



12803 S. Wacousta Rd., Grand Ledge, MI 48837

517-626-6593

www.watertownmi.gov

MONDAY, SEPTEMBER 18, 2023
BOARD OF TRUSTEES REGULAR MEETING AGENDA
7:00 PM SOUTH ROOM

Electronic file format: Hover over agenda item to take you to the corresponding page.

	Resp. Party	Action	Attachment
1. MEETING OPENING			
a. Call to order	JM		
b. Pledge of Allegiance	JM		
c. Roll Call	CB		
2. PUBLIC COMMENT (limit of 3 minutes per comment may be enforced)			
3. CONSENT AGENDA	JM	Motion to approve all items on the consent agenda, minus items pulled from consent	
a. Correspondence (Receive & Place on File):			
i. Recycling Electronics Event			1
ii. Free Well Water Sampling			2
iii. Well Water Assessed			3
b. Routine Bills – Bill List Approval			4
c. Board Reports (Receive & Place on File):			
i. Planning Director August 2023			5
ii. Permitting Activities, August 2023			6
iii. Treasurer Memo, August 2023			7
iv. Investment Report, August 2023			8
v. Treasurer Financial Status Report, August 2023			9
vi. Township Manager, August 2023			10
d. Reports (Receive & Place on File):			
i. SCCMUA Director’s Report – August 2023			11
ii. Clinton County Sheriff Report – August 2023			12
4. AGENDA APPROVAL	JM	Motion	Agenda
5. APPROVAL OF MINUTES			
a. August 21, 2023, Regular Meeting	JM	Motion	13
6. APPROVAL OF BILLS			
a. Additional Bill List	JM	Motion	On Table
7. PUBLIC HEARING (5 Minute limit on comments may be enforced)			
a. None	N/A	N/A	N/A
8. PENDING BUSINESS	N/A	N/A	N/A
9. NEW BUSINESS			
a. Resolution 9-18-2023-1: Bank Depository	SB	Motion (RC)	14
b. Resolution 9-18-2023-2: Bank Signature Authority	SB	Motion (RC)	15
c. Resolution 9-18-2023-3 Tri-County Hazard Mitigation Plan	CB	Motion (RC)	16
d. Resolution 9-18-2023-4 Amendment to Clinton County Solid Waste Management Plan	CB	Motion (RC)	17



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e. Final Reading of Ordinance 58 – Revisions to Cemetery Ordinance	CB	Motion	18
f. 2024-2025 Compensation Commission Resolution/ Recommendation	JT	Motion	19
g. Policy ad hoc Committee Update	JT	Motion	20
h. Fee Schedule Changes	CB	Motion	21
i. Closed Session pursuant to MCL 15.268 (discuss purchase of real property)	JT	Discussion	22 N/A
10. BOARD MEMBER AND PUBLIC COMMENT			
11. ADJOURNMENT			

REMINDER: OCTOBER 2, 2023, SPECIAL BUDGET MEETING AT 7PM



ELECTRONICS RECYCLING & COAT COLLECTION

Chippewa Middle School
4000 Okemos Road

Saturday
September 23, 2023
9:00 am - 1:00 pm

Accepted Items

TVs, computers, monitors, printers, cords/ cables, phones, VCRs, stereos, and COATS!

**TVs & Monitors: \$20 donation each
(cash or check payable to Meridian Township)**

New and gently-used coats

Non-Accepted Items

No batteries, smoke detectors, lighting, and large appliances*

Consumers Energy Electric Customers: Bring your old working appliance and receive a rebate in 6 weeks for responsibly recycling! Drop off your working air conditioner, dehumidifier, mini fridge or freezer for \$15 or your working standard fridge or freezer for \$50 (terms apply). Call 800-977-4995 to schedule your drop-off! Appliances collected by appointment only.

(BWL Customers contact: 800.573.3503 or bwl.com/appliancerecycling)

Event Sponsors



Accepted Items

TVs	monitors	computers	laptops
printers & scanners	fax machines	keyboards	mice
VCRs, DVRs & DVD players	new & gently-used coats	hard drives	satellite boxes
tablets & e-readers	mobile phones	MP3 players	video game consoles

- refrigerators and freezers*
- air conditioners & dehumidifiers*

*by appointment only
Call 800.977.4995

For more information visit
meridian.mi.us/recycle



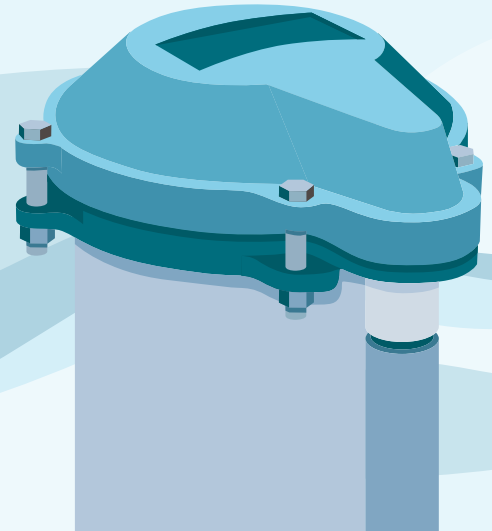
Residents can get free well water testing

Residents can have their well water [tested for free](#) under a special program from the Michigan Department of Environment, Great Lakes, and Energy, which is partnering with local health departments to ensure safe drinking water for Michigan families. After testing, the local health department will help residents understand test results and guide them on any next steps if necessary.

Click link above in purple or go to

<https://www.michigan.gov/egle/about/organization/drinking-water-and-environmental-health/water-well-construction/private-well-testing>

Well Assessed Project



Take a look at your private residential well today.

Complete a quick, 10-minute step-by-step well inspection and let us know what you see. Based on what you find, you will receive personalized resources to help protect your drinking water and health.

Your participation in the Well Assessed Project can:

1.



Help you become aware of the condition of your well.

2.



Connect you with resources for addressing concerns with your well.

3.



Help MDHHS improve the assessment by completing the feedback survey.



Interested? Visit bit.ly/WellAssessedProject or open your smart phone camera and hover over the QR code. Your phone will take you to more information and the step-by-step well inspection.

Prefer a printed copy? Call us at 844-934-1315 and we will send you one with a postage-paid return envelope.



We appreciate your participation. After completing the inspection and a two-minute survey, we would like to thank you for your time by sending you a **\$20 gift card**. This opportunity is available for a limited time.



If you have any questions, please contact the MDHHS Drinking Water Hotline at 844-934-1315.

WATERTOWN CHARTER TOWNSHIP
BILL LIST FOR MEETING
SEPTEMBER 18, 2023

ATTACHMENT 4

VENDOR	PURPOSE	AMOUNT
***PAYROLL PAID 08-31-23 ***		
ELECTRONIC FEDERAL DEPOSIT	GF TWP SHARE SOCIAL SECURITY & MEDICARE	\$2,600.15
PAYROLL	GF PAYROLL FOR STAFF, BOARDS AND COMMITTEES	\$33,989.00
MERS	GF TWP SHARE RETIREMENT CONTRIBUTION COSTS	\$4,916.76
TOTAL		\$41,505.91
GENERAL FUND TOTAL		\$41,505.91
BILLS PAID 09-01-23		
BERGAN, HENRY & DOROTHY	GF REFUND DEPOSIT	50.00
BERRYHILL, SAUNDRA	GF REFUND DEPOSIT	50.00
BROWN, MARIE	GF REFUND DEPOSIT	50.00
BRUTSCHE CONCRETE PRODUCTS	CF COLUMBARIUM BENCHES	3,700.00
BUSINESS CREDIT CARD	GF TUBBS - LSJ SUBSCRIPTION, ZOOM	79.79
	GF BIERGANS - POSTAGE	16.18
	GF MINTON - SUPPLIES, CEMETERY SUBSCRIPTION	325.72
	GF CASE - SUPPLIES	79.38
	GF BROKOB - CLERK EDUCATION DAY FEE	100.00
CLINTON COUNTY ROAD COMMISSION	GF ASPHALT-ROSEWOOD SUB	280,587.20
CLINTON COUNTY TREASURER	TF MOBILE HOME TAX SEPT - OCT	375.00
COUSINS, REBECCA	GF REFUND DEPOSIT	50.00
CRONK PETER D JR	TF 2023 Sum Tax Refund 150-210-000-042-00	7.53
DONNA C. MINTON	GF MILEAGE REIMBURSEMENT	34.06
ELECTION SOURCE	GF MINTS, BALLOTS, ELECTION BAG, VOTING BOX	375.81
JEFFREY S. MACKENZIE	GF ASSESSOR 08/16-31/2023	3,589.75
JOHN E. MAAHS	GF MEDICAL REIMBURSEMENT	304.15
KING, AMEE	GF REFUND DEPOSIT	150.00
KYES, BRIGITTE	GF REFUND DEPOSIT	50.00
LANSING BOARD OF WATER & LIGHT	GF WATER SAMPLES	135.50
LOOKING GLASS REGIONAL FIRE	GF MONTHLY BUDGET	50,153.27
LORETTA ESCH	GF REFUND DEPOSIT	50.00
MCGINTY, HITCH, ET AL.	GF JUNE & JULY LEGAL FEES	1,575.00
MENARD'S	GF TOOLS, WINDOW, SUPPLIES	554.89
MICHIGAN TOWNSHIPS ASSOCIATION	GF WEBINAR REGISTRATION	25.00
NORTHWESTERN MUTUAL LIFE	GF DISABILITY INSURANCE	974.02
OVERLY, DAWN	GF DEPOSIT REFUND	150.00
PRINTING SYSTEMS, INC.	GF ELECTION SUPPLIES	1,228.70
PROVIDENCE	GF MONTHLY TECHCARE	1,977.80
RAHME, NICHOLAS	GF REFUND DEPOSIT	50.00
RONALD V. OVERTON	GF MEDICAL REIMBURSEMENT	615.04
ROSE PEST SOLUTIONS	GF PEST CONTROL	69.00
S.C.C.M.U.A.	SF MONTHLY PAYMENTS	38,122.47
SCHLEICHER, RACHELLE	GF REFUND DEPOSIT	50.00

WATERTOWN CHARTER TOWNSHIP
 BILL LIST FOR MEETING
 SEPTEMBER 18, 2023

VENDOR	PURPOSE	AMOUNT
STANDARD INSURANCE COMPANY	GF LIFE INSURANCE	209.64
TODD HUFNAGEL	GF MEDICAL REIMBURSEMENT	615.98
TODD HUFNAGEL	GF REFUND DEPOSIT	50.00
USA TODAY NETWORK	GF LEGAL POSTINGS	97.30
TOTAL		\$101,173.32
GENERAL FUND TOTAL		\$58,968.32
SEWER FUND TOTAL		\$38,122.47
CEMETERY FUND		\$3,700.00
TAX FUND		\$382.53
***PAYROLL PAID 09-15-23 ***		
ELECTRONIC FEDERAL DEPOSIT	GF TWP SHARE SOCIAL SECURITY & MEDICARE	\$2,522.09
PAYROLL	GF PAYROLL FOR STAFF, BOARDS AND COMMITTEES	\$32,968.48
MERS	GF TWP SHARE RETIREMENT CONTRIBUTION COSTS	\$4,794.13
TOTAL		\$40,284.70
GENERAL FUND TOTAL		\$40,284.70
BILLS PAID 09-15-23		
ACD.NET	GF TELEPHONE EQUIPMENT	\$234.36
CAROLYN BROKOB	GF MILEAGE REIMBURSEMENT	\$61.57
CHRISTY SOCHAY	GF MILEAGE REIMBURSEMENT	\$166.77
CLINTON COUNTY ROAD COMMISSION	GF CHLORIDE	\$13,087.40
CLINTON COUNTY TREASURER	GF REFUND COUNTY OVERPAYMENT	\$122.18
CONSUMERS ENERGY	GF PARK & RIDE LOT	\$37.47
	GF WATERTOWN CHARTER TOWNSHIP	\$2,510.80
	GF STREETLIGHTS	\$2,499.71
	GF TOWNSHIP OFFICE & GYM	\$832.74
	GF LOOKING GLASS PARK	\$28.79
	GF HERITAGE PARK	\$21.56
	GF CEMETERY	\$227.96
CULLIGAN	GF BOTTLED WATER	\$14.00
FRONTIER	GF BROADBAND	\$80.98
GRANGER	GF TRASH REMOVAL	\$42.39
JEFFREY S. MACKENZIE	GF ASSESSOR 09/01-15/2023	\$3,589.75
JOHN DEERE FINANCIAL	GF SAW AND LEAF BLOWER PARTS	\$98.15
JOHN E. MAAHS	GF MEDICAL REIMBURSEMENT	\$379.59
MELANIE WRIGHT	GF MILEAGE REIMBURSEMENT	\$57.27

WATERTOWN CHARTER TOWNSHIP
 BILL LIST FOR MEETING
 SEPTEMBER 18, 2023

VENDOR	PURPOSE	AMOUNT
MICHIGAN FLEET FUELING	GF FUEL	\$336.19
MICHIGAN MUNICIPAL LEAGUE	GF MEMBER DUES 07/01/23 - 06/30/24	\$200.00
MUNICIPAL INSPECTION SERVICES	GF PERMITS	\$21,197.00
NICHOLAS BOLHOUSE	GF DEER CREEK ESCROW SURPLUS REFUND	\$2,303.32
PITNEY BOWES	GF POSTAGE MACHINE LEASE	\$93.00
PROVIDENCE	GF FINAL SERVER PAYMENT	\$5,250.00
SOHN LINEN SERVICE, INC.	GF FLOOR MATS	\$80.56
VERIZON WIRELESS	GF CELL PHONES	\$231.25
WOW! BUSINESS	GF INTERNET	\$176.47
 TOTAL		 \$53,961.23
GENERAL FUND TOTAL		\$27,753.47
SEWER FUND TOTAL		
CEMETERY FUND		

*****BILLS TO BE PAID 10-02-23*****

JEFFREY S. MACKENZIE	GF ASSESSING SERVICES	\$3,589.75
LOOKING GLASS FIRE REGIONAL	GF MONTHLY PAYMENT	\$50,153.27
S.C.C.M.U.A.	SF MONTHLY SEWER	\$38,122.47
 TOTAL		 \$91,865.49
GENERAL FUND TOTAL		\$53,743.02
SEWER FUND TOTAL		\$38,122.47

*****BILLS TO BE PAID AFTER BOARD APPROVAL*****

TOTAL		\$0.00
GENERAL FUND TOTAL		

MEMORANDUM

TO: WATERTOWN TOWNSHIP PLANNING COMMISSION
FROM: ANDREA Z. POLVERENTO, PLANNING DIRECTOR
SUBJECT: MONTHLY REPORT: AUGUST 2023
DATE: AUGUST 30, 2023

Meetings & Events

8/2 – Groundwater Management Board Executive Committee Meeting
8/2 – Regular Planning Commission Meeting
8/9 – Groundwater Management Board Meeting
8/21 – Board of Trustees Regular Meeting
8/22 – Met with Giffels Webster
8/29 – Airport Master Plan Committee Meeting

Enforcement

Grand River – met with property owner, compliance minimal, second notice sent 8/31
Wacousta Road – junk & junk vehicles, final notice sent 8/31
Wacousta Road – junk, some compliance, final notice sent 8/31
National Parkway – business without permit, notice sent, met with owner 8/18, expect them to obtain proper permits.

Development

Staff received an incomplete application for a potential development at the NE corner of Francis and Grand River. When a complete set of plans are received, that will be sent to the Planning Commission for consideration. Still no update on this.
Required corrections for the Nottingham Fields Phase 2 expansion are wrapping up. SCCMUA approval has been issued. The Road Commission has accepted the new roadway, and is allowing six new driveway permits while the secondary access road is completed. A drainage outlet structure is expected to be installed soon; this will allow construction on the lots being affected by ponding due to the structure not being in place. Six building permit applications have been received and are being processed. All lots will be released for construction pending completion of these items.
Franchino expansion is complete, final inspections are scheduled for the week of 8/28.
CAHS expansion is complete, final occupancy was issued on 8/24. This included a completely remodeled dog/puppy area, new laundry facilities, food/medication prep area and a mezzanine for education and camps.
The Lakeside Plat for Phase 10 is still in limbo, as EGLE rejected the plans again.

ZBA

The ZBA did not meet in August, and is not expected to meet in September.

Master Plan Update

Staff met with Giffels Webster at their office to complete the remaining edits for the master plan. Staff expects to receive the final draft this week, and to put it out for review in September, which would permit final adoption before year end.

Other

Staff attended a meeting regarding an update to the Capital Region International Airport master plan, this was informative, and the next meeting is scheduled for October.

The storm on 8/24 led to many calls and questions about tree damage, permits to address storm damage, and residents seeking surveys to determine responsibility for damages. Several meetings and inspections related to the Nottingham development were held this month.

Township legal counsel prepared a brief for consideration by the Circuit Court judge in the Monroe v. Watertown case from 2018.

Annual budget proposals and capital improvements discussions for 2024 are underway.

Planning & Zoning Monthly Report - August 2023

Residential	Current Month	Year to Date
New Residences	8	19
Residential Additions		6
Accessory Buildings/Garages	2	10
Decks and Porches	2	10
Pools/Ponds/Hot Tubs		3
Home Occupations		1
Sign Permits		
Commercial/Industrial	Current Month	Year to Date
New /Remodel/Additions		2
Sign Permits		2
Cell Towers and Related	1	1
Residential Solar		1
Agricultural	Current Month	
AG Buildings		3

Certificates of Occupancy Issued:

	Current Month	Year to Date
Residential	4	10
Commercial/Industrial	2	5

TREASURER'S INVESTMENT MEMO

To: Supervisor Maahs, Clerk Brokob, Trustees Cooley, Overton, Madill, and Hufnagel

From: Sue Biergans, Treasurer

RE: August Investment Activity

Date: September 6, 2023

During the month of August 2023, the following interest received:

MI-Class	Total Interest added	\$17,677.12
MI-Class Edge	Total Interest added	\$ 9,772.23
Multi-Bank Securities	Total Interest added	\$10,422.60
Horizon Bank	Total Interest added	\$ 531.20
Mercantile Bank	Total Interest added	\$ 4,350.71
Dart Bank	Total interest added	\$ 502.49

Percent of investment portfolio per financial institution is:

CIBC	Consumers CU	Dart	Flagstar	Horizon	MI CLASS	MI CLASS EDGE	MBS	Mercantile
\$150,000.00	\$200,000.00	\$122,500.00	\$101,699.93	\$130,137.56	\$1,936,163.37	\$331,411.58	\$133,434.00	\$100,000.00
\$156,300.21		\$100,000.00		\$128,834.37	\$12,584.04	\$943,893.79	\$133,324.50	\$100,000.00
		\$122,500.00		\$103,449.83	\$5,114.13	\$10,487.72	\$145,515.00	\$250,000.00
					\$461,646.22	\$943,893.79	\$195,994.00	
					\$53,343.84	\$26,219.28	\$195,498.00	
					\$199,911.27		\$201,494.00	
					\$5,302.62		\$250,000.00	
					\$74,135.60		\$200,000.00	
					\$1,070,170.06		\$247,685.00	
					\$4.32		\$249,000.00	
							\$250,000.00	
							\$223,510.00	
							\$87,661.00	
							\$197,894.00	
							\$247,442.50	
							\$250,415.00	
							\$250,000.00	
							\$178,314.00	
							\$176,618.00	
							\$250,000.00	
\$306,300.21	\$200,000.00	\$345,000.00	\$101,699.93	\$362,421.76	\$3,818,375.47	\$2,255,906.16	\$4,063,799.00	\$450,000.00
\$11,903,502.53								
2.57%	1.68%	2.90%	0.85%	3.04%	32.08%	18.95%	34.14%	3.78%

SCHEDULE OF INVESTMENTS FOR AUGUST 2023

ITEM #	Year	Fund or Investment Description	Purchase Amount	Adjustment + OR -	Purchase Date	Maturity Date	Interest %	Interest Earned	Value at Maturity	Market Value
GENERAL FUND										
24	2001	MI-Class		\$1,822,821.68	1-Oct-07	PMMA	5.27%	\$157,180.85	\$1,936,163.37	
19	2021	MI-Class EDGE	\$900,000.00		23-Dec-21	PMMA	4.99%	\$44,744.57	\$943,893.79	\$913,918.05
22	2019	MBS 4.5yrs	\$250,000.00		12-Nov-19	12-May-23	1.65%	\$12,002.00	Matured	\$247,685.00
24	2020	Horizon 3 yr	\$130,137.56		2-Dec-20	2-Dec-23	0.38%	\$42.42	\$130,137.56	
26	2020	MBS 5yr	\$150,000.00		30-Nov-20	28-Nov-25	0.50%	\$1,871.92	\$133,434.00	\$133,434.00
3	2021	Dart 2 yr	\$122,500.00		16-Apr-21	16-Apr-23	0.30%	\$966.14	Matured	
9	2021	Dart Bank	\$100,000.00		6-Aug-21	6-Aug-23	0.25%	\$502.49	Matured	
11	2021	MBS 5 yr Gov Bond	\$150,000.00		18-Aug-21	18-May-26	0.88%	\$2,296.88	\$133,324.50	\$133,324.50
1	2022	Mercantile 2 yr	\$100,000.00		10-Feb-22	10-Feb-24	0.30%		\$100,000.00	
3	2022	Horizon 1 yr	\$128,834.37		18-Apr-22	18-Apr-23	1.60%	\$2,061.35	Matured	
4	2022	MBS 3 yr.	\$150,000.00		6-Sep-22	8-Sep-25	3.40%	\$3,800.55	\$145,515.00	\$145,515.00
5	2022	MBS 2 yr.	\$200,000.00		2-Sep-22	20-Sep-24	3.40%	\$5,067.36	\$195,994.00	\$195,994.00
6	2022	MBS 3 yr.	\$200,000.00		20-Sep-22	20-Sep-25	3.70%	\$5,514.51	\$195,498.00	\$195,498.00
9	2022	Dart 13 months	\$122,500.00		25-Oct-22	25-Nov-23	3.75%		\$122,500.00	
11	2022	CIBC 18 months	\$150,000.00		3-Nov-22	3-May-24	4.20%		\$150,000.00	
12	2022	Horizon 2 yr	\$103,449.83		8-Dec-22	2-Dec-24	4.35%	\$384.20	\$103,449.83	
13	2022	MBS 2 yr.	\$200,000.00		15-Dec-22	16-Dec-24	5.00%	\$4,958.92	\$201,494.00	\$201,494.00
15	2022	FlagStar 1 yr	\$101,699.93		13-Dec-22	13-Dec-23	4.28%		\$101,699.93	
1	2023	MBS 5 yr.	\$250,000.00		20-Jan-23	20-Jan-26	4.75%	\$5,888.70	\$250,000.00	
2	2023	Mercantile 6 months	\$200,000.00		3-Mar-23	30-Aug-23	4.00%	\$3,966.51	Matured	
3	2023	Consumers Credit Union	\$200,000.00		6-Mar-23	6-Mar-24	4.85%		\$200,000.00	
4	2023	MBS 3 yr.	\$200,000.00		2-Mar-23	23-Mar-26	4.80%	\$3,208.76	\$200,000.00	
6	2023	Horizon 1 yr	\$128,834.37		18-Apr-23	18-Apr-24	4.53%	\$961.79	\$128,834.37	
7	2023	Dart Bank	\$122,500.00		16-Apr-23	16-May-24	4.90%		\$122,500.00	
8	2023	MBS 3 yr.	\$250,000.00		16-May-23	15-May-26	4.60%		\$247,685.00	
10	2023	MBS 3 yr.	\$249,000.00		30-Jun-23	30-Jun-26	4.70%	\$961.89	\$249,000.00	
11	2023	MBS 3 yr.	\$250,000.00		27-Jul-23	27-Jul-26	4.75%		\$250,000.00	
12	2023	Mercantile 1 yr	\$250,000.00		31-Aug-23	30-Aug-24	5.05%		\$250,000.00	
14	2023	Dart 13 month	\$100,000.00		11-Aug-23	11-Sep-24	4.90%		\$100,000.00	
GENERAL FUND TOTAL			\$5,109,456.06	\$1,822,821.68			61.80%	\$215,841.76	\$6,591,123.35	\$1,428,361.55
CEMETERY IMP.										
24	2001	MI-Class		\$49,000.00	1-Oct-07	PMMA	5.27%	\$4,898.14	\$4.32	
19	2021	MI-Class EDGE	\$25,000.00		23-Dec-21	PMMA	4.99%	\$1,294.55	\$26,219.28	25386.63
CEMETERY IMP. TOTAL				\$49,000.00				\$4,898.14	\$26,223.60	
CURRENT TAX										
24	2001	MI-Class		-\$6,151.51	Dec 2010	PMMA	5.27%	\$4,530.79	\$5,114.13	
CURRENT TAX TOTAL				-\$6,151.51				\$4,530.79	\$5,114.13	
SEWER RECEIVING FUND										
24	2001	MI-Class	\$115,000.00	\$1,740,492.48	1-Oct-07	PMMA	5.27%	\$114,677.58	\$1,070,170.06	
19	2021	MI-Class EDGE	\$900,000.00		23-Dec-21	PMMA	4.99%	\$44,744.55	\$943,893.79	\$913,918.05
2	2021	MBS 5 yr Gov Bond	\$250,000.00		28-Apr-21	28-Apr-26	1.00%	\$5,000.00	\$223,510.00	\$223,510.00
16	2021	CIBC 18 months	\$156,300.21		1-Nov-21	2-May-23	0.30%	\$712.47	Matured	
18	2021	MBS 5 yr	\$100,000.00		17-Dec-21	17-Dec-26	1.15%	\$1,723.43	\$87,661.00	\$87,661.00
7	2022	MBS 3 yr.	\$200,000.00		28-Sep-22	28-Mar-25	4.10%	\$6,110.68	\$197,894.00	\$197,894.00
8	2022	Mercantile 1 yr	\$100,000.00		8-Oct-22	8-Oct-23	2.01%		\$100,000.00	
10	2022	MBS 2 yr.	\$250,000.00		3-Oct-22	24-Sep-24	4.00%	\$7,506.85	\$247,442.50	\$247,442.50
14	2022	MBS 1 yr.	\$250,000.00		16-Dec-22	15-Dec-23	4.80%	\$5,950.69	\$250,415.00	\$250,415.00
5	2023	MBS 3 yr.	\$250,000.00		3-Apr-23	3-Apr-26	5.10%	\$3,178.78	\$250,000.00	
9	2023	CIBC 1 yr	\$156,300.21		2-May-23	1-May-24	4.90%		\$156,300.21	
13	2023	MBS 1 yr.	\$250,000.00		2-Aug-23	1-Aug-24	5.25%		\$250,000.00	
SEWER REC TOTAL			\$2,977,600.42	\$1,740,492.48			12.71%	\$159,422.13	\$3,777,286.56	\$913,918.05
WATER FUND										
24	2001	MI-Class	\$237,776.20	\$365,245.73	3-Apr-06	PMMA	5.27%	\$49,624.29	\$461,646.22	
19	2021	MI-Class EDGE	\$316,000.00		23-Dec-21	PMMA	4.99%	\$15,710.28	\$331,411.58	\$320,886.77
1	2021	MBS 5 yr GOV BOND	\$200,000.00		21-Apr-21	21-Apr-26	0.90%	\$3,600.00	\$178,314.00	\$178,314.00
WATER FUND TOTAL			\$753,776.20	\$365,245.73			11.16%	\$65,334.57	\$971,371.80	\$320,886.77
T.I.R.F.										
24	2001	MI-Class	\$102,000.00	-\$105,857.87	21-May-01	PMMA	5.27%	\$26,441.91	\$12,584.04	
19	2021	MI-Class EDGE	\$10,000.00		23-Dec-21	PMMA	4.99%	\$497.16	\$10,487.72	\$10,154.66
13	2020	MBS 5yr	\$200,000.00		28-Jan-21	26-Jan-26	0.50%	\$3,105.83	\$176,618.00	\$176,618.00
T.I.R.F. TOTAL			\$312,000.00	-\$105,857.87			10.76%	\$30,044.90	\$199,689.76	
STOLL ROAD PAVING Bond paid in full 2021										
24	2001	MI-Class	\$528,136.10	-\$383,775.16	29-Nov-06	PMMA	5.27%	\$55,350.33	\$199,911.27	
STOLL RD PAVING TOTAL			\$528,136.10	-\$383,775.16				\$55,350.33	\$199,911.27	
STOLL RD WATER Bond paid in full 2021										
24	2001	MI-Class	\$410,483.63	-\$417,919.90	29-Nov-06	PMMA	5.27%	\$12,538.89	\$5,302.62	
STOLL RD WATER TOTAL			\$410,483.63	-\$417,919.90				\$12,538.89	\$5,302.62	
STOLL RD SEWER Bond paid in full 2021										
24	2001	MI-Class	\$1,942,691.91	-\$1,950,232.81	29-Nov-06	PMMA	5.27%	\$65,884.74	\$53,343.84	
STOLL RD SEWER TOTAL			\$1,942,691.91	-\$1,950,232.81				\$65,884.74	\$53,343.84	
WACOUSTA RD PAVING Bond paid in full 2021										
24	2001	MI-Class	\$50,848.01	-\$16,528.36	13-Apr-07	PMMA	5.27%	\$40,472.64	\$74,135.60	
WACOUSTA RD PAVING TOTAL			\$50,848.01	-\$16,528.36				\$40,472.64	\$74,135.60	
								\$11,903,502.53	Total of principal	

SUE BIERGANS, TREASURER
 PMMA - Pooled Money Market Account, liquid funds
 MMA - Money Market Account
 GOV BOND - United States Government Bonds, full faith and credit of US Government
 AUGUST 2023

Financial Status Report

AUGUST 2023

ACCOUNTS	BEGINNING BALANCE	FUNDS RECEIVED	FUNDS DISBURSED	ENDING BALANCE
GENERAL FUND				
CHECKING	\$ 25,153.77	\$ 277,017.81	\$ 289,106.22	\$ 13,065.36
SAVINGS ACCOUNT	\$ 2,203,079.14	\$ 94,698.79	\$ 268,161.33	\$ 2,029,616.60
INVESTMENTS	\$ 6,527,162.03	\$ 63,961.32		\$ 6,591,123.35
TOTAL	\$ 8,755,394.94	\$ 435,677.92	\$ 557,267.55	\$ 8,633,805.31
CEMETERY IMPROVEMENT FUND				
SAVINGS ACCOUNT	\$ 16,676.14	\$ 28,906.51	\$ 12,599.72	\$ 32,982.93
INVESTMENTS	\$ 54,913.29	\$ 204.13	\$ 28,893.82	\$ 26,223.60
TOTAL	\$ 71,589.43	\$ 29,110.64	\$ 41,493.54	\$ 59,206.53
TAX				
SAVINGS ACCOUNT	\$ 233,773.08	\$ 1,839,732.93	\$ 443,127.51	\$ 1,630,378.50
INVESTMENTS	\$ 5,090.55	\$ 23.58		\$ 5,114.13
TOTAL	\$ 238,863.63	\$ 1,839,756.51	\$ 443,127.51	\$ 1,635,492.63
TIRF				
SAVINGS ACCOUNT	\$ 68,998.56	\$ 3,295.63		\$ 72,294.19
INVESTMENTS	\$ 199,575.83	\$ 113.93		\$ 199,689.76
TOTAL	\$ 268,574.39	\$ 3,409.56	\$ -	\$ 271,983.95
WATER DISTRICT #1				
SAVINGS ACCOUNT	\$ 99,680.52	\$ 2,273.40	\$ 3,932.00	\$ 98,021.92
INVESTMENTS	\$ 967,476.12	\$ 3,895.68		\$ 971,371.80
TOTAL	\$ 1,067,156.64	\$ 6,169.08	\$ 3,932.00	\$ 1,077,257.72
SEWER RECEIVING FUND				
SAVINGS ACCOUNT	\$ 654,710.77	\$ 10,317.26	\$ 288,479.47	\$ 376,548.56
INVESTMENTS	\$ 3,517,319.78	\$ 259,966.78		\$ 3,777,286.56
TOTAL	\$ 4,172,030.55	\$ 270,284.04	\$ 288,479.47	\$ 4,153,835.12
WACOUSTA RD PAVING				
INVESTMENTS	\$ 73,793.65	\$ 341.95	\$ -	\$ 74,135.60
TOTAL	\$ 73,793.65	\$ 341.95	\$ -	\$ 74,135.60
STOLL ROAD PAVING				
INVESTMENTS	\$ 198,989.17	\$ 922.10		\$ 199,911.27
TOTAL	\$ 198,989.17	\$ 922.10	\$ -	\$ 199,911.27
STOLL ROAD WATER				
INVESTMENTS	\$ 5,278.18	\$ 24.44		\$ 5,302.62
TOTAL	\$ 5,278.18	\$ 24.44	\$ -	\$ 5,302.62
STOLL ROAD SEWER				
INVESTMENTS	\$ 53,097.76	\$ 246.08		\$ 53,343.84
TOTAL	\$ 53,097.76	\$ 246.08	\$ -	\$ 53,343.84
GRAND TOTAL	\$ 14,904,768.34	\$ 2,585,942.32	\$ 1,334,300.07	\$ 16,164,274.59

Memorandum

To: Watertown Township Board
From: Jennifer Tubbs, Watertown Township Manager
Date: September 12, 2023

RE: Township Manager's monthly report

Committees/Meetings:

- Attended SCCMUA board meeting
- Attended LGRFA Board Meeting
- Attended Middle of the Mit
- Attended meeting at Michigan State University

Economic Development:

- Site Searches – four
- Related Correspondence – one
- Meetings – one

Office Operation:

- Staff related assistance – nine

Staff participated in CPR and AED training in the office. Delta Township Fire offered the training for us

Resident Relations:

- Road complaints – three
- Resident questions/interactions/meetings – thirteen

Township Board Relations:

- Board member related assistance – six
- Board member meetings – four

Miscellaneous:

Budget–

The 2024 draft township budget is prepared and ready for Board Review.

Wacousta School Update –

Spicer Group is in the final stages of review of the Wacousta Elementary Building. Spicer Group, the township engineers, have been requested to prepare an estimate for the evaluation of the building.



Director's Report

August 15, 2023

Southern Clinton County Municipal Utilities Authority

Volume 16 Issue 8

Inside this issue:

Process—Making it Clean 2

Inspections—The Scoop on the Poop 2



Southern Clinton County Municipal Utilities Authority
"The Clean Water People"

3671 W. Herbison Rd.
DeWitt, MI 48820
517-669-8311
www.sccmua.com
www.facebook.com/sccmua

Maintenance—Keeping Things Humming

Generators, Generators, Generators! This is a monthly, almost weekly conversation, and August was no different. At LS 116, an unknown action, whether it was from Consumers Energy or a generator board failure, caused a failure on the utility side. The outcome was a small fire destroying the transfer switch and two boards on the generator. SCCMUA is working with DeWitt Twp. to complete the repairs as quickly as possible.

A new pump was installed at station 405; the old pumps are showing their age and require a rebuild. This will be completed in a low flow time. They are pulling one to rebuild and have as a spare.

A communication issue had staff scrambling this month as well. What started as what seemed like a simple communication failure became an all-hands-on-deck issue. Unfortunately, just because a station says it has a communication failure, it does not mean that station has the problem; it can be any of them in the system that caused the issue. The only way to identify it is to go through the system individually, shut it down, and measure out-

put and status. In this case, it was the last site of the 50 sites. Staff corrected the issue quickly, finding a bad radio and slowly bringing things back online to avoid a radio storm on the system.

