



# Birch Run Township

## Administrative Resolutions

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**ADMINISTRATIVE RESOLUTION**  
**INTRODUCTION AND ADOPTION OF ADMINISTRATIVE RESOLUTION**

Definition:

An Administrative Resolution (AR) reflects any action regarding the internal operations or matters concerning the administration of township government and is not adopted as an Ordinance. The accumulations of such resolutions shall form the basis of a policy manual for administering township government.

Introduction:

Any Board member may introduce an Administrative Resolution at any regular or special meeting of the Township Board. The resolution shall be considered and presented, in written form, at the next regularly scheduled Board meeting.

Board action of the first regularly scheduled meeting following the introduction of the Resolution shall adopt, delay or reject the resolution as presented.

Managing the Modern Township strongly suggests that adoption of policy goals and Administrative Resolutions. It is advisable to periodically adopt Administrative Resolutions. The cumulative effect is to establish policies that would benefit the Township Board.

The Birch Run Township Board, pursuant to the provisions of the constitution and the law of the State of Michigan, will from time to time adopt written Administrative Resolutions to guide the Township Board and Township Employees in the effective operation of township government.

Numbering:

Administrative Resolutions shall be in numerical sequence for a given year, numbering the first such Administrative Resolution for the year 2005 being AR #2005-01, the second being, AR #2005-02.

As of the adoption of these Administrative Resolutions all prior Administrative Resolutions are hereby rescinded.

Adopted: January 11, 2005

Revised: December 13, 2016

**BIRCH RUN TOWNSHIP**  
**AR #2005-01**  
**PROCEDURES FOR REVISION**

**WHEREAS**, it is wise to read and revise Administrative Resolutions on a continuing basis as policy guides for efficient Township operations; and

**WHEREAS**, a minimum standard for such reading, and revision should be established,

**THEREFORE**, the Board of Trustees resolves that all such resolutions adopted by the Board shall regularly be reviewed and revised as needed at the December regular board meeting each year.

**FURTHERMORE**, revisions may be made at any time during the year as the situation warrants.

Adopted: January 11, 2005

Revised: December 13, 2016

**BIRCH RUN TOWNSHIP**  
**AR #2005-02**  
**FREEDOM OF INFORMATION ACT REQUEST FEE SCHEDULE**

**BE IT RESOLVED**, that the Birch Run Township Board does hereby adopt the following fee schedule for establishing the proper charge for a Freedom of Information Act request under Public Act 442 of 1976. To be used in conjunction with the Freedom of Information Act Request Worksheet.

<b>Fee Schedule</b>		
<b>Fulfilling A Request</b>	<b>Cost</b>	<b>Unit</b>
Copies of documents (8 ½ x 11 and 8 ½ x 14)	10¢, unless commercial facility is used, then actual cost	Per page, double sided if available
Oversized documents or documents that cannot be copied by the Township directly	\$3.00 - \$5.00	Per page
Non-paper physical media (disc, tapes, similar media)	Per item: DVD - \$1.00 CD - \$1.00 USB Thumb Drive - \$20.00 - \$30.00	Most reasonable economic cost of the computer disc, computer tape, or other digital or similar media
Cost of labor directly associated with duplication or publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on non-paper physical media through the internet or other electronic means	\$13.00 per hour	Hourly wage of lowest paid employee (in increments of 15 minutes or more, partial time rounded down), plus 50% of the applicable labor charge to cover cost of fringe benefits
Cost of labor directly associated with searching for, locating, examining, public records	\$13.00 per hour	Hourly wage of lowest paid employee capable of performing work (in increments of 15 minutes or more, partial time rounded down), plus 50% of the applicable labor charge to cover cost of fringe benefits
Cost of labor associated with reviewing, separating, and deleting of exempt information from non-exempt information	\$13.00 per hour	Hourly wage of lowest paid employee capable of performing work (in increments of 15 minutes or more, partial time rounded down), plus 50% of the applicable labor charge to cover cost of fringe benefits
Contracted labor costs associated with the separating and deleting of exempt information from non-exempt information	\$56.70 per hour – Annual increase linked to CPI not to exceed 3.5%	Not to exceed an amount equal to six (6) times the State minimum hourly wage rate (in increments of 15 minutes or more, partial time rounded down)
Mailing Costs	Actual Cost	First class postal delivery
Deposits	Good faith deposit of one-half of estimated fees, when estimated fees exceed \$50.00	Must provide a detailed itemization of estimate

**Waiver of Fees**

The first \$20 of the fee shall be waived for each request of an individual who submits an “Affidavit of Indigency” stating that the individual is indigent and receiving specific public assistance or, if not receiving public assistance, stating facts showing inability to pay the costs because of indigency. An individual is ineligible for this fee reduction if the individual has previously received discounted copies of public records from the Township twice during the calendar year or the individual requests information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. The Township may require a statement by the requestor in the Affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

The first \$20 of the fee is also waived for a non-profit organization formally designated by the State to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act, if the request is made directly on behalf of the organization or its clients and is made for a reason wholly consistent with the mission and provisions of those laws under Section 931 of the Mental Health Code, MCL 330.1931; and, is accompanied by documentation of its designation by the State, if requested by the Township.

Adopted: January 11, 2005

Revised: December 8, 2009

Revised: December 14, 2010

Revised: May 12, 2015

Revised: December 13, 2016, Expert Human Resources

Revised: January 8, 2019

Revised: December 8, 2020

**BIRCH RUN TOWNSHIP**  
**AR #2005-03**  
**BOARD POLICY – SUPERVISOR RESPONSIBILITIES**

**WHEREAS**, in General Law Townships it is the Boards overall responsibility for the proper function of the township government; and

**WHEREAS**, Managing the Modern Township points out that in General Law Townships it is advisable for the Board to decide specific responsibilities it wants to assign to the Supervisor; and

**WHEREAS**, there is a need to clarify the role of the Board Policy as it related to the daily working relationship between the Board and the Supervisor.

**THEREFORE**, the daily activities of present and future departments shall be governed by Township Board Policy, as reflected in the minutes, by Administrative Resolution, by laws applying to General Law Townships, by department policies, and by the day-to-day direction of the Township Supervisor.

Adopted: January 11, 2005

Revised: December 13, 2016

**BIRCH RUN TOWNSHIP  
AR #2005-04  
ADMINISTRATIVE OFFICER**

**WHEREAS**, the Uniform Budgeting Act 621 provides that the Annual Budget Resolution shall state who is to act as the Administrative Officer responsible for budget administration during the fiscal year, and

**WHEREAS**, it is fitting to define the duties and procedures to be associated with this role, shall be taken to mean:

1. Alerting department heads to their obligation to present their budget in a timely manner so that a preliminary budget can be presented by the first week in February.
2. Gathering various inputs and structuring a proposed General Fund Budget for presentation to the Board as provided for under PA 621.
3. The Administrative Officer shall present a preliminary General Fund Budget plus other budgets to the Board for their consideration based on the data as specified in Section 15 of Public Act 621 no later than the first meeting in February.
4. Administration of the General Fund Budget throughout the year which includes:
  - A. Making recommendation for change in the budget when necessary.
  - B. A preliminary budget review shall be called at the Regular February Meeting to gather Board input toward completion of the budget for the ensuing year.
  - C. The preparation and distribution of all the required budgets properly coded, prior to the first Regular Meeting in March.

**WHEREAS**, Michigan Public Act of 1968, as amended, requires an appropriation act adopting budget for the General fund and all Special Revenue funds; and

**WHEREAS**, Public Act 621 of 1978, the Uniform Budget Act, requires that responsibility for the budget be designated and that itemization of accumulated surpluses or deficits from prior years, current year and estimated surplus or deficits for the budget must be provided; and

**WHEREAS**, a public hearing has been noticed and held by the Township Board upon said budget in accordance with Michigan statute.

**THEREFORE**, the Board of Trustees of Birch Run Township hereby resolves that the Township Supervisor shall act as Administrative Officer.

Adopted: January 11, 2005  
Revised: December 13, 2016

**BIRCH RUN TOWNSHIP**  
**AR #2005-05**  
**EMERGENCY EXPENDITURES**

**WHEREAS**, the Uniform Budgeting Act grants the Township Board the sole right to authorize expenditures from the General Fund, and

**WHEREAS**, emergency expenditures are sometimes required; and

**WHEREAS**, the Board of Birch Run Township hereby resolves that the Supervisor, Clerk, Treasurer and all department heads shall have discretionary authorization to make such emergency expenditures in the amount of \$1,000.00. Emergency purchases shall be construed to be those needed to provide for health and safety, or to continue needed work that could not prudently be delayed until the next Board Meeting.

Adopted: January 11, 2005

Amended: December 13, 2011

Revised: June 10, 2014

Revised: January 12, 2016

Revised: December 13, 2016

Revised: December 12, 2017

**BIRCH RUN TOWNSHIP**  
**AR #2005-06**  
**DEPARTMENT HEADS**

**WHEREAS**, effective Budget Management requires that responsibility be place upon the department head and further, that authorization to purchase should reside with the department head within budget limitations; and

**THEREFORE**, the Board of Birch Run Township hereby resolves that the department head of the Department of Public Works, Water/Sewer, Fire Department, Library and Chair of the Downtown Development Authority shall be responsible for the timely submission and administration of their respective budgets.

Adopted: January 11, 2005

Revised: June 10, 2014

Revised: December 13, 2016

**BIRCH RUN TOWNSHIP**  
**AR #2005-07**  
**BUDGET PREPARATION RESOLUTION**

**WHEREAS**, it is necessary that the Township Board members receive all proposed governmental fund type budgets in advance of the ensuing fiscal year; and

**WHEREAS**, the budgetary centers of the Township shall furnish to the Township Supervisor essential information for the preparation of the budget for the ensuing year, and

**WHEREAS**, the Administrative Office shall submit to the Township Board a budget memorandum detailing the line item expenditures in each fiscal activity category, and

**WHEREAS**, PA No. 621 of the Public Acts of 1968 as amended provides that the Township Supervisor shall transmit the recommended budget to the legislative body according to an appropriate time schedule as determined by the Board; and

**WHEREAS**, such recommended budget shall include:

1. Estimated expenditure data for the current fiscal year, and the total estimated expenditures for each fiscal activity category in the ensuing fiscal year.
2. The total estimate amounts required to conduct Township affairs for the ensuing year.
3. Estimated revenue data for the current fiscal year.
4. An estimate of the revenues, by source, to be raised or received in the ensuing fiscal year.
5. An estimate of the amounts needed for contingencies, and the amounts needed to pay and discharge principal and interest.

**THEREFORE, BE IT RESOLVED**, that the Township Supervisor shall furnish all preliminary governmental type budgets, by the first meeting in February, prior to the start of the fiscal year.

