Torch Lake Township

Community Services Building

2355 North US 31, Kewadin, Michigan 49648

Board Meeting Minutes

Tuesday, February 19, 2019 7:00 PM

Board Attendance:

Martel, S. Schultz, K. Windiate, B. Petersen, B. Cook

Public Audience: 4

1. **REPEATING AGENDA**
2. **Meeting call to order at 7:04 PM followed by the Pledge of Allegiance**
3. **Approval of Previous Board Meetings Regular and Special:**

January 14, 2019, Special Board Meeting: S. Schultz made motion to approve minutes as written. B. Cook seconded, followed by all in favor.

January 15, 2019, Regular Board Meeting: Petersen moved to accept minutes with the following changes, Mr. Cook Seconded. Passed with All in Favor.

D1: Approval 2019 Board Meeting Calendar

*2nd sentence should read as follows:*

“ Discussion included dates when Petersen would be unable to attend as scheduled.”

*Delete the following sentence:*

Saturday, March 23rd will remain for Meeting of Electors.

D4: Full-time Employee Stipend for declining health coverage

The spelling of Sharon Schultz’s name should be corrected in the second to last sentence.

January 16, 2019, Special Board Meeting: S. Schultz mentioned that in Item #2 it states that Schultz began the discussion. She corrected understanding, indicating that she did not begin the discussion and moved to accept the minutes as written without change necessary. B. Petersen seconded. Passed All in Favor.

January 24, 2019, Special Board Meeting: S. Schultz suggested addition of, “Township Auditor” title immediately following Trent Mulder’s name. B. Cook moved to accept minutes with inclusion of Schultz’s request. B. Petersen seconded and minutes were passes with All in Favor.

January 30, 2019, Special Board Meeting: B. Petersen moved to accept minutes as submitted, B. Cook supported with second. Passed All in Favor.

1. **Correspondence and announcements**
2. Martel shared receipt of a letter of thanks from Alex Shubert of ISO regarding the Fire Department.
3. K. Windiate shared receipt of letter from Sheryl Guy of Antrim County, dated February 12, 2019, regarding County resolution 13-2019. The resolution adopts the capture and relocation of Merganser Ducks in attempt to address swimmers itch concerns.
4. **Approval of Agenda Content**

After discussion, B. Petersen moved to modify the Agenda Content as follows. Martel seconded and agenda changes passed all in favor.

#6 - Remove Poverty Exemptions and insert Employee Handbook.

Number 7 – Board Budget Work Study

Number 8 – Annual Meeting

Number 9 – Board Representation to TAA

1. **Citizen Commentary**
2. Deb Comber requested a 1-time approval by the board to hold an outdoor event June 29 and 30, 2019 (Craft show and entertainment) at their business. Ms. Comber explained that she went to the Planning Commission in November of 2018 with same request and at the time they needed to add it to the agenda. She understands that the Planning Commission requires a minimum of 3 months. The Comber’s are hoping to hold their event June 29 and 30, 2019. The board explained that approval authority lives with the Planning Commission and understanding the time constraint the Comber’s face a request should be placed with the Planning Commission to hold a special meeting and combined hearing to review the request. The board indicated they would get back to the Comber’s in a day or two.
3. Deb Graber shared that she has heard many voice complaint about the repair or lack of at the south end of the Township, specifically US 31 Hjelta Rd. to Erickson. She asked if the Board would consider influencing this section of the road to become a high priority.
4. **CONSENT AGENDA**

S. Schultz requested that the EMS Report be pulled for purpose of reference in Section C – EMS Subcommittee – Sharon Schultz and Bob Cook

All other reports accepted as submitted.

1. **SPECIAL REPORTS AGENDA**

**Planning Commission** – B. Petersen was unable to attend. Deb Graber shared from the audience that there will be 2 hearings (Special Use and Zoning Ordinance Amendment) on March 12th, 2019. Also Special Uses on Agriculture March 08, 2019.

**EMS** – Chris Thompson, of TAA provided and presented the TLTA Director’s Report. The report was a comprehensive review of the state of the EMS Department, inclusive of Revenues, Expenses, Processes and Systems, Education and Training, Payroll and Job Roles, Equipment, and ALS Upgrade.

**EMS Summary**

**Revenues:** $10, 000.00 to $15,000.00 in billings are outstanding until access rights have been issued, at which time run reports will reviewed for billable feasibility. Over the past 18 months the Township has lost over 27K in revenue due to incomplete data in AcuMed system requirements. Revenues are expected to increase in the next year as Medicaid / Medicare will be implementing changes that increase pre-hospital care.

**Payroll and Job Roles:** Expected to be 14 to 15K over budget for payroll and will require a budget amendment. It was recommended to increase the newly implemented Station Manager compensation by $3.00 to $5.00 an hour due to the added tasks and responsibilities of the role. S. Shultz presented motion to increase the Station Manager pay to $3.00 an hour. Petersen seconded. Passed all in favor.