Station 304 in the City of DeWitt had some longer run times. SCCMUA took action to troubleshoot the station by cleaning, removing, checking pumps, and checking valves for proper operation. All systems checked out, so the attention turned to the force main, which was cleaned and put back into service. The run times have returned to normal range. However, due to the installation and elevation, the force main has been siphoning a bit. This can cause debris to be pulled into a pump that is not running and lodge in a check valve. Adjustments to the check valve will be made to try to address this issue.



Administration

This month, interviews were held to fill the recently vacated operator position. There were many candidates that applied. Five were interviewed, all with good qualities. Finding the right candidate is always challenging as this job is so unique. It is very difficult for many candidates to understand the position. As with everything, things change over time, but some things with this job will remain the same. Sometimes the job will be very dirty. Since this is a public utility, you have no control over mother nature or mechanical failure but the public relies on these services to keep their property and health safe. With that in mind, it is inevitable that at some point,

and likely many points, this job will put an additional burden on one's personal life that is not experienced in many jobs. These impacts are always stated to a new hire, but I don't think the full ramifications are understood until they get some time in the position.

Components for the project have started to trickle in and contractors are planning to mobilize within the coming weeks. Based on the project design, the electricians will begin installing duct banks with power and communications in the new location.

Process—Making it Clean

NPDES Permit: All permit requirements were met. Total precipitation for the month was 7.33".

July brought some much-needed rain to the area and fortunately for us, did not cause any unsustainable high flows. Our lift stations and Sandhill pumps worked a little harder but did the trick with ease, as the flow showed up and was gone within a few hours of each event.

A power glitch from a lightning strike in the area caused damage to some control equipment throughout the facility. While tending to a call-in due to severe weather conditions, staff noticed some control equip-

ment had failed, such as an analog output card that sends 4-20 signals to our sodium hypochlorite pump to tell it what setting to pump at as well as our sulfur dioxide auto valve to tell the valve how much to open. Staff also found that our effluent pressure sensor was damaged as a low effluent pressure alarm came in because of the power glitch. The team could run things manually until the analog output card was replaced. The plant heating and cooling controls were also lost due to the glitch; Trane was able to come in and get us up and running for now, but a new control system is

needed to operate correctly.

Staff are performing routine maintenance and any popup items that may arise. A spare rotating assembly has been rebuilt for our secondary sludge pump to put on the shelf for backup when needed. Staff will soon be heading out into the RBC's to repair two shaft stub ends that have excessive wear. This will include machining down the stub end and building them back up by way of welding, then machining material back off with the lathe to the proper diameter for new bearings.

Project construction is inching closer and staff are excited for this ball to start rolling. Job trailers will soon begin arriving on site as well as equipment and supplies. As this project unfolds, staff will be available to assist with knowledge and manpower to help reduce the chances of delays and downtime.

Inspections—The Scoop on the Poop

Miss Dig Totals:

Miss Dig Requests: 333

Miss Digs Marked: 71

Inspection Services: 10

Projects:

Staff has continued to identify potential infiltration sources into the DeWitt collection system when time allows.

Shadybrook phase III is under way. The contractor is making progress with the installation of sanitary pipe. Pipe was completed during the first week of August. The pipe has been air tested. All but one reach passed. The very last run failed after several attempts. The contractor narrowed the source of the leak to a lateral. The lateral was exposed and found to be a defective gasket in one of the fittings. The fitting was replaced and the run passed the air test. Televising and mandrel testing will be completed in September.

DeWitt Twp and Bath Twp master plan work continues but is finally nearing the end. Staff has continued to gather requested infor-

mation for engineers. They have been working on feasibility studies for future system expansion.

Staff has completed all the drawdown tests for the year. Drawdown tests are another method to check the effectiveness of the pumps. Crews time how long it takes to fill and pump down a certain amount in the wet well, typically one foot. Each pump is tested three times and then averaged to get the best representation of the effectiveness of the pump. Small stations may have only one or two test per pump.

As Clinton County Road Commission contractors begin working on the 2023 road projects, SCCMUA crews are out and about checking the manholes in the project areas for debris that may have fallen into the manhole. Asphalt debris was found in a number of manholes in the Meadows Subdivision in Bath Twp.

Nottingham Fields development has remained at a standstill for the past few months. The developer is working on a plan to correct all the deficiencies. Staff met with the developer and their engineer to discuss a plan for moving forward. We are still waiting to hear back on a timeline.





CLINTON COUNTY SHERIFF'S OFFICE

1347 E. Townsend Rd
St. Johns, MI 48879

SEAN DUSH
Sheriff

Phone (989) 224-5200
Fax (989) 224-1382

**TO: CLINTON COUNTY BOARD OF COMMISSIONERS,
TOWNSHIP SUPERVISORS AND VILLAGE MAYORS**

FROM: SEAN DUSH, SHERIFF

A handwritten signature in black ink, appearing to read "Sean Dush", is written over the printed name.

DATE: SEPTEMBER 11, 2023

SUBJECT: AUGUST 2023 JAIL BILLING

The average daily population of inmates for the month of AUGUST 2023 was 123 inmates. This total includes a daily average of 117 County Inmates and a daily average of 5 Inmates Housed for Other Jurisdictions.

Revenue for the month of AUGUST 2023 was \$11,935.00

MONTHLY JAIL COUNT
AUGUST 2023

DATE	MALE	FEMALE	TOTAL	BOARDER	CCSO
1	99	26	125	5	120
2	102	29	131	6	125
3	103	28	131	6	125
4	103	28	131	6	125
5	99	28	127	6	121
6	98	28	126	6	120
7	97	29	126	6	120
8	94	30	124	6	118
9	93	28	121	6	115
10	96	27	123	6	117
11	92	28	120	5	115
12	92	29	121	5	116
13	96	31	127	5	122
14	97	29	126	5	121
15	98	28	126	5	121
16	98	30	128	5	123
17	98	27	125	5	120
18	97	26	123	5	118
19	95	28	123	5	118
20	97	28	125	5	120
21	100	27	127	5	122
22	93	26	119	5	114
23	91	27	118	5	113
24	91	29	120	5	115
25	91	27	118	5	113
26	89	27	116	5	111
27	89	27	116	5	111
28	91	28	119	5	114
29	89	26	115	5	110
30	89	25	114	6	108
31	88	26	114	6	108
TOTALS	2945	860	3805	166	3639
DAILY AVERAGE	95	28	123	5	117

HOUSING TOTALS AND PAYMENTS RECEIVED 2023

JANUARY BILLING					
	DAYS	DATE BILLED	AMOUNT BILLED	DATE RECEIVED	AMOUNT RECEIVED
CJRP - GROUP I	62	2/1/2023	\$ 3,410.00	2/7/2023	\$ 3,410.00
CJRP - GROUP II	23	2/1/2023	\$ 920.00	2/7/2023	\$ 920.00
MDOC-DETAINEES	26	2/1/2023	\$ 910.00	2/6/2023	\$ 910.00
US FED MARSHALS - WEST	25	2/1/2023	\$ 1,200.00	2/8/2023	\$ 1,200.00
Totals	136		\$ 6,440.00		\$ 6,440.00
FEBRUARY BILLING					
	DAYS	DATE BILLED	AMOUNT BILLED	DATE RECEIVED	AMOUNT RECEIVED
CJRP - GROUP I	64	3/1/2023	\$ 3,520.00	3/7/2023	\$ 3,520.00
CJRP - GROUP II	15	3/8/2023	\$ 760.00	4/11/2023	\$ 760.00
MDOC-DETAINEES	16	3/1/2023	\$ 560.00	3/6/2023	\$ 560.00
US FED MARSHALS - WEST	1	3/1/2023	\$ 48.00	3/17/2023	\$ 48.00
Totals	96		\$ 4,888.00		\$ 4,888.00
MARCH BILLING					
	DAYS	DATE BILLED	AMOUNT BILLED	DATE RECEIVED	AMOUNT RECEIVED
CJRP - GROUP I	93	4/4/2023	\$ 5,115.00	4/12/2023	\$ 5,115.00
CJRP - GROUP II	114	4/4/2023	\$ 4,560.00	4/11/2023	\$ 4,560.00
MDOC-DETAINEES	3	4/5/2023	\$ 105.00	4/11/2023	\$ 105.00
US FED MARSHALS - WEST	0				
Totals	210		\$ 9,780.00		\$ 9,780.00
APRIL BILLING					
	DAYS	DATE BILLED	AMOUNT BILLED	DATE RECEIVED	AMOUNT RECEIVED
CJRP - GROUP I	90	5/2/2023	\$ 4,950.00	5/8/2023	\$ 4,950.00
CJRP - GROUP II	74	5/2/2023	\$ 2,960.00	5/8/2023	\$ 2,960.00
MDOC-DETAINEES	17	5/2/2023	\$ 595.00	5/5/2023	\$ 595.00
US FED MARSHALS - WEST	0				
Totals	181		\$ 8,505.00		\$ 8,505.00
MAY BILLING					
	DAYS	DATE BILLED	AMOUNT BILLED	DATE RECEIVED	AMOUNT RECEIVED
CJRP - GROUP I	90	6/6/2023	\$ 4,950.00	6/20/2023	\$ 4,950.00
CJRP - GROUP II	62	6/6/2023	\$ 2,480.00	6/20/2023	\$ 2,480.00
MDOC-DETAINEES	1	6/6/2023	\$ 35.00	6/12/2023	\$ 35.00
US FED MARSHALS - WEST	0				
Totals	153		\$ 7,465.00		\$ 7,465.00
JUNE BILLING					
	DAYS	DATE BILLED	AMOUNT BILLED	DATE RECEIVED	AMOUNT RECEIVED
CJRP - GROUP I	60	7/5/2023	\$ 3,300.00	7/12/2023	\$ 3,300.00
CJRP - GROUP II	60	7/5/2023	\$ 2,400.00	7/12/2023	\$ 2,400.00
CJRP - PRIS. PRESUMP.	26	7/5/2023	\$ 1,690.00	7/12/2023	\$ 1,690.00
MDOC-DETAINEES	31	7/5/2023	\$ 1,085.00	7/12/2023	\$ 1,085.00
Totals	177		\$ 8,475.00		\$ 8,475.00
JULY BILLING					
	DAYS	DATE BILLED	AMOUNT BILLED	DATE RECEIVED	AMOUNT RECEIVED
CJRP - GROUP I	62	8/1/2023	\$ 3,410.00	8/9/2023	\$ 3,410.00
CJRP - GROUP II	50	8/1/2023	\$ 2,000.00	8/9/2023	\$ 2,000.00
CJRP - PRIS. PRESUMP.	24	8/1/2023	\$ 1,560.00	8/9/2023	\$ 1,560.00
US FED MARSHALS - WEST					
Totals	136		\$ 6,970.00		\$ 6,970.00

AUGUST BILLING	DAYS	DATE BILLED	AMOUNT BILLED	DATE RECEIVED	AMOUNT RECEIVED
CJRP - GROUP I	108	9/8/2023	\$ 5,940.00		
CJRP - GROUP II	142	9/8/2023	\$ 5,680.00		
MDOC-DETAINEES	9	9/6/2023	\$ 315.00		
US FED MARSHALS - WEST					
Totals	259		\$ 11,935.00		\$ -

OUT COUNTY REVENUE COMPARISONS**2019-2023****JANUARY - DECEMBER**

MONTH	2019	2020	2021	2022	2023
JANUARY	\$ 66,134.00	\$ 52,251.00	\$ 3,255.00	\$ -	\$ 6,440.00
FEBRUARY	\$ 60,711.00	\$ 51,775.00	\$ 1,435.00	\$ -	\$ 4,888.00
MARCH	\$ 84,443.00	\$ 40,849.00	\$ 1,730.00	\$ -	\$ 9,780.00
APRIL	\$ 63,550.00	\$ 12,730.00	\$ 215.00	\$ -	\$ 8,505.00
MAY	\$ 70,941.00	\$ 15,041.00	\$ 175.00	\$ 1,050.00	\$ 7,465.00
JUNE	\$ 58,269.00	\$ 22,295.00	\$ 105.00	\$ 665.00	\$ 8,475.00
JULY	\$ 47,829.00	\$ 27,835.00	\$ 525.00	\$ 2,900.00	\$ 6,970.00
AUGUST	\$ 53,162.00	\$ 13,800.00	\$ 1,365.00	\$ 4,715.00	\$ 11,935.00
SEPTEMBER	\$ 51,121.00	\$ 9,445.00	\$ 2,450.00	\$ 7,567.00	\$ -
OCTOBER	\$ 56,752.00	\$ 11,455.00	\$ 1,505.00	\$ 9,703.00	\$ -
NOVEMBER	\$ 59,685.00	\$ 6,005.00	\$ 1,225.00	\$ 8,347.00	\$ -
DECEMBER	\$ 59,529.00	\$ 5,575.00	\$ 1,085.00	\$ 7,356.00	\$ -
TOTAL	\$ 732,126.00	\$ 269,056.00	\$ 15,070.00	\$ 42,303.00	\$ 64,458.00
AVERAGE	\$ 61,010.50	\$ 22,421.33	\$ 1,255.83	\$ 3,525.25	\$ 5,371.50
ACTUAL	\$ 732,126.00	\$ 269,056.00	\$ 15,070.00	\$ 42,303.00	\$ 64,458.00
Captain Tom Wirth					

CLINTON COUNTY



SHERIFF'S OFFICE

MONTH: August of 2023

TRAFFIC CRASHES

	August 2023	YEAR TO DATE	2022 TOTALS
Fatal Crashes	1	6	4
Deaths	1	9	4
Personal Injury	5	56	110
Property Damage Crash	44	345	531
Car/Deer	52	496	1026
TOTAL	103	912	1677

TRAFFIC ENFORCEMENT

	August 2023	YEAR TO DATE	2022 TOTALS
OUIL	6	55	118
Seatbelt	0	22	34
Total Traffic Citations	341	3135	5117
VCSA(Drugs)	4	32	52

COMPLAINT ACTIVITY

	August 2023	YEAR TO DATE	2022 TOTALS
Self-Initiated Calls	1233	10986	16612
Calls for Service	629	4796	7812
Total Calls	1865	15805	24496
Written Reports	209	1783	3160

AUGUST 2023
TOWNSHIP TICKET TOTALS

Township City Village	Handwritten Tickets	In Car Tickets	TOTAL TICKETS
BATH	0	0	0
BENGAL	0	11	11
BINGHAM	1	20	21
DALLAS	0	5	5
DEWITT	0	42	42
DUPLAIN	0	3	3
EAGLE	0	42	42
ESSEX	0	1	1
GREENBUSH	1	46	47
LEBANON	0	2	2
OLIVE	0	52	52
OVID	0	25	25
RILEY	0	8	8
VICTOR	0	12	12
WATERTOWN	0	44	44
WESTPHALIA	0	3	3
VILLAGE OF ELSIE	0	0	0
VILLAGE OF MAPLE R	0	0	0
VILLAGE OF WESTPH	0	0	0
VILLAGE OF FOWLER	0	1	1
CITY OF ST. JOHNS	0	3	3
CITY OF DEWITT	0	0	0
CITY OF OVID	0	1	1
AUGUST TOTAL	2	321	323

COMMUNICATIONS

Number of Events by Nature

WATERTOWN TWP - 08/2023

Nature	# Events
9-1-1 HANG UP/OPEN LINE	5
ALARM	9
ANIMAL COMPLAINTS/BITES	16
ASSAULT & BATTERY	1
ASSIST OTHER AGENCY	6
BUSINESS CONTACT/CHECK	9
CAR/DEER ACCIDENT	5
CARELESS DRIVING	2
CHECK SUBJECT(S)	3
CHECK VEHICLE	3
CIVIL /NEIGHBOR DISPUTE	2
COMMUNITY POLICING	1
DISORDERLY CONDUCT	1
DNR/HUNTING TYPE	2
DOMESTIC SITUATION	2
DRIVERS LICENSE VIOLATION	1
FIGHT	1
FOLLOW UP	3
FRAUD AND FRAUDULENT ACTIVITY	2
HARASSMENT AND THREATS	1
HIT AND RUN PDA	3
LARCENY	2
LARCENY FROM AUTO	12
LITTERING	2
MALICIOUS DESTRUCTION OF PROPE	1
MEDICAL EXAMINER	1
MOTORIST ASSIST	5
NEGLECT CHILD/CHILD ABUSE	1
NOISE/LOUD PARTY	2

Nature	# Events
PEACE OFFICER	1
PERSONAL INJURY ACCIDENT	1
PROPERTY CHECK	71
PROPERTY DAMAGE ACCIDENT	10
REPOSSESSED VEHICLE	1
REQUEST FOR SERVICE	8
SHOTS FIRED	1
STOLEN/POSSIBLE STOLEN VEHICLE	2
SUSPICIOUS SITUATION	14
TRAFFIC CONTROL	1
TRAFFIC HAZARD	7
TRAFFIC STOP	64
TRESPASSING	1
UNKNOWN ACCIDENT	2
UNKNOWN TROUBLE	1
VEHICLE IN DITCH	2
VIN INSPECTION	1
WARRANT ARREST/PICKUP	2
WELFARE CHECK	2
Total	296

Watertown Charter Township
August 21, 2023, Board of Trustees Regular Meeting Minutes - DRAFT

1. **CALL TO ORDER:** The meeting was called to order at 7:00PM by Supervisor Maahs with the Pledge of Allegiance to the Flag of the United States of America.

BOARD MEMBERS PRESENT: Supervisor John Maahs, Treasurer Sue Biergans, Clerk Carolyn Brokob, Trustee Chad Cooley, Trustee Todd Hufnagel, Trustee Holly Madill, and Trustee Ron Overton.

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: Township Manager Jennifer Tubbs and Township Planning Director Andrea Polverento.

PUBLIC PRESENT: Peg McCleod, Brian Hurtekant, David Bartkowiak, Brad Gurski, Peter Psarouthakis, and Ken Mitchell.

2. **PUBLIC COMMENT:**

Clinton County Commissioner Ken Mitchell provided a printed update on Eagle Township and overview of Commissioner duties and achievements.

3. **CONSENT AGENDA:**

Addition to correspondence – Written updates (2) from Commissioner Mitchell.

Addition of a memo from Andrea Polverento regarding groundwater testing was on the table to be added to the bill list. The total approval for groundwater testing initially \$3,250 (approved 5/15/2023) has increased by \$820 for a total of \$4,070.

Motion by Trustee Cooley, seconded by Trustee Hufnagel, to approve the consent agenda as amended. Motion carried.

4. **AGENDA APPROVAL:**

Addition to New Business 9i-Looking Glass Regional Fire Authority Expenditures

Motion by Clerk Brokob, seconded by Trustee Madill, to approve the agenda as amended. Motion carried.

5. **APPROVAL OF MINUTES: July 17, 2023 – Regular Meeting**

A grammatical error in public comment will be corrected “milk plant, not milk plan.”

Motion by Brokob, seconded by Cooley, to approve the regular meeting minutes of July 17, 2023, as amended. Motion carried.

6. **APPROVAL OF BILLS:**

Motion by Treasurer Biergans, seconded by Trustee Madill, to approve the additional bill list on the table dated August 21, 2023. Motion carried.

7. **PUBLIC HEARING:** None

Watertown Charter Township
August 21, 2023, Board of Trustees Regular Meeting Minutes - DRAFT

8. PENDING BUSINESS: None

9. NEW BUSINESS:

a. 2024 SCCMUA Budget Presentation

Director of Operations, Brad Gurski from the Southern Clinton County Municipal Utilities Authority (SCCMUA) presented the proposed 2024 SCCMUA budget and answered questions.

Motion by Clerk Brokob, seconded by Trustee Madill, to accept and place on file the 2024 Southern Clinton County Municipal Utilities Authority operating budget and 5-year Capital Improvements Plan as presented. Motion carried.

b. First Reading of Ordinance 58 – Revisions to Cemetery Ordinance

A redlined version of the proposed changes to the Wacousta Cemetery Ordinance was provided. Major changes include the regulations pertaining to the new Columbarium, limits on the number of lots purchased, assignment clarification, transfer of ownership clarifications, and additional non-permitted items at grave sites. The proposed amendments have been reviewed by the Cemetery Board and township legal counsel.

Motion by Clerk Brokob, seconded by Trustee Cooley, to have Ordinance No. 58 Chapter 8-Cemeteries considered read, and that the Clerk be directed to publish and post the proposed ordinance in accordance with state law and further, Ordinance No. 58 be placed on the agenda for the September 2023 regular meeting for final reading and vote.

Roll Call Vote: Those voting AYE were Brokob, Maahs, Madill, Overton, Cooley, Hufnagel, Biergans. Seven AYES, zero NAYS. Motion carried.

c. Special Assessments – 2023 Winter Tax Rolls

Motion by Treasurer Biergans, seconded by Trustee Hufnagel, to approve the 2023 special assessment installment totals to be placed on the 2023 Watertown Charter Township winter tax statement in the total amount of \$165,638.59. Motion carried.

d. 2023 Tax Rate L-4029

Fire and EMS Millage will stay the same, levying 1.5 mills out of the authorized 3 mills.

Motion by Clerk Brokob, seconded by Trustee Madill, to authorize the adoption of the 2023 L-4029 Tax Rate Request and authorize the Supervisor and Clerk to sign and file with Clinton County. Motion carried.

e. Case No. 23-05 Outdoor Assembly License Royal Scot Battle of the Food Trucks

An application from Royal Scot was received for a Food Truck War on September 16, 2023. The event will serve alcohol and will utilize wristbands for those over 21. The event will benefit Stronger Warriors Foundation.

Motion by Trustee Cooley, seconded by Trustee Hufnagel, to approve the Outdoor Assembly License for Royal Scot Golf & Bowl for their Food Truck War event to take place on September 16, 2023. Motion Carried.

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f. Cemetery Improvement Fund

It is recommended by the Manager Tubbs to close the current Wacousta Cemetery Improvement fund (aka Perpetual care fund) after funds are depleted as the fund never receives enough funds to take care of the actual ongoing maintenance of the cemetery. The township general fund will cover the cost of maintenance and upkeep of the cemetery. The recommendation was amenable by township auditors.

Motion by Trustee Overton, seconded by Treasurer Biergans, to close the Cemetery Improvement Fund once the funds have been depleted from the account and to budget for all future cemetery improvements in the general fund and Capital Improvement Plan. Motion carried.

g. Cremains Garden Project Overview

Additional approvals to complete the Wacousta Cemetery cremains garden project in 2023 were requested (granite benches, flagpole, plantings, other administrative items as necessary).

Motion by Clerk Brokob, seconded by Trustee Hufnagel, to approve the remaining project costs of \$13,200 as outlined in the memo for the Wacousta Cemetery Cremains Garden from the Cemetery Improvement Fund. Motion carried.

h. Cemetery Tree Removal Quotes

The cemetery was inspected by an arborist and it was determined that the specified trees are in danger of causing damage. Removal is necessary. The bids include stump removal.

Motion by Treasurer Biergans, seconded by Clerk Brokob, to approve the bid from Monster Tree Service of Greater Lansing in the amount not to exceed \$10,020 which includes a \$1,200 contingency. Motion Carried.

i. Looking Glass Regional Fire Authority Expenditures

Manager Tubbs reviewed the memo and budget that was submitted by the Looking Glass Regional Fire Authority. The 2024 proposed budget and the request to purchase a budgeted ambulance for \$340,000 before October 1, 2023. Watertown Charter Township portion is approximately \$94,000.

Motion by Trustee Hufnagel, seconded by Trustee Cooley, to approve the 2024 Looking Glass Regional Fire Authority operating and capital budget. Motion Carried.

Motion by Trustee Hufnagel, seconded by Clerk Brokob to authorize the Looking Glass Regional Fire Authority (LGRFA) to purchase an ambulance and to provide the funds to LGRFA for the ambulance purchase by October 1, 2023. Motion Carried.

10. BOARD MEMBER AND PUBLIC COMMENT:

Planning Director, Andrea Polverento reported that ITC Holding notified Watertown Charter Township that ITC's proposed Mid-Michigan infrastructure project transmission line, referred to as Oneida-Nelson Road Project will not go through Watertown Charter Township.

Trustee Overton suggested another article go into an upcoming newsletter addressing why the roads are chip sealed.

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Clerk Brokob announced that Wednesday, August 23, 2023, is National Poll Worker Recruitment Day and it was highlighted on the township website.

11. ADJOURNMENT: 7:54PM

Date approved:

John Maahs, Supervisor

Carolyn Brokob, Clerk

DRAFT

**WATERTOWN CHARTER TOWNSHIP
CLINTON COUNTY, MICHIGAN**

BANK DEPOSITORY

WHEREAS, the Board of Trustees of Watertown Charter Township is exercising its fiduciary responsibilities pursuant to Public Act 77 of 1989, MCL 41.77, and Public Act 40 of 1932 to designate the banks or depositories (referred to as the "Bank") for the money coming into the hands of the Township Treasurer, and;

WHEREAS, the Board of Trustees of Watertown Charter Township, as advised by its Treasurer, has recognized **Mercantile Bank** as meeting the definition of a financial institution as defined in MCL 41.77(6) and MCL 129.16 and therefore statutorily authorized as the designated depository of money coming into the hands of the Township Treasurer, including Demand Accounts (checking) or accounts that may be withdrawn upon by checks, drafts, notes, orders or other undertakings for the payment of money, when signed (MCL 41.75) in the name of this Township by its Treasurer or Deputy Treasurer and its Clerk or Deputy Clerk, whose signatures shall be on file with **Mercantile Bank**, and that **Mercantile Bank** is authorized to pay any checks, drafts, notes and orders so signed, without inquiry as to the circumstances of the issue or the disposition of the proceeds thereof, whether drawn to the individual order, or tendered in payment of individual obligations, or for deposit to the individual accounts, or the officer/deputy positions as named by the Township.

THEREFORE, BE IT RESOLVED, that **Mercantile Bank**, be designated as a depository of money coming into the hands of the Township Treasurer for deposit purposes including Demand Accounts for Watertown Charter Township and that the Bank is authorized to accept for credit to this Township and/or for collection, any and all checks, drafts, notes and other negotiable instruments when endorsed in the name of Watertown Township, in writing, by stamp, or otherwise, that this resolution shall remain in full force and effect until notice to the contrary in writing shall be received by the Bank.

BE IT FURTHER RESOLVED, that the time for which the Township Treasurer to make the deposit shall be at least once per week unless unusual circumstances prevent a weekly deposit.

CERTIFICATION

I, the undersigned duly qualified Clerk of Watertown Charter Township, Clinton County, Michigan do hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the Township Board of Trustees of the Charter Township of Watertown, County of Clinton, Michigan at a regular meeting held on September 18, 2023 at 7:00PM prevailing Eastern Time and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976.

**WATERTOWN CHARTER TOWNSHIP
CLINTON COUNTY, MICHIGAN**

BANK SIGNATURE AUTHORITY

WHEREAS, the Board of Trustees of Watertown Charter Township is exercising its fiduciary responsibilities pursuant to Public Act 77 of 1989, MCL 41.77, to designate the banks or depositories (referred to as the "Bank") for the money belonging to the Township, and;

WHEREAS, any and all funds standing to the credit of this Township with the Bank (to be known as Mercantile Bank), in said distribution/checking account 8116 may be withdrawn upon by checks, drafts, EFTs, ACH, notes, orders or other undertakings for the payment of money, when signed (MCL 41.75) in the name of this Township by two of the following duly elected or appointed officers of Watertown Charter Township as described below:

Carolyn Brokob, its Clerk	or	Christy Sochay, its Deputy Clerk; and
Susan Biergans, its Treasurer	or	Melanie Wright, its Deputy Treasurer

whose signatures shall be duly certified to the Bank, and the Bank is authorized to pay Watertown Charter Township obligations, by checks, drafts, notes and orders so signed, without inquiry as to the circumstances of issue or the disposition of the proceeds thereof, whether drawn to the individual order, or tendered in payment of individual obligations, or for the deposit to the individual accounts, and;

WHEREAS, that the Bank, as a depository of Watertown Charter Township is authorized to accept for credit to this Township and/or for collection, all checks, drafts, notes, and other negotiable instruments when endorsed in the name of this Township, in writing, by rubber stamp, or otherwise, with or without a designation for the party making such endorsement.

THEREFORE, BE IT RESOLVED, that this resolution and the authority hereby conferred shall remain in full force and effect until notice to the contrary in writing shall be received by the Bank.

BE IT FURTHER RESOLVED that this resolution is applicable to all public funds belonging to Watertown Charter Township and in custody of the Township Treasurer and that the Township will comply with all applicable policy and statutes related to public fund deposits. Any provisions of this resolution in conflict with applicable statutes are void.

CERTIFICATION

I, the undersigned duly qualified Clerk of Watertown Charter Township, Clinton County, Michigan do hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the Township Board of Trustees of the Charter Township of Watertown, County of Clinton, Michigan at a regular meeting held on September 18, 2023 at 7:00PM prevailing Eastern Time and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976.



M E M O R A N D U M

TO: Watertown Charter Township Board of Trustees

FROM: Carolyn Brokob, Clerk

DATE: September 8, 2023

SUBJECT: Resolution 9-18-2023-3: Tri-County Hazard Mitigation Plan

Attached is the update to the Tri-County Hazard Mitigation Plan. The plan must be updated every five years and this updated version has recently been accepted and approved by the Federal Emergency Management Agency (FEMA). An approved hazard mitigation plan makes the Tri-County Region, and its communities, eligible for a variety of federal hazard mitigation grant programs and opportunities.

The biggest reason a jurisdiction would want to adopt the Tri-County Hazard Mitigation Plan is to make them eligible for any mitigation grant opportunities, or monies, from FEMA. The Michigan State Police Emergency Management and Homeland Security division (MSP EMHSD) state that FEMA requires a community to be covered by a local hazard mitigation plan for that community to apply for, receive, or directly benefit from hazard mitigation project funds. This way, FEMA can document that the funds it provides are consistent with local input opportunities, local policies, regulations, and plans. When FEMA distributes mitigation funding it is at the local level (townships, cities, villages).

Clinton County has adopted this most recent version of the plan and now it is up to other jurisdictions within the county to decide if they also want to adopt the plan. According to MSP EMHSD, Watertown Charter Township is considered a “participating jurisdiction” and can adopt the updated plan as is. Although Watertown Charter Township does not have an immediate need for these specific funds, I think it would be advantageous for the Board to adopt the plan in case a need arises in the future.

SUGGESTED ACTION: Motion to approve Resolution 9-18-2023-3 adopting the 2023 Tri-County Hazard Mitigation Plan update.

*John Maahs
Supervisor*

*Carolyn Brokob
Clerk*

*Sue Biergans
Treasurer*

*Chad Cooley
Trustee*

*Todd Hufnagel
Trustee*

*Holly Madill
Trustee*

*Ronald Overton
Trustee*

*Jennifer Tubbs
Manager*

*Andrea
Polverento
Planning Director*

**WATERTOWN CHARTER TOWNSHIP
CLINTON COUNTY, MICHIGAN**

**RESOLUTION TO AUTHORIZE THE ACCEPTANCE AND ADOPTION
OF THE 2023 TRI-COUNTY HAZARD MITIGATION PLAN UPDATE**

WHEREAS, the counties and communities in the Tri-County Region of Clinton, Eaton, and Ingham counties have gathered information and prepared an update to the 2015 Tri-County Hazard Mitigation Plan; and

WHEREAS, the 2023 Tri-County Hazard Mitigation Plan has been prepared in accordance with the Disaster Mitigation Act of 2000 and Title 44 Code of Federal Regulations (CFR), Part 201; and

WHEREAS, Title 44 CFR, Chapter 1, Part 201.6(c)(5) requires each local government participating in the preparation of a Multi-Jurisdictional Mitigation Plan or Plan Update to accept and adopt such plan; and

WHEREAS, the Charter Township of Watertown has reviewed the 2023 Tri-County Hazard Mitigation Plan Update, has found the document to be acceptable, and as a local unit of government, has afforded its citizens an opportunity to comment and provide input regarding the Plan Update and the actions included in the Plan;

WHEREAS, the Charter Township of Watertown will consider the 2023 Tri-County Hazard Mitigation Plan Update during the implementation and updating of local planning mechanisms, and will incorporate the hazard assessment data, hazard vulnerabilities, and mitigation actions in these mechanisms, where applicable;

NOW THEREFORE, BE IT RESOLVED, that the Charter Township of Watertown, as a participating jurisdiction, adopts the 2023 Tri-County Hazard Mitigation Plan Update, dated September 18, 2023.

CERTIFICATION

I, the undersigned duly qualified Clerk of Watertown Charter Township, Clinton County, Michigan do hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the Township Board of Trustees of the Charter Township of Watertown, County of Clinton, Michigan at a regular meeting held on September 18, 2023 at 7:00PM prevailing Eastern Time and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976.



M E M O R A N D U M

TO: Watertown Charter Township Board of Trustees

FROM: Carolyn Brokob, Clerk

DATE: September 8, 2023

SUBJECT: Resolution 9-18-2023-4 Amendment to Clinton County Solid Waste Management Plan

Attached is the correspondence received from Clinton County Department of Waste Management. Granger Landfill has requested two amendments to the County's Part 115 Solid Waste Management Plan (SWMP). A Solid Waste Planning Committee (SWPC) was formed in late 2022 and I represented township government. The SWPC met over the past year and has held a public hearing. Along with the SWPC process, Watertown Charter Township held a joint information meeting with Granger on July 13, 2023, to present information and answer the questions from the public. Watertown's Manager and Clerk have met with Granger twice, and staff has also met with concerned citizens on this issue. On August 8, 2023, the SWPC took action to recommend the adoption of the resolution to Clinton County. On August 29, 2023, Clinton County Board of Commissioners adopted Resolution 2023-16 amending the County's Part 115 Solid Waste Management Plan. The amendment include:

- 1) **Change the total area sited for use at the Grand River Avenue Landfill, to include the closed, but licensed 60-acre portion of the landfill (within the current boundaries).** This part of the amendment will take up to 15 years to get approval which includes state agency reviews, site plan approvals at the county level, public comment period, and engineering to protect the closed portion of the existing landfill.
- 2) **Addition of Branch County to the solid waste import/export list for Clinton County.**

Part 115 requires 67% of the municipalities in Clinton County approve any amendment to the SWMP. Proposed Resolution 9-18-2023-4 outlines Watertown Charter Township necessary approval.

SUGGESTED ACTION: Motion to adopt Resolution 9-18-2023-4 approving amendment to the Clinton County Solid Waste Management Plan.

*John Maahs
Supervisor*

*Carolyn Brokob
Clerk*

*Sue Biergans
Treasurer*

*Chad Cooley
Trustee*

*Todd Hufnagel
Trustee*

*Holly Madill
Trustee*

*Ronald Overton
Trustee*

*Jennifer Tubbs
Manager*

*Andrea
Polverento
Planning Director*

**WATERTOWN CHARTER TOWNSHIP
CLINTON COUNTY, MICHIGAN**

**RESOLUTION APPROVING AMENDMENT TO CLINTON COUNTY SOLID
WASTE MANAGEMENT PLAN**

WHEREAS, Clinton County ("County") has adopted a Solid Waste Management Plan ("Plan") under the authority of 1994 PA 451, Part 115 ("Part 115") as amended; and

WHEREAS, Part 115 requires the Plan to be periodically updated in light of changing circumstances; and

WHEREAS, Granger requested an amendment to the Plan that changes the total area sited for use at the Grand River Avenue Landfill to include the closed 60-acre, but licensed portion of the landfill so it may be considered for a Part 115 expansion; and

WHEREAS, Granger also requested to amend the Import/Export Authorization Table to include Branch County; and

WHEREAS, on August 29, 2023, the Clinton County Board of Commissioners adopted a Plan Amendment in Resolution 2023-16; and

WHEREAS, Part 115 requires review and approval of the Plan Amendment by at least 67% of the municipalities located within Clinton County; and

WHEREAS, the Watertown Charter Township Board of Trustees has reviewed the Plan Amendment and finds that it promotes and protects the solid waste needs and interests of the citizens living therein.

