

Grosse Ile Township Administrative Policies and Procedures

USE THIS VERSION ONLY
ADMINISTRATIVE POLICIES AND PROCEDURES

Adopted March 27, 1993
(Amended as noted)

Updated 11-3-14

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GROSSE ILE TOWNSHIP ADMINISTRATIVE POLICIES AND PROCEDURES

1.0 INTRODUCTION (Sections 1-3 Re-adopted as amended on 6/25/01)

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 Grosse Ile Township, where such procedures have not been provided for under state law.

2.0 TOWNSHIP BOARD ADMINISTRATION

2.1 Township Board Powers

The Township Board of Grosse Ile Township retains the power to determine the administrative policies and procedures for Grosse Ile 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 Grosse Ile 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 Manager shall provide to department heads, commissions and employees, interpretations to implement the provisions of the administrative policies and procedures manual adopted by the Township Board. These interpretations shall be considered 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 Rules

(A) Intent

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These rules are established to create an atmosphere in which the Board can receive information, hold discussions and make decisions in a business-like manner.

2.4 cont'd.

(B) Meetings

1. **Regular Schedule.** The Board shall meet on the second and fourth Mondays of each month. Regular meetings may be rescheduled or canceled by a majority vote of the Board.

2. **Special Meetings.** A special meeting of the Board may be called by the Supervisor, or upon written request by a majority of the Board. A notice of the date, time, and location of the special meeting and the business to be transacted must be posted at the meeting location 18 hours prior to the meeting, per the Open Meetings Act. Business transacted must be consistent with Michigan Compiled Laws.

3. **Emergency Meetings.** An emergency meeting of the Board shall be held only upon the consent of two-thirds of the members and only if a delay would threaten severe and imminent danger to health, safety and welfare of the public. Such a meeting shall be exempt from the minimum time requirements as set forth in Rule 2.4(c).

4. **Place of Meetings.** Regularly scheduled meetings of the Board shall be held in the Township Hall. The Supervisor and Clerk shall move the meeting to larger facilities if the Board room shall appear inadequate for members of the public to attend, and the Clerk shall post and/or publish notice of any change as soon as possible.

5. **Time of Meetings.** Regularly scheduled meetings shall begin at 7:30 p.m. unless the Board by majority shall vote otherwise. Unless otherwise directed by a majority vote, the Board shall not begin considering any matter on the agenda not yet under consideration by 10:30 p.m., with matters not yet being considered to be placed on the agenda of the next meeting. Any matters deferred by the 10:30 rule shall be so noted in the minutes.

6. **Study Sessions.** The Board may meet in a study session upon the call of the Supervisor, or upon written request of a majority of the Board. Such sessions shall be informal in nature to foster open discussion on significant topics facing the Board and must be posted.

(C) Public Notice of Meetings

The Clerk shall post and publish the notice and agenda of all regular and special meetings of the Board in compliance with the Open Meetings Act.

(D) Quorum

Four members shall constitute a quorum for the transaction of business at all meetings of the Township Board.

(E) Agenda

1. **Preparation and Distribution.** The Clerk shall prepare the agenda for all Board meetings. As soon as it is completed the Clerk shall distribute copies of the agenda and supporting materials to all Board members.

2.4(E) cont'd.

2. Regular Meeting Agenda. Board members, commissions, committees, department heads or citizens wishing to place an item on an agenda shall be required to submit a written request along with supporting materials to the Clerk no later than 4 p.m. on the Monday preceding the regular meeting in question. If a particular decision or course of action is requested from the Board, a resolution must be prepared and submitted to the Clerk with the request. Prepared resolutions shall be placed on the agenda as "Action Items." Items without a prepared resolution will not be placed on the agenda as an action item or may be deferred to a later agenda. The Clerk shall provide assistance to the public in drafting such resolutions. Items not requiring a decision or a specific course of action shall be placed on the agenda as "Discussion Items" which also require supporting material. Items deferred from prior meetings shall have highest priority under discussion items.

3. Special and Emergency Meeting Agendas. Whenever the Board shall be called into a special meeting, the matters to be considered shall be stated in the call of the meeting. No other matters shall be considered except when all members are present and a majority of the Board concurs. Emergency meeting agendas shall be strictly limited to matters of urgency meeting the requirements as set forth in Rule 2.4(b)3 shall be prepared accordingly.

(Revised to add Consent Agenda 8/25/03)

4. Order of Business. The agenda shall be arranged in the following order of business for all regularly scheduled meetings:

- (a) Call to order
- (b) Pledge of Allegiance
- (c) Public comment – brief
- (d) Additions, corrections, and approval of agenda
 1. Board input
- (e) Consent agenda items: minutes, cash requirement lists, approval to pay bills when no future meeting is scheduled, purchase order summaries, and routine items as published on agenda prior to meeting
- (f) Clerk's Report
- (g) Treasurer's Report
- (h) Supervisor's Report
- (i) Township Manager's Report
- (j) Action Items
- (k) Discussion Items
- (l) Public comment – extended
- (m) Adjournment

(F) Conduct of Meetings

1. Chair. The Supervisor shall moderate and chair all meetings of the Township Board. In the absence of the Supervisor, the Clerk shall assume the chair for the purpose of selecting, by majority vote of the Board, a member to moderate the meeting.

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2.4(F) contd.

2. **Additions to the agenda.** Any Board member who wishes to add an item to the agenda may so move. Citizens wishing to add an agenda item must request a Board member to move the addition. Items added should be of an "emergency" nature, where immediate action is required to protect the public interest. Upon a second and majority vote an item shall be added. Items not of an emergency nature or not otherwise added shall be directed to the normal agenda process or to an appropriate commission, committee, department head or consultant for their consideration and input.

3. **Public Comment.** The opportunity for the public to address the Board shall be provided for at each meeting of the Board, under the specified agenda item "public comment" two times in strict conformance with the standards of the Open Meetings Act. Brief public comment shall be limited to two minutes at the beginning of the meeting. The public shall also be afforded at each meeting, time to address the Board during each action or discussion item following Board discussion. The chairman shall have the authority to reasonably limit such participation, as well as discussion under extended public comment within the limits of the Open Meetings Act.

4. **Minutes.** The Clerk shall be responsible for maintaining the official record and minutes of each meeting of the Board, for presenting these to the Board for approval, for publication of the minutes and for making such records available to the public in strict conformance with the Freedom of Information and Open Meetings Acts.

5. **Electronic Broadcast.** Per Section 6.8, all regular board meetings shall be broadcast either live or by delayed video tape over the Township municipal access cable channel. Video taped copies of meetings can be requested through the Clerk's office within ten (10) business days following the meeting due to the reuse of the tapes.

(G) Consideration of Motions and Resolutions

1. **Discussion.** No discussion of an action item shall take place until a motion is first formulated, moved and seconded by a member. All discussion should be directed to the chairperson. Public discussion shall be solicited after discussion by the Board and also directed to the chairperson.

2. **Re-statement by chairperson.** No motion or resolution shall be voted on until the motion or resolution is re-stated by the chairperson.

3. **Call the question.** Any member may "call the question " which, if seconded, requires the chairperson to immediately cease discussion and call a vote on whether to call the question. If 5 members concur, vote on the motion under consideration will immediately follow. If 5 members do not concur, discussion shall continue.

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2.4(G) cont'd.

4. **Voting.** Whenever a question is put by the chairperson, all members present shall vote yes, no, or may abstain with given reason. On demand of any member a roll call vote shall be taken by the Clerk.

5. **Parliamentary Procedure.** Robert's Rules of Order shall govern all questions of procedure that are not otherwise provided by these rules or by state law.

(H) Executive Sessions

1. **Procedure.** The Board may meet in executive session, closed to the public, upon a motion of any member and concurrence of 5 members in a roll call vote. The votes the purposes of the executive session shall be recorded in the minutes of the meeting at which the decision to hold an executive session was made.

2. **Purposes.** The Board may meet in executive session only for those purposes provided for in the Open Meetings Act.

3. **Minutes.** The Clerk shall be responsible for maintaining separate minutes of each executive session and per the Open Meetings Act for destroying them no earlier than one year and one day after the meeting at which such minutes are approved. They shall be disclosed to the public only upon court order.

(I) Amendments to 2.4 Board Rules

These rules may be deleted, added to or otherwise changed only upon a motion of any member and the concurrence of five members.

(J) Board Consultants

The Township Board reserves to itself the authority to appoint the following consultants:

1. Attorney
2. Auditor
3. Engineer
4. Labor negotiator
5. Planner

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

1. Term of the agreement
2. Description of services

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2.4 (J) cont'd.

3. Method of payment (retainer, hourly or by project)
4. Schedule of payment
5. Documentation of service provided
6. Method of resolving disputes
7. Which Township officials are authorized to direct work or assign tasks to consultant

The term of the agreement with any consultant shall not exceed the end of the fiscal year of the current Board's term of office.

The Board shall establish a line item for consulting services within the cost center of each Township official who is authorized to assign tasks to a consultant. The official may incur costs in utilizing a consultant up to the amount appropriated by the Board.

(K) Litigation (2/8/99)

Initiation of 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 the Supervisor, Clerk and treasurer. 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.

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Litigation Risk Assessment Committee. A standing sub-committee of the Township Board comprised of the Township Supervisor, Township Manager, Municipal Attorney, and a Trustee Representative will be responsible to assess and manage the risk of all litigation matters of the Township, and to report its recommendations to the Township Board in executive and/or open sessions as necessary. The Township Attorney shall submit an annual report of all litigation pending throughout the fiscal year, providing a summary of each case and the risk assessment measure taken by the Township Board to mitigate liability.

(L) Direction and Control of Day-to-Day Administration

To promote efficient administration, the Township Board authorizes the Township Manager or Supervisor to provide day-to-day direction over all Township activities that are not assigned by state law to another official, and to provide a liaison between the Board and the various Township departments.

2.5 Tablet Computer and Board Portal Acceptable Use Policy (Adopted 09.09.13)

This Tablet Computer and Board Portal Acceptable Use Policy applies to all Township of Grosse Ile Board of Trustees and Township Management employees (each a "Recipient" and together the "Recipients"), provided with a tablet ("Device") and/or granted access to the Board Portal Application.

The Device issued to each Recipient is the property of Grosse Ile Township, the entity which issued the Device, and must be surrendered or returned for inspection upon request. As a general rule, Devices will be issued at the beginning of a term of office or employment and shall remain in the custody of Recipient until the end of their board service. At the end of board service the tablet must be returned to the township.

All contents uploaded onto the Board Web Portal are owned by Grosse Ile Township. All uploaded contents are constituted Confidential Information.

This Tablet Device is only for the use of the named recipient and shall be used only for township business purposes. Use by anyone other than the named recipient shall constitute a violation of township policy.

Except as expressly instructed otherwise by the Township Manager or Attorney, a Recipient will not: (a) use any Confidential Information for any purpose other than to make decisions for the benefit of Grosse Ile Township (b) provide services not for the benefit of Grosse Ile Township; (c) disclose any Confidential Information to anyone else; (d) make copies of any Confidential Information; or (e) use Confidential Information inconsistently with or in violation of the Township's Ethical Standards Policy.