**THEREFORE, BE IT FURTHER RESOLVED**, the preparation and distribution of the final Annual Budget shall be furnished prior to the Regular March Meeting.

Adopted: January 11, 2005

Revised: June 10, 2014

**BIRCH RUN TOWNSHIP**  
**AR #2005-08**  
**PURCHASING POLICY FOR BIRCH RUN TOWNSHIP**

**I. QUOTES**

- a. Quotes shall be required for all purchases over \$1,000 and under \$10,000.
- b. Informal Verbal Quotes for items costing over \$1,000 and under \$5,000 can be obtained by telephone. A minimum of three (3) sources shall be contacted for informal quotes, if possible.
- c. Formal Quotes for items costing from \$ 5,000 to \$10,000 must be written. Three (3) or more sources, if possible, must be supplied specifications to quote on. Specifications must be complete to ensure that the same quality will be bid by all suppliers.
- d. A copy of a quote/bid tabulation form is to be filed with the invoice.

**II. BIDS**

- a. Sealed bids are to be solicited, from qualified suppliers or contractors, by a written request for bids (R.F.B.), and by advertising (if appropriate), for bonds, public improvements, major building repair or alterations and equipment, expected to cost over \$15,000.
- b. Bid specifications will be initiated by the requesting department. All specifications are to be reviewed and signed by the Township Supervisor before distributing a R.F.B. or publication of the advertisement for bid proposals. Advertising for bids may be made in trade journals and/or newspapers as appropriate.
- c. The Request for Bids (R.F.B.) shall provide the following information as appropriate:
  - Description of service or goods desired
  - Deadline to submit bids
  - Date, time and place that bids will be publicly opened
  - Address to which bids are to be submitted
  - Desired commencement date, delivery date(s)
  - Desired contract or service termination date
  - Performance bonds required
  - Insurance coverage required
- d. The Request for Bids (R.F.B.) shall require interested bidders to provide the following information as appropriate:
  - References
  - Warranties
  - Bidder's qualifications
  - Acquisition cost, fees, or other township financial obligations
- e. Bids for public improvements such as park, water, sewer and sidewalk projects are to be delivered to the place designated in the R.F.B., where they will be opened in the presence of at least one township employee at the time specified in the R.F.B. and/or advertisement. All other bids are to be delivered "Attention: Township Clerk", with bid openings to be at the designated time and place. Bid openings should be scheduled to permit time for staff and/or consultant review to determine completeness and qualifications. The scheduled bid opening should allow time for compilation of bids for inclusion in board agenda packets. If a specifications committee is needed, arrangements should be made to appoint the committee in advance so that they may review the bids as soon as possible. A list of vendors receiving copies of the advertisements for bids will be given to the Township Supervisor prior to the bid opening.
- f. All request for bids shall include a statement the Birch Run Township Board reserves the right to accept or reject any or all bids, to waive informalities or errors in the bidding process, and to accept any bid deemed to be in the best interest of the township, including bids that are not for the lowest amount.
- g. Purchase orders for materials and equipment obtained through the above bidding process shall be signed by the appropriate township representative after approval by the Township Board. The Supervisor or Clerk shall sign formal contracts approved by the Township Board.

- h. Changes to bids for material and equipment must be approved by the appropriate department head and Township Supervisor after availability of funds have been verified. Change orders to formal contracts must be approved by the Township Supervisor.
- i. Vendors will be given a tabulation of bids, if requested.
- j. If the Township Board determines that a bid process is not practical and/or not in the best interest of the Township in a given situation, the board may waive on a case-by-case basis the requirements of this policy on a majority, roll-call vote. A majority shall consist of four or more affirmative votes.

**III. GENERAL INFORMATION**

- a. Supervisor, Treasurer, Clerk and department heads are authorized to purchase materials or services costing up to \$1,000 if funds are available within the department budget. Purchases in excess of this amount shall be referred to the Township Board who will determine the method and source of procurement.
- b. If extenuating circumstances exist, consideration may be given to other than the low bidder only when it is proven to be in the best interests of Birch Run Township.
- c. Office supplies – paper, pens, staples, etc. may be ordered through the designated supply clerk or through their respective departments with all purchases to be charged to the appropriate fund.
- d. Operating supplies are to be purchased according to the provisions of paragraphs I and II, as appropriate.
- e. Professional services do not require bids or quotes. Retention of professional individuals or firms are to be approved by the Township Board.
- f. Emergency repair services are to be authorized by the Supervisor or Clerk. A service contract may be purchased when the frequency of repairs on a certain item warrants the cost of the contract.
- g. Petty Cash – is to be used for items under \$100 when purchased from a supplier who does not have a charge account with the Township. Sales tax will not be reimbursed by petty cash.

Adopted: January 11, 2005

Amended: December 13, 2011

Revised: June 10, 2014

Revised: December 13, 2016

Revised: December 12, 2017

**BIRCH RUN TOWNSHIP**  
**AR #2005-09**  
**AGENDA PROCEDURE AND UPDATING**

**WHEREAS**, it is desirable that the Board consolidate policy with regard to Agenda, and provide for up-dating prior to, and at meeting time, and to provide for Agenda Approval.

**THEREFORE, BE IT RESOLVED**, that the following procedures be followed:

**A. Agenda Information**

1. Monthly items of significance would ordinarily encompass policy change, approval of expenditures (not preauthorized).
2. Every attempt shall be made to furnish a full disclosure of information surrounding an issue. This should be included in the Board Packet of information and delivered in advance of the meeting.
3. Should a matter of significance arise, after the Agenda has been prepared and distributed, it may be considered at the meeting. In such case, Board members should be notified in advance by email, memo or phone as to the nature and scope of the Agenda item to be considered.
4. Anyone on the Township Board wishing to have Agenda topics and supporting material considered shall submit topics no later than Wednesday noon preceding the meeting. The Agenda packets will be available for the Township Trustees no later than noon the Friday before the board meeting. Holiday situations may require some adjustment.

**B. Public Comment Section**, shall be provided at the start of the Regular and Special Board meetings for agenda item only after Approval of the Minutes, also an extended Public Comment Section shall be provided at the close of such meetings.

1. **OPENING PUBLIC COMMENT SECTION OF AGENDA**

Length of time of such Public Comment shall be as brief as possible. The speaker shall be limited to three minutes.

The presiding Officer, or a Board member may, after the speaker or speakers have been warned, request a vote on the question of termination of the comments of any individual given the following:

- (a) When the individual exceeds the three-minute limit.
- (b) When it appears that such comments disrupt the decorum of the meeting, or delays the Board unduly from proceeding with Agenda items.

2. **EXTENDED PUBLIC COMMENT SECTION OF AGENDA**

This is intended to provide time for citizens to expand on their remarks if they need more than the three minutes provided in the Opening Public Comment Section, and to provide an opportunity for those to speak who arrived after the Opening Public Comment Section has ended.

3. **COMMENTS OTHER THAN DURING PUBLIC COMMENT SECTION**

The Board from time to time concerns itself with Agenda items that in their opinion have long run policy or fiscal implications. The Board, by majority vote, may ask for audience views prior to any Board motion and discussion, subject to, item a and b above. After reasonable time as determined by majority vote of the Board, comment on the subject matter may be terminated. Board meetings are business meetings, thus comments from the audience following a motion, a second, and during Board discussion period are prohibited.

**C. Motions:**

1. If a motion will contain more than 10 words, the motion may be submitted to the Supervisor in writing at the time of voting. The Supervisor will read the motion aloud before a vote takes place. After a roll call vote, the Supervisor will then submit the motion to the clerk who will record the motion in the minutes.

Adopted: January 11, 2005

Revised: July 12, 2005

Revised: December 11, 2008

Revised: June 10, 2014

Revised: January 12, 2016

Revised: December 13, 2016

**BIRCH RUN TOWNSHIP**  
**AR #2005-10**  
**REQUEST FOR REMARKS TO BE INCLUDED**

**WHEREAS**, most Townships do not provide an opportunity for Board Members to have their remarks printed in the minutes, or attached to the minutes, since the privilege is easily abused and,

**WHEREAS**, to extend this privilege to the General Public may produce like results.

**THEREFORE**, the Board of Birch Run Township directs, that as to a Board Member's request that any member may request to have his or her comments or position paper printed or attached as part of the record, if there are no objections by any member of the Board. If there is an objection to such printing of the comments, the Board shall decide by majority vote. Such comments to be included or attached as part of the Official Record shall be provided to the Clerk in writing by the member.

**THAT AS TO MEMBERS OF THE GENERAL PUBLIC**, letters and other documents read on the floor under, the Public Comment portion or any other portion of the meeting, shall not be considered as part of the minutes, nor as an attachment, but as a point of information which will be noted in the minutes.

**FURTHER**, letters or documents mailed or delivered to the Board by members of the public shall be received as a point of information, which will be noted in the minutes.

Adopted: January 11, 2005  
Revised: December 13, 2016

**BIRCH RUN TOWNSHIP**  
**AR #2005-11**  
**ORDINANCE ENFORCEMENT**

**WHEREAS**, the Birch Run Township Code of Ordinance states the Enforcement Officer shall be responsible to the Township Board.

**WHEREAS**, it is desirable to define the channel of communication of enforcement activities; and

**WHEREAS**, it seems desirable to specify the periodic reporting of such activities and the general method of reporting;

**THEREFORE**, it seems desirable that the Enforcement Officer shall report to the Board on a quarterly basis. Such reports shall be in typed form showing a listing of all ordinance ticket numbers and whether there was compliance.

Adopted: January 11, 2005

Revised: December 11, 2008

Revised: December 13, 2016

**BIRCH RUN TOWNSHIP**  
**AR #2005-12**  
**UPDATING GENERAL AND ZONING ORDINANCE**

**WHEREAS**, there is need to up-date and to develop procedures for the publication, and their subsequent receipt and distribution and filing.

**THEREFORE**, the following procedures are to be instituted, subject to any later amendment dictated by experience:

**PROCEDURES** - Zoning Ordinances and Amendments shall be initiated from the Township Board or Planning Commission to the Township Supervisor. The Township Supervisor shall, upon the direction of the Township Board, refer the Ordinance to legal counsel when the board deems it necessary. The Board will then take action, and upon approval, the Clerk will have it published in a local newspaper. After Publishing, the Clerk will have the Zoning Ordinance Book updated. Upon receipt of the Ordinance or Amendment, the Clerk shall check the ordinance publication against the copy submitted for accuracy

**DISTRIBUTION** - Upon verification for accuracy the ordinance shall be delivered to the Clerk. The Clerk shall oversee the distribution and filing in the following order:

1. Distribute and log the ordinances received to all present holders of an Ordinance Book.
2. File the balance of ordinance received in the un-issued Ordinance Books, and remove any pages that have been amended or replaced.

