Torch Lake Township

Antrim County, Michigan

APPROVED MINUTES TOWNSHIP BOARD MEETING WITH CORRECTIONS 5-0

December 17, 2019

COMMUNITY SERVICES BUILDING

TORCH LAKE TOWNSHIP

PRESENT: Cook, Martel, Petersen, Windiate

ABSENT: Schultz

AUDIENCE: 9

1. REPEATING AGENDA
2. Meeting was called to order at 7:00 pm followed by the Pledge of Allegiance.
3. Minutes: **Motion** by Windiate to approve the Minutes of November 19, 2019 with changes; seconded and passed 4-0. Changes as follows: A4 should read 3B, not J, D. 3B. should read, authorizing Board to sign agreement with Bob Spencer, D2 should say Letter of agreement dated Nov 14, Windiate noted that resolutions in the minutes need numbers. She will correct and assign the numbers and attach the corrected version to these minutes. Item D9, should read painting bid from Merchant, item D10 should read new hire, Amy Dipinto.
4. Correspondence and Announcements: Windiate noted that the State of MI passed their Budget, which included the Antrim County Road Commission FUNDS **Motion** by Cook to approve the Day Park Committee to hire a recording secretary if needed.; seconded and passed 4-0.
5. Agenda Content: **Motion** by Petersen to accept with changes (remove items 1 & 15; 6 & 7 becomes 6-7).
6. Citizen Commentary: Rita Service stated, she wants the Day Park Committee information on the web site.
7. CONSENT AGENDA: No item 4 (EMS Report), remainder were accepted as presented. EMS – Mike Baker reported that the State came in and did re-licensure inspection; still waiting on Dr, Smith to sign off.
8. SPECIAL REPORTS AGENDA: No comment/no report for the Planning Commission this month.
9. BOARD DISCUSSION/ACTION:
10. Item removed from Agenda
11. Birchview Traffic Study Request **Motion** by Cook to approve the residents of Birchview Dr. in Kewadin, MI to seek traffic study for Birchview Dr.; seconded and passed 4-0.
12. Public Dock Road Traffic Study Request **Motion** by Petersen to approve the Day Park Committee Representative and Torch Lake Township Supervisor to seek a Torch Lake Village traffic study; seconded and passed 4-0.
13. **Motion** by Petersen was rescinded at January 21, 2020 meeting.
14. Correction to summary of regular board meeting minutes of Sept 17, 2019 will read “It did not mention that Deb Graeber accepted the f/t position of Zoning Administrator.”
15. (6-7) **Motion** by Petersen to accept the tax collection agreements from ER Schools and TBA as proposed; seconded and passed 4-0.
16. **Motion** by Petersen to approve the TAA New ESO software subscription; seconded and passed 4-0.
17. Will hold special meeting regarding outsourcing payroll when Schultz is back.
18. **Motion** by Cook to create a permanent FOIA position to coordinate townships response to FOIA requests, reporting directly to the Torch Lake Township Board; seconded and passed 4-0. Note: Citizen comment was made requesting what the total cost of this will be.
19. **Motion** by Cook to accept the final billing as presented for $25,707,02 for the Day Park Drain Field; seconded and passed 4-0.
20. **Motion** by Petersen to make standard $3500.00 donation to the ER Library; seconded and passed 4-0.
21. Martel will prepare information for Budget adjustment for Zoning Administrator’s wages for special meeting.
22. Replacement of boilers, Board will request additional quotes and look at it at Budget time.
23. Item removed from Agenda.
24. FUTURE MEETINGS AND HEARINGS:
25. Board Meeting, Tuesday, January 20, 2020, 7:00 pm
26. Planning Commission, Tuesday, January 13, 2020, 7:00 pm
27. Zoning Board of Appeals, No January meeting
28. Day Park Advisory Committee, January 8, 2020, 12:00 pm
29. CITIZEN COMMENTARY: Rita Service noted that she would like to see budget report for the Day Park. Dave Barr asked when EMS will be up to full steam. He also inquired about the drain field at the cemetery. Deb Graeber noted that the FOIA coordinator should present a report with dates and deadlines for each request, have a checklist with a monthly report to the Board. Michelle Merrifield noted that due to scheduling conflicts this will be her last month as recording secretary.
30. BOARD COMMENT: None.

With no further business the meeting adjourned at 8:48 PM.

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

Michelle Merrifield

Recording Secretary