

# MICHIGAMME TOWNSHIP POLICY

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# MICHIGAMME TOWNSHIP POLICY

## Section 1 Board and Administrative Policy

### Introduction

#### 1.1 Purpose

This policy manual is adopted to provide for efficient and uniform application of policies and procedures in Michigamme Township, where such procedures have not been provided for by law.

### Compliance with and Enforcement of Township Policies

#### 1.2 Elective or Appointive Positions

When a Township Board member or other elective or appointive official questions the applicability of a provision of any Township policy or procedure to a situation, they may apply to the Township Board for a decision. The Township Board member or other elective or appointive official will have the opportunity to present his or her interpretation of the facts at issue and the applicable provisions of the policy or procedure before such advisory decision is made. The Board may modify policy considering facts presented.

A Township Board member or other elective or appointive official whose conduct does not comply with any Township policy or procedure, including its ethical code of conduct, may be subject to actions including, but not limited to, internal reprimand, formal Board censure, loss of non-statutory committee assignment, or budget restrictions, where such restriction is not prohibited by statute.

Violations of Township policy may also be considered by the Township Board as just cause for removing members of appointive Township Boards and commissions from office.

#### 1.3 Non-statutory Committees

Violations of Township policy and procedures may be considered by the Township Board as just cause for removing members of non-statutory Township committees. Other actions may be taken by the Township Board according to the other provisions of this policy, depending on whether the committee member is a Township Board member, other elective or appointive official, Township employee or volunteer.

#### 1.4 Employees and Volunteers

- a. A Township employee who violates Township policy may be subject to any of the following actions, depending on the severity of the policy violation, the number and

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frequency of policy violations, and the degree of adverse impact to the Township or to the public:

- Counseling
- Verbal warning, accompanied by a written memo for the file
- Written reprimand
- Suspension without pay
- Termination of employment
- Details for employees are found in the Employee Handbook given to each employee at their date of hire

b. Volunteers:

- Township buildings are owned by the Township. Therefore, it is the responsibility of Board members to seek bids and contact any vendors (i.e.: insurance companies, roofers, cleaners, and maintenance companies). Non-Board members may not seek bids or contact vendors.
- Township Board will maintain possession of all township keys and will only be issued upon request and with signature signifying receipt of keys.
- Volunteers serve at the pleasure of the Board and may be dismissed at the Boards discretion.
- All volunteers will sign an acknowledgement form stating that they understand and will abide by the Township's Volunteer Policy.

### 1.5 Approval

The policies included in this manual were approved as official policy of Michigamme Township on March 2, 2020. All Township officials and personnel are bound by these policies, and any deviation from established policy is prohibited.

Amendment to 1.4 Employees and Volunteer approved at the May 11, 2020 meeting.

**Attachment: Volunteer Policy and Signature Sheet**

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## Section 2      **General Appropriation Act Policy**

A policy to establish a general appropriation act for Michigamme Township, to define the powers and duties of the Michigamme Township officers in relation to the administration of the budget; and to provide remedies for refusal to comply with the requirements of this resolution.

### **2.1 Chief Administrative Officer**

The supervisor shall be the chief administrative officer and shall perform the duties of the chief administrative officer enumerated in this act.

### **2.2 Fiscal Officer**

The Clerk shall be the fiscal officer and shall perform the duties of the fiscal officer enumerated in this act.

### **2.3 Public Hearings on the Budget**

For general law Townships: Pursuant MCLA 141.412; MCLA 141.413, notice of a public hearing on the proposed budget will be published in a newspaper of general circulation at least 5 days prior to a public hearing.

### **2.4 Estimated Revenues**

Township general fund revenues will be estimated for the fiscal year, including allocated millage rates; voter-authorized millage rates; and various miscellaneous revenues.

### **2.5 Millage Levy**

The Michigamme Township Board shall cause to be levied and collected the general property tax on all real and personal property within the Township upon the current tax roll an amount equal to the number of mills as set forth by the Tax Allocation Board.

### **2.6 Estimated Expenditures**

Estimated Township general fund expenditures for fiscal year 20\_ for various Township activities are as follows.

### **2.7 Adoption of Budget by Reference**

The general fund budget of Michigamme Township is hereby adopted by references, with revenues and activity expenditures as indicated in 13.4 and 13.6 of this act.

### **2.8 Adoption of Budget by Cost Center**

The Board of Trustees of Michigamme Township adopts the fiscal year general fund budget by cost center. Township officials responsible for the expenditures authorized

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for each cost center and may make transfers among the various line items related to personnel or capital outlays may not be made without prior Board approval by budget amendment.

### **2.9 Appropriation Not to Mandate to Spend**

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations and shall not issue any order for expenditures that exceed appropriations.

### **2.10 Periodic Fiscal Reports**

The fiscal officer shall transmit to the Board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including, but not limited to:

- a) A summary statement of the actual financial condition of the various funds at the end of the previous month.
- b) A summary statement showing the receipts and expenditures and encumbrances for the previous month and for the current fiscal year to the end of the month.
- c) A detailed list of:
  - Expected revenues by major source as estimated in the budget; actual receipts to date for the current fiscal year compared with actual receipts for the same period in prior fiscal year; the balance of estimated revenues to be collected in the then current fiscal year; and any revisions in revenue estimates resulting from collection experience to date.
  - For each cost center: the amount appropriated; the amount charged to each appropriation in the previous quarter for the current fiscal year and as compared with the same period in the prior fiscal; the unencumbered balance of appropriations; and any revisions in the estimate of expenditures.

### **2.11 Limit on Obligations and Payments**

No obligation shall be incurred against and no payment shall be made from any appropriation account unless there is sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

### **2.12 Budget Monitoring**

Whenever it appears to the chief administrative officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the chief administrative officer shall present to the Township Board recommendations to prevent expenditures from exceeding

## MICHIGAMME TOWNSHIP POLICY

available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

### **2.13 Violations of this Act**

Any obligation incurred or payment authorized in violation shall be void and shall subject any responsible official to disciplinary action as outlined in Public Act 621 of 1978 and the Michigamme Township personnel manual.

