

**Inland Township  
Administrative Policies and Procedures**

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## **1.1 Purpose**

This administrative policies and procedures manual is adopted to provide for the efficient and uniform application of administrative policies and procedures in Inland Township, where such procedures have not been provided for under state law.

## **2.0 Township Board Administration**

Inland Township Board Administration is composed of the supervisor, clerk, treasurer, and two trustees; all elected by popular vote for a term of four years.

### **2.1 Township Board Powers**

The township board of Inland Township retains the power to determine the administrative policies and procedures for Inland Township, except where the laws of the State of Michigan have assigned such power to a specific elected township official. The authority to adopt any administrative policy or determine appropriate procedures not provided for in this manual or provided for by State law shall be retained by the township board. The township board also reserves the right to alter, modify, amend, or repeal any or all provisions of this administrative policies and procedures manual.

### **2.2 Authority Delegated from the Board**

In the interest of promoting the efficient operation of the township and pursuant to MCLA 41.96, as well as implied powers of the township board, the Inland Township board assigns to various township elected and appointed officials the authority to exercise the following non-statutory administrative responsibilities, in accordance with the specific policies and procedures contained herein.

### **2.3 Authority to Interpret the Provisions of this Manual**

The township Supervisor shall provide to department heads and employees, interpretations to implement the provisions of the administrative policies and procedures manual. These interpretations shall be considered authoritative and binding unless the interpretation is appealed to the township board. Any such appeal shall be made at the next regular meeting of the township board. The township board may uphold, overturn, or alter all or a part of any interpretations made pursuant to this section.



## 2.4 Board Meeting Administration

### 2.4.1 Posting Meetings

The township clerk shall be responsible for posting all regular and special meetings of the township board in conformance with the Michigan Open Meetings Act. The secretary to the Planning Commission, Zoning Board of Appeals, Park and Recreation Department, and Fire Committee shall be responsible for posting all regular and special meetings in conformance with the Michigan Open Meetings Act.

All committees set up by the Inland Township Board shall also post their meetings in accordance with the time frames outlined in the Open Meetings Act. It will be the responsibility of the chairperson of each committee to see that the posting is done.

### 2.4.2 Meeting Agenda

The township supervisor and clerk shall prepare the agenda at least 5 business days prior to every township board meeting. Any board member who desires to have an item placed on the agenda will notify the clerk at least 10 business days prior to the meeting. A copy of the proposed agenda shall be delivered or ~~made available~~ *mailed* to every board member, along with all supporting documentation and correspondence addressed to the township board, at least 5 days prior to the board meeting.

Department heads desiring to have any business placed on the agenda shall notify the supervisor with a cover memo and supporting documentation at least 10 business days prior to the township board meeting. When a need to place an item on the agenda arises after this deadline, the business item may be added to the agenda by general consent of the board.

The proposed agenda shall be approved by majority vote following the ~~roll call~~ of board members at each board meeting. The agenda shall conform to the following format:

*Consent*  
*as*



**Inland Township  
Regular Board Meeting  
Agenda – *Date***

- I. Meeting Called To Order
- II. Pledge to the Flag and Invocation
- III. Roll Call
- IV. Public Comments
- V. Committee Reports
  - a. Parks and Recreation Department
  - b. Almira Township Fire Department
  - c. County Commissioner
  - d. Township Fire Committee
  - e. Township Board Members Reports
- VI. Approval of Meeting Agenda
  - a. Approval of Consent Agenda
  - b. Additions to Meeting Agenda By Board and Citizens
- VII. Treasurer's Report
- VIII. Approval of the Clerk's Minutes
- IX. Guests
- X. Correspondence
- XI. Old Business:
  - 1.
  - 2.
- XII. New Business:
  - 1.
  - 2.
- XIII. Public Comments
- XIV. Adjournment

**2.4.3 Consent Agenda**

The clerk shall prepare a consent agenda for the board, which shall be provided to each board member prior to the meeting. The consent agenda shall contain all routine items of business such as, but not limited to, the following:

- I. Approval of Minutes from the last regular meeting and any special meetings that were held.
- II. Approval of Budget Amendments
- III. Approval of Payment of Vouchers
- IV. Receive and file reports
- V. Receive and file correspondence

All agenda topics and all supporting documentation must be in the Clerk's Office at least 10 business days before the Board Meeting.

Any agenda items that are received after the deadline may be added to the agenda in the *ADDITIONS TO THE AGENDA* section of the meeting. All supporting documentation must be presented to the board at this time, but a decision may not be made until the following Board Meeting except for routine business and emergency situation.

Agenda Packets will be ready for the Board Members 5 business days before the Regular Board Meeting.

The Committee Reports section of the meeting is reserved for reports only. **No new business** will be taken up at this time.

Any member of the public or any Board Member can request that any item on the consent agenda be removed from said agenda and be placed on the regular agenda. As a regular agenda topic, this topic will then be open for discussion.

Approval of items on the consent agenda shall be accomplished by a single, majority vote.

#### **2.4.4 Board Rules – Structure**

##### **Meeting Structure**

1. An item or topic is brought before the Board.
2. The Board discusses the item.
3. During *Public Input*, each individual speaker is limited to 3 minutes. The board may suspend the limitations when warranted.
4. The floor is closed to public comment.
5. If needed, there is further discussion by the Board.
6. A motion may be put before the Board and action is taken.

All board meetings shall be conducted under Robert's Rules of Order.

#### **2.4.5 Public Participation**

Members of the public shall have an opportunity, under all *PUBLIC INPUT* sections, to address the Board for no more than 3 minutes on any item that is not on the agenda.

