**TORCH LAKE TOWNSHIP**

**SPECIAL BOARD MEETING – WORKING SESSION APPROVED MINUTES AS PRESENTED 5-0**

**Friday, September 3, 2021**

**COMMUNITY SERVICES BUILDING**

**ATTENDANCE:** A. Martel, J. Merchant, B. Cook, K. Windiate, S. Schultz

**ABSENT: None**

**OTHER**S**:** B. Spencer

**RECORDING SECRETARY:** V. Beitner

**MEETING CALLED TO ORDER AT 1:05 PM**

**PURPOSE OF MEETING** ADDRESSED BY SUPERVISOR COOK

**1. PUBLIC COMMENTS** – None

**2. CHANGES TO AGENDA** – (M/S) S. Schultz/B. Cook moved to accept the agenda as accepted. Passed – 5-0.

**3. WORKING SESSION RELATED TO TOWNSHIP POLICY REVIEW** – Supervisor Cook reviewed guidelines of the meeting.

**POLICY 1.0 PURPOSE** – K. Windiate, A. Martel, J. Merchant and B. Cook had no comment. S. Schultz notes a space missing between “Torch Lake Township (TLT)” Policy has been reviewed and moved to the Resolution Packet.

**POLICY 13.0 SEATBELT USE POLICY**- K. Windiate, S. Schultz, A. Martel, J. Merchant and B. Cook have no comments. Passed 5-0.

**POLICY 14.0 TEXTING PROHIBITED WHILE DRIVING POLICY** – B. Cook notes that this policy does include time in personal vehicle performing Township business. S. Schultz asks for clarification regarding application to ambulance drivers that are not driving. Policy covers drivers only clarified. K. Windiate, A. Martel, J. Merchant had no comment. Policy 14.0 has been reviewed and been moved to the resolution packet. Passed 5-0.

**POLICY 2.0 TOWNSHIP BOARD ADMINISTRATION AND RULES OF PROCEDURES** – K. Windiate addresses page 2, item C should website be included in language? Discussion ensued with Bob Spencer adding clarification of Open Meetings Act statue. Will add “and Township Website.” Page 4, Constable Monthly Report not a position we currently employ. Suggested to remove and move item 8 to item 7. Policy 2.6 refers to Deputy Supervisor chairing meetings. Discussion ensued with reference to MTA and B. Spencer for clarification. Policy will reflect “Clerk” and remove “Deputy Supervisor, if one is appointed, shall assume the duties of the chair. If the Supervisor and DP are both absent.” Board agrees to changes. Review of 2.6, paragraph 5 with no changes. 2.6C discussion of public comment ensued with no changes. 2.6E Meeting Decorum and Code of Conduct reviewed with no changes. 2.10 Record of Meetings reviewed with attention to “a tape recording.” Suggestion to include and/or Video by B. Cook. Discussion with B. Spencer to remove language of “electronic tape” and add “audio/video” in last sentence. 2.15 B3 speaks to Roll Call Vote being done in alphabetical order. Discussion ensued with no changes. 2.17B discussion of Publication reviewed and will stay open for further review. 2.17E Publication after Adoption with review of time restrictions for publication. B. Spencer will review and report back to Board for further review. 2.19 B3 definition of “public body” reviewed with no changes. S. Schultz 2.2 clarified with no changes. 2.4A regarding Meeting Schedule to add the word “date” to line 4 “different starting date, time and/or place.” 2.4F Emergency and Special Meetings review of “emergency meeting” with no changes. 2.5 G4 change wording of EMS to Ambulance. 2.6 third paragraph typo issue reviewed to be changed. 2.6E Meeting Decorum and Code of Conduct will add the word “and.” Shall now read “exhibit orderly behavior and be respectful.” B. Cook brings discussion of retaining items detailed in the old policy 2.4E which offers specific language to decorum. Discussion ensued with agreement from Board to retain with a result in additional changes. 2.17C Addition reviewed with B. Spencer offering clarification of “majority vote” with no changes. 2.19 Rules of Procedure for Electronic/Remote Meetings A1 date of “2021.” B. Spencer clarified date with no changes. A. Martel 2.3 Authority to Interpret the Provision of this Manual asks for clarification of need to include entire Board. Clarification with attention to Introduction addressed by B. Cook with no changes. 2.7 Public Hearings does not seem to address the public comments. Discussion ensued with no changes as there is a process maintained by the Clerk’s office. 2.9 Board Correspondence discussed with the Clerk agreeing to provide copies to each Board member. 2.16 Parliamentary Practice/Authority reviewed Robert’s Rules of Order with no changes. 2.13 section 3 Closed Sessions reviewed for clarification with B. Spencer. No changes made. J. Merchant had no changes/questions. B. Cook 2.5 Meeting Agenda and relation to Committees and publication timelines. Discussion ensued with suggestion to retain language from the original policy given to B. Spencer. No changes made with B. Spencer going to further review paying particular attention to the Open Meetings Act. 2.5 paragraph 3 to remove the word “shall” and add the word “may.” Board agreed to change. 2.13 Closed Sessions asks for discussion regarding a Board member not attending a closed session. Suggestion to define in policy. Discussion ensued with B. Spencer to further review. 2.22 Litigation clarification request by B. Cook as policy relates to the Supervisor and the Zoning Administrator. Discussion ensued with B. Spencer summarizing Board questions and adds the suggestion to change the 4th sentence to read “(1) the enforcement of zoning ordinances and/or police power ordinances is established shall become the responsibility of the Zoning Administrator in consultation with the Supervisor.” Item 2 in same paragraph reviewed as it relates to the second paragraph. B. Spencer and B. Cook will further review and bring back to the Board. Policy 2.0 will remain open.

4. PUBLIC COMMENT - None

5. BOARD COMMENT – None

6. ADJOURNMENT – (M/S) B. Cook/J. Merchant motion to adjourn at 2:54 PM.

Minutes respectfully submitted by Veronica Beitner