**TORCH LAKE TOWNSHIP**

**ANTRIM COUNTY MICHIGAN**

APPROVED MINUTES OF TORCH LAKE TOWNSHIP BOARD MEETING WITH CORRECCTIONS 5-0

April 20, 2021

TORCH LAKE TOWNSHIP

Present: Bob Cook, K. Windiate, S. Schultz, J. Merchant, A. Martel

Absent: None

Audience: 15

**A. Repeating Agenda**

1. Meeting was called to order at 7:00 pm followed by meeting protocols review.

2. Approval of Board Minutes – (M/S) B. Cook/J. Merchant for Regular Board Minutes of March 16, 2021 to accept minutes. S. Schultz asks for correction under Consent Agenda, second line to read “Sharon Schultz would like to commend the Fire Department for the new SCBA Air Compressor Unit” Motion passed with corrections 5-0. Motion to approve Budget Board Minutes from March 16, 2021. M/S B. Cook/S. Schultz Motion passed as is 5-0. Motion to approve Special Board Meeting of March 25, 2021 M/S B. Cook/S. Schultz. Motion passed 5-0. Motion to approve Special Board meeting April 8, 2021. M/S B. Cook/J. Merchant. B. Cook add for correction to statement of purpose, second sentence to read “which.” Motion passed with correction 5-0.

3. Correspondence/Announcements - None

4. Approval of Agenda Content –Cook motions to accept agenda as presented. Kathy Windiate seconded. B. Cook asks for correction under New Business #4. Remove Motion. Motion to approve with correction passed 5-0.

5. Citizen Comment – A. Martel as citizen addressed remaining Board members. Read and presented prepared statement with subject of “potential loss of the peoples’ trusts in Board members to protect the zoning law of this township. Jarris Rubingh, Antrim County District 1 Commissioner addressed Board for purpose of introduction and review of current duties as applies to Torch Lake Township. Rita Service finds comments made by Alan Martel myopic and concerning. Bill Stridiron spoke to many proposed zoning changes. He is doing his best to communicate to all commissioners. Requests every Board member to reach out to their Commissioners and encourage them to complete due diligence in understanding needs of community they represent.

**B. Consent Agenda –** B. Cook requests Park Committee and Deputy Supervisor reports pulled. Moves to accept remainder reports as presented by consent. B. Petersen reports that drain work completed in pond outside of Township Building. Updated additional work completed with approval to the Nature Preserve. Spoke to upcoming planning meeting for schedule of work with Road Commission. Golden Beach repair work has achieved permit for work to proceed and trees removal completed at Day Park. Kathy Windiate acknowledges and thanks Bill Petersen for his work. Virginia Hawkins reports on updates to Day Park for season which include completion of tree removals, commercial contracts and renewal of Jenny Clean contract. To date, only two park attendants have applied. Need to review risks of park opening with only two park attendants. B. Cook requests Committee Finance run report to analyze risks for park opening regarding the budget. S. Schultz inquiry regarding posts that are used for bumper safety for boats. This project is in progress. Rita Service addressed status of Boat Ramp repair. Bill Petersen will review project and feasibility to complete this season. M/S B. Cook/S. Schultz motion to accept full reports of Deputy Supervisor and Park Committee. Passed 5-0.

**C. Special Reports Agenda**

Bill Stridiron spoke to Planning Commission discussion with Heidi Schaefer, Soil Erosion Officer for Antrim County on buffer zones on lakes and landscapes regarding water runoff into lake. Discussion ensued. Steve Langworthy, new hire and former MTA employee will be meeting with ZBA and Planning Committee on May 13th at 6:00 pm. This is an open meeting. Last meeting covered Zoning Ordinance change of 2.19 Recreational vehicles which allows 30 days’ usage at a time with paid permit to allow monitoring.

K. Windiate – FOIA report. Successfully completed prior request. New request received and being addressed. K. Windiate reports MTA conference being held virtually this week.

**D. Agenda for Board Action**

*Old Business*

None

*New Business*

1A Motion to approve the following change to the Torch Lake Township Pay Schedule for the Zoning Administrator from $46,350 to TBD. (M/S) B. Cook/S. Schultz. B. Cook opens discussion. A. Martel requests clarification of current status of Zoning Administrator position. Motion passed 5-0.

