**TORCH LAKE TOWNSHIP**

**ANTRIM COUNTY MICHIGAN**

**November 8, 2021 11am-2pm**

**COMMUNITY SERVICES BUILDINGAPPROVED 5-0 AS PREPARED**

Present: Cook, Schultz, Windiate

Absent: Merchant, Martel

Audience:

Recording Secretary: Jackie Petersen

Call to order at 11:04am

1. Public Comments - None
2. Agenda - Cook Motion to accept/ Second: Schultz 3/0 approved
3. WORKING SESSION RELATED TO TOWNSHIP POLICY REVIEW; POLICIES 16, 15, 10, 9 & 8.

**POLICY 16:**

Comments & Changes

Schultz:

1. Posted Signs - Cook to get with Deputy Supervisor Petersen and or Ted Schroeder and Hawkins to get number of signs needed.
2. Section 16.5 - Bullet point 1 - ADD “Deputy Chief” after Fire Chief
3. Section 16.5 - Bullet point 2 - ADD Ordinance “Enforcement Officer” and “Day Park Appointee”
4. Section 16.5 - Bullet point 3 - REMOVE Deputy Supervisor and ADD “Ordinance Enforcement Officer”
5. Section 16.5 “C” Record Book. CHANGE FIRST SENTENCED TO READ *“The Township Clerk shall store the record book in a secure location. The record book shall contain maintain a record book detailing activities that may be of a concern to the Township Supervisor, in their judgement, related to video recording devices and records.”*ITEM “C” WILL BE REVISED/REVIEWED BY SPENCER AND COOK

Windiate*:*

1. Concerns regarding Storage - Strange clarifies it is stored digitally on a DVR/Hard drive and will be stored until written over
2. Can it be viewed by public - With a FOIA Request
3. Who is IT staff - IT Coordinator possible? - Spencer states it is up to board whether there should be one or not - Cook states Jeff Granger will be tech person as he is the installer.

Spencer:

1. Section 16.5 C. Township Clerk should maintain record book - and add to approved viewer duties to add concerns (if any) to record book (4-5 people) Board must decide who maintains/where are records kept and who can view. *”*ITEM “C” WILL BE REVISED/REVIEWED BY SPENCER AND COOK

Cook:

Will continue to work with Spencer on wording

**POLICY 15:**

Schultz: Section 15.0 3rd Paragraph - Where shall signs be posted and by whom

Windiate: No Comment

Spencer: Section 15.0 put wording from 18.15 into 15.0

Cook: Move Policy 15 by consent into resolution package

**POLICY 10**:

Cook: No concerns

Schultz:

 ADD William Good Day Park Address to Policy 10.0 under PURPOSE

1. Page 3; Top Bullet Point - REMOVE “Deputy Supervisor” and Change EMS to “Ambulance”
2. Section 6 K. REMOVE “Deputy Supervisor” and change EMS to “Ambulance”

Cook: Move Policy 10 by concent to resolutions package with changes.

**POLICY 9**:

Cook:

1. Will send memo to all supervisors to get passwords to all computers recorded

Schultz:

1. Section 9.2 B. 1st Bullet point - REMOVE “and Clerk” from last sentence.

Windiate:

1. Township has a form to report passwords to supervisor

Spencer:

1. Hold sending memo until all policies reviewed in case there will be other memos.

Cook: Move Policy 9.0 by concent to resolutions package with changes

**POLICY 8:**

Spencer:

1. Reviewed changes already made (move 18.15 to POLICY 15)
2. Section 8.2 Inventory of assets - what should be included - Cook to follow up/verify
3. Change section 8.9 change $13,500 to $15,000
4. 8.21 Availability - Remove Library Meeting Room; Remove Fire/Rescue training room
5. Section 8.33 The Township Bulletin Boards shall be used for official Township Business Notifications Only
6. Section 8.34 REMOVE SECTION AND RENUMBER REMAINING SECTIONS
7. Section 8.37 REMOVE SECTION AND RENUMBER REMAINING SECTIONS

Schultz:

1. Section 8.23; second sentence ADD “or designee” after Clerk and before shall
2. Section 8.23 REMOVE “s” from 3rd paragraph Reservations form (S).
3. Section 8.23 REMOVE of the Township Clerk and ADD “or the township website”
4. Section 8.24 ADD “per meeting room policy.” to last sentence
5. Section 8.25 first paragraph, last sentence ADD “or designee” after “Clerk” and before “determines”
6. Meeting Room policy must be changed
7. Section 8.30 REMOVE 1st two sentences
8. Section 8.32 REMOVE SECTION AND RENUMBER REMAINING SECTIONS
9. Section 8.33 - ADD “or designee” after “Clerk” - 2 PLACES
10. Section 8.14 REMOVE SECTION AND RENUMBER REMAINING SECTIONS

Cook:

1. Section 8.22 REMOVE “for cause” and ADD “per meeting room policy.”
2. Section 8.27 due to inevitable township liability, consumption of alcoholic beverages should be prohibited
3. Section 8.27 Alcoholic beverages are not permitted in the Community Services Building and the south fire station.
4. Section 8.33 The Township Bulletin Boards shall be used for official Township Business Notifications Only
5. Section 8.37 after “report any incident” REMOVE “the Supervisor, Clerk or Treasurer” ADD “JUSTUS” - information located in the employee handbook.
6. Section 8.39 REMOVE ALL EXISTING LANGUAGE AND REPLACE WITH “Refer to the Township Handbook.”
7. Cook: Move Policy 8.0 by concent to resolutions package with changes
8. When Spencer comes back with final draft - the Board will hold a special meeting to prepare for final resolution draft.

4. Public Comment - NONE

5. Board Comment - NONE

6. M/S Cook /Schultz ADJOURN 1:27pm