Adopted: January 11, 2005  
Revised: November 13, 2007  
Revised: December 13, 2016

**BIRCH RUN TOWNSHIP**  
**AR #2005-13**  
**PRE-EMPLOYMENT EMPLOYEE SCREENING PROCEDURES**

**WHEREAS**, it is in the Township's best interest that it selects employees carefully in order to achieve efficiencies in operations, and

**WHEREAS**, it is prudent to set up selection procedures to achieve the desired results, and

**WHEREAS**, the Personnel Policy manual addresses the selection policy and the following guidelines should also be considered.

1. With regard to Department Heads, the Personnel Committee, along with the Township Supervisor shall be responsible for the screening, recruitment and recommendation. Interviewing and final decision of hiring shall be the responsibility of the Township Board in all future employment considerations for Department Heads.
2. With regard to all other vacant or new positions both full-time and part-time shall be handled by the Township Supervisor and the appropriate Department Head who together will institute criteria, screening, interview and selection procedures they deem appropriate for this level of hiring.

**THEREFORE, BE IT RESOLVED**, that the Birch Run Township Board of Trustees adopts the aforesaid Administrative Resolution authorizing the Township Supervisor to institute and to implement the above procedures prior to all future employment by the Township.

Adopted: January 11, 2005

Revised: June 10, 2014

**BIRCH RUN TOWNSHIP**  
**AR #2005-14**  
**BI-WEEKLY PAY**

**WHEREAS**, the employees of the Township receive a wage benefit for employment with Birch Run Township;  
and

**WHEREAS**, the Township Board feels it is in the best interest for the improved efficiency of the Fiscal Department to keep the pay schedule bi-weekly; and

**THEREFORE, BE IT RESOLVED**, that the Birch Run Township Board of Trustees adopts the aforesaid Administrative Resolution authorizing payroll to continue on a bi-weekly schedule with all payroll information being turned into the Clerk no later than 12:00 PM, Monday of the payroll week.

Adopted: January 11, 2005

Revised: January 12, 2016

**BIRCH RUN TOWNSHIP**  
**AR #2005-15**  
**SMOKE FREE FACILITIES AND VEHICLES POLICY**

It has been well documented by the U.S. Surgeon General, as well as the American Cancer Society, that secondary smoke, otherwise known as environmental tobacco smoke (ETS) is a Group A Carcinogen. Further, U. S. Environmental Protection Agency states, “exposure to environmental tobacco smoke is one of the most wide-spread and harmful indoor air pollutants.”

Considering these facts and the Board’s concern for the health and welfare of Township employees, Birch Run Township’s “No Smoking Policy” will be effective January 1, 2005. As of this date, there shall be no smoking permitted within any part of an enclosed building, structure or vehicle owned by the Township.

Adopted: January 11, 2005

Amended: December 13, 2011

Revised: January 12, 2016

**BIRCH RUN TOWNSHIP**  
**AR #2005-16**  
**PROPERTY/CASUALTY INSURANCE PROCEDURES**

**WHEREAS**, effective management of the Property/Casualty insurance program requires that responsibility be placed upon the department head for the prompt written report of the following:

1. **Addition and Deletions**, of equipment with the appropriate information as Serial number, model, year, etc., and the effective date of change, on a form. Upon completion of the form it shall be submitted to the Insurance Administrator who shall provide that the original shall be filed in the insurance file (note book), a copy shall go to our agent, a copy shall be given to the department head.
2. **Claims**, date and other relevant information, plus estimates shall be furnished by the department head as required by the insurance company. All such information shall be submitted to the Insurance Administrator, who shall provide that the original shall be filed in the insurance file (note book), a copy shall go to our agent, and a copy shall be given to the department head.

**WHEREAS**, effective management requires that the Insurance Administrator oversee that the additions and deletions are received as requested, further that when received shall be checked against the data submitted, and then filed in the appropriate section of the insurance manual, and shall follow up on claims that have been submitted to see that they have been disposed of in an equitable manner.

**FURTHER**, the Township Clerk shall act as the Insurance Administrator.

**FURTHER**, Coverage other than fire, casualty, etc., such life, hospital, dental, pension, etc., such changes and service are to be funneled through the Township Clerk.

Adopted: January 11, 2005  
Amended: December 13, 2011  
Revised: June 10, 2014  
Revised: December 13, 2016

**BIRCH RUN TOWNSHIP**  
**AR #2005-17**  
**INVESTMENT POLICY**

**WHEREAS**, the Birch Run Township Board of Trustees desires to establish criteria and objectives for the investment of the Township's temporary idle funds; and

**WHEREAS**, the Township also wishes to establish guidelines for a Township Cash Management System that will accurately monitor and forecast expenditures and revenues, thereby enabling the Treasurer to invest funds to the fullest extent possible; and

**WHEREAS**, the Township Treasurer is responsible for the care and custody, the management, and reporting to the Township Board, the status of the financial resources of the Township.

**THEREFORE, BE IT RESOLVED**, that the Birch Run Township Board wishes to comply with Public Act 20 of 1943, as amended by approving the following:

I. Purpose:

It is the policy of Birch Run Township to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of the Township of Birch Run and comply with all state statutes governing the investment of public funds.

II. Scope:

This investment policy applies to all financial assets of the Township of Birch Run. These assets are accounted for in the various funds of the Township of Birch Run and include the general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, internal service funds, trust and agency funds and any new fund established by the Township of Birch Run.

III. Objectives:

The primary objectives, in priority order, of the Township of Birch Run's investment activities shall be:

**Safety**—Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.

**Diversification**—The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

**Liquidity**—The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

**Return on Investment**—The investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

IV. Delegation of Authority to Make Investments

Authority to manage the investment program is derived from the following: Birch Run Township Resolution 98-4 as amended and MCL 41.76. Management responsibility for the investment program is hereby delegated to the Birch Run Township Treasurer, who shall establish written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to:

safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Birch Run Township Treasurer. The Birch Run Township Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

The Birch Run Township Treasurer is limited to investments as authorized by Public Act 20 of 1943, as amended, and may invest in the following:

1. Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States in which the principal and interest is fully guaranteed by the United States. This subdivision shall include securities issued or guaranteed by the Government National Mortgage Association.
2. Certificates of Deposit, Savings Accounts, Deposit Accounts, or depository receipts of a bank which is a member of the Federal Deposit Insurance Corporation or a credit union which is insured by the National Credit Union Administration. The bank or credit union must be eligible to be a depository of surplus funds belonging to the state under sections 5 and 6 of Act 105 of Public Acts of 1855, as amended.
3. Commercial paper rated at the time of purchase within the highest classification established by not less than two standard rating services and which matures not more than 270 days after the date of purchase. Not more than 50% of any fund may be invested in commercial paper at any time.
4. United States Government or federal agency obligation repurchase agreements.
5. Bankers acceptances of United States Banks.
6. Mutual Funds composed of investment vehicles, which are legal for direct investment by local units of government in Michigan.

V. Safekeeping and Custody

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the Birch Run Township Treasurer shall be on a cash basis. Securities may be held by a third-party custodian designated by the treasurer and evidenced by safekeeping receipts as determined by the treasurer.

VI. Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Adopted: January 11, 2005

Revised: February 14, 2006

Revised: June 10, 2014

Revised: January 12, 2016

Revised: December 13, 2016

**BIRCH RUN TOWNSHIP**  
**AR #2005-18**  
**TAX COLLECTION POLICY FOR PARTIAL PAYMENTS**

It is the policy of Birch Run Township to allow property owners to make partial payments on property tax bills as provided:

1. Taxpayer has the right to pay any one tax or special assessment.
2. A partial payment not designated for a specific unit will be spread equally as a percentage across the tax bill.
3. Upon receipt of a partial payment the receipt will note amount paid and the remaining unpaid portion.

This policy shall become effective on the day following adoption by the Birch Run Township Board.

Adopted: January 11, 2005

Revised: December 13, 2016

**BIRCH RUN TOWNSHIP**  
**AR #2005-19**  
**RESOLUTION FOR IMPOSITION OF PROPERTY TAX ADMINISTRATIVE FEE**

**WHEREAS**, the Township of Birch Run, Saginaw County, Michigan is a Township with responsibility for the assessing of ad valorem property taxes, the collecting of property tax levies and the handling of review and appeal matters arising therefrom, and

**WHEREAS**, 1982 PA 503 provides for imposition of a property tax administrative fee of not more than 1%; and

**WHEREAS**, it is the desire of this Township Board to approve and authorize the imposition of a property tax administrative fee in accordance with the provisions of 1982 PA 503.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Board of the Township of Birch Run, Saginaw County, Michigan, that:

1. The Township Board does hereby approve and authorize the imposition of a property tax administrative fee of one (1%) percent on all sums voluntarily paid for property taxes paid before September 15 (Summer Collection) and February 15 (Winter Collection) of the succeeding year in which the same shall become due and payable.
2. That as used in the resolution, the term “property tax administrative fee” is defined as a fee to offset costs incurred by the Township of Birch Run in assessing property values, collecting the property tax levies and in the review and appeal process.
3. The Treasurer is hereby directed and authorized to take such steps as may be necessary to implement the provisions of this resolution.
4. This resolution shall apply to all property tax levies that shall become a lien in 1983 or any year thereafter and this resolution shall continue in full force and effect unless and until revoked or rescinded by resolution of this Township Board.
5. All resolutions or parts of resolutions in conflict with the provisions of this resolution are hereby rescinded.

Adopted: January 11, 2005

Revised: November 13, 2007

Revised: June 10, 2014

Revised: January 12, 2016

**BIRCH RUN TOWNSHIP**  
**AR #2005-20**  
**CITIZEN AND BOARD COMMITTEE ESTABLISHMENT**  
**TERM OF APPOINTMENT AND ORGANIZATION**

**WHEREAS**, it is in the interest of Birch Run Township that the Board of Trustees create and maintain certain Committees, Boards and Commissions for the operation of the Township; and

**WHEREAS**, it is necessary that these Committees, Boards, Commissions be perpetuated and function efficiently; and

**THEREFORE, BE IT RESOLVED**, that the Board of Trustees does establish the following procedures for appointing these Committees, Boards, and Commissions and the following rules for their operation.

**1. APPOINTEES**

**A. APPOINTEES TO COMMITTEES, BOARDS AND COMMISSIONS**

Established by statute or by Ordinance shall be in conformance with the statute or Ordinance establishing same.