NOW, THEREFORE, BE IT RESOLVED that the Watertown Charter Township Board of Trustees approves the proposed Plan Amendment to the Clinton County Solid Waste Management Plan.

BE IT FURTHER RESOLVED that a copy of this resolution shall be forwarded to the Clinton County Department of Waste Management at 100 East State Street, Suite 1500, St. Johns, MI 48879 and may be included as a matter of record in the Appendix of the Solid Waste Management Plan or its Plan Amendment.

CERTIFICATION

I, the undersigned duly qualified Clerk of Watertown Charter Township, Clinton County, Michigan do hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the Township Board of Trustees of the Charter Township of Watertown, County of Clinton, Michigan at a regular meeting held on September 18, 2023 at 7:00PM prevailing Eastern Time and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976.



Clinton County Department of Waste Management

100 East State Street, Suite 1500, St. Johns, MI 48879

Phone: 989-224-5186 Fax: 989-224-5102

September 8, 2023

To all Clinton County Municipalities

Re: Part 115 Solid Waste Management Plan Amendment

Dear Clinton County Municipality:

The Clinton County Board of Commissioners has adopted an Amendment to the County's Part 115 Solid Waste Management Plan. The amendment contains two parts. 1) It adds one county from which the Granger Landfill may import solid waste into its Clinton County landfill facilities – Branch County. As is typical in this type of situation, the Amendment also authorizes the reciprocal export of Clinton County solid waste to those Counties. The annual cap has not changed, and thus, this Amendment request is unlikely to materially alter the expected life of the Clinton County facilities or the burden on supporting infrastructure. What it does do is more accurately reflect Granger's current market. And 2) change the total area sited for use at the Grand River Landfill to include the closed, but licensed portion, of the landfill. Please note that this part of the amendment request will take years to complete and includes state agency reviews, site plan approval at the county level, public comment periods, and engineering to protect the closed portion of the existing landfill. Granger has provided a Frequently Asked Questions document, which is included in this packet. In all other respects the Solid Waste Management Plan is not changing.

Part 115 requires 67% of the municipalities to approve any Amendment. By this letter, Clinton County is asking for your community's review and approval. To facilitate that consent, we have attached a model resolution for your convenience. Minutes and/or copies of the completed resolution need to be mailed back to our office by December 1, 2023. If you have any questions, please contact me, Kate Neese, Clinton County's Recycling & Waste Management Coordinator at (989) 224-5186 or recycle@clinton-county.org. If you would like a digital copy of this resolution for ease of completion, I would be happy to send you one. On behalf of the County, I wish to thank you in advance for assistance.

Sincerely,

Kate Neese

Kate Neese
Waste Management Coordinator

Enclosures: Resolution 2023-16
Model resolution
Granger's FAQ document

CLINTON COUNTY BOARD OF COMMISSIONERS

Chairperson
Robert Showers
Vice-Chairperson
Kenneth B. Mitchell
Members
Valerie Vail-Shirey
David W. Pohl
Bruce DeLong
John Andrews
Dwight Washington

COURTHOUSE
100 E. STATE STREET
ST. JOHNS, MICHIGAN 48879-1571
989-224-5120



Administrator/Controller
John F. Fuentes
Clerk of the Board
Debra A. Sutherland

RESOLUTION 2023 - 16

At a regular meeting of the Board of Commissioners of the County of Clinton, Michigan, held at the County Building in St. Johns, Michigan on the 29th day of August, 2023, at nine o'clock a.m. local time.

PRESENT: Commissioners: Val Vail-Shirey, David Pohl, Bruce DeLong, Kenneth B. Mitchell, Robert Showers, John Andrews and Dwight Washington

ABSENT: None

It was moved by Commissioner DeLong and supported by Commissioner Washington that the following resolution be adopted.

WHEREAS, Part 115 of Michigan's Solid Waste Management Act (MCL §324.11501 *et seq.*)(“Part 115”) requires Clinton County to promulgate and periodically amend a Solid Waste Management Plan (“Plan”);

WHEREAS, Clinton County has adopted such a Plan;

WHEREAS, the Granger Landfill has requested two amendments to Plan, one involving import authorization from Branch County to export solid waste to Clinton County for disposal and the other to increase the area sited for use at the Granger Grand River Avenue Landfill to include the potential use of the closed area of that facility which is 60 acres, thereby increasing the are sited for use of the total Granger Grand River Avenue Landfill from 120.9 acres to 180.9 acres;

WHEREAS, the Solid Waste Management Planning Committee has recommended that the Plan be amended to accommodate each of Granger’s proposed amendments;

WHEREAS, the Clinton County Board of Commissioners determines that approval of the Plan amendments incorporated in this Resolution is in the best interests of the County’s citizens;

NOW, THEREFORE, BE IT RESOLVED that the following amendments to the Clinton County Solid Waste Management Plan of 2000 are hereby approved:

* * *

[In Section 5.5, entitled “IMPORT AUTHORIZATION,” to the table entitled “Import Volume Authorizations of Solid Waste” on page 43, the following county, quantities and conditions are added as a row:

IMPORTING COUNTY	EXPORTING COUNTY	FACILITY NAME	AUTHORIZED QUANTITY/DAILY	AUTHORIZED QUANTITY/ANNUAL	AUTHORIZED CONDITIONS
Clinton	Branch	ALL	unlimited*	unlimited*	P*

Authorization indicated by P= Primary Disposal; C= Contingency Disposal; and *=Other conditions exist.

*ANNUAL CAP: The sum of all waste disposed of in facilities within Clinton County, which were owned by Granger at the time of the writing of this Plan, may not exceed 2,500,000 cubic yards per year. See Section 6.8 of this Plan document.

In all other respects the remaining content of this table and of Section 5.5 as contained in the 2000 Plan is ratified, preserved and confirmed];

* * *

[In Section 5.6, entitled “EXPORT AUTHORIZATION,” to the table entitled “Export Volume Authorizations of Solid Waste” on page 45, the following counties are added as rows

EXPORTING COUNTY	IMPORTING COUNTY	FACILITY NAME	AUTHORIZED QUANTITY/DAILY	AUTHORIZED QUANTITY/ANNUAL	AUTHORIZED CONDITIONS
Clinton	Branch	ALL	unlimited*	unlimited*	P*

Authorization indicated by P= Primary Disposal; C= Contingency Disposal; and *=Other conditions exist.

In all other respects the remaining content of this table and of Section 5.6 as contained in the 2000 Plan is ratified, preserved, and confirmed]

* * *

[In Section 5.8, entitled Facility Descriptions on page 48 (a-1), the following sentence is added:

“The Plan also authorizes a potential use of the 60 acres on the Granger Grand River Avenue Landfill site that are presently closed, so that the total area sited for use at the Granger Grand River Avenue Landfill is 180.9 acres.”

In all other respects the remaining content of Section 5.8 as contained in the 2000 Plan is ratified, preserved and confirmed];

BE IT FURTHER RESOLVED that the Clinton County Solid Waste Coordinator and Clinton County Clerks shall circulate this Resolution to the municipalities and State Department of Environment, Great Lakes, and Energy for their approval under Part 115;

BE IT FURTHER RESOLVED that this Resolution shall supersede, modify, augment, or replace any previous inconsistent resolution, motion or Board action on these subjects.

YEAS: Commissioners: Valerie Vail-Shirey, Bruce DeLong, David Pohl, Kenneth Mitchell,
John Andrews, Dwight Washington and Robert Showers

NAYS: None

ABSTENTIONS: None

RESOLUTION ADOPTED.

**STATE OF MICHIGAN
COUNTY OF CLINTON**

I, DEBRA A. SUTHERLAND, Clerk of the County of Clinton do hereby certify that the foregoing resolution was duly adopted by the Clinton County Board of Commissioners at the regular meeting held August 29, 2023 and is on file in the records of this office.

Debra A. Sutherland



Frequently Asked Questions

Clinton County Solid Waste Amendment Request

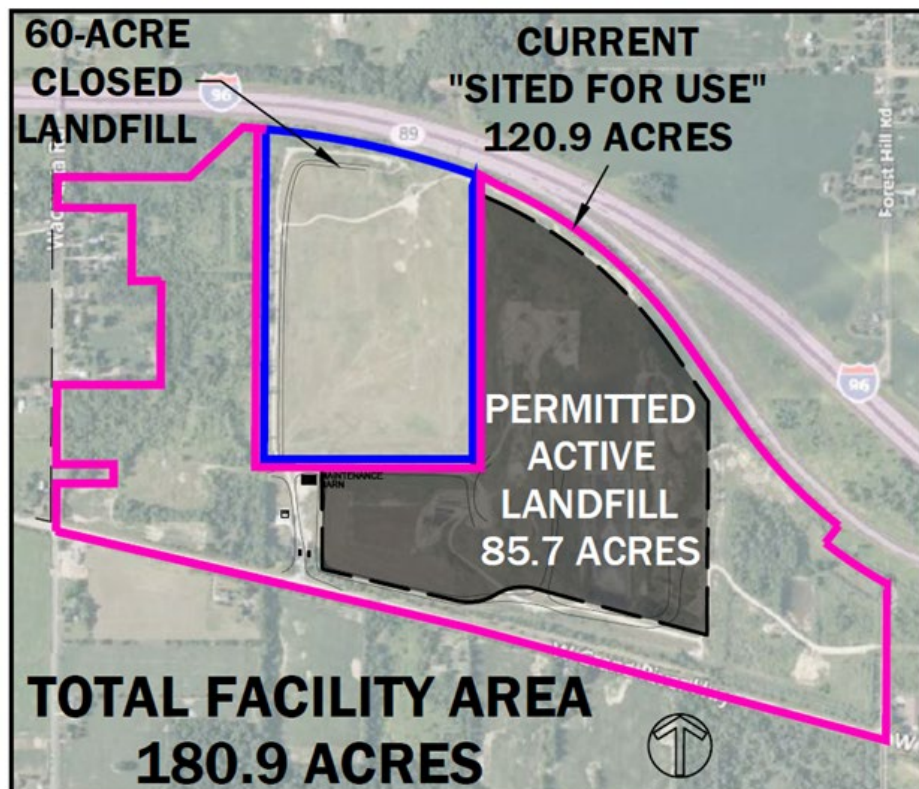
Granger Waste Services is providing this FAQ document to help further transparency and education related to the current request to amend the Solid Waste Plan. In addition to recent presentations and community meetings, we hope this document will help bring more clarity to the requests at hand.

The first proposed amendment aims to designate a 60-acre parcel, located within the current boundary of the Grand River Avenue Landfill, as a designated area for usage ("Sited for Use").

The second amendment being requested involves the addition of Branch County to the solid waste import/export list for Clinton County. This amendment would enable the inclusion of waste management activities between Clinton County and Branch County.

On the next page, you can find further details and answers to frequently asked questions regarding these specific requests. Granger Waste Services takes pride in being a family-owned business that has responsibly managed solid waste in Clinton County for more than 40 years.

If you have additional questions, please contact Taylor Bass at tbass@grangernet.com.



Frequently Asked Questions

Why is Granger seeking to designate 60 acres at the Grand River Avenue Landfill as "Sited for Use" in the Clinton County Solid Waste Plan?

Granger is seeking to designate the 60-acre area as "Sited for Use" to allow for potential development within that space. Currently, 120.9 acres of the total 180.9-acre facility are already classified as "Sited for Use" in the Clinton County Solid Waste Plan. The 60-acre area contains a landfill that was closed in the 1980s and is adjacent to the active landfill.

Is this a request for a new landfill?

No. This is not a request for a new landfill. The approval and development of landfills or landfill expansions must go through a lengthy process with the Michigan Department of Environment, Great Lakes and Energy (EGLE). The 60-acre area is still in the conceptual phase, and any potential development would be considered contiguous to the existing Granger Grand River Avenue Landfill.

What does "Sited for Use" mean?

"Sited for Use" is a term used in the Clinton County Solid Waste Plan to describe property that has the potential for waste management activities. However, not all areas designated as "Sited for Use" are developed. The Granger Grand River Avenue Landfill currently has 120.9 acres classified as "Sited for Use," with just 85.7 acres permitted for active landfill use. To utilize the 60-acre area, Granger needs it to be classified as "Sited for Use," which would enable further discussions with EGLE and feasibility studies for the proposed development.

What does Granger plan to develop on the 60-acre area?

Current plans are in the early planning stages, and they include a potential landfill overlay on top of the 60-acre area. This overlay would increase the capacity of the existing permitted landfill by utilizing the space in the lower elevation 60-acre area. However, approval from EGLE and the completion of the necessary processes described earlier are required before any development can take place.

What is the siting and approval process of a proposed landfill expansion?

Granger estimates that the permitting process for this proposed landfill expansion could take approximately six to 10 years. Once approved by the state, additional time, around 3-4 years, is needed for the construction of the landfill. In total, it could take up to 14 years from the start of the process to the first waste disposal. The process involves several steps, including amending the Clinton County Solid Waste Plan, discussions with EGLE, feasibility studies, the siting process through Clinton County, and finally, the construction permit application through EGLE.

An estimated timeline, including the relationship between the regulatory body (EGLE) and the county follows.

Siting and Approval Process Chart

<u>Step</u>	<u>Description</u>	<u>Years for Step</u>	<u>Cumulative Years</u>
1	Amend Clinton County Solid Waste Plan <i>Current step</i>	1 YEAR	1 YEAR
2	Discussions with EGLE and Feasibility Studies Also known as “Advisory Analysis” between EGLE, Granger, and 3 rd Party Engineers.	1 – 2 YEARS	2 – 3 YEARS
3	Siting Process through Clinton County This step documents that the proposed development is consistent with the Clinton County Solid Waste Plan.	1 – 2 YEARS	3 – 5 YEARS
4	Construction Permit Application through EGLE This is the step where the engineering of the site takes place. Development must be consistent with regulations. Construction drawings are produced and sealed by a Professional Engineer.	3 – 5 YEARS	6 – 10 YEARS
5	Landfill Construction It will take additional time to prepare the site and construct the landfill. This will happen before any waste is placed in the new area.	3 – 4 YEARS	9 – 14 YEARS

Will there be additional opportunities for public participation, public hearings and informational sessions?

Yes. During the siting process through Clinton County and construction permit application process (Steps 3 and 4 of the landfill expansion process), there will be a public hearing and informational session. This allows for public participation and provides an opportunity for the community to gather information and provide insight.

What is the benefit of designating the 60-acre area as "Sited for Use"?

Designating the 60-acre area as "Sited for Use" allows for the potential use of that space for waste management activities. Utilizing this area instead of using greenspace or developing a new landfill elsewhere helps preserve land and is more efficient in terms of development. Since there is already an active landfill on the property, there is existing infrastructure to support the proposed development. Moreover, recent legislation in Michigan encourages using land contiguous to existing landfills for capacity extension, making the proposed development consistent with industry practices and regulations.

What is the history of the 60-acre area, and why was the landfill closed?

The landfill at the 60-acre area began operations in 1970 and accepted certain approved industrial wastes in the 1970s. However, in 1979, new federal regulations classified some of these industrial wastes as hazardous. From 1980 to 1983, while industries were attempting to understand the new requirements, the landfill continued to take some of the previously approved industrial wastes that were deemed hazardous. Operations at the landfill ceased in 1984, and closure activities began. Less than 3.9% of the total volume of waste accepted in the 60-acre area was determined to be hazardous, with most of it being paint products. Since the initial hazardous waste regulations in the 1980s, new regulations have been published and many of the products disposed of in the 60-acre area are no longer recognized as hazardous waste. The site is currently maintained by Granger and is compliant with environmental regulations. Regular groundwater quality reports are submitted to EGLE, and the site is closely monitored and inspected by the state.

Year	Event
1970	Landfill operations began.
1970s	Industrial wastes were approved by the State using letters permitting industries disposal at select landfills.
1974	Granger began operating the site, site owned by others.
1979	Federal Regulations designated some previously approved industrial wastes as hazardous.
1980-1983	60-acre area accepted some hazardous waste.
1980	Granger purchased site.
1984	Operations stopped and closure began.
1992-Present	Site is in "post-closure"; Granger conducts ongoing maintenance and regular reporting to EGLE.

Is the hazardous waste landfill reopening?

No. The hazardous waste landfill will remain closed. The proposed development includes an overlay that would provide additional capacity for the active Grand River Avenue Landfill while incorporating multiple liners on top of the closed area, effectively providing further encapsulation of the waste below.

This would provide a state-of-the-art cap and improve the current 60-acre site.

How would a proposed development on the closed landfill impact the environment?

The site has been maintained and monitored for more than 30 years, complying with environmental regulations. Additionally, a third-party groundwater quality study conducted by Watertown Township indicates that the water in the community is not affected by the closed landfill.

A proposed development would undergo approval from EGLE and include controls and monitoring to protect the environment. Feasibility studies conducted by third-party engineering firms will determine the necessary environmental controls. Before approval, EGLE will evaluate the controls to ensure they are protective and compliant with regulations.

What type of waste would the proposed development accept?

The proposed development would accept non-hazardous municipal solid waste, which is consistent with the waste currently accepted at the active Granger Grand River Avenue Landfill.

Would the potential expansion increase the height of the landfill?

No. The proposed development would not exceed the height of the permitted active landfill. The 60-acre closed site is situated in a lower elevation area or "valley." The proposed development would match the existing permitted height of the active Grand River Avenue Landfill.

How many more years of space would the proposed overlay provide?

The projected capacity of a landfill is challenging to estimate due to changing regulations and market conditions. However, taking into account current and projected landfill receipts, as well as waste compaction, this development could potentially add 10 to 15 years of additional capacity at the Grand River Avenue Landfill. The exact number may vary depending on societal and community needs.

Is this proposed development related to the "Mega-site" in Eagle?

No. The proposed development by Granger is completely unrelated to the mega-site in Eagle.

Why is Granger seeking to add Branch County?

Granger is seeking to add Branch County to the Clinton County Solid Waste Plan to improve route efficiency and reduce the distance traveled within Granger’s current market. Granger already provides waste hauling services in Branch County, which does not have a landfill. Currently, waste from Branch County is sent to a third-party landfill in another county. Adding Branch County to the Clinton County Solid Waste Plan would allow the waste to be serviced through Granger’s transfer station in Jackson. Waste from the transfer station would then be consolidated and transported to Granger’s landfill. Including Branch County in the plan ensures efficient and cost-effective operations while maintaining current standards.

How would adding Branch County impact Granger’s carbon footprint?

The addition of Branch County would help reduce the number of miles traveled by Granger trucks, since waste from Branch County would no longer need to be transported to another county for disposal. Additionally, If Branch County were added, this waste would be used along with other waste collected by Granger to generate renewable energy, which contributes positively to reducing greenhouse gas emissions and offsets the use of non-renewable resources.

Is Branch County the only county Granger has requested to add in the amendment?

Yes. Branch County is the only county requested in the proposed amendment. The language of the amendment is specific to this request. The current Clinton County Solid Waste Management Plan already allows waste import/export with 24 counties. The proposed amendment would expand the number of authorized counties to 25.

Can you provide background information on waste transport, particularly regarding out-of-state waste?

The Clinton County Solid Waste Management Plan restricts the disposal of out-of-state and out-of-country solid waste at Granger’s Grand River Avenue Landfill and Wood Street Landfill. Granger Waste Services does not accept out-of-state or Canadian waste at their facilities.

In Clinton County, no out-of-state or out-of-country waste has been disposed of:		
<u>County</u>	<u>- Waste Origin</u>	<u>- Waste Volume</u>
Clinton	- Out-of-State Waste	- 0
Clinton	- Out-of-Country Waste	- 0

Are my tax dollars being used to pay for this amendment request and process?

No. The costs associated with the amendment process are billed directly to Granger by the Clinton County Department of Waste Management. The organization requesting the amendment is responsible for covering all associated costs.



Clerk's Office

Carolyn A. Brokob, Clerk

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M E M O R A N D U M

TO: Watertown Charter Township Board of Trustees
FROM: Carolyn Brokob, Clerk
DATE: September 8, 2023
SUBJECT: Adoption of Ordinance 58 – Revised Cemetery Ordinance

Enclosed is the final version of the proposed ordinance amendments to Ordinance No. 58, Chapter 8- Cemeteries. The amendments include the addition of regulations for the New Columbarium and changes to clarify existing rules.

At the August 21, 2023, Watertown Charter Township Board of Trustees meeting, the Ordinance underwent the first reading. The proposed Ordinance amendment has been properly posted and a notice of posting has been published, as required.

Suggested Motion:

Motion to adopt Watertown Charter Township Ordinance No. 58, Amending Chapter 8 – Cemeteries.

Roll call vote required

Chapter 8

CEMETERIES

Sec. 8-1. Cemetery board.

1. The township board, as the legislative body owning and controlling a cemetery or burial grounds, may by resolution or ordinance provide for the perpetual care and maintenance of a cemetery or burial space upon payment by the owner of the space or another person of the agreed upon sum, and in consideration may bind itself to perpetually care for and maintain the lot.
2. The township board has assigned advisory duties to the cemetery board. The cemetery board shall consist of three members appointed by the board of trustees. Each member shall be appointed to a three-year term with one term expiring on December 31 of each year. The cemetery board shall be responsible for advisement of policy and operating procedures which shall be carried out by the sexton under the general management and supervision of the clerk and/or township manager.

Sec. 8-2. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Board means the cemetery board.

Burial Rights (formally known as deed). Burial rights grant a right of burial only to a space (earth or columbarium) within the cemetery and does not convey any other title to the lot or burial space sold.

Cemetery means a burial ground for earth or columbarium interments.

Cemetery services means all services offered to the public, including grave opening, closings, and foundation installation.

Cenotaph means a memorialization of deceased individuals. A monument or marker is placed in honor of a person whose remains are elsewhere.

Columbarium means a structure with individual space for holding urns containing the ashes of deceased persons.

Cremains means the container and incinerated body of the deceased person.

Grave/lot owner means the owner of burial rights. Such rights are limited to a burial privilege as evidenced by a burial rights certificate. The interest created by purchase or transfer of any plot is a personal contract right and not an interest or estate in real property. Spouses or no more than two unrelated persons may be joint owners with rights of survivorship to any burial space.

Fee Schedule means charges set by the township board by resolution, outside of ordinance.

Immediate family means as follows: spouse, parent, stepparent, grandparent, child, stepchild, grandchild and spouse of the aforementioned, of the owner, and shall include "great-"to the above where applicable.

Interment means the disposition of the remains of a deceased human by earth or columbarium interment.

Lot means a lot consisting of numbered divisions as shown on the recorded plat sufficient to accommodate one to ten burial spaces.

Lot marker means any method used by the cemetery to locate and mark corners of the lot.

Management means the person or persons duly designated by the township board for the purpose of managing the cemetery.

Marker or *monument* means a stone or plaque either flush or above the ground indicating the given and/or family name and must be located on the west side (head) of the plot, except where there is no other option. Only one marker is allowed per burial space or may be centered over two spaces. A marker may be shaped as a bench, provided that all other requirements are followed.

Niche means a space in columbarium designated for placement of one or two urns containing human cremains.

Plot or Space means a burial space consisting of a land area 42 inches wide and nine feet in length, sufficient in size to accommodate one adult interment.

Resident means any person who has legal or official ownership, individually or jointly with another, of any real property which is subject to assessment by the township for ad valorem property taxes or has established domicile with a mailing address within the township at the time of purchase.

Township means Watertown Charter Township.

Trustees means the township board of trustees.

Sec. 8-3. Rights of residents and nonresidents of township; transactions regarding plots.

1. *Purchase of burial rights.* Residents and nonresidents of the township may purchase burial rights at a cost to be determined from time to time by resolution of the township board of trustees. All such sales shall be recorded on an official form, which grants a right of burial only and does not convey any other title to the lot or burial space sold. Such rights shall be executed by the township clerk. Purchase of burial rights are limited to five spaces. All spaces must officially be assigned by the owner at the time of purchase.
2. *Assignments.* Each burial space sold should be designated with a specific person's name for burial at the time of sale. If assignment changes are to be made, the owner or assignee (if the owner is deceased or incompetent) must contact the township and make the assignment change to the official record. If the assignee no longer wishes to use space/niche, then they may waive assignment by signing a waiver form with the township if a marker has not been placed on the space. If the assignee is interred elsewhere, the assignment is terminated. In both these instances of transfer, burial authority is returned to the owner.
3. *Transfer of burial rights.* Burial rights may be transferred to those persons defined as an immediate family member or a resident upon payment to the township of a transfer fee. Burial rights may be transferred to a nonresident upon payment to the township of the transfer fee plus the difference, at the time of the transfer, between the current cost of a resident plot and the current cost of a nonresident plot. A transfer of burial rights must be endorsed by and filed with the township clerk. Upon such transfer, the clerk shall issue a new burial certificate to cancel the original certificate thus issued. In addition, all transfers of burial rights are subject to the applicable transfer fee. Burial rights may not be sold between private individuals, funeral homes, or for speculative purposes.

4. *Transfer requested when original purchaser is deceased.* If the original purchaser is deceased or cannot be found, a transfer or reassignment is to be by order of probate court or upon the written direction of an estate's personal representative acting with letters of authority issued by probate court. Burial rights purchased prior to date of the ordinance may sign a written affidavit of last known heir giving ownership to burial rights to that heir. The township has no authority to determine heirs, personal representatives, or next of kin.
5. *Methods of payment.* All burial rights must be paid in full at the time of purchase. Payment can be made by cash, check, or credit card to the township office.
6. *Correction of errors.* The township shall have the right to correct any errors that may be made concerning interment, disinterment, or in the description, transfer, or conveyance of any burial space, either by canceling the permit for a particular vacant burial space or spaces and substituting and conveying in lieu thereof another vacant burial space or spaces in a similar location within the cemetery at issue or by refunding the money paid for the burial space to the purchaser or the successor of the purchaser. If an error involves the interment of the remains of any person, the township shall have the right to remove and transfer the remains so interred to another burial space in a similar location in the same township cemetery in accordance with law.

Sec. 8-4. Purchase price and transfer fees.

1. *Resident and nonresident fees.* The township board of trustees shall establish a fee for the purchase of a burial space by a resident and a separate fee for the purchase of a burial space by a nonresident.
2. *Transfer fees.* The transfer of one or more burial rights from the original purchaser to a qualified resident or family assignee shall require payment of a per space transfer fee to the township. The transfer of one or more burial rights from an original purchaser to a nonresident assignee shall require payment of a nonresident per space transfer fee plus payment of the difference in costs as required in section 8-3(b).
3. *Deposit of cemetery revenue.* The cemetery fees and charges shall be submitted to the township treasurer and shall be deposited in the cemetery fund as determined by the township board of trustees.
4. *Authority to increase fees.* The township board of trustees, by resolution, may periodically alter the foregoing fees to accommodate increased costs and needed reserve funds for cemetery maintenance and acquisition.

Sec. 8-5. Grave opening charges.

1. *Authority to establish grave opening/closing fees.* The opening and closing of any burial space or niche, prior to and following a burial therein, and including the interment of ashes shall be at a cost to be determined from time to time by resolution of the township board of trustees, payable to the township.
2. *Authority of sexton or his/her designee to open/close graves.*
 - A. *Sexton to control.* No burial spaces shall be opened and closed except under the direction and control of the cemetery sexton or his/her designee.

- B. *Exceptions; control over removal, reinterment.* This provision shall not apply to proceedings for the removal and reinterment of bodies and remains, which matters are under the supervision of the local health department, or other properly constituted public authorities.

Sec. 8-6. Markers, memorials, and monument regulations.

1. *Permitted materials and styles.* All markers, memorials, and monuments must be of quality granite or standard bronze. Marble may be permitted if it is of durable quality and finish. All other grades of marble, sandstone, slate, artificial stone, fieldstone, terra cotta, wood, iron, or glass, in any form, shall not be permitted. Appendages such as books, photos, or glasswork are prohibited unless cast in bronze and used as a plate in the die of a marker, memorial, or monument. The board may cause a marker, memorial, or monument to be removed, rebuilt, or remodeled, at the owner's expense, where and when such is desirable for the proper and orderly development of the cemetery and to preserve the aesthetic value thereof. In the event that a marker, memorial, or monument must be removed, rebuilt, or remodeled, the township will not be responsible for any loss thereof either to the lot owner or dealer. The township retains the right to regulate the requirements for markers, memorials, and monuments placed in the cemetery.
2. *Township's liability.* The township assumes no responsibility for ensuring that ordered markers, memorials, or monuments are proper for the area and for name placement on the marker. Markers, memorials, or monuments are private property. The township assumes no responsibility for acts of nature, deterioration, vandalism, etc. In addition, the township is not responsible for care, cleaning or repair of markers, memorials, or monuments.
3. *Monument companies liable for damage.* Monument companies are responsible for all damage to cemetery grounds and surrounding markers, memorials, or monuments that occurs during their installation of a marker, memorial, or monument. The township is not responsible for markers, monuments, or memorials incorrectly placed. Installers are responsible for all damage. The township is not responsible for moving markers.
4. *Marker, monument, and memorial regulations.*
 - A. Only one marker, monument, or memorial shall be permitted per burial space or may be centered over two spaces. All markers, monuments, and memorials shall be located on the west side of the space, except where precedent requires otherwise. A Veterans Plaque can be added to an existing marker by affixing it to the front or back.
 - B. The marker or monument base, as well as the widest portion of the monument, may not be more than 36 inches long, the width of a single burial space, and 14 inches in depth. The marker or monument base, as well as the widest portion of the monument on two or more adjoining spaces may not be more than 54 inches long and 14 inches wide. All monuments must face the east or west direction.
 - C. A temporary marker or monument indicating the name of the deceased person may be placed on a grave for up to six months after a burial.
 - D. It is not the responsibility of the township for receipt of delivery or placement markers, monument, or memorials ordered from online vendors.
5. *Foundations.* The foundation upon which any marker, memorial, or monument must be placed, shall be constructed by the sexton of the cemetery, per specifications and shall be billed to the plot owner or the

deceased member's family at the rate set by resolution of the board of trustees. Orders for foundations shall be placed a minimum of 30 days in advance of delivery of the marker/memorial or monument. Foundations shall not be poured during the winter months nor for a period of 60 days from the date of the burial to allow sufficient time for the ground to settle.

6. *Payment of foundation fees.* No foundation shall be poured unless payment in full has been made. No marker, memorial, or monument may be placed upon any foundation for which there is a balance due, nor may any marker, memorial, or monument be placed upon a gravesite for which payment has not been made.
7. *Variations from requirements.* Any variance from the preceding requirements in Sec. 8-6 must be approved by the board. No variance may be granted to alter the rule of one marker per burial space.
8. *Cenotaph.* The purchase of a burial space or niche is required for the placement of a marker, memorial, or monument on cenotaph spaces. All regulations for foundations and markers apply to burial spaces.

Sec. 8-7. Interment regulations.

1. *Interments per grave site.* Only one person may be buried in a burial space, except for a parent and infant or two children buried at the same time. The ash remains of one person may be interred in a grave wherein lie the remains of only one other person who was an immediate family member or joint owner at the time of initial purchase.
2. *Advance notice required.* Not less than 36 business hours' notice shall be given in advance of the time of a funeral to allow for the opening of the burial space. Business hours shall be defined as all weekdays from 9AM to 5PM excluding holidays when the township office is closed.
3. *Burial transit permit and fee required.* No burial shall proceed until a burial transit permit has been issued and the sexton has received payment of the interment fee.
4. *Method of ordering grave opening.* The township will not assume responsibility for errors in opening graves when orders are given by any means of communication other than in writing or in person. Orders submitted by funeral directors for the opening of graves will be considered as if coming from the plot owner.
5. *Removal of flowers and emblems.* Following an interment, all flowers or emblems used at the interment that have become unsightly or remain beyond 60 days from burial will be removed. Management assumes no responsibility for their return to the owners.
6. *Interments not permitted on Sundays and holidays.* Interments shall not be permitted on Sundays, the Saturday before Memorial Day, or holidays, except as ordered by the county or state health department. The term 'holiday' shall mean every weekday that the township offices are closed, as determined by the township yearly calendar.
7. *Township Official Authority.* The opening and closing of burials spaces or niches shall only be done by the sexton or his/her designee. The sexton or his/her designee must be present for all burials.

Sec. 8-8. Ground maintenance.

1. *Unauthorized groundwork.* No grading, leveling, or excavating upon a burial space shall be allowed without the permission of the cemetery sexton.

2. *Plantings.* The board reserves the right to direct the planting of trees and shrubs in the cemetery. Plot owners may obtain permission to plant dwarf evergreens on a plot and must be planted in line on either side of a marker, memorial, or monument. All requests must be submitted to the township clerk.
3. *Board authority regarding plantings.* The board reserves the right to direct the removal or trimming of any tree, plant, bush, or shrub located within the cemetery in the interest of maintaining proper appearance and the use of the cemetery. The sexton has the discretionary authority to trim and/or remove all trees, bushes, shrubs, and plantings, which have become unsightly or overgrown. No unauthorized trimming, pruning, or removing of a branch from any tree or shrub in the cemetery is permitted except under the supervision of the sexton.
4. *Mounds are prohibited.* Mounds, which hinder the free use of a lawn mower or other gardening apparatus, are prohibited.
5. *Cemetery sexton authority.* The cemetery sexton shall have the right and authority to remove and dispose of all growth, emblems, displays, or containers that are in violation of ordinance or have become unsightly, source of litter, or maintenance problem through decay, deterioration, damage.
6. *Surface Requirements.* Surfaces other than earth or sod are prohibited.
7. *Proper disposal of refuse.* All refuse of any kind or nature including, among others, dried flowers, wreaths, papers, and flower containers must be removed or deposited in containers located within the cemetery.
8. *Urn regulations.* An urn, defined as an open top, concrete or stone container for planting flowers, is permitted on lots which consist of two plots (63 square feet). An urn must be set in line with the marker, memorial, or monument on a lot. Urns not in use by June 1 may be marked and removed without notice.
9. *Location of flower beds.* Flower beds must be located directly in front of and adjacent to the marker, memorial, or monument and extend not more than eight inches from the base of the marker, memorial, or monument. Potted flowers placed above the ground are not allowed. Beds or urns set contrary to this chapter may be removed without notice.
10. *Cut flower regulations.* Cut flowers may be placed in a depressed metal vase set adjacent to and/or in line with a marker, memorial, or monument and extend not more than eight inches from the base of the marker, memorial, or monument.
11. *Artificial flowers and wreath regulations.* Artificial flowers, grave blankets, and artificial wreaths are permitted at ground level on lots only during fall and winter from November 1 to April 1. They may be placed adjacent to the marker, memorial, or monument or in an urn. The sexton shall remove all artificial flowers, wreaths, and blankets remaining on the grave after April 1. During the summer season (April 2 to October 31) artificial flowers and/or wreaths are permitted only if placed in urns that meet these regulations or affixed to the marker in such manner so as not to interfere with general maintenance practices.
12. *Veteran Flag.* The township will place the United States of America flag on all graves when notified of military service. Veteran flags and flag holders shall be governed by the Veteran's Administration rules and guidelines.
13. *Lighting.* Solar lighting is permitted if it is part of the original purchased marker. Additional solar lights placed in the ground or on the grave are prohibited.

