

**TOWNSHIP OF BIRCH RUN
SAGINAW COUNTY, MICHIGAN**

BIRCH RUN TOWNSHIP

**A RESOLUTION TO DEFINE THE POWERS AND DUTIES OF THE BIRCH RUN
TOWNSHIP OFFICERS IN RELATION TO THE ADMINISTRATION OF THE BIRCH
RUN TOWNSHIP WATER AND SEWER SERVICES AND TOWNSHIP PARKS.**

#06-10

At a Special Meeting of the Birch Run Township Board, Township of Birch Run, Saginaw County, Michigan, held at the Township Meeting Room on the 13th day of September, 2006, at 7 o'clock Eastern Standard Time.

PRESENT: Schlegel, Marr, Trevino, Putnam, Magnus, and Strahm

ABSENT: Cook

The following resolution was made by Putnam and seconded by Magnus:

The Board of Trustees of Birch Run Township resolves as follows:

1. This Resolution shall be known as- The Birch Run Township Water and Sewer Services and Parks Administration Resolution.
2. Chief Administrative Officer: The Birch Run Township Supervisor shall be the Chief Administrative Officer of the Township with respect to the administration and operation of the Birch Run Township Water and Sewer Services and Parks.

The Supervisor's duties shall include by way of illustration, but not limitation, the following:

1. Manage and oversee public improvement projects pertaining to the water and sewer services and the parks and maintenance of said services;
 2. Preserve the Township property, tools and equipment;
 3. Oversee contract and franchise relationships between the Township and third parties;
 4. Recommend to the Township Board for adoption such measures as the Supervisor deems necessary or expedient;
 5. To act as personnel director limited, however, to the water and sewer services and the parks.
3. Water and Sewer Service Superintendent: The Supervisor is hereby authorized to appoint a Superintendent who shall be responsible to the Supervisor for the day to day operation of the water and sewer services, including but not limited to repairs and maintenance, billings, and collections. The Superintendent shall also direct the scheduling of Township personnel in connection with the water and sewer services. All actions and decisions by the Superintendent shall be subject to review by the Supervisor.

4. Approval of Expenditures: The Supervisor is hereby authorized to expend not to exceed \$3,000 for expenses which are related to the operation and maintenance of the water and sewer system and parks. These expenditures shall be reviewed by the Township Board at the monthly meeting following payment of each such expenditure. The report of such expenditures shall include a summary statement of each such expenditure, including the purpose, the recipient, and the amount.
5. Water and Sewer System and Parks Budgets: The Board of Trustees shall adopt water and sewer system and parks budgets each year as part of its annual budget process. The expenditures authorized under this resolution shall not exceed the total appropriated amount under that water and sewer system budget or parks budget without prior Board approval by budget amendment.
6. Budget Monitoring: Whenever it appears to the Supervisor or the Township Board that the probable revenues of the water and sewer system or park fund will be less than the estimated revenues upon which the appropriations from the water and sewer system funds were based, or when it appears that such expenditures shall exceed the appropriation for the water and sewer system or parks, the Supervisor shall present to the Township Board his recommendations to prevent such expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendation shall include proposals for reducing appropriations, increasing revenues, or both.

YEAS: Marr, Schlegel, Trevino, Strahm, Putnam, and Magnus

NAYS: None

Absent: Cook

ABSTENTIONS:

STATE OF MICHIGAN)

COUNTY OF SAGINAW)

I, the undersigned, the fully qualified and acting Clerk of the Township of Birch Run, Saginaw County, Michigan, do hereby certify that the foregoing is a true and complete Copy of a resolution adopted at a Special meeting of the Township Board of the Township of Birch Run, Michigan, held on the 13th day of September, 2006, the original of said meeting was given to and in compliance with Act 267, Public Acts of Michigan, 1976.

IN WITNESS WHEREOF, I have hereunto fixed my official signature on this 15th day of September 2006.

Amy Cook
Birch Run Township