

## Gerrish Township Policy Manual

**Absentee ballots:** Forms requesting absentee ballots to be sent to all registered voters who have previously voted absentee prior to the Primary Election. (Court Case: Voters wishing to be placed on a permanent absentee application voter list must submit a signed, written request.)

**Agenda:** Clerk will distribute copies of all Agenda related items to each Board member upon receipt of such. Proposed Agenda items and supporting data must be submitted to the Clerk at least one week prior to the meeting. Periodic copies of the Agenda marked as Proposed will be distributed to Boards members. On the Friday before the monthly meeting, the Clerk's office will post the Agenda for the upcoming meeting on the website. Board members will receive a copy of the final Agenda Friday morning.

**Appointments and Contracts:** Upon the expiration of either appointments to Boards or of contracts for services to the Township, the Board will advertise that there is to be an opening(s). Current appointees and/or independent contractors will be notified of the Township policy with the indication that they may re-apply for the position if they wish.

**Asset level for GASB 34** – Township set at \$1,000.00 January 22, 2003. Supervisor to complete asset inventory.

**At will:** The Township declared itself to be an 'at will' employer for all new employees effective June 14, 2005.

**Badges:** Appointees, employees and independent contractors who will be making contact with residents outside the office will be issued pictured identification badges.

**BC/BS coverage** – Board members: Board members may have BC/BS payments deducted pre-tax from their paychecks. The Township pays nothing toward the premium nor are the Board members eligible for any cash-in-lieu payments.

**BC/BS – Brian Hill:** (This section no longer applicable due to Board action taken February 12, 2008, which changed BC/BS coverage for all non-represented, full-time employees effective April 1, 2008) Brian Hill will receive the same insurance allowance as offered to all other insurable employees. He will also receive one of the following additional allowances toward his insurance. This amount will be governed by his insurance requirements.

Family with Children \$414.39 per month

Two person \$316.12 per month

These additional amounts are frozen and are not to be adjusted in the future, but his insurance allowance will change to match the other employees.

Exception: If the combined amounts exceed the monthly insurance premium, an adjustment will be made.

This plan is intended to override all previous arrangements.

Brian will be responsible for Dental and Vision insurance for his wife and/or children.

June 9, 2004

**BC/BS and/or Health Benefits:** Effective April 1, 2008, non-represented, full-time employees receive paid full family coverage. 20% cash in lieu for the policy for which the employee qualifies up to a maximum of 20% of the current rate. (Current rates: Single - \$508.70; two-person - \$1,144.51; family - \$1,373.40; family continuation \$1,627.76.) February 12, 2008

Effective April 1, 2010: Employees hired after April 1, 2010 will not be eligible to receive cash in lieu payments. Cash in lieu payments are discontinued for newly hired employees.

**Bids:** Gerrish Township Board shall solicit sealed bids for all contracts for which the Township Board anticipates a total Township obligation of \$10,000 or more for the item or for an annual obligation for services. The requirement for sealed bids shall not apply to intergovernmental contracts, contracts for professional services or emergency repairs.

When sealed bids are required, a Request for Bids shall be developed by the Supervisor and/or the Department Head. The Request for Bids shall require interested bidders to provide the following as appropriate:

- 1) description of service or goods desired
- 2) desired delivery date or commencement date
- 3) desired termination date
- 4) bidder's qualifications
- 5) warranties
- 6) references
- 7) performance bonds
- 8) proof of liability and workmen's compensation insurance. Upon award, the Township must be added as additionally insured.
- 9) Township financial requirement as to deposit, final payment, etc.
- 10) deadline to submit bids
- 11) date, time and place that bids will be publicly opened
- 12) address to which bids are to be submitted.

All requests for bids shall include a statement that the Gerrish Township Board reserves the right to accept or reject any or all bids, and to accept any bid deemed to be in the best interest of the Township based on merit, including bids that are not for the lowest amount.

Sealed bids shall be submitted to the Township Clerk by the date and time specified, and shall be marked on the outside 'sealed bid for . . . (indicate goods or services)'. A minimum of two (2) members of the Board shall publicly open all bids at the date and time indicated on the request for bids.

**Biggar, Jack:** Due to a change in his pension in conjunction with him not paying Social Security and Medicare, he is required to have a minimum of 15% taken pre-tax from each paycheck for his 457 with VALIC retirement.

**Bills with interest and/or penalties assessed:** Clerk is authorized to issue checks prior to monthly Board meeting to avoid interest and/or penalties.

**Board of Review:** Taxpayers wishing to have any person submit and present, on their behalf, the required L-4035 petition to the Gerrish Township Board of Review, are required to attach a signed letter of authorization of representation to the petition.  
(Adopted April 12, 2011)

**Board meeting minutes:** The Clerk will prepare a summary of the Board minutes for publication when the length of the summary would be shorter than the complete set. The complete minutes are to be posted on the Website. No charge will be assessed residents who request a copy of the current month's minutes. Supervisor approves the summary of minutes.