- (1) **PLANNING COMMISSION**, established per Act 168 of the Public Acts of 1959, as amended and replaced by Michigan Planning and Enabling Act P.A. 33 of 2008.
  - a. Appointees shall be selected by the Township Supervisor and approved by the Township Board.
  - b. Appointees shall be qualified voters and may be property owners in the Township with an appointee from the Township Board.
  - c. The Township Board had established the number of appointees as (7) seven. Not more than (9) nine or less than (5) five can be appointed.
- (2) **ZONING BOARD OF APPEALS**, establishing per Act 184 of the Public Acts of 1943, as amended.
  - a. Appointees shall be selected and approved by the Township Board.
  - b. Appointees shall be electors in the Township with one appointee from the Planning Commission and one appointee from the Township Board, no appointee can be a resident of an Incorporated Village, per MCL 125.3601.
  - c. The Board of Appeals shall have (5) five appointees as established by the Township Zoning Ordinance.
- (3) **BOARD OF REVIEW**, established per Compiled Law Section 211.28.
  - a. Appointees shall be selected by the Township Board.
  - b. Appointees shall be a qualified elector, landowner and taxpayer in the Township. Each shall qualify by taking Oath of Office within 10 days after appointment.
  - c. The Board of Review shall have three members plus the Supervisor or appointed person who shall act as secretary (non-voting).
- (4) **DOWNTOWN DEVELOPMENT AUTHORITY**, established per Act No. 197 of the Public Acts of 1975 as amended and Township Ordinance No. 89-2-DDA.
  - a. Appointees shall be appointed by the Supervisor subject to the approval of the Township Board.
  - b. Shall consist of nine members including the Township Supervisor and eight members.
  - c. At least five members shall have an interest in property located in the DDA District.

**B. ADDITIONAL COMMITTEES**

The Township may establish additional Committees, Boards, and Commissions as prescribed by statute or Ordinance, or as it sees fit to aid it in its decisions. In so doing the Township shall establish:

- (1) Duties of the Committees, Boards or Commissions.
- (2) Responsibility as to selection of Appointees. (Township Board etc.)

- (3) Qualifications of Appointees required. (Electors and Property owners etc.)
- (4) The number of Appointees required. (As determined by the Board, usually an odd number).
- (5) Terms of office appointees.

**2. TERMS OF APPOINTMENTS**

- A.** When a Committee, Board or Commission is first established by the Board, one third of the appointees shall serve for one year, one third shall serve for two years, and one third shall serve for three years, except that the member from the Township Board shall serve at the pleasure of the Township Board and, except that the appointee to the Board of Appeals from the Planning Commission serves on the Board of Appeals so long as he or she serves on the Planning Commission. However, if the Committee, Board or Commission has been in existence at the time of the adoption of this Administrative Resolution, but does not have any termination dates for its appointees, and in those Committees, Boards, or Commissions whose members terms of appointment have expired, the procedure in establishing terms of appointment shall be the same as used when a Committee, Board or Commission is first established.
- B.** After a Committee, Board or Commission is first established as appointments shall be for three or four years except:
  - (1) The member from the Township Board shall serve at the pleasure of the Township Board.
  - (2) The member of the Board of Appeals from the Planning Commission shall serve so long as that member's appointment to the Planning Commission is in force.
  - (3) Board of Review terms shall be for two years, (by statute)

(Note: This resolution does not apply to the 3 member Committees the Board appoints from its own ranks. These appointments are usually for the calendar year, though the Board may choose to place these on a fiscal year basis.)

- C.** A vacated appointment shall be one in which an appointee resigns orally or in writing or fails to fulfill the requirements of the appointment.
- D.** Filling a vacated appointment: The Township Board shall make a new appointment within one month to fill the unexpired term of the vacated appointment.
- E.** The Board's Termination of a Committee Appointment. A committee member may be removed by Township Board action following:
  - (1) The Clerk's receipt of a written list of particulars approved by the committee at a meeting attended by the committee member who is under consideration for dismissal.
  - (2) A meeting of the committee member and the Township Board who will weigh the facts and render a recommendation to the Board within thirty days.
  - (3) In the event of non-attendance of 50% or more the Committee Chairman may forward this fact to the Township Board along with his or her recommendation. The Township Board may accept the recommendation, or at their option arrange a meeting with the member under consideration for dismissal.
- F.** Terms shall begin January 1<sup>st</sup>, and end on December 31<sup>st</sup>.

**3. APPOINTMENTS**

- A. The Township Clerk shall notify the Township Board of the appointments that shall expire.
- B. The Supervisor during the first week of October shall advertise in a newspaper with local distribution to the effect that: The Board of Trustees of Birch Run Township will be making appointments to (the Planning Commission, Parks Committee, Board of Review, Downtown Development Authority and any other Committee, Board or Commission for which it becomes necessary to seek volunteers) at its first meeting in December. Anyone wishing to serve on one of these Committees, Boards or Commissions is asked to make their desires known at the Township Office before November 1<sup>st</sup>. The Board shall consider those answering the advertisement, plus any who previously have indicated an interest in serving. The Supervisor shall maintain a file on all applicants and shall mail or deliver same to the Township Board Members on November 2<sup>nd</sup> for their input and recommendations.
- C. The Supervisor shall make this recommendation to the Planning Commission known to the Township Board at the first meeting of the Township Board in December.
- D. The Township Board shall make their recommendations and rule on the Supervisor’s recommendation at the first meeting in December.
- E. The Township Clerk and Supervisor shall administer the Oath of Office if required by statute.
- F. The Supervisor shall notify all new appointees, verbally or in writing, as to the term of their office.
- G. The Supervisor shall notify the appropriate Committee, Board or Commission of the appointments and terms verbally or in writing.
- H. The Township Clerk shall maintain a list showing the names of Committee members and their term of office.
- I. The Township Board shall in their first meeting in December set fees to be paid to appointees from the Planning Commission, Zoning Board of Appeals, and Board of Review, in the following year for each meeting attended and for each sub-committee meeting attended.

**4. DUTIES OF COMMITTEES, BOARDS, AND COMMISSIONS**

- A. Each shall elect officers:
  - (1) Chairperson
  - (2) Vice Chairperson
  - (3) Secretary
- B. Each shall establish rules of procedure to fulfill their duties.
- C. Each shall keep minutes of their proceedings and forward a copy to the Township Clerk.
- D. All meetings shall be held in accordance with the “Open Meeting Act”.
- E. Where appropriate, each shall prepare a budget and submit same to the Township Supervisor by the end of the calendar year.

**5. PURPOSE, DUTIES AND PROCEDURES, 3 PERSON BOARD COMMITTEES**

- A.** Purpose – to research complex issues and make a recommendation to the Board.
- B.** Procedures – Meetings
  - (1) Meeting should be scheduled 18 – 24 hours in advance, and if at all possible at the Township Office, or other Township facility. Board members should be notified as to date, time and place.
  - (2) Board members are encouraged to furnish their input to Committee members prior to the meetings so that it can be taken up in committee.
- C.** Limitation of Authority – no member shall promise or obligate the Committee or Board to a course of action without Board approval.
- D.** Minutes – before any meeting one of the members shall agree to take rough notes, noting date, time, those present, and shall write a resume of the meeting which each should initial. A copy to be made for each member. If there is a difference of opinion on any point each is to note the difference.
- E.** Channel of information – Anyone who has information that bears on the problem under consideration is to report such information to the committee. Under no circumstances should the Committee be circumvented.
- F.** Report to the Board – May be written or oral. In case the Committee is unable to formulate a common recommendation, the report will show areas of agreement and disagreement. The Board may accept or reject the recommendation, or ask the Committee to do further research.
- G.** Term of Appointment – Usually a calendar year basis, however with the Board right to dissolve the Committee and to appoint a new Committee if the Committee, in the Board’s opinion, is ineffective, or if a member chooses not to serve on that Committee.

Adopted: January 11, 2005

Revised: December 14, 2010

Revised: December 13, 2011

Revised: June 10, 2014

Revised: January 12, 2016

Revised: December 13, 2016

**BIRCH RUN TOWNSHIP**  
**AR #2005-21**  
**1976 FREEDOM OF INFORMATION ACT OF MICHIGAN**  
**FOR COMMITTEE MEETING MINUTES**

**WHEREAS**, the act provides that full and complete information be provided within certain limitations,

**THEREFORE**, the Board of Birch Run Township hereby resolves that each committee shall maintain a written record of its meetings and shall forward a copy of the minutes to the Township Clerk. Such record shall contain at least the following: the date and place of the meeting, members attending, and any final recommendations that the committee has approved. Such meeting records shall constitute a public record in the meaning of the Freedom of Information Act.

Adopted: January 11, 2005

Revised: December 13, 2016

**BIRCH RUN TOWNSHIP**  
**AR #2005-22**  
**LAND DIVISION RESOLUTION**

**WHEREAS**, in the township office it is important to have continuity and a checks and balance within the assessor and zoning departments.

**THEREFORE**, the Board of Birch Run Township hereby resolves that all land divisions that are submitted for approval to the assessor will first go to the Zoning Administrator. The Zoning Administrator will review and make all comments necessary to ensure all land divisions are compliant with the Birch Run Township Zoning Ordinance Book. After the Zoning Administrator completes the review, the Township Assessor will then grant the land division.

Adopted: January 11, 2005

Revised: December 13, 2016

**BIRCH RUN TOWNSHIP**  
**AR #2005-23**  
**CLOSING POLICY**

**WHEREAS**, it is in the best interest of the Township to close periodically due to the weather, meetings or other non-scheduled events; and

**WHEREAS**, the power to close the office should be delegated to an authoritative figure within the Township office;

**THEREFORE**, the Board of Birch Run Township hereby resolves that the Supervisor shall have the authorization to allow any unscheduled Township closing. The Supervisor will then notify all Township employees of the closing. In the event of an unscheduled closing all employees shall be paid for their normal working hours.

**THEREFORE, BE IT FURTHER RESOLVED**, that if the Supervisor is unable to perform the aforementioned duty, the authority is then transferred to the Township Clerk.