Grosse Ile Township will only provide technical assistance with downloading and accessing their Board Portal, Board Documents, or other applications developed or issued by the Township of Grosse Ile. Grosse Ile Township is unable to provide technology support for any content that

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Recipient downloads or enables on the Device for personal use or which is not related to the Township of Grosse Ile Board of Trustees. This includes external devices that are used with the device (keyboards, card readers, etc). Viruses, Worms, Bugs, etc. that result from personal use will be cured by the Recipient or a third party, at the expense of the Recipient.

If the Device is lost, stolen or destroyed, the Recipient must promptly report the loss or theft to the Township Manager or Deputy Clerk. Replacement may be at the expense of the Recipient.

In no event will Grosse Ile Township be responsible for injury (physical and/or mental) that results from the use and/or assignment of a Township assigned tablet device. Recipients are using and maintaining the equipment at their own risk.

Downloading, accessing and/or maintaining material that is harassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate or offensive is prohibited. Wise judgment must be used when taking and/or storing photographs on the township assigned tablet device.

Personal use of the Device is permitted when the use: (i) does not unreasonably consume the resources of the Device; and (ii) does not interfere with the performance of Recipient's duties as a member of the Grosse Ile Township Board of Trustees.

Device pass codes should be established and maintained. These pass codes must contain a minimum of four (4) characters. Device pass codes should not include: (i) number patterns (ex: 1234; 2580); or (ii) personally identifiable information (last 4 digits of your social security number; date of birth). Device pass codes should be changed at a minimum of every twelve (12) months.

The Township of Grosse Ile will issue all Board of Trustees and Management employees Portal user names and initial passwords. Initial passwords should be changed after the initial log-in to a complex password. Portal passwords must be changed at a minimum of every twelve (12) months for security purposes. All Portal passwords must be changed immediately if there is any suspicion a compromise has occurred. Portal passwords will be deleted by the Township Manager immediately, when a Recipient no longer holds a position with the Township.

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3.0 PERSONNEL ADMINISTRATION (Sections 1-3 Re-adopted as amended on 6/25/01)

3.1 Personnel Officer

(A) Designation of Personnel Officer

To provide for efficient and uniform administration of personnel matters, the Township Board appoints the Township Manager as the Township personnel officer.

(B) Personnel Officer's Duties

The personnel officer shall do all of the following:

1. Develop job descriptions for all Township positions.
2. Update job descriptions as needed, and review the accuracy and currency of all job descriptions at least once every three years.
3. Coordinate with commission or department head for position vacancies in accordance with Section 3.6.
4. Provide all new employees with a current copy of Grosse Ile Township Administrative Policies and Procedures manual.
5. Monitor changes in state and federal law that impact on Township personnel practices.
6. Recommend to the Township Board necessary changes in the personnel policies and procedures manual, and provide all employees with copies of amendments to the personnel policies and procedures manual.
7. Provide interpretations of the Township personnel policies and procedures when requested by department heads, commissions or employees. The interpretation of the personnel officer shall be considered final, unless an appeal of the interpretation is filed with the Township Board.
8. Overall responsibility to the Board for determining appropriate pay grades, range or compensation for all employees, based upon job requirements and equitability for existing and new positions.
9. Advise department heads and commissions in writing before the department head or commission imposes employee sanctions that exceed the severity of a verbal or written warning.

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10. Develop and implement a standard employee evaluation form for use by department heads and commissions in periodically evaluating the performance of employees under their supervision.
11. Recommend to the commissions and Board the use of extended leave by employees pursuant to the Township personnel manual.
12. Monitor Township and union compliance with collective bargaining agreements.
13. Develop and maintain a merit compensation system and policy for annual review of compensation for non-union employees based upon the standard employee evaluation system. Along with the commission or department head where there is no commission, make recommendations to the Township Board. All salary compensation changes must be approved by the Board prior to taking effect.
14. Conduct exit interviews of all terminating employees following a voluntary separation from Township employment.
15. The Township Manager, as Personnel Manager, is authorized to investigate, as necessary the conduct and performance of all Township employees and to make a report to the Township Board.

3.2 Employee Record keeping

(A) Personnel Records

The Township Manager, as Personnel Officer, 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, current address, resume or application submitted, and physical examination (if required).
2. Performance evaluations
3. Use of authorized leaves
4. Commendations and/or disciplinary actions
5. Tax withholding information
6. Beneficiary information
7. Record of position held
8. Insurance and pension records

(B) Confidentiality of Personnel Files

Contents of 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 five years following an employee's termination.

(C) 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 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.

3.3 Classification and Compensation

The Township Board shall establish an equitable compensation system for Township employees. The Board shall determine a pay range for all Township positions. New non-union employees shall be assigned the first salary step of the position pay range. However, with prior years of comparable experience and/or expertise, the proposed compensation can be recommended by the commission or department head (where there is no commission) up to the mid-range of the position pay range. All new non-union employees either filling a new position or an existing position require approval of the Board prior to employment.

All union employees either filling a new position or an existing position require the approval of the commission or department head (where there is no commission) prior to employment.

3.4 Employee Safety

The Fire Chief 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 conditions that create 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 \$250 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:

(A) The department head or commission shall discuss the need for the new position with the personnel officer.

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(B) After reviewing with the personnel officer, the commission or department head shall submit a draft job description and written position justification to the personnel officer who may approve, modify or reject the draft job description and/or position justification, and return it to the commission or department head.

(C) The commission or department head will bring to the Township Board their recommendation. 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 Board shall utilize the following procedures in filling any non-union employment positions:

(A) A notice of position vacancy shall be developed and posted. The posting shall provide the title, brief position description, education and experience requirements, current pay grade, application deadline and the Township's equal employment opportunity policy.

(B) The position vacancy notice shall (as a minimum) be published in the Ile Camera. Other newspapers or appropriate trade journals can be selected by the commission or department head. Such costs to be paid from the appropriate budget.

(C) All applications or resumes submitted will be screened by the commission or department head, and a list of qualified candidates will be developed. Copies of all resumes and applications shall be given to the Supervisor. Copies of resumes and applications submitted for positions in a department without a commission, shall be forwarded to all Board members. All resumes and applications shall be collected and organized by the Personnel Officer.

(D) Interviews will be conducted with the commission and/or department head's participation. Any additional screening procedures, such as, but not limited to, employment testing or an assessment center may be utilized. It is recommended that at least three non-related references shall be contacted.

(E) The commission or department head, shall select the candidates that best meet the job prerequisites for education, experience, personal traits and management style, if appropriate.

1. The selected 2 or 3 candidates shall be submitted to the Township Board. The Board may schedule an interview with the candidate at a Board meeting.

2. Following Board approval, the candidate will be offered the position, pending the satisfactory completion of a physical examination and suitable background check, and any other requirements.

3.7 Employee Supervision

Department heads shall provide direction to employees in a manner that complies with the provisions of the Grosse Ile Administrative Policies and Procedures manual, as well as all federal and state laws, Township ordinances and the Township personnel policies manual.

3.8 Employee Evaluation (amended 08.25.08)

Employee performance appraisal is a process by which the job performance of each employee is appraised for purposes of development, merit review and counseling.

The employee performance appraisal process will be managed to accomplish the following objectives:

- A. To enhance individual employee performance and ensure effective business operations.
- B. To summarize both formal and informal performance discussions held with employees throughout the review period.
- C. To document performance areas in which employees do well and those areas which require improvement. To establish performance goals and plans to correct performance shortcomings. To link employee performance with merit considerations.

PROCEDURE

A. NEW MANAGEMENT/NON-UNION PROBATIONARY EMPLOYEES

- a. Shall be considered orientation employees for a period of at least six (6) months following their initial date of employment. During the orientation period, the employees will be evaluated on an on-going basis and shall receive a formal written evaluation at the end of three (3) months and at the end of six (6) months. An orientation employee may be discharged without recourse to the appeal process.
- b. For new hires, a schedule of evaluations shall be set by the Township Board in its resolution authorizing the hire, following recommendation of the Township Manager.

B. TOWNSHIP MANAGER

- a. Shall be reviewed by the Township Board annually at the board meeting prior to the adoption of the annual budget. The Township Manager may request that the review be completed in Executive session. The Township Board shall establish the annual salary and benefit package.

FULL TIME/NON-UNION EMPLOYEES

(Employee Evaluation Language

Adopted October 22, 2007 by the Township Board)

- b. All new non-union employees shall be considered orientation employees for a period of at least six months following their initial date of employment. During the orientation period, employees will be evaluated on an on-going basis and shall receive a formal written evaluation at the end of three months

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and at the end of six months. An orientation employee may be discharged pursuant to Section 3.9(a) without recourse to the appeal process provided in Section 3.9(b)

- c. The Township Board, annually prior to the new fiscal year, shall establish a cost of living percentage. In the event the Township Manager believes a cost of living adjustment is warranted an adjustment shall be granted based upon the Board established cost of living percentage. The Township Manager shall report the actions to the Township Board.
- d. An employee shall have the right to appeal a decision of the Township Manager by providing in writing a detailed list of objections related to the appeal to their applicable Board Liaison. The liaison, Township Manager, Township Supervisor, and employee shall discuss this matter and attempt to address the situation. In the event this matter is not settled, the Township Board shall hear this matter. Township Board approval is subject to a simple majority.
- e. On occasion it is recognized that market rate considerations need to be examined. The Township Manager, Township Supervisor, employee, and liaison shall review this matter when necessary. The Township Board shall be the final authority in awarding such market rate changes. Market rate changes may be evaluated on an annual basis as part of the annual budget process under the coordination of the Township Manager. An employee may be rewarded a percentage increase, cash bonus, or additional fringe (cash value). The Township Manager shall forward a recommendation for market rate changes to the Township Board.
- f. The Township Manager shall perform quarterly reviews with the individual employees and document an employee's performance throughout the year. The Township Manager may delegate the review process to Department Managers for management employees under his/her immediate supervision and direction. The Township Board may provide additional funds for the Township Manager to distribute performance bonuses as part of the annual budget process. Performance awards shall be based upon an employee's performance as documented during the quarterly reviews. The Township Manager shall forward a recommendation for performance bonuses to the Township Board.

3.9 Employee Discipline

Department heads may administer verbal or written warnings pursuant to guidelines adopted in the Grosse Ile Township personnel policies manual and union contract.

(A) Suspension or Discharge

The application of suspension or discharge shall be reviewed by the personnel officer, pursuant to guidelines adopted in the Township personnel policies and procedures manual and/or union contract.

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(B) Appeals for Non-Union Employees

A suspension or discharge may be appealed within three 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 in conformance with Section 2.4.

3.10 Collective Bargaining

The Township Board delegates to the Township negotiating committee the authority to represent the Township Board in collective bargaining negotiating sessions. The negotiating committee is to be established by the Township Board. Prior to beginning negotiations, the Township Board shall meet in closed session to develop negotiation strategy regarding wages, hours, conditions of employment and any non-mandatory topic to which the Township Board agrees to negotiate. Any proposed agreement shall be brought to the Township Board for its ratification or rejection.