14. *Items not permitted.* The following items shall not be permitted: chairs, settees, benches (unless marker is shaped as a bench), hanging baskets, flowerpots, glass containers, glass covered boxes, photos, and boxes for the preservation of flowers, wreaths, statues, ornaments, trellis, wind chimes, shepherd hooks, bricks, mulch, cloth, alcohol, fire or open flames. Other questionable items are subject to the discretion of the sexton and/or the board.

Sec. 8-9. Forfeiture of vacant cemetery lots or burial spaces.

1. *Vacant Lots.* Cemetery lots or burial spaces sold after the effective date of the ordinance and remaining vacant 40 years from the date of their sale or last transfer shall automatically revert to the township upon occurrence of the following events:
 - A. Notice shall be sent by the township by first class mail to the last known address of the last owner of record informing him of the expiration of the 40-year period and that all rights with respect to said lots or spaces will be forfeited if he does not affirmatively indicate in writing to the township clerk within 60 days from the date of mailing the notice, his or her desire to retain said burial rights.
 - B. No written response to said notice indicating a desire to retain the cemetery lots or burial spaces in question is received by the township from the last owner of record of said lots or spaces or his heirs or legal representative within 60 days from the date of mailing of said notice.

Sec. 8-10. Repurchase of lots or burial spaces.

The township will repurchase the burial rights to any cemetery lot or burial space from the owner for the original price paid the township, upon request of said owner or his legal heirs or representative.

Sec. 8-11. Records.

1. The township shall maintain records concerning sales of all burial rights, all burials, issuance of burial permits, and transfers of burial rights, and shall have access to all cemetery funds, separate and apart from any other records of the township, and the same shall be open to public inspection at all reasonable business hours.
2. Owners of burials rights must keep the township updated with their current address and contact information.

Sec. 8-12. Vaults.

1. All burials shall be contained within a standard concrete or steel vault (or vaults made of other materials when standardized and accepted) constructed in each burial space before interment with the exception of infant burials and cremains. Burial vaults over four feet in length shall be considered adult size.
2. Cremains must be enclosed within in a non-biodegradable container.

Sec. 8-13 Columbarium Rules and Regulations.

1. *General Information.* The township is responsible for the sale and maintenance of columbarium niches. The township will establish records regarding the columbarium. These records will include the names of those who have reserved a niche, copies of Columbarium Rights Agreement, assignments, and Niche Maintenance Reports.

- A. A columbarium niche is for the interment of human cremains only.
 - B. The township will be responsible for repairs to the columbarium. The township will not be held responsible for the loss or destruction of interred remains due to vandalism, acts of nature or any unforeseen circumstances.
2. *Niches.* A single niche is 12"x12"x12". The township will allow up to two cremains per niche if the total dimensions of the urn(s) does not exceed 11"x11"x11". The urn must be made of non-biodegradable material suitable for interment (no cardboard). The township shall have full authority to refuse any cremains receptacle deemed unsuitable. Leaving the cremains in the urn sent by crematorium is allowed if it meets the above requirements.
 3. *Niche Purchase.* Residents and nonresidents of the township may purchase committal rights to a columbarium niche. The cost of niches is determined from time to time by resolution of the township board of trustees. All such sales shall be recorded on a Columbarium Rights Certificate, which grants rights to the niche. This is the owner's proof of purchase and should be kept in a safe place that is known to family members or friends. The owner will receive a copy of the Cemetery Ordinance
 - A. Purchases of niches are limited to two niches in one purchase.
 - B. All niches must officially be assigned by the owner at the time of purchase. If assignment changes are to be made, the owner or transferee must contact the township and make the assignment change to the official record. If the assignee no longer wishes to use space/niche, then they may waive assignment by signing a waiver form with the township. If the assignee is interred elsewhere, the assignment is terminated. In both these instances of transfer, burial authority is returned to the owner.
 - C. The holder of the Columbarium Rights Certificate acquires no property rights in the columbarium or any of its niches. Legal title to the columbarium and niches always remains with the township. The certificate attests only to the right of interment of cremains of the person(s) named on the certificate in the specific niche. In the event of a discrepancy between the certificate and the administrative records, the latter shall take preference.
 - D. Columbarium Rights Certificates for a niche can only be made through the township. A niche must be paid in full before interment. There will be no exceptions to this rule. The township will buy back a niche from the owner for the original price paid upon written request of said owner or his/her legal heirs or representatives.
 - E. Niche transfers are permitted to those persons defined as an immediate family member or a resident upon payment to the township of a transfer fee. Burial rights may be transferred to a nonresident upon payment to the township of the transfer fee plus the difference, at the time of the transfer, between the current cost of a resident niche and the current cost of a nonresident niche. A transfer must be completed, endorsed by, and filed with the township. Upon such transfer, the township shall issue a new Columbarium Rights Certificate to the transferee and shall void the original certificate issued. Niches may not be sold between private individuals, funeral homes, or for speculative purposes.
 4. *Interment.* Interment arrangements shall be made through the funeral home or the owner's family.
 - A. Niche openings can only be performed by township employees. Anyone other than a township employee who attempts to open a niche will be prosecuted under state and local laws.

- B. Any funeral home costs are the responsibility of the owner or the owner's family. The township will assess and collect an opening and closing fee before the niche is accessed.
5. *Engraving of niche cover.* To maintain the columbarium in a uniform manner, only first and last name, date of birth, and death date will be allowed. Military brass badge/emblem is allowed on Veterans niche covers. The specific font and size of the engraving is set by township and must be adhered to. Engraving of the niche fronts is allowed before interment of the cremains. Niche covers are not required to be engraved. The township is not responsible for engraving errors. Corrections to engraving errors are at the owner's expense.
6. *Tribute Items.* No flower arrangements, plants, wreaths, toys, flags, or mementoes will be allowed to be placed near the Columbarium at any time, except at the time of interment.
7. *Disinterment of niche cremains.* If cremains must be removed from the columbarium by the family or an authorized person, a written request must be made to the township. This request must explain the reason for the removal, who is making the request, their relationship to the deceased, the day and time requested for the removal, and who will take possession of the cremains. Additional information or documentation may be required.
- A. An opening and closing fee will be assessed and collected at the time of the opening at the current rate. The township assumes no liability for damage to any urn in the process of making a removal.
- B. The original price paid for the vacated niche will be refunded to the owner or the owner's family.
- C. If a niche's cover has already been engraved, the cost of replacement cover is the responsibility of the vacating owner, not the responsibility of the township. Replacement covers can be obtained from the township with prepayment at the current rate.
- D. If the columbarium requires repairs to maintain its integrity, the owner agrees to permit the temporary removal of any cremains until those repairs are completed. The cremains will be returned to the proper niche by the township.

Sec. 8-14. Cemetery hours.

1. *Public visitation hours.* The cemetery shall be open between 8:00 a.m. to 5:00 p.m. between November 1 and April 30. Between May 1 and October 31 the cemetery shall be open the same hours as the township parks, from 8:00 a.m. until dusk, except when inclement weather conditions necessitate an earlier closing time.
2. *Visitation during non-visitation hours.* No person shall be permitted in the township cemetery at any time other than the foregoing hours, except upon permission of the trustees, the board, or the sexton of the cemetery.

Sec. 8-15. Perpetual care and maintenance.

The purchase price of every plot includes perpetual care and maintenance, and such care is made a part and condition of each sale in order to provide for the essential services and requirements of a cemetery without further expense to the owner. Perpetual care and maintenance shall consist of mowing, reseeding, and leveling all sunken graves at reasonable intervals. Anything other than the essential features of lot maintenance as herein

outlined is not included, such as the repair, maintenance, or replacement of any marker, memorial, monument, or urn. Nor does it include the watering of plants, flower beds or cut flowers, except as such work is done in the normal care incidental to regular maintenance.

Sec. 8-16. Disinterments and reinterments.

1. *Disinterment regulations.* Disinterment of a body once properly interred shall not be made without the approval of the board and is subject to the orders and laws of the properly constituted public authorities. Graves shall not be opened for inspection except for official investigation.
 - A. A permit for disinterment and reinterment is required before disinterment of a dead body. The local health department in whose jurisdiction the body is interred shall issue the permit.
 - B. The department shall prepare and furnish the local health department the forms for permits and applications thereof, which shall be used in the procedures prescribed by this section. The local health department shall retain an application for a disinterment and reinterment permit for not less than five years. A duplicate copy of the permit shall be maintained in permanent records of the cemetery from which the body was disinterred.
 - C. If a required consent cannot be obtained, a person may petition the circuit court of the county in which the cemetery is located for a disinterment order.
2. *Notice and fees required.* At least one week's notice is required prior to any disinterment or removal. All fees for disinterment and reinterment shall be prepaid.
3. *Fees for resetting markers.* Any marker or monument designating the location of an interment shall be removed at the time a disinterment is made. If the body is reinterred, there will be a charge for resetting the marker or monument, the same as for a newly placed marker, memorial, or monument and must be prepaid.

Sec. 8-17. Damage to cemetery properties.

The township shall not be responsible for any kinds of damage by the elements, vandals, and thieves or by other causes beyond its control. The defacement of markers, memorials, monuments, graves, or cemetery appurtenances, whether intentional or otherwise, and the removal of flowers, urns, or any of the cemetery equipment without proper authority will be considered a misdemeanor and the individual will be liable for the damages. The operator of any vehicle will be liable for any damage caused by said vehicle, whether intentional or unintentional. The speed limit established on cemetery roads is ten miles per hour.

AFFIDAVIT OF PUBLICATION
LSJ MEDIA
300 S. Washington Square, Suite 300, Lansing, MI 48933

State of Michigan, County of Macomb}ss


WATERTOWN CHARTER TOWNSHIP
12803 WACOUSTA RD
GRAND LEDGE, MI 48837

IN THE MATTER OF:

Being duly sworn, says that he/she is authorized by the publisher of Lansing State Journal Online, to swear that a certain notice, a copy of which is annexed here to, was published in following editions dated:


1. Published in the English language for the dissemination of general and/or legal news, and
2. Has a bonfide list of paying customers or has been published at least once a week in the same community without interruption for at least 2 years, and
3. Has been established, published and circulated at least once a week without interruption for at least one (1) year in the community where the publication is to occur.

Lansing State Journal Online, 08/27/23



TYNA SMITH

SUBSCRIBED AND SWORN TO BEFORE ME THIS 29th DAY OF August, 2023



GINA HUFF
Notary Public State of Michigan
County of Livingston
My commission expires March 9, 2029

**WATERTOWN CHARTER TOWNSHIP
CLINTON COUNTY, MICHIGAN**

NOTICE OF PROPOSED ORDINANCE NO. 58

Proposed Ordinance No. 58 would amend Chapter 8 – Cemeteries, of the Watertown Charter Township Codified Book of Ordinances which is summarized as follows: Proposed Ordinance No. 58 is an amendment which addresses regulations of the new Columbarium. The revisions also clarify certain provisions of the existing cemetery ordinance, such as limits on the number of lots purchased, assignment and transfer clarifications, corrections of errors, and additional items that are not permitted in the cemetery. Proposed Ordinance No. 58 was introduced at a regular meeting of the Township Board of Trustees on August 21, 2023, and will be considered for adoption at their next regular meeting which will be held on Monday, September 18, 2023, at 7:00pm. NOTICE IS HEREBY GIVEN that the complete text of proposed Ordinance No. 58 has been posted at the Township Clerk’s Office (12803 S. Wacousta Road, Grand Ledge MI 48837) and on the township’s website: www.watertownmi.gov.

Carolyn Brokob, Clerk
Watertown Charter Township
(517) 626-6593

LSJ-5807358 08/27/2023

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**WATERTOWN CHARTER TOWNSHIP
CLINTON COUNTY, MICHIGAN**

LOCAL OFFICIALS' COMPENSATION COMMISSION

**RESOLUTION TO ESTABLISH TOWNSHIP
OFFICER SALARIES FOR THE YEARS 2024 & 2025**

The Watertown Charter Township Local Officials Compensation Commission (Commission) heard from the Township Clerk, Township Treasurer and Township Manager and reviewed and analyzed compensation, job growth and inflation.

The Commission recommends to the Watertown Charter Township Board that the compensation of the Watertown Charter Township Supervisor position be adjusted upward at a rate of 5% for 2024 and 5% for 2025, the Trustee position be adjusted upward at a rate of **10%** for 2024 and **10%** for 2025 and that the per meeting stipend be \$150 per meeting. Due to job duties, inflation and growth, the commission recommends that the Clerk and Treasurer positions be adjusted upwards at a rate of 10% for 2024 and 10% for 2025.

BE IT RESOLVED, that this resolution is subject to MCL 41.95 (4) and as further provided for in Charter Township of Watertown Code of Ordinances, Division 2 of Article IV, of Chapter 2.

BE IT FURTHER RESOLVED that as of January 1, 2024 and January 1, 2025, the compensation of the Watertown Charter Township elected officials be as follows:

Supervisor:

The Commission recommends to the Watertown Charter Township Board that the annual compensation rate for the Watertown Charter Township Supervisor position be increased on an incremental basis at a rate of **5%** per year as follows:

Level D-Supervisor does not function as the assessor or the business manager:

2024 - \$26,659.16
2025- \$27,992.12

Trustees:

The Commission recommends to the Watertown Charter Township Board that the compensation rate for each Watertown Charter Township Trustee increase to **\$4,777.91** in 2024 and to **\$5,255.70** in 2025, which is a **10%** increase per year.

The Commission reviewed job market local communities and determined to increase the per-meeting rate.

The Commission recommends to the Watertown Charter Township Board that the compensation rate for each Watertown Charter Township Trustee increases to **\$150.00** per meeting for 2024 and 2025.

Clerk and Treasurer:

The Commission recommends to the Watertown Charter Township Board that the annual compensation rate for the Watertown Charter Township Clerk and Treasurer positions be increased on an incremental basis at the rate of **10%** per year as follows:

Clerk: 2024- \$85,940.48
2025 -\$94,534.53

Treasurer: 2024- \$85,940.48
2025 -\$94,534.53

The Compensation Commission wishes to thank all of the elected officials and the staff for their dedication and hard work.

A motion to adopt the foregoing resolution was made by commission member Palmer and seconded by VanderRoest. Motion passed.

Upon a roll call vote, the following members voted:

Yes: VanderRoest, Palmer and McNamara

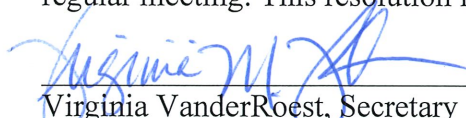
No: None

Absent: LaLumia with notice and Bennett with no notice

Resolution declared adopted.

CERTIFICATION

I, the Secretary of the Local Officials Compensation Commission of Charter Township of Watertown, Clinton County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Commission to be presented to the Township Board of Trustees at their next regular meeting. This resolution is declared adopted on August 24, 2023.



Virginia VanderRoest, Secretary
Local Officials Compensation Commission
Watertown Charter Township

CLERK’S CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the Local Officials Compensation Commission of the Charter Township of Watertown, County of Clinton, Michigan at a regular meeting held on _____ at 7:00 p.m. prevailing Eastern Time, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act 267.

Memorandum

ATTACHMENT 20

To: Township Board
From: Jennifer Tubbs, On behalf of Committee
Date: September 13, 2023

RE: Ad-hoc Policy Review Committee

The Ad-hoc Policy Review Committee was appointed in February of 2022. Over the last year and a half, the committee has met and reviewed the Board Policies, last amended on February 22, 2022, and the Employment/Personnel Policies adopted December 17, 2018. Attached are the two revision documents with all the tracked changes as well as a clean copy for review.

Most of the minor changes were clarification of existing policies and/or better reflect how tasks are performed to meet the policy requirements. The biggest change was to vacation time accrual which moved 5 additional days of vacation at 15 years to 5 additional days at 20 years.

The substantive changes revolve around the changes in health care benefits. The township has previously fully covered all health care premiums with no deductible. In 2023 the health care plan changed to a high deductible health care plan with a \$3300 family deductible for employees at a substantial savings to the township. The change in policy allows for a medical reimbursement to cover the costs of that deductible and allow for some dental and optical reimbursement because the township does not offer those health care benefits. Additionally, as a cost saving measure for the township, the committee recommended a new policy that allows for a medical buyout for those who have insurance options elsewhere and choose not to take the township health insurance plan.

Recommended Action:

To approve the revisions to the Watertown Charter Township Board Policies and the Employment Policies with an effective Date of November 1, 2023.

Effective: October 15, 2018
Amended: February 22, 2022
Amended: September 18, 2023

WATERTOWN CHARTER TOWNSHIP BOARD POLICIES

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CHAPTER 1

EMPLOYMENT POLICIES

1.1 PURPOSE AND INTENT

The general purpose of the board policies is to adopt reasonable working rules applicable to all board members and employees, unless otherwise provided in a collective bargaining agreement, contract of employment or federal or state law.

1.2 EMPLOYMENT MANUAL

An employment manual shall be prepared and provided to all employees of Watertown Charter Township. The manual shall set forth the following:

1. General Employment Policies
2. Compensation Policies
3. Payroll Policies
4. Employee Benefits
5. Termination of Employment
6. Regulations Governing Employment
7. Complaint Resolution Procedure
8. Substance Abuse and Drug/Alcohol Testing Policy

Revisions to the employment manual shall require approval of the board of trustees.

CHAPTER 2

POLICIES RELATING TO BOARD COMMITTEES/COMMISSIONS

2.1 APPOINTMENTS TO BOARDS/COMMITTEES/COMMISSIONS

When a vacancy on a board/committee/commission is to be filled, after receipt of an application, the clerk shall send a letter to the applicant identifying the date, time and place of the meeting at which the board of trustees shall consider the appointment. The letter shall also inform the applicant that their attendance at this meeting is required if this is the first time being appointed to the board/committee/commission. All appointments shall be placed first on the agenda. This policy does not apply to re-appointments.

2.2 TOWNSHIP REPRESENTATIVES REQUIRED TO ATTEND REGULAR BOARD MEETINGS

Appointed representatives may be required to attend periodic township board regular monthly meetings to give and receive ideas and reports. These include appointees to the Groundwater Management Board, Looking Glass Regional Fire Authority, DeWitt Library Board, and the Southern Clinton County Municipal Utilities Authority. If no meeting has been held that month, the representative will notify the township and not be required to attend.

2.3 COMMITTEE/BOARD/COMMISSION MINUTES

The personnel director is given the authority to assign the typing of committee minutes for those committees who do not have a designated secretary to the appropriate staff person.

2.4 CAPITAL IMPROVEMENTS POLICY

The planning commission shall annually prepare a capital improvements plan in accordance with MCL 125.3865.

CHAPTER 3

BIDS, CONTRACTS AND INDEPENDENT CONTRACTORS POLICIES

3.1 WRITTEN QUOTATIONS AND SEALED BIDS

Any purchase of goods or services not exceeding a cost of \$5,000 shall require the department head to prepare a purchase order and obtain approval of the township manager.

Any purchase of non-budgeted items or supplies shall be directed to the board by the township manager.

Any purchase of goods or services exceeding a cost of \$5,000, up to \$30,000, shall require the department head to obtain at least three written quotes prior to seeking approval of the township board. Bids for goods and services exceeding this amount shall be awarded by the township board.

Any purchase for goods or services exceeding an estimated contract cost of \$30,000 shall require the solicitation of sealed bids. The township manager, in consultation with the department head, shall develop bid specifications. Bid specifications for purchases that will exceed \$30,000 shall be approved by the township board. A department head may request permission from the township board to waive the bidding requirements when there is only one known supplier or there is some other compelling reason to waive the bid procedures.

The invitation to bid or request services shall be published at least once in a newspaper of general circulation and shall be sent to known vendors or other parties who have notified the township of their interest in submitting bids on the goods or services being purchased. Sealed bids shall be opened at the office of the township clerk at a pre-announced date and time, and any interested party may be present for the bid opening. The clerk or deputy clerk, along with the department head, shall be present for the bid opening.

The criteria for awarding bids shall be as follows:

1. Cost
2. Reliability
3. Cleanliness
4. Sufficiency of equipment

5. Insurance
6. References
7. Good communication
8. Township taxpayer

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

3.2 INDEPENDENT CONTRACTOR

An independent contractor is a person hired for a specific purpose, for a specific amount of money, for a specific amount of time. Each independent contractor shall enter into a written contract with the township board of trustees and shall complete the required Internal Revenue Service paperwork.

3.3 AGREEMENT OR CONTRACT AUTHORIZATION

No board member or township staff member shall alter or enter into an agreement or contract beyond the parameters set by the township board of trustees.

CHAPTER 4

FINANCIAL ADMINISTRATION POLICIES

4.1 ACCOUNTS PAYABLE

4.1A PROCESSING OF CLAIMS

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

All non-routine requests for payments shall be approved by the department to which the expense shall be posted. Routine monthly bills, as set forth in 4.1C, shall be approved by the clerk's office. The Government Accounts Specialist shall affix the account number on the invoice for review by the department head. The department head shall initial the request for payment, the packing slip or the purchase order. Initialing shall indicate that all the following are true:

- the expense is authorized and correct;
- the goods have been delivered or the services have been rendered to the township; and
- all prices and units agree with what was received or any differences have been reconciled;

All approved bills must be submitted to the clerk's office at least 5 days prior to the board meeting at which bills will be approved. Time-sensitive invoices received during the 5-day period may be added to the bill list.

4.1B BILL LISTS

The clerk's office or designee shall prepare a bill list for the board showing the vendor name and nature of the expense. Any items paid prior to board review, as discussed in Section 4.1(c), shall be noted on the bill list.

Invoices and bills supporting the bill list shall be available for board members to review the day of the board meeting and at the meeting.

4.1C BOARD REVIEW

All bills shall be approved by the township board prior to payment, except the following:

1. Payroll
2. Utility Bills
3. Contract Payments
4. Medical Reimbursements
5. Employee Expense Reimbursements
6. Invoices with penalties that would be incurred if payment is not received prior to the board meeting where claims will be approved
7. Escrows

These bills shall not be post-audited at the next board meeting. The supervisor may authorize emergency expenditures when deemed essential due to the imminent threat to the health, safety, and welfare of the township.

4.1D AUTHORIZED CHECK & EFT SIGNERS

The following officials are authorized to sign checks and/or approval for Electronic Fund Transfers (EFT's):

1. Clerk or deputy clerk to signify board approval
2. Treasurer or deputy treasurer to issue the check

4.1E CHECK PROCESSING

All approved checks shall be signed by authorized check signers in 4.1D. and treasurer or designee shall distribute the signed checks by the 1st and the 15th of the month or the next business day after these dates.

Check stubs shall be filed with the invoice/statement/expense in the clerk's office.

4.1F EXPENDITURE AUTHORIZATION

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

Department heads shall not consider appropriations contained in the budget as a mandate to expend township funds, nor does the budget constitute authorization to commit the township; authorization originates from the provisions of Section 4.1 of this policy. No obligations shall be incurred against, and no payment shall be made from, any appropriation activity unless there is a sufficient balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Staff shall obtain prior authorization from the township manager prior to obligating the township for expenditures of the following nature:

1. Seminars and conferences
2. Memberships

Elected officials and the township manager shall obtain authorization from the township board prior to obligating the township for their own budgeted expenditures of the following nature:

1. Overnight Seminars and conferences
2. Training, education and events over \$300
3. Memberships

All out of state travel must receive prior approval from the township board.

4.2 PAYROLL

4.2A PAYROLL REPORT

Each department shall submit time sheets which shall include:

1. Employee name
2. Hours worked. Salaried employees must indicate hours only in number 3)
3. Leave hours used

4.2B TIME SHEETS

All completed time sheets shall be submitted to the Township Manager on the day following the end of each pay period. Time sheets will be signed and dated by both the employee and the employee's department head.

4.2C PAYROLL CHANGES

Payroll changes shall be made in writing (such as an email from the employee) to make any employee-initiated change to deductions or withholdings to be processed by the clerk's office or designee. This information shall include:

1. Type of action
2. Date
3. Employee name
4. Effective date of the change or addition
5. Authorized deductions and withholdings changes
6. Change of address if applicable

Employees shall be added to the payroll records only by properly authorized completion of new hire paperwork.

4.2D PAYROLL PROCESSING

The Government Accounts Specialist shall prepare the payroll based on time sheets and leave time submitted by each department.

4.2E PAYROLL FINAL APPROVAL

The supervisor or designee shall have final approval of the payroll in accordance with township approved policies.

4.2F DEDUCTIONS AND WITHHOLDINGS

The clerk/Government Accounts Specialist shall be notified at least 3 days prior to the end of the pay period of any changes in voluntary deductions or withholding allowances desired by an employee. All voluntary deductions shall be authorized in writing on a payroll deduction order form.

4.2G PAY ADVANCES

Pay advances shall not be authorized under any circumstances.

4.2H PAYROLL PROBLEMS

Employees will immediately notify the clerk/Government Accounts Specialist of any problems or errors on their paychecks. A written account of the problem and its resolution shall be created by the clerk/Government Accounts Specialist.

4.2I EMPLOYEE DIRECT DEPOSITS

All regular or temporary employees, board or commission members and individuals receiving stipend payments will be required to participate in mandatory direct deposit or a payroll debit card. The township will not issue paychecks. Participation in direct deposit or use of a payroll debit card will be a condition of employment.

Employee pay will be electronically deposited directly into a checking or savings account designated by the employee or loaded onto a payroll debit card.

The treasurer or designee shall provide all employees with a direct deposit form and assist employees with any questions or concerns about direct deposit.

4.3 EXPENSE REIMBURSEMENTS

4.3A REQUEST FORM

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

4.3B TRAVEL REIMBURSEMENTS GUIDELINES

Travel shall be reimbursed at the following mileage rates:

1. The IRS mileage rate shall be used when the employee uses his/her own vehicle to conduct township business.

Reasonable meals not to exceed the federal per-diem rate for Michigan per day (\$60.02 in 2023) and lodging expenses will be reimbursed up to the amounts to be

adopted annually in the budget: Any reimbursement in excess of those amounts shall be approved by the township board prior to incurring the expenses.

4.3C PERSONAL EXPENSES

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

4.3D TRAVEL ADVANCES

Travel advances shall not be authorized under any circumstances.

4.3E VEHICLE DAMAGE

When an employee or an elected official of the township is on township business and damage occurs to their personal vehicle, that is not the fault of the employee or official, they may be reimbursed for the deductible portion of their insurance or the collision repair of their vehicle, whichever is less.

Each reimbursement request shall be accompanied by a repair estimate, a police report and a paid receipt before receiving payment from the township. Under extraordinary circumstances, a police report may be waived by the township board. Each disbursement requires township board approval. This policy shall remain in effect until a township vehicle is provided for township business use.

4.4 CASH RECEIPTS

4.4A AUTHORIZATION TO RECEIVE CASH

All money shall be collected by the treasurer's office.

When the treasurer and deputy treasurer are not available, monies shall be placed in a secured location as designated by the treasurer's office. The treasurer's office shall follow up with a receipt.

4.4B FIDUCIARY BONDS

All employees shall be bonded through a blanket bond in an amount not less than \$100,000. Individual positions shall have higher coverage amounts as necessary. Proof of tax collection bond shall be provided to the board of trustees each year.

4.4C RECEIPTS

A township receipt shall be created for all monies received by a township employee. The receipt shall include:

1. The amount received
2. Name of the payer
3. Purpose

4.4D POSTING OF RECEIPTS

All receipts shall be posted to the cash-receipting program by the treasurer's office or designee.

4.4E DEPOSITS

Total cash and checks collected shall be reconciled to the reports provided by the BS&A Cash Receipting program. Undeposited funds must be secured in a locked place in the Treasurer's office. All collections shall be deposited within the month collected. Cash deposits totaling more than \$5000.00 must be taken to the bank the same day, unless they are received after 3:00, in which case they must be deposited the next business day. The funds shall be deposited in the appropriate township bank account by the treasurer's office.

4.4F CREDIT/DEBIT CARD POLICY

Payment by credit card will be accepted by Watertown Charter Township treasurer's department for generally accepted township account receivables such as but not limited to: tax payments, utility billing payments, cemetery purchases, miscellaneous billings, and planning and zoning billings. A third-party provider will be used at no cost to the township to process payments by credit/debit card. Processing fees assessed by credit/debit card will be the responsibility of the payee.

The contact person for credit/debit card payments will be the township treasurer or their designee.

4.5 ACCOUNTS RECEIVABLE

4.5A INVOICE PREPARATION

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

<u>Department</u>	<u>Revenue Source</u>
Clerk	Cemetery lots and grave openings, Freedom of Information Act requests, miscellaneous income; election reimbursements
Management	Water and sewer permits and rental fees
Planning	Zoning-related activities: special use permits, site plan reviews, rezoning requests, variances, planning and zoning escrows; zoning and building permits
Treasurer	Special assessments as directed by the board, property taxes, utility bills, escrow deposits and fire runs,

All invoices shall include a remittance advice to be returned to the township with payment. The remittance advice shall include the name, amount invoiced and purpose and shall indicate that payment is to be made to the township treasurer.

4.5B POSTING AND DISTRIBUTION

A copy of all invoices or bills for monies owed to the township shall be given daily to the treasurer. The treasurer will use the invoices as verification when receiving payments.

4.6 DEPOSITS

4.6A AUTHORIZED DEPOSITORY INSTITUTIONS

The township board shall adopt a "Depository Resolution" authorizing the township treasurer to deposit public money in one or more financial institutions.

4.6B BANK ACCOUNTS AND BANK RECONCILIATIONS

All financial institutions used as depositories must be approved by the township board. The requirements for each bank account are:

1. All bank accounts shall have an ending date of the end of each month;
2. Bank signature cards must be kept current, and the authorized signers limited to the treasurer, deputy treasurer, clerk and deputy clerk.

The township will pay bills out of a common checking account, with transfers from restricted accounts into the checking account only for the exact amounts of checks that are being written and released. Following is a list of bank accounts to be established and maintained by the treasurer:

1. Common Checking Account
This bank account shall include the general fund and any other fund except those that require separate bank accounts.
2. Current Tax Collection Savings Account
For real and personal property taxes collected throughout the current tax season (county, school, and township taxes). Tax collection fees must be deposited in this account. This account must be reduced to a zero or imprest balance as soon as possible after-tax settlement.
3. Delinquent Personal Tax Collection Savings Account
For delinquent personal property taxes collected (county, school, and township taxes). This account must be reduced to a zero or imprest balance upon completion of tax collection.
4. Debt Fund and Capital Projects Fund
Separate investment savings accounts are required for each bond issue, debt fund and capital projects fund as specified within the specific bond ordinance or resolution.

The cash balances of the various fund ledgers shall be reconciled to the bank statements monthly.

Mailed bank statements are to be received unopened by the Government Accounts Specialist. The original statement shall then be provided to the treasurer with a copy retained by the Government Accounts Specialist. The bank reconciliation shall be prepared in written form, signed, and dated by the Treasurer. The bank reconciliations should be completed by the 15th of the month. In the absence of the Government Accounts Specialist, mailed bank statements may be opened by staff within the supervisor's department or the supervisor's designee.

A signed copy of the bank reconciliation and the original bank statement must be provided to the treasurer immediately upon completion. The Government Accounts Specialist should keep a copy of the bank statement with the reconciliation.

4.7 FINANCIAL REPORTING

4.7A PERIODIC EXPENDITURE AND REVENUE REPORT

The clerk's office shall prepare a monthly financial report for the board. The report will be current through the last day of the previous month and shall be presented to the board at its first meeting of each month. The financial report for each fund will show the following information for revenues and expenditures:

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

4.7B PERIODIC BALANCE SHEET REPORT

The clerk's office shall prepare a monthly balance sheet showing the assets, liabilities and equities for each fund.

4.7C INVESTMENT PERFORMANCE REPORT

The treasurer shall prepare a monthly report of all interest-bearing activities, including the name of the financial institution, investment, amount, date of purchase, interest rate and date of maturity.

4.7D FINANCIAL REPORTS REVIEW

The supervisor or designee shall review the budgetary financial reports prior to the board meeting and shall recommend to the board any necessary budget amendments or fund transfers.

4.8 INVENTORY OF CAPITAL ASSETS

4.8A RESPONSIBILITY

The clerk's office shall maintain detailed accounting records of the township's capital assets.

4.8B CAPITALIZATION

Capital assets are defined as assets with an initial individual cost of more than \$20,000 and an estimated useful life in excess of five years. Such assets are to be recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are to be recorded at estimated fair market value at the date of donation.

Capital assets are to be depreciated using the straight-line method over the following useful lives:

Buildings	40 years
Office Equipment	5 years
Computer Equipment/Server	3 years
Vehicles	5 years
Grounds Equipment	5 years
Park Fixtures and Equipment	10 years

4.8C UPDATING

The clerk's office shall add or remove capital assets from the accounting records at the time of acquisition or disposal. The inventory shall include the following information on each asset:

1. Acquisition date;
2. Name and address of vendor;
3. Description;
4. Location;
5. Acquisition cost (if gift, estimated fair value at time of donation)
6. Account number from which it was purchased;
7. How acquired (purchase, lease/purchase, construction, condemnation, tax foreclosure, gift);
8. Estimated life;
9. Date and method of authorized disposition;
10. Permanent identification number, if applicable;
11. Whether purchased with federal funds.

4.8D INVENTORY RESPONSIBILITY

Assets shall be reviewed annually by the Clerk or designee and submit the inventory to the auditors.

4.8E DISPOSAL OF CAPITAL ASSETS

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

4.8F DISPOSAL OF NON-CAPITAL ASSETS

Department heads will notify the township manager of any equipment that would be appropriate for disposal that was not valued as a capital asset at the time of purchase. For all equipment that has an estimated value of less than \$300, a sealed bid process, advertised on the township website will be followed. For all equipment with an estimated value of \$300 or greater, a sealed bid process with an advertised sale including publication in a local paper and the township website, will be followed. Due to the cost of publication, an advertised sale will only take place when there is enough equipment needing disposal to justify the cost of the process.

4.9 BUDGETING

4.9A DESIGNATION OF A BUDGET OFFICER

The township manager shall be the township budget officer and shall be responsible for the development and administration of the township budget.

4.9B TIMETABLE

The proposed budget shall be developed within accordance of state law according to the following schedule:

1. Early summer the township manager initiates the budget process with department heads.
2. September 1: Township Manager makes proposed budget available to township board
3. By December 15: Budget public hearing held by township board
4. By December 31: General Appropriations Act adopted

4.9C ADOPTION

Unless noted in the General Appropriations Act, all township funds are adopted on an activity/departmental basis.

4.10 AUTOMATED CLEARING HOUSE POLICY

The following (4.10A-F) policy shall govern the use of electronic transactions and automated clearing house (ACH) arrangements for Watertown Charter Township.

4.10A AUTHORITY

The township treasurer may enter into an ACH arrangement as provided by Public Act 738 of 2002, effective December 30, 2002.

4.10B RESPONSIBILITY

The treasurer or the treasurer's designee is responsible for Watertown Township's ACH agreements and overseeing general compliance with the ACH policy.

4.10C INTERNAL CONTROLS

The following system of internal accounting controls will be used to monitor the use of ACH transactions made by Watertown Charter Township:

- The treasurer or designee shall provide the names of vendors authorized to be paid by ACH transaction and provide that information to the clerk's office;
- The clerk or the clerk's designee, is charged with the responsibility of receipt of invoices detailing the goods or services purchased, the cost of the goods or services, the date of the payment, and the department levels serviced by payment, necessary for payment approval by the board of trustees;

- The clerk shall include all ACH transactions on the bill lists presented to the board for approval. Invoices and bills supporting the bill list shall be available for board member review the day of the board meeting and at the meeting;
- The board is to approve all ACH/electronic transactions prior to disbursement, unless the ACH transactions comply with Section 4.1C;
- Following approval of payment by the board, the clerk's office shall initiate the ACH transaction by providing the treasurer with a signed ACH claims list;
- Upon receipt of a signed payment report, the treasurer's office shall initiate the electronic transaction with the vendor and make the actual transfer of funds;
- The treasurer's office shall retain all ACH transaction documents for audit purposes; and
- The clerk's office shall retain all invoices for audit purposes.

