**TORCH LAKE TOWNSHIP**

**APPROVED REGULAR BOARD MINUTES WITH CORRECTIONS AT THE JANUARY 18, 2022 REGULAR MEETING. PASSED 5-0.**

**December 21, 2021**

**COMMUNITY SERVICES BUILDING**

**Members Present:**  J. Merchant, B. Cook, K. Windiate, S. Schultz

**Members Absent:** A. Martel

**Recording Secretary:** Veronica Beitner

**Audience:** 12

**A. REPEATING AGENDA**

1. Call to Order at 7:00 pm by B. Cook followed by the Pledge of Allegiance by all.

2. Approval of minutes of Regular Board meeting on November 16, 2021 – Corrections: C1 change word “any” to “Andy.” D3A change rate of pay to $1,600/month. Motion by B. Cook/J. Merchant to Accept Regular Board meeting of November 16, 2021 with Corrections. No further discussion. Passed 4-0. Motion by B. Cook/K. Windiate to approve with no corrections. Minutes were detailed and well explained. Passed 4-0. Motion by B. Cook/S. Schultz to Approve Special Board Meeting October 29, 2021 with no corrections. Detailed minutes provided. Passed 4-0.

3. Correspondence – None

4. Approval of Agenda – B. Cook adds Board Action #8 regarding PT employment for Scanning by A. Petersen and Item #5 Board Discussion regarding preliminary 2022 Budget Schedule B. Cook/K. Windiate Agenda accepted with changes. No Discussion. Passed 4-0.

5. Citizen Comment – Commissioner Jarris Rubingh speaks to handout with itemization of area Township Road Millage Information. Antrim County looking for licensed builders to sit on Board of Appeals. J. Kulka of San Marino Trail addressed UTLA history and provided proposed date to resume meetings and requests to Township.

**B. CONSENT AGENDA** (Department Reports)

S. Schultz pulls Fire and Ambulance Reports. All other reports are accepted by Consent. S. Schultz recognizes all the hard work this past month from our Service Personnel. B. Cook/S. Schultz motion to accept the Fire and Ambulance Reports. Passed 4-0.

**C. SPECIAL REPORTS**

1. Planning Commission – J. Merchant reports that the December meeting was cancelled.

2. FOIA Update – K. Windiate reports down to One (1) active FOIA.

3. Financial Overview provided by B. Cook and can be found in entirety on the TLT Website.

**D. AGENDA FOR BOARD ACTION**

**Old Business -** None

**New Business –**

1. S. Schultz/B. Cook make the Motion to Approve the Proposed Dates for the 2022 Torch Lake Township Regular Board Meeting Schedule as listed. No discussion. Passed 4-0.

2. S. Schultz has reports for each resolution for review. Notes that Resolution #2021-36 for $300 was mainly to cover office supplies that need to be ordered in bulk.

B. Cook/S. Schultz make the Motion to Approve Resolution #2021-33 for the amounts as presented for a total of $159,350. No Discussion. J. Merchant: yes, B. Cook: yes, K. Windiate: yes, S. Schultz: yes. Passed 4-0.

B. Cook/J. Merchant make the Motion to Approve Resolution #2021-34 for the amounts as presented for a total of $2,500. No Discussion. J. Merchant: yes, S. Schultz: yes, K. Windiate: yes, B. Cook: yes. Passed 4-0.

B. Cook/S. Schultz make the Motion to Approve Resolution #2021-35 for the amounts as presented for a total of $41,500. No Discussion. S. Schultz: yes, K. Windiate: yes, B. Cook: yes, J. Merchant: yes. Passed 4-0.

B. Cook/J. Merchant make the Motion to Approve Resolution #2021-36 for the amounts as presented for a total of $300. No Discussion. K. Windiate: yes, B. Cook: yes, J. Merchant: yes, S. Schultz: yes. Passed 4-0.

B. Cook/K. Windiate make the Motion to Approve Resolution #2021-37 for the amounts as presented for a total of $7,000. No Discussion. Passed 4-0.

3. S. Kopriva provided overview of changes as determined by Zoning Board Administration. No additional comments from Board. B. Cook/J. Merchant make the Motion to Adopt Ordinance Number 2021-9, changes to Chapter 20 of the Torch Lake Township Zoning Ordinance and have the Clerk Publish in the Elk Rapids News within 15 days. No Discussion. S. Schultz: yes, K. Windiate: yes, B. Cook: yes, J. Merchant: yes. Passed 4-0.

4. B. Cook thanks B. Spencer for his work, personal time and direction of this large project. Article 16 is an open item included with red line view. S. Schultz questions use of word “hall.” Should this be changed to “Community Services Building”? Adjustment to this term can be changed. No additional comments or changes. B. Cook asks for Board approval. Passed 4-0. Article 16 has been approved and moved to the Resolution Packet. B. Cook/S. Schultz make the Motion to Approve Resolution 2021-38 Adopting the Torch Lake Township Policies and Procedures Article 1-16 as presented. No Discussion. S. Schultz: yes, K. Windiate: yes, B. Cook: yes, J. Merchant: yes. Passed 4-0.