Members of the public may also address a specific agenda item at the time it is taken up by the Board for up to 3 minutes. The Board may suspend the time limitation when warranted. When all



persons who wish to address that agenda item have been heard, the supervisor shall announce that the public comment on the agenda is concluded. Board members shall then discuss the agenda item, and no further public comment shall be entertained.

#### **2.4.6 Board Correspondence**

Each board member shall receive with the board agenda, a copy of written correspondence addressed to the board requesting board action. A motion may be made to consider the correspondent's request under new business. If no motion is made to consider the request, the correspondence will be received and filed.

Informational written correspondence that does not require board action shall be summarized on the consent agenda, and copies shall be available to board members at the board meeting.

#### **2.4.7 Board Consultants**

The township board reserves to itself the authority to appoint the following consultants:

1. Attorney
2. Auditor
3. Engineer
4. Tax Assessor

A letter of agreement shall be executed between the board and each consultant that will address the following:

1. Terms of the agreement
2. Description of services
3. Method of payment (retainer, hourly, or by project)
4. Schedule of payment
5. Documentation of services provided
6. Method of resolving disputes
7. Which township officials are authorized to direct work or assign tasks to the consultant

The terms of the agreement with any consultant shall not exceed the end of the current board's term of office.

The board shall establish a line item for consulting services within a cost center. The township official(s) who are authorized to assign tasks to a consultant may incur costs in utilizing a consultant up to the amount appropriated by the board.

#### **2.4.8 Litigation**

The initiation of any lawsuit, litigation, claim for injunctive relief or writ of mandamus shall require a majority vote of the township board, except when there are extenuating circumstances, as defined below.

Extenuating circumstances are defined as an emergency situation or a situation in which a violation of any state, federal, or local ordinance constitutes a public nuisance or otherwise endangers the public and in which the continued existence of such a condition, emergency, or violation shall be detrimental to the health, safety, and welfare of the township.

Extenuating circumstances also include any case where the continued existence of any condition, emergency, or violation may jeopardize the legal position of the township in securing the intended remedy in any lawsuit, litigation, or other proceeding.

The initiation of a lawsuit, litigation, or other proceeding for extenuating circumstances shall be allowed only upon the written directive of three township board members. In the event that such action is taken, the matter shall be brought to the board's attention at its next meeting. The board shall meet in closed session to discuss the litigation, including the reasons for initiating legal action without the full board's prior review and approval.

#### **2.4.9 Direction and Control of Day-to-Day Administration**

To promote efficient administration, the township board authorizes the supervisor to provide day-to-day direction and control over all township activities that are not assigned by state law to another official, and to act as a liaison between the board and the various township departments.

Board members should make all inquiries, requests, or complaints directed at department heads or employees to the township supervisor. All directives, complaints, or requests made by a member of the board directly to a department head or employee, other than from an elected official with statutory authority over the department head or employee, shall be brought to the attention of the supervisor prior to initiating any response.

## **2.5 Boards, Commissions, and Committees**

### **2.5.1 Meeting Attendance**

Persons serving on any Board, Commission, or Committee shall be required to attend a minimum of 75% of all meetings held during a calendar year. Failure to do so shall exempt said person from appointment. Further said person shall be subject to removal from service.

### **2.5.2 By Laws**

Each Board, Commission, Park and Recreation Department, Fire Committee, and all other Committees shall have a written set of By Laws.

### **2.5.3 Minutes and Attendance**

Minutes and attendance shall be taken and be filed with the Inland Township Clerk for each and every meeting held.

## **3.0 Personnel Administration**

### **3.1 Personnel Officer**

#### **3.1.1 Designation of Personnel Officer**

To provide for efficient and uniform administration of personnel matters, the township board appoints the Supervisor as the township personnel officer.

#### **3.1.2 Personnel Officer's Duties**

The personnel officer shall do all of the following:

1. Develop job descriptions for all township positions, subject to approval of the Township Board.
2. Update job descriptions as needed, and review the accuracy and currency of all job descriptions at least once every three years.
3. Recruit applicants for position vacancies in accordance with Section 3.6
4. Monitor changes in state and federal law that impact on township personnel practices.
5. Provide interpretations of the township personnel policies and procedures when requested by department heads or employees. The interpretation of the personnel officer shall

be considered final, unless an appeal of the interpretation is filed with the township board.

6. Determine appropriate pay grade or compensation for all employees, subject to board policies and appropriations.
7. Conduct exit interviews of all terminating employees following a voluntary separation from township employment.

## **3.2 Employee Record Keeping**

### **3.2.1 Personnel Records**

The township clerk shall maintain a permanent personnel record of each township employee. Each employee's personnel file shall contain the following:

1. Personal data including full name, Social Security number, and current address.
2. Performance evaluations, if conducted.
3. Use of authorized leaves
4. Commendations and/or disciplinary actions
5. Tax withholding information
6. Beneficiary information
7. Record of positions held
8. Insurance and pension records

### **3.2.2 Confidentiality of Personnel Files**

The contents of the employee personnel files shall be considered confidential. Any employee may examine the contents of his or her personnel file under the direct supervision of the clerk. Board members and the personnel officer shall be provided viewing of any personnel file. The contents of an employee's personnel file shall not be removed by anyone. Confidential information contained in a personnel file shall be released to others only with the written authorization of the employee. Personnel files will be kept for at least 5 years following an employee's termination.

### **3.2.3 Freedom of Information Act requests for Personnel Files**

Requests for copies of documents contained in the personnel files that are made pursuant to the Freedom of Information Act will be addressed to the township clerk and released only after confidential information that may be contained on the document is deleted. The clerk may contact the township attorney for advice in responding to a Freedom of Information Act request involving personnel records. Pursuant to the Michigan Freedom of

Information Act, the township supervisor, after consulting with the township attorney, shall notify in writing any party requesting confidential information that the request is denied. A fee will be charged for this service.

