**TORCH LAKE TOWNSHIP**

**APPROVED SPECIAL BOARD MEETING AS PRESENTED 5-0.**

**August 17, 2021**

**COMMUNITY SERVICES BUILDING**

**PRESENT:** Bob Cook, Alan Martel, Jason Merchant, Kathy Windiate, Sharon Schultz

**OTHERS:** Bob Spencer, David Revore

**AUDIENCE: 3**

**Meeting called to order at 7:00 pm by Supervisor Cook**

**1. PUBLIC COMMENT:** None

**2. Changes to Agenda:** (M/S) B. Cook/S. Schultz move to accept as presented.

**3. Review draft Torch Lake Township Policies:** Introduction of Consultant David Revore and review of tonight’s presentation with instructions for any follow-up questions. 16 policies to be reviewed of Proposed Draft packet.

1.0 Board Policy Manual reviewed. 2.00 Township Board Administration and Rules of Procedures reviewed with highlight to Open Meetings Act (OMA.) 3.0 Code of Ethics and Conflicts of Interest can be a challenging policy. Section 3.1 is a Standards of Conduct and speaks to ARC Funds. This particular policy has kept many organizations busy and comes right from the Federal Rules and Regulations per Mr. Revore. Policy 4.0 in regards to Finance will show many highlighted areas which speak to our specific Township finances.

Mr. Revore recommended that the Supervisor, Treasurer and Clerk work with Mr. Spencer to review Torch Lake Township specific details. Policies 5.0 through 7.0 defined and reviewed with attention given to embedded links that have been included as an additional resource. Suggestions included utilizing a specific USB to keep a record of all Policies for quick access and review policies during quieter months to ensure current regulations are being maintained.

Policy 8.0 speaks to Property Management with attention to topics such as rental conditions of building and alcohol. Highlight to Technology Use and definition of “acceptable use and regulations” reviewed. Policy 10.0 Substance use and alcohol/drug policy and testing is allowed under OSHA and Township owned vehicles. Ethics and Conflicts of Interest language is taken from Federal regulations. Mr. Revore recommends that many of these policies be reviewed on an annual review. All these policies should be presented in a Resolution Form and adopted in such. Policy 12.0 speaks to

FOIA. Often a well-used request around elections. Recommends the Clerk and Deputy Clerk to review this Chapter thoroughly and ask questions accordingly. The list of exemptions or redactions of information is quite extensive. Samples of request forms have been provided in WORD format. Policies 13.0 through 16. 0 reviewed in detail. These speak to seatbelt use, texting and Video Surveillance which includes audio surveillance. Mr. Revore asks that the Board members take the time to review and make notes in margins for ongoing discussion with Mr. Spencer and Supervisor Cook. Mr. Revore available as needed for future conversations and review.

Thanks to Mr. Revore and Mr. Spencer. Mr. Cook will schedule another meeting with Board in the next couple of weeks.

**4. Public Comment –** None

**5. Board Comment –** None

**6. Adjournment -** (M/S) B. Cook/J. Merchant motion to adjourn at 6:50 pm