**TORCH LAKE TOWNSHIP**

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

**October 8, 2021**

**Community Services Building**

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

**Absent:** K. Windiate

**Others:** B. Spencer

**Recording Secretary:** Veronica Beitner

**Audience:** 0

Meeting called to order at 1:05 pm by B. Cook. Purpose of meeting reviewed.

**1. Public Comments** – None

**2. Approval of Minutes** – (M/S) B. Cook/S. Schultz Motion to accept September 24, 2021 Policy Working Session draft minutes as presented. Passed 3-0. (M/S) B. Cook/A. Martel Motion to accept September 24, 2021 Special Board Meeting as presented. Passed 3-0. B. Spencer spoke to brevity of minutes and ensuring message is understandable to all those reviewing. B. Cook responds with acknowledgment of concern importance of the FOIA process.

**3. Changes to Agenda** – (M/S) B. Cook/J. Merchant motion to accept the agenda as presented. No discussion. Passed 4-0.

**4.** **Working Session Related to Township Policy Review – Policies 5.0, 11.0, 12.0, 4.0 and 2.0**

**Policy 2.0** – B. Spencer has drafted in a chronological order all edits of this policy. Edits are numbered with highlights to changes discussed and additional changes proposed by D. Revore noted in Red. Section 2.4A add the word “date” before the phrase “and/or place.” Section 2.4C Public Notice of Meetings add the following paragraph: “The Board shall comply with all Open Meeting Act requirements. Further, 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.” Section 2.4C adds the language “and on the Township’s website.” Section 2.5 Meeting Agenda add the word “may” changing the line to “The agenda may conform to the following general format.” Section 2.5G Consent Agenda has two changes with G.4 to read “Ambulance” and G.7 to read “Additional Items.” Section 2.5H the sentence reads “Items for Board action, Board discussion and information.” Section 2.5 paragraph I reads “Public Comment.” Paragraph J reads “Township Board Member Comment.” Section 2.6A add to first line “if present” for the line to now read “If the Supervisor is not present, the Township Board, under direction of the Township Clerk, shall elect by voice vote, a member of the Township Board as a moderator of the meeting.” Section 2.6E Meeting Decorum and Code of Conduct added definitions regarding appropriate behavior in addition to consequences. Section 2.8 defines length of special presentations to fifteen (15) minutes. Section 2.10 replaces “audio and video” to electronic tape. Section 2.13 Closed Sessions; (B) Purpose; paragraph 1 speaks to personnel matters. Recommendation to modify the paragraph to read “request at any time, in which case the matter at issue shall be considered after” the rescission only in open sessions. Discussion ensued with A Martel suggesting need for adding additional language regarding the rights of the employee. Additionally, discussion regarding process of Open and Closed Sessions with regards to employee disciplinary action. Recommendation to move specific language to process being added to Policy 5.0. Section 2.17E Ordinance Adoption, add to the end of first paragraph, “for the Public Hearing on the proposed ordinance, as applicable.” Publication After Adoption adds “fifteen (15) business days after its adoption by Board.” Addition of adding definition of a “business day” with discussion ensuing of necessity to change language to “day, business day or calendar day.” Consensus to keep language written as suggested. Section 2.22 Litigation adds language to Board Authority in the first paragraph. The second paragraph refers to the MTA handbook which addresses **extenuating circumstances**. Extenuating circumstance are defined and added to this paragraph. Discussion ensued involving clarification of specific role to the Township Supervisor and ability to make decision alone in event of an emergency. Additional reiteration of legal language added to third paragraph.

No additional Board comments. Policy 2.0 has been reviewed and moved to the Resolution Packet.

**Policy 11.0** Investment Policy has been reviewed by Township Auditors and D. Revore for review. B. Cook, A. Martel and J. Merchant have no additions or concerns. S. Schultz spoke to list of banks which will need to be adjusted as Bank names are changed. Policy 11.0 has been reviewed and is now moved to the Resolution packet.

