Torch Lake Township

Board Meeting

Tuesday, March 17, 2020

APPROVED WITH CORRECTIONS Minutes Township Board Meeting 5-0 REVISED 05/19/2020

March 17, 2020

Community Services Building

Torch Lake Township

Present: Martel, Cook, Petersen, Windiate, Schultz

Absent: 0

Audience: 10

**A. REPEATING AGENDA:**

1. Meeting called to order at 8:07 pm

2. Approval of 2/18/20 Minutes: Changes as follows: The names of Petersen and Cook were inverted and need to be changed. Special Board meeting on 2/11/2020, Item 9 Board Comment should read “The current Road Millage was mentioned, in that it will be levied for a period of 5 yrs. 2017 through 2021 inclusive. A renewal by the voters to provide road funds would be required on the 2022 ballot. B1 should read: 4th person 24-hour slot would allow a rotation to allow other three to go to TAA (Township Ambulance Authority) where they can gain continue training, experience and build up their skills. D1 should read Todd Millar, D2 remove sentence “request to hire from North flight.” F-Citizen Comment from Marina Friend (not Rita.) Mr. Cook made motion to accept minutes with corrections, seconded and passed 5-0. Special Board meeting minutes of 2/25/20, #6 reads as if there was a question during public comment. Ms. Windiate and Shultz clarified that comments do not require a response. **Motion** by Mr. Petersen to approve, seconded and passed 5-0.

Motion to approve the minutes of 3/12/20 Budget Workshop Motion by Mr. Cook under item 3 is missing the dollar amount. Discussion and review by board that this was discussed but Mr. Cook crossed off. **Motion** to accept by Mr. Martel, seconded and approved. Passed 5-0

3. Bob Cook addressed Dave Barr’s comment regarding publication of minutes. Windiate will provide a more detailed summary. Mr. Cook will review summary for content and approve. Mr. Martel spoke to closing offices regarding COVID-19. Primary reason for closing to public is to ensure limiting exposure to our first responders. Mr. Cook received correspondence from Marina Friend. Clerk duties were addressed regarding do’s and don’ts during elections. She feels, based on 3 examples, that the state and federal laws were not being followed. Mr. Cook requests that the Clerk respond to concerns at the April meeting. Ms. Windiate states tonight that she is aware of the 100 feet regulation to refrain from political campaigning. Had she been aware of any infractions, she would have addressed them immediately. When Ms. Windiate asked a person their political affiliation, she was following guidelines for seals which require a representative from both political parties to sign. She recognizes that she should not have asked across the room. She feels she is very well trained.

4. Approval of Agenda Content: Two Budget resolutions. Add 1A and 1B. On D2 there are 5 budgets to approve plus the Wage Schedule. Mr. Martel will review in order at the hearing and add the Wage Schedule at the end. Ms. Schultz noted they are standard and built in but need approval. Ms. Windiate requests under C-Special Reports that FOIA Report be added. Mr. Martel moves to approve changes to agenda. Seconded and passed 5-0.

5. Citizen comment: Bob Spencer mentioned an incident that happened on 9/23/19 and was discussed at the December meeting. To date this incident has not been addressed according to the minutes. Bill Petersen moves that we received an additional copy from Mr. Spencer regarding a missing letter that should have been added to the 10/15/2019 meeting minutes and attached, so they are in tonight’s minutes. Also, that we update on the website and in the file the minutes from 10/15/2019 to reflect that letter be attached. Seconded and passed 5-

**B. CONSENT AGEND:**

Ambulance report – A. Martel encourages everyone to take copy regarding keeping healthy and safe along with report. The ambulance director outlines protocol of sanitation as well as ALS update. Reports accepted as presented.