4.10D ACH APPLICATION, NOTIFICATION AND STORAGE

Prior to an ACH transaction, an ACH application form will be placed on file with the treasurer's office. The application form will require at a minimum the following information:

- Name of the financial institution to be debited/credited;
- Account number of the account to be debited/credited;
- Checking or savings account determination;
- Routing number of the financial institution to be debited/credited;
- Authorizing signature;
- Telephone number and email of authorizing signature;
- Effective date;

4.10E ACH APPLICATION

From the completed application, the treasurer's office enters information necessary to facilitate the ACH transaction. Once the necessary information has been entered, the ACH application will be placed in a secure location as determined by the treasurer.

4.10F STOPPING ACH TRANSACTIONS

To stop the ACH activity, a written or confirmed notice must be filed with the treasurer's office. Said notice must provide the treasurer's office with name of person requesting the release, phone number or email of person requesting the release and effective date.

4.11 TOWNSHIP CREDIT CARD POLICY

4.11A RESPONSIBLE OFFICER

The township clerk is designated as the officer responsible for the township's credit card issuance, accounting, monitoring, and retrieval and for generally overseeing compliance with the credit card policy.

4.11B AUTHORIZED USE

The credit card shall be used only by an authorized employee of the township for the purchase of goods or services for the official business of the township.

4.11C AUTHORIZED CREDIT CARD USERS

Authorized credit card users include the township supervisor, clerk, treasurer, township manager, planning director, facilities manager and maintenance supervisor.

4.11D RESPONSIBILITIES OF THE AUTHORIZED USERS

The authorized employee using credit cards issued by the township shall submit to the township clerk documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, and the official business for which purchased.

The authorized employee using a credit card is responsible for its protection and custody and shall immediately notify the township clerk if the credit card is lost or stolen.

Upon termination of employment with the township, the township clerk shall cancel the card immediately upon notification of the termination.

4.11E INTERNAL ACCOUNTING CONTROLS

Internal accounting controls to monitor the use of credit cards issued by the township are:

1. Original documentation must be compared to monthly credit card billings.
2. All items on the monthly credit card bill must be matched with an original document.

3. Accounts to be charged with the expense must be clearly marked on the credit card bill.
4. The township clerk shall be responsible for the approval of credit card invoices before payment and shall initial the document. Initialing the payment request shall indicate all the following are true:
 - a. The credit card bill is mathematically correct.
 - b. The account number being charged is the appropriate budgetary allocation for this expense.

4.11F PAYMENT OF BALANCE

The balance of credit extended, including interest due under the credit card arrangement, shall be paid within not more than sixty days of the initial statement date.

4.11G UNAUTHORIZED USE OF CREDIT CARDS

Disciplinary measures consistent with the law for the unauthorized use of the credit card by any employee of the township shall require repayment to the township the amount of the unauthorized use and may further include:

1. Time off without pay;
2. Dismissal;
3. Prosecution.

4.11H CREDIT LIMIT

The total authorized credit limit of each credit card issued by the township shall not exceed \$2500,000 for all credit cards except for that held by the township manager whose limit shall not exceed \$5,000.

4.12 AUDITS

The township board will engage a certified public accountant to annually audit the financial statements of the township.

As directed by the board of trustees, the township manager shall prepare a Request for Proposal (RFP), publish a public notice, and select at least 35 audit firms who will be mailed an RFP at the direction of the township board. The RFP for audits shall require:

1. Proposal due date;
2. Date award will be made;
3. Length of audit contract;
4. Audit period(s) covered;
5. Earliest date that audit work may begin;
6. Due date for audit report;
7. Funds to be audited;
8. Financial statements and other information to be provided by township;
9. Other services to be performed by auditor, if any;
10. Authorization to disclose any irregularities;
11. Audit shall be performed in accordance with generally accepted auditing standards set forth by the American Institute of Certified Public Accountants;
12. Audit exit conference must be held with the township officials;
13. Number of copies that will be provided;
14. Auditor's qualifications;
15. References for firm and individuals performing the audit;
16. Estimated hours required, current rates and total anticipated amount

4.13 PETTY CASH

The treasurer shall maintain a change fund of \$500. This fund is for making change when receiving cash payments and shall not be used to make purchases of any kind.

The Clerk shall maintain a small petty cash fund of \$10 for small emergency uses such as postage due. A petty cash receipt shall be documented for each disbursement.

4.14 FEES

The township shall maintain a written fee schedule which shall be reviewed and revised regularly.

4.15 ESCHEATABLE FUNDS POLICY

The treasurer is held responsible for compliance with Michigan Uniform Unclaimed Property Act, Public Act 29 of 1995, as amended.

4.16 FUND BALANCE POLICY IN ACCORDANCE WITH GASB STATEMENT NO. 54

Purpose. The following policy has been adopted by the board of trustees of Watertown Charter Township in order to address the implications of Government Accounting

Standards Board (“GASB”) Statement No. 54, *Fund Balance Reporting and Governmental Fund Definitions*. The policy is created in consideration of unanticipated events that could adversely affect the financial condition of Watertown Charter Township and jeopardize the continuation of necessary public services. GASB54 does not apply to Proprietary funds (Sewer and Water Funds) or Fiduciary Funds (Tax and Trust & Agency). This policy will ensure that Watertown Charter Township maintains adequate fund balances and reserves in order to:

- a. Provide sufficient cash flow for daily financial needs;
- b. Secure and maintain investment grade bond ratings;
- c. Offset significant economic downturns or revenue shortfalls; and
- d. Provide funds for unforeseen expenditures related to emergencies.

This policy and the procedures promulgated under it supersede all previous regulations regarding Watertown Charter Township’s fund balance and reserve policies.

Fund type definitions. The following definitions will be used in reporting activity in governmental funds across Watertown Charter Township. Watertown Charter Township may or may not report all fund types in any given reporting period, based on actual circumstances and activity.

The General fund is used to account for all financial resources not accounted for and reported in another fund. It is used for general operations of the township.

Special revenue funds are used to account and report the proceeds of *specific revenue sources* that are *restricted* or *committed* to expenditures for *specific purposes* other than *debt service* or *capital projects*.

Debt service funds are used to account for all financial resources restricted, committed or assigned to expenditures for principal and interest.

Capital projects funds are used to account for all financial resources restricted, committed or assigned to expenditures for the acquisition or construction of capital assets.

Permanent funds are used to account for resources restricted to the extent that only earning and not principal (as an endowment), may be used for purposes that support the government’s purposes.

Fund balance reporting in governmental funds. Fund balance will be reporting in governmental funds under the following categories using the definitions provided by GASB Statement No. 54:

Nonspendable fund balance

Definition-includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained in-tact.

Classification-non-spendable amounts will be determined before all other classifications and consist of the following items (as applicable in any given fiscal year):

- Watertown Charter Township will maintain a fund balance equal to the balance of any long-term outstanding balances due from others (including other funds of the government);
- Watertown Charter Township will maintain a fund balance equal to the value of inventory balances and prepaid items;
- Watertown Charter Township will maintain a fund balance equal to the corpus (principal) of any permanent funds that are legally or contractually required to be maintained intact;
- Watertown Charter Township will maintain a fund balance equal to the balance of any land or other nonfinancial assets held for sale.

Restricted fund balance

Definition- includes amounts that can be spent only for the specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.

Committed fund balance

Definition-includes amounts that can be used only for the specific purposes determined by a formal action of the township board of trustees, the highest level of decision-making authority of the township. Funds need to be committed at a meeting of the board of trustees by a motion, with a majority of the board of trustees voting approval. To reverse the commitment of some or all the funds, at a meeting of the board of trustees, a motion needs to be made to reverse the commitment with a majority of the trustees voting to approve this reversal of the commitment. The funds must be committed before the end of the fiscal year; however, the amount may be set after close of year (i.e. available balance.) Commitments do not lapse at year end.

Assigned fund balance

Definition-includes amounts intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed.

In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.

Authority to assign-Watertown Charter Township does not delegate the authority to assign amounts to be used for specific purposes. Such assignment cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

Unassigned fund balance

Definition-includes the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance from overspending for specific purposes for which amounts had been restricted, committed, or assigned. Only the General Fund can report a surplus as Unassigned Fund Balance.

Because Non-spendable and Restricted fund balance are not available for spending due to external enforceable conditions, this fund balance policy is focused on the appropriate level of General Fund Unrestricted fund balances, those classified as Committed, Assigned and Unassigned.

Financial flexibility, provided by adequate fund balance, is necessary to offset the impact of unanticipated emergencies and revenue shortfalls. These include loss of major taxpayers, loss of state revenue sharing, infrastructure emergencies and other economic distress that serve to impair the township's ability to deliver essential community services. Without this fund balance taxpayers could be subject to millage increases, or cuts in services.

Operational guidelines. The following guidelines address the classification and use of fund balance in governmental funds:

Classifying fund balance amounts – Fund balance classifications depict the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include non-spendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. The general fund may also include an unassigned amount.

Prioritization of fund balance use – When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) fund balances are available, the township's policy is to first use restricted fund balance. When expenditures are incurred for purposes for which committed, assigned or unassigned fund balances are available, the township's policy is to first use committed fund balance, then assigned fund balance, and finally unassigned fund balance.

Minimum unassigned fund balance – Watertown Charter Township has established a General Fund minimum fund balance policy. The Township will maintain a minimum unassigned fund balance in its General Fund ranging from 45 percent to 55 percent of the previous year's budgeted expenditures and outgoing transfers. This minimum fund balance is to provide a reasonable level of assurance that the township's day-to-day operations will be able to continue even if circumstances occur where revenues are insufficient or not timely to cover expenditures or unexpected one-time expense, protection against unforeseen revenue cuts. The General fund's minimum fund balance policy is reported in the notes to the annual financial statements and is shown as an unassigned fund balance.

When fund balance approaches its minimum threshold the following measures, as directed by the board of trustees, shall be used to build up fund balance:

- Cut or delay any recreational or park spending;
- Cut or delay pay-as-you-go capital improvements from the Capital Improvements Plan;

- Cut or delay road projects;
- Cut general operating expenses;
- Increase rates and charges funding specific services to make them self-sufficient where possible;
- Increase millage.

Upon adoption of this policy, the board of trustees authorizes the township manager to establish any standards and procedures which may be necessary for its implementation. The township manager shall review this policy annually and make any recommendations for changes to the township's board of trustees.

4.17 COLLECTIONS POLICY

Collections shall follow the procedure listed: following procedure:

1. Bill is sent with a due date of 30 days
2. 30 days after the due date a late notice is mailed
3. 30 days after the late notice is sent a final notice will be mailed
4. 30 days after the final notice is sent a collections notice will be mailed
5. Bills that remain uncollected after 6 months shall be turned over to a collection agency
6. Once turned over to collection agency the bill will flagged "turned over to collections" status then is doubtful debt
7. After 6 months with the collection agency bill will be considered bad debt and wrote off

No bill will be sent to collections if a payment plan has been established and payments are being received according to the plan.

CHAPTER 5

INVESTMENT POLICIES

5.1 PURPOSE

It is the policy of Watertown Charter Township to invest public funds in a manner which will ensure the preservation of capital while providing the best investment return with maximum security, while also meeting the daily cash flow demands of the township and conforming to all state statutes and local ordinances governing the investment of public funds.

5.2 SCOPE

This investment policy applies to the investment activities of the township except for the employee retirement fund and the Granger Trust Fund, which are organized and administered separately. All other funds, including but not limited to the following funds and all new funds established by the township, shall be administered by the treasurer in accordance with this investment policy:

- General Fund Savings;
- General Fund Checking;
- Current Tax;
- Trust and Agency (including current and delinquent tax accounts);
- Township Improvement Revolving Fund;
- Sewer Receiving;
- Water Improvement;

5.3 PRUDENCE

Investments shall be made with the 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. The standard of prudence to be used by all involved in the investment process will be the “prudent person” and/or “prudent investor” standard and shall be applied in the context of managing the overall portfolio. Investment officers acting in accordance with the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments. The township recognizes that no investment is totally free of risk

and that the investment activities of the township are a matter of public record. Accordingly, the township recognizes that occasional measured losses are inevitable in a diversified portfolio and shall be considered within the context of the overall portfolio's return, provided that this policy has been followed and that holding an investment to maturity is in the best long-term interest of the township.

5.4 OBJECTIVES

The funds of the township shall be invested in accordance with the State of Michigan Public Act 20 of 1943, as amended by Act 196 of 1997, being Sections 129.91 through 129.93 of the Michigan Compiled Laws, Act No. 367 of the Public Acts of 1982 and in accordance with the objectives and procedures set forth in the policies and written administrative procedures. The primary objectives, in priority order, of the township's investment activities shall be:

5.4A SAFETY

Safety of principal is the foremost objective of the investment program. Investments of the township shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the township will diversify its investments by investing funds among a variety of securities offering independent returns and/or financial institutions.

1. **Credit Risk:**

The township will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:

- a. Limiting investments to the safest types of securities;
- b. Pre-approving the financial institutions, broker/dealers, and intermediaries with which the township will do business; and
- c. Diversifying the portfolio so that potential losses on individual investments will be minimized.

2. **Interest Rate Risk:**

The township will minimize the risk that the market value of the securities in the portfolio will fall due to changes in the general interest rates by structuring the maturities of the portfolio to meet cash requirements of ongoing operations, thereby avoiding the need to liquidate securities prior to maturity.

3. Custodial Credit Risk:

The township will minimize custodial risk by using only financial institutions and brokers approved by the board of trustees and by holding all securities/investments in the name of Watertown Charter Township.

5.4B LIQUIDITY

The township's investment portfolio shall remain sufficiently liquid to enable the township to meet all operating requirements, which might be reasonably anticipated.

5.4C YIELD/RETURN ON INVESTMENTS

The township's investment portfolio shall be designed with the objective of attaining a benchmark rate of return throughout budgetary and economic cycles, commensurate with the township's investment risk constraints and the cash flow characteristics of the portfolio.

5.4D MAINTAIN THE PUBLIC TRUST

Participants in the investment process shall seek to act responsibly as custodians of the public trust and recognize that the investment portfolio is subject to public review and evaluation. In addition, the overall investment program shall be designed and managed with a degree of professionalism worth the public trust. Participants shall avoid any transaction that might knowingly impair public confidence in the township's ability to govern effectively.

5.5 DELEGATION OF AUTHORITY

The authority to manage the township's investment program is vested in the township treasurer. Management responsibility for the investment program is hereby delegated to the treasurer. The deputy treasurer will assume all investment responsibility in the absence of the treasurer in accordance with MCL 41.77(5). The treasurer and deputy treasurer shall be bonded to protect the public against possible embezzlement and malfeasance. All investments will be in conformance with Michigan Public Act No. 20 of the Public Acts of Michigan 1943, as amended, being sections 129.91 through 129.97a of Michigan Compiled Laws, Act No. 367 of the Public Acts of 1982 and also in accordance with Watertown Charter Township's amended and approved Investment Policy. This delegation does not include the ability to execute investment contracts not approved by the township board except for Certificates of Deposits or Money Market accounts, in standard form, in accordance with Resolution 12-20-2021-4.

5.6 INVESTMENT PROCEDURES

The treasurer shall operate the investment program consistent with the approved investment policy of Watertown Charter Township. No person may engage in an investment transaction except as provided under the terms of this policy.

5.7 ETHICS AND CONFLICTS OF INTEREST

Participants involved in the investment process shall avoid activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions or impair public confidence in the township's ability to govern effectively. Employees and investment officers involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions and shall disclose to the treasurer any material financial interests in financial institutions that holds township funds. The treasurer shall disclose to the board of trustees if he or she holds material interest in a financial institution that holds township funds.

5.8 AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The treasurer shall maintain a list of financial institutions and brokers/dealers authorized by the board of trustees to provide investment services to the township. The authorized list of financial institutions and broker/dealers shall be approved annually, by resolution of the Watertown Charter Township Board of Trustees pursuant to Public Act 20 of 1943, being MCL 129.91 et. seq. No public deposit shall be made except in a qualified public depository as established by state law.

5.8A FINANCIAL INSTITUTIONS

Financial institutions must:

1. Provide proof of a principal office or branch office located in the State of Michigan, whose deposits are insured by an agency of the United States government;
2. Have assets of at least \$50 million;
3. Have equity to asset ratio of at least 5.5%;
4. Have received and read the township's Investment Policy;
5. Have filed with the township a signed "Acknowledgement of Receipt of the Investment Policy of Watertown Charter Township and Agreement to Comply"; and

6. Have submitted and continue to submit audited financial statements either by mail or electronically.

5.8B BROKERS AND DEALERS

Brokers and dealers must:

1. Have a third-party safe keeping agent with a minimum capital of \$100 billion;
2. Have been in operation at least five years;
3. Qualify under Securities and Exchange Commission Rule 15C3-1;
4. Be certified by the Financial Industry Regulatory Authority;
5. Agree to share information regarding downgrading of township owned investments/securities and commercial paper;
6. Have received and read the township's Investment Policy;
7. Have filed with the township an "Acknowledgment of Receipt of the Investment Policy of Watertown Charter Township and Agreement to Comply"; and
8. Have submitted and continue to submit audited annual financial statements either by hard copy or electronically.

5.8C INVESTMENT POOLS/MUTUAL FUNDS

A thorough investigation and due diligence of each pool/fund is required prior to investing, and on a continual basis. There shall be a questionnaire completed by each pool/fund utilized in the investment portfolio. The questionnaire shall encompass:

1. The investment policy and objectives of the pool/fund;
2. A description of eligible investment securities;
3. A description of interest calculation and distribution;
4. A description of how funds are safeguarded and securities priced;
5. How often the pool/fund is audited and by who;
6. A description of any limitations on who may invest in the program, the size or the frequency of deposits or withdraws;
7. A fee schedule, including when and how assessed;
8. A schedule for receiving statements and portfolio listings;
9. A description of the use of reserves or retained earnings if applicable;
10. Disclosure as to whether the pool/fund is eligible to receive or accept bond proceeds;
11. Have received and read the township's Investment Policy; and

12. Have filed with the township an "Acknowledgment of Receipt of the Investment Policy of Watertown Charter Township and Agreement to Comply".

5.9 AUTHORIZED AND SUITABLE INVESTMENTS

From the governing body perspective, special care must be taken to ensure that the list of instruments includes only those allowed by law and those that the township treasurer is trained and competent to handle. The Watertown Charter Township Treasurer is authorized by Public Act 20 of 1943, as amended and described in section 129.91 and by the Watertown Charter Township Board of Trustees to invest in the following:

1. Bonds, securities and other obligations of the United States or an agency or instrumentality of the United States;
2. Certificates of deposit, savings account, or depository receipts of a financial institution, deemed eligible to be a depository of funds belonging to the State of Michigan under a law or rule of this state or the United States; certificates of deposit obtained through a financial institution as provided in PA 20 of 1943 as amended, section 129.91 (5)(a-e); or deposit accounts of a financial institution as provided in PA 20 of 1943 as amended, section 129.91 (6)(a-e);
3. Commercial paper only to the extent commercial paper is an investment in an approved investment pool;
4. Repurchase agreements only to the extent repurchase agreements are an investment in an approved investment pool;
5. Bankers' acceptances of United States banks;
6. Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one (1) standard rating service;
7. Mutual funds registered under the investment company act of 1940 15 USC 80a-1 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. However, a mutual fund is not disqualified as a permissible investment solely by reason of any of the following: (pooled investment funds):
 - a. The purchase of securities on a when issued or delayed delivery basis;
 - b. The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned;
 - c. The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.

8. Obligations described in subdivisions (a) through (g) if purchased through an inter-local agreement under the Urban Cooperation Act of 1967, MCL 124.501 to 124.512;
9. Investment pools organized under the Surplus Funds Investment Pool Act, 1982 PA 367, MCL 129.11 to 129.118. (Bank Operated Pool);
10. An investment pool organized under the local government investment pool act, 1985 PA 121, MCL 129.141 to 129.150. (County operated pool).

Watertown Charter Township will not directly invest in repurchase agreements or reverse repurchase agreements.

5.10 SAFEKEEPING AND CUSTODY

All security transactions purchased by the township will be properly designated as an asset of the township and be secured through third party custody and safekeeping procedures. For purposes of this policy, third party shall be defined as a separate financial institution or a separate and distinct division or department of the same institution whose function is safekeeping and/or trust activities. No withdrawal of such securities, in whole or in part, shall be made from safekeeping except by the township treasurer as authorized herein, or by their designee. All security transactions, including collateral for repurchase agreements, entered into by the township shall be conducted on a delivery-versus-payment (DVP) basis.

5.11 INTERNAL CONTROL

Watertown Charter Township agrees to allow its independent auditing firm to conduct an annual review of its investments as part of the township's annual audit. This review will provide internal control by assuring compliance with policies and procedures.

5.12 INVESTMENT TRANSACTIONS

Investment transactions are initiated and documented by the treasurer. Documentation will be by journal entry supported by bank/broker transaction confirmation prepared upon completion of the investment transaction. A copy of the journal entry and bank/broker transaction confirmation shall be provided to the Government Accounts Specialist immediately upon completion.

5.13 INVESTMENT RECONCILIATION

The investment balances of the funds shall be reconciled by the treasurer and the Government Accounts Specialist to bank/broker statements and monthly treasurer's investment report each month. The investment reconciliations should be completed by the 15th of the month.

5.14 MAXIMUM MATURITIES

To the extent possible, the township will attempt to match its investments with anticipated cash flow requirements. The township will not directly invest in an investment maturing more than five years from the date of purchase.

5.15 DIVERSIFICATION

Consistent with the objective to protect principal, it is the policy of the township to maintain a diversified investment portfolio. Assets held in the common cash fund and other investment funds should be diversified to eliminate the risk of loss resulting from over-concentration of assets in a specific maturity, individual financial institution(s), or a specific class of securities. Diversification strategies will be determined and revised by the township treasurer from time to time to meet diversification objectives, or to reduce overall portfolio risks while attaining market average rates of return.

5.16 REPORTING REQUIREMENTS

The treasurer shall provide the township board with monthly cash and investment reports, providing information concerning the status of the current investment portfolio. The monthly report shall include but not be limited to:

1. By fund, a listing of all open investments, including investment amount, interest rate, purchase date and maturity date.
2. Par Value, Amortized Book Value and Market Value.

5.17 COMBINING FUNDS FOR INVESTING PURPOSE

The township treasurer may combine money from two or more of the township's funds for the purpose of making an investment. In the event of a combination of township funds, the earnings of said investment shall be prorated between the funds involved based on principal contributed.

5.18 SAVINGS CLAUSE

In the event any state or federal legislation or regulation should further restrict instruments or institutions authorized by this policy, such restrictions shall be deemed to be immediately incorporated into this policy. If new legislation or regulation should liberalize the permitted instruments or institutions, such changes shall be available and included in this policy only after written notification to the board of trustees.

5.19 INVESTMENT POLICY ADOPTION

The Watertown Charter Township's Investment Policy shall be adopted by resolution of the Watertown Charter Township Board of Trustees.

CHAPTER 6

POLICIES AUTHORIZING PROFESSIONAL ASSISTANCE

6.1 LEGAL CONSULTATION POLICY

When legal counsel is deemed necessary, only the supervisor, clerk, treasurer, township manager and planning director shall be authorized to initiate contact with the township attorney. Anyone having contact with the township attorney shall review and initial the bill for services rendered.

Legal counsel may be asked to attend a township board of trustees meeting:

1. At the request of the township manager;
2. After vote of the board; or
3. Upon a written request signed by two members of the township board.

All written requests shall be submitted to the township clerk who shall be authorized to make the necessary contacts to all those involved.

6.2 TOWNSHIP'S RIGHT TO SEEK PROFESSIONAL REVIEW

In processing any permit, authorizing any activity, or reviewing any proposed development, it shall be the option of the township board or authorized staff to seek outside expert or professional assistance when deemed necessary or appropriate. The cost of such expert or professional review shall be the sole responsibility of the applicant(s) and/or defined beneficiaries. Prior to the review of a permit, activity, or development, an estimate of the total costs shall be provided to the applicant(s) or defined beneficiaries. The necessary funds shall be paid into an escrow account held by the township, or arrangements made for payment which are acceptable to the township to secure its interest. The funds will be withdrawn by the township as needed. Any surplus funds will be returned to the applicant within 20 business days following payment on the last invoice received for services rendered. Any insufficiencies in the escrow account to pay outstanding charges will remain the responsibility of the applicant(s), and shall be paid prior to issuance of the permit, authorization of the activity, or approval for development.

This section shall not prevent the township from seeking outside experts or professional assistance at the township's expense when the interests of the township are affected by a permit, activity, or proposed development.

CHAPTER 7

TOWNSHIP PROPERTY POLICIES

7.1 EMERGENCY MAINTENANCE

The township maintenance employee's phone number shall be posted for residents to contact when a maintenance problem occurs after hours in the gym, parks, cemetery, and township hall.

7.2 HUNTING ON TOWNSHIP PROPERTY

There shall be no hunting on township property unless it is a township coordinated and sponsored event.

7.3 ALCOHOL POLICY

Any township sponsored function shall not involve alcohol. Alcohol is prohibited in the parks, including those parties renting the facility for events. The township will allow alcohol use in the gym if the renting party provides proof of adequate liability insurance and, if applicable, a temporary liquor license is obtained through the State of Michigan Liquor Control Commission.

7.4 PROHIBITED VEHICLES ON TOWNSHIP PROPERTY

Snowmobiles and all-terrain vehicles are prohibited on township property. All other personal motorized vehicles are prohibited off the roadways on township property unless otherwise authorized in writing by the township.

7.5 TOWNSHIP VEHICLE USE POLICY

All township vehicles will be used for official business only. Trips for personal business, other than breaks if the employee is in the field, will not be permitted. The maintenance supervisor/sexton is responsible for reasonable vehicle maintenance checks (gas, oil, fluid levels, tires, unusual operational symptoms, noises, interior and exterior cleaning, etc.) at township expense and reporting same to the township manager.

Failure to properly maintain such vehicles shall be cause for disciplinary action. Employees shall not allow unauthorized use of township vehicles or convert such privilege to personal benefit. The township specifically prohibits carrying any passenger or materials in township

vehicles unless such are directly related to the carrying out of township business. All employees are expected to adhere to all local and state traffic laws and regulations. All vehicles must be locked when not in use.

The use of seatbelts during operation of township vehicles is mandatory and the use of a cell phone while in motion is strictly prohibited and grounds for immediate disciplinary action.

An employee must immediately report any driving violation received while using a township vehicle to his/her immediate supervisor. Additionally, all accidents involving township vehicles must be immediately reported to the proper policing authority and to the township manager. No employee shall use any township vehicle unless he/she possesses and carries a valid operator's license.

CHAPTER 8

DEVELOPMENT POLICIES

8.1 RESPONSIBILITY FOR COSTS

It shall be the policy of Watertown Charter Township that all costs associated with a request for issuance of a permit, a request for authorization of an activity, a request for approval for development and installation of any required infrastructure and/or appurtenances and equipment, shall be the sole responsibility of the applicant(s) or parties recognized as primary beneficiaries of the request. This policy will govern unless by official action of the board of trustees it shall be determined that said permit, activity, development, or installation of infrastructure has an indisputable and substantial effect in promoting the general interests of the community and the board elects to either participate in, or waive, any costs or a portion thereof.

8.2 TOWNSHIP'S RIGHT TO SEEK PROFESSIONAL REVIEW

In processing any permit, authorizing any activity, or reviewing any proposed development, it shall be the option of the township board or authorized staff to seek outside expert or professional assistance when deemed necessary or appropriate. The cost of such expert or professional review shall be the sole responsibility of the applicant(s) and/or defined beneficiaries. Prior to the review of a permit, activity, or development, an estimate of the total costs shall be provided to the applicant(s) or defined beneficiaries. The necessary funds shall be paid into an escrow account held by the township, or arrangements made for payment which are acceptable to the township to secure its interest. The funds will be withdrawn by the township as needed. Any surplus funds will be returned to the applicant within 20 business days following payment on the last invoice received for services rendered. Any insufficiencies in the escrow account to pay outstanding charges will remain the responsibility of the applicant(s), and shall be paid prior to issuance of the permit, authorization of the activity or approval for development.

This policy shall govern unless waived by the Watertown Charter Township Board of Trustees, or found to be in conflict with other federal, state or local governing statutes.

8.3 PUBLIC ACT 198 INDUSTRIAL FACILITIES TAX EXEMPTION

Those requesting Industrial Facilities Tax Exemptions from the township board will be notified that they are required to have a representative present at the public hearing and at the decision of the board.

**8.4 SOUTHERN CLINTON COUNTY MUNICIPAL UTILITY AUTHORITY (SCCMUA)
INSPECTION AND FEE POLICY**

The Watertown Charter Township board of trustees adopted the SCCMUA Inspection and Fee Policy including the establishment of an administration fee for development.

A deposit for the necessary inspection fees and administrative cost for development review and inspection shall be made at the time of application. The fee shall be an amount equal to the actual cost of an administrative engineer for the project.

The deposit for the administrative cost of development shall be calculated at 5% of the project's estimated cost and additional billings shall be made as (or if) costs exceed that amount. Any amount of the 5% deposit unused shall be returned to the developer. All fees must be paid before final permits can be issued.

CHAPTER 9

MISCELLANEOUS POLICIES

9.1 PUBLICATION OF LEGAL NOTICES

Legal notices shall published in the Lansing State Journal.

9.2 ADVISORY PETITIONS

All advisory petitions shall be accepted by the board of trustees. The clerk shall note them in the minutes as being advisory in nature, the subject matter, and the number of signatures and then place them on file.

9.3 FREEDOM OF INFORMATION ACT

The township clerk shall respond to Freedom of Information Act requests according to board policy and state law.

CHAPTER 10

BUILDING ACCESS

10.1 BUILDING USE

The primary purpose of the township property is to conduct the necessary business of the township. Secondly, it is available for the convenience and recreation of the township residents or organizations.

Designated township buildings or grounds are available for rental principally to township residents and secondarily to organizations for legal purposes. Such rental shall not conflict with any official township activity of any board, commission, committee, or subcommittee. The rental fees shall be established by the township board in an amount expected to at least cover the township's cost of operating and maintaining the facility to be rented.

10.2 BUILDING ENTRANCE

Board, commission, or committee use of the buildings have priority over all other scheduling of building use, if seven days prior notice is given, except in the event of an emergency meeting. All committee or commission chairs shall be provided access to the boardroom or south room for the purpose of conducting meetings. Trustees and township officers shall be provided with a key to access the township hall for the purpose of conducting or attending meetings, reviewing township correspondence and documents, and to pick up mail and board materials. It is understood that all assessment or personnel records shall be appropriately secured and appropriately handled at all times but made available upon the reasonable request of a board member during office hours and in compliance with all existing state laws covering their review.

10.3 KEY POLICY

Elected officials who receive a key will sign an agreement with the office of the clerk that they will not loan their key to any other person or duplicate the numbered key. The loss of a key will result in a \$50 charge.

Keys will be returned at the request of the township with a maximum of one week to return the key before the locks are changed. Officials are asked to turn in their key on the last day of their term of office.

CHAPTER 11

BOARD MEMBERS

11.1 EQUAL OPPORTUNITY EMPLOYMENT

This township is an Equal Opportunity Employer and prohibits discrimination and harassment of all kinds. Specifically, the township will not tolerate harassment or discrimination based on race, color, gender, age, religion, height, weight, national origin, marital or familial status, or disability.

As part of the township's policy of Equal Opportunity Employment, this township strictly prohibits abusing the dignity of anyone through ethnic, racist, sexist, or other derogatory comments, slurs, statements, jokes, or other objectionable conduct in violation of this policy. The township believes that all people are entitled to a workplace free of harassment and expects that all officials will treat each other and our employees and residents with courtesy, dignity, and respect.

This Township prohibits any official, male, or female, from engaging in actions which sexually harass employees.

11.2 HEALTH BENEFITS

Watertown Charter Township currently offers full-time elected officials (defined for this provision to be the clerk and the treasurer) their spouse, and/or dependent children group health insurance. Group health insurance coverage is discontinued on the date of termination of employment from Watertown Charter Township. Watertown Charter Township reserves the right, at any time, at its sole discretion, to change health care carriers and/or benefit levels and/or require elected officials to financially contribute to the cost of providing such hospitalization insurance.

All other elected officials receive medical reimbursement pursuant to provision 11.2b below:

11.2A ELECTED OFFICIALS WHO ELECT MEDICAL COVERAGE UNDER 11.2

In the event that the clerk or treasurer elect coverage under Section 11.2 above, they may participate in a medical reimbursement program. The township will reimburse those officials for submitted bills paid by the official for medical, dental, optical or prescription expenses of the elected official, their spouse and dependents not covered by insurance, up to a maximum of five thousand dollars per calendar year or pro-rata from date of eligibility. There will be no carryover of unused reimbursement from one

calendar year to the next year. However, expenses incurred in one calendar year may be submitted within the first 90 days of the next calendar year.

11.2B ELECTED OFFICIALS NOT ELIGIBLE FOR GROUP HEALTH INSURANCE, OR WHO DO NOT ELECTED MEDICAL COVERAGE UNDER 11.2

Elected officials who are not eligible for medical coverage or who do not elect coverage under Section 11.1 above may participate in a medical reimbursement program. The township will reimburse those officials for submitted bills paid by the official for medical, dental, optical expenses or prescription expenses of the official, their spouse and dependents not covered by insurance, up to a maximum of five thousand dollars per calendar year or pro-rata from date of eligibility. There will be no carryover of unused reimbursement from one calendar year to the next year. However, expenses incurred in one calendar year may be submitted within the first 90 days of the next calendar year.

Elected Officials who are eligible for medical coverage and do not elect coverage because they are covered by another medical coverage plan are eligible and may elect to receive \$500 per month in taxable compensation. The Elected Official must provide the township with written proof of full medical coverage to receive this benefit.

11.3 NO SMOKING POLICY

There will be no smoking in any Watertown Township building or vehicle.

11.4 PAYROLL

Watertown Township has adopted a bi-monthly pay period. The normal paydays have been established as the 15th and the last day of the month.

If an official desires additional payroll deductions from his/her paycheck in order to allow for participation in a savings plan, individual contribution to the township's pension program, etc., such request shall be made in writing to the township manager's office.

11.5 RETIREMENT BENEFITS

Watertown Township provides a defined contribution retirement plan for all elected officials as outlined by the Pension Ordinance. Questions regarding the specific provisions of such a plan should be directed to the township manager's office.

11.6 CONFLICT OF INTEREST AND DISCLOSURE

It is the policy of this township that a full and complete disclosure shall be made to the board of trustees by any person elected, appointed, or employed by Watertown Charter Township, whenever such individuals have reason to believe that a possible conflict of interest may exist between the individual's personal or business interests (including members of the individual's immediate family) and the best interests of the township.

Conflicts of interest may be considered to exist in those instances where the actions, inaction, or activities of an individual on behalf of the township involve:

1. The obtaining of improper personal gain or advantage;
2. An adverse effect upon the township's interest; or
3. The obtaining by a third party of an improper gain or advantage.