**Bonds:** Clerk and Treasurer will be bonded for \$50,000.00 each.

**Brining:** The Township brines main thoroughfares that residents cannot themselves pave due to excess amount of State land. Formal brining policy adopted February 13, 2001. Brining is done only to the extent of the amount of money contributed by the Roscommon County Road Commission.

**Amended March 10, 2009 in order to preserve the gravel roads and to create a firm base to read:**

The Township brines main thoroughfares and other selected roads based upon the amount of monies available through the Roscommon County Road Commission allocation and the Township General Budget. The selection of roads to be brined will be approved by the Township Board for each year.

**Burning ban:** Burning Ordinance revised to prohibit burning of leaves and yard waste to comply with requirements of DNR grant in establishing the Compost Center. Public input supported the no burning. Burning of selected items allowed with a covering of snow. Amended to allow residents with five acres or more to burn without the covering of snow.

**CRAF Center usage:** Members of the Police and Fire/EMS Departments are approved to use the CRAF Center facilities with the department member paying 1/3 of the cost and the Department's Training line item paying for 2/3 of the cost.

**Channel 2:** Only Township events shall be placed on Channel 2. Other Townships may post information at the rate of \$10 per screen. If significant changes are later made to their screen information, an additional \$10 will be billed. The Clerk shall monitor payments. All announcements are to be approved by the Clerk before being posted.

**Chapel:** The local funeral home has a key to the chapel for use in the event of a delay in burial.

**Citizens on Agenda:** When citizens request to be added to the Agenda for the monthly meeting, they will be advised that any comments and/or questions they wish to make may be made during the Public Comment portion of the meeting. They will have three (3) minutes to state their question/comment.

**Compensation time:** Full-time employees may request compensation time at the rate of 1.5 times the hours worked over forty (40) hours per week if they pre-sign a statement requesting such. Note: Effective August 23, 2004, employees making less than \$11.38 per hour may not request or receive compensation time for hours worked over forty (40) hours per week. Federal labor laws mandate they be paid for hours worked over forty (40) hours per week at the rate of 1.5 times their hourly rate.

**Complaints.** It is Township practice not to divulge the name of a complainant whenever possible. (July 8, 2004)

**Complaints:** Complaints from employees, residents, property owners and/or visitors shall comply with the Township complaint policy.

If the situation of concern is observable by the investigator, the action can be taken regarding the complaint. If the situation was only observed by the complainant, then action can only be taken if the complainant is willing to having their name identified.

Verbal complaints are accepted. Confidentiality will be honored if so requested by complainant.

Signed written complaints will be accepted. Written complaints are subject to FOIA disclosure.

A formal Complaint form will be completed for all complaints indicating if the complainant wishes to have their name withheld. The Complaint form will be distributed to the proper Department for resolution. Investigation will be completed and appropriate action taken if required. Complaints which require a Police investigation may necessitate an interview by the investigating officer(s).

**Compost site:** If taken to the compost site, all leaves must be removed from bags and/or containers with bags and/or containers removed from site with the exception of brown paper bags.

**Conferences/Training:** Attendance approval not required for Board members if sums are in Budget line item. All employees must have pre-approval of their supervisor(s).

**Contracts:** Contracts will be reviewed by the Supervisor or the Department heads of Fire/EMS and Police Departments per the checklist developed by Legal Counsel. If the contracts are outside of the scope of the checklist or if the Supervisor or Department Heads do not feel comfortable with reviewing a particular contract then it will be reviewed by Legal Counsel prior to signing.

**Contributions:** Townships are prohibited from making contributions unless it is to 'further their image'.

**Credit Cards:** The Treasurer, Fire/EMS Chief and Police Chief are authorized to secure credit cards for Township needs only. Credit limit for Board members, Fire/EMS Chief and Police Chief is \$2,000.00 **providing such purchases are within the Purchase limits set forth herein** and all other employees entitled to credit card usage subject to **the Township restrictions on replacement and new item purchase limits (see Purchase limits)** will have a credit **card** limit of \$750.00. The Clerk and Chiefs shall retain cards and issue upon request for use by any others for Township business.

Board members have the option of retaining their own credit card if they so wish.  
February 8, 2005.

Township credit cards may be used only by an officer or employee of the Township for the purchase of goods or services for the official business of the Township. Purchases for personal use shall not be made using a Township credit card.

Township officials and/or employees who use a Township credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the Clerk. If no credit card slip was obtained that described the transaction, the employee shall submit a signed voucher that shows the name of the vendor or entity from which goods or services were purchased, the date and the 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. Vouchers shall also include a statement why a credit card slip was not obtained.

An official or employee who is issued a credit card 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 be immediately notified to cancel the card.

An official 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. Amended August 15, 2006.

By law, credit card payment requires invoices. Any charges incurred due to lack of invoice(s) will be billed to the individual(s) who failed to turn in the invoice(s). October 2, 2006.