# MICHIGAMME TOWNSHIP POLICY

## Section 3 Fiscal Year Budget Policy

### 3.1 Development

The Township shall use the following approaches to develop the budget, as recommended by the Government Finance Officers Association:

- The budget shall be based on expected revenues, including base revenues, any new revenue sources and the potential use of fund balance.
- The results or outcomes that matter most to citizens will be identified, and based on that, the Township Board shall determine what programs are most important to their constituents.
- The budget allocations shall be made in a fair and objective manner.
- The Board shall budget available dollars to the most significant programs and activities to maximize the benefit of the available resources.

### 3.2 Timetable

The proposed budget for the next fiscal year shall be developed according to the following schedule:

#### January:

- Hold an informational meeting for department heads
- Department heads submit requests for expenditures to Supervisor

#### February:

- Supervisor schedules budget workshops
- Scoring session for joint Planning Commission and Township Board

#### March:

- Budget public hearing held by Township Board prior to the March approval date
- General Appropriations Act adopted
- CIP monies identified and transferred appropriately

### 3.3 Methods

The Township Board shall use the line item approach when developing the proposed budget. The budget shall be adopted based on the revenues by source and expenditures by activity level.

### 3.4 Format

The proposed and adopted budgets shall:

- Provide financial data on revenues, other resources and expenditures for at least a three-year period, including prior year actual, current year budget and/or estimated current year actual, and proposed budget.

The proposed and adopted budgets shall also include a narrative that:

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- Summarizes the major changes in priorities or service levels from the current year and the factors leading to those changes.
- Identifies the priorities and key issues for the new budget period
- Identifies and summarizes major financial factors and trends affecting the budget, such as economic factors, long-range outlook, significant changes in revenue collections, tax rates or other changes; current and future debt obligations; and significant use of or increase in fund balance or retained earnings

### **3.5 Budget Adoption**

Prior to the beginning of each fiscal year, the Township Board shall annually adopt a budget using activity method of adoption unless otherwise directed in the general Appropriations Act.

The Board shall monitor and amend the budget as needed to approve and control all expenditures.

### **3.6 Designation of Budget Officer**

The supervisor shall be the Township budget officer and shall be responsible for the development and administration of the Township budget.

### **3.7 Budget Monitoring**

The Township shall use the following approaches to monitor the budget, as recommended by the Government Finance Officers Association:

- The Board shall establish measures of annual progress. These measures should spell out the expected results and outcomes and how they will be measured.
- The Board shall use periodic financial reporting and performance measures to compare actual versus budgeted results.
- The Board shall communicate performance results so that Township personnel and the public will be informed of the results in an understandable format.

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## Section 4 Financial Reports Policy

### 4.1 Periodic Expenditure and Revenue Report

The Clerk shall prepare a monthly Profit & Loss report for the Board with comparison to the approved fiscal year budget. The report will be current through the last day of the previous month and shall be presented to the Board at its meeting each month. The financial report for each fund will show the following information for revenues and expenditures:

1. Account name
2. Amended budget
3. Current period
4. Year to date
5. Budget balance

### 4.2 Periodic Balance Sheet Report

The Clerk shall prepare a monthly balance sheet showing the assets, liabilities and equities for each fund.

### 4.3 Investment Performance Report

The Treasurer shall prepare a quarterly report of all interest-bearing activities, including the name of financial institution, type of investment, anticipated yield and date of maturity.

### 4.4 Summary Report of Cash Activity by Fund

The Treasurer shall provide the Township Board with a monthly report of cash activity by fund and a summary report of cash activity by bank account, certificate of deposit and investment account.

### 4.5 Financial Reports Review

All elected officials shall review the financial reports prior to the Board meeting and shall recommend to the Board any necessary budget amendments or fund transfers.

### 4.6 Financial Employee Training

The Township shall provide education and training for Township officials and other personnel involved in financial administration on accounting procedures, investments, budgeting and fraud prevention as annually approved in the Township budget.

### 4.7 Segregation of Duties

The functions of authorizations, recordkeeping and processing financial transactions shall be segregated where possible.

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### **4.8 Cross Training**

Bookkeeping duties shall be periodically shifted between two or more employees (e.g., during vacations)

### **4.9 Reconciliations**

The cash balances of the various fund ledgers shall be reconciled to the bank statements monthly. The Treasurer must keep track of the total cash and investments allocable to each fund and must review these reconciliations to each month's bank statements. The Treasurer shall obtain all bank statements and turn over to the Supervisor who shall review and initial. The Administrative Assistant shall reconcile the bank statements utilizing QuickBooks and create a copy for the Treasurer and Clerk.

A listing of all cash and investments, along with a copy of the bank reconciliations, must be provided to the Clerk each month.

The Administrative Assistant must reconcile the cash and investments recorded in the general ledger to either the Treasurer's reconciliation or to the bank statement directly.

Bank statements and reconciliations shall be retained for audit purposes by the Treasurer and Clerk.

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## Section 5 Cash Handling and Receipting Policy

### 5.1 Authorization to Receive Cash

The following employee positions are authorized to receive cash: Treasurer, Deputy Treasurer, Receptionist

### 5.2 Imprest Cash

The Township Treasurer shall maintain an imprest (cash drawer) to exchange currency in order to make change for a cash financial transaction.

### 5.3 Optional: Petty Cash

The Administrative Assistant and Receptionist shall maintain a petty cash fund of \$90.00 to provide for the purpose of providing change for accepting payments for photocopies and faxing by residents. Routine or other non-emergency purchases shall not be made from the petty cash fund. The purchase requisition/purchase order procedure is required for all normal purchases.