1B. Motion to approve the following change to the Torch Lake Township Pay Schedule for the new position of Interim Assistant Zoning Administrator at $18/hr. (M/) S B. Cook/S. Schultz. Discussion opened by B. Cook. Interim Zoning Administrator Assistant will be providing work in fulfilling duties as assigned by ZONING ADMINISTRATOR Passed 4-1.

1C. Motion to approve the following change to the Torch Lake Township Pay Schedule for the Position of Ordinance Enforcement Officer from $20/hr. to $30/hr. (M/S) B. Cook/J. Merchant. B. Cook opened discussion. Discussion ensued which included position duration and job marketing. J. Merchant stated posting on Township website and reports dates need to be updated. Passed 5-0.

2. B. Cook read a prepared statement regarding Zoning Administrator which included job description, salary and use of Zoning Consultant. (M/S) B. Cook/S. Schultz Motion to approve the Consulting Agreement with Beckett & Rader to provide interim zoning administrator services to Torch Lake Township at the rate of $70/hour reporting to the Township Supervisor with the recommended job description as presented. Discussion ensued. Passed by Roll Call Vote: J. Merchant-yes, S. Schultz-yes, K. Windiate-yes, A. Martel-no, B. Cook-yes

3. Motion to approve hiring Jackie Petersen as Interim Assistant Zoning Administrator at $18/hour reporting jointly to the Interim Zoning Administrator Consultant and the Township Supervisor with the recommended job description as presented. (M/S) B. Cook/J. Merchant. Discussion ensued with A. Martel questioning potential conflict of interest with her husband serving in a position as a Contractor and they both having ties to Contractors. B. Cook states he does not believe a conflict of interest exists. Discussion continued with review of interim position. Bill Petersen requested to respond to comments made by A. Martel to add clarification. Passed by Roll Call Vote: S. Schultz – yes, K. Windiate – yes, A. Martel – no, J. Merchant – yes, B. Cook – yes

4. M/S by B. Cook/J. Merchant to approve the revised Community Services Building Emergency rules as presented. Discussion ensued which included Jarris Rubingh, Antrim County District 1 Commissioner providing County level practices. Motion and second withdrawn (B. Cook/J. Merchant) and tabled for further review.

5. M/S by B. Cook/A. Martel. Motion to move $931 from the remaining funds associated with the retention pond work of $3,092 savings to be applied to road/beach repair for Torch Lake Township Fire Department water access and fence removal at the Torch Bay Nature Preserve. The balance owed for all work is $1,327 to be paid prior to the next Board meeting. Motion passed 5-0.

**E. Agenda for Board Discussion Only**

**1.** B. Cook shared a comment that came in regarding any interest for Live streaming our Board Meetings on YouTube. Discussion ensued. B. Cook will add topic to next month’s agenda.

**F. Agenda item for Informational Purpose Only**

1. Bill Stridiron presented a review of Planning Commission Year-End Report. Zoning Changes of past year reviewed. Planning Commission is looking at all Ordinances and working with Planning Consultant.

2. Bob Cook will review topic of Porta Johns with Sara Kopriva, Interim Zoning Administrator Consultant

3. Bob Cook and Sharon Schultz will continue work on Policy 4.0 and WILL have a working meeting with B. Spencer and any other necessary parties.

**G. Citizen Comment**

Jarris Rubingh, Antrim County District 1 Commissioner inquired status of recycling in Township and verification of County Parks in Township (Barnes Park.)

**H. Board Comment**

1. Jason Merchant spoke to COVID issues and personal experience. Understands public weariness but encourages vigilance.

2. Bob Cook addressed Alan Martel stating if he has questions MY door is always open.

3. Sharon Schultz updated that this Saturday there will be a vaccination clinic at the Elk Rapids Schools – refer to Antrim County website, Emergency Management for details. Beginning at the end of August, 2021 through the end of February, 2022 there will be an EMT training.

Motion to adjourn by B. Cook. Seconded by S. Schultz. Passed 5-0.

**I. Future Meeting and Hearings –**

1. Planning Commission Tuesday, May 11, 2021 at 7:00 pm

2. Zoning Board of Appeals Meeting Wednesday, May 12, 2021 at 7:00 pm

3. Regular Board Meeting Tuesday, May 19, 2021 at 7:00 pm

Meeting adjourned at 8:57 pm

Minutes respectfully submitted by Veronica Beitner

Board Secretary