TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

APPROVED MINUTES OF TOWNSHIP BOARD SPECIAL MEETING 5-0 AS PREPARED

JULY 8, 2019

COMMUNITY SERVICES BUILDING

TORCH LAKE TOWNSHIP

Present: Martel, Schultz, Petersen, Cook and Windiate

Absent: None

Audience: 1

THE PURPOSE OF THIS SPECIAL MEETING IS TO DISCUSS AGENDA ITEMS ONLY. OTHER ISSUES WHICH WOULD NORMALLY COME BEFORE THE BOARD AT A REGULAR MEETING WILL ONLY BE DISCUSSED IF THE FULL BOARD IS PRESENT AND THERE IS A NEED FOR URGENCY.

1. The meeting convened at 10:05 AM. Motion by Windiate to approve Martel suggestion to add one item to the Agenda was seconded and passed 5-0. Add 4B. Wooden Contract. There was no Public Comment.
2. Review Current FOIA Policy: Discussion included adding “training” for the Planning Commission and Zoning Board of Appeals to the current policy and having a sign off sheet included in the internal policy book. It is important that all employees understand the importance of a FOIA request and how to respond appropriately. The Clerk would like to simplify the current policy and make it more “user friendly” to work with. It was also suggested a check list be created so anyone looking at a FOIA request would know what has been completed and what still needs to be done. The **Motion** by Cook to create an advisory committee to work with the Clerk and Supervisor and to include a volunteer from the community to organize procedures associated with FOIA, OMA (Open Meetings Act) and Record Retention by the October Board meeting was seconded and passed 5-0. Comment from Bob Spencer that he will also have a formal presentation regarding these issues at the July 18th Board meeting.
3. Review of Legal Expenditures and Allocations: The discussion surrounded legal fees and how to allocate by General Ledger number. It was asked whether Mr. Millar can separate his billings within their software. For example, how much to charge Zoning or Planning Commission, Zoning Administrator or Township Board.
4. A. Glass Partition in Office Area: The proposal is to install a glass wall and door at the end of the office filing cabinets for more privacy for Zoning Administrator and Supervisor. With the acoustics, noise intensifies down that hallway. If some files were moved a trustee/assessor work space could be created.  **Motion** by Cook to accept proposal dated June 5, 2019 from BTB for interior store-front wall was seconded and passed 4-0, with Petersen abstaining from the vote. From Martel, another part to this is to remove 2 sets of wall files and scan them for electronic filing. This will be a time-consuming job.

B. Wooten Cleaning Contract: Draft contract was discussed. $1250 is the suggested contract with nothing being done in the EMS/Fire portion except carpet, bedrooms and shoulders and above. $1125 is the counter offer but no formal action was taken at this time.

5. Public Comment: None.

6. Board Comment: Templin update, including measurement for O.H.W.M. (Ordinary High-Water Mark); there is an issue of a shooting range in a residential area that the Supervisor is looking into. With no further business the meeting was adjourned at 11:55 AM.

These Minutes are respectfully submitted and are subject to approval at the next regularly scheduled Board meeting.

Kathy S. Windiate

Township Clerk