### 5.4 Receipting of Cash Receipts

The Treasurer, Receptionist or Administrative Assistant is responsible for all cash receipts. There must be a record of all individual cash transactions.

### 5.5 Posting of Cash Receipts

The Treasurer or Administrative Assistant shall provide a record of all money received and the purpose of the amount received.

### 5.6 Cash Receipt Report

A cash receipt report will be provided to the Treasurer and Clerk on a monthly basis.

### 5.7 Deposit Procedures

The Treasurer and/or Deputy Treasurer will make all cash deposits to the bank following Township procedure. The Administrative Assistant will post all cash deposits in the proper fund in QuickBooks.

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## Section 6 Investment and Depository Policy

### 6.1 Bank Accounts

All bank accounts shall be in the name of the Township and the Township Treasurer. The use of the Township's tax ID number shall be strictly controlled by the Treasurer and/or Clerk, and it shall not be used to open non-Township bank accounts.

Tax collections shall be deposited in a separate bank account in the control of the Treasurer. Bank signature cards shall be kept current and the authorized signers limited to the Township Treasurer, Township Clerk, Deputy Clerk, and Deputy Treasurer.

### 6.2 Authorized Depositories

This policy is applicable to all public funds belonging to the Township and in custody of the Township Treasurer. The Treasurer authorized to deposit funds in approved financial institutions and administration of investments in conformance with state and federal law and policies as set forth in this resolution.

The Township Board authorizes the following financial institutions as depositories of Township funds: Range Bank and MBank.

The Treasurer shall recommend financial institutions for approval for safekeeping of Township funds based on an evaluation of the performance and solvency of the institution, as well as past performance in exercising due care and prudence in managing the custody of Township funds held in trust, if applicable. The Treasurer shall periodically evaluate approved and potential financial depositories when warranted.

In determining safekeeping and custody qualifications, financial institutions document a minimum capital requirement of at least \$10,000,000 and at least five years of operation. All financial institutions and brokers/dealers shall be pre-qualified by supplying the following:

- Audited financial statements
- Proof of NASD certification, or FDIC or NCUA insurance
- Proof of state registration
- Certification of having read, understood and agreement to comply with the Michigamme Township investment policy

The Treasurer shall annually examine the financial condition and registrations of qualified financial institutions and brokers/dealers by obtaining annual updates of the information listed above.

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### **6.3 Control of Cash and Investments**

All cash and investments shall be under the control of the Township Treasurer. No other individual shall hold the Township or open a bank account to hold Township cash or investments.

### **6.4 Authority to Make Bank Deposits**

The Township Treasurer and Deputy Treasurer are responsible for making all bank deposits. The Treasurer may authorize other Township personnel to make deposits if the Township Board has agreed to incorporate that function in the job description for that position.

The Administrative Assistant is authorized to deposit checks electronically. All electronic deposit records are given to the Treasurer for filing appropriately.

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## Section 7 Accounts Receivable Policy

### 7.1 Invoice Preparation

The Administrative Assistant shall be responsible for processing all accounts receivable in the proper fund accounts. The following positions shall be responsible for preparing invoices for revenues due to the Township.

*Official / Revenue Source:*

Clerk

- Cemetery lots and grave openings

Clerk and or Deputy Clerk

- Freedom of Information Act requests, miscellaneous income
- Intergovernmental contracts

Administrative Assistant and or Receptionist

- Parks and recreational activities and rentals
- Community Building rentals
- Landfill Use applications and billing
- Notary Public billing

Zoning Administrator

- Zoning-related activities: special use permits, site plan reviews, rezoning requests, variances

All invoices shall include a remittance advice or invoice to be returned to the Township with payment. The remittance advice or invoice shall include the name, amount invoiced, purpose and that payment is to be made to the Township and mailed to the Treasurer. All payments to the Township shall be made by cash or check.

### 7.2 Posting and Distribution of Accounts Receivable

A copy of all invoices or bills for money owed the Township shall be given daily to Administrative Assistant. The Administrative Assistant will use the invoice copy as verification when payment is received.

The Administrative Assistant will use the invoice copy to record the receivables in the general ledger utilizing QuickBooks. Invoices are to be reconciled to the general ledger control on a monthly basis.

### 7.3 Accounting for Accounts Receivable

For all payments received, the Administrative Assistant shall credit the receivable. A monthly listing of all amounts invoiced but not yet received shall be prepared and reconciled to the general ledger. All revenue > 30 days to be listed.

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## Section 8 Bids and Quotes Policy

Elected officials or department heads, at the request of an elected official may seek bids.

### 8.1 Dollar Threshold requiring Written Quotations

Any purchase for goods or services exceeding a cost of \$1,000 shall require the department heads or elected official to obtain three written quotes prior to issuing a purchasing order.

### 8.2 Dollar Threshold Requiring Sealed Bids or Request for Proposals (RFPs)

Any purchase for goods or services exceeding an estimated cost of \$10,000 shall require the solicitation of sealed bids. The Supervisor in consultation with the department head, shall develop bid specifications. Bid specifications for purchases that will exceed \$10,000 shall be approved by the Township Board. A department head may request permission from the Township Board to waive the bidding requirements when there is only one known supplier or there is some other compelling reason to waive the bid procedures. Separating the work of vendors into smaller invoices is a violation of this policy.

### 8.3 Request for Sealed Bids or RFPs

The invitation to bid or the request for proposals for services shall be published in the newspaper once and posted on Township website two (2) weeks prior and mailed to known vendors.