5. B. Cook/S. Schultz makes the Motion to Amend the Benefits/Group Insurance Plan Ordinance NO. 2019-04 and Replace it with the Benefits/Group Insurance Plan Ordinance No. 2021-06. Section III, Item 4, Cell Phone Quarterly Stipend, is Hereby Removed with Renumbering of Item 5 to Item 4, Item 6 to Item 5, and Item 7 to Item 6. S. Schultz reports she has reviewed and has no comments. She also spoke with A. Martel and he too agrees. S. Schultz: yes, K. Windiate: yes, B. Cook: yes, J. Merchant: yes. Passed 4-0.

6. B. Cook/S. Schultz make the Motion to Nominate Jackie Petersen to serve as a member of the Board of Review Replacing Cole Shoemaker who resigned. B. Cook worked with Attorney Todd Millar to ensure no Conflict of Interest. K. Windiate: yes, B. Cook: yes, J. Merchant: yes, S. Schutz: yes. Passed 4-0.

7. S. Schultz/J. Merchant makes the Motion to Accept the Agreements presented for Collection of 2022 Summer School Property Taxes of $2.50 per Parcel with Central Lake Public Schools and Elk Rapids Public Schools in Conjunction with Northwest Education Services (Formerly TBA ISD) S. Schultz provided overview regarding changes. No Discussion. Passed 4-0.

8. B. Cook/J. Merchant make the Motion to Approve the Hiring of Abigail Petersen as a Record Scanner at $12.00 per hour Effective December 22, 2021. S. Schultz asked for clarification of availability which was provided as 5-10 hours per week after school. Passed 4-0.

**E. AGENDA FOR BOARD DISCUSSION**

1. Revisit TLT Police Enforcement Program. B. Cook would like to begin discussing establishing a 4 year Special millage of between .25 and .4 Mills to finance a Police Officer level position for Patrolling our Streets and Monitoring the Day Park. Brief discussion of need for a position to patrol vacant homes during the winter. K. Windiate supports placing this issue on ballot for community input. S. Schultz voiced discussion items. J. Merchant questions need for an officer year round. B. Cook will be bringing a Resolution to the next meeting to continue the discussion. Discussion will determine if it will be added to the August ballot.

2. Upgrade Camera options. B. Cook requests Board input regarding favorable response to streaming of meetings. He requested that Michael Strange put together a report regarding suggestions to enhance service. M. Strange reported that feedback suggests difficulty determining whom is talking. Complete cost estimate and adjustments needed to adjust were provided. Discussion ensued.

3. Cemetery Extension. S. Schultz provided update to current availability and options for development of new areas located behind existing lots. Overview of Development Phasing provided with a suggestion to pursue a moratorium on selling of open lots in the near future. Will continue discussion in the coming months. Discussion ensued which included budget needs.

4. Zoning Amendments related to Moratorium update reported by S. Kopriva. Work completed to date by the Planning Commission reviewed.

**F. AGENDA ITEM FOR INFORMATIONAL PURPOSE ONLY**

1. Short term rental legislation – B. Cook reviewed letter sent by J. Kulka with notice that if any Board member wants topic added to next month’s meeting to let him know.

2. Grant Program Police, Fire and EMS – B. Cook has requested Fire Chief K. Lane and Ambulance Director to pursue this option. Will follow up at the January meeting.

3. Grant Program for Water Infrastructure – B. Cook reviewed past meeting regarding presentation provided June 15, 2021 by the Northwest MI Health Department and asks for Board Members willingness to work on project. Opened to public interest with V. Beitner expressing interest.

4. TLT Water Concerns – moved to January meeting.

**G. CITIZEN COMMENT** – S. Mueller of San Marino Trail speaks to short term rental and states she understands the vote last week did not pass the House. Requests clarification of S. Kopriva regarding Commercial Zoning option for organizations the size of Walmart. Not a topic that can or should be addressed at this meeting. J. Kulka supports the idea of a police officer and asks for clarification of work with Ordinance Enforcement Officer and Zoning Officer. Speaks to support of YouTube streaming and feels the money spent is good. Appreciates update to short term rentals and feels important for Boards to be aware and involved. J. Rubingh also spoke to support of a local Police Officer. Suggests it may be a venture that can become joint with Banks Township. Due to County level needs and limitations, this is a desirable topic. Judy Kulka, San Marino Trail spoke to voice projection difficulties during meetings.

**H. BOARD COMMENT**

K. Windiate addressed the Fire Report and highlight to new fire hose purchase.

S. Schultz reminds that Dog licenses are available at the Township and online. If you have not received your Tax Bill for 2021 winter to please let her know. Merry Christmas to all

J. Merchant spoke to recent need for brown sugar at Thanksgiving and was grateful to Dollar General in Central Lake for being open on that holiday for his sweet potatoes.

B. Cook spoke to not being aware that the Board has not done anything to diminish the UTLA. Asks that citizens that hear rumors to please ask him directly. Reports that Ambulances passed the ALS test. S. Schultz also provided updates to ambulance services now available. License for EMS/Ambulance valid through 12.31.22. Wishes everyone a Merry Christmas from him and Rita.

**I. ADJOURNMENT -** B. Cook/J. Merchant motion to adjourn at 8:39 pm. Passed 4-0.

Minutes Respectfully Submitted by Veronica Beitner