TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

APPROVED MINUTES OF TOWNSHIP BOARD MEETING WITH ADDITIONS 5-0.

NOVEMBER 9, 2016

COMMUNITY SERVICES BUILDING

TORCH LAKE TOWNSHIP

Present: Martel, Schultz, Goossen, Amos and Windiate

Absent: None

Audience: 6

1. REPEATING AGENDA
2. Meeting was called to order at 7:00 PM followed by the pledge to the flag.
3. Minutes: **Motion** by Windiate to approve Minutes of October 18, 2016 regular meeting as prepared was seconded and passed 5-0.
4. Correspondence, etc. Election results show Bill Petersen and Mary Schoenherr as the new Township Trustees. The Township had 871 total voters for this election, which is approximately 78% of our registered voters.
5. Agenda Content: **Motion** by Schultz to approve as prepared was seconded and passed 5-0.
6. Citizen Commentary: There was none.
7. CONSENT AGENDA:  **Motion** by Goossen to approve was seconded and passed 5-0.
8. SPECIAL REPORTS AGENDA: The November Planning Commission meeting will be held on the 15th, so there is no report at this time.
9. DISCUSSION/ACTION:
10. Budget Amendments: Resolution 2016-16 is to cover the unanticipated increase in insurance premium costs, probably due to one new fire truck and one new “used” truck. The **Motion** by Schultz to transfer $2,100 from Fire Fund Balance to line item 206.336.910.00 to cover these costs was seconded by Goossen and approved 5-0 roll call vote. Resolution 2016-17 is to cover an unexpected expense for tree removal. The **Motion** by Schultz to transfer $2,700 from General Fund Balance to line item 101.901.974.000 to cover this expense was seconded by Goossen and passed 5-0 roll call vote.
11. Tax Collection Agreements: The **Motion** by Schultz to accept the agreements from Central Lake and Elk Rapids Public Schools for 2017 Summer School Tax Collection at $2.50 per parcel, plus collection for Traverse Bay Area ISD was seconded and approved 5-0.
12. A-Ga-Ming PUD Revision: After Martel, Schultz and Guggemos met to discuss revisions to the PUD, Martel created a draft document dated November 4, 2016, clarifying conditions for approval of the PUD. The **Motion** by Goossen to approve recommendations for the revised AGM PUD/Site Plan submitted by the Planning Commission, including conditions from Board and pending receipt of Board-approved landscaping and lighting plans, was seconded and passed 5-0. Please note that condition #1 has been completed regarding the berm and the reporting of 2015 and 2016 weddings.
13. Overtime Exemption Change: In response to the Board’s inquiry, the Township attorney sent a memo dated October 9, 2016 regarding the Fair Labor Standards Act (FLSA) change to overtime exemption regulations and the EMS Director’s salary. Mr. Millar recommends the Board increase the Director’s salary to $47,476 annually, effective December 1, 2016. Millar states we would pay much more in overtime than the increase in his salary to keep him exempt. The **Motion** by Windiate to approve the attorney’s recommendation to increase the EMS Director salary to $47,476 annually, to comply with the FLSA for exempt employees was seconded and passed 5-0. The Board will look into Job Description, contract, etc. closer to budget time.
14. Recommendation to hire Jamie Courtade as fire fighter: Ms Courtade is currently an employee of the Township with our EMS Department. She would like to further serve the community by joining the TLT Fire Department. The **Motion** by Windiate to approve the Fire Chief’s recommendation to hire Ms Courtade as probationary FF until completion of Fire Fighter I & II training was seconded and passed 5-0, pending standard background checks, which will be conducted again.
15. Oath of Office: Discussion of who and when Oaths should be given and why. The Clerk will follow up with effected employees.
16. CITIZEN COMMENT: There was none.
17. BOARD COMMENT: On behalf of the Township, Schultz, Windiate and Martel would like to thank both Mr. Goossen and Mr. Amos for their years of service as Trustees for the Township and wish them both well in their future endeavors.

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

Kathy S. Windiate

Township Clerk