Adopted: January 11, 2005  
Revised: June 10, 2014  
Revised: December 13, 2016

**BIRCH RUN TOWNSHIP**  
**AR #2005-24**  
**CREDIT CARD POLICY AND PROCEDURES**

**WHEREAS**, the Township of Birch Run wishes to adopt a credit card policy and procedure in accordance with Public Act 266 of 1995 which requires that all municipalities have a written policy when authorizing the use of credit cards to purchase goods and services for the official business of the municipality; and

**THEREFORE**, the Township of Birch Run resolves that all employees and elected officials shall follow the following guidelines for credit card use and sign the accompanying Employee Acknowledgement of Receipt and Understanding of Compliance form:

**Guidelines for Card Use:**

- A. Issuance of Credit Cards. Credit cards may only be issued to the following full-time Township employees: Township Supervisor, Township Treasurer, Township Clerk, Office Secretary, Department of Public Works / Water Superintendent, Township Fire Department Chief, Maintenance Head, Library Director, and DPW Employees.
- B. Card Use. Any vendor shall honor the use of credit cards for Township business or merchant who accepts said credit card. Any Township credit card shall have an authorized maximum spending limit of up to \$1,000. If a cardholder experiences denials when using a credit card, he/she is to contact the Township Clerk with the date, vendor's or merchant's name, dollar amount, and approximate time of the attempted purchase. The Township Clerk shall investigate the denial.
  - 1. The credit card shall be used for the purchases of goods and services that are for the official business of the Township of Birch Run, when the normal accounts payable procedure cannot be utilized (i.e. petroleum purchases, travel related expenses, conference registration fees, etc.).
  - 2. The credit card shall not be used for personal uses, cash advances, or other merchant category exclusions (i.e. tobacco products or liquor).
- C. Transaction Procedure. Credit card transactions may be performed in person, over the telephone, or through the mail. When using a Township credit card, authorized employees are required to follow the below listed procedures, in addition to procedures for management approval and payment of the charge(s):
  - 1. If the transaction is in person, present the credit card to the vendor or merchant and advise that the item(s) is being purchased with a Township credit card. If the transaction is via a telephone order, Internet order, or mail order, the vendor or merchant must be provided with the credit card account number and expiration date.
  - 2. Retain all receipts and credit card slips.
- D. Tax Exemption. Notify the vendor or merchant that the credit card transaction is tax exempt for goods and services purchased in the State of Michigan (use the Tax-Exempt form provided by the Township Clerk).
- E. Credit Card Security. The credit card should always be treated with a level of care that will secure the card and account number.
  - 1. Storage of the credit card. Keep the credit card in an accessible, but secure, location.
  - 2. Credit card account number. Guard the credit card account number carefully. Do not write or post the number.
  - 3. Lost or stolen credit cards. If the credit card is lost or stolen, immediately notify the Township Clerk.
  - 4. Personal liability. The credit card will not impact the cardholder's personal credit reference. The Township issued credit card is a corporate liability card, not a personal liability card. The cardholder does have a responsibility to use the credit card in an approved manner.

- F. Procedures for credit card payment. The department head of the department wherein the purchase was made shall review and approve all invoices received for payment made prior to their submission to the Township Board for approval for payment. The balance due on any credit card account shall always be paid in full by the due date listed on the invoice.
  
- G. Penalty for wrongful use. Any employee of the Township of Birch Run who violates the provisions of this policy shall be subject to disciplinary action, up to and including discharge, and/or civil or criminal action.

Adopted: October 11, 2005

Revised: November 14, 2006

Revised: December 13, 2011

Revised: June 10, 2014

Revised: December 13, 2016

**TOWNSHIP OF BIRCH RUN**

**EMPLOYEE ACKNOWLEDGMENT OF RECEIPT -  
CREDIT CARD POLICY AND UNDERSTANDING OF COMPLIANCE**

By signing below, I acknowledge that I have received a copy of the Township of Birch Run Credit Card Policy (dated October 2005). I also acknowledge that I have had the opportunity to read the policy and have any questions answered, and that I understand the provisions contained in this policy.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Witnessed \_\_\_\_\_ Dated \_\_\_\_\_

The original is to be filed in employee's master personnel file.

**BIRCH RUN TOWNSHIP**  
**AR #2005-25**  
**SOCIAL SECURITY NUMBER PRIVACY POLICY**

**WHEREAS**, the Township of Birch Run (the “Township”) is required by the Michigan Social Security Number Privacy Act, Public Act 454 of 2004, MCL 445.81 et seq., (the “Act”) to create a privacy policy concerning the Social Security numbers that it possesses or obtains.

Pursuant to the Act, the privacy policy must at least:

- a. Ensure to the extent practicable the confidentiality of any Social Security numbers.
- b. Prohibit unlawful disclosure of any Social Security numbers.
- c. Limit who has access to information or documents that contain any Social Security numbers.
- d. Describe how to properly dispose of documents that contain the Social Security numbers.
- e. Establish penalties for violation of the privacy policy.

**THEREFORE**, this Privacy Policy sets forth the Township’s policies and procedures regarding how Social Security numbers are obtained, stored, transferred, used, disclosed and disposed.

**Policy:**

It is the policy of the Township to protect the confidentiality of Social Security numbers obtained in the ordinary course of township business from employees, vendors, contractors, customers or others. No person shall knowingly obtain, store, transfer, use, disclose, or dispose of a Social Security number that the Township obtains, or possesses except in accordance with the Act and this Privacy Policy.

**Procedure:**

1. Obtaining Social Security Numbers: Social Security numbers should be collected only where required by federal and state law or as otherwise permitted by federal and state for legitimate reasons consistent with this Privacy Policy. Legitimate reasons for collecting a Social Security number include, but are not limited to:
  - Applicants may be required to provide a Social Security number for purposes of a pre-employment background check.
  - Copies of Social Security cards may be obtained for purposes of verifying employee eligibility for employment.
  - Social Security numbers may be obtained from employees for tax reporting purposes, for new hire reporting or for purposes of enrollment in any Township employee benefit plans.
  - Social Security numbers may be obtained from creditors or vendors for tax reporting purposes.
2. Public Display: All or more than four sequential digits of a Social Security number shall not be placed on identification cards, badges, time cards, employee rosters, bulletin boards, permits, licenses or any other materials or documents designed for public display.
3. Documents, materials or computer screens that display all or more than four sequential digits of a Social Security number shall be kept out of public view at all times.
4. Account Numbers: All or more than four sequential digits of a Social Security number shall not be used as a primary account number for an individual.
5. Computer Transmission: All or more than four sequential digits of a Social Security number shall not be used or transmitted on the Internet or on a computer system or network unless the connection is secure or the transmission is encrypted.
6. Mailed Documents: Township documents containing all or more than four sequential digits of a Social Security number shall only be sent in cases where state or federal law, rule, regulation, or court order or rule authorizes, permits or requires that a Social Security number appear in the document. Documents containing all or more than four sequential digits of a Social Security number, that are sent through the mail, shall not reveal the number through the envelope window or otherwise be visible from outside the envelope or package.

7. Freedom of Information Act: Where all or more than four sequential digits of a Social Security number are contained within a document subject to release under the Freedom of Information Act, the Social Security number shall be redacted or otherwise rendered unreadable before the document or copy of a document is disclosed.
8. Storage: All documents containing Social Security numbers shall be stored in a physically secure manner. Social Security numbers shall not be stored on computers or other electronic devices that are not secured against unauthorized access.
9. Access to Social Security Numbers: Only personnel who have legitimate business reasons to know will have access to records containing Social Security numbers. The department heads having access to records containing Social Security numbers shall determine which other personnel within their departments have a legitimate reason in the Township's ordinary course of business to have access to such Social Security numbers. Personnel using records containing Social Security numbers must take appropriate steps to secure such records when not in immediate use.
10. Disposal: Documents containing Social Security numbers will be retained in accordance with the requirements of state and federal laws. At such time as documents containing Social Security numbers may be disposed of, such disposal shall be accomplished in a manner that protects the confidentiality of the Social Security numbers, such as shredding.
11. Unauthorized Use or Disclosure of Social Security Numbers: The Township shall take reasonable measures to enforce this Privacy Policy and to correct and prevent the reoccurrence of any known violations. Any employee, who knowingly obtains, uses or discloses Social Security numbers for unlawful purposes or contrary to the requirements of this privacy policy shall be subject to discipline up to and including discharge. Additionally, certain violations of the Act carry criminal and/or civil sanctions. The Township will cooperate with appropriate law enforcement or administrative agencies in the apprehension and prosecution of any person who knowingly obtains, uses, or discloses Social Security numbers through the Township for unlawful purposes.

Adopted: December 13, 2005

Revised: June 10, 2014

Revised: January 12, 2016

Revised: December 13, 2013

**BIRCH RUN TOWNSHIP**  
**AR #2006-01**  
**KEY SIGNING POLICY**

**WHEREAS**, the Township of Birch Run (the “Township”) is responsible for the safety and security of all buildings and vehicles on the property; and

**WHEREAS**, the Township wishes to keep a detailed record of all the employees, contracted employees, appointed, and elected officials in the Township that possess a key to any Township door, building, or related structure;

**THEREFORE BE IT RESOLVED**, all the employees, contracted employees, appointed, and elected officials in the Township will be required henceforth to sign for all keys that are in their possession. This includes all current employees, contracted employees, appointed, and elected officials in the Township that currently hold Township keys. The Township Clerk will maintain this list. At the end of their service, all employees, contracted employees, appointed, and elected officials in the Township will be required to relinquish all keys to the Township Clerk. In the event that an employee, contracted employees, appointed, and elected officials in the Township is unable to produce all keys that were distributed to them, the Township Clerk is then authorized to seek the legal recourse to secure the missing key(s). No key shall be copied or reproduced unless authorized by the Township Clerk. If any key is lost or stolen the Township Clerk must be notified immediately.

**BE IT FURTHER RESOLVED**, the Birch Run Township Board approves Attachment A, to be utilized as the Birch Run Township Key Receipt Form.

Adopted: July 11, 2006  
Revised: June 10, 2014  
Revised: February 9, 2016

## Attachment A



# Birch Run Township

8425 Main Street • P.O. Box 152 • Birch Run, MI 48415  
Phone: (989) 624-9773 • Fax: (989) 624-1177

### Key Receipt Form

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

Position: \_\_\_\_\_

List of Keys: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature of Receipt: \_\_\_\_\_

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

<b>OFFICAL USE ONLY:</b>
Date Issued: _____
Issued By: _____

<b>KEY RETURN:</b>
Return date: _____
Signature of Return: _____
Received By: _____
<b>** All keys must be turned in to Township Clerk or Deputy Clerk and signed for by key holder.</b>

**BIRCH RUN TOWNSHIP**  
**AR #2008-01**  
**IDENTITY THEFT PREVENTION PROGRAM**

Purpose

To establish an Identity Theft Prevention Program designed to detect, prevent and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the Program in compliance with the Federal Trade Commission's Red Flags Rule (Part 681 of Title 16 of the Code of Federal Regulations) implementing Sections 114 and 315 of the Fair and Accurate Credit Transactions Act (FACTA) of 2003.

Under the Red Flag Rule, every financial institution and creditor is required to establish an "Identity Theft Prevention Program" tailored to its size, complexity and the nature of its operation. Each program must contain reasonable policies and procedures to:

1. Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the Program;
2. Detect Red Flags that have been incorporated into the Program;
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft; and
4. Ensure the Program is updated periodically, to reflect changes in risks to customers or to the safety and soundness of the creditor from Identity Theft.

