

**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, Imlay Township Clerk