### **3.3 Classification and Compensation**

The township board shall establish an equitable compensation system for township employees. The board shall determine the pay rate for all township positions. If the township assigns salaries on an employee-by-employee basis: Each employee shall be entitled to the annual salary or hourly wage determined by the township board and as appropriated in the township budget.

### **3.4 Employee Safety**

The Supervisor is hereby appointed as the township safety officer. It shall be the duty of the safety officer to assess the general working conditions of the township on a continual basis. **Any condition that creates a safety hazard shall be corrected immediately.** The safety officer shall report to the township board any unsafe condition that will require a modification of any board adopted policy or procedure or the expenditure of funds exceeding \$500.00 to eliminate that condition.

### **3.5 Authorized Work Force**

The township board shall determine the number of employees assigned to the various township offices. At its discretion, the board may declare a moratorium on filling any vacancies.

The following procedure shall be used to authorize new positions:

1. If the Supervisor agrees that the proposed position should be recommended to the board, the department head shall submit a draft job description and written position justification to the Supervisor, who may approve, modify, or reject the draft job description and/or position justification. Following the approval of the Supervisor, the proposed job description and position justification shall be submitted to the township board.
2. If the Supervisor does not agree to recommend creating the proposed position, the department head may appeal the decision to the township board. The board may concur with the recommendation of the Supervisor or it may approve creating the new position, and direct the Supervisor to develop a job description for the position.

3. The township board may accept or reject the implementation of the new position. The board shall not create any new position without prior adoption of any necessary budget amendments.

### **3.6 Employee Selection**

The township Supervisor shall utilize the following procedures in filling any vacant employment positions:

1. A notice of position vacancy shall be developed, based on the current job description and discussions with the department head. The posting shall provide the title, brief position description, education and experience requirements – if any, current pay grade, application deadline and the township's equal employment opportunity policy.
2. The position vacancy notice shall be posted at the Township Hall. It may be published with township board approval.
3. The applications or resumes submitted will be screened with the department head, and a list of qualified candidates will be developed.
4. Interviews will be conducted with the department head's participation. Any additional screening procedures, such as employment testing or an assessment center shall require prior board approval. At least three non-related references shall be contacted.
5. The township board shall select the candidate that best meets the job prerequisites for education, experience, personal traits, and management style, if appropriate. The board may schedule an interview with the candidate at a board meeting.
6. Following the board's concurrence, the candidate will be offered the position, pending the satisfactory completion of a suitable background check.

### **3.7 Employee Supervision**

Department heads shall provide direction to employees in a manner that complies with the provisions of this administrative policies and procedures manual, as well as all federal and state laws, township ordinances.

### **3.8 Employee Evaluation**

All new employees shall be considered probational employees for a period of at least 6 months following their initial date of employment. During that time period, employees will be evaluated on an on-going basis and shall receive a formal written evaluation at the end of 3 months and at the end of 6 months. The probational employee may be discharged pursuant

to Section 3.9.1 without recourse to the appeal process provided in Section 3.9.2. All employees will be evaluated at one-year intervals, within one month of the employee's anniversary date by their department head. Department heads shall also be evaluated by the township Supervisor, Clerk, and Treasurer.

### **3.9 Employee Discipline**

Department heads may administer verbal or written warnings pursuant to guidelines adopted by the township board.

#### **3.9.1 Suspension or Discharge**

The application of suspension or discharge shall be authorized by the personnel officer, pursuant to guidelines adopted in the township board.

#### **3.9.2 Appeals**

A suspension or discharge may be appealed within 3 days or at the next township board meeting, whichever comes first. An appeal shall be requested in writing to the personnel officer, who shall promptly notify the board of the appeal and all relevant facts that gave rise to the application of the disciplinary measure. The appeal shall be heard at the next township board meeting, or at a special meeting called for that purpose by the supervisor or by a majority of the general law township board. The request for a special board meeting shall be made in writing to the clerk. The clerk shall deliver in person or to the residence of all township board members a notice of the meeting prior to the meeting. No other business shall take place at the meeting unless such business is noted on the notice to the board members, or unless all board members elected and serving are present.

### **3.10 Employee Recognition**

Department heads shall bring to the attention of the board any incidences of meritorious conduct by any township employee, volunteer, or appointed official. The township board shall recognize meritorious actions that the board deems worthy through the adoption of resolutions of tribute.

### **3.11 Ethical Standards**

All elected and appointed officials, employees, and volunteers shall fulfill their duties with the utmost attention to serving the best interests of the township citizens, and no official, employee, or volunteer shall participate

in a decision or transaction on behalf of the township that would result in a direct financial benefit to the township official, employee, volunteer, or relative.

Any official, employee, or volunteer who believes that he or she may be placed in a potential conflict of interest shall immediately notify the township board, and any subsequent action shall be in conformance with state law.

No employee shall accept employment that conflict with performing his or her township duties.

No officer or employee shall accept any personal gifts or consideration from a person or company providing goods or services to the township, or who is soliciting township business.

### **3.12 Employee Participation on Inland Township Fire/EMS Department**

Inland Township recognizes the important role that the members of the Almira Township Fire/EMS Department and the Homestead Township Fire Department provide in protecting the lives and property of our citizens while Inland Township is in the midst of establishing our own response team. It is the policy of this township, when a township employee goes on an emergency run, no deduction from the employee's pay will be made.

## **4.0 Financial Administration**

### **4.1 Accounts Payable**

#### **4.1.1 Department Head Authorization**

All requests for payments, i.e., invoices or expense vouchers, shall be processed in accordance with Section 4.8.4 of this manual, and shall be approved by the supervisor, clerk, or treasurer responsible for the cost center to which the expense shall be posted, and shall be submitted to the township board. By affixing the account number and his or her signature to the payment voucher it shall indicate that the expense is authorized and correct. All approved bills must be submitted to the clerk at least 7 business days prior to the board meeting at which claims will be audited.