**Curbing at main intersections:** Curbs no longer required by Board at main intersections due to history of poor workmanship and/or treatment of such. (March 9, 2004)

**Direct deposit:** Clerk and Treasurers authorized to proceed with the requirements to have direct deposit of payrolls checks. All new employees shall be required to have payroll checks direct deposit. (September 13, 2005)

**Donation and Gift Acceptance:**

It is the intent of this article to establish procedures for the acceptance of unsolicited donations, gifts, bequests, and such contributions that enhance, beautify, improve, supplement, support, or otherwise benefit the Township and its departments. A uniform set of procedures shall be followed in acceptance of all unsolicited donations over \$250.00, unless otherwise governed by existing policies.

DEFINITIONS

Donations, gifts, bequests and contributions: The terms gifts, bequests, donations and contributions shall be used synonymous and may be equipment, supplies, monetary contributions, in kind goods or services or sponsorships for which the donor has not received any goods or services in return.

PROCEDURE

1. All unsolicited donations, gifts, bequests and contributions will be submitted for approval to the Township Board without restrictions and with knowledge that the Gerrish Township Board of Trustees may refuse, at its discretion, the acceptance of the gift.
2. Requests for consideration of unsolicited donations, gifts, bequests and contributions will be accepted on an ongoing basis. Requests must be submitted to the Gerrish Township Board on the Gerrish Township Donation Form.
3. Completed Donation Forms will be received in the Office of the Clerk and added to the next regular meeting agenda for full Board review. The donation will be voted on by the full Board for approval.
4. Donations may not be made anonymously. Donation form's must be completed in their entirety to be considered for acceptance.
5. The Gerrish Township Clerk will ensure that all donors receive an acknowledgment of their approved donation. Monetary donations must be submitted directly to the Gerrish Township Treasurer to ensure proper depositing and recording.

**Emergency Management:** The Board appoints the Gerrish Township Police Chief as the Township's Emergency Management Manager and the Gerrish Township Supervisor as the Township's Emergency Management Assistant.

**Employees:** Township office employees will not work in the office alone. The Clerk will sign all requests for time off and schedule needed replacements so that at least two

people are working. Other employees will be asked to fill in thus earning compensation time at the rate of 1.5 times the hour(s) worked. If no employees are available, Board member(s) will fill in.

Policy rescinded at Special Meeting on September 7, 2005, due to change in conditions.

**Employee Handbook:** All new employees will be issued an Employee Handbook. Amendments to such are via Township Board motions.

**Evaluations:** All employees will be evaluated by their supervisor(s) annually.

**Fire/EMS Chief:** The Fire/EMS Chief's salary will be the same as the Police Chief's salary. Amended October 9, 2007.

**Fireworks:** Contributions for fireworks and/or displays are illegal by Township government.

**FTO pay:** The Sergeant will receive during the period that a probation level officer is in the Field Training Program the following pay compensation: \$.75 per hour above normal Sergeant's wages while in active participation on patrol with the probation officer. This amount will be called the Sergeant FTO wage. The Sergeant will also receive this wage for one workday (8 hours) per week for administration duties. If the Sergeant works all five (5) days with the probation officer, he/she will receive all five (5) days at the Sergeant FTO rate. If the Sergeant works any less than five (5) days with the probation officer in a week, he/she will still receive the administration day Sergeant FTO level wage for one of his/her work days.

### **Freedom of Information Requests:**

#### PURPOSE

To ensure timely, organized compliance with all facets of the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq and provide township officials and employees with clear direction on procedures for complying with all FOIA requests

#### POLICY

The Michigan Freedom of Information Act provides that most Township records are public information and therefore subject to requests.

1. Requests for public records, whether verbal, written or via electronic communication shall be recorded on a Freedom of Information Act Request Form as provided by the Township. Supporting documentation (exp: email) shall be included.
2. All requests for information shall be date stamped for receiving purposes. Copies of requests will be provided to the Township Clerk for record keeping purposes.

3. All Township Board members are deemed FOIA Coordinators, provided such requests are of a basic nature and do not include requests for advanced materials or information. Advanced requests shall be provided to the Township Clerk for immediate processing.
4. Township employees receiving FOIA requests shall immediately make a determination in regard to the request. If the employee is able to fulfill the basic request, no FOIA Coordinator action is needed. Requests for any of the following shall be referred to the Township Clerk within one business day of receipt:
  - a. Requests from an attorney that could be pre-litigious in nature
  - b. Personnel records
  - c. Requests that may not be fulfilled in full
  - d. Requests that may be denied
  - e. Requests that specify email communications
  - f. Requests where there is any questions as to whether material of information should be released
5. FOIA requests may only be submitted to the Township Attorney by the Township Clerk.
6. In all cases, township personnel shall use the most economical means available to fulfill the request
7. Labor costs will not be charged for a copy made to fulfill a FOIA subscription request if the copy is made at the same time the record is issued, such as agenda or minutes for the current meeting)
8. Unpaid FOIA requests are not considered when responding to a subsequent FOIA request for different records.

