Michigan

APPROVED MINUTES TOWNSHIP BOARD MEETING WITH CHANGES 4-0.

January 21, 2020

COMMUNITY SERVICES BUILDING

TORCH LAKE TOWNSHIP

PRESENT: Cook, Martel, Petersen, Windiate, Schultz

ABSENT: None

AUDIENCE: 11

1. **REPEATING AGENDA**
2. Meeting was called to order at 7:01 pm followed by the Pledge of Allegiance.
3. **Minutes:** **Motion** by Petersen to approve the Minutes of December 17, 2019 with changes; seconded and passed 5-0. Change as follows: A3 should read “Correspondence and Announcements: Windiate noted that the State of MI passed their budget which included the Antrim County Road Commission” D4 Motion to be rescinded during regular board meeting of 1/21/2020. **Motion** by Petersen to approve the Minutes of Special Township Board Meeting of January 16, 2020 with corrections; seconded and passed 5-0. Change as follows: Audience of 1. A1 should have the addition of (Special Comment). A6 should read It was agreed to use BS&A format for this year budget. Continue to use team format.
4. **Correspondence, etc.**: 1. Paddle Antrim reports they have reached their Capital Campaign Goal for Chain of Lakes Water Trail and outlined upcoming improvements. 2. $3,000. Anonymous Donation sent to Mr. Cook’s attention for the EMS/Ambulance Cot Lift.
5. **Agenda Content: Motion** by Petersen to approve the Agenda Content with the following additions to action item D; seconded and passed 5-0. Change as follows: D4 – Recording Secretary, D5-Rescind Motion for Board of Review, D6-FOIA appointment.
6. **Citizen Commentary: 1.** Rita Service requests consideration to add position of Compliance Officer. She also questioned if the Torch Lake Twp. Day Park is included in the Paddle Antrim water trail; which it is not. Finally, she requests clarification in regards to length of time, scope of work and public notice in regards to dredging in Eastport. Public notice was read at 12/16/19 meeting. **2.** Tom Enslen, Superintendent of Elk Rapids School District introduced himself and shared current status and initiatives. Invitation to attend informational meeting on 1.27.2020 at 6:00 pm extended. **3.** Patty Niepoth, Register of Deeds for Antrim County reviewed new project of County scanning all documents going back to the 1800’s. Reminder that this is an election year and she will be rerunning for office.
7. **CONSENT AGENDA:** No.1 (Clerk), No.4 (EMS), No. 5 (Fire Dept.) FIRE DEPARTMENT REVIEWED ADDITIONAL TRAININGS. A FIREFIGHTER IS CURRENTLY IN FIREFIGHTER I AND FIREFIGHTER II TRAINING IN ELK RAPIDS. . No. 8 (Park Committee), remainder accepted by consent. Clerk report noted 4 voided register items as # 35882 out of order. The Family Benefit Program was approved at the December 17, 2019 meeting. Notice to be sent out to full time employees soon. EMS ALS upgrade will have all employees certified prior to licensure. Physical upgrades include additional equipment added and minimal signage additions. Fire Department report reviewed trainings in addition need to fill additional firefighter position. Current firefighter has been called up and submitted notice. Sheriff Bean went over Central Dispatch 911 report for December events. Staffing is complete. Animal Control in need of 2 part-time employees. Sheriff Department could use additional resources. Discussion regarding counties utilizing constables including comment from Marina Friend. She stated that the Sheriff can appoint someone to serve but our department has limited funding. AARP scams are up. Sheriff department should be contacted with any questions. TAA had no Report due to holidays. Rita Service reports that the Park committee continues to discuss utilizing park attendants for upcoming season. The committee has requested contract names to be used for Boat ramp repairs. Board stated that normal wear and tear and small issues can be completed by the township maintenance department.
8. **SPECIAL REPORTS AGENDA:** Planner/Consultant has resigned.
9. **BOARD DISCUSSION/ACTION:**
10. Supervisor Salary Resolution #2020-01 ($28,000. Annually) **Moved** by Petersen, Seconded by Cook. Roll Call completed with unanimous support. Treasurer Salary Resolution #2020-02 ($28,000. Annually) **Moved** by Petersen, Seconded by Cook. Roll Call completed with unanimous support. Clerk Salary Resolution #2020-03 ($26,500. Annually) **Moved** by Schultz, Seconded by Peterson. Roll call completed with unanimous support. Trustees Salaries Resolution #2020-04 ($5,200. Annually) **Moved** by Martel, Seconded by Windiate. Roll Call completed with unanimous support.
11. Draft Payroll Reporting Policy proposed by Martel to ensure adequate time to review figures for accuracy. Martel moves to table for further review.
12. Resolution 2020-05 to Revise 2019-2020 General Fund Budget was removed after extended discussion. To remain consistent with auditors’ notes, line item adjustments do not require action.
13. **Motion** by Martel to approve contract to Veronica Beitner as new Recording Secretary for Torch Lake Township Board. Seconded and passed 5-0.
14. **Motion** by Petersen to rescind Board of Review appointments MADE AT 12/17/2019 MEETING.
15. **FOIA** – Windiate will continue to serve as Coordinator. Along with Martel, they will work with Dick Williams, training to ensure completion and submission of forms, etc. is done correctly. Currently Township is reimbursed a $25/hour fee, which will be used to pay Williams for FOIA work.
16. **FUTURE MEETING AND HEARINGS:**
17. Board Meeting, Tuesday February 18, 2020, 7:00m pm
18. Planning Commission Tuesday, February 11, 2020 at 7:00 pm
19. Zoning Board of Appeals, Wednesday, February 12, 2020 at 7:00 pm
20. Day Park Committee January 29, 2020 12:00 pm (Noon)
21. Board of Review (Property Tax Appeals) Monday, March 9, 2020 from 3:00 pm to 9:00 pm and Wednesday, March 11, 2020 from 9:00 am to 3:00 pm (see the complete notice on the township website).
22. March 17, 2020 beginning at 6:00 pm. Hearing on 2020-2021 Township Budget followed by the Annual Meeting of Electors. The Regular March Board Meeting will begin at 7:00 pm
23. **Citizenry Commentary** – Rita Service expressed concerns regarding appointing clerk deputy to complete FOIA documents. She expressed inquiry with Board utilizing Standard Operating Procedures (SOP.) Further discussion established chain of command with the FOIA deputy (Williams) reporting to Coordinator (Windiate) and Coordinator reporting to Supervisor (Martel.)
24. **Board Comment** – Schultz requested update regarding Employee Handbook project. Martel will reconnect with project coordinator for update. Petersen requested update regarding Antrim County request for road completion submission. Martel will respond.

With no further business the meeting adjourned at 8:57 pm.

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

Kathy Windiate and Veronica Beitner

Recording Secretary