#### **4.1.2 Warrant Reports**

The clerk shall prepare a warrant report to the board showing the vendor name, nature of the expense, and warrant number or check



numbers if the unsigned check represents the warrant. Any items paid prior to board audit, as discussed in Section 4.8.5, shall be noted on the warrant report.

## **4.2 Payroll**

### **4.2.1 Board of Review/Planning Commission – Time Cards**

All completed time cards shall be submitted to the clerk at the end of the month – for the current month – at least 7 business days prior to the next regularly scheduled board meeting.

### **4.2.2 Deductions and Withholdings**

The clerk shall be notified in writing at least 14 business days prior to the end of the pay period of any changes in voluntary deductions or withholding allowances desired by an employee.

### **4.2.3 Pay Advances**

No pay advances shall be authorized under any circumstances.

### **4.2.4 Payroll Problems**

Employees will immediately notify the clerk of any problems or errors on their paychecks. The clerk shall create a written account of the problem and its resolution.

## **4.3 Cash Receipts**

### **4.3.1 Authorization to Receive Cash**

The following employee positions are authorized to receive cash:  
**Clerk, Deputy Clerk, Treasurer, Deputy Treasurer, and Supervisor.**

### **4.3.2 Fiduciary Bonds**

All employees authorized to receive cash shall be bonded to the following amounts:

Treasurer	\$25,000.00
Deputy Treasurer	\$15,000.00
Clerk	\$10,000.00
Deputy Clerk	\$10,000.00
Supervisor	\$5,000.00

### **4.3.3 Receipts**

A township receipt shall be issued for all cash, including checks, received by a township employee. The receipt shall include the amount received, name of the payer, and the purpose. In addition, all remittance advices received (see Section 4.4.3) shall be attached to the pre-numbered receipt form. Departments that receive cash shall daily turn over all cash and a copy of all issued receipts to the treasurer.

### **4.3.4 Deposits**

Total cash collected shall be reconciled to the sum of the receipts and shall be deposited in a timely manner in the appropriate township bank account. The following positions are authorized to make bank deposits:

**Treasurer and Deputy Treasurer.**

### **4.3.5 Bank Reconciliations**

The cash balances of the various fund ledgers shall be reconciled to the bank statements monthly. The cash balances should be the result of the cash receipts and disbursement activities and shall be derived from the same accounting records used in preparing the financial reports discussed in Section 4.5.1.

## **4.4 Accounts Receivable**

### **4.4.1 Invoice Preparation**

The following positions shall be responsible for preparing invoices for official revenues due to the township:

Clerk	Cemetery lots and grave openings
Clerk	Freedom of Information Act requests
Clerk	Miscellaneous income
Clerk	Parks and recreation activities
Clerk	Ambulance billing, Fire/EMS services
Treasurer	Property taxes

## **4.5 Financial Reporting**

### **4.5.1 Periodic Expenditure and Revenue Report**

The clerk shall prepare a quarterly financial report for the board. The report will be current through the last day of the previous

month, and shall be presented to the board at the appropriate meeting of the month following the quarter. During the final quarter of the fiscal year, the report will be prepared and given to the board on a monthly basis. The financial report for each fund will show the following information for revenues and expenditures:

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

#### **4.5.2 Periodic Balance Sheet Report**

The clerk and treasurer at the end of each month shall reconcile balances with the treasurer's bank register and the treasurer shall make note of that date.

#### **4.5.3 Investment Performance Report**

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

#### **4.5.4 Financial Reports Review**

The supervisor and clerk 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 Inventory of Fixed Assets**

#### **4.6.1 Responsibility**

The clerk shall maintain an inventory of the township's fixed assets that are tangible and have an expected useful life of at least one year and have a value of at least \$2500.00.

#### **4.6.2 Updating**

The clerk shall add or remove fixed assets from the inventory at the time of acquisition or disposal. The inventory shall include the following information on each asset:

1. Voucher number
2. Acquisition date
3. Name and address of vendor
4. Description
5. Responsible department
6. Location
7. Acquisition cost (if gift, estimated fair value at time of donation)
8. Fund or cost center (from which it was purchased)
9. How acquired (purchase, lease, construction, condemnation, tax foreclosure, gift)
10. Estimated life
11. Date and method of authorized disposition

#### **4.6.3 Inventory Responsibility**

Department heads shall annually inventory all assets assigned to their department and submit the inventory to the clerk at the end of the fiscal year.

#### **4.6.4 Disposal of Fixed Assets**

Department heads shall make note on the annual inventory, or shall notify the clerk sooner if desired, of any equipment that would be appropriate for disposal. The clerk shall prepare a list of all such equipment recommended for disposal and shall submit the recommended disposal of fixed assets list to the board for approval. The board shall determine the method of disposal, which may include sealed bids, auction, negotiated sale, gift, or disposal. Township officials and employees are not eligible to purchase township fixed assets by negotiated sale without the approval of the board. An elected official shall refrain from voting on any negotiated sale involving the elected official.

### **4.7 Budgeting**

#### **4.7.1 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.

#### **4.7.2 Timetable**

The proposed budget shall be developed by the township supervisor, with the assistance of the clerk and treasurer if needed, according to the following schedule:

Date	Activity
By Oct. 15 <sup>th</sup>	Budget policies developed by township board
By Nov. 7 <sup>th</sup>	Informational meeting for department heads
By Nov. 30 <sup>th</sup>	Departments submit proposed revenue and expenditure plans to the supervisor
By Dec. 15 <sup>th</sup>	Supervisor meets with department heads
By Jan. 15 <sup>th</sup>	Supervisor presents proposed budget to the township board
At Feb. meeting	Township board adopts tentative budget
At Feb. meeting	Budget public hearing held by township board
March meeting	General Appropriation Act adopted (A sample is provided in Appendix D)

#### **4.7.3 Adoption**

Unless noted in the General Appropriations Act, all township funds are adopted on a cost center basis.