*Adopted April 10, 2012*

**Insurance:** The Township pays for a life insurance policy for Board members. The Township does not pay for Health and/or Short Term or Long Term Disability insurance for Board members.

**Internal Controls:**

**Receipting:**

**All monies taken in by the Treasury Department must be receipted.**

**Receipts must show:**

The Township's name on a pre- numbered receipt in triplicate  
(White copy goes with the bank transfers, pink goes to the clerk, and yellow goes with the Treasurer's report)

Show the amount of cash and checks taken in

Have the account number where the monies go into  
Show who receipted the money and when

**After the receipts are filled out, place the receipts in a 'receipt batch'**

Each 'receipt batch' must be accompanied with a **bank receipt and/or online bank receipt** totaling the same as the 'receipt batch'

Each 'receipt batch' and **bank receipt** must go to the Clerk for posting

**Bank Statements:**

Each month when the bank statement comes in, the Clerk opens and copies it and then gives it to the Treasurer.

It is the Treasurer's job to reconcile the Tax and the General bank statements each month and give a copy to the Clerk.

**Check Writing and Voiding:**

All checks must have two signatures

When voiding a check, permanent ink must be used

Write void on the front and the back of the check

Cut off the signature portion of the check that is voided

Give a copy of the voided check to the Clerk

**Tax Department:**

When receiving cash for taxes, you must always **stamp** and **sign** each tax bill.

This is for your safety as well as the residents.

When receiving checks, stamping each tax bill is all that is necessary

Reconcile the cash drawer each month

Pepsi money must be kept track of on the Pepsi register (Added April 8, 2008)

**Interviews:** Interviews for employees and/or appointments are conducted by the entire Board, unless the board chooses to delegate to specific Board members.

**Investment Policy:** The Treasurer shall have the Township's Investment Policy approved by the Board at a minimum of every four years and/or if the composition of the Board changes after the last approval.

**Keys:** Each Board member and/or employee has a key to the front door, the main office, and, where applicable, other offices. The Police Department has keys to the front door and the main office. In addition, master keys to the General Office, the Police Department and the Fire/EMS Chief's office shall be retained in sealed envelopes in the office safe for use only in the event of an emergency. If such keys are used, the Clerk and/or the Chief(s) shall be notified so that the circumstances surrounding the need for usage may be investigated and the key re-sealed. (February 10, 2004) (April 21, 2006)

**Key and Password Security Policy:** This policy is designed to keep keys and computer passwords in a safe and confidential environment so that they may also be readily accessed in an emergency.

Lock box: A secure key lock box will be located in the main reception office. There will be five (5) keys to this box and each Board Member will be issued a key. These will be the ONLY keys for this box. (Note: Due to the type of lock box purchased, there are no keys. Only the Board members will be issued the three (3) digit access code to enter the lock box.)

The Police Department and Fire/EMS Departments will develop similar Key and Password Security Policies that will be approved by the Board for their Department's keys and passwords.

Keys: A key/combination for every lock with the exception of the Police Department and Fire/EMS Department in the Township will be located in this box and labeled accordingly. Any key that any one of the Board members will deem sensitive will be sealed in a key envelope and labeled. If at anytime, any Board Member uses one of the keys that are sealed, that key is to be immediately resealed after use and put back into the cabinet. The Board member(s) that use(s) the key shall immediately as practical notify all of the other Board Members of its use.

The Clerk will continue to issue keys to the employees as needed and this policy does not affect the Township key policy. The Clerk will also keep custody of all other duplicate keys and those keys shall be locked in a cabinet in the Clerk's office.

Computer Passwords: All passwords shall be locked in the lock box and labeled by employee name in a sealed key envelope. In the event a password is needed, the Board member that removes and uses the password shall advise the employee of the use of his/her password and that password shall (at the employee's option) be changed and the new password shall be resealed in an envelope, labeled and placed back into the lock box. The Board member(s) that use(s) the password shall as immediately as practical notify all of the other Board members of its use.

**Legal services reimbursement:** Adopted April 25, 2000:

WHEREAS the Gerrish Township Board actively supports its employees and elected or appointed officials in the faithful performance of their employment with the Township, and

WHEREAS circumstances have occurred or may occur in the future that acts by non-represented employees during the course of their employment have or may result in the issuance of a criminal or civil infraction charge against that non-represented

employee which is not a risk covered by the Township's insurer and which requires the non-represented employee to spend personal funds for legal representation, and

WHEREAS the Board has reviewed this issue with its present liability insurer which insurer has confirmed that implementation of a non-represented employee reimbursement policy will not affect any coverage currently in existence

NOW THEREFORE BE IT RESOVED, that a) if criminal or civil infraction charges are brought against a non-represented employee for a violation of law which occurs while the non-represented employee is engaged in the performance of their duties for the Township and b) that non-represented employee is exonerated of the charges

brought against him or her, either by voluntary or involuntary dismissal, acquittal or otherwise,

THAT the Township will reimburse such non-represented employee for legal services incurred at the first court level only at an hourly rate equal the current hourly rate charged the Township by its attorney for each item of service or cost incurred provided a) the non-represented employee notifies the Board in writing within thirty (30) days of the effective date of this resolution or the issuance of the original complaint, warrant or citation; b) advises the Board of any change in status of the proceedings; and c) advises the Board of the final disposition, decision or other determination in the proceedings.

