TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

APPROVED MINUTES OF TOWNSHIP BOARD MEETING 5-0 WITH CORRECTONS

DECEMBER 19, 2017

COMMUNITY SERVICES BUILDING

TORCH LAKE TOWNSHIP

Present: Martel, Schultz, Schoenherr, Petersen and Windiate

Absent: None

Audience: 8

1. **REPEATING AGENDA:**
2. Meeting convened at 7:00 PM followed by the pledge to the flag.
3. Minutes: **Motion** by Petersen to approve Minutes of November 21, 2017 as prepared was seconded and passed 5-0.
4. Correspondence, etc. None.
5. Agenda Content: **Motion** by Windiate to approve with additions was seconded and passed 5-0. Change D. 2 to 2A. and add 2B. BOR appointment of Don Leys. Change D.9 to D.9 A and add D 9 B. Driveway Report. Correct next Planning Commission to “January” 9, 2018.
6. Citizen Commentary: None
7. **CONSENT AGENDA:** Accepted as presented.
8. **SPECIAL REPORTS AGENDA:** Petersen was absent from Commission meeting. No report is given.
9. **AGENDA FOR BOARD DISCUSSION/POSSIBLE ACTION:**
10. Adam Gandolfi, Municipal Underwriters of Michigan: Mr. Gandolfi was present to review our Accident Fund coverage and to answer any questions the Board may have. He reminded the Board of the Grant program, which happens twice a year for grants up to $5,000. The Township has applied for a grant to help with the cost of security cameras.
11. A. Internet, phone change over consideration: On behalf of the Township, Tom Persons has been communicating with 186networks (COLI) regarding fax, internet and phone service for the CSB, South Fire Station and Day Park. Written quotes were presented, but no formal action taken at this time.

B. BOR Appointment: After discussion, the **Motion** by Windiate to approve the recommendation of Martel to appoint Don Leys to the Board of Review as second alternate through December 2018 was seconded and passed 5-0.

3. EMS Director, Job Description, Work Agreement and Salary/Benefits Agreement: The Job Description was

approved at the May 2017 Board meeting. Schoenherr would like to see modifications made to the Employment  
 Agreement and Salary/Benefits drafts and will work with Martel on changes. No formal action taken.  
4. EMS full time Department: A Board decision needs to be made by June 2018 as to whether we want to stay as  
 Limited Advanced Life Support (LALS), go back to Basic, or consider moving up to the next level which would be  
 Advanced Life Support(ALS). The decision needs to be made before budget deliberations begin. Schultz would  
 like to invite MMR from Elk Rapids to give an update of their activity since taking over the ambulance service for  
 Elk Rapids and Milton. The Board had agreed to do this three years ago during our original discussions to   
 potentially privatize our service. Schultz will look into inviting MMR to our January meeting. Petersen hopes to  
 see some budget numbers in January or February.

1. Fee Schedule Consideration: A draft fee schedule was reviewed and some changes were added. The **Motion** by Petersen to adopt the new fee schedule based on the changes made tonight, effective April 1, 2018 was seconded and passed 5-0. Add a Commercial Fee and separate Zoning Permit fees into categories based on related construction.
2. Board Meeting Schedule: **Motion** by Petersen to approve 2018 Schedule with one correction was seconded and passed 5-0. Change “Thursday” April 17 to “Tuesday” April 17.
3. Budget Adjustment Resolution: Several over-budgeted items need adjustment, so the **Motion** by Petersen to approve Resolution 2017-14 to transfer $12, 100 from Fund Balance to various General Fund line items as listed is seconded by Schultz and passed 5-0 roll call vote.
4. Central Lake Tax Collection Contract: The **Motion** by Schultz to accept the Central Lake Public Schools agreement for collection of 2018 summer school property taxes was seconded and passed 5-0.
5. A. Master Plan Public Survey: A copy of the 2017 Master Plan survey was dispersed to the Board for their review.

B. Driveway Report: Report from Otwell Mawby Consulting Engineers was distributed to the Board for their review. Petersen feels this report substantiates the bid received from Heeres Excavating. No formal action taken at this time.

10. Cemetery Ordinance: Not ready for discussion tonight.

11. Day Park Update: The Township has received 6 potential re-designs for the pier at the day park.

**E. FUTURE MEETINGS AND HEARINGS AT TORCH LAKE TOWNSHIP CSB:**

1. Board Meeting January 16, 2018

2. Planning Commission January 9, 2018

3. Next regular ZBA meeting April 11, 2018

**F. PUBLIC COMMENT: NONE**

**G. BOARD COMMENT**: Dog licenses are available here in the office through end of February. With no further business the meeting was adjourned at 9:30 PM.

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

Kathy S. Windiate

Township Clerk