**Letter of Explanation**

Torch Lake Township

Approved Board Meeting Minutes of October 15, 2019

During the Public Comment part of the township board meeting agenda on October 15, 2019, Robert Spencer presented a written incident report dated October 1, 2019 to the board related to a meeting between himself, the supervisor, Alan Martel and the clerk, Kathy Windiate that had occurred on September 23, 2019. He requested that his discussion of the incident and the incident report be attached to the minutes.

A motion was made by trustee Robert Cook and seconded by trustee Bill Petersen to have Mr. Spencer’s incident report attached to the minutes. The motion passed 4-1.

When the draft minutes of the October 15, 2019 were reviewed for corrections at the next regular board meeting on November 19, 2019, the absence of Mr. Spencer’s the public comment and the approved motion to attached his Incident report to the minutes were not noticed by the board members. The board approved the October 15, 2019 minutes without making this correction.

At the March 17, 2020 regular meeting of the township board, Mr. Spencer brought up the error in the approved minutes of October 15, 2019. A motion was made to correct the error in the October 15, 2019 minutes by attaching Mr. Spencer’s incident report to those approved minutes, as well as, attaching a copy to the March 17, 2020 meeting minutes. The motion to take this action in part A. Repeating Agenda, No. 5 of the minutes of the March 17, 2020 meeting.

This Letter of Explanation together with a copy of the Mr. Spencer’s incident report dated October 1, 2019 have been attached to the approved board meeting minutes of October 15, 2019 and put on the township web site with those minutes.

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Kathy Windiate, Township Clerk Date