THE maximum total reimbursement under this policy shall be \$5,000.00 and will not be available if the non-represented employee has other forms of insurance or reimbursement available which would cover said legal fees, costs and expenses.

THE Township reserves the right to amend or rescind this policy at any time and to consider existing cases eligible for reimbursement.

**Life Insurance:** Effective April 1, 2008, non-represented, full-time employees and elected officials shall receive life insurance in the amount of \$25,000.00. February 12, 2008

**Line item amounts:** An amount in a line item does not constitute authority for use. Board approval must comply with purchase limit guidelines.

**Longevity:** Effective April 1, 2008, non-represented, full-time employees shall receive one separate check each December per the schedule as itemized in the Employee Handbook, Section 120.5. February 12, 2008

**Maintenance Personnel:**

a) Township maintenance personnel will receive greater rate of pay so long as he/she maintains their EMT certification and answers calls. They will be assigned various duties per week for cleaning/maintenance in the Fire/EMS section of the building. Such cleaning/maintenance will be indicated on their time card and charged to the Fire/EMS budget. Ambulance calls will also be indicated and charged accordingly.

b) Police Department: Maintenance personnel authorized up to eight (8) hours per week for cleaning/maintenance of the Police Building.

**Mileage:** A Township vehicle, car and/or truck, is to be used whenever possible for Township travel. If a Township vehicle is not available for Township business, a mileage

sheet indicating beginning and ending mileage, total miles, and purpose of the trip is to be completed. Requests for reimbursement must be submitted to the Clerk monthly. (Added January 13, 2009)

**NIMS:**

Township Board members need to be trained through the Emergency Management Institute. Minimum requirement for the current year, 2006, is the completion of courses: ICS/IS – 100, ICS/IS –200, IS – 700 and IS –800 by the end of the fiscal year. Classes may be completed online through the website at: <http://training.fema.gov/EMIWeb/IS/crslst.asp>. Copies of the Certificates of Achievement for each of the classes shall be supplied to the Clerk for insertion in their personnel file. EMHS will provide an information letter to indicate minimum requirements for future years. (website changed to: [www.learningservices.us/FEMA/LMS](http://www.learningservices.us/FEMA/LMS) as of May 23, 2006.)

**P.A. 56 OF 2012:**

PURPOSE

To outline Township procedures for issuing dock permits in accordance with Michigan P.A. 56 of 2012 section 30111b. (2)

POLICY

P.A. 56 of 2012 describes certain powers and duties placed delegated to local units of government. In accordance with this we establish the following:

1. The Gerrish Township Police Department will have all Township responsibilities and powers for permit issuance, review and enforcement as prescribed under P.A. 56 of 2012. The GTPD will act, on behalf of the Township Clerk, as record keeper for all permits and insurances as required.
2. All requests for information shall be directed to the Chief of Police or Sergeant.
3. Permittees will be required to maintain general liability insurance in an amount no less than \$1 million dollars, with Gerrish Township named as an additional insured. Proof of insurance shall be provided to the township.
4. Permits will be issued on an annual basis with expiration to be November 1<sup>st</sup> of the calendar year issued.

*Adopted April 10, 2012*

**Police Department:**

The Police Sergeant's pay will be 6% above the highest paid officer who is a member of the bargaining unit. (February 8, 2005)

The Police Chief's pay will be 7% above the Sergeant's pay. (February 8, 2005)

Amended February 11, 2005: The Police Sergeant's hourly rate will be 7% above the highest paid member of the bargaining unit.

Amended February 11, 2005: The Police Chief's salary will be 8% above the Sergeant's yearly regular pay.

**Amended October 9, 2007:**

The Police Sergeant's hourly rate for the next fiscal year will be determined by:

1. take the current Sergeant's hourly rate
  - a) increase current hourly rate by 4%
  - b) determine the hourly rate 7% above the highest paid officer's hourly rate
2. Use the highest of a) or b) in 1 as Sergeant's hourly rate for the next fiscal year.

**Amended October 9, 2007:** The Police Chief's salary will be 8% above the Sergeant's yearly regular pay; i.e., 2080 hours times the hourly rate in Part I, 2.

The Fire/EMS Chief's salary will be the same as the Police Chief's salary.

**New employees:** New employees of Township are said to be 'in-training' for 90 days before becoming eligible for benefits available to full-time employees.

