TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

DRAFT MINUTES OF TOWNSHIP BOARD MEETING

FEBRUARY 20, 2018

COMMUNITY SERVICES BUILDING

TORCH LAKE TOWNSHIP

Present: Martel, Schultz, Petersen, Schoenherr and Windiate

Absent: None

Audience: 4

1. **REPEATING AGENDA:**
2. Meeting convened at 7:00 PM followed by the pledge to the flag.
3. Minutes: **Motion** by Schultz to approve Minutes of January 16, 2018 with addition was seconded and passed 5-0. In item D 2, at the end of the paragraph add sentence “It was discussed by the Board to have Schoenherr and Martel contact MMR for further study/comparisons”. **Motion** by Windiate to approve Minutes of February 6, 2018 Budget Work Session as prepared was seconded and passed 5-0. **Motion** by Schultz to approve Minutes of February 15, 2018 Budget Work Session as prepared was seconded and passed 5-0.
4. Correspondence, etc. 1. Antrim County Planning Commission will hold a public hearing on the AC Master Plan on Tuesday March 6th 2018 at 5:30 PM at the Antrim County Building. 2. The Par Plan Risk Control report was shared, which included suggestions for improvement within the township, fire department and EMS. Suggestions will be addressed by each department. 3. Natural Gas will soon be coming to other parts of Torch Lake Township. For further details call 800.297.6719. 4. EMS Director Persons announced a $1000 donation to the department from a patient helped by the township EMS. This prompted Schoenherr to ask Persons to include performance data in his monthly reports, such as run category, run times, response times, cardiac, trauma and assists. If he could summarize this information for the last few years, it could then be updated monthly with his report. This type of information would help the Board analyze data in the next month while looking at Ambulance Service options.
5. Agenda Content: **Motion** by Martel to approve as amended was seconded and passed 5-0. Add items D. 9 Par Plan Grant, D. 10. Poverty Exemption Resolution, D. 11. Budget Resolutions, D. 12 Meeting Notice, D. 13 Fire Grant. Remove items D. 5 and D. 6.
6. Citizen Commentary: Becky Norris addressed the Board, representing the Three Lakes Association, regarding volunteers needed for water quality testing at the more northerly site in Torch Lake. If interested, contact Duane Drake @ 231.533.8204 or Becky Norris @ 231.599.2894 for further information.
7. **CONSENT AGENDA:** Approved minus the Zoning Administrator Report, which was not submitted.
8. **SPECIAL REPORT AGENDA:** Petersen reported on Planning Commission activity at the February 13th meeting. They have a workable Draft Fences Ordinance and once accepted, a Public Hearing will be scheduled. Work on the Master Plan is complete and the Board will receive a summary from Planner Grobbel at the April 17th meeting. The PC is still reviewing definitions of structures and buildings; they have made a change to Chapter XXI Section 21.01 E 4. and have changed “shall” to “may”. Lastly, they are recommending the length of time allowed to appeal a Zoning Administrator’s decision be no more than 30 days after it has been issued.
9. **AGENDA FOR BOARD DISCUSSION/ACTION:**
10. Milton Township Request for annual contribution to new Elk Lake Waterfront Park: See Memo date 2/5/2018. Action on this item is postponed pending further information needed from Milton Township explaining exactly how the funds are to be used.
11. Scrivener’s Error: An error in numbering of two different zoning ordinance amendments can be corrected without having to reaffirm its approval nor republish the change. Chapter II General Provisions, Section 2.25 Wineries, Cideries & Meaderies should have been numbered 2.26, not 2.25. This is a scrivener’s error, which means this is an error in transcription and the change does not change the meaning or intent of the change.
12. Cardiac Defibrillator Donation: EMS would like to donate a used Defibrillator to the Torch Lake Café, with a hold harmless agreement releasing the township of any liability. All the employees of the Café have already been trained in CPR. The **Motion** by Schultz to allow the donation was seconded and passed 5-0.