**ALS Upgrade**: The State of Michigan and Northwest Regional Medical Control Authority require 1) an orientation process initiated and maintained for all TLTA EMS employees 2) Personnel files must be upgraded to meet required data tracking and all credentials of TLTA be submitted to Medical Control. Both activities have a March 01, 2019 Deadline. Once completed, TLTA will be required to operate at the Limited Advanced level for a 6 month, without incident period prior to applying for upgrade. September 1, 2019 is the estimated application date.

**Equipment:** Review of the 2019 wish list for new and or updated equipment led to a prioritization by urgent need. Following prioritization, Petersen moved to approve the purchase of the following prioritized equipment. B. Cook seconded. Passed All in Favor. Martel Moved to accept the EMS report and Petersen Seconded. All in Favor.

2 Suction Unit $1,984.06

2 Jump Kit Pak 491.54

2 Sling Backpack 184.00

2 Oxygen Bag 479.40

2 Power Inverter 3,000.00

2 Tablet 1,598.00

2 Warranty 459.98

2 Case 198.00

2 Screen Protector 119.98

26 Uniform Shirt 1,689.74

20 Job Shirt 1,259.80

16 Hi Vis Parka 5,264.00

24 Ice Cleats 719.76

1. **AGENDA FOR BOARD DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION**

**D1. School Collection** – Summer 2019, Central Lake, Elk Rapids, and TBA-ISD

Treasurer Schultz received a letter of proposal from Elk Rapids presenting a lower rate paid per parcel for Torch Lake Township services, than the previous agreement. The total if accepted would be $1,348.00 less than previous. Schultz moved to return the letter of proposal with a hand written rate modification, back to the previously contracted $2.50 per parcel. Peterson seconded and passed all in favor.

**D2. Day Park Ordinance Revision**

Following review and discussion of the proposed ordinance revision the Board agreed that Non-property owners will not be allowed to launch oversized boats. B. Cook moved to accept the ordinance with the removal of language on Page 3, Section B, #2, and proper modification to Appendix A, Boat\* Launching Fee Schedule, Torch Lake Township Day Park to represent same. Petersen Seconded. A role call vote was taken and passed 5-0.

Martel – Yes

Schultz – Yes

Windiate – Yes

Petersen – Yes

Cook – Yes

**D3. Commercial Use of the Boat Launch** – Draft Letter and Draft Agreement will be provided to the Township Attorney for review and approval.

**D4.** **Moratorium – Short Term Rentals Village Zones**

Mr. Martel presented a recommendation to place a moratorium (no longer than 6 months) on any short-term rental permits in the village zones of Eastport and Torch Lake Village until the planning commission has opportunity to define characteristics of short-term rentals in village zones. After discussion, Martel moved to implement a moratorium, beginning February 20, 2019, of no more than 6 months on any short-term rental permitting with the understanding that the Planning Commission will be asked to look into and make determinations on the topic. Mr. Cook Seconded The motion passed 3-2. Martel, Cook and Petersen – YES Windiate, Schultz –NO

**D5. Benefit Ordinance Change**

Purpose of this item is to determine the monthly stipend amount for those eligible for the individual health insurance but decline to take it. Petersen recommended and then moved that the monthly stipend for eligible, but declining individuals be $100.00 per month. Motion was seconded and a roll call vote was taken.

Cook – Yes Petersen – Yes Martel – Yes Windiate – Yes Schultz – Yes

**D6. Employee Handbook**

Martel, by suggestion of Township Attorney, requested that the Board review the distributed Employee Handbook Table of Contents and provide feedback and / or content input to aid in the update/development process of the Employee Handbook. This was strictly an action request, no decision or deliberation associated.

**D7. Budget Work Study**

The Board set dates for the annual budget work-study meeting.

**D8. Annual Meeting**

Budget Hearing is set for March 19th

**D9. Board Representative to TAA**

Discussion led to full board support of having board representation at the monthly TAA meetings. Martel nominated and moved for Sharon Schultz to represent Torch Lake Township at TAA. Sharon Schultz accepted with caveat that she faces an unclear schedule in the coming weeks and ask that Mr. Martel be available to sit in until her schedule clears. B. Cook seconded and it was passed all in favor.

**Citizen Commentary**

Deb Graber shared an example of results from a tourist area in Michigan where short-term rentals overtook a village-like area by rebuilding structures to house maximum numbers.

Mr. Petersen shared his support of the decision to contract with TAA. He shared that he was impressed with the TAA EMS status report and feels like things are headed in the right direction.

No board closing comments.

Meeting was adjourned at 10:20 PM.