### 8.4 Specifications for Requests for Proposals

In order to receive comparable and informative bids and proposals, the Township shall prepare comprehensive specifications for prospective candidates. The request should state the following:

- The length of the contract period
- Any required qualifications, such as a certified public accountant license
- The contactor must be able to meet the Michigamme Township's insurance standards as set forth in the attached description of required coverage (Exhibit B). Proof of insurance must be provided with the bid
- If attendance is required at Township Board or other meetings, and the number of meetings per year
- The amount of anticipated consultation time
- The anticipated nature and number of the activities required, such as the average number of ordinance enforcement prosecutions for an attorney, the number and

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type of funds to be audited for an accountant, or the number of parcels for an appraiser

- The titles of the Township officials authorized to direct or request services
- Scope of work
- Whether the activity, such as auditing or appraisal, is to be performed at the Township office
- That all documents and records created in a governmental function are property of the Township and will be subject to the Freedom of Information Act

As appropriate, a request for proposals will ask each candidate to describe:

- The individual or firm's municipal and Township experience
- Specific experience with the service or project
- The names, credentials and references of the specific individuals who will be assigned to work with the Township
- Specific certification, such as certified public accountant, or memberships in an appropriate association, such as Public Law Section of the Michigan Bar Association
- Potential conflicts of interest, such as Township property owned, interest owned in businesses located in the Township, or other clients who may have interests that are potentially averse to the Township
- Services to be billed above the retainer amount, including the amount charged per hour, with a maximum amount for specific types of services such as additional meetings not covered under the retainer or whether the meetings are to be billed on a per diem or hourly basis
- The individual or firm's policy regarding reimbursement for travel time, phone bills, mileage, copying, postage and other incidental expenses
- The services the Township requires and if those services are to be included in a retainer

### **8.5 Opening of Bids or RFPs**

Sealed bids or RFPs shall be opened by persons identified in the invitation to bid or the request for proposals at the stated time and place, and any interested party for the bid or RFP opening may be present.

### **8.6 Award of bids**

The Supervisor may award any bid or request for proposals for services that are an amount of \$500 or less. Bids or requests for proposals for services exceeding this amount shall be awarded by the Township Board.

The criteria for awarding bids or requests for proposals shall be as follows:

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- Cost
- Experience
- Reliability
- Sufficiency of equipment
- Insurance
- References
- Good communication

### **8.7 Board Member Interest in Bidder**

Any Board member or department head who has any ownership or other interest in a company submitting a bid shall disclose the conflict of interest to the Board, and that official shall not participate in awarding the bid.

**Attachment: Exhibit B Other Insurance Provisions**

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## Section 9 Payroll Policy

### 9.1 Payroll

The Township shall comply with Michigan wage and hour laws that regulate the method of payment of wages, the payment of wages upon termination of employment, allowable deductions, income tax withholding and payment of employment taxes, wage garnishments, recordkeeping and maintenance of payroll records.

### 9.2 Payment on Termination

An employee who voluntarily terminates employment will be paid all wages earned and due as soon as the amount can be determined, or at the latest, on the next regularly scheduled payday.

Discharged employees will be paid as soon as the correct amount is determined, or within 7 days of termination.

### 9.3 Timecards

All completed timecards for non-exempt employees shall be submitted to the Clerk on the Monday following the end of each pay period. Employee shall document departments worked during the pay period to ensure proper allocation of funds. Timecards will be signed by both the employee and the employee's department head.

### 9.4 Deductions and Withholdings

The Township shall comply with federal and state laws regarding income tax and Social Security deductions. All voluntary deductions shall be authorized in writing. The Clerk shall be notified at least 5 days prior to the end of the pay period of any changes in voluntary deductions or withholding allowances desired by an employee.

The Township shall make appropriate deductions to satisfy any court orders for garnishments or for child or spousal support orders.

### 9.5 Payroll Changes

A payroll change order or other documentation shall be used to make any employee changes or to add a new employee to payroll. A payroll change order or other documentation must be signed by the Clerk. A new employee change order shall also be accompanied by the following:

- New Hire Reporting Form
- I-9 Form
- W-4 Form (state and federal)
- Voluntary deduction forms

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- Health insurance forms

### **9.6 Pay Advances**

Pay advances shall not be authorized under any circumstances.

### **9.7 Payroll Problems**

Employees shall immediately notify the Administrative Assistant or Clerk of any problems or errors on their paycheck. A written account of the problem and its resolution shall be created by the authorized person.

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## Section 10 Accounts Payable Policy

### 10.1 Accounts Payable

The Township Clerk/Deputy Clerk shall be responsible for processing all accounts payable. The Clerk may designate other Township personnel to process accounts payable if the Township Board has agreed to incorporate that function in the job description of that position. Michigamme Township Administrative Assistant enters all invoices into QuickBooks.

### 10.2 Processing of Claims

Requests for payments to vendors shall be documented in QuickBooks by a vendor invoice. Except for rare exceptions, only original invoices shall be processed for payments, as statements or copies of invoices may result in duplicate payments. Appropriate documentation shall be attached for all disbursements. Original bills, not copies, must be used for documentation. It should be documented that service/product is received and/or completed.

Employee expense reimbursements shall be documented on an expense voucher prepared by the employee. All invoices, departmental check requests and expense vouchers shall include the following:

- Vendor name
- Purpose of payment request
- Unit price and units delivered
- Date goods delivered or services rendered
- The related purchase order
- Mileage

All request for payments shall be approved by the Supervisor, Treasurer, or Clerk by initialing the document.

All requests for payments shall be submitted to the Administrative Assistant at least three days prior to the Board meeting at which claims are approved.

The Administrative Assistant shall verify the payee, amount, purpose and the disbursing funds of each request. After verification, the Clerk shall prepare a bill, enter it into QuickBooks and retain a copy for Township records.

### 10.3 Claim Reports

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The Clerk shall prepare a claim report to the Board showing the fund, vendor name, nature of the expense, invoice number and bill number. Any items paid prior to Board audit shall be noted on the bills paid report.

Invoices and bills supporting the claims report shall be available for Board member review. Board members are responsible for scrutinizing the bills prior to Board approval.