13. Salary Resolutions: **Motion** by Petersen to approve Resolution #18-01, increasing the Salary of Supervisor to $24,000 a year is seconded by Schultz and passed 5-0 roll call vote. **Motion** by Petersen to approve Resolution #18-02, increasing the Salary of Treasurer to $25,600 a year was seconded and passed 5-0 roll call vote. **Motion** by Schoenherr to approve Resolution #18-03, increasing the Salary of the Clerk to $24,000 a year is seconded by Petersen and passed 5-0 roll call vote.  **Motion** by Schultz to approve Resolution #18-04, increasing the Salary of the Trustees to $4,800.00 per year was seconded by Windiate and passed 5-0 roll call vote.
14. Removed.
15. Removed.
16. Day Park Pier and other issues: Drawings from Northwest Design Group (**ND**G) diagraming suggestions for different options at the pier were discussed. Also discussed, the potential for a “park manager” plus attendants for enforcement at the launch. No formal action taken.
17. Health Insurance Benefit: Martel has been researching various Health Insurance packages. He estimates the cost to be approximately $60,000 for coverage for elected officials, full-time EMS and Cross-Trained employees. No formal action taken at this time.
18. Par Plan Grant: The township request for $3,235.00 for security cameras was approved by the Par Plan. Cameras will be for the Day Park and Community Services Building.
19. Poverty Exemption Resolution: **Motion** by Schultz to approve Resolution 18-05, which sets the income guidelines and asset test for granting or denying an exemption, which the Supervisor and the Board of Review to implement was seconded and passed 5-0 roll call vote.
20. Budget Resolutions: To stay compliant, budget adjustments are needed in the General Fund, Fire and EMS cost centers: The **Motion** by Schultz to approve Resolution 18-06, which moves $2,530.00 from the Fund Balance to various line items in the General Fund, was seconded by Martel and passed 5-0 roll call vote. The **Motion** by Martel to approve Resolution 18-07, which moves $2,600 from Fire Fund Balance to line 206.336.930.010, was seconded and passed 5-0 roll call vote. The **Motion** by Windiate to approve Resolution 18-08, which moves $26,175 from Ambulance Fund Balance to various line items, was seconded by Martel and passed 5-0 roll call vote.
21. Meeting Notice: The new Fee Schedule, effective April 1, 2018, states that a $600 fee will be charged for a Special Meeting on day other than scheduled regular or normal monthly meeting day of the Planning Commission or ZBA. The Planning Commission meets monthly, whereas the ZBA meets only 4 months per year, unless hearing an appeal. Therefore, Martel is suggesting that “when there is a ZBA appeal requested by a Torch Lake Township property owner that meets the required noticing deadlines and appeal application completion requirements for a month in which there is not a regular scheduled meeting, that such an appeal will be considered a special meeting but will not be required to pay the $600 fee for a special meeting”. **Motion** by Martel to approve was seconded and passed 5-0.
22. Fire Grant: Fire Chief Bigelow received a last-minute notice of an open application period to apply for a grant from the Grand Traverse Band. Bigelow made the decision to apply for the Grant and the application was approved. The grant is for $8,474.00 which will be used to purchase a TurboDraft Fire Eductor for each pumper. The device is useful to allow access to lake water in many places they couldn’t in the past.
23. **FUTURE DATES:**

**Budget Work Study: February 22nd and 27th at 6:00 PM**

**EMS Community Meeting Thursday March 1, 2018 at 7:00 PM**

**Board of Review: Organizational Meeting March 6th at 9:00 AM**

**Board of Review: For property owners, March 12th 3:00 PM – 9:00 PM; March 14th from 9:00 AM-3:00 PM.**

**Special Board Meeting: March 14th 7:00 PM**

**Regular Board: March 20th at 7:00 PM**

**Annual Meeting of Electors and Budget Hearing March 24th at 9:00 AM**

**ZBA: April 11th at 7:00 PM**

1. **PUBLIC COMMENT:** NONE
2. **BOARD COMMENT:** Schultz asked the forum for the March 1st EMS meeting. It’s not a Board Meeting, so are there Minutes, etc. With no further business the meeting was adjourned at 9:40 PM.

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

**Kathy S. Windiate**

**Township Clerk**