Definitions

*Identifying information* means any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including: name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, unique electronic identification number, computer's Internet Protocol address, or routing code.

*Identify theft* means fraud committed or attempted using the identifying information of another person without authority.

*A covered account* means:

1. An account that a financial institution or creditor offers or maintains, primarily for personal, family, or household purposes that involves or is designed to permit multiple payments or transactions. Covered accounts include credit card accounts, mortgage loans, automobile loans, margin accounts, cell phone accounts, utility accounts, checking accounts and savings accounts; and
2. Any other account that the financial institution or creditor offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the financial institution or creditor from identity theft, including financial, operational, compliance, reputation or litigation risks.

*A red flag* means a pattern, practice or specific activity that indicates the possible existence of identity theft.

Policy

- A. IDENTIFICATION OF RED FLAGS. The Township identifies the following red flags, in each of the listed categories:
  1. Suspicious Documents
    - i. Identification document or card that appears to be forged, altered or inauthentic;
    - ii. Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document;
    - iii. Other document with information that is not consistent with existing customer information (such as if a person's signature on a check appears forged); and
    - iv. Application for service that appears to have been altered or forged.

2. Suspicious Personal Identifying Information
  - i. Identifying information presented that is inconsistent with other information the customer provides (example: inconsistent birth dates);
  - ii. Identifying information presented that is inconsistent with other sources of information (for instance, an address not matching an address on a credit report);
  - iii. Identifying information presented that is the same as information shown on other applications that were found to be fraudulent;
  - iv. Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address);
  - v. Social Security number presented that is the same as one given by another customer;
  - vi. An address or phone number presented that is the same as that of another person;
  - vii. A person fails to provide complete personal identifying information on an application when reminded to do so (however, by law social security numbers must not be required); and
  - viii. A person's identifying information is not consistent with the information that is on file for the customer.
  
3. Suspicious Account Activity or Unusual Use of Account
  - i. Change of address for an account followed by a request to change the account holder's name;
  - ii. Payments stop on an otherwise consistently up-to-date account;
  - iii. Account used in a way that is not consistent with prior use (example: very high activity);
  - iv. Mail sent to the account holder is repeatedly returned as undeliverable;
  - v. Notice to the Township that a customer is not receiving mail sent by the Township;
  - vi. Notice to the Township that an account has unauthorized activity;
  - vii. Breach in the Township's computer system security; and
  - viii. Unauthorized access to or use of customer account information.
  
4. Alerts from Others
  - i. Notice to the Township from a customer, identity theft victim, law enforcement or other person that it has opened or is maintaining a fraudulent account for a person engaged in Identity Theft.

**B. DETECTING RED FLAGS.**

1. New Accounts. In order to detect any of the Red Flags identified above associated with the opening of a new account, Township personnel will take the following steps to obtain and verify the identity of the person opening the account:
  - i. Require certain identifying information such as name, date of birth, residential or business address, principal place of business for an entity, driver's license or other identification;
  - ii. Verify the customer's identity (for instance, review a driver's license or other identification card);
  - iii. Review documentation showing the existence of a business entity; and/or
  - iv. Independently contact the customer.
  
2. Existing Accounts. In order to detect any of the Red Flags identified above for an existing account, Township personnel will take the following steps to monitor transactions with an account:
  - i. Verify the identification of customers if they request information (in person, via telephone, via facsimile, via email);
  - ii. Verify the validity of requests to change billing addresses; and
  - iii. Verify changes in banking information given for billing and payment purposes.

**C. PREVENTING AND MITIGATING IDENTITY THEFT.** In the event Township personnel detect any identified Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

1. Prevent and Mitigate

- i. Continue to monitor an account for evidence of Identity Theft;
- ii. Contact the customer;
- iii. Change any passwords or other security devices that permit access to accounts;
- iv. Not open a new account;
- v. Close an existing account;
- vi. Reopen an account with a new number;
- vii. Notify the Township Clerk for determination of the appropriate step(s) to take;
- viii. Notify law enforcement; and/or
- ix. Determine that no response is warranted under the particular circumstances.

2. Protect customer identifying information

In order to further prevent the likelihood of identity theft occurring with respect to Township accounts, the Township will take the following steps with respect to its internal operating procedures to protect customer identifying information:

- i. Ensure that its website is secure or provide clear notice that the website is not secure;
- ii. Ensure complete and secure destruction of paper documents and computer files containing customer information;
- iii. Keep offices clear of papers containing customer information;
- iv. Request only the last 4 digits of social security numbers (if any);
- v. Ensure computer virus protection is up to date; and
- vi. Require and keep only the kinds of customer information that are necessary for utility purposes.

D. PROGRAM UPDATES. This Program will be periodically reviewed and updated to reflect changes in risks to customers and the soundness of the Township from Identity Theft. The Township Clerk will consider the Township’s experiences with Identity Theft situation, changes in Identity Theft methods, changes in Identity Theft detection and prevention methods, changes in types of accounts the Township maintains and changes in the Township’s business arrangements with other entities. After considering these factors, the Township Clerk will determine whether changes to the Program, including the listing of Red Flags, are warranted. If warranted, the Township Clerk will present the Township Board with his/her recommended changes and the Township Board will make a determination of whether to accept, modify or reject those changes to the Program.

E. PROGRAM ADMINISTRATION.

- 1. Oversight. Responsibility for developing, implementing and updating this Program lies with the Township Clerk, along with input given by the Township Treasurer and Chief of Police. The Township Clerk will be responsible for the Program administration, for ensuring appropriate training of Township staff on the Program, for reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating Identity Theft, determining which steps of revention and mitigation should be taken in particular circumstances and considering periodic changes to the Program.
- 2. Staff Training and Reports. Township staff responsible for implementing the Program shall be trained either by or under the direction of the Township Clerk in the detection of Red Flags, and the responsive steps to be taken when a Red Flag is detected. Township staff is required to provide reports to the Township Clerk on incidents of Identity Theft, the Township's compliance with the Program, and the effectiveness of the Program.
- 3. Specific Program Elements and Confidentiality. For the effectiveness of Identity Theft Prevention Programs, the Red Flag Rule envisions a degree of confidentiality regarding the Township’s specific practices relating to Identity Theft detection, prevention and mitigation. Therefore, under this Program,

knowledge of such specific practices is to be limited to those employees who need to know them for purposes of preventing Identity Theft. Because this Program is to be adopted by a public body and thus publicly available, it would be counterproductive to list these specific practices here. Therefore, only the Program's general red flag detection, implementation and prevention practices are listed in this document.

Adopted: December 11, 2008

Revised: June 10, 2014

Revised: December 13, 2016

**BIRCH RUN TOWNSHIP**  
**AR #2009-02**  
**Cellular Phone Policy**

**This policy is issued under the authority of the Birch Run Township Board as approved by same. Changes to said policy shall be made only by a resolution of the Township Board to amend or repeal.**

**Policy:**

In order to maintain a standard of compliance and accountability among the employee workforce of the Township of Birch Run, and to protect their integrity, the following administrative policies governing the use of Township owned cellular phones shall be adhered to.

**Procedure:**

As part of the Township of Birch Run's intent to provide prompt and responsive service to the public, it is noted that the use of wireless communications such as cellular phones has become an efficient communications tool in

- purposes of safety,
- assisting in the completion of an assigned task, or
- expediting citizen/customer service inquiries in a timely manner.

However, the Township also notes that the use of Township owned cell (or cellular) phones can become both a help and hindrance to an employee if allowed without restriction or a baseline set of standards.

**A. Eligible Employees**

It is up to the discretion of the Township Board to determine those employees who may be assigned a Township owned cell phone. Cell phones may be assigned to employees, or otherwise made available for use, when a valid Township business-related purpose exists. Employees to whom cell phones may be assigned would include those employees whose duties require frequent mobility but must remain readily accessible due to the specific nature of their duties; or those who must be available for emergency responses or consultation after normal office hours.

**B. Official Use of Township Owned Cell Phones**

The cellular phones that are owned and issued by Township of Birch Run are intended for professional business use in performing the duties of an official's or employee's job. The Township will furnish only cell phones with features essential for the job. Employees will use proper safety procedures at all times when using a cell phone, but especially while operating equipment, driving, or performing similar duties requiring undivided attention. Cell phones and other electronic devices are not to be used while operating equipment. The employee shall take reasonable precautions to prevent the loss or damage to their assigned cell phone. In the first instance of phone loss or damage while on company time, the Township will provide for replacement or repair. The employee shall be responsible for any loss or damage to the phone thereafter, or if lost or damaged any time while not on company time.

**C. Use of Personal Cell Phones for Township Business**

Personnel who are authorized by the Township Board to use a Township owned cell phone may opt to use their personal cell phone and call plan for Township business, in lieu of receiving a Township owned cell phone. Reimbursement for the use of a personal cell phone used for Township business will be made monthly at the reimbursement rate established and approved by the Township Board.

**D. Accountability**

It is the goal of the Township that Township owned cell phone users are to be held accountable for proper usage. In order to control usage, users should consider limiting publication of their respective cell phone numbers. It would be appropriate to disclose cell phone numbers to business partners, board members, consultants involved in

Township projects, other government agencies or others as deemed necessary or practical in order to conduct the normal business of the Township.

**E. Penalty for Failure to Comply**

Any employee of the Township of Birch Run who violates the provisions of this policy shall be liable for any charges incurred contrary to this policy and may be subject to civil and/or criminal action, in addition to loss of cell phone privileges. Employees responsible for violating this policy shall also be subject to disciplinary actions provided for by Township policies and applicable laws, up to and including dismissal or discharge.

**F. Cell Phone Contracts**

No employee shall contact the cell phone carrier without expressed authorization from the Township Board. Employees cannot change or add additional coverage of their Township owned cell phone without the expressed consent of the Township Board.

Adopted: June 9, 2009

Revised: June 10, 2014

Revised: December 13, 2016

**AUTHORIZATION TO USE TOWNSHIP CELL PHONE & PERSONAL USE REQUEST FORM**

**Personal Use Request**

A personal use option, which is the privilege of making and receiving personal calls on a Township owned or sponsored cell phone, is available upon request by the employee to the Township Board.

I, \_\_\_\_\_, an employee of the Township of Birch Run, am hereby authorized by the Township Board to use a Township owned cell phone mainly for Township related business.

Under the terms of Township of Birch Run Administrative Resolution #02-09, entitled the Township of Birch Run Cellular Phone Policy; I hereby also wish to exercise the Personal Use Request option.