**Policy 12.0** speaks to FOIA and has been reviewed by D. Revore. Similar to Policy 11.0 and is covered by many statutes. B. Cook states he is not in the position to speak to this policy and defers to guidance of D. Revore. A. Martel questions need to add definition of “days.” S. Schultz responds that the form uses the term “business days.” B. Cook notes that the language is taken from the MTA which would comply with requirements. Discussion ensued with policy reflecting use of both “days” and “business days” as indicated. Policy 12.0 has been reviewed and moved to the Resolution Packet.

**Policy 5.0** Personnel Administration. B. Cook comments that there is nothing currently related to the process of dismissals or termination. Asks for additional comments to take to Consultant for review. S. Schultz speaks to 5.20 Timecards should read “payroll timecards for non-exempt employees shall be submitted to the Payroll Clerk.” B. Cook asks A. Martel if there are Job Descriptions available. Review of statutory positions that have job descriptions reviewed and list of positions in need of document compiled. S. Schultz states need to review cross training positions. Discussion ensued regarding specific positions as well as volunteer positions and the need for job descriptions. B. Cook will review with Karen Kienbaum, Human Resource Consultant. Policy 5.0 will remain open and be moved to the next meeting for further review.

**Policy 4.0** Financial Administration. B. Cook opens discussion with 4.1(b) Timetable. Bullet point #5 change the word “Clerk” to “Treasurer.” 4.2(e) Bank Reconciliations duties will be assigned to A. Martel beginning next month per B. Cook. No change to language in the policy. 4.3(b) Method of Accounting in the first sentence, remove the words “advices and receipts.” Sentence shall now read “For all remittance received in accordance with section 4.2(c), the Treasurer shall credit the receivable and reconcile the General Ledger (BS&A)” 4.7(a) Purchase Orders discussion of adding language that would allow employees to spend a limited amount to purchase small items without a purchase order. Limit of $300 suggested by B. Cook with discussion and input from the Board. Limit of $500 established by Consensus. First sentence will be rewritten to reflect addition of “unless it is under $500 with an email notification to the Clerk.” Additional discussion ensued regarding Purchase Orders. 4.9 Financial Reporting section 4.9(a) and 4.9(d) reference of “Clerk” will now reflect “Clerk’s Office.” S. Schultz worked with Township Auditor, Trent Mulder to suggest the following changes: 4.2(a) add Zoning Administrator and/or Assistant Zoning Administrator to receive cash. 4.2(b) amount of 135,000 will now be increased to $155,000. Remove dollar amounts with wording “the Replacement Value of.” Other coverage limits reviewed and adjusted as suggested to reflect current policy standards. Policy 4.4(c) Petty Cash amount will be changed to $250. 4.7 Expenditure Control in regards to cases of Emergency should be reviewed for cash value amounts. Discussion ensued with suggestions to increase amount of purchase order and/or agreement to $15,000.00. Additionally, the third paragraph should increase any purchase order request to $1,500.00 and the sentence to now read “Any purchase order request exceeding $1,500.00 shall require the signature of the Township Clerk or Township Supervisor, unless previously approved by Township Board action. 4.7(b) Written Quotations and Sealed Bids limits should be decreased to $5,000.00. J. Merchant opens discussion regarding Board member cell phone reimbursements. Determination that this is addressed in the benefits package. 4.7(c) Processing of Claims last paragraph should read the “Township Clerk’s Office” in regards to verification of the account number assignments. 4.7(d) will have additional list items inserted from the Treasurer. 4.10 Inventory of Fixed Assets value will now be increased to $5,000.00. 4.10(b) should read “The Clerk or Township Auditor” to reflect an accurate designation of person responsible. Policy 4.0 to be reviewed at next meeting.

**5. Public Comment** – None

**6. Board Comment** – B. Cook has a Conflict with the next meeting. The meeting will be moved to 10.25.21 at 10:00 am.

**7. (M/S) B. Cook/J. Merchant Motion to adjourn** at 2:56 pm. Passed 4-0.

Minutes Respectfully Submitted by Veronica Beitner