**Ordinance Amendments:**

- 1) Ordinances will be amended via an Ordinance numbered in the following three part manner:
  - a. The first number shall be the roman number referring to the roman numeral of the 'original' Ordinance
  - b. The second number shall be the cardinal number referring to the number of amendments made to the roman numbered ordinance for that year
  - c. The third number shall be the last two digits of the year

Example: If Junk and Garbage Ordinance XVI were to be amended in 2007, the Ordinance would be numbered XVI-1-07. If it were to be amended a second time in 2007, the Ordinance would be XVI-2-07. If it were to be amended a third time but in 2008, the Ordinance would be XVI-1-08.

- 2) After the Board adopts the amendment Ordinance, the amendments would be incorporated into the 'original' Ordinance via revised pages and/or inserts with each section that was changed indicating the date of such approved change.

**Organization Chart:** Adopted to determine direct reporting individual(s) of all employees. Particular assignments subject to be review and/or reorganization based on new Board members.

**Physicals:** All new employees are hired on condition of their physical exam(s). The exam(s) are done on Township time at Township expense. General and Fire/EMS personnel will have their physicals performed at the Mid-Michigan clinic in Houghton

Policy Manual  
As of April 11, 2012

Lake. Authorization forms will be provided by the Clerk. (Police personnel physicals shall be per requirements of the Department.) All physicals will be completed prior to starting work. (December 6, 2005)

**Policy Manual:** Approved June 8, 2004, as being those policies being followed as of that date. Manual to be stored in safe with changes and/or additions recorded as they occur.

New Board adopted the Gerrish Township Policy Manual in its current form. Policies to be followed until Board votes to amend such.

**Port-a-Potties:** Beginning Memorial Day weekend through mid-September, a handicapped port-a-potty is placed at the Township Park. From the first of May through the end of September, a port-a-potty is placed at the Township Hall site near the garage.

**Purchase Limits:** (November 13, 2001)

Replacement:

Fire/EMS Department

Notification given by Chief if less than \$3,000.00

Police Department

Notification given by Chief if less than \$1,500.00.

General Office

Notification given by Clerk if less than \$500.00

Marina Manager: Notification given by Manager if greater than \$1,000.

New Items:

Fire/EMS Department:

Approval from Board if total cost is greater than \$1,500.00

Police Department

Approval from Board if total cost is greater than \$1,500.00

General Office

Approval from Board if total cost is greater than \$250.00

Marina Manager:

Approval from Board if total cost is greater than \$1,000.00

**Retirement:** Effective April 1, 2008, non-represented, full-time employees shall receive pension contributions of 7.5% of their regular annual income (calculated on a maximum of forty (40) hours per week.

If the employee contributes more than 5% of their regular pay, the Township will contribute an equal amount up to a maximum of 2.5% of their regular pay. February 12, 2008

Vesting shall be one (1) year for full-time employees hired before April 1, 2008, and five (5) years for full-time employees hired after April 1, 2008. June 3, 2008

**Road Paving:** Since the Township does not have a road tax, Township monies will be used for the paving of main thoroughfares only; that is, roads frequently used by other than the residents and/or property owners of said road, not to include vehicular traffic servicing those residents and/or property owners. All other roads to be paved via Special Assessment District requirements. (See Special Assessment Districts – Road Paving)

**Road permits issued by Roscommon County Road Commission:** Board requested that in an effort to accommodate emergency vehicles and be consistent with parts of our current ordinances all future road permits be issued with minimum requirements of: a) twenty (20) feet wide b) road beds consist of twelve (12) inches of sand base covered with six (6) inches of compacted 22-A gravel c) roadside ditches ample in size and design to provide for water shed from the road as well as surface run-off from adjacent land d) turns or curves have a radius of a minimum of fifty (50) feet e) dead end roads should have a minimum of one hundred (100) feet in diameter cul-de-sac or T-type turn around where the turns have a fifty (50) foot radius f) all necessary identification and traffic control signs as determined necessary by the Road Commission and Gerrish Township g) permit to be recorded with Register of Deed.

**Roscommon County Road Commission:** Mutually agreed upon that ‘complaints’, ‘comments’ and/or ‘responsibilities’ stated by residents as coming from the Township or the RCRC personnel will be verbally confirmed before any action and/or comments by receiving party is made.

**Short Term and Long Term Disability:** At its Regular Meeting on Tuesday, August 10, 2004, the Gerrish Township Board authorized the Clerk to initiate a change of carriers for the Short Term, Long Term, Life, and AD&D Insurance from Standard Insurance to Fort Dearborn Insurance.

The new coverage for the Short Term and Long Term Disability will be for 60% of the employee’s wages rather than 70% of the employee’s wages in the event of an approved claim. The Township will then pay the additional 10% of the employee’s wages for the duration of the approved claim.

