**TORCH LAKE TOWNSHIP**

**BOARD WORKING SESSION POLICY REVIEW**

**APPROVED AS PREPARED 4-0**

**October 29, 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: 0

**1. Call to Order** at 12:08 pm by B. Cook

**2. Public Comments**

**3. Changes to Agenda –** (M/S) B. Cook/J. Merchant motion to accept the agenda as presented. Passed 5-0.

**4. Working Session Related to Township Policy Review – Policies 5.0, 6.0, 7.0, 8.0 and 9.0**

5.0 – B. Cook will be meeting with K. Kienbaum to review policies that have been discussed. Adjustments will be made to Employee Handbook as needed. S. Schultz, Section 5.20 notes wording of “payroll clerk” be added to Section 5.21 and Section 5.23 to remain consistent. Discussion ensued with notes from D. Revore being reviewed. K. Windiate, Section 5.27 questions current status. A. Martel, J Merchant and B. Cook have no comments/questions. B. Spencer reviewed previous comments and changes. Section 5.25 Personnel Recordkeeping: Personnel Files. B. Spencer explained language for this section comes from the MTA guidelines. Section regarding “dismissal” reviewed wording and omitting phrase “of the employee.” A. Martel questions rights of the employee and the public’s access to an employee’s file. Decision to leave the sentence written as presented. Policy 5.0 has been reviewed and moved to Resolution Packet.

Policy 6.0 – General Retention Schedule. A. Martel states employee’s need to have access to the Retention list. This list is detailed in policy. FOIA discussion focusing on a FOIA Coordinator. A. Martel points out need for some coordination as the Township has been seeing an increase in requests which can be complex. B Cook summarizes that is there a need for a FOIA Coordinator or does this responsibility remain with the Clerk. Discussion ensued which included option to utilize Deputy Clerk to address FOIA requests. Distinction of Policy process versus Policy reviewed by B. Cook with specific example of current Township process. B. Cook addresses 6.6 defining “limited access” as it relates to FOIA. B. Spencer explains that it is emphasizing limited access and to refer back to guidelines provided by the State. D. Revore included a schedule at the end of this policy (Section 6.22.) B. Spencer noted the State of MI has online training as does the MTA for no charge. B. Spencer requests that Section 6.22 be referenced in Section 6.6 for additional guidelines. K. Windiate, Section 6.11 regarding Recording Fees offers a grammatical change which will be rectified by B. Spencer. S. Schultz, Section 6.2 addresses bullet point regarding “offsite storage facility for records.” Suggestion to add at end the phrase “if needed.” Additionally, “arrange for digital imaging services” feels we are already complying. S. Schultz stressed to ensure that policy is referencing a position and not a specific person. Section 6.0 has been reviewed and is now moved to the Resolution packet.

Policy 7.0 Public Information, Public Information Officer. S. Schultz offers comments regarding 7.3 (Incoming Mail.) Wants outside of tax payer payments and bills excluded from existing sentence that states the Clerk opens all the incoming mail and date stamp. Discussion ensued regarding existing internal process that tax documents and payments go to the Treasurer. No change after discussion. Section 7.4 regarding necessity approval of letterhead stationery by entire Board. Discussion ensued with no change to sentence. Section 7.7 change the word “of” to “or.” Last line regarding office hours. Discussion ensued regarding Board Members and Key Officials needing to add to website hours they can be available which may include “by appointment.” B. Spencer questions need for bullet points as they are repetitive with discussion concluding that they will be eliminated. Discussion regarding definition of “media contact.” Specific example reviewed with conclusion that any individual addressing media and identifies as a member of any Township officer must first obtain permission from the Information Officer. If they identify strictly as an individual, private citizen than they can speak without needing permission. B. Spencer highlights Section 7.1 with question to duplication within policy. Discussion ensued regarding redundancy. Department Head added to now read “Township Officials, Department Heads and Employees.” Strike first sentence in second paragraph. A. Martel refers to first page and process of need to inform the Information Officer and coordination time to review. Discussion ensued with no change to sentence. Section 7.7 regarding primary goal of the Township. Suggestion to add “the people of the Township.” approved. Policy 7.0 has been reviewed and moved to the Resolution Packet.

Policy 8.0 – Property Management. B. Cook references first line of 8.1 the limit of $1350 shall now reflect $5000. Inventory of Assets reviewed regarding assignment of duty to Clerk. K. Windiate reviewed discussion with Township Auditor. Auditor keeps record of major purchases. Discussion ensued whether should a list be kept with a Township official as well as Auditor. B Spencer suggests that a discussion with the Auditor be held to review which items should be listed. Section 8.9 Emergency Repairs questioned if this is the same as Emergency Repairs listed in 4.0. Discussion ensued with determination that the limit should be changed to $15000. Section 8.15 should be removed as it will be included in Substance Abuse section. The last sentence in section 8.15 will be moved to be included in Section 15.0. Section 8.16 does not reflect any details which led to numbering of policy question and discussion. Section 8.21 – is it necessary to itemize out? Library meeting room will be removed as well as Board meeting room. Section 8.22 should be referred to Rental Policy. Section 8.25 review of damages should also be referred back to Rental Policy. B. Cook questions how to recoup funds for damages that exceed the deposit. Discussion ensued. Should Section 8.26 reference to Rental Policy? Discussion ensued. Section 8.27 – A. Martel suggests the UTLA that is now exempt be covered under a specific exemption to this section. Additional discussion ensued with specific attention to beverages. Riders to Homeowners policy must be attained and provided to the Township if alcohol is to be served on premises. B. Cook requests that Board members review Rental Policy that is located online and to be reviewed at next meeting. Section 8.0 is tabled with discussion to continue at the next meeting.

B. Spencer brings topic of holidays and discrepancies located within various Township documents. Discussion ensued with clarifications offered by B. Cook and S. Schultz.

**5. Public Comment -** None

**6. Board Comment –** Discussion regarding next meeting date. Looking at the week of November 8, 2021 for an afternoon meeting not on a Friday. Monday November 8, 2021 at 11:00 am until 2:00 pm.

**7. Adjournment –** (M/S) B. Cook/K. Windiate motion to adjourn at 2:03 pm. Passed 5-0.

Minutes Respectfully Submitted by Veronica Beitner