3.11 Employee Recognition

Department heads shall bring to the attention of the commission (where applicable) and Board any incidence of meritorious conduct by any Township employee, volunteer, or appointed official. The Township Board may recognize meritorious actions that the Board deems worthy through the adoption of resolution of tribute.

3.12 Ethical Standards

(A) Conflict of Interest

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 or volunteer.

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 conflicts with performing his or her Township duties.

(B) Gifts/Gratuities

Elected officials may not solicit or accept any gifts, favors, gratuities or any special consideration from anyone currently doing business with the Township, seeking to do business with the Township, who may seek to do business with the Township in the future, or who otherwise is or may seek any action or approval by the Township, unless specifically allowed by Township Board policy.

Specifically, elected officials may not solicit or accept without reimbursement: meals, sporting event tickets, social amenities, or attendance at an event with any organization that

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does business or seeks to do business with the Township, unless specifically sanctioned as a Township-sponsored event. A Township-sponsored event is one which is sanctioned by recognition by the Township Board as an event that promotes a policy position of the Township. Failure to comply with this policy may result in censuring by the Township Board. Specifically excluded from this policy are contributions to a candidate's campaign committee which are reported in accord with Michigan law.

(C) Professional Service Contracts

All professional service contracts awarded by the Township of Grosse Ile must include an annual certification of compliance with this policy. All bid solicitations by the Township shall include a certification by the bidder that it did not offer or deliver any gifts, favors, gratuities or other special consideration to any elected official of the Township and that it otherwise has fully complied with this policy. Failure to comply may result in debarment or termination of a pending contract by the Township Board.

4.0 FINANCIAL ADMINISTRATION

4.1 Accounts Payable

(A) Department Head Authorization

All requests for payments, i.e. invoices or expense vouchers, shall be processed in accordance with Section 4.8(d) of this manual, and shall be approved by the department head responsible for the cost center to which the expense shall be posted. The department head shall indicate that the expense is authorized and correctly affix the account number and his or her initials to the invoice. All approved bills must be submitted to the deputy Clerk at least 6 days prior to the Board meeting at which claims will be audited.

(B) Warrant Reports

The Deputy Clerk shall prepare a warrant report to the Board showing the vendor name, nature of the expense, invoice number and warrant number or check number if the unsigned check represents the warrant. Any items paid prior to Board audit, as discussed in Section 4.8(e), shall be noted on the warrant report.

The Clerk shall sign the warrant for all claims approved by the Board. A copy of the warrant shall be filed with the expense claim in the Clerk's office.

(C) Petty Cash (Amended 8/14/95)

The Treasurer shall maintain petty cash for small emergency purchases, reimbursements to employees or to pay for a service where payment is demanded prior to delivery.

Petty cash will not be used for purchases that exceed \$200.00. A copy of each receipt and a receipt signed by the recipient of a petty cash disbursement shall accompany all disbursements.

The amount of petty cash to be retained shall be:

\$200.00	Fire
\$350.00	Recreation
\$200.00	Airport
\$300.00	Water's Edge
\$300.00	DPW
\$250.00	Police
\$300.00	General

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4.2 Payroll

(A) Time Cards

All completed time cards shall be submitted to the Deputy Clerk on the day following the end of each pay period. Time slips will be signed by both the employee and the employee's department head.

(B) Deductions and Withholdings

The Deputy Clerk shall be notified at least 7 days prior to the end of the pay period of any changes in voluntary deductions or withholding allowances desired by an employee. All voluntary deductions shall be authorized in writing.

(C) Pay Advances

If an employee will be on vacation on pay day, the employee may be issued his or her paycheck early. Pay advances shall not be authorized under any circumstances. Employees may make arrangements for direct deposit of payroll checks issued while on leave.

(D) Payroll Problems

Employees will immediately notify the Deputy Clerk of any problems or errors on their paychecks. A written account of the problem and its resolution shall be created by the Deputy Clerk.

(E) Payroll Journal (Amended 9/11/95)

Payroll journal entries to be entered by the Financial Administrator.

4.3 Cash Receipts

(A) Authorization to Receive Cash

The following employee positions are authorized to receive cash: All enterprise funds, Treasurer's office and Manager of Recreation Department.

(B) Fiduciary Bonds

All employees authorized to receive cash shall be bonded to the following amounts: Treasurer and Treasurer's Office employees \$100,000. All other employees authorized to receive funds \$20,000.

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(C) Receipts

A pre-numbered 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 payor, and purpose. A single receipt may be issued for the aggregate of all such receipts received by mail for a given day. In addition, all remittance advances received (see Sec. 4.4(c)) 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. The Treasurer shall issue a receipt to the collecting department for all cash received. The Treasurer shall determine periodically that all pre-numbered receipts have been returned with cash, or have been otherwise disposed.

(D) Deposits

Total cash collected shall be reconciled to the sum of the pre-numbered receipts and shall be deposited in the appropriate Township bank account. The following positions are authorized to make bank deposits: Treasurer's office/Enterprise Funds.

(E) Bank Reconciliations (Amended 8/14/95, 9/11/95)

The cash balances of the various fund ledgers shall be reconciled by the Payables Administrator to the bank statements monthly, with the exception of the payroll bank account which will be reconciled by the Financial Administrator. 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(a). The Clerk's Office shall review and sign the reconciliation forms after completed. The Finance Administrator shall review and sign the reconciliation form after it is completed.

4.4 Accounts Receivable

(A) Invoice Preparation (Amended 8/14/95)

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

- Revenue Source
- Building permits - Building Department Manager
- Business licenses - Deputy Clerk
- Miscellaneous Income - Deputy Clerk
- Freedom of Information Act Requests - Township Manager
- Intergovernmental Contracts - Township Manager
- Parks and recreation activities - Recreation Manager
- Utility bills - Department of Public Works Manager
- Zoning/related activities: special use permits, site plan reviews, re-zoning requests, variances –
Building Department Manager

All invoices shall include a remittance advance to be returned to the Township with payment. The remittance advance shall include the name, amount invoiced and purpose.

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(B) Posting and Distribution (Amended 8/14/95)

A copy of all invoices or bills for money owed the Township shall be given promptly to the Treasurer's Office, which shall record the receivables in the general ledger. The Treasurer is responsible to maintain a detailed subsidiary record by invoice which shall be reconciled to the general ledger by the Payables Administrator on a monthly basis.

(C) Method of Accounting

For all remittance advances received in accordance with Section 4.3(c), the Treasurer shall credit the receivable. A monthly listing of all amounts invoiced but not yet received shall be prepared and reconciled by the Payables Administrator to the general ledger as discussed in section 4.4(b).

4.5 Financial Reporting

(A) Periodic Expenditure and Revenue Report (Amended 8/14/95, 9/11/95)

The Finance Administrator shall prepare a monthly budget 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 its first meeting of each month. The financial report for each fund will show, at least, 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
7. Encumbrances

(B) Periodic Balance Sheet Report (Amended 8/14/95)

The Payables Administrator shall prepare a quarterly balance sheet showing the assets, liabilities and equities for each fund, for presentation at the next scheduled Board meeting.

(C) Investment Performance Report (Amended 9/11/95)

The Financial Administrator 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, for presentation at the next scheduled Board meeting.

(D) Financial Reports Review (Amended 8/14/95)

The Treasurer shall review the financial reports prior to the Board meeting and shall recommend to the Board any necessary budget amendments or fund transfers.

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(E) Financial Reports Request (Amended 8/14/95, 9/11/95)

Board members may receive any financial information upon request.

(F) Monthly Budget Reports (Amended 9/11/95)

The Treasurer's Office shall prepare all monthly budget reports, containing, at least, the following elements:

1. Account number
2. Description
3. Amended budget
4. Current period
5. Year-do-date
6. Budget balance
7. Encumbrances

4.6 Inventory of Fixed Assets

(A) Responsibility

The Clerk shall maintain an inventory of the Township's fixed assets that are tangible, have an expected useful life of at least one year and have a value of at least \$300.00.

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

(C) Inventory Responsibility

Department heads shall annually inventory all assets assigned to their department and submit the inventory to the Clerk/accounting department.

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(D) 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

(A) 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.

(B) Timetable

The proposed budget shall be developed according to the following scheduled:

Date

Activity

Budget policies developed by Township Board

Informational meeting for department heads

Department heads submit proposed revenue and expenditure plans to budget officer

Budget officer meets with department heads

Budget officer presents proposed budget to Township Board

Township Board adopts tentative budget

Budget public hearing held by Township Board

General Appropriations Act adopted (sample provided in Appendix D)

(C) Adoption

Unless noted in the General appropriations Act, all Township funds are adopted on a line item basis.

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(D) Transfer Authority

The Treasurer shall have authority to make transfers, among the various line items within a budgeted fund without prior Board approval, if the amount to be transferred does not exceed \$1,000 or 20% of the appropriation item from which the transfer is to be made, whichever is less. The transfer will be presented to the Board for approval on a quarterly basis. Under no circumstances may the total fund amount of appropriation be changed without prior Board approval.

4.8 Expenditure Control (Amended 1-24-94, 10/27/97, 2/9/98, 9/14/98)

(A) Written Quotations and Sealed Bids (except Commissions follow the Township Municipal

Purchase of goods or services exceeding a contract cost of more than \$1,000 and less than \$2,500 shall require the department head to obtain at least three written or verbal quotes. Purchase of goods or services with an anticipated cost from \$2,500-\$5,000 shall be in written form. Purchase of goods or services with an anticipated cost over \$5,000 shall require sealed bidding unless otherwise stated herein.

The Department Manager has the option to use the State of Michigan Department of Management & Budget Extended Purchasing Program in lieu of all sealed bidding requirements listed herein.

Department Managers who have included a capital expenditure/capital improvement item in their approved annual budgets or a subsequent budget amendment are not required to seek Township Board approval to solicit bids for those previously approved items. Bid requests and specifications consistent with this criteria should receive the approval by signature from the Township Manager.

The appropriate official, in consultation with the department head, shall develop bid specifications. All quotations are to be held in the Clerk's Office until the close of the current budget or six months, whichever is greater.

The invitation to bid or request for services shall be published at least once in the Ile Camera and shall be sent to known vendors or other parties who have notified the Township of their interest in submitting bids for the goods or service being purchased. Sealed bids shall be opened at the office of the Township Clerk at a pre-announced date and time, and any interested party may be present for the bid opening. The Clerk or Deputy Clerk or their designee, along with the department head, shall be present for the bid opening.

All bids will be opened at the advertised date and time. Opened bids will be tabulated and reviewed by the appropriate department head and/or commission. Tabulations and recommendations will be forwarded to the Board for the next regular meeting, if possible, for appropriate Board action.

The criteria for awarding bids shall be as follows:

1. Reliability, skill, qualifications and integrity of bidder
2. Bid price
3. Cleanliness
4. Sufficiency of equipment, fitness and responsibility or capacity to perform the work or furnish

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the supplies.