Areas relating to or involving conflict of interest in broad terms are defined in the following items.

11.7 PERSONAL FINANCIAL INTERESTS

Any person elected, appointed, or employed by Watertown Charter Township, shall disclose any commercial interests which might influence their official decisions, actions or inaction. Among other things, this would include:

1. Any financial interest in an enterprise which has business relations with the township;
2. Investments or purchases of or in businesses, in or outside the township which have plans to locate or require services from the township;
3. Any investment in, purchase of, or ownership of property or land located in the township which is used for anything other than the individual's residence.

Any person elected, appointed, or employed by Watertown Charter Township shall disclose all holdings, either directly or indirectly (for example, by members of their family), of an investment in any business from which the township secures any goods or services or to which the township provides or is requested to provide a service or services.

No person elected, appointed, or employed by Watertown Charter Township shall collect any fees or commissions on an individual basis in the course of conducting township business. All township-related fees collected shall be approved by the township board and deposited in appropriate accounts for township purposes.

Any person elected, appointed, or employed by Watertown Charter Township shall report, at least annually, to the township board with respect to any corporation or unincorporated enterprise in which they (or their immediate family) have interest, where said business enterprise has, or may, engage in transactions with or require services of the township, for example, zoning, sewer, or water service.

11.8 INSIDE INFORMATION

Any person elected, appointed, or employed by Watertown Charter Township shall refrain from knowingly buying or selling, for their own account or the account of any member of their immediate family, any land/property located in the township or security/investment or other interest which the township may be considering buying or selling, or has decided to buy or sell, or is considering or requesting to consider an action, such as zoning or sewer/water installations, which could affect the value, until the township's decision has been publicly communicated and/or executed. Said persons shall not transmit any such knowledge, consideration, or decisions until they are executed or made available to the general public.

Confidential township information received by said persons in the performance of their duties shall not be divulged to others, nor used for personal profit.

11.9 DISCLOSURE

Annually, the clerk will provide a copy of Board Policies 11.6 – 11.8 and a reaffirmation statement to all persons, elected, appointed, or employed, that must be signed and returned to the clerk within 30 days. All persons elected, appointed, or employed by Watertown Charter Township are directed to submit to the township board, at the end of each fiscal year, a completed statement regarding any potential areas for conflict of interest.

Said persons shall immediately report to the township board any new additional information on any matter which is covered by this section of the policy.

If a person elected, appointed, or employed by Watertown Charter Township finds that they (or a member of their immediate family) have, or is considering the assumption of a financial interest, or if they are in doubt as to the proper application of this section of the policy, the individual shall immediately make all the facts known to the township board and be guided by their instructions. Except as directed by those instructions, the individual should refrain from exercising responsibility in any matter which might reasonably be considered to involve an adverse or conflicting interest.

11.10 AFFIRMATION OF COMPLIANCE

It shall be a requirement for each new person elected, appointed, or employed by Watertown Charter Township to sign a statement that they have read township board policies 11.6 – 11.8 prior to commencing their respective duties. It shall further be a requirement that each new person elected, appointed, or employed by Watertown Charter Township shall annually reaffirm their compliance with said policy by signing the form furnished by the clerk.

11.11 EXPENSES

Any elected official shall be reimbursed for expenses incurred for conducting any authorized township related activity outside of the township or for attending any authorized business meeting or educational conference as a member of a commission, committee, or an employee.

Business expenses which will exceed \$300 for a single purchase or event must be approved in advance by the township board. Trustees shall only be paid for meetings that the board of trustees has directed them to attend.

A commission or committee member or a trustee will be compensated at the usual stipend for a meeting at the rate for each day in attendance at the meeting or educational conference authorized by the township board.

A meeting adjourned for lack of a quorum shall include a record of those members present and absent, as well as a record of the action to adjourn. Those members present shall be entitled to one-half the normal meeting stipend.

11.12 GRATUITIES AND ENTERTAINMENT

Any person elected, appointed, or employed by Watertown Charter Township shall not accept gratuities and/or entertainment if it places them under obligations to third parties dealing with or desiring to do business with, or wishing to have favorable action by the township.

Effective: October 15, 2018
Amended: February 22, 2022

**WATERTOWN CHARTER TOWNSHIP
BOARD POLICIES
REDLINED VERSION
SUGGESTED EDITS**

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CHAPTER 1

EMPLOYMENT POLICIES

1.1 PURPOSE AND INTENT

The general purpose of the board policies is to adopt reasonable working rules applicable to all board members and employees, unless otherwise provided in a collective bargaining agreement, contract of employment or federal or state law.

1.2 EMPLOYMENT MANUAL

An employment manual shall be prepared and provided to all employees of Watertown Charter Township. The manual shall set forth the following:

1. General Employment Policies
2. Compensation Policies
3. Payroll Policies
4. Employee Benefits
5. Termination of Employment
6. Regulations Governing Employment
7. Complaint Resolution Procedure
8. Substance Abuse and Drug/Alcohol Testing Policy

Revisions to the employment manual shall require approval of the board of trustees.

CHAPTER 2

POLICIES RELATING TO BOARD COMMITTEES/COMMISSIONS

2.1 APPOINTMENTS TO BOARDS/COMMITTEES/COMMISSIONS

When a vacancy on a board/committee/commission is to be filled, after receipt of an application, the clerk shall send a letter to the applicant identifying the date, time and place of the meeting at which the board of trustees shall consider the appointment. The letter shall also inform the applicant that their attendance at this meeting is required if this is the first time being appointed to the board/committee/commission. All appointments shall be placed first on the agenda. This policy does not apply to re-appointments.

2.2 TOWNSHIP REPRESENTATIVES REQUIRED TO ATTEND REGULAR BOARD MEETINGS

Appointed representatives may be required to attend periodic township board regular monthly meetings to give and receive ideas and reports. These include appointees to the Groundwater Management Board, Looking Glass Regional Fire Authority, DeWitt Library Board, and the Southern Clinton County Municipal Utilities Authority. If no meeting has been held that month, the representative will notify the township and not be required to attend.

2.3 COMMITTEE/BOARD/COMMISSION MINUTES

The personnel director is given the authority to assign the typing of committee minutes for those committees who do not have a designated secretary to the appropriate staff person.

2.4 CAPITAL IMPROVEMENTS POLICY

The planning commission shall annually prepare a capital improvements plan in accordance with MCL 125.3865.

CHAPTER 3

BIDS, CONTRACTS AND INDEPENDENT CONTRACTORS POLICIES

3.1 WRITTEN QUOTATIONS AND SEALED BIDS

Any purchase of goods or services not exceeding a cost of \$5,000 shall require the department head to prepare a purchase order and obtain approval of the township manager.

Any purchase of non-budgeted items or supplies shall be directed to the board by the township manager.

Any purchase of goods or services exceeding a cost of \$5,000, up to \$30,000, shall require the department head to obtain at least three written quotes prior to seeking approval of the township board. Bids for goods and services exceeding this amount shall be awarded by the township board.

Any purchase for goods or services exceeding an estimated contract cost of \$30,000 shall require the solicitation of sealed bids. The township manager, in consultation with the department head, shall develop bid specifications. Bid specifications for purchases that will exceed \$30,000 shall be approved by the township board. A department head may request permission from the township board to waive the bidding requirements when there is only one known supplier or there is some other compelling reason to waive the bid procedures.

The invitation to bid or request services shall be published at least once in a newspaper of general circulation and shall be sent to known vendors or other parties who have notified the township of their interest in submitting bids on the goods or services being purchased. Sealed bids shall be opened at the office of the township clerk at a pre-announced date and time, and any interested party may be present for the bid opening. The clerk or deputy clerk, along with the department head, shall be present for the bid opening.

The criteria for awarding bids shall be as follows:

1. Cost
2. Reliability
3. Cleanliness

4. Sufficiency of equipment
5. Insurance
6. References
7. Good communication
8. Township taxpayer

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

3.2 INDEPENDENT CONTRACTOR

An independent contractor is a person hired for a specific purpose, for a specific amount of money, for a specific amount of time. Each independent contractor shall enter into a written contract with the township board of trustees and shall complete the required Internal Revenue Service paperwork.

3.3 AGREEMENT OR CONTRACT AUTHORIZATION

No board member or township staff member shall alter or enter into an agreement or contract beyond the parameters set by the township board of trustees.

CHAPTER 4

FINANCIAL ADMINISTRATION POLICIES

4.1 ACCOUNTS PAYABLE

4.1A PROCESSING OF CLAIMS

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

All non-routine requests for payments shall be approved by the department to which the expense shall be posted. Routine monthly bills, as set forth in 4.1C, shall be approved by the clerk's office. The ~~bookkeeper~~Government Accounts Specialist shall affix the account number on the invoice for review by the department head. The department head shall initial the request for payment, the packing slip or the purchase order. Initialing shall indicate that all of the following are true:

- the expense is authorized and correct;
- the goods have been delivered or the services have been rendered to the township; and
- all prices and units agree with what was received or any differences have been reconciled;

All approved bills must be submitted to the clerk's office at least 5 days prior to the board meeting at which bills will be approved. Time-sensitive invoices received during the 5 day period may be added to the bill list.

4.1B BILL LISTS

The clerk's office or designee shall prepare a bill list for the board showing the vendor name and nature of the expense. Any items paid prior to board review, as discussed in Section 4.1(c), shall be noted on the bill list.

Invoices and bills supporting the bill list shall be available for board members to review the day of the board meeting and at the meeting.

~~The clerk shall sign the checks for all bills approved by the board. The check stub shall be filed with the invoice/statement/expense in the clerk's office.~~

4.1C BOARD AUDIT REVIEW

All bills shall be approved by the township board prior to payment, except the following:

1. Payroll
2. Utility Bills
3. Contract Payments
4. Medical Reimbursements
5. Employee Expense Reimbursements
6. Invoices with penalties that would be incurred if payment is not received prior to the board meeting where claims will be approved
7. Escrows

These bills shall not be post-audited at the next board meeting. The supervisor may authorize emergency expenditures when deemed essential due to the imminent threat to the health, safety, and welfare of the township.

4.1D AUTHORIZED CHECK & EFT SIGNERS

_____The following officials are authorized to sign checks and/or approval for Electronic Fund Transfers (EFT's):

1. Clerk or deputy clerk to signify board approval
2. Treasurer or deputy treasurer to issue the check

4.1E CHECK PROCESSING

All approved checks shall be signed by authorized check signers in 4.1D.~~by the clerk (or deputy clerk) and transmitted to the treasurer by the next business day following the board meeting. The and treasurer or designee shall sign the checks and distribute the signed checks them (hand delivered or mailed)~~ by the 1st and the 15th of the month or the next business day after these dates.

The eCheck stubs shall be filed with the invoice/statement/expense in the clerk's office.

4.1F EXPENDITURE AUTHORIZATION

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

Department heads shall not consider appropriations contained in the budget as a mandate to expend township funds, nor does the budget constitute authorization to commit the township; authorization originates from the provisions of Section 4.1 of this policy. No obligations shall be incurred against, and no payment shall be made from, any appropriation activity unless there is a sufficient balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Staff shall obtain prior authorization from the township manager prior to obligating the township for expenditures of the following nature:

1. Seminars and conferences
2. Memberships

Elected officials and the township manager ~~and planning director~~ shall obtain authorization from the township board prior to obligating the township for their own budgeted expenditures of the following nature:

1. Overnight Seminars and conferences
- ~~1.2.~~ Training, education and events over \$300
- ~~2.3.~~ Memberships

All out of state travel must receive prior approval from the township board.

4.2 PAYROLL

4.2A PAYROLL REPORT

Each department shall submit time sheets which shall include:

1. Employee name
2. Hours worked, ~~supported by a department head signed time sheet~~ (Salaried employees must indicate hours only in number 3)
3. Leave hours used

4.2B TIME SHEETS

All completed time sheets shall be submitted to the Township Manager~~department head~~ on the day following the end of each pay period. Time sheets will be signed and dated by both the employee and the employee's department head.

4.2C PAYROLL CHANGES ORDER

~~The Payroll cChanges Order~~ shall be made in writing (such as an email from the employee) used to make any ~~employee initiated~~employee-initiated changes to deductions or withholdings to be processed by the clerk's office or designee. This information form shall include ~~places for~~:

1. Type of action
2. Date
3. Employee name
4. Effective date of the change or addition
5. Authorized deductions and withholdings changes
- 5.6. Change of address if applicable
6. ~~Signature of employee~~

Employees shall be added to the payroll records only by properly authorized completion of new hire paperwork.

4.2D PAYROLL PROCESSING

The ~~bookkeeper~~Government Accounts Specialist shall prepare the payroll based on time sheets and leave time~~payroll reports~~ submitted by each department.

4.2E PAYROLL FINAL APPROVAL

The supervisor or designee shall have final approval of the payroll in accordance with township approved policies.

4.2F DEDUCTIONS AND WITHHOLDINGS

The clerk/~~bookkeeper~~Government Accounts Specialist shall be notified at least 3 days prior to the end of the pay period of any changes in voluntary deductions or withholding allowances desired by an employee. All voluntary deductions shall be authorized in writing on a payroll ~~change~~deduction order form.

4.2G PAY ADVANCES

Pay advances shall not be authorized under any circumstances.

4.2H PAYROLL PROBLEMS

Employees will immediately notify the clerk/~~bookkeeper~~Government Accounts Specialist of any problems or errors on their paychecks. A written account of the problem and its resolution shall be created by the clerk/~~bookkeeper~~Government Accounts Specialist.

4.2I EMPLOYEE DIRECT DEPOSITS

All regular or temporary employees, board or commission members and individuals receiving stipend payments will be required to participate in mandatory direct deposit or a payroll debit card. The township will not issue paychecks. Participation in direct deposit or use of a payroll debit card will be a condition of employment. ~~Election workers are exempt from this policy.~~

Employee pay will be electronically deposited directly into a checking or savings account designated by the employee or loaded onto a payroll debit card. ~~Full time employees and elected officials may set up a maximum of two accounts at different banking institutions for receipt of direct deposit. In certain cases, the initial pay for a new employee may be provided by paycheck to allow sufficient time to process direct deposit information with the participating banking institution.~~

The treasurer or designee shall provide all employees with a direct deposit form and assist employees with any questions or concerns about direct deposit.

4.3 EXPENSE REIMBURSEMENTS

4.3A REQUEST FORM

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

4.3B TRAVEL REIMBURSEMENTS GUIDELINES

Travel shall be reimbursed at the following mileage rates:

1. The IRS mileage rate shall be used when the employee uses his/her own vehicle to conduct township business.

Reasonable meals not to exceed the federal per-diem rate for Michigan ~~\$44.50~~ per day (\$60.02 in 2023) and lodging expenses will be reimbursed up to the amounts to be adopted annually in the budget:

- ~~1. Breakfast — Travel must commence prior to 6:00AM and extend beyond 8:30AM;~~
- ~~2. Lunch — Travel must commence prior to 11:30AM and extend beyond 2:00PM;~~
- ~~3. Dinner — Travel must commence prior to 6:30PM and extend beyond 8:00PM;~~
- ~~4. Lodging (other than conferences) per night.~~

Any reimbursement in excess of those amounts shall be approved by the township board prior to incurring the expenses.

4.3C PERSONAL EXPENSES

Receipts shall accompany any non-mileage reimbursement requests. Commuting from residence to the township hall or the employee's official workstation shall not be eligible for reimbursement. Board and committee members shall not receive mileage to attend board meetings that is a statutory duty of their office. Personal expenses that are unnecessary in

conducting township business, such as entertainment and alcohol consumed, shall not be eligible for reimbursement.

4.3D TRAVEL ADVANCES

Travel advances shall not be authorized under any circumstances.

4.3E VEHICLE DAMAGE

When an employee or an elected official of the township is on township business and damage occurs to their personal vehicle, that is not the fault of the employee or official, they may be reimbursed for the deductible portion of their insurance or the collision repair of their vehicle, whichever is less.

Each reimbursement request shall be accompanied by a repair estimate, a police report and a paid receipt before receiving payment from the township. Under extraordinary circumstances, a police report may be waived by the township board. Each disbursement requires township board approval. This policy shall remain in effect until a township vehicle is provided for township business use.

4.4 CASH RECEIPTS

4.4A AUTHORIZATION TO RECEIVE CASH

All money shall be collected by the treasurer's office.

When the treasurer and deputy treasurer are not available, monies shall be placed in secured location~~the safe~~ as designated by the treasurer's office. The treasurer's office shall follow up with a receipt.

4.4B FIDUCIARY BONDS

All employees shall be bonded through a blanket bond in an amount not less than \$100,000. Individual positions shall have higher coverage amounts as necessary. Proof of tax collection bond shall be provided to the board of trustees each year.

4.4C RECEIPTS

A township receipt shall be ~~created~~~~issued~~ for all monies received by a township employee. The receipt shall include:

1. The amount received
2. Name of the payer
3. Purpose

4.4D POSTING OF RECEIPTS

All receipts shall be posted to the cash-receipting program by the treasurer's office or designee. ~~This is the initial posting but will not be appended to the general ledger.~~

~~The clerk's office shall review receipt reports and verify posting before actual appending to the general ledger. Any questions or discrepancies shall be discussed with the treasurer prior to any changes to original postings are made. The treasurer must approve all changes.~~

4.4E DEPOSITS

Total cash and checks collected shall be reconciled to the reports provided by the BS&A Cash Receipting program. Undeposited funds must be secured in a locked place in the Treasurer's office. All collections shall be deposited within the month collected. Cash deposits totaling more than \$5000.00 must be taken to the bank the same day, unless they are received after 3:00, in which case they must be deposited the next business day. The funds shall be deposited in the appropriate township bank account by the treasurer's office.

~~Total cash and checks collected shall be reconciled to the reports provided by the cash receipting program no less than each week. Undeposited funds must be secured in a locked place, such as a safe. All collections shall be deposited within the month collected at least weekly to the appropriate township bank account by the treasurer's office.~~

~~All deposits are to be made intact. Intact means that the deposit must include the checks and cash received for a specific numerical sequenced receipt group beginning with the number following the ending receipt number from the previous deposit.~~

~~Collections cut off for the day a deposit is to be made should be made in sufficient time to allow preparation of the deposit slips. Collections may continue but will be for the next depository period.~~

4.4F CREDIT/DEBIT CARD POLICY

Payment by credit card will be accepted by Watertown Charter Township treasurer’s department for generally accepted township account receivables such as but not limited to: tax payments, utility billing payments, cemetery purchases, miscellaneous billings, and planning and zoning billings. A third-party provider will be used at no cost to the township ~~to shall~~ process payments by credit/debit card. ~~-Processing fees assessed by credit/debit card will be the responsibility of the resident payee. paying by credit/debit card. Should a cost for processing credit/debit card payments be charged to the township by the third party provider, arrangements for accepting credit/debit card payments with that provider shall be immediately canceled. With approval of the credit/debit card policy,~~ The contact person for credit/debit card payments will be the township treasurer or their designee.

4.5 ACCOUNTS RECEIVABLE

4.5A INVOICE PREPARATION

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

<u>Department</u>	<u>Revenue Source</u>
Clerk	Cemetery lots and grave openings, Freedom of Information Act requests, miscellaneous income; election reimbursements
Management	Utility bills, escrow deposits and fire runs, <u>Water and sewer permits; and</u> rental fees
Planning	Zoning-related activities: special use permits, site plan reviews, rezoning requests, variances, planning and zoning escrows; zoning and building permits

Treasurer _____Special assessments as directed by the board, _____property taxes, utility bills, escrow deposits and fire runs,-

All invoices shall include a remittance advice to be returned to the township with payment. The remittance advice shall include the name, amount invoiced and purpose and shall indicate that payment is to be made to the township treasurer.

4.5B POSTING AND DISTRIBUTION

A copy of all invoices or bills for monies owed to the township shall be given daily to the treasurer. The treasurer will use the invoices as verification when receiving payments.

~~4.5C METHOD OF ACCOUNTING~~

~~For all payments received the bookkeeper Government Accounts Specialist shall credit the receivable. A quarterly listing of all amounts invoiced but not yet received shall be prepared and reconciled by the bookkeeper Government Accounts Specialist.~~

4.6 DEPOSITS

4.6A AUTHORIZED DEPOSITORY INSTITUTIONS

The township board shall ~~annually~~ adopt a “Depository Resolution” authorizing the township treasurer to deposit public money in one or more financial institutions.

4.6B BANK ACCOUNTS AND BANK RECONCILIATIONS

All financial institutions used as depositories must be approved by the township board. The requirements for each bank account are:

1. All bank accounts shall have an ending date of the end of each month;
2. Bank signature cards must be kept current, and the authorized signers limited to the treasurer, deputy treasurer, clerk and deputy clerk.

The township will pay bills out of a common checking account, with transfers from restricted accounts into the checking account only for the exact amounts of checks that are being written and released. Following is a list of bank accounts to be established and maintained by the treasurer:

1. Common Checking Account
This bank account shall include the general fund and any other fund except those that require separate bank accounts.
2. Current Tax Collection Savings Account
For real and personal property taxes collected throughout the current tax season (county, school and township taxes). Tax collection fees must be deposited in this account. This account must be reduced to a zero or imprest balance as soon as possible after-tax settlement.
3. Delinquent Personal Tax Collection Savings Account
For delinquent personal property taxes collected (county, school and township taxes). This account must be reduced to a zero or imprest balance upon completion of tax collection.
4. Debt Fund and Capital Projects Fund
Separate investment savings accounts are required for each bond issue, debt fund and capital projects fund as specified within the specific bond ordinance or resolution.

The cash balances of the various fund ledgers shall be reconciled to the bank statements monthly.

~~bookkeeper~~ Mailed bank statements are to be received unopened by the ~~bookkeeper~~ Government Accounts Specialist. The original statement shall then be provided to the treasurer with a copy retained by the ~~bookkeeper~~ Government Accounts Specialist. The bank reconciliation shall be prepared in written form, signed and dated by the Treasurer. ~~bookkeeper~~ Government Accounts Specialist. The bank reconciliations should be completed by the 15th of the month. In absence of the ~~bookkeeper~~ Government Accounts Specialist, mailed bank statements may be opened by staff within the supervisor's department or the supervisor's designee.

A signed copy of the bank reconciliation and the original bank statement must be provided to the treasurer immediately upon completion. The ~~bookkeeper~~ Government Accounts Specialist should keep a copy of the bank statement with the reconciliation.

4.7 FINANCIAL REPORTING

4.7A PERIODIC EXPENDITURE AND REVENUE REPORT

The clerk's office shall prepare a monthly financial report for the board. The report will be current through the last day of the previous month and shall be presented to the board at its first meeting of each month. The financial report for each fund will show the following information for revenues and expenditures:

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

4.7B PERIODIC BALANCE SHEET REPORT

The clerk's office shall prepare a monthly balance sheet showing the assets, liabilities and equities for each fund.

4.7C INVESTMENT PERFORMANCE REPORT

The treasurer shall prepare a monthly report of all ~~interest bearing~~interest-bearing activities, including the name of the financial institution, investment, amount, date of purchase, interest rate and date of maturity.

4.7D FINANCIAL REPORTS REVIEW

The supervisor or designee shall review the budgetary financial reports prior to the board meeting and shall recommend to the board any necessary budget amendments or fund transfers.

4.8 INVENTORY OF CAPITAL ASSETS

4.8A RESPONSIBILITY

The clerk's office shall maintain detailed accounting records of the township's capital assets.

4.8B CAPITALIZATION

Capital assets are defined as assets with an initial individual cost of more than \$~~250~~,000 and an estimated useful life in excess of ~~five~~two years. Such assets are to be recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are to be recorded at estimated fair market value at the date of donation.

Capital assets are to be depreciated using the straight-line method over the following useful lives:

Buildings	40 years
Office Equipment	5 years
Computer Equipment/ Server	— 3 years
Vehicles	5 years
Grounds Equipment	5 years
Park Fixtures and Equipment	10 years

4.8C UPDATING

The clerk's office shall add or remove capital assets from the accounting records at the time of acquisition or disposal. The inventory shall include the following information on each asset:

- ~~1.~~ ~~Voucher number;~~
- ~~2.~~1. Acquisition date;
- ~~3.~~2. Name and address of vendor;
- ~~4.~~3. Description;
- ~~5.~~4. Location;
- ~~6.~~5. Acquisition cost (if gift, estimated fair value at time of donation)
- ~~7.~~6. Account number from which it was purchased;
- ~~8.~~7. How acquired (purchase, lease/purchase, construction, condemnation, tax foreclosure, gift);
- ~~9.~~8. Estimated life;
- ~~10.~~9. ~~—~~Date and method of authorized disposition;
- ~~11.~~10. Permanent identification number, if applicable;
- ~~12.~~11. Whether purchased with federal funds.

4.8D INVENTORY RESPONSIBILITY

~~Assets shall be reviewed annually by the Clerk or designee and submit the inventory to the auditors. Department heads shall annually inventory all assets assigned to their department and submit the inventory to the clerk.~~

4.8E DISPOSAL OF CAPITAL ASSETS

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

4.8F DISPOSAL OF NON-CAPITAL ASSETS

Department heads will notify the township manager of any equipment that would be appropriate for disposal that was not valued as a capital asset at the time of purchase. For all equipment that has an estimated value of less than \$300, a sealed bid process, advertised on the township website will be followed. For all equipment with an estimated value of \$300 or greater, a sealed bid process with an advertised sale including publication in a local paper and the township website, will be followed. Due to the cost of publication, an advertised sale will only take place when there is enough equipment needing disposal to justify the cost of the process.

4.9 BUDGETING

4.9A DESIGNATION OF A BUDGET OFFICER

The ~~township manager~~ ~~e-chief administrative officer~~ shall be the township budget officer and shall be responsible for the development and administration of the township budget.

4.9B TIMETABLE

The proposed budget shall be developed within accordance of state law according to the following schedule:

1. Early summer the township manager ~~chief administrative officer (CAO)~~ initiates the budget process with department heads.
2. September 1: Township Manager ~~CAO~~ makes proposed budget available to township board
3. By December 15: Budget public hearing held by township board
4. By December 31: General Appropriations Act adopted

4.9C ADOPTION

Unless noted in the General Appropriations Act, all township funds are adopted on an activity/departamental basis.

4.10 AUTOMATED CLEARING HOUSE POLICY

The following (4.10A-F) policy shall govern the use of electronic transactions and automated clearing house (ACH) arrangements for Watertown Charter Township.

4.10A AUTHORITY

The township treasurer may enter into an ACH arrangement as provided by Public Act 738 of 2002, effective December 30, 2002.

4.10B RESPONSIBILITY

The treasurer or the treasurer's designee is responsible for Watertown Township's ACH agreements and overseeing general compliance with the ACH policy.

4.10C INTERNAL CONTROLS

The following system of internal accounting controls will be used to monitor the use of ACH transactions made by Watertown Charter Township:

- The treasurer or designee shall provide the names of vendors authorized to be paid by ACH transaction and provide that information to the clerk's office;
- The clerk or the clerk's designee, is charged with the responsibility of receipt of invoices detailing the goods or services purchased, the cost of the goods or services, the date of the payment, and the department levels serviced by payment, necessary for payment approval by the board of trustees;
- The clerk shall include all ACH transactions on the bill lists presented to the board for approval. Invoices and bills supporting the bill list shall be available for board member review the day of the board meeting and at the meeting;
- The board is to approve all ACH/electronic transactions prior to disbursement, unless the ACH transactions comply with Section 4.1C;
- Following approval of payment by the board, the clerk's office shall initiate the ACH transaction by providing the treasurer with a signed ACH claims list;
- Upon receipt of a signed payment report, the treasurer's office shall initiate the electronic transaction with the vendor and make the actual transfer of funds;
- The treasurer's office shall retain all ACH transaction documents for audit purposes; and
- The clerk's office shall retain all invoices for audit purposes.

4.10D ACH APPLICATION, NOTIFICATION AND STORAGE

Prior to an ACH transaction, an ACH application form will be placed on file with the treasurer's office. The application form will require at a minimum the following information:

- Name of the financial institution to be debited/credited;
- Account number of the account to be debited/credited;
- Checking or savings account determination;
- Routing number of the financial institution to be debited/credited;
- ~~Phone number of the financial institution to be debited/credited;~~
- Authorizing signature;
- Telephone number and email of authorizing signature;
- Effective date;

- ~~Account number of the receivable (account number of the sewer bill, parcel ID number of the tax bill, etc.).~~

4.10E ACH APPLICATION

From the completed application, the treasurer's office enters information necessary to facilitate the ACH transaction. Once the necessary information has been entered, the ACH application will be placed in a secure location as determined by the treasurer. ~~Notice must be provided to the clerk when the information is entered and accepted.~~

4.10F STOPPING ACH TRANSACTIONS

To stop the ACH activity, a written ~~or confirmed~~release notice must be filed with the treasurer's office. Said notice must provide the treasurer's office with name of person requesting the release, phone number ~~or email~~ of person requesting the release and effective date. ~~Notice must be provided to the clerk when the release information effective.~~

4.11 TOWNSHIP CREDIT CARD POLICY

4.11A RESPONSIBLE OFFICER

The township clerk is designated as the officer responsible for the township's credit card issuance, accounting, monitoring, and retrieval and for generally overseeing compliance with the credit card policy.

4.11B AUTHORIZED USE

The credit card shall be used only by an authorized employee of the township for the purchase of goods or services for the official business of the township.

4.11C AUTHORIZED CREDIT CARD USERS

Authorized credit card users include the township supervisor, clerk, treasurer, township manager, planning director, facilities manager and maintenance supervisor.

4.11D RESPONSIBILITIES OF THE AUTHORIZED USERS

The authorized employee using credit cards issued by the township shall submit to the township clerk documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, and the official business for which purchased.

The authorized employee using a credit card is responsible for its protection and custody and shall immediately notify the township clerk if the credit card is lost or stolen.

Upon termination of employment with the township, the township clerk shall cancel the card immediately upon notification of the termination.

4.11E INTERNAL ACCOUNTING CONTROLS

Internal accounting controls to monitor the use of credit cards issued by the township are:

1. Original documentation must be compared to monthly credit card billings.
2. All items on the monthly credit card bill must be matched with an original document.
3. Accounts to be charged with the expense must be clearly marked on the credit card bill.
4. The township clerk shall be responsible for the approval of credit card invoices before payment and shall initial the document. Initialing the payment request shall indicate all of the following are true:
 - a. The credit card bill is mathematically correct.
 - b. The account number being charged is the appropriate budgetary allocation for this expense.

4.11F PAYMENT OF BALANCE

The balance of credit extended, including interest due under the credit card arrangement, shall be paid within not more than sixty days of the initial statement date.

4.11G UNAUTHORIZED USE OF CREDIT CARDS

Disciplinary measures consistent with the law for the unauthorized use of the credit card by any employee of the township shall require

repayment to the township the amount of the unauthorized use and may further include:

1. Time off without pay;
2. Dismissal;
3. Prosecution.

4.11H CREDIT LIMIT

The total authorized credit limit of each credit card issued by the township shall not exceed \$~~2500~~4,000 for all credit cards except for that held by the township manager whose limit shall not exceed \$5,000.

4.12 AUDITS

The township board will engage a certified public accountant to annually audit the financial statements of the township.

As directed by the board of trustees, the township manager shall prepare a Request for Proposal (RFP), publish a public ~~notice~~notice, and select at least ~~3~~5 audit firms who will be mailed an RFP at the direction of the township board. The RFP for audits shall require:

1. Proposal due date;
2. Date award will be made;
3. Length of audit contract;
4. Audit period(s) covered;
5. Earliest date that audit work may begin;
6. Due date for audit report;
7. Funds to be audited;
8. Financial statements and other information to be provided by township;
9. Other services to be performed by auditor, if any;
10. Authorization to disclose any irregularities;
11. Audit shall be performed in accordance with generally accepted auditing standards set forth by the American Institute of Certified Public Accountants;
12. Audit exit conference must be held with the township officials;
13. Number of copies that will be provided;
14. Auditor's qualifications;
15. References for firm and individuals performing the audit;
16. Estimated hours required, current rates and total anticipated amount

4.13 PETTY CASH

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

~~A copy of each receipt and a receipt signed by the recipient of a petty cash disbursement shall accompany all disbursements.~~

~~The amount of petty cash to be retained by the clerk shall be \$200.~~

The treasurer shall maintain a change fund of \$5200. This fund is for making change when receiving cash payments and shall not be used to make purchases of any kind.

The Clerk shall maintain a small petty cash fund of \$110 for small emergency uses such as postage due. A petty cash receipt shall be documented for each disbursement.

4.14 FEES

The township shall maintain a written fee schedule which shall be reviewed and revised regularly.

4.15 ESCHEATABLE FUNDS POLICY

The treasurer is held responsible for compliance with Michigan Uniform Unclaimed Property Act, Public Act 29 of 1995, as amended.

4.16 FUND BALANCE POLICY IN ACCORDANCE WITH GASB STATEMENT NO. 54

Purpose. The following policy has been adopted by the board of trustees of Watertown Charter Township in order to address the implications of Government Accounting Standards Board ("GASB") Statement No. 54, *Fund Balance Reporting and Governmental Fund Definitions*. The policy is created in consideration of unanticipated events that could adversely affect the financial condition of Watertown Charter Township and jeopardize the continuation of necessary public services. GASB54 does not apply to Proprietary funds (Sewer

and Water Funds) or Fiduciary Funds (Tax and Trust & Agency). This policy will ensure that Watertown Charter Township maintains adequate fund balances and reserves in order to:

- a. Provide sufficient cash flow for daily financial needs;
- b. Secure and maintain investment grade bond ratings;
- c. Offset significant economic downturns or revenue shortfalls; and
- d. Provide funds for unforeseen expenditures related to emergencies.

This policy and the procedures promulgated under it supersede all previous regulations regarding Watertown Charter Township's fund balance and reserve policies.

Fund type definitions. The following definitions will be used in reporting activity in governmental funds across Watertown Charter Township.

Watertown Charter Township may or may not report all fund types in any given reporting period, based on actual circumstances and activity.

The General fund is used to account for all financial resources not accounted for and reported in another fund. It is used for general operations of the township.

Special revenue funds are used to account and report the proceeds of *specific revenue sources* that are *restricted* or *committed* to expenditures for *specific purposes* other than *debt service* or *capital projects*.

Debt service funds are used to account for all financial resources restricted, committed or assigned to expenditures for principal and interest.

Capital projects funds are used to account for all financial resources restricted, committed or assigned to expenditures for the acquisition or construction of capital assets.

Permanent funds are used to account for resources restricted to the extent that only earning and not principal (as an endowment), may be used for purposes that support the government's purposes.

Fund balance reporting in governmental funds. Fund balance will be reporting in governmental funds under the following categories using the definitions provided by GASB Statement No. 54:

Nonspendable fund balance

Definition-includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

Classification-non-spendable amounts will be determined before all other classifications and consist of the following items (as applicable in any given fiscal year):

- Watertown Charter Township will maintain a fund balance equal to the balance of any long-term outstanding balances due from others (including other funds of the government);
- Watertown Charter Township will maintain a fund balance equal to the value of inventory balances and prepaid items;
- Watertown Charter Township will maintain a fund balance equal to the corpus (principal) of any permanent funds that are legally or contractually required to be maintained intact;
- Watertown Charter Township will maintain a fund balance equal to the balance of any land or other nonfinancial assets held for sale.

Restricted fund balance

Definition- includes amounts that can be spent only for the specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.