### **10.4 Board Approval Required for all Claims**

All claims shall be approved by the Township Board prior to payment, except for tax collection disbursements.

### **10.5 Board Post-Audit Authorized for Certain Claims**

Only the following types of claims may be paid by disbursements made prior to Board audit and approval:

1. Payroll
2. Utility bills
3. Invoices with penalties that would be incurred if payment is not received prior to the Board meeting where claims will be approved
4. The Supervisor may authorize emergency expenditures when deemed essential due to the imminent threat to the health, safety and welfare of the Township.

Any claims authorized under this policy prior to Board approval shall be post-audited at the next Board meeting.

### **10.6 Check Controls**

Numerically controlled, prenumbered checks shall be used. Checks shall not be signed prior to being filled out.

### **10.7 Authorized Check Signers**

The following officials are the only persons authorized to sign checks:

- Clerk or Deputy Clerk
- Treasurer or Deputy Treasurer

### **10.8 Check Processing**

Each check shall be signed by the Clerk or Deputy Clerk to document Board authorization of that payment and forwarded to the Treasurer within three business days following the Board meeting at which they were approved.

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The Treasurer or Deputy Treasurer shall verify that the funds are available, sign the check and distribute it. Checks shall not be returned to the Clerk or originating office for distribution.

### **10.9 Electronic Payments**

Following Township Board approval, the Clerk or Deputy Clerk shall initiate electronic payments and the Treasurer or Deputy Treasurer shall review and accomplish.

Electronic payments or ACH agreements are authorized if in compliance with the following policy provisions.

The Treasurer may enter into an ACH arrangement.

### **10.10 Internal Accounting Controls to Monitor Use of ACH Transactions Made by Township**

The following system of internal accounting controls will be used to monitor the use of ACH transactions made by Michigamme Township.

The Treasurer shall prepare a list of bond holders to be paid by ACH transaction and provide that list to the Clerk. The Clerk initiates the transaction upon receipt of an invoice included on the authorized ACH list approved by the appropriate Township official. ACH invoices must be approved before payment. The Clerk signs the ACH invoice, which then acts as the bill.

The Clerk presents checks, a list of bills for payment, and a separate list of electronic payments for Township Board approval. The Board approves all transactions prior to disbursements.

Following Board approval, the Treasurer signs the ACH warrant, initiates the electronic transaction with the bond holders and state and federal government and makes the actual transfer of funds.

The Treasurer shall retain all ACH transactions documents for audit purposes.

The Clerk shall retain all invoices for audit purposes.

### **10.11 Credit Card Use Policy**

The Clerk and Administrative Assistant are responsible for issuing, accounting for and monitoring, retrieving and generally overseeing compliance with Township's credit card policy.

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Township credit cards may be used by an officer or employee of the Township for the purchase of goods or services for the official business of the Township.

The use of credit cards is limited to the following circumstances:

- Purchase of capital outlays up to \$500 for travel, meals, and accommodations while on Township business (excluding expenses incurred in operating a privately owned vehicle)
- Gas, oil and other necessary expenses incurred in operating Township-owned vehicles
- Purchase of supplies from vendors that are not in the local vicinity and online vendors

Township officers and employees who use a Township credit card shall as soon as possible, submit a copy of the vendor's credit card slip to the Administrative Assistant. If no credit card slip was obtained that described the transaction, the employee shall submit a signed voucher that shows the name of vendor or entity from which goods or services were purchased, the date and amount of the transaction, the official business that required the transaction, and the chart of account number indicating the line item to which the transaction is to be charged. All credit card slips shall include this information as well.

An official or employee is responsible for its protection and custody. If a credit card is lost or stolen, the Clerk shall be notified. The entity issuing the lost or stolen credit card shall immediately be notified to cancel the card.

An officer or employee issued a credit card shall return the credit card to the Clerk upon termination of his or her employment or service with the Township. The Township has a credit card sign out sheet for use by Township Committee members for purchases for Township events.

The Clerk shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher shall immediately be investigated. transactions that do not appear to comply with this policy shall be reported to the Township Board.

The Township Board shall not approve a payment to the entity issuing the credit card until all transactions have been verified, including the approval of all transaction invoices if issued.

## **MICHIGAMME TOWNSHIP POLICY**

The balance, including interest due on an extension of credit under the credit card arrangement, shall be paid for within not more than 60 days of the initial statement date.

Officers and employees who use a Township credit card in a manner contrary to this policy shall be subject to disciplinary action, including possible termination of employment, reimbursement to the Township and legal action.

# MICHIGAMME TOWNSHIP POLICY

## Section 11 Community Building Rental Policy

The following table shows the rental fees for residents and non-residents:

| <b>Community Building</b>           | <b>Refundable</b> | <b>Rental Fee</b> |                     |
|-------------------------------------|-------------------|-------------------|---------------------|
|                                     |                   | <b>Resident</b>   | <b>Non-resident</b> |
| <b>Downstairs</b>                   | <b>Deposit</b>    |                   |                     |
| Showers, small gatherings           | \$50              | \$50              | 150                 |
| Graduation parties, birthdays, etc. | \$50              | \$50              | 150                 |
| Retail sales                        | \$50              | \$100             | 200                 |
| <b>Upstairs</b>                     | <b>Deposit</b>    | <b>Resident</b>   | <b>Non-resident</b> |
| Gym and kitchen                     | \$100             | \$250             | 500                 |
| Gym only                            | \$50              | \$75              | 150                 |

Resident rate applies to residents and immediate family members such as mother, father, grandparent, or sibling.

The renter will supply a personal liability/property damage insurance certificate with a combined limit of at least \$100,000, or \$300,000 if alcohol use, identifying Michigamme Township as additional insured for the event. The maximum deductible is \$200. Proof of insurance is due at the time of signing.