**C. SPECIAL REPORTS AGENDA:**

1. Planning Commission: Bill Petersen reports they had 2 public hearings last month on commercial laws and outdoor events language and second on outdoor lighting. Both sent on to County Planning Commission for review.
2. FOIA report – No FOIA requests this month per Ms. Windiate

**D. Agenda for Board Discussion, Consideration and Possible Action**

**1. A**. Budget Resolutions #5: Motion by Schultz to approve Resolution 2020-05 which transfers $7,750 from the Fire Fund Balance to Fire Wages line item was seconded and passed 4-1, with Cook casting the nay vote.

**B.** Resolution #6: **Motion** by Martel to approve Resolution 2020- 06, which transfers $40,315.00 from General Fund Balance to several line item numbers was seconded by Schultz. **Discussion:** Cook mentions that with a surplus in the budget cost center the funds should NOT be added to the specific line item. EX: General ledger fund transfer to fire district fund budget. Should there be a deficit in the overall budget, then a resolution be called with discussion and notation to explain budget overage? Mr. Martel further addresses by stating that he has concerns being that there are many changes with varying numbers. He agrees larger numbers should be addressed immediately. Ms. Schultz states there were 4 pages of overages. Ms. Schultz follows recommendation of auditor and his preference of an amendment, especially as related to larger numbers. Mr. Cook reviewed his notes from auditor and states that we should remain consistent in that the Board is not REQUIRED to call for a resolution that will be posted to the community at large. Rather, this is a discussion item for the Board and Township employees as they are the ones with the full knowledge of budget and variances. Mr. Cook states as a board we should be consistent with what has been done before and Board should reject this resolution. Mr. Cook states if a budget is not correct according to the approved annual budget; it is fine to point it out. However; it is wrong to go in and make a change with a resolution so that budget reflects a zero variance. Schultz states that all the budgets are posted on the website so anyone following the minutes and budgets can see the changes and understand. Mr. Cook feels the variance should remain. Show the actual against the budget. Mr. Martel asks if there is a place in the system that recognizes the budget increase. Yes, per Ms. Schultz and Mr. Cook. Mr. Cook strongly urges the budget be spread out monthly so that all expenses and reimbursements can be easily recognized. Mr. Martel wants it to be clear that these changes do not cover up anything to the community. He encourages continued Board discussion and review. Mr. Cook requests that the motion be adjusted that only the zoning administration be accepted and all others rejected. Mr. Martel noted this is not the motion. General budget resolution #6: Mr. Martel moves to accept. Ms. Schultz seconded. Motion passes 4-1 Roll Call Vote with Cook casting the nay vote.

**2.** 2020-21 Budgets and Wage Schedule:

**General Fund:** **Motion** by Schultz to approve with changes from Public Hearing was seconded and passed 5-0 Roll Call Vote. Adjust Clerk Salary to $25,200; Day Park Department to be clarified with the addition of line

items.

**Fire Fund**: **Motion to approve** by Petersen, seconded and passed 5-0 Roll Call Vote.

**Ambulance Fund:** changes to capital outlay 981.000 at a Public Hearing from $19K to $22K. **Motion** to accept with changes by Mr. Cook, seconded and passed 5-0 Roll Call Vote.

**Road Fund**: Mr. Martel moves to pass, seconded and approved 5-0 Roll Call Vote.

**Liquor Enforcement fund**: Mr. Martel moves to accept, seconded and passed 5-0 Roll Call Vote

**Torch Lake Nature Preserve:** Mr. Martel moves to accept, seconded and passed 5-0.

**Wage Schedule** – Clerk will be $25,200 is only change. Mr. Petersen motions to accept the wage schedule with corrections. Seconded and passed 5-0

**Citizen Comment:** Rita Service is concerned with the discussion of a budget and a transfer. She feels there is no transparency. Where is the transparency in the numbers? As a taxpayer she wants to know if something is over, that why did this happen? Just because the policies have been utilized for years is not an excuse to keep doing the “wrong” practice.

**Board Comment:** None

With no further business, the meeting adjourned at 9:10 pm.

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

Veronica Beitner

Recording Secretary