5. Insurance and licenses when required by law
6. References and experience of the bidder
7. Good communication, compliance with bid requirements set forth in the specifications.
8. Township taxpayer
9. Any other criteria of the Township, in its discretion, feels is necessary for the particular bid.

The bid specifications should also include the statement "the Township reserves the right to reject any and all bids for any and all reasons."

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

The Township acknowledges that Public Acts 167 and 168 of 1993 read as follows:

"A city, village, township, or county is not eligible for a payment under subsection (1) unless that local unit of government requires sealed competitive bidding for any contract of \$20,000 or more, except a contract for professional services or emergency repairs or services exempted pursuant to a written policy adopted or approved by the governing body of the local unit of government. This section shall not apply to transactions between governmental units."

Sealed, competitive bidding shall not be required for the following purchases for goods or services:

1. Purchase for goods or services where the estimated contract cost is less than \$5,000
2. Contract for professional services
3. Emergency repairs
4. The following types of services: refuse collection service

Before any contract exceeding \$50,000 for the construction, alteration, or repair of any public building or public work or improvement is awarded, the Contractor shall furnish at this or her own cost to the Township a performance bond and payment bond in a form approved by the Township which shall become binding upon the award of the contract. The bond shall be in the amount of the contract price and shall be executed by a surety company authorized to do business in the State of Michigan and shall be payable to the Township.

(B) Purchase Orders (Amended 10/9/95, 10/27/97)

Any purchase for goods or services shall require the issuance of a purchase order, except for the following expenditures:

1. Utilities
2. Postage
3. Payroll
4. Intergovernmental contracts authorized by the Board
5. Per diems
6. Insurance
7. Contractual Obligations authorized by the Board
8. Professional services authorized by the Board
9. Shipping & handling

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Any purchase orders shall be approved by the Department Manager, Township Manager, and Financial Administrator.

(C) Encumbrances (Amended 10/9/95, 10/27/97)

Purchase orders totaling between \$1,000-\$2,500 may be approved by the Township Manager and the Financial Administrator with three (3) written or verbal quotations and approval of the Department Manager. Purchase Orders totaling \$2,500-\$5,000 must have three (3) written quotes and approvals by the Township Manager and Financial Administrator. Purchase orders over \$5,000 shall require sealed bidding procedures with Township Board approval.

Completed unnumbered purchase orders signed by the department head shall be forwarded to the treasurer for recording of encumbrance. If insufficient funds are available in a line-item appropriation, the purchase order shall be returned to the issuing department so noted. If sufficient funds are available, the purchase order shall be recorded as an encumbrance to the line-item appropriation. An encumbrance report will be sent to the Board for approval, and upon Board approval a sequential number will be assigned to the purchase order and the purchase order will be signed and distributed.

Purchase order copies will be distributed as follows:

1. White original copy to vendor
2. Canary copy to requisitioner to be sent to Clerk's office when goods or services are received.
3. Yellow copy for departmental file
4. Green copy to Clerk's office to be matched with invoice, receiver's copy, copy of check and filed by vendor.
5. Pink copy to Treasurer's Office

(D) 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 obligation shall be incurred against, and no payment shall be made from, any appropriation account less there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

(E) 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 payment, as statements or copies of invoices may result in duplicate payments.

Employee expense reimbursements shall be documented on an expense voucher prepared by the employee. The (departmental check request) shall include the following:

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1. Vendor name
2. Purpose of payment request
3. Unit price and units delivered if applicable
4. Date goods delivered or services rendered
5. The related purchase order, if applicable

The department head who is responsible for the budgetary cost center to which the expense will be charged shall affix the account number to the (invoice or other payment request) and shall initial the document, initialing 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; the expense complies with the procedures outlined in sections 4.8(a),(b) and (c) of this manual; all prices and units agree with the purchase order, if applicable, or any difference 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 appointed official shall be approved by the appointed official.

(F) Board Audit

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

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

(G) Authorized Use of Credit Cards (Added 4/14/97)

The Deputy Clerk shall be responsible for the issuance, accounting, monitoring, and retrieval and generally for overseeing compliance with this credit card policy.

Use of credit cards for transactions for which the Township is liable is authorized only by the officials or manager of the Township for the purchase of goods or services for the Township's official business.

Each official or manager using such cards must submit all documentation monthly detailing the goods or services purchased, cost, date of purchase, and the official business. The bill will not be approved for payment prior to receiving all supporting documentation substantiating all expenditures.

The official or manager issued the card is responsible for its protection and custody and shall immediately notify the Township if the card is lost or stolen following procedures established by the Deputy Clerk.

The official or manager must immediately surrender the card upon termination of employment.

The Deputy Clerk shall establish regulations and procedures and a system of internal controls satisfactory to the Township's independent auditor to monitor and safeguard the use of all credit cards which use may subject the Township to liability. Amount its provisions, these purchases shall require:

1. The credit limit shall not exceed \$2,200.
2. Approval of credit card invoices before payment.

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3. Payment of the balance due prior to the statement due date to avoid interest charges.
4. Require a report to the Township Board of any credit card interest paid and the reasons therefor.

Persons violating this policy shall be subject to disciplinary measures up to and including discharge for unauthorized use of Township credit cards in addition to other penalties consistent with law.

The total combined authorized credit limit of all credit cards issued by the Township shall not exceed amounts specified by law.

4.9 Expense Reimbursements

(A) Request Form (Amended 6/13/94, 4/24/95)

The Township shall reimburse all employees for necessary expenses. All requests for expense reimbursement shall be made on the expense reimbursement form established by the Clerk. All submitted forms shall be accompanied by original receipts.

It is the intention of the Township that the reimbursement plan be an "accountable plan" according to Internal Revenue Service Regulation 1.62-2.

Business Connection. The business connection requirement will be satisfied if the expenses are incurred in connection with the performance of services as an employee on behalf of the Township. Personal expenses that are unnecessary in conducting Township business, such as entertainment and alcohol, shall not be eligible for reimbursement. Commuting from a residence to the Township Hall or other work station shall not be eligible for reimbursement.

(B) Reimbursement Rates (Amended 1/26/98)

1. **Mileage Rates.** The standard IRS mileage rate will be used for automobile expenses when an employee utilizes his or her private vehicle for Township business. This shall be permitted only when a Township vehicle is unavailable.
2. **Substantiation.** Actual mileage shall be established through odometer readings. Other expenses will be considered substantiated if enough information is submitted to the Clerk to enable him or her to identify the specific nature of each expense and conclude that the expense was attributable to the employee's business activities.
3. **Advances.** Travel advances may be requested from the Clerk's Office. Advance payments will not be made more than 5 business days before reasonably anticipated expenses are paid or incurred, and only if standard payment terms are not practical. Receipts of all expenses incurred shall be submitted within three business days after concluding the trip. Any excess advances shall be returned to the Township Treasurer's office within three business days of the expenditure. All advances require the prior submission of an expense reimbursement form and prior approval of the department head and the Clerk.

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(C) Personal Expense

Receipts shall accompany any reimbursement requests. Commuting from residence to Township hall or employee's official work station 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. Personnel expenses that are unnecessary in conducting Township business, such as entertainment and alcohol consumed, shall not be eligible for reimbursement.

(D) Travel Expense (1/26/98)

All out-of-town conferences must have prior approval of the Department Manager. Out-of-state trips and conferences must be consistent with the approved budget and have prior approval of both the Township Manager and the Department Manager. All requests should be presented on a purchase order detailing the purpose, destination, mode of travel, estimated cost, dates of departure and return, and account numbers to be charged.

1. **Conferences/Seminars.** The activity must be directly related to that person's Township job function. Funds to support attendance must have previously been budgeted. Registration fees will be pre-paid by the Township prior to the date of the conference.
2. **Mileage.** Persons who are required to use their privately-owned vehicles while on Township business shall be reimbursed at the current IRS mileage rate. Employees who receive traffic citations are responsible for subsequent fines.
3. **Airfare.** Airfare expenses will be pre-paid by the Township prior to the date of the conference. Airfare will be allowed at "less than first class" rates. In most cases, this will be coach rate. Employees are encouraged to seek governmental or discount rates.
4. **Lodging.** Generally, persons traveling on Township business will have their lodging expenses pre-paid by the Township. In those cases where pre-payment is not possible, reimbursements will be made for the actual expenses incurred. Employees seeking to attend a conference or a seminar must request a copy of the Township's Tax Exempt Form. Failure to request such a form from the Clerk's office prior to the conference will result in the employee not being reimbursed for any additional taxes the Township is normally exempt from paying. Reimbursement will be at the single occupancy rate. Ideally, lodging should occur at the hotel sponsoring the conference or at a convenient hotel where arrangements have been made by the sponsoring agency.
5. **Meals.** While traveling on Township business, employees and officials will be reimbursed for actual expenses at a maximum rate of \$40.00 per day (including gratuities) based on the following assumption:
 - \$10.00 credit for breakfast
 - \$10.00 credit for lunch
 - \$20.00 credit for dinner

Receipts must be submitted to the Clerk's Office for reimbursement. In no case will Township funds be allowed for the purchase of alcoholic beverages.

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6. **Reimbursement for Persons Other than the Township Employee.** Reimbursement people other than the Township employee or officials who attend conferences or conventions shall not be paid with public funds.

7. **Miscellaneous.** Reimbursement for other expenses related to travel while attending a conference or convention directly incidental to the trip such as baggage handling, tolls, taxis, parking and other expenses, will be reimbursed. Under no circumstances will expenses of a personal nature be included in a charge against public funds. All receipts must be submitted to the Clerk's Office for reimbursement.

(E) Elected Official Expense Reimbursement (Amended 4/14/97)

Members of the Township Board may be reimbursed for reasonable expenses actually incurred on behalf of the Township. MCLA41.95(2). An expense allowance of reimbursement paid to elected officials in addition to salary shall be for expenses incurred in the course of Township business and accounted for to the Township. MCLA41.95(4)(b) All requests for expense reimbursement shall be made on the expense reimbursement form established by the Clerk.

It is the intention of the Township that the reimbursement plan be an "accountable plan" according to Internal Revenue Service Regulation 1.62-2.

No cash advances shall be issued to Board members.

Board members shall not receive mileage for attending regular Board or committee/commission meetings on Grosse Ile, or for other travel to or from the Township Hall or other Township facilities.

The elected official will be reimbursed for expenses if the following criteria are met:

1. An expense reimbursement form shall be submitted, properly completed, and all expenses should be substantiated with all the receipts/supporting documentation attached within 30 days of the expenditure.
2. The elected official shall include the following information on the form:
 - a. The budget appropriation(s) to which the expenditures are to be charged
 - b. The date of expenditure
 - c. To whom the funds were paid
 - d. The purpose of the expenditure, as it relates to Township business
 - e. If a meal was involved, include who attended and what was discussed
3. The following expenditures are not allowable:
 - a. Alcoholic beverages
 - b. Bad debts
 - c. Contingencies
 - d. Contributions and donations
 - e. Defense and prosecution of criminal and civil proceedings and claims
 - f. Entertainment
 - g. Fines and penalties
 - h. Fund raising and investment management cost

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- I. General government expenses
- j. Idle facilities
- k. Lobbying expenses
- l. Under recovery of costs under grant agreements

The reimbursement shall be placed in the regular warrant list for approval at the Township Board's next regularly scheduled Board meeting with the regular warrant list approval. The reimbursement form for each reimbursement shall be available in the Clerk's office for review. Once the Warrant List is approved by the Board, the expense shall be paid to the Board member on a separate check.