I hereby acknowledge that the administration of Township cell phones for personal calls is my responsibility; and said personal calls shall not dominate the use of my Township cell phone. I agree to make arrangements and make monthly payments under the options noted above, and acknowledge that a violation of any of these stipulations will be considered an infraction punishable by loss of Township owned cell phone privileges.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Township Supervisor

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

**BIRCH RUN TOWNSHIP**  
**AR #2012-01**  
**FUND BALANCE POLICY**

**WHEREAS**, it is the intention of the Township Board to be fiscally responsible through careful controls over spending and having a conservative approach to revenue; and

**WHEREAS**, the Township Board wishes to provide a contingency fund for unplanned expenditures or revenue shortfalls; and

**THEREFORE**, the Board of the Township of Birch Run shall budget for a general fund balance that equals at least 12 months of operating revenues to ensure fiscal responsibility.

Adopted: January 10, 2012

Revised: December 13, 2016

**BIRCH RUN TOWNSHIP**  
**AR #2012-02**  
**TOWNSHIP TRUSTEE MEETING PAY**

**WHEREAS**, it is the intention of the Township Board to continually engage in meetings and authorities that will represent the Township and foster the cooperation with other interests; and

**WHEREAS**, the Township Board wishes to compensate Trustees for their time spent at the meetings noted below at a rate of \$50.00 per meeting, payment will be issued when a copy of the minutes with their attendance noted is turned into the Township Clerk, and

**WHEREAS**, if the Trustee is reimbursed by the governing body they are attending, the Trustee shall remit the payment to the Township for reimbursement; and

**THEREFORE**, the Board of the Township of Birch Run shall pay Township Trustees to attend the following meetings on behalf of the Board:

SAGA GIS Trustee  
Mid Michigan Waste Authority Board Trustee/Alternate Trustee  
Park Committee Township Trustee Liaison

Adopted: February 14, 2012  
Revised: December 13, 2016

**BIRCH RUN TOWNSHIP**  
**AR #2015-02**  
**GUIDELINES FOR PUBLIC INSPECTION OF**  
**BIRCH RUN TOWNSHIP ASSESSING RECORDS**

**WHEREAS**, the Township Board recognizes the right of all persons to inspect Birch Run Township assessing records as permitted through the Freedom of Information Act, Michigan Penal Code, and the General Property Tax Act.

**THEREFORE**, be it resolved that the following inspection policy is hereby adopted:

1. **PUBLIC ACCESS TO RECORDS:** The Township’s assessing records, not otherwise exempt, shall be maintained so that the public may inspect them and receive copies of them.
  - Freedom of Information act, MCL 15.233, gives the public the right to inspect, copy, or receive copies of public records.
  - Michigan Penal Code, MCL 750.492, gives the public the right to inspect and examine records and files.
  - General Property Tax Act, MCL 211.10a, gives the public the right to inspect and copy all property assessment rolls and property appraisal cards.
  
2. **PROCEDURE FOR PUBLIC ACCESS TO RECORDS:** The following procedures shall be followed to provide access to real property assessing records (hereafter “Records”).
  - a. The public shall have access to assessing Records Monday through Friday, from 9:00 a.m. to 12:00 p.m., and from 12:30 p.m. to 5:00 p.m., except on holidays which are observed by Birch Run Township.
  - b. Records will be inspected at the Birch Run Township office at the reception desk or upon prior arrangement in a conference room as determined by the Township.
  - c. To protect the Records from loss, unauthorized alteration, mutilation, or destruction, Township personnel **may** be required to attend the inspection of the Records.
  - d. **The use of pen and/or ink in making copies or notes is strictly prohibited while making a Records inspection.**

**THEREFORE, BE IT FURTHER RESOLVED** that the Birch Run Township Board and responding Township personnel shall follow the above stated policy and guidelines in granting access to assessing Records as provided in this Resolution.

Adopted: February 10, 2015  
Revised: December 13, 2016  
Revised: December 8, 2020

**BIRCH RUN TOWNSHIP**  
**AR #2016-02**  
**FOOD AND BEVERAGE PURCHASE GUIDELINES**

The Birch Run Township Board desires to make certain declarations and establish an administrative policy for the provision of food and beverage to Township employees, commissioners, board members, volunteers, workers, and officials under certain circumstances. Accordingly, the Birch Run Township Board hereby adopts the following policy:

1. The Township may purchase food and beverage, including but not limited to such items as coffee, water, donuts, snacks, and sandwiches, for the benefit of its employees, commissioners, board members, volunteers, workers, and officials when working an extended period of time or while attending regular meetings, special meetings, or training sessions.
2. The provision of such food and beverage is considered a public purpose and promotes the effective and continued participation of said persons in Township governance.
3. Under no circumstances may food and beverage be purchased for any individual or private group purposes.
4. Any funds spent pursuant to this policy shall be authorized in advance by the Township Board provided, however, that the Clerk may approve an expenditure not to exceed \$500 per occasion if timing makes it impractical to obtain advance authorization from the Board.

I, Corey Trinklein, Birch Run Township Clerk, hereby certify that this Administrative Resolution #2016-02 was approved at a regular meeting of the Birch Run Township Board on May 10, 2016.

Adopted: May 10, 2016  
Revised:

**BIRCH RUN TOWNSHIP**  
**AR #2017-02**  
**RECEIPTING & DEPOSIT POLICY**

**Authorization to receive cash:**

The following positions are authorized to receive payments:

- Treasurer, Deputy Treasurer
- Office Manager
- Water Department Personnel
- Clerk, Deputy Clerk

**Cash Drawers:**

The Township Treasurer shall maintain a cash drawer fund to exchange currency in order to make change for cash financial transactions.

**Acceptable methods of payments:**

- United States Dollars (USD) Cash
- Personal Check – unless NSF limit has been reached
- Money Order / Cashier’s Check
- Credit / Debit Card / E-Check
- ACH (Automatic Clearing House) Draft

**Non-Sufficient Funds:**

In the event that the township receives a personal check and it is returned non-sufficient funds by the same customer/resident two or more times, this customer/resident will need to pay using Cash, Money Order, Cashier’s Check, or Credit/Debit Card.

**Petty Cash:**

The Township Treasurer shall maintain a petty cash fund of \$375 for cash receipting, \$100 for Library, and \$125 for incidental expenses. Petty cash will be verified monthly.

**Receipting of payments:**

The Treasurer and/or Deputy Treasurer are responsible for all receipts. All transactions shall be entered into BS&A software “Cash Receipting”. In the event Cash Receipting software is not functional, written receipts will be issued out of the pre-numbered receipt book in the office. These shall be later entered into the Cash Receipting software. The software records the amount paid, name of the payer, bank deposited to, and the name of the staff member receiving payment. It also prints a receipt and stamps the checks “for deposit only”. In the event that a written receipt is necessary, this same information should be printed and checks shall be manually stamped. Payments received in cash shall be counterfeit tested by the cashier prior to acceptance; all bills denomination of \$10 or larger need to be tested. Any bill failing the counterfeit test needs to be refused (retained for authorities, if possible) and reported immediately. Checks returned for non-sufficient funds, closed accounts or any other reason shall be forwarded to the Treasurer for reconciling.

**Cash Receipting Report:**

A cash receipt report (Receipt Register) shall be run, at minimum, two times per week. A cash receipt report shall contain the detail of the transactions and a summary by general ledger line item and shall agree with the period’s deposits.

**Deposit Procedure:**

Total monies collected shall be reconciled to the sum recorded on the Receipt Register report. Deposits shall be made intact; there are no reductions to the deposit made for expenditures, nor shall there be overages that aren't accounted for (refer to Over/Under Policy). Deposits shall be made in conjunction with Receipt Report. Each cash register must be closed out or cleared every time a deposit is made, and brought back to the \$125 petty cash starting amount. Cash drawers must be placed in the safe, in the vault at the end of every day.

**Tax Distribution:**

Tax distributions shall be made in accordance with Michigan Department of Treasury's statutory tax collection distribution dates. More frequent distributions are at the discretion of the Treasurer.

Adopted: June 13, 2017

Revised: July 11, 2017

Revised: February 12, 2019

Revised: December 8, 2020

Revised: February 9, 2021

**BIRCH RUN TOWNSHIP**  
**AR #2017-03**  
**ACH AND ELECTRONIC TRANSACTIONS POLICY**

The following policy shall govern the use of electronic transactions and ACH arrangements for the Township of Birch Run.

**1. Authority to Enter into ACH Agreements and Electronic Transfer of Public Funds.**

The Treasurer may enter into an ACH agreement as provided by Public Act 738 of 2002, effective December 30, 2002. The Township of Birch Run shall have adopted a resolution of authorize electronic transactions and have received a copy of the policy. Applicable definitions in the act shall apply.

An ACH arrangement under PA of 738 of 2002 is not subject to the Revised Municipal Finance Act, 2001 PA 34, MCL 141.2101 to 141.2821, or to provisions of law or charter concerning the issuance of debt by the township.

**2. Responsibility of ACH Agreements.**

The Treasurer shall be responsible for all ACH agreements, including payment approval, accounting, reporting, and generally overseeing compliance with the ACH policy. The Treasurer shall submit to the Township documentation detailing the goods or services purchased, the cost of goods or services, the date of payment, and the department levels serviced by payment. This report can be contained in the electronic general ledger software system or in a separate report of the governing body.

**3. Internal Accounting Controls to Monitor Use of ACH Transactions**

- a. The Treasurer shall be responsible for the establishment of ACH agreements. The Treasurer shall notify the Township Board of Trustees of those accounts to be paid by ACH or electronic transfers.
- b. The Clerk initiates the transaction upon receipt of an invoice. The Clerk signs the ACH invoice, which then acts as the warrant. The Clerk presents the warrant, a list of bills for payment, and a separate list of the electronic payments for township board approval. Following board approval, the Treasurer initiates the electronic transaction with the vendor and makes the actual transfer of funds.
- c. The Treasurer shall retain all ACH transaction documents for audit purposes. The Clerk shall retain all invoices for audit purposes.
- d. For payment of State and Federal payroll taxes, the Treasurer shall initiate payment to the proper authority upon receipt of the information from the payroll department using the established EFTPS and Michigan Treasury Online.
- e. For deposits from state, county, and/or federal authorities, and from third-party payment processors, (e.g. banks, vendors), the Treasurer shall obtain the amount of the deposit and send an advice to the Township Clerk.
- f. All invoices shall be held by the Township Clerk along with copies of payment advices.

