**TORCH LAKE TOWNSHIP**

**SPECIAL BOARD MEETING WORKING SESSION APPROVED MINUTES AT THE SPECIAL BOARD MEETING OF OCTOBER 8, 2021 AS PRESENTED. PASSED 3-0.**

**Friday, September 24, 2021**

**Community Services Building**

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

**Absent:** None

**Others:** B. Spencer

**Recording Secretary:** Veronica Beitner

**Audience:** 1

**Meeting called to Order** at 1:23 pm by B. Cook with primary purpose of meeting reviewed.

**1. Public Comment** – None

**2. Changes to Agenda** – B. Cook adds review of Policies 1.0 and 2.0 to Item 3. (M/S) B. Cook/S. Schultz move to accept agenda with changes. No discussion. Passed 5-0.

**3. WORKING SESSION RELATED TO TOWNSHIP POLICY REVIEW – POLICIES 3.0, 4.0**

**Policy 3.0**, if approved will be taken to HR Specialist for further review by B. Cook.

**Policy 1.0** reviewed and has been moved to the Resolution Packet.

**Policy 2.0** reviewed with updates by B. Spencer. Section 2.4A had the word “date” added to line 4 before “and/or place.” Section 2.4C has the paragraph added under Public Notice of Meetings. “The Board decrees that all public bodies, including sub-committees, advisory committees and liaison committees are to comply with the posting requirements of the Michigan Open Meetings Act, unless otherwise stated at the time the committee is appointed.” Third paragraph added to last sentence “and shall also be posted on the Township’s website.” 2.5 Meeting Agenda third paragraph add the word “may” to sentence: “The agenda may conform to the following general format:” 2.5G, item 4 wording changed to “Ambulance.” 2.5G item 7 now reads “Additional items.” 2.5H sentence now reads “Items for Board action, Board discussion and Information.” 2.5G added I. Public Comment and J. Township Board Member Comment. Discussion regarding 2.6A regarding absence of the Supervisor and whom shall call to order meetings and appoint chair, discussed and reviewed against MTA guidelines. This section placed on hold following further input from D. Revore. 2.6E the word “and” was added to third sentence. 2.6E Meeting Decorum and Code of Conduct (page 6) had additional guidelines added. 2.10 Conduct of Meetings added with proposed language to be reviewed by Mr. Spencer and Mr. Revore for accuracy within MTA guidelines. 2.11 Record of Meetings had the language “audio/video” added. Numbering changed and are reflected beginning with 2.12 through 2.24. 2.18A, last sentence reads “for the Public Hearing on the proposed ordinance, as applicable.” 2.18 Publication has the number “fifteen (15)” added to section B and E. Discussion ensued with clarification of a business day to reflect Monday through Friday. This definition will be added to section. Further discussion went into policy definition versus Statue regulations. K. Windiate opens discussion of Police Power Ordinance versus Zoning Ordinance. Discussion continued with reference to attorney D. Revore’s memo on same subject. This topic will be placed on hold for further review. 2.23 Litigation first paragraph rewritten with the primary point of change to be adding “extenuating circumstances.” Paragraph 2, line 3 added the wording “claim for injunctive relief, writ of mandamus or other legal proceeding.” Paragraph 3 new which reads “The Township Board reserves the authority to authorize and direct the course and conduct of any lawsuit, litigation, claim for injunctive relief, writ of mandamus or other legal proceeding, notwithstanding it’s initiation for extenuating circumstances. (MTA: Use Bd. & Admin. Policies to Manage Your Township: Ch2, - 2.13 Litigation-pg.19.” Discussion ensued regarding authorization of directing the Township attorney to proceed and the wording that is currently included in Policy 2.23. Policies 2.6 and 2.18 to be further reviewed.

**Policy 3.0** Code of Ethics and Conflict of Interest. B. Cook comments that much of this Policy comes directly from the MTA and notes nothing to change. S. Schultz directs to page 2 under Township that it read “The Township of Torch Lake, Antrim County.” A. Martel comments on III, item 4 Mischaracterization of Opinions that he has always attempted to represent the opinion of the Township and not his own. Discussion ensued regarding need for clarification that officials ensure that if they are sharing their personal opinion, that it be clearly stated. Suggestion to add the word “Board” after Township and remove the word “being.” Sentence shall now read “A public official shall not represent their view or their personal opinion as that of the Township Board.” J. Merchant and K. Windiate offer no additional changes or comments. Policy 3.0 has been reviewed and is being moved to the Resolution packet.

**Policy 4.0** will be reviewed at next Working Session. B. Spencer offered historical information regarding this policy and current reviews. B. Cook asks if Board members have questions regarding this policy to send them to him so that they may be reviewed with Mr. Spencer ahead of the next meeting. Requests all questions to be received by October 5, 2021.

**4. Public Comment** - None

**5. Board Comment** – K. Windiate requests clarification of documents in her possession. B. Spencer will review with her.

**6. Adjournment** – (M/S) B. Cook/J. Merchant motion to adjourn at 2:52 pm. Passed 5-0.

Minutes Respectfully Submitted by V. Beitner