4.10 Investments

(A) Authorized Institutions

The Township Treasurer is authorized to invest surplus funds in financial institutions as approved by the Board. Financial institutions shall be selected on the basis of their record of satisfactory performance, financial stability and anticipated yields.

(B) Authorized Instruments

The Treasurer is authorized to invest in the following instruments:

1. Bonds, securities and other obligations of the United States or an instrumentality of the United States in which the principal and interest is fully guaranteed by the United States
2. Certificates of deposit
3. Savings accounts
4. High grade commercial paper, rated within the three highest grades by at least two national rating services; the term to maturity may not be more than 270 days, and no more than 50 percent of any fund may be invested in commercial paper at any time.
5. Bankers acceptances of United States banks
6. United States government or federal agency obligation repurchase agreements
7. Money market mutual funds composed of investment vehicles which are permitted under state law for direct investments

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 Townships cash needs.

(C) 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 prior to the Treasurer investing or depositing any Township funds in such institution.

(D) Performance Reports

4.11 Audits

The Township Board will engage a certified public accountant to annually audit the financial systems of the Township.

No employee shall accept employment that conflicts with performing his or her Township duties. The Board shall approve all outside employment.

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

Grosse Ile Township Administrative Policies and Procedures

5.0 PROPERTY MANAGEMENT (Article 5 Revised 9/24/01)

5.1 Hours of Business

The Township Hall shall be open to the public on normal business days from 8:00 a.m. to 5:00 p.m.

The Public Safety Building is open to the public 24 hours a day.

The Airport Office is open to the public on normal business days from 8:00 a.m. to 6:00 p.m.

The Department of Public Works is open to the public on normal business days from 8:00 a.m. to 5:00 p.m. (Amended 2007)

The Recreation Department is open to the public for business on normal business days from 8:00 a.m. to 5:00 p.m. Recreation activities may be scheduled during evening hours in which case the building is open during those hours.

Water's Edge is open to the public for business during regularly scheduled programming.

5.2 Building Access (Township Hall/Public Safety Building)

Procedures for opening and locking of township hall facility doors, during business hours, is established by the Township Manager.

The Airport Manager shall establish procedures for opening and locking the Airport Office.

The DPW Manager shall establish procedures for opening and locking the Public Works facility.

The Recreation Director shall establish procedures for opening and locking the Recreation building.

The Water's Edge Manager shall establish procedures for opening and locking Water's Edge buildings.

Prior to leaving, each employee will secure his/her work station by determining that computers, typewriters, calculators and lights are turned off; filing cabinets, cash drawers, counter gates, department doors, and windows are **locked**.

Persons working after hours are responsible for turning off lights and office machines used and checking to see that all doors and windows are secure.

Chairpersons of commissions and committees are responsible to ensure that lights turned on prior to an evening meeting shall be turned off and doors unlocked for building access are re-locked

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5.3 Security

(A) Keys

The Township Manager shall maintain a current list of persons who have received keys to main doors and department doors. Copies of the list are on file in the Township Manager's office as well as with the key box.

If a key is lost, the Department Manager shall be informed immediately. A replacement key shall be issued and noted on the key list. If the Township Manager has reason to believe that the missing key may be used for unauthorized entry, new locks will be installed. Upon termination of employment, an employee shall return his or her office keys to the Township Manager. No person shall duplicate a key without authorization from the Township Manager or make a key available to any unauthorized person. Each Department Manager shall determine who shall be issued a key to the department's door or any secured facilities, such as a safe, cash drawer, or filing cabinet, within the department.

(B) Valuables

Employees are discouraged from keeping money or other valuables in their desks or at their work stations. The Township shall not be responsible for the loss of any employee's personal property.

5.4 Safety

(A) Grosse Ile Township Hall

No boxes, files or other items shall be stored in hallways, stairs or landings. Flammable liquids and gas-powered equipment shall not be stored in the Township Hall. Other flammable or combustible materials shall not be stored in utility or electrical rooms in Township Hall.

In the event of a fire or other required evacuation, all Township Hall employees will immediately exit the building through the nearest/closest exit and gather at the lamppost on the parking island northwest of the building. During evacuation, Township Hall employees shall assist all visitors and handicapped persons to the gathering area. The elevator is not to be used for evacuation. Close all office doors upon exiting. The Township Manager shall designate a safety person for the purpose of employee accountability. A second person shall be appointed to cover accountability in the absence of the safety person.

If Township Hall board room or conference rooms are used after regular business hours, it shall be the responsibility of the Commission Chairperson to inform all attendees about building evacuation. (This is per Fire Marshal)

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(B) Airport Maintenance and DPW Facility

All flammable liquids shall be stored in approved containers or fire cabinets. All compressed gas cylinders (i.e. acetylene, propane and oxygen) shall be secured so as to prevent accidental damage to cylinder valve assembly. Storage of flammable liquids and compressed gases shall not exceed allowable limits as set forth by the National Fire Prevention Code. Exception – unless approved by the Fire Chief or Fire Marshal.

In the event of a fire or other required evacuation, all airport and DPW personnel and visitors shall exit through the nearest/closest exit and gather at the Groh Road entrance sign.

(C) Recreation Department

In the event of a fire or other required evacuation, all Township Employees shall assist all visitors and handicapped persons to the gathering area located at the playscape located northwest of the Recreation Department building.

(D) Centennial Farm Arena and Barns

In the event of a fire or other required evacuation, all Township and contract employees shall exit the arena and barn structures to the gathering area located at the playscape located northwest of the Recreation Department building.

(E) Water's Edge Country Club and Restaurant

In the event of a fire or other required evacuation, all Township and contract employees shall exit the building through the nearest/closest exit and gather at the practice green located southwest of the building.

(F) Public Safety Building

In the event of a fire or other required evacuation, all Public Safety Building employees will immediately exit the building through the nearest/closest exit and gather at the public safety sign located at the north drive entrance. In the event of a fire or an emergency situation that requires the evacuation of prisoners, police personnel shall follow the procedures outlined in Section L.1 of Jail Policies and Procedures.

5.5 Use of Township Equipment, Labor or Premises

(A) Lost or Damaged Equipment.

Any lost or damaged equipment shall be reported immediately to the employee's Department Manager.

(B) Personal Use of Township Property

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

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(C) Phone Calls

Employees are permitted to make brief personal local phone calls provided the Department Manager determines that calls do not interfere with work responsibilities. Brief personal long distance phone calls can be made with the employee's personal phone card.

(D) Copier

Employees may use the Township copier for personal business, but shall reimburse the Township at the rate established by the Board and referenced in Section 11.1, Miscellaneous Fees, in Administrative Policies and Procedures.

(E) Bulletin Boards

Employees who wish to post notices on Township bulletin boards must have the prior approval of the Township Clerk.

(F) Vehicles (Amended 07.23.07)

The use of a Township vehicle is not an employee fringe benefit, and personal use is prohibited. Employees are prohibited from using a Township vehicle for non-official use without approval of an immediate Supervisor or in accordance with a written authorization. Vehicle usage shall be monitored by the use of gasoline card readers and GPS tracking devices. Driver's License Records checks shall occur at least once every two years.

Employees may be directed by a Department Manager to take a Township vehicle to their residence due to the nature of their work, such as responding to emergency calls or weekend and/or evening assignments. Department Managers shall notify the Township Manager who will notify the Township Board in writing and issue final authorization, identifying restrictions on use, IRS reporting requirements, and insurance coverage conditions. The Finance Department shall issue the applicable calculation to an employee's W-2 Tax Form, if required. Department Managers shall keep current, in writing, any information regarding all vehicles issued and restrictions therein.

Department Managers may be authorized to take a Township vehicle to their residence following authorization from their respective board, commission, the Township Board, and written authorization from the Township Manager, identifying restrictions on use, IRS reporting requirements, and insurance coverage conditions. The Finance Department shall issue the applicable calculation to an employee's w-2 Tax Form, if required.

All Township vehicles shall display a permanent decal or Township seal identifying the vehicle as an official vehicle of "Grosse Ile Township" with exception of the airport courtesy car and subject to details of written authorizations. Township vehicles driven in excess of 150 miles outside the radius of the Township shall be permitted only following prior authorization by the Township Board.

Use of the Township Manager's vehicle is governed under the Manager's Employee Service Agreement, and is permitted for professional and personal use. The Township Manager is

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responsible for any and all mileage in excess of the lease contract approved by the Township Board. When the vehicle is being used for officially sanctioned Township business, magnetic decals displaying the official seal of the Township shall be conspicuously displayed.

All vehicles issued to the Grosse Ile Police Department shall be governed by rules as set forth by the Grosse Ile Police Commission.

(G) Computer, E-Mail, and Internet Usage Guidelines

Use of the Internet and Internet E-Mail will lead to better delivery of Township services. As a business tool, the Internet will assist employees in obtaining useful Township-related information. For this reason, Grosse Ile Township has committed itself to providing an environment that encourages the use of computers and information systems. The following guidelines emphasize the appropriate use of the Township's computers and Internet access.

1. Passwords are required to access computers, e-mail and the Internet.
2. Grosse Ile Township prohibits the use of computers, the e-mail system and the Internet in ways that are disruptive, offensive to others, or harmful to morale. It is extremely important to the Township that a workplace be maintained free of harassment and sensitive to the diversity of its employees.
3. Internet access can be monitored. Along with filtering access to non-business Internet sites, Internet access can be monitored and recorded.
4. E-mail is for Township business use only. E-mail soliciting for commercial ventures, religious or political causes, outside organizations, or other non-business matters is prohibited.
5. Internet e-mail messages must be appropriate, accurate, ethical and lawful. Employees are reminded that professionalism should be maintained in all e-mail communications.
6. Employees must conduct themselves honestly and respect the copyrights Software licensing rules and property rights. As a general rule, if an Employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be shared on the Internet.
7. Any file that is downloaded must be scanned for viruses before it is run or accessed.
8. Computer software has been purchased and licensed by the Township for business purposes. The Township does not own the copyright to this Software or its related documentation. Therefore, employees may only use Software according to the software license agreement.
9. Abuse of Internet access provided by the Township in violation of law or the Township policies will result in disciplinary action, up to and

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including termination of employment.

(H) Content Management System – Terms of Use Policy (August 12, 2013)

PURPOSE

To establish a policy regarding the management, administration, and oversight of the Township's Website and content management system (CMS). The purpose of Grosse Ile Township's Website is to provide timely and accurate information to the public about the Township's government, services, and attractions.