Adopted: June 13, 2017

Revised:

**BIRCH RUN TOWNSHIP**  
**AR #2018-02**  
**ANNUAL EMPLOYEE REVIEW**

**WHEREAS**, it is necessary that the Township employees are evaluated annually by their immediate supervisor, and,

**WHEREAS**, the supervisor/department heads will undergo annual employee evaluation by the employee relations committee, and,

**WHEREAS**, employees will be evaluated by their immediate supervisor / department head, and,

**WHEREAS**, a formulaic approach to wages is necessary, one that includes cost of living, years of service, current wage, and performance evaluation, and,

**WHEREAS**, the cost of living adjustment factor will be based on the social security administration cost of living adjustment (COLA) for the current year, and

**WHEREAS**, the employee evaluations and wage formula will be addressed in January of each year, in time for budget workshops, and,

**THEREFORE, BE IT RESOLVED**, that Birch Run Township employees will be subject to annual review based on the aforementioned factors.

**BE IT FURTHER RESOLVED**, the following forms will be utilized.

1. Birch Run Township employee performance evaluation (Attachment 1)
2. Birch Run Township employee input sheet (Attachment 2)
3. Birch Run Township employee raise wage evaluation formula worksheet (Attachment 3)

Adopted: December 11, 2018

Revised: January 8, 2019



Attachment 1

# Birch Run Township

## Employee Performance Evaluation

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

Job Title: \_\_\_\_\_

Review Period Start: \_\_\_\_\_ Review Period End: \_\_\_\_\_

Last Review Date: \_\_\_\_\_

Reviewer 1 Name & Title: \_\_\_\_\_

Reviewer 2 Name & Title: \_\_\_\_\_

Reviewer 3 Name & Title: \_\_\_\_\_

Department Head Name & Title: \_\_\_\_\_

- 
1. **Knowledge of Work:** This factor measures knowledge of the duties and responsibilities of the job. This factor concerns such elements as knowledge of daily work requirements, operating procedures, laws, paperwork involved in the performance of tasks or other related jobs or tasks performed. *(Should correlate to the Essential Functions of the Job Description)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Needs Improvement \_\_\_\_\_ Exceeds Standards \_\_\_\_\_

Meets Standards \_\_\_\_\_ Outstanding Performance \_\_\_\_\_

2. **Quality of Work:** This factor measures accuracy, attention to job procedures, attention to detail, work product, reliability, productivity, timeliness, and completeness of tasks.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Needs Improvement \_\_\_\_\_ Exceeds Standards \_\_\_\_\_

Meets Standards \_\_\_\_\_ Outstanding Performance \_\_\_\_\_

3. **Communication Skills:** This factor measures the employee's ability to interact professionally and civilly with peers, supervisors, other employees, residents and individuals engaged in business with the township. Measures the ability to comprehend assignments, follow directions and perform work as directed.

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Needs Improvement \_\_\_\_\_ Exceeds Standards \_\_\_\_\_  
Meets Standards \_\_\_\_\_ Outstanding Performance \_\_\_\_\_

4. **Integrity:** This factor measures the employee's demonstration of ethical behavior in the workplace: Does he or she respect the privacy of other employees and of customers?

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Needs Improvement \_\_\_\_\_ Exceeds Standards \_\_\_\_\_  
Meets Standards \_\_\_\_\_ Outstanding Performance \_\_\_\_\_

5. **Initiative/Ambition:** This factor measures the employee's resourcefulness and proactive approach to performing his/her duties. It references whether the employee needs to be led or prodded to take action and a willingness to accept unfamiliar assignments.

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Needs Improvement \_\_\_\_\_ Exceeds Standards \_\_\_\_\_  
Meets Standards \_\_\_\_\_ Outstanding Performance \_\_\_\_\_

6. **Attendance & Dependability:** This factor measures the regularity and punctuality with which an employee reports for work and their ability to work scheduled and unscheduled overtime. This factor addresses unscheduled absences and lateness, including frequency, total time lost, and patterns of absences suggesting abuse.

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Needs Improvement \_\_\_\_\_ Exceeds Standards \_\_\_\_\_  
Meets Standards \_\_\_\_\_ Outstanding Performance \_\_\_\_\_

7. **Expense Management:** This factor will measure the employee's ability to show good judgement when making purchases on behalf of the township: Are the purchases within guidelines and properly documented/ reported in a timely manner?

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Needs Improvement \_\_\_\_\_ Exceeds Standards \_\_\_\_\_  
Meets Standards \_\_\_\_\_ Outstanding Performance \_\_\_\_\_

8. **Cooperation/ Teamwork:** This factor will measure the employee's willingness to volunteer to assist and flexibility when asked to perform a job function outside his or her normal duties. Is he/she a pleasure or chore to work with?

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Needs Improvement \_\_\_\_\_ Exceeds Standards \_\_\_\_\_  
Meets Standards \_\_\_\_\_ Outstanding Performance \_\_\_\_\_

9. **Productivity/ Deadlines/ Focus:** This factor measures the employee’s ability to consistently meet productivity requirements and project deadlines, prioritizing job duties and maintaining focus on the task at hand.

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Needs Improvement \_\_\_\_\_ Exceeds Standards \_\_\_\_\_  
Meets Standards \_\_\_\_\_ Outstanding Performance \_\_\_\_\_

10. **Improvement From Previous Evaluation:** This factor measures the employee’s improvements from this/her previous performance evaluation.

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Needs Improvement \_\_\_\_\_ Exceeds Standards \_\_\_\_\_  
Meets Standards \_\_\_\_\_ Outstanding Performance \_\_\_\_\_

**Goals, Training, and/or Areas for Improvement:**

*(All Supervisors are strongly encouraged to establish at least 3 goals for each employee for the upcoming year)*

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**Employee Comments:**

*(Attach additional sheet if necessary)*

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Employee Acknowledgment: I have reviewed this document and discussed the contents with my supervisor. My signature means that I have been advised of my performance status, but does not necessarily imply that I agree with the evaluation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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\_\_\_\_\_  
Reviewer 1 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewer 2 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewer 3 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date



Attachment 2  
**Birch Run Township**  
**Employee Input Sheet**

**To The Employee:** Before meeting with your supervisor to discuss your performance appraisal, write out answers to the following questions (*Answers will be reviewed by personnel committee only*):

1. List those things you feel most positive about in this past evaluation year (accomplishments, results of work programs, new skills learned, problems resolved, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
2. List the most important aspects, functions, or duties of your job.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. What help would you like your supervisor or board to give you? Any areas you feel need further improvement (work skills, relationship with employees or subordinates, knowledge of work, dealings with public, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. What specific goals would you like to pursue within the next evaluation year? What would you like to do in the future? How can you prepare for it?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. What changes, if any, would you like to see made with regard to your job, work procedures, or organization which would help you to improve your performance? Indicate anything you feel that could make you more effective in your job (work process or rule changes, communication, training, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
6. Do you feel your supervisor and/or township board shows good judgement when budgeting and making purchasing decisions on behalf of the township?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attachment 3**

**Birch Run Township Employee Evaluation Formula Worksheet**

Name:					Date:		
	Multiplier	<input type="text" value="0.00"/>					

***PERFORMANCE LEVELS***

0) Needs Improvement    1) Meets Standards    2) Exceeds Standards    3) Outstanding Performance

Score:	<input type="text"/>	<b>KNOWLEDGE OF WORK</b>
Score:	<input type="text"/>	<b>QUALITY OF WORK</b>
Score:	<input type="text"/>	<b>COMMUNICATION SKILLS</b>
Score:	<input type="text"/>	<b>INTEGRITY</b>
Score:	<input type="text"/>	<b>INITIATIVE / AMBITION</b>
Score:	<input type="text"/>	<b>ATTENDANCE &amp; DEPENDABILITY</b>
Score:	<input type="text"/>	<b>EXPENSE MANAGEMENT</b>
Score:	<input type="text"/>	<b>COOPERATION / TEAMWORK</b>
Score:	<input type="text"/>	<b>PRODUCTIVITY / DEADLINES / FOCUS</b>
Score:	<input type="text"/>	<b>IMPROVEMENT FROM PREVIOUS EVALUATION</b>

Employee Wage						
Cost of Living	\$	-				
Years last increase						
Total Incease	\$	-				
APN Multiplier						
Proposed Wage Inc	\$	-				

Personnel Committee Member Signature: \_\_\_\_\_

Personnel Committee Member Signature: \_\_\_\_\_

Personnel Committee Member Signature: \_\_\_\_\_

\* Board approved wage and date accepted: \_\_\_\_\_

**BIRCH RUN TOWNSHIP**  
**AR #2019-02**  
**FIXED ASSET CAPITALIZATION POLICY**

The Township of Birch Run will regard fixed assets as capitalized when all of the following criteria are met:

- (1) Assets purchased, built or leased have useful lives of one year or more.
- (2) The cost of the asset (including installation) is \$5,000 or more. Multiple assets whose cost is less than \$5,000 but the aggregate requestor total is \$5,000 or more are capitalized.
- (3) The cost of repairing or renovating the asset is \$5,000 or more and prolongs the life of the asset.

The township will regard the purchase software programs as fixed assets subject to the above capitalization policy, and will amortize over an estimated useful life of 3 years. Costs associated with software maintenance and customer support are considered expenditures and will not be capitalized.

**Other Considerations:**

- (1) REPAIR is an expenditure that keeps the property in ordinary efficient operating condition. The cost of the repair does not add to the value or prolong the life of the asset. All repair expenditures are charged to the appropriate department and fund.
- (2) IMPROVEMENTS are expenditures for additions, alterations and renovations that appreciably prolong the life of the asset, materially increase its value or adapt it to a different use. Improvements of the nature are capitalized.

Examples of Repairs vs. Improvements

**Repairs = Expenditures**

All items—life less than one-year  
All items under \$5,000  
Property maintenance, wall repair  
Replacement of machine parts to keep machine in normal operating condition  
Property restoration (rebuilding) for normal operations  
Existing building repairs  
Replacement of small sections of wiring, pipes or light fixtures  
Patching walls, minor repair of floors, painting, etc.  
Patching driveways  
Cleaning drapery, carpet, furniture

**Improvements = Capitalized Assets**

Life of more than one year  
All items \$5,000 or more  
Property rebuilding  
Replacement of motor and parts that prolong the useful life  
Property restoration for something different or better  
Building regulation conformity  
Major replacement of wiring, lighting, pipes or sewer  
Installation of floor, wall, roof, wall-covering, etc.  
New driveway or major repair  
New drapery, carpets, furniture

**Depreciation Method—Straight Line over the following useful lives:**

Buildings	40-60 years
Building Improvement	15-30 years
Water and Sewer Lines	50-75 years
Roads	10-30 years, see State Recommendations attached
Infrastructure	See State Recommendations attached
Vehicles	3-5 years
Office Equipment	3-5 years
Computer Equipment	3-5 years

Adopted: March 12, 2019

Revised: