

**IMLAY TOWNSHIP BOARD  
WORK SESSION MEETING MINUTES  
September 5, 2018 - 7:30PM**

**ATTENDANCE**

**Members Present:** Clerk Carla Jepsen, Treasurer Melanie Priehs, Trustee Michael Guerin

**Members Absent:** Supervisor Steve Hoeksema

**Others Present:** None

**CALL MEETING TO ORDER**

Clerk Jepsen called the meeting to order at 7:32 pm.

**APPOINTMENT OF CHAIRPERSON:** Trustee Guerin moved to appoint Clerk Jepsen as facilitator of the Work Session. Seconded by Treasurer Priehs; **motion carried.**

**APPROVAL OF AGENDA**

Treasurer Priehs moved to approve the agenda as presented; supported by Trustee Guerin.  
**Motion carried.**

**CITIZENS' COMMENTS**

None.

**ACTION ITEMS**

- 1. FOIA Request** – Clerk Jepsen updated the Board on two FOIA requests that have been received lately. Discussion was held regarding FOIA policies and procedures. Board will further review at next Work Session.
- 2. Website Review** – Clerk Jepsen will meet with Brian to go over corrections and changes for the website and to invite him to the October Work Session.
- 3. Deputy Clerk Training** – There is new election official training being offered in the Lansing area on October 11-12 at no cost. Clerk Jepsen would like to send the deputy clerk. Trustee Guerin moved to cover mileage and meals for Cristy Stephens to attend the election training; seconded by Trustee Priehs; **motion carried.**

**AGENDA ITEMS FOR NEXT MEETING**

None

**ANNOUNCEMENTS**

**ADJOURN**

Clerk Jepsen declared the meeting adjourned at 8:20 pm.

Respectfully submitted by:

*Carla Jepsen*

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Carla Jepsen, Imlay Township Clerk