The renter must abide by the conditions listed on the Hall and Gym Rental Form (see attached) and a form needs to be completed and signed prior to each event. The deposit is due when the rental form is received in order to preserve the date.

The rental fee is due thirty (30) days prior to the event.

A refund will be issued to the renter if the event is cancelled by Monday prior to the event.

Deposits will be refunded within 14 days following the facility and its equipment being found in acceptable condition following use.

The rental fee will be waived for Michigamme organizations such as the Seniors, Museum, LMPO, Library, 4<sup>th</sup> of July Committee, Little League, Fire Department, First Responders, and area churches. They must adhere to the damage and cleaning clause. The rental fee may also be waived by the Township Board if the function is open to all residents.

### **Attachments:**

**Michigamme Township Hall & Gym Rental Form**

**Michigamme Township Rental Rules**

# MICHIGAMME TOWNSHIP POLICY

## Section 12 Park Pavilion and Kitchen Rental Policy

This is a public park with restrooms open to the public. Only areas that will be exclusive are the pavilion and kitchen area. The Township provides lined garbage cans, toilet tissue and toweling.

The renter will be assessed a \$10 fee for each unauthorized vehicle parked on the grass within park boundaries. (Note: Emergency vehicles and vehicles with Handicap license plates or sticker are exempt.)

**There will be no pets allowed in the park.** Exception is made for certified service dogs.

The following table shows the rental fees for residents and non-residents:

|                     | Rental Fee | Deposit/Cleaning Fee |
|---------------------|------------|----------------------|
| <b>Resident</b>     | \$100      | \$100                |
| <b>Non-resident</b> | \$200      | \$100                |

Resident rate applies to residents and immediate family members such as mother, father, grandparent, or sibling.

The renter will supply a personal liability/property damage insurance certificate with a combined limit of at least \$100,000, or \$300,000 if alcohol use, identifying Michigamme Township as additional insured for the event. The maximum deductible is \$200. Proof of insurance is due at the time of signing.

The renter must abide by the conditions listed on the Park Pavilion and Kitchen Rental Form (see attached) and a form needs to be completed and signed prior to each event. The deposit is due when the rental form is received in order to preserve the date.

The rental fee is due thirty (30) days prior to the event. A refund will be issued to the renter if the event is cancelled by Monday prior to the event.

Deposits will be refunded within 14 days following the facility and its equipment being found in acceptable condition following use.

The rental fee will be waived for Michigamme organizations such as the Seniors, Museum, LMPO, Library, 4<sup>th</sup> of July Committee, Little League, Fire Department, First Responders, and area churches. They must adhere to the damage and cleaning clause. The rental fee may also be waived by the Township Board if the function is open to all residents.

### **Attachments:**

**Michigamme Township Park Pavilion and Kitchen Rental Form**

**Michigamme Township Rental Rules**

## MICHIGAMME TOWNSHIP POLICY

### Section 13 Public Participation at Board Meetings Policy

To permit fair and orderly public expression, the Board shall provide two (2) periods for public participation at every public meeting of the Board. The first shall occur on the agenda before the Action Items and the second after the last order of business with a limited time frame.

Under special circumstances, such as going into an anticipated lengthy closed session as the last order of business, the supervisor will move the last "Public Comment" period to precede the closed session.

Any individual may speak without prior notice during the two (2) periods designated on the agenda as "Public Comment".

The Supervisor may recognize and approve a request from a citizen to reserve their time of public comment on a specific agenda item when it is considered, if such request is made during the first "Public Comment" period.

The Supervisor of each Board meeting at which public participation takes place shall administer and be guided by the rules of the Board for such participation and those rules are as follows:

- a) The Supervisor may solicit comment or specific input from an individual at his/her discretion when such participation might be beneficial to the deliberation of the Board.
- b) Participants must be recognized by the Supervisor and will be asked to preface their comments by an announcement of their name, address, and group affiliation, when appropriate.
- c) A statement by a participant shall be limited to three (3) minutes duration. The Supervisor retains the right and authority to limit the number of spokespersons on any single issue.
- d) No individual may speak more than once on the same topic.
- e) All comments shall be directed to the Supervisor. No person may address or question Board members individually, nor shall they direct comments to staff or other citizens in attendance.
- f) The Supervisor has the right and authority to:
  1. Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene or irrelevant
  2. Request an individual to leave the meeting when that person does not observe reasonable decorum

## MICHIGAMME TOWNSHIP POLICY

3. Request the assistance of law enforcement officers in the removal of a disorderly person when the persons conduct interferes with the orderly conduct of the meeting
  4. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action
  5. Waive these rules, with the approval of the Board, when necessary for the protection of privacy or the administration of the Board's business.
- g) Audio or video recordings are permitted. The Township Board reserves the right to specify where the recording device or equipment may be placed in order to minimize the possibility of disrupting the meeting, and the person operating the equipment must abide by the following conditions:
1. No obstructions are to be created between the Board and those in attendance.
  2. No interviews are to be conducted in the meeting room while the Board is in session.
  3. No commentary, adjustment of equipment, or positioning of operators is to be made that would distract either the Board or members of the audience while the Board is in session.



## MICHIGAMME TOWNSHIP POLICY

### MICHIGAMME TOWNSHIP

*William Seppanen, Supervisor*

*Neil Hanson, Clerk*

*Elizabeth LoCicero, Treasurer*

Phone: 906-323-6608

PO Box 220

Michigamme, MI 49861

Website: [www.michigammetownship.com](http://www.michigammetownship.com)

Fax: 906-323-6344 [admin@michigammetownship.com](mailto:admin@michigammetownship.com)

*Robert DellAngelo, Trustee*

*George Kendall, Trustee*

### VOLUNTEER POLICY AND SIGNATURE SHEET

Township buildings are owned by the Township. Therefore, it is the responsibility of Board members to seek bids and contact any vendors (i.e.: insurance companies, roofers, cleaners, and maintenance companies). Non-Board members may not seek bids or contact vendors.