DEFINITION

A content management system (CMS) is a system used to manage the content of a Website. Typically, a CMS allows the content manager or author, who may not know Hypertext Markup Language (HTML), to manage the creation, modification, and removal of content from a Website without needing the expertise of a Webmaster.

INFORMATION

The Township endorses the secure use of a content management system for its Website to enhance effective and efficient communication, collaboration, and information exchange; as well as to streamline processes and foster productivity.

A content management system delivers a new and valuable means of assisting the Township's departments and its personnel in providing information and community outreach.

This policy is not meant to address one particular form or function of the content management system, rather the Township's Website in general, as advances in technology will occur and new tools will emerge.

AUTHORIZED USERS

Authorized Users are non-elected departmental managers or designees (Township employees) who have the ability to generate content pertinent to their area and post to their respective departmental Webpages. These individuals shall adhere to all Township standards of conduct as outlined in the employee handbook and observe conventionally accepted protocols and proper decorum.

STANDARDS OF CONDUCT

In addition to the employee handbook standards of conduct and restrictions of this policy, employees shall be prohibited from the following while posting content on the Township website;

Political information pertaining to candidates and political action committees shall be prohibited.

Employees are not permitted to post content that is inappropriate, vulgar, and untruthful or generally places the Township in a negative light.

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Employees are not permitted to post content that is not related to the official business of the Township of Grosse Ile.

The Township of Grosse Ile prohibits the use of the webpage in ways that are disruptive, offensive or harmful to others.

USE

All Website content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies.

RESTRICTIONS

The content management system is not intended to be a forum for expressing opinions.

Authorized users shall not post information that does not have a governmental purpose, is obscene, advocates or condones unlawful or dangerous acts, or advocates or condones violence or discrimination.

Authorized users shall not provide links from the Township's website for: candidates for local, state or federal offices; political organizations or other organizations advocating a position on local, state, or federal issues; individual or personal Webpages.

Authorized users shall not ridicule, malign, disparage, or otherwise express bias against any race, any religion or any individuals.

Authorized users shall not post advertisements of a business.

Authorized users should have no expectation of privacy for any information created, transmitted, recorded, stored, or posted on or through the content management system.

The Township Manager may access departmental pages at any time in order to assure that the content management system has not been used for inappropriate purposes.

Authorized users must comply with the Grosse Ile Online site use policy.

SECURITY

Anyone who becomes aware of breaches of security, abuse, suspicious or inappropriate use of the Website or content management system should alert the Township Manager as soon as possible.

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GROSSE ILE TOWNSHIP

(I) RECORDS RETENTION POLICY FOR ELECTRONIC MAIL

Adopted October 13, 2014

SECTION 1. INTRODUCTION

Electronic mail (e-mail) is a means of exchanging messages and documents using telecommunications equipment and computers. A complete e-mail message not only includes the contents of the communication, but also the transactional information (dates and times that messages were sent, received, opened, deleted, etc.; as well as aliases and names of members of groups), and any attachments.

SECTION 2. PUBLIC RECORDS

In accordance with the Michigan Freedom of Information Act (FOIA) (Public Act 442 of 1976, as amended), e-mail messages are public records if they are created or received as part of performing a public employee's official duties. All e-mail messages that are created, received or stored by a member of this government agency are the property of the Township of Grosse Ile. They are not the property of its employees, vendors or customers. E-mail accounts are provided to employees for conducting public business. Employees should have no expectation of privacy when using the agency's computer resources.

SECTION 3. RETENTION AND DISPOSAL SCHEDULES

Michigan law requires that all public records be listed on an approved Retention and Disposal Schedule that identifies how long the records must be kept, when they may be destroyed and when certain records can be sent to the Archives of Michigan for permanent preservation. Retention and Disposal Schedules for local government agencies are approved by the Records Management Services, Archives of Michigan and the State Administrative Board. Records cannot be destroyed unless their disposal is authorized by an approved Retention and Disposal Schedule. The State of Michigan Records Management Services is available to advised local government agencies about a variety of records management issues.

SECTION 4: RETENTION POLICY

Just like paper records, e-mail messages are used to support a variety of business processes. Just like paper records, senders and recipients of e-mail messages must evaluate each message to determine if they need to keep it as documentation of their role in a business process. Just like paper records, the retention period for an e-mail message is based upon its content and purpose, and it must be retained in accordance with the appropriate Retention and Disposal Schedule.

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SECTION 5: E-MAIL STORAGE AND MAINTENANCE

The Township of Grosse Ile will retain its e-mail by the following method:

- 1) Storing e-mail on hard drives (Drive:C) or peripheral drive (Drive:U) as recommended; saving official documents and folders to a designated CD-Rom is also acceptable. The CD-Rom is the property of the Township and shall be maintained within Township premises. Employees shall establish folders for arranging official e-mails according to their content. Employees are responsible for disposing of official e-mail that has met all of its retention requirements and maintaining a Record of Document Disposal; of which, a copy will be filed with the Clerk's Office.
- 2) The alternative method of retention for official e-mail and related transactional information is to print the e-mail and its transactional information and file the paper documents in a manual filing system.

SECTION 6: EMPLOYEE RESPONSIBILITIES

Employees and Appointed or Elected Officials and Commissioners are responsible for organizing their e-mail messages so they can be located and used. They are responsible for keeping e-mail messages for their entire retention period, and for disposing of e-mail messages in accordance with an approved Retention and Disposal Schedule.

Note: Records, including e-mail, cannot be destroyed if they have been requested under FOIA, or if they are part of ongoing litigation, even if their retention period has expired.

Employees, Appointed Commissioners, Committee Members and Elected Officials who use a home computer and a personal e-mail account to conduct government business must manage their work-related e-mail the same way as those messages that are created and received using government computer sources. It is recommended that all business correspondence be stored within specific electronic folders on the hard drive or kept separately on a township approved external backup device.

Just like paper records, e-mail messages might be subject to disclosure in accordance with FOIA. They can also be subject to discovery once litigation begins. Employees should be prepared to provide email access to their FOIA Coordinator or an attorney for the Township of Grosse Ile under these circumstances.

SECTION 7: INFORMATION TECHNOLOGY STAFF RESPONSIBILITIES

Individual employees are responsible for deleting messages in accordance with the appropriate Retention and Disposal Schedule. However, deleted messages may be stored on backup tapes for several days, weeks or months after they are deleted. The suggested timeframe of one week should be observed before rendering the messages as unrecoverable. *Note: The destruction of e-mail messages on servers and backup tapes must cease when an agency becomes involved in litigation or when it receives a FOIA request.*

Each time technology upgrades and changes take place information technology staff (*See Note following this section*) will ask agency administrators for information about the existence and location of older messages so they can be migrated to the new technology in order to insure that older e-mail messages remain accessible as technology changes occur.

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Note: Information Technology Staff may consist of township employees or an outside contractor specializing in computer technology and maintenance.

SECTION 8: ADMINISTRATOR RESPONSIBILITIES

Township administrators are responsible for ensuring that their employees are aware of this policy and that the policy is implemented. They are also responsible for ensuring that the township has an approved Retention and Disposal Schedule that covers all records (regardless of form or format) that are created and used by their employees.

Township administrators are responsible for ensuring that the e-mail (and other records) of former employees, elected or appointed officials and retirees are retained in accordance with approved Retention and Disposal Schedules.

Township administrators will schedule bi-annual document and e-mail backups of township computers used by township elected and appointed officials to be conducted by information technology staff or contractors during the months of July and January each year.

Township administrators are responsible for notifying information technology staff when the agency becomes involved in litigation or when a FOIA request that involves e-mail is received.

SECTION 9: FOIA COORDINATOR RESPONSIBILITIES

Just like paper records, e-mail messages might be subject to disclosure in accordance with FOIA. FOIA Coordinators are responsible for identifying if the records that are requested by the public are stored in e-mail, even if the public does not specifically request e-mail. They are also responsible for ensuring that information technology staff is notified that a FOIA requesting e-mail documents was received to prevent the destruction of relevant messages.

SECTION 10: ATTORNEY RESPONSIBILITIES

Just like paper records, e-mail messages might be subject to disclosure during the discovery phase of litigation. Attorneys representing Michigan government agencies are responsible for identifying if the records that are requested during the discovery process are stored in e-mail, even if the discovery order does not specifically request e-mail. They are also responsible for ensuring that information technology staff is notified that a discovery order involving e-mail was received to prevent the destruction of relevant messages.

In and for the Township of Grosse Ile
County of Wayne
State of Michigan

October 13, 2014

5.6 Public Use of Township Facilities

(A) Availability (amended 4-25-94; 3/8/04)

Township facilities are available for use by nonprofit service oriented organizations for events which the public may attend. Township buildings shall not be made available, under any circumstances, to political organizations.

(B) Reservations

Use of Township Hall meeting rooms is scheduled through the Township Manager's office. Use of other township facilities is established by the manager of the respective facility.

(C) Use

Chairs and other equipment must be returned to their place and any trash deposited in a waste receptacle. Beverage containers must be emptied and cleaned out and disconnected or turned off if electrical in nature.

(D) Denial of Facilities

The Township Board reserves the right to refuse use of the facilities for cause.

(E) Alcoholic Beverages

For special events, alcoholic beverages shall be allowed pending prior approval of, and within limitations and conditions as set by the Township Board. Requests shall be filed with the Township Clerk's Office for Board consideration.

5.7 Routine Maintenance

(A) Responsibility

The Township Supervisor shall be responsible for monitoring the need for repairs and improvements to Township property. The Township Manager shall use the Township purchasing and bidding procedure, as outlined in Section 4.8, to procure snow removal services, and non-emergency repairs to Township buildings, land, equipment and vehicles.

(B) Emergency Repairs

The Township Manager is authorized to contract for emergency repairs up to a cost of \$1,000 without prior Board approval when a delay in initiating a repair will have a significant impact on Township operations or finances.

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6.0 PUBLIC INFORMATION (Revised 9/24/01)

6.1 Public Contact

(A) Courtesy

The primary goal of the Township is to serve the public. It is the policy of Grosse Ile 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 a friendly, courteous, and efficient manner. Visitors to any Township facility shall be greeted in a friendly and helpful manner.

Phone calls shall be answered "Grosse Ile Township, _____ Department, this is _____, how may I help you?" or as appropriate for each department and approved by the Department Manager.

Department 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.

(B) Complaints and Problems

If a citizen has a problem that is outside the jurisdiction or responsibility of an 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 Managers will be notified of all complaints.

The Township 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 Clerk 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 Clerk shall be the public information officer for the Township and shall be responsible for supervising the Township newsletter, preparing public service announcements, and media releases on Township government events. Department Managers will notify the Township Manager, Supervisor, or Clerk of all media contacts.

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6.3 Public Notices

(A) 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 Commission or Committee will notify the Clerk of all special and rescheduled meetings.

(B) Public Notices

Public notices such as the following shall be reviewed by one of the following officials: Township Manager, Township Supervisor, Township Clerk, or Township Treasurer.

The Township Manager shall oversee publication of notices and mailing of public notices required by state law, including the following.