### **4.8 Expenditure Control**

#### **4.8.1 Purchase Orders**

Inland Township does not use a purchase order system at this time.

#### **4.8.2 Written Quotations and Sealed Bids**

Any purchase for goods or services exceeding a contract cost of \$3000.00 or more shall require the department head to obtain at least three written quotes for Township Board review.

Any purchase for goods or services exceeding an estimated contract cost of \$2000.00 shall require the solicitation of sealed bids. The supervisor in consultation with the department head shall develop bid specifications. The township board shall approve bid specifications for purchases. 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.

The invitation to bid or request services shall be published at least once in the Traverse City Record Eagle and once in the Benzie Record Patriot, and shall be sent to known vendors or other parties who have notified the township of their interest in submitting bids on the goods or services being purchased. Sealed bids shall be opened at the Township Board meeting following close of the bid process by the township clerk or the treasurer in the absence of the clerk. Any interested party may be present for the bid opening.

The township board shall award bids for goods and services.

The criteria for awarding bids shall be as follows:

1. Cost
2. Reliability
3. Cleanliness
4. Sufficiency of equipment
5. Insurance
6. References
7. Good communication

Any board member or department head who has any ownership or a relative or other financial 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.

#### **4.8.3 Expenditure Authorization**

The township shall not be responsible for any obligations incurred by an official or employee that is contrary to the provisions of this administrative policies and procedures manual.

Department heads shall not consider appropriations contained in the budget as a mandate to expend township funds, nor does the budget constitute authorization to commit the township, as such authorization originates from the provisions of Section 4.8 of this policy and procedures manual. No obligations shall be incurred against, and no payment shall be made from, any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Department heads shall obtain prior authorization from the township board prior to obligating the township for expenditures of the following nature:

1. Seminars and conferences
2. Memberships
3. Out-of-state travel
4. Professional serviced
5. Any other expenditures not approved by the board

#### **4.8.4 Processing of Claims**

Requests for payments to vendors shall be documented in writing by a vendor invoice or, in the few instances where no invoice is forthcoming, by a written request by the department head requesting payment. Except for rare exceptions, only original invoices shall be processed for payments, as statements or copies of invoices may result in duplicate payments. All payment vouchers are to be signed by a township official.

Employee expense reimbursements shall be documented on an expense voucher prepared by the employee. The expense voucher shall include the following:

1. Employee's name
2. Date
3. Description
4. Destination if requesting mileage reimbursement
5. Purpose of payment request
6. Department
7. Total
8. Department line number
9. Signature of employee

The department head is responsible for the budgetary cost center to which the expense will be charged shall affix the account number to the Payment Voucher or Expense report and shall sign the document. Signing the payment request shall indicate all of the following are true: the goods have been delivered or the services have been rendered to the township; all prices and units agree with the purchase order, if applicable, or any differences have been reconciled; the payment request is mathematically correct, and the account number being charged is the appropriate budgetary allocation for this expense. All invoices related to a purchase order issued by the supervisor or department head shall be approved by the supervisor and/or the township board.

#### **4.8.5 Board Audit**

The township board shall approve all claims prior to payment, except the following:

1. Payroll
2. Invoices with penalties that would be incurred if payment were not received prior to the board meeting where claims will be approved.

These claims shall be post-audited at the next board meeting.

The supervisor may authorize emergency expenditures when deemed essential due to the imminent threat to the health, safety, and welfare of the township.

#### **4.9 Expense Reimbursements**

##### **4.9.1 Request Form**

The township shall reimburse all officials and employees for necessary expenses incurred in performing their duties. All requests for expense reimbursement shall be made on the proper expense reimbursement form.

##### **4.9.2 Reimbursement Rates**

Travel shall be reimbursed at the following mileage rates:

1. Township mileage rate changes are to be approved by the township board annually.
2. The rate approved by the township board when the employee uses his or her own vehicle.

**Mileage will only be reimbursed for the shortest distance. If the employee or official is in the area on personal or other work related (not township) business, reimbursement will be only for the miles driven in service to the township that would not have otherwise been driven.**

If reasonable meal and lodging expenses exceed those approved prior, due to location or circumstances, the township board may approve additional reimbursement with proof of excess expenditure. Receipts for meals and lodging must accompany any request for reimbursement.



The township board **prior to incurring the expenses** shall approve any reimbursement in excess of the amounts.

#### **4.9.3 Personal Expenses**

Receipts shall accompany any reimbursement requests. Commuting from residence to the township hall or the employee's official work- place shall not be eligible for reimbursement. Board and committee members shall not receive mileage to attend board meetings that are a statutory duty of their office. Personal expenses that are unnecessary in conducting township business, such as entertainment and alcohol consumed, shall not be eligible for reimbursement.

### **4.10 Investments**

#### **4.10.1 Authorized Institutions and Investments**

The township treasurer is allowed to invest funds in institutions authorized by Public Act 20 of 1943, as amended.

The treasurer shall select investment instruments that protect principal as the primary goal. While it is also highly desirable to optimize yield, the most important objectives are the safety of the investment and liquidity to meet the township's cash needs.

#### **4.10.2 Notice of Investment Policy**

The senior management of any firm, dealer, broker, or financial institution shall be given a copy of the township's investment policies, and must return acknowledgement of receipt of investment and agreement to comply with the terms of the investment policy regarding township's funds prior to the treasurer investing or depositing any township funds in such institution.

#### **4.10.3 Performance Reports**

The treasurer shall quarterly report to the board on the status of township investments, if applicable including the name of the financial institution, type of investment instrument, date of maturity, and anticipated rate of return.

### **4.11 Audits**

The township board will engage a certified public accountant to bi-annually audit the financial systems of the township. An audit contract

may be for a period up to three years, but shall not exceed the current board's term of office. The request for proposals for audits shall require:

1. Proposal due date
2. Date award will be made
3. Date contract begins
4. Length of audit contract
5. Audit period covered
6. Earliest date that audit work may begin
7. Due date for audit report
8. Funds to be audited
9. Requirement of unqualified opinion or clear statement of reason for qualifications
10. Financial statements and other information to be provided by township
11. Other services to be performed by auditor, if any
12. Procedures for determining adequacy of internal controls and accounting
13. Authorization to disclose any irregularities
14. Audit shall be performed in accordance with generally accepted auditing standards set forth by the American Institute of Certified Public Accountants
15. Audit shall be reviewed with the township board
16. Number of copies that will be provided
17. Auditor's qualifications
18. References for firm and individuals performing the audit
19. Estimated hours required, current rates, and total anticipated amount

## **5.0 Property Management**

### **5.1 Building Access**

The first official arriving should make sure that all public access doors are unlocked and the lights turned on.

Prior to leaving, each employee will make his or her work station secure by checking that computers and lights are turned off, windows and doors are locked.

The last person to leave the township hall at night shall check to see that the copier and all other office machines are turned off; all doors and common area windows are locked, all lights turned off, except for the designated security light, and turn the thermostat down to 55 degrees.

Persons working at other times are responsible for turning off the lights and office machines used and checking that all doors and windows are secure.

Outside lights shall be turned on prior to any evening meeting and shall be turned off by the last person leaving the hall.

## **5.2 Security**

### **5.2.1 Keys**

The following positions are authorized to receive a key to the main door:

1. Each elected local official of Inland Township
2. Department and Committee heads

If a key is lost, the township supervisor shall be informed immediately and a replacement key shall be issued. If the supervisor has reason to believe that the missing key may be used for unauthorized entry, new locks will be installed or be re-keyed. Upon termination of employment, the employee shall immediately return his or her office keys to the township supervisor.

**No person shall duplicate a key without authorization from the township supervisor or make a key available to any unauthorized person.**

### **5.2.2 Valuables**

Employees shall not keep money or other valuables at the township hall. The township shall not be responsible for the loss of any employee's personal property.

## **5.3 Safety**

No boxes, files, chairs, and other items shall be stored in hallways, stairs, or landings. Flammable liquids and power equipment shall not be stored in the township hall.

In the event of a fire, all persons will immediately exit the building and gather in the parking lot for a head count.

## **5.4 Use of Township Equipment, Labor, or Premises**

### **5.4.1 Lost or Damaged Equipment**

Any lost or damaged equipment shall be reported immediately to the township supervisor.

### **5.4.2 Personal Use of Township Property**

The personal use of the township equipment, machines, tools, supplies, postage, or personal use of township labor shall be prohibited.

### **5.4.3 Phone Calls**

Employees are permitted to make brief personal local calls.

### **5.4.4 Copier**

The copier is to be used for township business only.

### **5.4.5 Bulletin Boards**

Anyone wishing to post notices on the township bulletin boards must have the prior approval of the township clerk.

### **5.4.6 Vehicles**

Employees may be directed by the supervisor to take a township vehicle to their residence due to the nature of their work, such as responding to emergency calls, or for a lack of a secure place to store the vehicle.

The use of a township vehicle for personal use is prohibited. Employees may use a car for personal errands such as making a stop on the way to or from work, so long as no additional mileage or other cost is incurred to the township.

## **5.5 Public Use of Township Facilities**

### **5.5.1 Availability**

The township hall is available for use by nonprofit organizations for meetings, which the public may attend. When any one activity or group requires the use of the hall on a weekly basis or more,

special rates, security deposit, and the hall use rules will be followed.

If the township hall is not left in the manner in which it was found, a \$15.00 per hour rate will be charged for the appropriate clean-up. Any broken items or property destruction shall be replaced and the cost billed to those last using the hall.

The township shall not be liable for any personal injury or injuries incurred while at the hall nor on the township premises.

#### **5.5.2 Reservations**

Reservations/rental agreements shall be made with the township clerk. The event shall be recorded on the hall calendar on a first-come, first-served basis.

#### **5.5.3 Fees**

There shall be no fee for Inland Township residents for any reason. Fees for all others shall be determined by the township board. The payment shall be due at the time the reservation is made. In case of a cancellation, as long as it is 10 business days prior to the rental date, the fee shall be returned.

The renter must return chairs and other equipment to their place of storage or other designated location. Floors must be swept and any trash should be taken home with the lessee. Failure to reasonably clean the facility after use shall result in forfeiture of a portion of the damage deposit to pay for cleaning expenses. The removal or loaning of any hall equipment by individuals is prohibited.

#### **5.5.4 Denial of Facilities**

The township board reserves the right to refuse use of the facilities for cause.

#### **5.5.5 Alcoholic Beverages**

**Alcoholic beverages will not be permitted.**

#### **5.5.6 Damages**

Damages to township property exceeding the amount of the damage deposit shall be the responsibility of the renting party, and

the township shall retain the damage deposit to pay for the damages as well.

## **5.6 Routine Maintenance**

### **5.6.1 Responsibility**

The township supervisor and maintenance employees shall be responsible for monitoring the need for repairs and improvements to the township property. The township board shall use the township purchasing and bidding procedure, as outlined in Section 4.8.2, for any services not performed by the township maintenance personnel.

### **5.6.2 Emergency Repairs**

The supervisor (or clerk in his/her absence) is authorized to contract for emergency repairs without prior board approval when a delay in initiating a repair will have a significant impact on the township operations or finances.

## **6.0 Public Information**

### **6.1 Public Contact**

#### **6.1.1 Courtesy**

The primary goal of the township is to serve the public. It is the policy of Inland Township that all officials and employees will respond to requests for township information from members of the public with courtesy and efficiency. All officials and employees shall communicate with the public in such a way that the image of the township government is friendly, courteous, and efficiency is fostered and maintained.

All visitors to the township office shall be greeted in a friendly and helpful manner. The supervisor shall ensure that the public's needs are being met.

Phone calls to the township shall be answered, "Inland Township, may I help you?"

Department and Committee heads shall make every effort to see visitors who need their assistance. When workload or other commitments do not allow for an immediate meeting, the visitor

will be asked to make an appointment at a mutually convenient time.

### **6.1.2 Complaints and Problems**

If a citizen has a problem that is outside the jurisdiction or responsibility of the official or employee, the citizen will be directed to the appropriate office or official.

Complaints or other concerns received from a citizen shall be received with courtesy. The official or employee will make every effort to resolve a complaint or problem, within the official's or employee's scope of authority. Department and Committee heads will be notified of all complaints.

The township supervisor shall also be notified in writing of any citizen complaint arising from official or employee conduct or the administration of a department or township board policy or procedure. The notice shall include the name and address of the citizen, the nature of the complaint, and how the complaint was resolved. The supervisor may make a subsequent inquiry with the citizen to ensure that the issue was resolved to the citizen's satisfaction.

## **6.2 Public Information Officer**

The supervisor shall be the public information officer for the township preparing public service announcements, media releases on township government events, responding to inquiries from the media, and/or referring contact to other appropriate township officials.

All township employees, as well as all Department and Committee heads, will notify the supervisor prior to making any statements to the news media.

## **6.3 Public Notices**

### **6.3.1 Meeting Notices**

The township clerk shall be responsible for posting all regular, special, and rescheduled board meetings in conformance with the Open Meetings Act and other state laws. The chairperson of each township department or committee will notify the clerk of all special and rescheduled meetings.

### **6.3.2 Public Notices**

The township clerk shall also be responsible for publishing and mailing all public notices required by state law including:

1. Board of Review Meetings
2. Budget Public Hearings
3. Planning Commission/Zoning Board Hearings
4. Zoning Board of Appeals Variance Hearings
5. Special Assessment District Hearings
6. Election Notices
7. Master Plan Adoption and Amendments
8. Truth-In-Taxation Notice
9. Board Meeting Minutes

### **6.4 Freedom on Information Act Requests**

In order to avoid incurring a financial hardship to the township from providing copies of public documents, the township shall charge individuals who request documents for each copy of a public document. The board shall annually review the cost of paper and copying to update actual costs to be charged. In addition to paper and copying costs, the fee will also include postage, mailing, facsimile, C.D., and floppy disc costs. The fee charged shall equal the actual cost of responding to the specific Freedom of Information Act request.

The board also authorizes charging a fee for the cost of search, examination, review, deletion and separation of exempt from non-exempt material when the failure to charge such a fee would result in an unreasonably high cost to the township. An unreasonably high cost shall exist when the estimated time to perform these tasks shall exceed 15 minutes, and the hourly rate shall be charged to the nearest minute.

In accordance with the Freedom of Information Act, the township board shall set the hourly rate charged. The most economical means available shall be utilized in processing a request.

If the anticipated fee will exceed \$50.00, the requesting person shall provide a good faith deposit of one-half of the anticipated total fee.

The township supervisor shall be responsible for notifying any requesting person that a Freedom of Information Act request will be denied in whole or in part, in accordance with the provisions of the Freedom of Information Act.



## **6.5 Incoming Mail**

The clerk shall receive all incoming mail, and shall open and date stamp the letter or cover sheet of all correspondence. Correspondence shall be sorted and distributed to the various township offices. The clerk shall provide to each board member a copy of any correspondence directly addressed to the board. Correspondence addressed to the board however requiring action typically handled by a particular official, shall be immediately forwarded to that official as well.

## **6.6 Outgoing Mail**

The township board shall approve the design of all department and committee letterhead stationary. Statements made on township stationary may be construed as the official position of Inland Township, so all officials and employees should take every precaution that written statements are made within the scope of their authority. Township stationary shall only be used for official township business.

Department and committee heads shall provide the township board, via the township supervisor, with a copy of all correspondence that address citizen complaint or when the content may result in a lawsuit to the township, or in the board reviewing or implementing a township policy. Where a department or committee head is unsure of the necessity to provide the board with a copy of correspondence, department and committee heads should err on the side of caution.

All department and committee correspondence should be considered as a public document, unless the contents are specifically excluded from disclosure by state law. Copies of correspondence will be provided to any board member on request.

## **6.7 Confidential Information**

Officials and employees shall not release any information, which would be a violation of a citizen's right to privacy to the media or to members of the general public.

## **6.8 Internet Policy**

This policy governs the use of the Internet at all Inland Township owned facilities, and provides information to all potential users of the Internet.

### **6.8.1 Introduction**

Inland Township provides Internet access to employees for company-related business needs only. The Internet is a global technology network made up of many smaller contributing networks to support the open exchange of information among many different kinds of institutions all over the world. This system gives immediate access to information. The Internet can be used to educate, inform, and communicate by locating, using, and exchanging information.

### **6.8.2 Authorization of Use**

The intent of Inland Township Internet use is for employees to use the Internet only for professional purposes consistent with normal business operation- for research, education, and/or business-related communication. This policy applies to all employees.