Township Board will maintain possession of all township keys and will only be issued upon request and with signature signifying receipt of keys.

Volunteers serve at the pleasure of the Board and may be dismissed at the Boards discretion.

I acknowledge that I have received this Volunteer policy.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# MICHIGAMME TOWNSHIP POLICY

## Exhibit B

### OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages:
  - a. The Township, its officers, agents, employees, elected and appointed officials, and volunteers shall be covered as additional insured as respects: liability arising out of activities performed by or on behalf of the Contractor, products and completed operations of the Contractor, premises owned, occupied or used by the Contractor, or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Township, its officers, agents, employees, elected and appointed officials, and volunteers.
  - b. The Contractor's insurance coverage shall be primary insurance as respects the Township, its officers, agents, employees, elected and appointed officials, and volunteers. Any insurance or self-insurance maintained by the Township, officers, agents, employees, elected and appointed officials, and volunteers shall be excess of the Contractor's insurance and shall not contribute to it.
  - c. Any failure to comply with reporting provisions of the policies shall not affect coverage proved to the Township, officers, agents, employees, elected and appointed officials, and volunteers.
  - d. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
  
2. All Coverages:
  - a. Contractor hereby releases the Township from any claim for recovery for any loss or damage which is insured under valid and collectible insurance policies to the extent of any recovery collectible under such insurance. It is further agreed that this waiver shall apply only when permitted by the applicable policy of insurance.
  - b. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given the Township.

### ACCEPTABILITY OF INSURERS

Unless otherwise approved by the Township, insurers must be identified as authorized and eligible by the Michigan Insurance Bureau. In addition, insurance is to be placed with insurers with a Best's rating of A or better.

## **MICHIGAMME TOWNSHIP POLICY**

### **CERTIFICATES/ENDORSEMENTS OF INSURANCE**

Contractor shall furnish the Township with certificates of insurance and with any and all original endorsements affecting coverage required by this contract. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the Township before work commences. The Township reserves the right to require complete, certified copies of all required insurance policies, at any time.

Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

The said certificates and endorsements shall be forwarded to the individual identified below:

William Seppanen, Supervisor  
PO Box 220  
Michigamme, MI 49861  
(906) 323-6608 or Fax (906) 323-6344

### **ACCEPTANCE OF CERTIFICATE**

Acceptance of any certificate(s) and / or endorsement(s) of insurance of the Township does not waive the insurance requirements provided in the foregoing paragraphs. Should the Township sustain any loss or be required to pay any claim as a result of the Contractor's failure to obtain or maintain insurance as is required by this contract, the Contractor shall indemnify the Township for any such loss. This indemnification shall occur regardless of whether or not the Township has accepted any certificate(s) and / or endorsement(s) of insurance provided by the Contractor or its carrier.

### **ADDITIONAL INSURED ENDORSEMENT**

It is understood and agreed that the Township shall be Additional Insured, which shall include all elected and appointed officials, all employees, agents, and volunteers, all boards, commissions and / or authorities and their board members, employees, and volunteers.

This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protections available to the Additional Insureds, whether said other available coverage be primary, contributing or excess.

# MICHIGAMME TOWNSHIP POLICY

## MICHIGAMME TOWNSHIP HALL & GYM RENTAL FORM

You will need to supply a copy of your homeowner’s insurance for rental of the hall. All fees due shall be paid when the agreement is signed.

Rental Date: \_\_\_\_\_

Estimated Start Time:\_\_\_\_\_ Estimated End Time:\_\_\_\_\_

Reason: \_\_\_\_\_

Estimated size of group: \_\_\_\_\_

Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone #s: \_\_\_\_\_

| Community Building            |          | Rental Fee |              |
|-------------------------------|----------|------------|--------------|
| Downstairs                    | Deposit  | Resident   | Non-resident |
| Showers, small gatherings     | \$50.00  | \$50.00    | 150.00       |
| Grad parties, birthdays, etc. | \$50.00  | \$50.00    | 150.00       |
| Retail sales                  | \$50.00  | \$100.00   | 200.00       |
| Upstairs                      | Deposit  | Resident   | Non-resident |
| Gym and kitchen               | \$100.00 | \$250.00   | 500.00       |
| Gym only                      | \$50.00  | \$75.00    | 150.00       |

Resident rate applies to residents and immediate family members such as mother, father, grandparent, or sibling. Deposits will be refunded within 14 days following the facility and its equipment being found in acceptable condition following use.

The rental fee will be waived for Michigamme organizations such as the Seniors, Museum, LMPO, Library, 4<sup>th</sup> of July Committee, Little League, Fire Department, First Responders, and area churches. They must adhere to the clean-up clause. The rental fee may also be waived by the Township Board if the function is open to all residents.

# MICHIGAMME TOWNSHIP POLICY

## MICHIGAMME TOWNSHIP HALL & GYM RENTAL FORM

### Conditions:

User will supply a personal liability/property damage insurance certificate with a combined limit of at least \$100,000.00, or \$300,000.00 if alcohol use, identifying Michigamme Township as additional insured for the event. The maximum deductible is \$200.00. Proof of insurance due at the time of signing.

