**TORCH LAKE TOWNSHIP**

**Regular Board Meeting**

**APPROVED AS PREPARED 4-0**

**June 21, 2022**

**Community Services Building**

**Members Present**: A. Martel, J. Merchant, B. Cook, K. Windiate

**Members Absent**: S. Schultz

**Others**: None

**Recording Secretary**: Veronica Beitner

**Audience**: 10

**A. REPEATING AGENDA**

1. **Call to Order** at 7:00 pm by Supervisor B. Cook followed by the Pledge of Allegiance and review of Housekeeping items.

2. **Approval of Minutes from Regular Board Meeting on May 17, 2022: (**M/S) B. Cook/J. Merchant motion to approve the regular board minutes of May 17, 2022 as presented. Passed 4-0. **Approval of Minutes from Special Board Meeting of June 2, 2022: (**M/S) B. Cook/J. Merchant motion to approve the Special Board Meeting of June 2, 2022 as presented. Passed 4-0.

3. **Correspondence and Announcements:** Antrim County hosting a ZOOM webinar on June 23, 2022 regarding Septic Solutions for Antrim County. 514 Absentee ballot applications sent out with over 100 being returned to date.

4. **Approval of Agenda Content: (**M/S) B. Cook/J. Merchant motion to accept the agenda as presented with changes. Two personnel related items to be added to New Business. No Discussion. Passed 4-0.

5. Citizen Comment: B. Spencer, 709 N. West Torch Lake Dr. spoke to noise concerns. T. Stillings, spoke to upcoming primary election and practices of current County Commissioner which include attendance to meetings and active involvement. Also spoke to Torch Lake Airport/Airpark proposed review by outside firm. J. Rubingh, County Commissioner spoke to road work updates in TLT which includes Essex Rd. Update to topic related to lake levels and ongoing concerns. Barnes Park and possibility of traffic signal update provided. B. Petersen, spoke to ensuring our Firefighters have the Township full support which include wages, adequate equipment and resources. Proposed Contract with attorneys regarding the Torch Lake Airport/Airpark. M. Zelenak, Executive Director of the Antrim County Conservation District invites community to attend the Lake Leader Summit in August.

**B. CONSENT AGENDA**

All reports accepted by consent.

**C. SPECIAL REPORTS AGENDA**

**1. Planning Commission** – Special Request for a rental that was accepted with conditions.

**2. FOIA** – Ongoing FOIA that has been on hold pending the requestor’s response to estimated cost. Received approval to move forward with the request that is about the airport.

**3. Financial Overview** – Supervisor Cook reviewed a new look and encourages any with questions or comments to contact him directly. Full report can be found on the Township website.

**D. AGENDA FOR BOARD ACTION:**

*Old Business*

None

*New Business*

1. Credit Collection Contract: Reviewed by EMS Director M. Bertram and clarified all questions. Discussion ensued. (M/S) J. Merchant/B. Cook Motion to approve the Contract with Merchants and Medical Credit Corporation, Inc effective June 22, 2022, with a 30-day termination notification by either party upon written notice. Additional discussion ensued. Roll Call Vote: J. Merchant – yes, B. Cook – yes, K. Windiate – yes, A. Martel – yes. Passed-4-0.

2. Accumed Contract - EMS Director M. Bertram and T. Schneider met with company and obtained a reduction in fees. Discussion ensued. (M/S) K. Windiate/B. Cook motion to approve the renewal of the billing service agreement with Accumed Billing, Inc. with a three-year term. Roll Call Vote: A. Martel – yes, J. Merchant – yes, B. Cook – yes, K. Windiate – yes. Passed 4-0.

3. EMS Incentive Program – reviewed by EMS Director M. Bertram and Township Auditor. Program need and review provided by Supervisor Cook. Discussion ensued. (M/S) B. Cook/K. Windiate Motion to approve the implementation of the following incentive program options to be utilized as determined by the EMS Director with Township Supervisor approval. Roll Call Vote: K. Windiate -yes, A. Martel – yes, J. Merchant – yes, B. Cook – yes. Passed 4-0.

4. EMS Paramedic Hire review by Supervisor Cook. Discussion ensued. (M/S) J. Merchant/K. Windiate motion to hire Rebecca Boyce as an EMS Paramedic at $20/hour effective June 22, 2022. Roll Call Vote: B. Cook – yes, K. Windiate – yes, A. Martel – yes, J. Merchant – yes. Passed 4-0.

5. Replace cemetery tractor that is no longer working. Discussion ensued regarding purchasing something to better fit the needs of the Township. (M/S) J. Merchant/K. Windiate Motion to spend up to $15,000 to replace the +25-year-old multi-purpose tractor at the cemetery. This item was budgeted for $1,250 in the 2022-2023 Fiscal Budget. Passed 4-0.

6. Aviation Legal Contract discussion involving Supervisor Cook, S. Kopriva, Zoning Administrator/Consultant, Planning Commission Chair A. Graves and Township Attorney T. Millar surrounding options to aid in working with ordinances related to activities of the Torchport Airport/Airpark. The proposed legal firm does have experience in specific concerns of the Township. Discussion ensued regarding the current owner’s rights as well as FAA involvement. Aviation specific attorney is needed to address issues to help support any potential legal transactions. Additional comments surrounding existing contracted services be utilized for review. (M/S) B. Cook/J. Merchant Motion to approve the hiring of the legal firm, Barnes and Thronburg LLP., to provide Aviation Legal Services to the Township related to the Torchport Airport/Airpark as a non-budgeted item, request an expenditure approval of $4,000. Roll Call Vote: A. Martel – no, J. Merchant – yes, B. Cook – yes, K. Windiate – yes. Passed 3-1.

7. Day Park Camera Purchase reviewed by Deputy Supervisor B. Petersen as well as installation timeline. Has one small concern regarding lack of signage at the park and the increasing utilization of the park. Discussion ensued. (M/S) J. Merchant/B. Cook Motion to approve the purchase of an eight-camera surveillance system for the Day Park with an expenditure limit of $12,000. Current 2022-2023 Budget was $5,000. Passed 4-0.

8. EMS Medical Insurance Program – renewal summary provided by Supervisor B. Cook. (M/S) B. Cook/J. Merchant Motion to approve the quote submitted by our current insurance provider, Priority Health, for full time employees at a cost of $41,680.08, a 9.7% increase. The Fiscal year 2022-2023 budget was $39,650. Roll Call Vote: B. Cook -yes, K. Windiate – yes, A. Martel – yes, J. Merchant – yes. Passed 4-0.

9. (M/S) J. Merchant/B. Cook Motion to approve the hiring of Kay Spicer as a scanner at a rate of $16.00 effective June 22, 2022. Roll Call Vote: K. Windiate – yes, A. Martel – yes, J. Merchant – yes, B. Cook – yes. Passed 4-0.

10. Web Site Tech Hire – Review of need and review of job duties provided by B. Cook. (M/S) K. Windiate/B. Cook Motion to hire Michael Strange as Web Site Tech, serving as back-up to Bob Hicks, at his current hourly rate of $60/hr. Services will be provided on an “as needed” basis. Roll Call Vote: J. Merchant – yes, B. Cook – yes, K. Windiate – yes, A. Martel – yes. Passed 4-0.

11. Elimination of Annual Meeting – overview of Resolution provided by Supervisor Cook (M/S) B. Cook/J. Merchant motion to eliminate the annual meeting and establish the Compensation Committee as outlined in Supervisor Cook presentation. Roll Call Vote: B. Cook – yes, K. Windiate – yes, A. Martel – yes, J. Merchant – yes. Discussion ensued.

Passed 4-0.

12. Hiring of Accountant to work in the Clerk’s office. Job duties outlined and include previous deputy clerk duties as well as journal entries as approved by the Clerk. Discussion ensued. (M/S) B. Cook/A. Martel motion to approve hiring Deb Broderick as Clerk Accounting Assistant at a rate of $30/hr. effective June 22, 2022. Discussion ensued. Roll Call Vote: K. Windiate – yes, A. Martel – yes, J. Merchant – yes B. Cook – yes. Passed 4-0.

13. Sheila Wright has expressed interest in joining the Day Park Committee. Discussion ensued. (M/S) B. Cook/motion to accept the nomination of Sheila Wright… Passed 4-0.

**E. AGENDA FOR BOARD DISCUSSION**

1. Noise – Police Ordinance: Discussion ensued regarding interest in exploring the topic. Brief historical information reviewed as received from B. Spencer.

2. Community Police Resource: Update provided by Supervisor Cook. At this time no action to take as Brian from Elk Rapids Township has not heard from any other surrounding township other than Torch Lake Township. Options reviewed for next steps. Board thoughts: S. Schultz has reported she is against. K. Windiate feels that current Ordinance Enforcement Officer is doing a good job and sufficient. A. Martel asks if B. Hawkins, OEO has had a good experience thus far which was reported to be positive. Furthermore, Mr. Martel does not feel the Sheriff would support. J. Merchant does not support.

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

1. Nothing this month

**G. CITIZEN COMMENT**

B. Spencer addressed “noise ordinance” and reported specific areas where “noise or sound” are addressed in the Township Zoning Ordinances. J. Rubingh mentioned that Antrim County recently purchased a John Deere tractor and their experience. He also commented on discrepancy in Priority Health percentage increase. Spoke to bids received for specific road resurfacing. Will provide the Board with details. B. Petersen spoke to discussion regarding Airport, specifically comment made regarding Mr. Baise. To his knowledge, there have been no violations to date by Mr. Baise. Questions why the Board used the term “put him in a box.” Feels this is unjust.

**H. BOARD COMMENT**

A. Martel – none

J. Merchant – spoke to 3 drownings already and is concerned that we no longer have a dive team. Feels important that this be reviewed.

B. Cook – responds to B. Petersen and states he has a good communication relationship with Mr. Baise. His comments about “a box” were not derogatory. Offered additional information regarding interactions with Mr. Baise and the property

K. Windiate - none

**I. ADJOURNMENT** (M/S) B. Cook/J. Merchant motion to adjourn at 9:31 pm.

**J. FUTURE MEETING AND HEARINGS**

1. Planning Commission Tuesday, July 12, 2022 at 7:00 pm

2. Regular Board Meeting – Tuesday, July 19, 2022 at 7:00 pm

3. Zoning Board of Appeals – Wednesday, July 20, 2022 at 7:00 pm

Minutes Respectfully Submitted by Veronica Beitner and subject to approval at the next Regularly scheduled meeting.