TORCH LAKE TOWNSHIP

ANTRIM COUNTY MICHIGAN

APPROVED MINUTES OF TORCH LAKE TOWNSHIP BOARD BUDGET HEARINGS AS PREPARED 5-0

March 16, 2021

TORCH LAKE TOWNSHIP

Present: Bob Cook, K. Windiate, S. Schultz, J. Merchant, A. Martel

Absent: None

Audience: 15

**A. Budget Meeting**

1. Meeting was called to order at 6:00 pm followed by the Pledge of Allegiance and review of meeting process

2. Public Hearing for FY 2021-22 Township Budgets –Review of data collection process and explanation of key aspects of the cash flow for the Township with explanations of variants, as well as comparison of Actual to Budget. Positive cash flow in the prior years allows and estimated Cash balance at the end of March 2022 at roughly $2.5 Million. Ambulance, Fire and Road funds reflect a breakeven status for the FY 2021/2022. Corrections were added to reflected balances in the General Fund and the spending of last year. Supervisor Bob Cook reports we are in good financial shape where we can address expenditures and does not negatively impact financial standings.

General Fund – Fund balance beginning of $1.049.118 with estimated ending to carry over to April 1,2022 at $1,000.043

Ambulance Fund – Fund balance beginning of $595,872 with estimated ending to carry over to April 1, 2022 at $664.173

Fire Fund – Fund balance beginning of $448.821 with estimated ending to carry over to April 1, 2022 at $475,517

Road Fund – Fund balance beginning of $152,279 with estimated ending to carry over to April 1, 2022 at $183,797

Liquor Enforcement Fund – Fund balance beginning of $35,361 with estimated ending to carry over to April 1, 2022 at $37,483

Traverse Bay Nature Preserve – Fund balance beginning of $22,860 with estimated ending to carry over to April 1, 2022 at $22,868

Cemetery Fund – Fund balance beginning of $65,399 with estimated ending to carry over to April 1, 2022 at $70,063 Sharon Schultz explained this is a perpetual fund that cannot be touched except for interest. Further, should township dissolve, this fund would be used to maintain cemetery. The distribution of the fund can be dissolved via a resolution.

M/S: Bob Cook/Sharon Schultz. Passed 5-0 at 6:19 pm. Open for discussion. Schultz asked for clarification regarding specific line items. Addressed and noted by B. Cook.

3. Budget Hearings closed at 6:23 pm

4. No Public Comment

Meeting adjourned at 6:23 pm

Minutes respectfully submitted by Veronica Beitner,

Board Township Recording Secretary

TORCH LAKE TOWNSHIP

ANTRIM COUNTY MICHIGAN

DRAFT MINUTES OF TORCH LAKE TOWNSHIP ANNUAL MEETING OF THE TORCH LAKE TOWNSHIP ELECTORS

March 16, 2021

TORCH LAKE TOWNSHIP

Present: Bob Cook, K. Windiate, S. Schultz, J. Merchant, A. Martel

Absent: None

Audience: 15

**A. Annual Meeting**

1. Meeting was called to order at 6:32 pm

2. Bob Cook motion to waive the reading of the March 17th meeting. M/S: B. Cook/J. Merchant. Passed 17-0. Discussion: S. Schultz asked to have parenthesis located in discussion of last year’s Minutes approval. Motion to Approve Minutes with correction by B. Cook/Seconded by S. Schultz. No discussion. Passed 17-0.

3. Motion to Approve Resolution #2021-12 Establish Township Supervisor Salary for 2021/2022 FY at $28,840. M/S: Dave Barr/Jim Mikey. No discussion. Passed 17-0

Motion to Approve Resolution #2021-13 Establish Clerk Salary for 2021/2022 FY at $26,480. M/S: Jim Mikey/Barbara Young

Jill Spencer asks for clarification of salary increase to Clerk’s salary. B. Cook clarified increase of 5.2% based on K. Windiate statements made at the Township Board meeting on January 20, 2021. Increase is to the position and not the individual., Windiate was elected to the position. Clifford Falls asks if there are any metrics to guide increases. No per Bob Cook. Antrim County’s increases have been set as the precedent to increase at 3%. Motion passes 10 – 6 with one abstention.

Motion to Approve Resolution #2021-14 Establish Treasurer Salary for the 2021/2022 FY at $28,840. M/S: Bob Cook/Bill Petersen. No discussion. Motion passes 17-0.

Motion to Approve Resolution #2021-15 Establish Trustees Salary for 2021/2022 FY at $5,360. M/S: Bob Cook/Sharon Schultz. No discussion. Motion passes 17-0

4. Testimony and comments from citizens - Bob Spencer asks to reflect on refreshments that were historically available. Sharon Schultz would like to thank Bob Cook for his extensive work on the Budget.

5. State of the Township by Bob Cook: ALS process is Complete. Road Work projects completed as well as those projected were reviewed noting mileage funding will be ending. COVID impacts on Township and processes were reviewed. The Election with record high turnout and increased security processes were handled extremely well by the Chair and workers. The scanning project of Township documents has begun along with Township Policies project. Mr. Cook spoke to many Township initiatives such as the Scanning Project, Township Policies Review and ongoing Planning Commission work. He thanked the community for willingness to get involved and highlighted website for streamlined information. Day Park has seen increased expenses related to increase in attendance/visitation which may result in a need to establish a special fund. Bob Cook would like to thank Sharon Schultz for her assistance in his transition to new role as Township Supervisor

6. Public Comment – Sharon Schultz stated Petoskey Stone Festival will be held Memorial Weekend at Barnes Park. Sharon Schultz would like to thank Barbara (Babs) Young donation of her professional photos for Township Conference room.

7. Bob Cook motion to adjourn. Bob Spencer seconded. Passed 17-0. Meeting adjourned at 6:55 pm.

Minutes Respectfully submitted by Veronica Beitner,

Township Recording Secretary