**Social Security:** All Board members elected after January 1, 2005, must be given a Form SSA-1945, Statement Concerning Your Employment in a Job Not Covered by Social Security. The new Board member must sign and return the form to the Clerk. The Clerk will submit a copy to the pension paying agency which at this time is VALIC. The SSA-1945 form and instructions may be obtained at [www.socialsecurity.gov/form1945/SSA-1945.pdf](http://www.socialsecurity.gov/form1945/SSA-1945.pdf) as well as attached to minutes. (September 12, 2006)

The SSA-1945 form explains the potential effects of two provisions in the Social Security law on individuals who also receive a pension based on their work in a job **not** covered by Social Security: The Windfall Elimination Provision affects the amount of Social Security retirement or disability benefits, and the Government Pension Offset Provision affects the amount of Social Security benefits received as a spouse or an ex-spouse.

**Social Security and/or Medicare:** All current and future Board members are exempt from paying Social Security per a Social Security 218 agreement entered into in 1987 that is not subject to change by any future Boards. The Township must, however, make a contribution of a minimum of 12.4% of a Board members' salary to a retirement program. New members to the Board must pay into Medicare. (Exception: James Lippert, as a Board member, is exempt from Social Security and Medicare taxes.) Chief J. Biggar must contribute at least 10% of his salary to a 457 account in addition to the current 5% contributed by the Township. He does not pay Social Security or Medicare taxes. (Note: At the time Chief J. Biggar's retirement was changed from 15% of his gross salary to 5% of his gross salary in order that he be in agreement with all other full-time employees, his gross salary was increased by the mandated 10% of his salary that he is required to contribute in lieu of paying Social Security and Medicare taxes.)

Election workers are exempt from Social Security and Medicare as well as Federal and State taxes unless they were to make more than \$600.00 annually. They are paid as employees. (Threshold increased to \$1,200.00 for 2003 and 2004 with possible adjustment for inflation in years after. See information in the front of the Mainstreet manuals for reporting requirements.) (July 13, 2004)

**Special Assessment Districts - Road Paving:** 1. Upon request, the Township will develop a list of property owners abutting the road who are qualified to sign the petitions. 2. Petitions are circulated. **All** owners of record print and sign their names if they are interested in considering having their road paved. (For example, both husband and wife must sign if both names are on the deed for the property.) 3. When signatures representing 51% or more of the frontage on the road and/or 51% of the owners of record are obtained, the petitions are submitted to the Township. Township personnel confirm that the signatures are of the proper properties involved and that there are, in fact, 51% or more of the frontage of the properties involved and/or 51% of the owners of record. 4. The Township requests a cost estimate from the Roscommon County Road Commission. 5. **All** property owners are notified of a First Public Hearing by mail. Notice is given in the local paper. The Hearing determines that the signatures are valid (no forgeries). Cost estimates will also be available at the First Public Hearing. Signer(s) may ask that their signature(s) be removed at this Hearing either in person or by mail. If 51% or more of owners of record signatures are still effective, a Second Public Hearing is scheduled by the Township. 6. The Township notifies **all** property owners by mail of the date of the Second Public Hearing and the amount each property would be assessed. Notice is given in the Resorter. 7. Second Public Hearing is held. Signer(s) may by mail or in person request that their signatures be removed. Property owners who wish to later apply to the Tax Tribunal to protest the Special Assessment must present a letter of objection at the **Second** Public Hearing. If 51% or more of signatures are still effective, the Township declares that a Special Assessment District be formed for the paving. 8. The Board declares the time period that the installation payments may be paid, the due date and the interest rate that would apply for those properties that are not paid off by the first annual due date. If monies are advanced from the General Fund, the interest rate cannot exceed 8 percent a year on the unpaid balance. If monies are advanced from a

Township Improvement Revolving Fund (TIRF), the interest rate cannot exceed 5 percent per year on the unpaid balance. 9. The Road Commission is notified to proceed with the project. 10. After the Road Commission has completed the project, the Township pays the entire amount from either the General Fund or the Township Improvement Revolving Fund as specified in the Resolution made at the Second Public Hearing. 11. In the event an annual payment by a property owner is not paid in full by the due date, that installment payment shall be considered delinquent. The delinquent installment payment shall be added to the tax roll in addition to the interest accrued on that payment plus a penalty at the rate of 1 percent for each month or fraction of a month that the installment remains unpaid before being reported to the Township Board for inclusion on the tax roll.

**Street Lights:** Study done at requested spot. History of accidents required before honoring request for new street lights.

**Street Signs:** 1) Replacements for missing existing road signs reported to the Township will be made in writing (currently by the Clerk) to the Roscommon County Road Commission for erection. Larger lettered signs and the required bracket are currently being order from Callender & Dornbos, Inc. with the Roscommon County Road Commission erecting at no charge.

- 2) 'Special Purpose/Needs' signs such as Deer Crossing, No Littering, Children at Play, etc. will be permitted by the Township Board at total cost to the resident(s).
- 3) Neighborhood Watch signs are requested in writing to the Clerk by the ACT-Now secretary. The clerk then makes a written request to the Roscommon County Road Commission for erection. The ACT-Now group pays all erection costs.

**Township Hall rentals:** The Hall is rented per the rules and regulations set forth in the Hall Rental agreement. Tables and chairs from the Hall are not rented out separately. (See Hall Rental agreement for employee usage.)