1. Board of Review meetings
2. Budget public hearings
3. Planning Commission 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 synopsis
10. Committee meeting agendas

6.4 Freedom of 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 the actual costs to be charged. In addition to paper and copying costs, the fee charged shall also recognize postage, mailing, facsimile and diskette 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 and 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 60 minutes, and the hourly rate shall be charged to the nearest minute.

In accordance with the Freedom of Information Act, the hourly rate charged shall be equal to the hourly salary of the lowest paid full-time, permanent clerical Township employee, regardless of the salary of the employee who actually responds to the Freedom of Information request. The most economical means available shall be utilized in processing a request.

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If the anticipated fee will exceed \$50, the requesting person shall provide a good faith deposit of one-half of the anticipated total fee.

The FOIA Coordinator, by state statute the Clerk or Deputy Clerk, with review by the Township Manager, 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.

(A) Voter Information Requests

A request for voter information should be made at the Clerk's office with a Voter Information Request Form provided from the Clerk's office. (See Exhibit A) The form will state the formats in which the voter information will be available and the associated cost of such a request. If the request exceeds a cost over \$50.00, a good faith deposit of one half the estimated cost will be required of the person requesting the information.

The request for voter information will be processed in accordance with the Freedom of Information Act.

Once the information is processed, the person requesting the information will be notified and provided with the actual cost of the information requested.

It is the sole responsibility of the individual or organization receiving information in disk format to implement the information into the software of their choice. No computer support will be provided from the Clerk's office. In the event that a disk itself is inoperable or fails upon opening, the Clerk's office will replace the disk free of charge.

6.5 Incoming Mail

The Clerk's secretary or designee shall receive all incoming mail, and shall open and date stamp the letter or cover sheet of all correspondence unless marked confidential and addressed to a specific person. Then it shall remain unopened and the envelope date stamped. Correspondence shall be sorted and distributed to departments or department mailboxes. Mail addressed to the Township Board shall be forwarded to the Clerk who shall provide a copy to each Board member. Correspondence addressed to the Board, but requiring action typically handled by a particular official or staff member, shall be immediately forwarded to that official as well.

6.6 Outgoing Mail

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

Department Managers shall provide Township Board members, via the Township Manager, with a copy of all correspondence that addresses a citizen complaint, or when the content may result in a

Grosse Ile Township Administrative Policies and Procedures

lawsuit to the Township. Where a Department Manager is unsure of the necessity to provide the Board with a copy of correspondence, managers should err on the side of caution.

All department 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 Cable Broadcasting of Board, Authority, Commission, and Committee Meetings

The Grosse Ile Township Cable Commission has established a Mission Statement and the Township Board has adopted a policy to provide live telecasting of Board, Authorities, Commission, and Committee meetings to residents subscribing to cable services offered by cable network providers. The Township Board encourages all township boards, authorities, commissions, and committees to support telecasting proceedings of their meetings, thereby providing the citizens of Grosse Ile with new avenues of access to governmental decision making.

(Amended 10/22/01; amended 7/28/03 shown here)

On 7/28/03 the Township Board amended this section to require live or delayed cablecast of Township Board, Planning Commission, Zoning Board of Appeals, Public Works Commission, Airport Commission /Brownfield Authority, Recreation Commission, Festival Commission, Open Space/Greenways Committee, and Elected Officials Compensation Commission meetings.

All other committees and commissions, except the Police Commission and Fire Commission, will vote each April on whether or not to have their meetings cablecast, including the Water's Edge Commission, Island Beautification Committee, Road Committee, Downtown Development Authority, Drainage Task Force, Construction Board of Appeals and Cable Commission.

(A) Procedures

The following procedure shall be required of all boards, authorities, commissions, and committees:

1. Prior to April 1 and on the last two Fridays of March, the board and commission secretary will publish a notice in the newspaper advising the public of the scheduled board, authority, commission, and committee meetings for the month of April, and that the meeting agenda will include discussion and/or voting on cable broadcasting of meetings.
2. Boards, authorities, commissions, and committees shall include an item on their meeting agendas, at the first regularly scheduled meeting of a new fiscal year, which states that a discussion will be held and a vote taken as to whether the board's,

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authority's, commission's, or committee's regularly scheduled meetings will be cable broadcast for that fiscal year period.

3. Minutes of the meeting showing the results of action taken by members and including comments by the public shall be forwarded to both the Township Board and the Cable Commission within 60 days of the final vote.
4. The board and commission secretary will forward results of the final votes to the newspaper to be published.

7.0 PUBLIC WORKS

7.1 Capital Improvement Plan

(A) Responsibility

The Township department heads/Supervisor 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.

(B) Scope

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

C) Content

Department heads and elected officials shall submit any suggested projects to be included in the capital improvement plan to the Supervisor 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 operating expenses, after completion
9. Method of financing operating expenses

7.2 Management of Public works Projects

(A) Responsibility

The Township engineer shall manage all public works conducted by the Township.

(B) Needs Assessment

The department heads 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 Supervisor for inclusion in the Township capital improvement plan, if proposed to be addressed in one or more future fiscal years.

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(C) 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.

(D) 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 determining that borrowing shall be necessary to fund the project, the 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.

(E) Requests for proposals

The 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 for all projects that anticipate a total contract cost exceeding \$_____.

(F) Project Manager

The Township engineer shall act as liaison between the contractor, consultants and the Board, or may delegate this responsibility in writing to a department head. The engineer shall notify the Board of any significant problems or issues that may arise in the project.

The engineer 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 \$25.00. The Board will be notified of all change orders. All majors 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. Waivers and sworn statements shall be filed by the Township Clerk.

The affected commission, or Supervisor if no commission is involved, 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.

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(G) Closing Out a Project

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

8.0 INSURANCE

8.1 Claims or Occurrence Reporting

Any incident or occurrence which occurs on or with Township property must be reported to the Township Supervisor who will insure that the proper insurance forms are filed.

First it is important to make the distinction between a claim and an occurrence:

Claim

A claim is a notice of an accident wherein the person involved is asking for monetary damages to compensate them. Damages may be lost wages, medical bills or replacement of property.

The following is an example of a claim:

An auto accident occurs involving a municipal vehicle and the party in the other vehicle is alleging bodily injury and damage to their vehicle.

An auto accident involving a fatality occurs on a municipal street and it is alleged that a road defect caused or contributed to the accident. Municipal vehicles need not be involved.

Occurrence

An occurrence is an incident which may give rise to a claim for monetary damages. However, the incident is of such a nature and significance that there is at least some probability that a claim might be filed at a later date. It is then in the Township's best interest to submit all pertinent information as soon as possible.

The following is an example of an occurrence:

A person reports a slip and fall on municipally-owned property. The person states that at the present time medical attention is not necessary. The individual has not filed a claim nor have they requested any type of reimbursement.

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9.0 Commission/Committee Appointments (Added 6/9/97; revised 8/30/04)

The Clerk's Office shall maintain a standard application form for citizens to apply to serve on commissions and committees.

9.1 Vacancies

A letter of resignation should be sought, if possible, from a citizen who vacates a position on a commission or committee. If received, the resignation is then accepted by the Township Board, with regret, at a regular meeting. A notice of vacancy and call for volunteers should be published in the Ile Camera, including the deadline for which applications must be received. If there are current applications already on file for a given committee or commission, copies should be forwarded to the Township Board Liaison, commission/committee chairperson, Township Manager, and the staff member responsible for maintaining commission and committee files.

9.2 Applications Received

Applications filed shall be stamped with the date of receipt. A letter shall be sent to residents who file applications thanking them for volunteering to serve, and explaining the appointment process (a copy of this procedure should be attached). Copies of the application and letter shall be forwarded to the Township Board Liaison, commission/committee chairperson, Township Manager, and the staff member responsible for maintaining commission and committee work. The original application is kept on file in the Clerk's office until such time a candidate is appointed, and then placed in the appropriate commission/committee file. At the discretion of the Board Liaison, an applicant may be invited to a meeting prior to being appointed.

9.3 Appointments and Re-appointments

The board member liaison, or chairperson if a committee does not have a liaison, shall request that a prospective candidate appointment or re-appointment be included on a board meeting agenda for action, and advise the chairperson of the appointment. The term of office should be included in the board motion when it is acted upon, and it should be noted if this is an appointment to fill the term of vacancy.

All appointees shall be sent a letter informing them of the appointment including any appropriate background information for the new member. Those applicants not appointed shall be sent a second letter thanking them for volunteering, informing them the vacancy has been filled, and telling them their application will be kept on file for one year.

Upon consultation with the board liaison and/or committee chairperson, letters to members seeking interest in re-appointments are mailed several weeks prior to expiration date of the term. Re-appointment of members is not automatically guaranteed. Re-appointments are made by the Township Board prior to the end of the month in which the member's term expires. Terms of membership for commissions and committees are governed by ordinance or committee guidelines. Depending on the response, members are reappointed or the vacancy is advertised.

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The only exceptions to these appointment procedures are appointments made to the Planning Commission, Zoning Board of Appeals, Construction Board of Appeals and the Downtown Development Authority, whose members are appointed by the Township Supervisor and usually confirmed by the Township Board.

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10.0 Township Emergency Plan (1/25/99)

These administrative procedures provide for the establishment of an incident command system for Grosse Ile to handle emergencies occurring throughout the Township for varied emergency situations.

10.1 Winter Emergency Procedures

Article 10.1 represents the first section of the Township Emergency Plan and specifies new and revised procedures to coordinate a response for winter storm conditions. The Plan is on file at the Fire Department, Police Department, and in the Township Manager's Office. The Fire Chief is the Incident Commander for township emergencies.

The plan provides for classification of winter emergencies, an incident command structure, goals and objectives for response, the identification of available resources, personnel and equipment available from all departments and enterprises to respond to an emergency, as well as a public notification process. Procedures are established for augmenting Wayne County services both for when they are and are not available to the Island.

Keys for all Township-maintained buildings and vehicles necessary to respond to emergency situations will be transmitted to the Public Safety Building for emergency access by emergency personnel.

11.0 Fees Collected for Services (1999)

The following fees are approved by the Township Board to be collected by the Treasurer's Office for fees incurred for township services.

11.1 Miscellaneous Fees (effective 6/14/99)

Audit Report	\$25.00 per copy
Mailed	29.00 per copy
Municipal Code	23.00 per copy
Mailed	27.00 per copy
Zoning Ordinance	24.00 per copy
Mailed	27.00 per copy
Master Plan	20.00 per copy
Mailed	25.00 per copy
Aerial Photos	
8x10	10.00 each
16x20	30.00 each
20x24	36.00 each

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Blue Prints ("D" size)	2.50 each
Street Maps	.25 each
Zoning Maps	10.00 each
(Color)	12.00 each
Videos (per meeting)	35.00 each
Voter Information	
Voter List	.01 per name
Voter Labels	.03 per name
Voter Disk	75.00 each disk
Absentees only	20.00 each list
Photocopies	
Letter Size	.25 per copy
Legal Size	.35 per copy

Passport Fees - Determined by Federal Gov't., ask the Clerk's office.

