TORCH LAKE TOWNSHIP

ANTRIM COUNTY, MICHIGAN

APPROVED MINUTES OF SPECIAL BOARD MEETING AS PREPARED 4-0

JULY 23, 2019

COMMUNITY SERVICES BUILDING

TORCH LAKE TOWNSHIP

Present: Martel, Schultz, Petersen, Cook and Windiate (7:15 PM).

Absent: None

Audience: None

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

1. Meeting convened at 7:00 PM. Schultz began Minutes until Windiate arrived. There were no public comments.
2. Review Spencer FOIA Appeal and discuss procedures related to FOIA, OMA and DOCUMENT RETENTION policies: Mr. Spencer is appealing the denial of his two FOIA requests and the Board must determine what went wrong during the process of this request. The denial was not intentional but must still be dealt with. Several suggestions came up during discussion with no formal action taken. Ideas included always requesting the 10 -day extension, confirming when the “clock starts ticking” and when charges can be waived. In regard to the Open Meeting Act, email addresses and their use need to be reviewed with a move toward removing email use all together. Another good idea is to create a folder on your computer to save specific township emails. It would be easier to access in case of a FOIA request. When Mr. Spencer approves the material given to him in regard to his appeal then Mr. Spencer, Clerk Windiate and Supervisor Martel will work together on procedures to improve the whole process.
3. Public Comment: None
4. Board Comment: The Templin case is done. The wings on the structure must be removed by 2020; Michigan Trail SAD will have Cook write a resolution and consult with Petersen; the glass partition has an additional cost for color and will need to be reapproved; Karen Kiernbaum is available to provide training for Human Resources and legal support for a fee. She can come to a Board meeting to present her proposal. With no further business the meeting adjourned at 9:15 PM.

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

Kathy S. Windiate

Township Clerk