### **6.8.3 Monitoring**

Although Inland Township does not make it a practice of monitoring user accounts, we may from time to time, and at our sole discretion, and without prior notice to an individual, review the content of network activity.

This may be done to determine whether you have breached or violated this usage policy. Inland Township may also be required to disclose the content of your network activity to law enforcement officials without your prior notice or consent.

### **6.8.4 General Internet Usage**

Use of the Internet is only acceptable for business-related, professional matters.

Acceptable use of the Inland Township network includes:

1. Reviewing web site for product information
2. Referencing regulatory or technical information
3. Conducting job related research
4. Day to day business operations of the township or your department or committee

### **Confidentiality**

All policies regarding confidentiality apply to E-mail and Internet communications. They will be enforced.

### **Personal Information**

For your own safety, exercise caution when you are giving personal information over the Internet.

### **Newsgroup, Bulletin, or Listserv Postings**

The use of these is prohibited.

### **Data Protection**

If you feel your message is too sensitive for the Internet, use paper, mail, or the phone.

### **Hacking**

It is a felony to maliciously access, alter, delete, damage, or destroy any computer system, computer network, computer program, or data. Penalties include fines and imprisonment. Anyone committing actions of this kind will face disciplinary action. Some examples of offenses are removing another user's account, changing another user's password, using an unauthorized account, and intentionally damaging any files, intentionally altering the system, or using the system to make money illegally. You may not cause damage to any property of Inland Township.

## **7.0 Public Works**

### **7.1 Capital Improvement Plan**

#### **7.1.1 Responsibility**

The township board shall be responsible for the development and updating of the township capital improvement plan. The capital improvement plan will be reviewed annually, with such review completed at least two months prior to initiating the development of the proposed township-operating budget.

#### **7.1.2 Scope**

The capital improvement plan shall address the medium and long-range needs of the township regarding buildings, lands, major equipment, and infrastructure. The capital improvement plan shall prioritize such needs for the next 5 years beyond the current fiscal year.

### **7.1.3 Content**

Department and committee heads and elected officials shall submit any suggested projects to be included in the capital improvement plan to the responsible party, who shall develop a capital improvement plan that includes the following information on each project:

1. Priority in order of need
2. Justification for priority ranking
3. Estimated year project will be commenced
4. Estimated year project will be completed
5. Total acquisition or construction cost
6. Method of financing acquisition or construction
7. Annual debt service from project
8. Estimated annual operation expenses after completing
9. Method of financing operating expenses

### **7.1.4 Public Hearings**

The responsible party shall hold a public hearing on the capital improvement plan prior to submitting the capital improvement plan to the township board. The township board may hold additional hearings on the capital improvement plan. Prior to beginning the development of the proposed budget for the ensuing fiscal year, the township board shall adopt the capital improvement plan as recommended or following any alterations it deems advisable. All parties involved in the development of the proposed budget shall address any implications of the capital improvement plan to the proposed budget.

## **7.2 Management of Public Works Project**

### **7.2.1 Responsibility**

The township supervisor shall manage all public works conducted by the township.

### **7.2.2 Needs Assessment**

The supervisor shall review the condition of existing township improvements to identify any necessary or desirable repairs or maintenance, identify the need for any new public improvements, and bring such matters to the attention of the board, if such needs

are to be addressed in the current fiscal year, or to the responsible party for inclusion in the township capital improvement plan, if proposed to be addressed in one or more future fiscal years.

### **7.2.3 Preliminary Study**

On its own motion or by the presentation of a petition complying with state law, the board may authorize a preliminary study of a proposed public works project. The board shall retain one or more consultants as necessary to develop a feasibility study consisting of plans describing the improvement, the location of the improvement, and an estimated cost of the improvement on a fixed or periodic basis, as appropriate. The feasibility study shall be received by the board and filed with the township clerk.

### **7.2.4 Financing**

The township board shall determine the method by which the public improvement shall be financed. If the township board resolves to tentatively establish a special assessment district, the township clerk shall give notice of the hearings as provided by law, and the board shall proceed with creating the special assessment district as provided by law.

If the township board determines that borrowing shall be necessary to finance the project, the supervisor or treasurer shall contact the Municipal Finance Division of the Michigan Department of Treasury to initiate approval. The township board shall appoint bond counsel to advise the township on all aspects of borrowing and to render a written opinion on the marketability of the bonds.

### **7.2.5 Requests for Proposals**

The township board shall request proposals from firms interested in contracting to construct, alter, repair, or maintain the public improvement. The township shall utilize its competitive bidding procedures in awarding contracts for public improvements.

The board shall require the posting of a performance bond by any contractor, as specified in the request for proposal.

### **7.2.6 Project Manager**

The township supervisor shall act as liaison between the contractor, consultants, and the board, or may delegate this responsibility in writing to a department or committee head.

The supervisor shall notify the board of any significant problems or issues that may arise in the project.

The supervisor is authorized to sign minor change orders that will result in a decrease in the project cost or that will increase the project cost not more than \$500.00. The board will be notified of all change orders. All major change orders shall be approved by the board.

The supervisor shall require waivers of liens and sworn statements prior to authorizing the payment for any work performed. The waivers and sworn statements shall be filed by the township clerk.

The supervisor is authorized to act as the board's agent to resolve any problems or disputes arising from the project. The board shall be notified of all problems or disputes, as well as the nature of the resolution. The supervisor shall bring any major problems or disputes to the attention of the board prior to acting, if the time required to notify the board does not jeopardize the successful completion of the project.

#### **7.2.7 Closing Out a Project**

Prior to closing out the project and issuing the contractor final payment, the board shall authorize final payment. At least 10% of the total contract cost shall be retained by the township until final approval is given by the board.