TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

DRAFT MINUTES OF REGULAR BOARD MEETING

DECEMBER 18, 2018

COMMUNTY SERVICES BUILDING

TORCH LAKE TOWNSHIP

Present: Martel, Schultz, Petersen, Cook and Windiate

Absent: None

Audience: 4

1. **REPEATING AGENDA:**
2. The meeting convened at 7:00 followed by the pledge to the flag.
3. Minutes: **Motion** by Cook to approve the Minutes of November 13, 2018 with changes was approved 5-0. In item D. 7 change the word “estimate” to “bid” (two times); in item D. 10 second sentence, change to read Because “some” Board “members” “wanted” more information. **Motion** by Petersen to approve Minutes of Special Meeting December 10, 2018 with changes was seconded and passed 5-0. In item 4. Change to read “Work on the drain field at the Day Park was more extensive then expected and is not yet complete.” After second sentence, add “Petersen felt the Equipment Hours were questionable”. In item 6. Correct typo to read “draft” letter to be sent…
4. Correspondence, etc. Windiate mentioned that as of September 19th rules have changed for using the Central Lake Recycling Center. Trash **coupons** will only be available to Central Lake Township residents. All others, including Torch Lake Township will now pay $3 per bag of trash instead of $2. Also, only Central Lake Township residents will be allowed to dump yard waste, leaves, etc. The recycling center is still available to Antrim County residents. That has not changed.
5. Agenda Content: **Motion** by Martel to approve with additions was seconded and passed 5-0. Change D. 1 to 1A. and add 1 B. Board of Review re-appointments; 1 C. Recording Secretary; 1 D. Tom Persons; 1 E. EMS Director interviews; 1 F. Health Insurance.
6. Citizen Commentary: Deb Graber commented that individual trash bags can be purchased at the Village Market.
7. **CONSENT AGENDA:** Zoning Administrator, Fire and 911 reports were removed for discussion. The remaining reports were approved by consent. No EMS report was submitted. On the 911 report, Martel commented on the number of car-deer accidents in November; comment about the chart that was included in the Zoning Administrator report. It was a good visual off zoning activity; in the Fire Report, the comment was regarding slow internet problems at the South Fire Station. **Motion** to approve the 911, Zoning and Fire reports was seconded and passed 5-0.
8. **SPECIAL REPORTS AGENDA:** Petersen reported there was no Planning Commission meeting held in December.
9. **BOARD DISCUSSION/ACTION:**
10. A. Employee Handbook: A draft Table of Contents was distributed for review. It is a compilation of several others which provides a starting point to begin. The handbook would apply to all that work here. Items in blue have already been created.

B. Board of Review Appointments: **Motion** by Martel to reappoint Stan Dawson, Vernon LaLone and Cole Shoemaker to the Board of Review for a two-year term beginning January 2019 with Don Leys serving as alternate was seconded and passed 5-0.

C. Recording Secretary for Board: **Motion** by Cook to un-table previous Motion was seconded and passed 5-0. **Motion** by Cook to hire Mary Schoenherr as Recording Secretary for Regular Board meetings only, January through March 2019, at a rate of $150.00 per meeting was seconded and passed 4-1, with Schultz casting the nay vote.

D. Tom Persons: The original Motion was to have Mr. Persons fill in through the end of October, but because of scheduling issues he has worked in November, December and possibly into January. It is suggested that Mr. Cutway make a recommendation to the Board to extend Mr. Persons’ employment and complete a new Job application for that position.

E. EMS Director Interview Process: Four applications have been received. We will forward them to Laura Criddle at Munson Med Control for her review. We would schedule one meeting to interview all applicants separately and have a second meeting to discuss and make our decision. All Board members would be present for the interviews and will created their own questions for the applicants.

F. Health Insurance: A few full-time employees have asked if they can have their spouse or child covered on their health policy with the township, but pay their own premium. After discussion, the **Motion** by Petersen that we allow additional family coverage be available to our full-time employees with one month’s premium to be paid in advance by the employee and the balance of the premiums be automatically deducted from payroll every two weeks. Motion was seconded and passed 5-0.

2. Accounts/Budget Transfers: Discussion of when transfers are necessary, line item vs. cost center over budget items. No formal action taken at this time.

3. 80/20 Rule and other Budgetary ideas: Mr. Cook presented some of his ideas that could help streamline the budget process by reducing the number of line items used, by combining similar line items together. The concept was discussed with no formal action taken at this time.

4. Day Park revised Ordinance: Discussion on the Draft William K. Good Day Park Ordinance continues. Discussion centered around Commercial use of the boat ramp, seasonal passes, signed agreements and fees that should be charged. Martel will incorporate from tonight’s discussion and will have a revised draft for next month’s meeting.

5. Day Park Advisory Committee: For future reference, Martel will be having his deputy look into different types of committees for the Day Park and the different levels of authority they can have. No action at this time.

6. Roads: Martel will be asking Burt Thompson to provide an updated priority paving list for this year, as no work was done last year. No action at this time.

7. Deputy Supervisor Position: Martel would like to continue having a deputy through the end of this budget year at $1000 per month. The **Motion** by Petersen to approve the recommendation of the Supervisor to continue with a Deputy through the end of the budget year at $1000 per month was seconded and approved 4-1, with Schultz casting the nay vote.

8. Open items:

1. **FUTURE MEETINGS AND HEARINGS:**
2. Board Meeting January 15, 2019 @ 7:00 PM
3. Planning Commission January 8, 2019 @ 7:00 PM
4. Zoning Board of Appeals January 9, 2019 @ 7:00 PM
5. **CITIZEN COMMENTARY:** None
6. **BOARD COMMENTARY:** None. With no further business the meeting convened at 10:55 PM.

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

Kathy S. Windiate

Recording Secretary