11.2 POLICE DEPARTMENT FEES (effective 6/14/99)

Report Copies	\$ 5.00
Accident Report Copies	5.00
Auto Pound Storage	4.00 per day
CCW Applications	12.50
Fingerprints	10.00
(delete) Gun Permits	5.00
Record Checks	5.00

11.3 DEPARTMENT OF COMMUNITY DEVELOPMENT FEES

(revised effective 4/02/01; see other revisions below)

In order to relieve the general fund from supporting the Planning, Zoning, and Ordinance Enforcement programs, a Department of Community Development Fee Schedule was adopted by the Grosse Ile Township Board on June 14, 1999 effective August 15, 1999; revised 4/16/01; revised 4/01/02; revised New Home Construction fees 4/01/03.

REVIEW FEES (NEW HOMES)

Plan Review	\$100
Grade Review	\$300
Woodlands/Wetlands/Zoning	\$150

*NOTE: The grade review fee includes a preliminary and final inspection by the Township Engineer. Additional outside review services may be used at the option of the department. Fees for actual charges to the department are the responsibility of the applicant.

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BUILDING PERMIT FEES

*NOTE: Any work commencing prior to issuance of a permit shall be charged a \$200 fine, plus the amount of the required fee.

NEW HOME CONSTRUCTION

Based upon the (habitable space) square footage of dwelling - \$1.80 per square foot

All construction documents for residential buildings 3,500 square feet and over must be sealed by a licensed architect.

**NEW CONSTRUCTION ON EXISTING STRUCTURES
RENOVATIONS AND SEAWALLS**

\$250 (nonrefundable deposit) at time of application
Permit fee is based on cost of construction + \$17 per \$1,000 or fraction thereof

MISCELLANEOUS

Minimum Permit Fee	\$55
Builder's Registration	\$35
New Business Registration	\$150
(includes all inspections required for Certificate of Occupancy)	
Fill	\$75 + additional Engineer Review Fees

ALL OTHERS

Attached Garages	\$150 plus \$150 Bond
Concrete Patios & Porches	\$100 plus \$50/\$100 Bond
Decks	\$100 plus \$100 Bond
Demolitions:	
Single Family Residence	\$250 plus \$1,000 Bond
Swimming Pool	\$100 plus \$500 Bond
Detached Garages	\$150 plus \$150 Bond
Enclosed Porches & Covered Decks	\$150 plus \$150 Bond
Fences	\$100 Zoning Permit Only Required
Fill	\$ 75 plus Engineer Review Fees and \$200 Bond
Pools:	
Above ground swimming pool	\$250 plus \$500 Bond
Below ground swimming pool	\$350 plus \$1,000 Bond
Sheds: Under 200 sq. ft.	\$100 Zoning Permit Only Required
Over 200 sq. ft.	\$150 plus \$150 Bond
Signs	\$100
Tear off and Re-roofs and Overlays	\$ 50
Tent Sale (45-day time limit)	\$ 75 plus \$250 Bond

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Waterproofing	\$100
Windows (Charge is applied if the windows are made larger)	\$125 (flat fee)

PLUMBING FEES

New Home Construction for Plumbing \$125
 (This includes one rough & one final inspection, underground inspection not included if separate inspection). This inspection should be ready at time of rough inspection.

Each Bathroom without tub or shower \$ 75

Fixtures

Stacks or re-vents	\$ 10
Dishwasher	\$ 10
Sinks (lavatories, slop)	\$ 10
Bathtubs	\$ 10
Water Closets (toilets)	\$ 10
Urinals	\$ 10
Laundry Trays	\$ 10
Sump Pump	\$ 15
Drinking Fountain	\$ 10
Hot Water Tank	\$ 10
Shower Stalls	\$ 10
Garbage Disposal	\$ 10
Backflow Preventers	\$ 10
Inside Drains & Conductors	\$ 30
Minor Repairs	\$ 40

Fire Suppression/Protection: Contact Fire Marshall

Water Distribution Systems

Size: 3/4"	\$ 15
1"	\$ 20
1 1/4"	\$ 25
1 1/2"	\$ 30
2"	\$ 40
2 1/2"	\$ 54
3"	\$ 60
4"	\$ 70
Exceeding 4"	\$ 75

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ELECTRICAL FEES

New Home Construction for Electrical (up to 2,000 square feet)	Base Fee	\$210
Over 2,000 square feet add		\$210 plus \$ 10 per 100 sq. ft. or fraction thereof
Minimum Permit Fee		\$ 55
Registration: Non-community Registration) \$1.00		
Business License \$34.00	T.	\$ 35
Trench Inspection		\$ 40
Rough Inspection		\$ 40
Final Inspection		\$ 40
Reinspection		\$ 40
Residential:		
First circuit or less		\$ 24
Each additional circuit		\$ 4
Service Release		\$ 35
If inspected with the rough inspection		\$ 7
Temporary Service		\$ 25
Change Meter		\$ 35
Overhead to underground		\$ 25
First 25 Lamps or less		\$ 27
Each additional set of 25 or less		\$ 6
<u>SERVICE</u>		
60 Amp Service		\$ 27
100 Amp Service		\$ 34
200 Amp Service		\$ 40
400 Amp Service		\$ 47
600 Amp Service		\$ 54
800 Amp Service		\$ 81
800-1,000 Amp Service (Over 1,000 Amps, add \$13.00 for each 100 Amps)		\$ 108
IAC Meter (with permit)		\$ 21
(separate permit)		\$ 35
Hot Tubs & Equipment		\$ 40
Minor Repair Permit		\$ 40
Hoist		\$ 50
Fire Alarm System		\$ 75
<u>SWIMMING POOLS</u>		
Above ground pool (motor & one circuit)		\$ 35
Below ground pool		\$ 50

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COMMERCIAL ELECTRICAL FEES

Plan Review Fee	\$ 40
Trench Inspection	\$ 40
Rough Inspection	\$ 40
Final Inspection	\$ 40
Reinspection	\$ 40

COMMERCIAL

First Circuit or less	\$ 27
Each additional circuit	\$ 4
First 25 lamps or less	\$ 27
Each additional set of 25 or less	\$ 7

SIGNS

Once circuit or less	\$ 34
Each additional circuit, on original permit	\$ 7
Each additional sign	\$ 27
Sign Relocation	\$ 30

POWER UNITS (Motors, Generators, Welders, ARC Lamps,
and/or Power units based on horsepower or K.W. rating)

¼ h.p. or k.w. to 10 h.p.	\$ 27
10 h.p. or k.w.	\$ 34
20 h.p. or k.w.	\$ 40
30 h.p. or k.w.	\$ 47
40 h.p. or k.w.	\$ 54
50 h.p. or k.w.	\$ 60
75 h.p. or k.w.	\$ 67
Each additional 100 h.p. or k.w.	\$ 74

SERVICE

60 Amp Service	\$ 27
100 Amp Service	\$ 34
200 Amp Service	\$ 40
400 Amp Service	\$ 47
600 Amp Service	\$ 54
800 Amp Service	\$ 81
800-1,000 Amp Service (Over 1,000 Amps, add \$13.00 for each 100 Amps)	\$ 108

IAC Meter (with permit)	\$ 21
(separate permit)	\$ 35

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MECHANICAL FEES

New Home Construction for Mechanical (up to 2,000 square feet)	Base Fee	\$210
Over 2,000 square feet add		\$210 plus
		\$ 10 per 100 sq. ft. or fraction thereof
Minimum Permit Fee		\$ 55
Registration		\$ 15
Rough Inspection		\$ 40
Final Inspection		\$ 40
Reinspection		\$ 40
New Residential Heating Systems (Includes Duct & Pipe)		\$ 68
Replacement Furnace		\$ 35
Residential Boiler		\$ 35
Water Heater (Baseboard)		\$ 25
Flue/Vent Damper		\$ 10
Woodburning Stove (not permitted in garage)		\$ 35
Chimney Liner		\$ 35
Residential A/C		\$ 35
Bath, Kitchen & Attic Exhaust		\$ 10
Hot Water Tank		\$ 7
Humidifiers		\$ 10
Duct Work		\$ 35
Gas Piping		\$ 35
Gas Pressure Test (when concealed)		\$ 35
Pool Heater		\$ 35
Fireplace (pre-fab)		\$ 30

COMMERCIAL MECHANICAL FEES

Plan Review	\$ 35
Air Handlers/Heat Wheels	
Under 10,000 CFM	\$ 27
Over 10,000 CFM	\$ 81
Commercial Hoods	\$ 21
Unit Heaters	\$ 35

PLANNING AND ZONING FEES

ZBA Hearing	\$ 200
ZBA Special Meeting	\$ 500

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Rezoning	\$1,000 plus \$75 per acre
Lot Splits/Consolidation And Reconfiguration	\$ 500 plus \$250 per lot beyond two
Site Plan Review	\$1,000
Public Hearing w/Site Plan	\$ 750
Single Family/Residential Use (Public Hearing)	\$ 250
Subdivision/Site Condominium Planning Commission	\$5,500
Use Approval/Miscellaneous	\$ 100
Planning Commission Special Meeting (Applicant Request)	\$ 500
Natural Feature Setback Review	\$ 250
Wetland Review	\$ 250
Sketch Plan	\$ 300
Minor Modification to Site Plan	\$ 500

*NOTE: In addition to the above referenced fees the applicant must establish an escrow account with the Township in an amount sufficient to cover: (1) Engineering Review Costs; and (2) Township Planner review.

11.4 Animal Licensing Fees (effective 1/1/2000)

Current licensed animals will be charged as follows:

<u>January 1-31:</u>	Neutered animals	\$ 6.00
	Non-neutered animals	12.00
<u>February 1-December 31:</u>	Neutered animals	\$ 12.00
	Non-neutered animals	24.00

For new residents to Grosse Ile or for new pets, licenses will be pro-rated by the month as follows:

<u>January 1-31:</u>	Neutered animals	\$ 6.00
	Non-neutered animals	12.00
<u>February 1-29:</u>	Neutered animals	\$ 5.50
	Non-neutered animals	11.00
<u>March 1-31:</u>	Neutered animals	\$ 5.00
	Non-neutered animals	10.00

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<u>April 1-30:</u>	Neutered animals	\$ 4.50
	Non-neutered animals	9.00
<u>May 1-31:</u>	Neutered animals	\$ 4.00
	Non-neutered animals	8.00
<u>June 1-30:</u>	Neutered animals	\$ 3.50
	Non-neutered animals	7.00

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<u>July 1-31:</u>	Neutered animals	\$3.00
	Non-neutered animals	6.00
<u>August 1-31:</u>	Neutered animals	2.50
	Non-neutered animals	5.00
<u>September 1-30:</u>	Neutered animals	2.00
	Non-neutered animals	4.00
<u>October 1-31:</u>	Neutered animals	1.50
	Non-neutered animals	3.00
<u>November 1-30:</u>	Neutered animals	1.00
	Non-neutered animals	2.00
<u>December 1-31:</u>	Neutered animals	.50
	Non-neutered animals	1.00

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