- Alcohol use will be in compliance with all State laws governing the use of alcoholic beverages; user has full responsibility for investigating and complying with requirements and obtaining any required permit/license, which must be provided to Township not less than two business days prior to the event. User also assumes any and all liability for damage/spillage/staining correction to Township facilities, and monitoring guests. Sale of alcohol on Township premises is prohibited.
- The user agrees to inform the Township at least 5 business days prior to the use if cancellation becomes necessary. The applicable user fee will be forfeited and deducted from deposit if notification of cancellation is less than 5 business days prior to use.
- Gaming and gambling are prohibited.
- Animals of any sort are prohibited; service animals are allowed.
- The user agrees to conduct its activities upon the premises so as not to endanger any person or property lawfully thereon and to indemnify and save harmless the Michigamme Township against any and all claims for injury to person or property arising out of the activities conducted or contracted by the user, its agents, members, or guests.
- Smoking is prohibited inside the building; deposit will be forfeited should smoking occur inside the building. Smoking outside the building is prohibited within 25 feet of any doorway, window or intake.
- Parking on the grass is prohibited and no vehicles are to be on the walkways of the front entrances to the building.
- Live bands and disc jockeys are allowed; equipment connection and set-up will occur under Township supervision.
- Children must be supervised at all times when outside the building.
- Nothing is to be affixed or fastened to the ceiling, walls, windows, doors, or any finished surface.
- Before departing the Community building, user will ensure that all garbage will be put into garbage containers supplied in kitchen and bathrooms. Tables and floors should be cleaned.
- The Township Supervisor, on behalf of the Board, preserves the right to cancel or prohibit the regular or special use by the Township Board, or if any one of the Terms and Conditions as described above are determined to be an issue.

I have read the above conditions and rules and agree to abide by them as set forth. Failure to do will mean the forfeiture of my deposit.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Deposit Amount: \_\_\_\_\_ Date paid: \_\_\_\_\_ Check number: \_\_\_\_\_

Rental Amount: \_\_\_\_\_ Date paid: \_\_\_\_\_ Check number: \_\_\_\_\_

## MICHIGAMME TOWNSHIP POLICY

### Michigamme Township Rental Rules

- Items renters need to provide: dishes for leftovers, saran wrap, tin foil, dish towels, and/or table covers.
- No smoking in the building. You need to be 25 feet away from the building.
- Do not take tables or chairs out of the building.
- Do not stand on the tables and chairs.
- Remove all your food from refrigerators.
- Wipe down appliances and counters before leaving.
- Do not take any items belonging to Michigamme Township.
- Remove any decorations and tape that you used.
- Brooms are in the closet. Please sweep kitchen floor, but do not mop.
- Make sure coffee pots are emptied and wiped down.
- Upon leaving make sure lights and appliances are off & all doors are locked.
- All garbage should be in bags in garbage cans or next to them.
- Keys should be returned to the Office the following business day.

# MICHIGAMME TOWNSHIP POLICY

## Michigamme Township Rental Application for Park Pavilion and Kitchen

All fees shall be paid when the agreement is signed. Renters need to provide proof of Liability insurance.

|                              | Rental Fee | Deposit/Cleaning Fee |
|------------------------------|------------|----------------------|
| Michigamme Township Resident | \$100.00   | \$100.00             |
| Non-resident                 | \$200.00   | \$100.00             |

Rental Date: \_\_\_\_\_

Estimated Start Time: \_\_\_\_\_ Estimated End Time: \_\_\_\_\_

Event: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #s: \_\_\_\_\_

Rental fee will be waived for Michigamme organizations such as the Seniors, Museum, LMPO, Library, 4<sup>th</sup> of July Committee, Little League, Fire Department, First Responders, and area churches. They must adhere to the clean-up clause. The rental fee may be waived by Township Board if the function is open to all residents.

A \$10.00 fee will be assessed for each vehicle parked on grass within park boundaries, exceptions being emergency vehicles or those cars with a handicap sticker.

Deposits will be refunded within 14 days following the facility and its equipment being found in acceptable condition following use.

# MICHIGAMME TOWNSHIP POLICY

## Michigamme Township Rental Application for Park Pavilion and Kitchen

### Conditions:

User will supply a personal liability/property damage insurance certificate with a combined limit of at least \$100,000.00, or \$300,000.00 if alcohol use, identifying Michigamme Township as additional insured for the event. The maximum deductible is \$200.00. Proof of insurance due at the time of signing.

- Alcohol use will be in compliance with all State laws governing the use of alcoholic beverages; user has full responsibility for investigating and complying with requirements and obtaining any required permit/license, which must be provided to Township not less than two business days prior to the event. User also assumes any and all liability for damage/spillage/staining correction to Township facilities, and monitoring guests. Sale of alcohol on Township premises is prohibited.
- The user agrees to inform the Township at least 5 business days prior to the use if cancellation becomes necessary. The applicable user fee will be forfeited and deducted from deposit if notification of cancellation is less than 5 business days prior to use.
- Gaming and gambling are prohibited.
- Animals of any sort are prohibited; service animals are allowed.
- The user agrees to conduct its activities upon the premises so as not to endanger any person or property lawfully thereon and to indemnify and save harmless the Michigamme Township against any and all claims for injury to person or property arising out of the activities conducted or contracted by the user, its agents, members, or guests.
- Smoking is prohibited inside the building; deposit will be forfeited should smoking occur inside the building. Smoking outside the building is prohibited within 25 feet of any doorway, window or intake.
- Parking on the grass is prohibited and no vehicles are to be on the walkways of the front entrances to the building.
- Live bands and disc jockeys are allowed; equipment connection and set-up will occur under Township supervision.
- Children must be supervised at all times when outside the building.
- Nothing is to be affixed or fastened to the ceiling, walls, windows, doors, or any finished surface.
- Before departing the Park pavilion and kitchen, user will ensure that all garbage will be put into garbage containers supplied in kitchen and bathrooms. Tables and floors should be cleaned.
- The Township Supervisor, on behalf of the Board, preserves the right to cancel or prohibit the regular or special use by the Township Board, or if any one of the Terms and Conditions as described above are determined to be an issue.

I have read the above conditions and rules and agree to abide by them as set forth. Failure to do will mean the forfeiture of my deposit.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Deposit Amount: \_\_\_\_\_ Date paid: \_\_\_\_\_ Check number: \_\_\_\_\_

Rental Amount: \_\_\_\_\_ Date paid: \_\_\_\_\_ Check number: \_\_\_\_\_