Committed fund balance

Definition- includes amounts that can be used only for the specific purposes determined by a formal action of the township board of trustees, the highest level of decision-making authority of the township. Funds need to be committed at a meeting of the board of trustees by a motion, with a majority of the board of trustees voting approval. To reverse the commitment of some or all the funds, at a meeting of the board of trustees, a motion needs to be made to reverse the commitment with a majority of the trustees voting to approve this reversal of the commitment. The funds must be committed before the end of the fiscal year; however, the amount may be set after close of year (i.e. available balance.) Commitments do not lapse at year end.

Assigned fund balance

Definition- includes amounts intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.

Authority to assign- Watertown Charter Township does not delegate the authority to assign amounts to be used for specific purposes. Such assignment cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

Unassigned fund balance

Definition- includes the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance from overspending for specific purposes for which amounts had been

restricted, committed, or assigned. Only the General Fund can report a surplus as Unassigned Fund Balance.

Because Non-spendable and Restricted fund balance are not available for spending due to external enforceable conditions, this fund balance policy is focused on the appropriate level of General Fund Unrestricted fund balances, those classified as Committed, Assigned and Unassigned.

Financial flexibility, provided by adequate fund balance, is necessary to offset the impact of unanticipated emergencies and revenue shortfalls. These include loss of major taxpayers, loss of state revenue sharing, infrastructure emergencies and other economic distress that serve to impair the township's ability to deliver essential community services. Without this fund balance taxpayers could be subject to millage increases, or cuts in services.

Operational guidelines. The following guidelines address the classification and use of fund balance in governmental funds:

Classifying fund balance amounts – Fund balance classifications depict the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include non-spendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. The general fund may also include an unassigned amount.

Prioritization of fund balance use – When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) fund balances are available, the township's policy is to first use restricted fund balance. When expenditures are incurred for purposes for which committed, assigned or unassigned fund balances are available, the township's policy is to first use committed fund balance, then assigned fund balance, and finally unassigned fund balance.

Minimum unassigned fund balance – Watertown Charter Township has established a General Fund minimum fund balance policy. The Township will maintain a minimum unassigned fund balance in its General Fund ranging from 45 percent to 55 percent of the previous year's budgeted expenditures and outgoing transfers. This minimum fund balance is to provide a reasonable level of assurance that the township's day-to-day operations will be able to continue even if circumstances occur where revenues are insufficient or not timely to cover expenditures or unexpected one-time expense, protection against unforeseen revenue cuts. The General fund's minimum fund balance policy is reported in the notes to the annual financial statements and is shown as an unassigned fund balance.

When fund balance approaches its minimum threshold the following measures, as directed by the board of trustees, shall be used to build up fund balance:

- Cut or delay any recreational or park spending;
- Cut or delay pay-as-you-go capital improvements from the Capital Improvements Plan;
- Cut or delay road projects;
- Cut general operating expenses;
- Increase rates and charges funding specific services to make them self-sufficient where possible;
- Increase millage.

Upon adoption of this policy, the board of trustees authorizes the township manager to establish any standards and procedures which may be necessary for its implementation. The township manager shall review this policy annually and make any recommendations for changes to the township's board of trustees.

4.17 COLLECTIONS POLICY

~~Bills that remain uncollected after 6 months shall be turned over to a collection agency after the~~ Collections shall follow the procedure listed: following procedure:

1. Bill is sent with a due date of 30 days
2. 30 days after the due date a late notice is mailed
3. 30 days after the late notice is sent a final notice will be mailed
4. 30 days after the final notice is sent a collections notice will be mailed
5. Bills that remain uncollected after 6 months shall be turned over to a collection agency

~~4.~~

6. Once turned over to collection agency the bill will flagged "turned over to collections" status then is doubtful debt
7. After 6 months with the collection agency bill will be considered bad debt and wrote off

No bill will be sent to collections if a payment plan has been established and payments are being received according to the plan.

CHAPTER 5

INVESTMENT POLICIES

5.1 PURPOSE

It is the policy of Watertown Charter Township to invest public funds in a manner which will ensure the preservation of capital while providing the best investment return with maximum security, while also meeting the daily cash flow demands of the township and conforming to all state statutes and local ordinances governing the investment of public funds.

5.2 SCOPE

This investment policy applies to the investment activities of the township except for the employee retirement fund and the Granger Trust Fund, which are organized and administered separately. All other funds, including but not limited to the following funds and all new funds established by the township, shall be administered by the treasurer in accordance with this investment policy:

- General Fund Savings;
- General Fund Checking;
- Cemetery Improvement Fund;
- [Current Tax](#);
- Trust and Agency (including current and delinquent tax accounts);
- Township Improvement Revolving Fund;
- ~~Stoll Road Paving;~~
- ~~Wacousta Road Paving;~~
- Sewer Receiving;
- ~~Grand River Sewer Ext. 03;~~
- ~~Lakeside Westwind Sewer Improvement;~~
- ~~Stoll Road Sewer Improvement;~~
- Water Improvement;
- ~~Grand River Water Ext. 03;~~
- ~~Stoll Road Water Improvement.~~

5.3 PRUDENCE

Investments shall be made with the 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. The standard of prudence to be used by all involved in the investment process will be the “prudent person” and/or “prudent investor” standard and shall be applied in the context of managing the overall portfolio. Investment officers acting in accordance with the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments. The township recognizes that no investment is totally free of risk and that the investment activities of the township are a matter of public record. Accordingly, the township recognizes that occasional measured losses are inevitable in a diversified portfolio and shall be considered within the context of the overall portfolio’s return, provided that this policy has been followed and that holding an investment to maturity is in the best long-term interest of the township.

5.4 OBJECTIVES

The funds of the township shall be invested in accordance with the State of Michigan Public Act 20 of 1943, as amended by Act 196 of 1997, being Sections 129.91 through 129.93 of the Michigan Compiled Laws, Act No. 367 of the Public Acts of 1982 and in accordance with the objectives and procedures set forth in the policies and written administrative procedures. The primary objectives, in priority order, of the township’s investment activities shall be:

5.4A SAFETY

Safety of principal is the foremost objective of the investment program. Investments of the township shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the township will diversify its investments by investing funds among a variety of securities offering independent returns and/or financial institutions.

1. Credit Risk:

The township will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:

- a. Limiting investments to the safest types of securities;

- b. Pre-approving the financial institutions, broker/dealers, and intermediaries with which the township will do business; and
 - c. Diversifying the portfolio so that potential losses on individual investments will be minimized.
2. Interest Rate Risk:
The township will minimize the risk that the market value of the securities in the portfolio will fall due to changes in the general interest rates by structuring the maturities of the portfolio to meet cash requirements of ongoing operations, thereby avoiding the need to liquidate securities prior to maturity.
3. Custodial Credit Risk:
The township will minimize custodial risk by using only financial institutions and brokers approved by the board of trustees and by holding all securities/investments in the name of Watertown Charter Township.

5.4B LIQUIDITY

The township's investment portfolio shall remain sufficiently liquid to enable the township to meet all operating requirements, which might be reasonably anticipated.

5.4C YIELD/RETURN ON INVESTMENTS

The township's investment portfolio shall be designed with the objective of attaining a benchmark rate of return throughout budgetary and economic cycles, commensurate with the township's investment risk constraints and the cash flow characteristics of the portfolio.

5.4D MAINTAIN THE PUBLIC TRUST

Participants in the investment process shall seek to act responsibly as custodians of the public trust and recognize that the investment portfolio is subject to public review and evaluation. In addition, the overall investment program shall be designed and managed with a degree of professionalism worth the public trust. Participants shall avoid any transaction that might knowingly impair public confidence in the township's ability to govern effectively.

5.5 DELEGATION OF AUTHORITY

The authority to manage the township's investment program is vested in the township treasurer. Management responsibility for the investment program is hereby delegated to the treasurer. The deputy treasurer will assume all investment responsibility in the absence of the treasurer in accordance with MCL 41.77(5). The treasurer and deputy treasurer shall be bonded to protect the public against possible embezzlement and malfeasance. All investments will be in conformance with Michigan Public Act No. 20 of the Public Acts of Michigan 1943, as amended, being sections 129.91 through 129.97a of Michigan Compiled Laws, Act No. 367 of the Public Acts of 1982 and also in accordance with Watertown Charter Township's amended and approved Investment Policy. This delegation does not include the ability to execute investment contracts not approved by the township board except for Certificates of Deposits or Money Market accounts, in standard form, in accordance with Resolution 12-20-2021-4.

5.6 INVESTMENT PROCEDURES

The treasurer shall operate the investment program consistent with the approved investment policy of Watertown Charter Township. No person may engage in an investment transaction except as provided under the terms of this policy.

5.7 ETHICS AND CONFLICTS OF INTEREST

Participants involved in the investment process shall avoid activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions or impair public confidence in the township's ability to govern effectively. Employees and investment officers involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions and shall disclose to the treasurer any material financial interests in financial institutions that holds township funds. The treasurer shall disclose to the board of trustees if he or she holds material interest in a financial institution that holds township funds.

5.8 AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The treasurer shall maintain a list of financial institutions and brokers/dealers authorized by the board of trustees to provide investment services to the

township. The authorized list of financial institutions and broker/dealers shall be approved annually, by resolution of the Watertown Charter Township Board of Trustees pursuant to Public Act 20 of 1943, being MCL 129.91 et. seq. No public deposit shall be made except in a qualified public depository as established by state law.

5.8A FINANCIAL INSTITUTIONS

Financial institutions must:

1. Provide proof of a principal office or branch office located in the State of Michigan, whose deposits are insured by an agency of the United States government;
2. Have assets of at least \$50 million;
3. Have equity to asset ratio of at least 5.5%;
4. Have received and read the township's Investment Policy;
5. Have filed with the township a signed "Acknowledgement of Receipt of the Investment Policy of Watertown Charter Township and Agreement to Comply"; and
6. Have submitted and continue to submit audited financial statements either by mail or electronically.

5.8B BROKERS AND DEALERS

Brokers and dealers must:

1. Have a third-party safe keeping agent with a minimum capital of \$100 billion;
2. Have been in operation at least five years;
3. Qualify under Securities and Exchange Commission Rule 15C3-1;
4. Be certified by the Financial Industry Regulatory Authority;
5. Agree to share information regarding downgrading of township owned investments/securities and commercial paper;
6. Have received and read the township's Investment Policy;
7. Have filed with the township an "Acknowledgment of Receipt of the Investment Policy of Watertown Charter Township and Agreement to Comply"; and
8. Have submitted and continue to submit audited annual financial statements either by hard copy or electronically.

5.8C INVESTMENT POOLS/MUTUAL FUNDS

A thorough investigation and due diligence of each pool/fund is required prior to investing, and on a continual basis. There shall be a questionnaire completed by each pool/fund utilized in the investment portfolio. The questionnaire shall encompass:

1. The investment policy and objectives of the pool/fund;
2. A description of eligible investment securities;
3. A description of interest calculation and distribution;
4. A description of how funds are safeguarded and securities priced;
5. How often the pool/fund is audited and by who;
6. A description of any limitations on who may invest in the program, the size or the frequency of deposits or withdraws;
7. A fee schedule, including when and how assessed;
8. A schedule for receiving statements and portfolio listings;
9. A description of the use of reserves or retained earnings if applicable;
10. Disclosure as to whether the pool/fund is eligible to receive or accept bond proceeds;
11. Have received and read the township's Investment Policy; and
12. Have filed with the township an "Acknowledgment of Receipt of the Investment Policy of Watertown Charter Township and Agreement to Comply".

5.9 AUTHORIZED AND SUITABLE INVESTMENTS

From the governing body perspective, special care must be taken to ensure that the list of instruments includes only those allowed by law and those that the township treasurer is trained and competent to handle. The Watertown Charter Township Treasurer is authorized by Public Act 20 of 1943, as amended and described in section 129.91 and by the Watertown Charter Township Board of Trustees to invest in the following:

1. Bonds, securities and other obligations of the United States or an agency or instrumentality of the United States;
2. Certificates of deposit, savings account, or depository receipts of a financial institution, deemed eligible to be a depository of funds belonging to the State of Michigan under a law or rule of this state or the United States; certificates of deposit obtained through a financial institution as provided in PA 20 of 1943 as amended, section 129.91 (5)(a-e); or deposit accounts of a financial institution as provided in PA 20 of 1943 as amended, section 129.91 (6)(a-e);

3. Commercial paper only to the extent commercial paper is an investment in an approved investment pool;
4. Repurchase agreements only to the extent repurchase agreements are an investment in an approved investment pool;
5. Bankers' acceptances of United States banks;
6. Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one (1) standard rating service;
7. Mutual funds registered under the investment company act of 1940 15 USC 80a-1 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. However, a mutual fund is not disqualified as a permissible investment solely by reason of any of the following: (pooled investment funds):
 - a. The purchase of securities on a when issued or delayed delivery basis;
 - b. The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned;
 - c. The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.
8. Obligations described in subdivisions (a) through (g) if purchased through an inter-local agreement under the Urban Cooperation Act of 1967, MCL 124.501 to 124.512;
9. Investment pools organized under the Surplus Funds Investment Pool Act, 1982 PA 367, MCL 129.11 to 129.118. (Bank Operated Pool);
10. An investment pool organized under the local government investment pool act, 1985 PA 121, MCL 129.141 to 129.150. (County operated pool).

Watertown Charter Township will not directly invest in repurchase agreements or reverse repurchase agreements.

5.10 SAFEKEEPING AND CUSTODY

All security transactions purchased by the township will be properly designated as an asset of the township and be secured through third party custody and safekeeping procedures. For purposes of this policy, third party shall be defined as a separate financial institution or a separate and distinct division or department of the same institution whose function is safekeeping and/or trust activities. No

withdrawal of such securities, in whole or in part, shall be made from safekeeping except by the township treasurer as authorized herein, or by their designee. All security transactions, including collateral for repurchase agreements, entered into by the township shall be conducted on a delivery-versus-payment (DVP) basis.

5.11 INTERNAL CONTROL

Watertown Charter Township agrees to allow its independent auditing firm to conduct an annual review of its investments as part of the township's annual audit. This review will provide internal control by assuring compliance with policies and procedures.

5.12 INVESTMENT TRANSACTIONS

Investment transactions are initiated and documented by the treasurer. Documentation will be by journal entry supported by bank/broker transaction confirmation prepared upon completion of the investment transaction. A copy of the journal entry and bank/broker transaction confirmation shall be provided to the ~~bookkeeper~~Government Accounts Specialist immediately upon completion.

5.13 INVESTMENT RECONCILIATION

The investment balances of the funds shall be reconciled by the treasurer and the ~~bookkeeper~~Government Accounts Specialist to bank/broker statements and monthly treasurer's investment report each month. The investment reconciliations should be completed by the 15th of the month. ~~A copy of the reconciliation and monthly investment report shall be provided to the clerk immediately upon completion.~~

5.14 MAXIMUM MATURITIES

To the extent possible, the township will attempt to match its investments with anticipated cash flow requirements. The township will not directly invest in an investment maturing more than five years from the date of purchase.

5.15 DIVERSIFICATION

Consistent with the objective to protect principal, it is the policy of the township to maintain a diversified investment portfolio. Assets held in the common cash

fund and other investment funds should be diversified to eliminate the risk of loss resulting from over-concentration of assets in a specific maturity, individual financial institution(s), or a specific class of securities. Diversification strategies will be determined and revised by the township treasurer from time to time to meet diversification objectives, or to reduce overall portfolio risks while attaining market average rates of return.

5.16 REPORTING REQUIREMENTS

The treasurer shall provide the township board with monthly cash and investment reports, providing information concerning the status of the current investment portfolio. The monthly report shall include but not be limited to:

1. By fund, a listing of all open investments, including investment amount, interest rate, purchase date and maturity date.
2. Par Value, Amortized Book Value and Market Value.

5.17 COMBINING FUNDS FOR INVESTING PURPOSE

The township treasurer may combine money from two or more of the township's funds for the purpose of making an investment. In the event of a combination of township funds, the earnings of said investment shall be prorated between the funds involved based on principal contributed.

5.18 SAVINGS CLAUSE

In the event any state or federal legislation or regulation should further restrict instruments or institutions authorized by this policy, such restrictions shall be deemed to be immediately incorporated into this policy. If new legislation or regulation should liberalize the permitted instruments or institutions, such changes shall be available and included in this policy only after written notification to the board of trustees.

5.19 INVESTMENT POLICY ADOPTION

The Watertown Charter Township's Investment Policy shall be adopted by resolution of the Watertown Charter Township Board of Trustees. ~~The policy should be reviewed periodically and the township board shall approve any modifications.~~

CHAPTER 6

POLICIES AUTHORIZING PROFESSIONAL ASSISTANCE

6.1 LEGAL CONSULTATION POLICY

When legal counsel is deemed necessary, only the supervisor, clerk, treasurer, township manager and planning director shall be authorized to initiate contact with the township attorney. Anyone having contact with the township attorney shall review and initial the bill for services rendered.

Legal counsel may be asked to attend a township board of trustees meeting:

1. At the request of the township manager;
2. After vote of the board; or
3. Upon a written request signed by two members of the township board.

All written requests shall be submitted to the township clerk who shall be authorized to make the necessary contacts to all those involved.

6.2 TOWNSHIP'S RIGHT TO SEEK PROFESSIONAL REVIEW

In processing any permit, authorizing any activity, or reviewing any proposed development, it shall be the option of the township board or authorized staff to seek outside expert or professional assistance when deemed necessary or appropriate. The cost of such expert or professional review shall be the sole responsibility of the applicant(s) and/or defined beneficiaries. Prior to the review of a permit, activity, or development, an estimate of the total costs shall be provided to the applicant(s) or defined beneficiaries. The necessary funds shall be paid into an escrow account held by the township, or arrangements made for payment which are acceptable to the township to secure its interest. The funds will be withdrawn by the township as needed. Any surplus funds will be returned to the applicant within 20 business days following payment on the last invoice received for services rendered. Any insufficiencies in the escrow account to pay outstanding charges will remain the responsibility of the applicant(s), and shall be paid prior to issuance of the permit, authorization of the activity, or approval for development.

Effective: October 15, 2018
Amended: February 22, 2022

This section shall not prevent the township from seeking outside expert or professional assistance at the township's expense when the interests of the township are affected by a permit, activity, or proposed development.

CHAPTER 7

TOWNSHIP PROPERTY POLICIES

7.1 EMERGENCY MAINTENANCE

The township maintenance employee's phone number shall be posted for residents to contact when a maintenance problem occurs after hours in the gym, parks, cemetery, and township hall.

7.2 HUNTING ON TOWNSHIP PROPERTY

There shall be no hunting on township property unless it is a township coordinated and sponsored event.

7.3 ALCOHOL POLICY

Any township sponsored function shall not involve alcohol. Alcohol is prohibited in the parks, including those parties renting the facility for events. The township will allow alcohol use in the gym if the renting party provides proof of adequate liability insurance and, if applicable, a temporary liquor license is obtained through the State of Michigan Liquor Control Commission.

7.4 PROHIBITED VEHICLES ON TOWNSHIP PROPERTY

Snowmobiles and ~~all-terrain~~all-terrain vehicles are prohibited on township property. All other personal motorized vehicles are prohibited off the roadways on township property unless otherwise authorized in writing by the township.

7.5 TOWNSHIP VEHICLE USE POLICY

All township vehicles will be used for official business only. Trips for personal business, other than breaks if the employee is in the field, will not be permitted. The maintenance supervisor/sexton is responsible for reasonable vehicle maintenance checks (gas, oil, fluid levels, tires, unusual operational symptoms, noises, interior and exterior cleaning, etc.) at township expense and reporting same to the township manager.

Failure to properly maintain such vehicles shall be cause for disciplinary action. Employees shall not allow unauthorized use of township vehicles or convert such

privilege to personal benefit. The township specifically prohibits carrying any passenger or materials in township vehicles unless such are directly related to the carrying out of township business. All employees are expected to adhere to all local and state traffic laws and regulations. All vehicles must be locked when not in use.

The use of seatbelts during operation of township vehicles is mandatory and the use of a cell phone while in motion is strictly prohibited and grounds for immediate disciplinary action.

An employee must immediately report any driving violation received while using a township vehicle to his/her immediate supervisor. Additionally, all accidents involving township vehicles must be immediately reported to the proper policing authority and to the township manager. No employee shall use any township vehicle unless he/she possesses and carries a valid operator's license.

CHAPTER 8

DEVELOPMENT POLICIES

8.1 RESPONSIBILITY FOR COSTS

It shall be the policy of Watertown Charter Township that all costs associated with a request for issuance of a permit, a request for authorization of an activity, a request for approval for development and installation of any required infrastructure and/or appurtenances and equipment, shall be the sole responsibility of the applicant(s) or parties recognized as primary beneficiaries of the request. This policy will govern unless by official action of the board of trustees it shall be determined that said permit, activity, development, or installation of infrastructure has an indisputable and substantial effect in promoting the general interests of the community and the board elects to either participate in, or waive, any costs or a portion thereof.

8.2 TOWNSHIP'S RIGHT TO SEEK PROFESSIONAL REVIEW

In processing any permit, authorizing any activity, or reviewing any proposed development, it shall be the option of the township board or authorized staff to seek outside expert or professional assistance when deemed necessary or appropriate. The cost of such expert or professional review shall be the sole responsibility of the applicant(s) and/or defined beneficiaries. Prior to the review of a permit, activity, or development, an estimate of the total costs shall be provided to the applicant(s) or defined beneficiaries. The necessary funds shall be paid into an escrow account held by the township, or arrangements made for payment which are acceptable to the township to secure its interest. The funds will be withdrawn by the township as needed. Any surplus funds will be returned to the applicant within 20 business days following payment on the last invoice received for services rendered. Any insufficiencies in the escrow account to pay outstanding charges will remain the responsibility of the applicant(s), and shall be paid prior to issuance of the permit, authorization of the activity or approval for development.

This policy shall govern unless waived by the Watertown Charter Township Board of Trustees, or found to be in conflict with other federal, state or local governing statutes.

8.3 PUBLIC ACT 198 INDUSTRIAL FACILITIES TAX EXEMPTION

Those requesting Industrial Facilities Tax Exemptions from the township board will be notified that they are required to have a representative present at the public hearing and at the decision of the board.

8.4 SOUTHERN CLINTON COUNTY MUNICIPAL UTILITY AUTHORITY (SCCMUA) INSPECTION AND FEE POLICY

The Watertown Charter Township board of trustees adopted the SCCMUA Inspection and Fee Policy including the establishment of an administration fee for development.

A deposit for the necessary inspection fees and administrative cost for development review and inspection shall be made at the time of application. The fee shall be an amount equal to the actual cost of an administrative engineer for the project.

The deposit for the administrative cost of development shall be calculated at 5% of the project's estimated cost and additional billings shall be made as (or if) costs exceed that amount. Any amount of the 5% deposit unused shall be returned to the developer. All fees must be paid before final permits can be issued.

CHAPTER 9

MISCELLANEOUS POLICIES

9.1 PUBLICATION OF LEGAL NOTICES

Legal notices shall generally be published in the ~~Lansing State Journal~~~~Grand Ledge Independent~~ and the ~~DeWitt Bath Review~~. Legal notices may also be published in the Lansing State Journal or the Delta-Waverly News Herald, if necessary or appropriate to the project.

9.2 ADVISORY PETITIONS

All advisory petitions shall be accepted by the board of trustees. The clerk shall note them in the minutes as being advisory in nature, the subject matter, and the number of signatures and then place them on file.

9.3 FREEDOM OF INFORMATION ACT

The township clerk shall respond to Freedom of Information Act requests according to board policy and state law.

CHAPTER 10

BUILDING ACCESS

10.1 BUILDING USE

The primary purpose of the township property is to conduct the necessary business of the township. Secondly, it is available for the convenience and recreation of the township residents or organizations.

Designated township buildings or grounds are available for rental principally to township residents and secondarily to organizations for legal purposes. Such rental shall not conflict with any official township activity of any board, commission, committee or subcommittee. The rental fees shall be established by the township board in an amount expected to at least cover the township's cost of operating and maintaining the facility to be rented.

10.2 BUILDING ENTRANCE

Board, commission, or committee use of the buildings have priority over all other scheduling of building use, if seven days prior notice is given, except in the event of an emergency meeting. All committee or commission chairs shall be provided access to the boardroom or south room for the purpose of conducting meetings. Trustees and township officers shall be provided with a key to access the township hall for the purpose of conducting or attending meetings, reviewing township correspondence and documents, and to pick up mail and board materials. It is understood that all assessment or personnel records shall be appropriately secured and appropriately handled at all times but made available upon the reasonable request of a board member during office hours and in compliance with all existing state laws covering their review.

10.3 KEY POLICY

Elected officials who receive a key will sign an agreement with the office of the clerk that they will not loan their key to any other person or duplicate the numbered key. The loss of a key will result in a \$50 charge.

Keys will be returned at the request of the township with a maximum of one week to return the key before locks are changed. Officials are asked to turn in their key on the last day of their term of office.

CHAPTER 11

BOARD MEMBERS

11.1 EQUAL OPPORTUNITY EMPLOYMENT

This township is an Equal Opportunity Employer and prohibits discrimination and harassment of all kinds. Specifically, the township will not tolerate harassment or discrimination based on race, color, gender, age, religion, height, weight, national origin, marital or familial status, or disability.

As part of the township's policy of Equal Opportunity Employment, this township strictly prohibits abusing the dignity of anyone through ethnic, racist, sexist, or other derogatory comments, slurs, statements, jokes, or other objectionable conduct in violation of this policy. The township believes that all people are entitled to a workplace free of harassment and expects that all officials will treat each other and our employees and residents with courtesy, dignity, and respect.

This Township prohibits any official, male, or female, from engaging in actions which sexually harass employees.

11.2 HEALTH BENEFITS

Watertown Charter Township currently offers full-time elected officials (defined for this provision to be the clerk and the treasurer) their spouse, and/or dependent children group health insurance. Group health insurance coverage is discontinued on the date of termination of employment from Watertown Charter Township. Watertown Charter Township reserves the right, at any time, at its sole discretion, to change health care carriers and/or benefit levels and/or require elected officials to financially contribute to the cost of providing such hospitalization insurance.

All other elected officials receive medical reimbursement pursuant to provision 11.2b below:

a. For Elected Officials Who Elect Medical Coverage Under 11.2

In the event that the clerk or treasurer elect coverage under Section 11.2 above, they may participate in a medical reimbursement program. The township will reimburse those officials for submitted bills paid by the official for medical, dental, optical or prescription expenses of the elected official, their spouse and dependents not

covered by insurance, up to a maximum of five ~~thousand~~~~hundred~~ dollars per calendar year or pro-rata from date of eligibility. There will be no carryover of unused reimbursement from one calendar year to the next year. However, expenses incurred in one calendar year may be submitted within the first 90 days of the next calendar year.

b. For Elected Officials Not Eligible for Group Health Insurance, or Who Do Not Elect Medical Coverage Under 11.2

Elected officials who are not eligible for medical coverage or who do not elect coverage under Section 11.1 above may participate in a medical reimbursement program. The township will reimburse those officials for submitted bills paid by the official for medical, dental, optical expenses or prescription expenses of the official, their spouse and dependents not covered by insurance, up to a maximum of ~~five thousand four thousand five hundred~~ dollars per calendar year or pro-rata from date of eligibility. There will be no carryover of unused reimbursement from one calendar year to the next year. However, expenses incurred in one calendar year may be submitted within the first 90 days of the next calendar year.

Elected Officials who are eligible for medical coverage and do not elect coverage because they are covered by another medical coverage plan are eligible and may elect to receive \$500 per month in taxable compensation. Elected Official must provide the township written proof of full medical coverage to receive this benefit.

11.3 NO SMOKING POLICY

There will be no smoking in any Watertown Township building or vehicle.

11.4 PAYROLL

Watertown Township has adopted a bi-monthly pay period. The normal payday's have been established as the 15th and the last day of the month.

If an official desires additional payroll deductions from his/her ~~pay-check~~~~paycheck~~ in order to allow for participation in a savings plan, individual contribution to the township's pension program, etc., such request shall be made in writing to the township manager's office.

11.5 RETIREMENT BENEFITS

Watertown Township provides a defined contribution retirement plan for all elected officials as outlined by the Pension Ordinance. Questions regarding the specific provisions of such a plan should be directed to the township manager's office.

11.6 CONFLICT OF INTEREST AND DISCLOSURE

It is the policy of this township that a full and complete disclosure shall be made to the board of trustees by any person elected, appointed, or employed by Watertown Charter Township, whenever such individuals have reason to believe that a possible conflict of interest may exist between the individual's personal or business interests (including members of the individual's immediate family) and the best interests of the township.

Conflicts of interest may be considered to exist in those instances where the actions, inaction, or activities of an individual on behalf of the township involve:

1. The obtaining of improper personal gain or advantage;
2. An adverse effect upon the township's interest; or
3. The obtaining by a third party of an improper gain or advantage.

Areas relating to or involving conflict of interest in broad terms are defined in the following items.

11.7 PERSONAL FINANCIAL INTERESTS

Any person elected, appointed, or employed by Watertown Charter Township, shall disclose any commercial interests which might influence their official decisions, actions or inaction. Among other things, this would include:

1. Any financial interest in an enterprise which has business relations with the township;
2. Investments or purchases of or in businesses, in or outside the township which have plans to locate or require services from the township;
3. Any investment in, purchase of, or ownership of property or land located in the township which is used for anything other than the individual's residence.

Any person elected, appointed, or employed by Watertown Charter Township shall disclose all holdings, either directly or indirectly (for example, by members of their family), of an investment in any business from which the township secures any goods or services or to which the township provides or is requested to provide a service or services.

No person elected, appointed, or employed by Watertown Charter Township shall collect any fees or commissions on an individual basis in the course of conducting township business. All township-related fees collected shall be approved by the township board and deposited in appropriate accounts for township purposes.

Any person elected, appointed, or employed by Watertown Charter Township shall report, at least annually, to the township board with respect to any corporation or unincorporated enterprise in which they (or their immediate family) have interest, where said business enterprise has, or may, engage in transactions with or require services of the township, for example, zoning, sewer, or water service.

11.8 INSIDE INFORMATION

Any person elected, appointed, or employed by Watertown Charter Township shall refrain from knowingly buying or selling, for their own account or the account of any member of their immediate family, any land/property located in the township or security/investment or other interest which the township may be considering buying or selling, or has decided to buy or sell, or is considering or requesting to consider an action, such as zoning or sewer/water installations, which could affect the value, until the township's decision has been publicly communicated and/or executed. Said persons shall not transmit any such knowledge, consideration, or decisions until they are executed or made available to the general public.

Confidential township information received by said persons in the performance of their duties shall not be divulged to others, nor used for personal profit.

11.9 DISCLOSURE

Annually, the clerk will provide a copy of Board Policies 11.6 – 11.8 and a reaffirmation statement to all persons, elected, appointed, or employed, that must be signed and returned to the clerk within 30 days. All persons elected, appointed, or employed by Watertown Charter Township are directed to submit to the township board, at the end of each fiscal year, a completed statement regarding any potential areas for conflict of interest.

Said persons shall immediately report to the township board any new additional information on any matter which is covered by this section of the policy.

If a person elected, appointed, or employed by Watertown Charter Township finds that they (or a member of their immediate family) have, or is considering the assumption of a financial interest, or if they are in doubt as to the proper application of this section of the policy, the individual shall immediately make all the facts known to the township board and be guided by their instructions. Except as directed by those instructions, the individual should refrain from exercising responsibility in any matter which might reasonably be considered to involve an adverse or conflicting interest.

11.10 AFFIRMATION OF COMPLIANCE

It shall be a requirement for each new person elected, appointed, or employed by Watertown Charter Township to sign a statement that they have read township board policies 11.6 – 11.8 prior to commencing their respective duties. It shall further be a requirement that each new person elected, appointed, or employed by Watertown Charter Township shall annually reaffirm their compliance with said policy by signing the form furnished by the clerk.

11.11 EXPENSES

Any elected official shall be reimbursed for expenses incurred for conducting any authorized township related activity outside of the township or for attending any authorized business meeting or educational conference as a member of a commission, committee, or an employee.

Business expenses which will exceed \$~~300~~¹⁰⁰ for a single purchase or event must be approved in advance by the township board. Trustees shall only be paid for meetings that the board of trustees has directed them to attend.

A commission or committee member or a trustee will be compensated at the usual stipend for a meeting at the rate for each day in attendance at the meeting or educational conference authorized by the township board.

A meeting adjourned for lack of a quorum shall include a record of those members present and absent, as well as a record of the action to adjourn. Those members present shall be entitled to one-half the normal meeting stipend.

11.12 GRATUITIES AND ENTERTAINMENT

Any person elected, appointed, or employed by Watertown Charter Township shall not accept gratuities and/or entertainment if it places them under obligations to third parties

Effective: October 15, 2018
Amended: February 22, 2022

dealing with or desiring to do business with, or wishing to have favorable action by the township.

Effective: December 17, 2018
Proposed Amendment: September 18, 2023

EMPLOYMENT MANUAL

WATERTOWN CHARTER TOWNSHIP

Dear Watertown Township Employee:

A challenging experience awaits you as an employee of Watertown Charter Township. The citizens of Watertown Township are proud of their community and expect township employees to enthusiastically reflect this pride. We trust you will help us provide the kind of service and dedication our tax-paying public can be proud to support. All employees project the image of our township. Consequently, we emphasize the importance of courteous and friendly treatment toward all those who come in contact with us.

We have written this manual to answer some of the questions you may have while employed with Watertown Township. Please read it thoroughly and retain it for future reference. Your conduct during your employment should be governed by the guidelines described herein. The policies in this manual are subject to change at the sole discretion of the Township. If you have any questions, please ask your department director.

This manual applies to all employees of Watertown Township. If there are any conflicts between the provisions of this manual and the provisions contained in any individual employment agreement or federal or state law, the provisions of the agreement or relevant law shall govern. Any situation not covered by this manual shall be referred to the township manager. This manual does not in any way apply to elected officials of Watertown Township nor to any individual appointed or elected to any commission, board, or advisory panel.

This manual replaces all prior manuals, policies, and resolutions of the Watertown Township Board of Trustees which are inconsistent with this manual.

The interpretation, application and administration of the policies and provisions of this manual have been delegated by the township board to the township manager as the chief human resources officer of the township. Accordingly, the decisions of the manager regarding the interpretation and application of these policies are final except as may be modified in the complaint resolution procedure set forth in Chapter 7.

We wish you success in your position and hope that your employment with Watertown Township will be a rewarding experience for all concerned.

Sincerely,

Jennifer Tubbs
Township Manager

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CHAPTER 1

GENERAL EMPLOYMENT POLICIES

A. EQUAL OPPORTUNITY EMPLOYMENT

This township is an Equal Opportunity Employer and prohibits discrimination and harassment of all kinds, including but not limited to harassment or discrimination based on race, color, gender, age, religion, height, weight, national origin, marital or familial status, or disability.

B. HARASSMENT POLICY

As part of the township's policy of Equal Opportunity Employment, this township strictly prohibits abusing the dignity of anyone through ethnic, racist, sexist, or other derogatory comments, slurs, statements, jokes or other objectionable conduct in violation of this policy or the State of Michigan's civil rights laws. The township believes that all employees are entitled to a workplace free of harassment and expects that all employees will treat each other and our customers with courtesy, dignity, and respect.