**Township owned property:** Sales of Township properties will be at a minimum bid of either the True Cash Value as set by Gerrish Township Assessing or Fair Market Value as determined by an average of no less than three market analysis to be completed by local real estate companies. (Adopted June 14, 2011)

**Treasurer's Tax Payment Collection Procedures:**

**Overages on tax payments-** If your tax bill is over paid in the amount of \$3.00 and under the Township keeps this amount and it is put into the General Fund-Due to the Township line item. \$3.01 or more will be refunded to the Taxpayer or mortgage provider.

**Shortages on tax payments-** If a payment is short \$1.01 or more the Treasurers office will send a receipt asking for payment (Along with interest if applicable). If the

payment is short \$1.00 or less the Treasurer's office will forward it on to the County Treasurer as delinquent.

**Postmarks-**The Treasurer's office will accept postmarked envelopes.

**Post dated checks-** According to the Michigan Uniform Commercial Code checks are payable upon demand and post dated checks are not payable on demand. Therefore, we will not accept post dated checks.

**NSF Checks-** There will be an NSF fee of \$25.00 for all returned checks. When notified by the bank the Treasurer's office will reverse the tax payment and send out an NSF letter to the taxpayer. The taxpayer will have a 30 day notice to pay the tax bill and NSF fee without any additional interest, if past the due date. After 30 days additional interest will be applied from the original date the taxes were due.

**Water Testing:** The water at the Township Hall and the Police Building will be tested annually.

**Vehicle Use Policy:** A Township vehicle, car or truck, is available for use for any Township employee/official in lieu of mileage payment. It is mandatory that a Township vehicle, if available, will be used anytime that it is necessary for an employee or official of the Township to drive anywhere in excess of 20 miles one way. (Unless prior permission for an exception is extended from a Board member.)

- The Township **car** is available for use and is kept ready at the Township Police Department. Schedule of its use is through the Police Chief or the Sergeant in his absence.
- The Township truck is available for limited use and is kept in the Township garage. Schedule of its use is through the Maintenance personnel who routinely use it in the mornings and the Building/Zoning Department who routinely use it in the afternoons.
- A strict NO SMOKING policy will be adhered to at all times while operating the township vehicle. If you need to smoke, smoke out side of the vehicle.
- The vehicle is to be returned in the same condition that it was picked up. Any litter will be removed and disposed of.
- The vehicle will be returned to its original location.
- Any damage to the vehicle will be immediately reported to the Township Police Department.
- A mileage log is in the vehicle and will be completed for each use.
- All Traffic Laws will be strictly obeyed while operating the Township Vehicle. Any violation obtained while operating the Township Vehicle will be immediately reported to the Township Police Department.

Amended February 10, 2009

**Video taping, electronic conferencing and/or recording:** Anyone wishing to tape and/or record a Regular and/or a Special meeting shall be situated in a 10' x 10' section of the northwest corner of the meeting room. Adopted March 13, 2007

Changed: October 14, 2008 to: Videotaping, tape recording, live broadcasts, etc.:  
Individuals wishing to do any of these items at a meeting shall locate their equipment at the back southwest corner of the meeting room so as to not interfere with the proceedings of the meeting and/or the viewing/hearing on the part of the attendees. Board members requiring participation in scheduled meetings via teleconference must make arrangements with the Clerk prior to the meeting.

<b>GERRISH TOWNSHIP DONATION FORM</b>
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\_\_\_\_\_  
Donor Name/Organization Donating

\_\_\_\_\_  
Date of Donation

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Mailing Address if different from above

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Primary Telephone Number

\_\_\_\_\_  
Email Address

**The following donation is offered to Gerrish Township without restrictions:**

**Description of donation/gift:**

**Specific fund or department donated to:**

**Intended Use/Purpose:**

**Estimated Fair Market Value:**

\_\_\_\_\_  
Signature of Donor

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Clerk's Signature

\_\_\_\_\_  
Date Accepted



Policy Manual  
As of April 11, 2012

Adopted June 8, 2004  
Amended July 8, 2004  
Amended July 13, 2004  
Amended August 10, 2004  
Amended September 14, 2004  
Amended October 12, 2004  
Amended February 8, 2005  
Amended February 11, 2005  
Amended June 14, 2005  
Amended September 7, 2005  
Amended November 1, 2005  
Amended December 6, 2005  
Amended January 9, 2006  
Amended April 21, 2006  
Amended May 9, 2006  
Amended August 15, 2006  
Amended September 12, 2006  
Amended March 13, 2007  
Amended September 11, 2007  
Amended October 9, 2007  
Amended November 13, 2007  
Amended April 8, 2008  
Amended June 3, 2008  
Amended October 14, 2008  
Amended November 10, 2008  
Adopted by Board December 9, 2008  
Amended February 10, 2009  
Amended December 8, 2009  
Amended April 11, 2011  
Amended June 14, 2011  
Amended August 9, 2011