1. Sexual Harassment

This township prohibits any employee, male or female, from engaging in actions which sexually harass other employees in violation of the State of Michigan civil rights laws, including but not limited to:

- a. Making unwelcome sexual advances or requests for sexual favors, or other verbal or physical conduct of a sexual nature, a condition of the employee's employment; or
- b. Making submission to or rejection of such conduct the basis for employment decisions affecting the employee; or
- c. Stating or implying that a particular employee's advances in employment have resulted from the granting of sexual favors or the establishment or continuance of a sexual relationship; or
- d. Stating or implying that a particular employee's deficiencies in performance are attributable in whole or in part to the gender of that person; or

- e. Commenting on particular characteristics associated with a particular gender; or
- f. Creating an intimidating, hostile or offensive working environment by such conduct.

2. Non-Retaliation

The township trusts that all employees will continue to act responsibly to establish a working environment free of discrimination. The township encourages employees to raise any questions they may have regarding discrimination with management.

The township not only prohibits harassment, but also strictly prohibits any retaliation against any employee who, in good faith, has registered a complaint under this procedure. Any employee of the township who, after investigation, has been determined to have retaliated against an employee for utilizing the complaint procedure will be subject to appropriate discipline up to and including discharge. Any employee who believes he or she has been retaliated against for exercising the rights guaranteed under this policy, should utilize the complaint procedure or notify the township manager. A form for filing a complaint is attached at the end of this policy. Additional forms may be obtained from any department head.

3. Complaint Procedure

Any employee who believes that he or she has been subjected to any sexual harassment as defined above or any harassment based upon his/her race, color, gender, age, religion, height, weight, national origin, marital or familial status, or disability, should file a written complaint on the form attached to these policies with the employee's department head as soon as possible after the incident(s) occur. If the affected employee refuses to sign a complaint, the township may not be able to pursue the matter further. If the complaint form is completed and signed, the township will investigate and resolve the matter. If the alleged act was committed by someone other than the employee's department head, and that department head did not participate in and was unaware of that conduct, the employee should register the complaint initially with his or her department head. If the employee is dissatisfied with the resolution by the department head, or if the department head was involved in

the conduct, or if, after notifying the department head, the harassment continues, the employee should contact the township manager immediately. If the manager is the subject of the complaint, the employee should contact the township supervisor.

Upon receipt of the complaint, an impartial investigation of all complaints will be undertaken. Any employee who has been found, after appropriate investigation by the township, to have harassed or discriminated against another employee will be subject to appropriate discipline up to and including discharge.

4. **False Complaints**

Any employee who files a complaint which is knowingly false when made will be subject to immediate discipline up to and including discharge.

WARNING: Harassment, including sexual harassment or other forms of prohibited conduct, may lead to personal liability. Any person engaged in such conduct may be compelled by a court to pay monetary damages to victims of harassment.

C. **MEDICAL EXAMINATIONS**

Prior to returning to work from a medical leave, the township may require that the employee present to his/her supervisor a medical report from the attending physician certifying that the employee is able to return to work and perform the essential job functions of his/her position.

The township may require an employee to submit at any time to a physical examination to determine the existence and extent of any limitations and the effect such limitations will have on the employee's ability to perform the essential functions of his/her position and, further, to determine the appropriate accommodation.

D. **EMPLOYMENT OF RELATIVES**

Watertown Township permits the employment of qualified relatives of employees as long as such employment does not, in the opinion of Watertown Township, create actual or perceived conflicts of interest. For purposes of this policy, "relative" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, niece, nephew, corresponding in-

law, or "step" relation. The township will exercise sound business judgment in the placement of related employees in accordance with the following guidelines:

1. Individuals who are related by blood or marriage are permitted to work in the same facility, provided no direct reporting or supervisory/management relationship exists. That is, no employee is permitted to work within the chain of command of a relative such that one relative's work responsibilities, salary, discipline, or career progress could be influenced by the other relative.
2. No relatives are permitted to work in the same department or any other positions in which the township manager believes an inherent conflict of interest may exist.
3. Employees who marry while employed are treated in accordance with these guidelines. That is, if, in the opinion of the township manager, a conflict or an apparent conflict arises as the result of the marriage, one of the employees will be transferred at the earliest practical time.

This policy applies to all categories of employment at Watertown Township.

An applicant shall notify the township of such a relationship in the application for employment. If presently employed by the township, an employee shall notify the township manager in writing of such a relationship.

E. NO SMOKING POLICY

Smoking is prohibited in any Watertown Township building, vehicle or within 10 feet of any entrance.

F. CONFLICT OF INTEREST

No person:

1. Who is an employee, agent, consultant, officer, or elected or appointed official of Watertown Township, and
2. Who exercises or has exercised any functions or responsibilities with respect to Watertown Township's activities, or who is in a position to participate in a decision-making process or gain inside information with regard to such activities,

May obtain a personal or financial interest or benefit from the activity, or have any interest in any contract, subcontract, or agreement with respect thereto, or in the proceeds thereunder, either for themselves or for those with whom they have family or business ties.

G. SOCIAL SECURITY NUMBER PRIVACY STATEMENT

1. Introduction

Watertown Township's Social Security Number Privacy Policy provides guidance pertaining to the township's responsibilities to ensure proper tax withholding from wages and to ensure that the required reporting of employee wages, withholding and employment taxes is accurate. This policy explains why the township requires your social security number, how it is used, who it is shared with, choices for how it is used, and how the township protects the use of your social security number. It is the responsibility of the personnel director to obtain a copy of the employee's social security card. The personnel director is responsible for monitoring compliance with this policy.

2. Procedures

Federal law requires an employee who has a social security number and a social security card available to show it to the Department of Human Resources. Upon reviewing the social security card or tax identification card, the department representative will make a copy of the document and keep this copy in the employee's records. The Department of Human Resources will provide information to departmental personnel to assist with the recognition of fraudulent cards.

New employees who are not non-resident aliens:

- An employee who has a social security number but does not have the social security card available on the first day of employment must show the card to the personnel director within two working days of beginning employment. Failure to provide a copy of the social security card may result in termination of employment.
- An employee who does not have a social security number is required to apply for one using Form SS-5. The personnel director will issue a letter to the employee requesting that the employee provide his or her social security card. A copy of this letter will be kept in the employees' records. Failure by the employee to apply for a social security number may result in termination of employment.

- An employee who is unable to furnish a social security number but has a receipt from the Social Security Administration acknowledging application for a social security number must show the receipt to the personnel director. A copy of the receipt will be retained by the director in the employees' records.
 - a. The employee must provide a copy of the social security card to the Department of Human Resources within 21 calendar days.
 - b. Failure by the employee to provide a copy of the social security card within 30 calendar days of employment may result in termination of employment.

Newly arrived non-resident alien employees:

New non-resident alien employees are also required to present a copy of his or her social security card or tax identification number. However, non-resident aliens are allowed up to a maximum of eight weeks in which to acquire a social security card or tax identification number. Failure by the employee to provide a copy of the social security card or tax identification number within the allotted time period may result in termination of employment.

3. Privacy

The Privacy Act of 1974 requires the township to disclose the following information pertinent to a request for an individual's social security number:

- a. Whether the disclosure is mandatory or voluntary;
- b. What law, if any, requires disclosure; and
- c. What uses will be made of the social security number.

The township requests an individual's social security number solely for the purpose of complying with federal laws pertaining to residency and for wage and tax withholding purposes.

The township handles such information carefully and only gives those employees access to the information as is required to carry out the township's business. No person shall disclose any social security number obtained through employment at Watertown Township unless specifically permitted or required by law.

Any person in charge of disposing of a document that contains a social security number shall do so in a manner that the social security number cannot be retrieved from the document that has been disposed.

Any person violating this privacy policy is subject to disciplinary action up to and including discharge from employment.

Non-Discrimination

The township will not deny any rights, privileges, or benefits to individuals who refuse to provide their social security number unless disclosure is required by law.

H. KEY POLICY

Employees, instructors, and those renting township facilities who receive a key, will sign an agreement with the office of the clerk that they will not loan their key to any other person or duplicate the numbered key. The loss of a key will result in a \$50 charge.

A key log will be maintained by the office of the facilities manager. All excess master keys or office keys will remain in the township vault. The township manager and the facilities manager will inventory keys once per year. Once every four years, the township manager will employ a locksmith to re-key all locks.

A key box will be maintained by the facilities coordinator. This is to allow the facilities manager easy access to keys that he/she signs out on a normal basis. The facilities manager will provide a written inventory of the lock box contents to be kept on file by the clerk's office. The clerk, township manager, and facilities manager are the only individuals with access to the key box.

Keys shall be returned at the request of the township with a maximum of 7 days to return the key before locks are changed. Employees are required to turn in their key on their last workday or at the demand of the township manager.

I. EDUCATION AND TRAINING

Watertown Charter Township is pleased to assist employees in furthering their education or training in areas that will benefit their career and the township. If an employee is a full-time, regular employee who has been with the township at least one year, they may apply in writing to the township manager or to a person specifically designated by the township manager for educational reimbursement prior to the date the course is scheduled to begin. Approval for reimbursement shall be at the township board's sole discretion. The availability of funds will be subject to budget constraints.

The course eligible for reimbursement (including college and correspondence) must be directly applicable to the employee's position or in an area that will benefit the township. The employee

must satisfactorily complete the course by earning at least a grade of "C" or the equivalent. After the employee satisfactorily completes the course, and shows evidence of the same, the township will reimburse 100% of the cost of tuition and books.

J. SNOW POLICY

When, after the township offices have opened, a snowstorm occurs, or weather conditions threaten the safety of employees on the road to return home, the township supervisor or township manager may determine whether to close the township offices prior to the regular closing time of 5:00 p.m. and employees physically present at work shall be paid for the time not worked.

The township supervisor or manager will determine if any duties are required to be performed beyond the "early closure" time.

Because the safety of our employees is paramount and closure of the township offices impacts our citizens, it is important that administration balance these two objectives.

Unless the office is closed, if severe storm conditions prevent employees from reporting to work, they will not be paid for time not worked, unless they utilize their personal leave or vacation time.

The basis for determining closure of the township office for purposes concerning the safety of employees requires consideration regarding surrounding road conditions and pending weather conditions. If the weather is deemed too treacherous and the township office is closed a phone tree will be utilized to notify all employees by no later than 8:00 a.m. Maintenance personnel may still be required to work all or part of any closed day and employees able to work from home are expected to do so. In the event that a severe weather storm is expected, all employees with the ability to accomplish any work functions from home shall prepare materials in anticipation.

General Guidelines:

1. During Office Hours:
In order to make an objective decision, the township supervisor or the township manager will confer with the area school and road agencies. As noted above, certain details may require continuation of service by some employees.
2. Not During Office Hours:
If severe winter storm conditions occur while the township office is closed, the

township supervisor or manager may declare the office closed after reviewing all available information from the National Weather Service, school district closings and/or road agencies. If the township offices are declared closed, the employees scheduled to work are required to work remotely and shall be paid for the day or days of closure. *

Any days of absence when the office is not officially closed, but an employee is unable to report to work shall be subject to the personal or vacation time policy.

*If an employee is on scheduled vacation, sick or medical leave they will still be required to use their vacation or sick leave in order to be compensated.

**Maintenance personnel required to work to maintain the accessibility of the township hall building, cemetery and recycling area because of severe weather, shall not be entitled to additional compensation other than their regular rate of pay.

CHAPTER 2

COMPENSATION POLICIES

A. EMPLOYMENT STATUS

For purposes of salary administration and eligibility for overtime payments and employee benefits, Watertown Township classifies its employees as follows:

1. Full-time Regular Employees - Employees hired to work the township's normal, full-time, work week on a regular basis.
2. Part-time Regular Employees - Employees hired to work fewer than 32 hours per week on a regular basis.
3. Temporary Employees- Employees engaged to work full-time or part-time for Watertown Township with the understanding that their employment will be terminated upon completion of a specific assignment or at the conclusion of a specified time period.
4. Non-exempt Employees - Employees who are required to be paid overtime at the rate of one and one-half (1 ½) times their regular rate of pay for all hours actually worked beyond 40 hours in a work week in accordance with applicable federal wage and hour laws.
5. Exempt Employees - Employees who are not required to be paid overtime in accordance with applicable federal wage and hour laws.

All township employees are at-will employees and will be informed of their employment classification, and status as an exempt or non-exempt employee at the time of their hire. If an employee changes positions during employment with the township as a result of a promotion, transfer, or otherwise, he/she will be informed by the personnel director of any change in his/her status. Employees should direct any questions regarding their employment classification or exempt/non-exempt status to the Township Manager.

B. JOB DESCRIPTIONS

All positions shall be classified according to their respective duties and responsibilities as contained within their job descriptions. A complete set of job descriptions for all classifications shall be maintained by the township manager which shall include appropriate

titles, description of duties, responsibilities, and minimum job qualifications, wage classification and employment status. These descriptions shall be reviewed and updated periodically by the township manager to maintain their accuracy.

C. VACANCIES

At such time as a vacancy occurs and/or the township manager has determined that a position should be filled, notice of such employment opportunity may be posted indicating the position, the job description, job classification, etc., so that current township employees interested in such a position may file an application for consideration. If such a notice is posted, it shall remain posted a minimum of seven consecutive calendar days. However, the township manager may, in his/her discretion, elect not to post such notice and may fill the position or vacancy with the person the manager deems most suitable.

D. TRANSFERS

If an employee has received approval to transfer from one department to another and such transfer requires retraining, the "entry" or "permanent" level of compensation for the new classification shall prevail as determined by the township manager.

The township manager may, in his/her discretion, transfer employees from one position to another and/or one department to another.

E. EMPLOYEE EVALUATION REPORTS

To ensure that all employees perform their jobs to the best of their ability, it is important that they be recognized for good performance and that they receive appropriate suggestions for improvements when necessary. Consistent with this goal, an employee's performance will be evaluated by his/her supervisor on an ongoing basis.

All performance reviews will be based on the employee's overall performance in relation to his/her job responsibilities and will also take into account his/her conduct, demeanor, record of attendance and tardiness, skills developed, responsibility accepted, quantity and quality of work performed, knowledgeability, personality, initiative demonstrated, housekeeping, cooperation, courtesy, compatibility, attitude, judgment demonstrated, safety, leadership (if relevant) and overall job performance.

On or near the anniversary date of hire, one written evaluation may be completed for all exempt department head positions. The planning director shall be evaluated by the executive committee of the planning commission and the township manager. The township manager

will be evaluated by the township supervisor. All remaining department heads will be evaluated by the township manager.

F. EMPLOYEE RECORDS

The township manager's office retains the principal personnel file for all employees. The township will attempt to keep these records confidential to the extent allowed by law. They will be available for the employee to review at reasonable intervals with the employee's department head or the township manager (or the manager's designee). All employees desiring to review their personnel records should make a written request to the township manager for an appointment to review the records.

G. CHANGE IN EMPLOYEE STATUS

Employees are advised that it is necessary to inform the township manager's office immediately regarding any change in status, such as:

- name
- address
- telephone number
- marital status
- beneficiary for insurance purposes
- number of dependents
- number of exemptions -- (for example, birth or death in the family, etc.)
- person to be contacted in an emergency

CHAPTER 3

PAYROLL POLICIES

A. RATES OF PAY

The board of trustees establishes wage rates for all classifications of employment. These rates are reviewed periodically and may be adjusted by the board of trustees at its sole discretion.

It is the township's customary policy to start an employee at the entry level rate of compensation as classified. However, the township manager, upon the recommendation of the department head, may start an employee at a higher rate of compensation if deemed appropriate.

At the end of the employee's probationary period, the employee will be reviewed by his/her department head. If the department head and the township manager agree that it is appropriate, the employee will be advanced to the next step.

B. HOURS OF WORK

Normal workdays for regular full-time employees shall be eight hours per day, including a 30-minute lunch period. The normal work week for regular full-time employees shall be five workdays, totaling 40 hours within the period commencing and ending at midnight each Saturday. Nothing in these policies shall be construed as a guarantee of any number of hours of work per day or week or pay per day or per week. The township reserves the right to change the work week and the length of the workday at any time.

Department heads will schedule all employees' hours of work.

Overtime will be scheduled as necessary at the sole discretion of the employee's department head, and an employee so directed to work overtime shall be required to work such overtime.

C. SUPPLEMENTAL EMPLOYMENT

A full-time employee shall seek permission from the township manager to obtain supplemental part-time employment. It is understood that if the township manager grants permission to obtain supplemental employment, the employee's first responsibility is to fulfill the obligation she/she has to the township. The township manager may revoke permission

to work supplemental employment at any time if it is found that the supplemental employment:

1. Is inconsistent with the interests of Watertown Charter Township.
2. Could, by reason of association, have a negative effect on Watertown Charter Township.
3. Requires the employee to devote so much of his/her time and effort to the secondary job that the employee's work efficiency at Watertown Charter Township would be adversely affected.
4. Is likely to result, or has resulted, in the employee's unavailability to work regular hours or such overtime as required.

D. OVERTIME COMPENSATION

All non-exempt, full-time employees who work in excess of 40 hours in one week will receive compensation for approved overtime worked on the basis of one and one-half (1½) times the employee's regular hourly rate of pay for all hours so worked. Overtime will only be paid after 40 hours of combined work time, approved sick time, or approved vacation time only. An employee shall not combine compensatory time with other approved work time or paid time off during the forty-hour work week to be paid for overtime.

Overtime hours may not be pyramided: only hours paid out at the employee's regular rate of pay count toward the 40-hour weekly overtime trigger. Employees who are required to work holidays will be compensated at two times their regular rate of pay for all hours worked plus the holiday pay. The employee will be given credit for all paid time for the purpose of computing overtime compensation. The employee's immediate supervisor will attempt to provide the employee with as much reasonable notice as possible when the need for overtime work arises. Employees should remember, however, that advance notice may not always be possible in order to maintain services for the township. An employee may work overtime only upon the direction and approval of his/her immediate supervisor. Employees who have completed their assigned shift and have left the premises of the township and are called back by his/her immediate supervisor to perform unscheduled extra work shall be paid a minimum of two hours at the rate of one and one-half (1-½ times) the regular hourly wage rate.

For purposes of salary administration, eligibility for overtime payments and employee benefits, Watertown Township classifies department heads as exempt employees.

Department heads are paid a salary that has been established to compensate them for any and all work they perform for the township. They will not receive any additional compensation for overtime and shall not be entitled to compensatory time or additional time off. Department heads are expected to work the hours necessary to fully perform all their job duties and responsibilities without extra compensation. Their work week is not limited to 40 hours.

No full-time employee classified as "exempt" will receive overtime payment and shall not be entitled to compensatory time or additional time off in accordance with applicable federal wage and hour laws.

E. COMPENSATORY TIME

Compensatory time is overtime worked for which time off may be granted in lieu of overtime pay. Employees must have departmental approval prior to accumulating or using compensatory time. Employees may, at their option, elect to receive payment for overtime or to accumulate compensatory time at a rate of one and one-half (1½) hours of compensatory time for each hour of overtime worked. The maximum accumulation of compensatory time earned shall not exceed 60 hours, which is 40 hours of overtime worked. At no time shall the total compensatory hours earned exceed 60 hours. Employees shall be paid at the one and one-half (1½) times rate of their current hourly wage for compensatory hours earned after 60 hours at the time and one half (1½) times rate of their base hourly wage. On the payday closest to December 15 of each year, the employee will be compensated for all unused compensatory time.

F. PAYROLL

Watertown Township has adopted a bi-monthly pay period. The normal paydays have been established as the 15th and the last day of the month.

If an employee desires additional payroll deductions from his/her paycheck in order to allow for participation in a labor union, savings plan, individual contribution to the township's pension program, etc., such request shall be made in writing to the township manager's office.

In the event a holiday or weekend interferes with distribution of pay checks on the scheduled date, every effort will be made to distribute paychecks on the day prior to the holiday.

G. TIME SHEETS

Any changes necessary to be made on the employee's time card or time sheet shall be corrected only by the employee's supervisor. The employee is personally responsible for accurately reporting payroll hours worked.

Department heads are responsible for maintaining the integrity and accuracy of employee time reporting within their respective operations.

CHAPTER 4

EMPLOYEE BENEFITS

Introduction

Watertown Charter Township has established a variety of employee benefit programs designated to assist its employees in meeting the financial burdens that can result from illness, disability, and death, and to help them plan for retirement, deal with job related or personal issues, and enhance their job-related skills, morale, and efficiency.

This handbook is meant to highlight some features of Watertown Charter Township's benefit programs. The township's group health insurance, life insurance and retirement programs are described more fully in summary plan description booklets, which will be provided to employees upon request. Complete descriptions of Watertown Charter Township's group health insurance programs are also contained in the township's master insurance contracts with its insurance carriers, which are maintained in the township manager's office. Complete descriptions of employee retirement related programs are also maintained in the township manager's office and are available for employee review upon request. The information in this handbook is intended to be a general guideline to township employees. It should be understood that the plan document or documents themselves are available for examination at the township manager's office and are the only documents which contain the accurate and complete coverage information and conditions.

Watertown Charter Township reserves the right to amend, terminate or modify any of these programs regarding such employee benefits at its sole discretion. This reserved right may be exercised in the absence of financial necessity.

Part-time and temporary employees are ineligible for fringe benefits unless specifically designated in this chapter.

For more information regarding any of the township's benefit programs, please contact the township manager's office.

A. TIME OFF BENEFITS

1. Vacation

Watertown Charter Township recognizes the importance of vacation time and providing employees the opportunity for rest, recreation, and personal activities. Watertown Charter Township grants its full-time regular employees' annual paid vacation in accordance with the following schedule:

Vacation leave with pay for the first three years of employment will be earned at 5/6 day per month, for a total of ten days. Vacation accrual will begin with the date of hire, but no vacation shall be authorized until the employee has completed six (6) months of employment, without prior written authorization by the personnel director.

All full-time employees who have completed three years of continuous employment with the township shall be entitled to 15 days of paid vacation leave. Beginning their fourth year of employment, employees will begin earning vacation leave at a rate of 1.25 days per month, for a total of 15 days.

All full-time employees who have completed ten years of continuous employment with the township shall be entitled to 20 days of paid vacation leave. Beginning their 11th year of employment, employees will begin earning vacation leave at a rate of 1 2/3 days per month, for a total of 20 days.

All full-time employees who have completed twenty years of continuous employment with the township shall be entitled to 25 days of paid vacation leave. Beginning their 21st year of employment, employees will begin earning vacation leave at a rate of 2.08 days per month, for a total of 25 days.

Annual Paid Vacation Leave is subject to the following requirements:

- a. An employee shall not take more than two consecutive weeks of vacation leave at one time without the prior approval of the personnel director.
- b. Each employee who has completed three years of employment must take a minimum of ten days of vacation in a given calendar year.

- c. Only full-time regular employees who have completed six months of continuous employment for the township are eligible for vacation. Vacation credit hours will not be paid in lieu of vacation time except upon the employee's retirement at which time all accumulated vacation hours will be paid at the employee's straight time regular hourly rate. Vacation leave may be accumulated from one calendar year to the next as follows:

1 - 120 months: maximum accumulated vacation time allowed is 120 hours.

121 - 180 months: maximum accumulated vacation time allowed is 180 hours.

181 or more months: maximum accumulated vacation time allowed is 240 hours.

Vacation schedules shall be prepared by the department head for each department, and it shall be his/her responsibility not to allow conflicts of vacations for employees within that department. All department heads have sole discretion to determine appropriate vacation scheduling to assure continued un-interruption of service to the public. Vacations may be taken as weekly periods, individual days or in one hour increments as long as the periods chosen meet with departmental approval. All employees should submit a vacation request to their department head at least two weeks prior to the date they wish their vacation to begin. Employees are responsible for managing their vacation leave, failure to utilize vacation time resulting in an excess of the maximum allowed accumulated vacation will result in forfeiture of those vacation hours without compensation at calendar year end.

Any employee who is terminated for cause or who fails to give two weeks' notice of intent to terminate will forfeit any accrued and unused vacation.

2. **Holidays**

All full-time regular employees shall receive a minimum of thirteen days as paid holidays, which may include a floating holiday. Holidays are generally recognized as listed, there may be times of deviation as approved by the township board:

New Year's Day	Labor Day
Presidents Day	Thanksgiving Day
Martin Luther King Day	Day After Thanksgiving
Memorial Day	Christmas Eve
Juneteenth	Christmas Day

Independence Day
Veterans Day

New Year's Eve
Floating

Generally, when a holiday falls on a Saturday, the preceding Friday shall be considered the paid holiday. When a holiday falls on a Sunday, the following Monday shall be considered the paid holiday. The board of trustees in its sole discretion may modify the holiday schedule as appropriate. An annual holiday schedule shall be posted by December 31st of the year before it takes effect. The floating holiday is scheduled at the discretion of the township board and is reflected yearly on the posted holiday calendar.

In order to be eligible to receive holiday pay, an employee is required to have worked the full regularly scheduled workday preceding and the full regularly scheduled workday following the holiday. In accordance with Watertown Township's policy, an approved vacation day or any other excused and paid day off is considered a day worked for purposes of holiday pay eligibility.

3. Personal Days

After three months of continuous employment full-time regular employees shall be eligible for three (3) paid personal leave days annually.

In the third year of continuous employment and thereafter, full-time regular employees shall be eligible for five (5) paid personal leave days annually.

Personal leave days are assigned on January 1 of each year. All personal leave days must be used during the calendar year in which they are earned and there shall be no carry-over of personal days from year to year. There shall be no payment for unused personal days at the end of any calendar year or in the event of termination of employment, whether voluntary or involuntary.

The scheduling of personal leave days is at the discretion of the employee's department head and may be taken in half day increments.

4. Bereavement Leave

If you are a full-time regular employee and a death occurs in your family, you will be compensated for up to three days off from your regular work schedule in accordance with the following guidelines:

You will be granted up to three days off work, with pay, in the event of the death of your current spouse, child, father, mother, sister, brother, grandparent, stepmother, stepfather, grandchild, current spouse's father or mother, stepchild, or any dependent who resides permanently within the employee's household.

One day of absence, with pay, will be granted a permanent full-time employee immediately following the death of a current spouse's grandparent, brother or sister, stepbrother, or stepsister.

All requests for bereavement leave should be made to the employee's immediate supervisor. It shall be the employee's responsibility to provide proof of death and proof of the relationship of the deceased upon returning to work, if so requested.

5. **Military Leave**

Leaves of absence without pay for military or reserve duty are granted to full-time regular and part-time regular employees. If you are called to active military duty or to reserve or National Guard training, or if you volunteer for the same, you should submit copies of your military orders to your supervisor as soon as practical. You will be granted a military leave of absence without pay for the period of military service, in accordance with applicable federal and state laws. If you are a reservist or a member of the National Guard, you are granted time off without pay for required military training. Your eligibility for reinstatement after your military duty or training is completed is determined in accordance with applicable federal and state laws.

6. **Jury Duty and Subpoenas**

If you are a full-time regular employee who is summoned to jury duty, Watertown Township will supplement the difference between your regular salary and the allowance you receive from the Court for such jury duty service for up to a maximum of 30 calendar days per year. You must turn over documentation to Watertown Township of all monies received from the Court for such jury service in order to be eligible for such supplemental pay. If you are not a full-time regular employee, you are given time off without pay while serving jury duty. All employees are allowed unpaid time off if subpoenaed to appear in court as a witness. To qualify for jury duty or witness leave, you must submit to your immediate supervisor a copy of the jury summons or witness subpoena as soon as it is received. In addition, proof of service

must be submitted to your immediate supervisor when your period of jury or witness duty is completed, if so requested.

All employees who are subpoenaed to appear in court on behalf of Watertown Township will be granted the time necessary to comply with such subpoena. Such employee will be paid their regular wage and any fee paid to the employee pursuant to such service will be turned over to the township.

7. **Sick Leave**

Permanent, full-time employees accumulate sick leave pay at the rate of eight hours per month of continued employment. Each employee may accumulate up to a maximum of 480 hours of sick leave benefits.

Accumulated sick leave may be used for an employee's illness or injury or to care for the employee's ailing family member.

Time lost because of illness or injury will not be paid an employee under this provision unless sick leave benefits are available. The employee must inform his/her department head if unable to report for work regardless of whether or not sick pay benefits are available to the employee. An employee is required to notify his/her department head at the earliest possible opportunity. Any employee who does not give the required notice shall not be eligible for sick leave benefits. If requested by the employee's department head the employee must provide a statement signed by a licensed medical doctor indicating the nature of the disability or illness, the prognosis and, if appropriate, the probable date of return. Upon return to work, if so, requested by the employee's department head, the employee must present a doctor's statement certifying that he/she is able to resume normal duties and responsibilities. Such a statement must be presented to the employee's department head and transmitted to the township manager's office.

Whenever the accumulated sick leave credits reach the maximum of 480 hours, s/he will receive payment for 96 hours of his/her accumulated sick leave at the rate of 50% the normal hourly base wage in effect at the time of the payout. The employee will receive payment for the remaining accumulated sick leave bank at 50% upon his/her retirement at his/her regular straight time hourly rate in effect as of the date of retirement.

The township reserves the right to require any employee utilizing sick leave benefits to undergo a physical examination by the township's designated physician at the township's expense.

Employees will not accumulate sick leave credits during any leave of absence for any reason.

8. Leave of Absence

An unpaid, personal leave of absence may be granted for a period of up to thirty days for justifiable reasons at the sole discretion of Watertown Township, provided the leave does not seriously disrupt the township's operations. An unpaid personal leave of absence may be requested by full-time regular employees who have completed three months of continuous service. An employee must make such requests for personal leave of absence in writing to the township manager, at least two weeks prior to the time such leave is to commence. If the personal leave is necessitated by an emergency, the employee or a member of his/her immediate family must notify the employee's supervisor as soon as practicable; this should be followed up with a written explanation of the nature of the leave and the expected length of the absence. In such emergency situations, the written explanation must normally be submitted within three days of the beginning of the leave. Personal leaves of absence are not to be granted until all accrued, unused vacation, personal and sick leave days have been exhausted. Watertown Township endeavors to place the employee returning from personal leave in his/her former position or a position comparable in status and pay subject to budgetary restrictions, the need to fill the vacancy, and the ability of the township to find a qualified temporary replacement. During his/her leave of absence, an employee may arrange for continuation of health, life, dental, and long-term disability insurance at the employee's expense. Personal leaves of absence, if granted, shall not count as time earned for seniority and/or longevity payment. An employee on a personal leave of absence does not accrue any sick or vacation time, and/or any other benefits. The township manager may, at his/her sole discretion, extend such leave of absence beyond a 30-day period if circumstances so warrant.

9. Paid Family Leave

Full time employees who have completed a minimum of one year of continuous service are eligible to receive six weeks' worth of wages at 65% of their highest weekly average rate of pay to bond with a new child.

Paid family leave is limited to the first year after the birth or adoption of a child. Supporting documentation will be required. Individuals cannot receive paid family leave benefits while receiving disability insurance, unemployment insurance, workers' compensation benefits or sick and vacation time benefits that exceed their weekly paid family leave benefit amount.

10. Family and Medical Leave

Federal law provides that most employers, including the township, must provide leaves of absence for a number of specified reasons which are set forth below. The rules regarding leaves of absence under the Family and Medical Leave Act are as follows:

a. Requests for Leave

Requests for all leaves of absence must be made in writing at least one (1) week in advance. All requests must be sent to and approved by the township manager. Requests must specify the reason for the leave, the date such leave will begin, if known, and the expected duration of the leave, provided such period shall not exceed 12 work weeks, unless allowed additional time under the Act. Employees requesting a leave of absence under FMLA shall complete an application available from the township manager's office. Time-off benefits including sick and vacation benefits do not accrue during family and medical leave.

b. Types of Leave

Unless provided for elsewhere in this employment manual, eligible employees are entitled to a maximum total of 12 weeks of unpaid leave during a 12 month period for one or more of the following:

- i. The birth of a son or daughter and in order to care for the child (the right expires 12 months after the birth).
- ii. The adoption of a son or daughter (the right expires 12 months after the placement).
- iii. To care for a spouse, son, daughter, or parent of the employee if the relative has a serious health condition.

- iv. The serious health condition of the employee.

If the leave is for the serious health condition of a family member, the following certification may be required:

- i. The date on which the health condition began.
- ii. The probable duration of the condition.
- iii. The appropriate medical facts.
- iv. A statement that the employee is needed to care for the patient.
- v. An estimate of the amount of time he/she is needed to care for the patient.
- vi. In a request for intermittent or reduced schedule leave, a statement that the schedule is necessary to care for the patient or will assist in the recovery, and the expected duration.

If the leave is for a serious health condition of the employee, the following certification may be required:

- i. The date on which the health condition began.
- ii. The probable duration of the condition.
- iii. The appropriate medical facts.
- iv. A statement that the employee is unable to perform the functions of his/her position.
- v. In a request for intermittent or reduced schedule leave, a statement of the medical necessity for the schedule and expected duration.

The township may require, in the case of a serious health condition, a second opinion by a provider designated or approved by the township. This examination shall be at the township's expense.

c. Compensation and Benefits

Unless provided for elsewhere in this employment manual, an employee will receive no compensation while on leave unless previously earned sick or vacation benefits are used; however, an employee will be required to use sick and/or vacation leave while utilizing family or medical leave. An employee will be required to use all earned vacation leave and all sick time benefits, except an employee may retain 40 hours of sick leave.

If an employee participates in the health insurance plan, the employer will continue to pay the same portion of the benefits during the leave as it paid prior to the leave.

d. Restoration to Position

An employee who returns to work at the end of the leave of absence will be returned to the position held at the beginning of the leave or an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. Such a person will not be credited with "service time" for the period of the leave except for that portion of such time during which the employee utilized accumulated paid time as authorized under the policy.

An employee who leaves a full-time position may not return to that position on a part-time basis unless, in the discretion of the township manager the position can be performed by one or more part-time employees.

e. Duration and Extension of Leave

Paid leave will not exceed a total of 12 weeks.

Requests for extension of a leave of absence will be considered if they are received by the township manager in writing before the expiration of an approved leave, are supported by proof of continued need, and the requested extension does not cause the total period of absence to exceed twelve (12) weeks except for where the law allows 26 weeks of protected leave for employees to care for parents, spouses or children who are military service members with critical illnesses or injuries. Any employee who fails to report to work at the end of an approved leave will be deemed to have voluntarily resigned.

f. Misuse of Leave

Use of leave for reasons other than those for which it is taken is prohibited.
Abuse of leave time will result in discipline up to and including discharge.

B. INSURED BENEFITS

1. Health Benefits

Watertown Township currently offers all full-time regular employees, their spouse, and/or dependent children group health insurance. Group health insurance coverage is discontinued on the date of an employee's termination of employment from Watertown Township. All employees should consult the township manager's office regarding continued hospitalization benefits after termination of employment. For details regarding hospitalization coverage, employees are to consult the township manager's office and, if requested, will be provided with the appropriate plan documents and health care agreements for their review. Watertown Township reserves the right, at any time, at its sole discretion, to change health care carriers and/or benefit levels and/or require Township employees to financially contribute to the cost of providing such health care insurance.

a. For Employees Who Elect Medical Coverage Under B(1)

Employees who are eligible for medical coverage under Section B(1) above may participate in a medical reimbursement program. The employer will reimburse those employees for submitted bills paid by the employee for medical, dental, hearing, optical or prescription expenses of the employee or their spouse and dependents not covered by insurance, up to a maximum of \$5000 per calendar year or pro-rata from date of eligibility. There will be no carryover of unused reimbursement from one calendar year to the next year. However, expenses incurred in one calendar year may be submitted within the first ninety days of the next calendar year.

b. For Employees Who Do Not Elect Medical Coverage Under B(1)

Employees who are eligible for medical coverage and do not elect coverage under Section B(1) above may participate in a medical reimbursement program. The employer will reimburse those employees for submitted bills paid by the employee for medical, dental, optical or prescription expenses of the employee or their spouse and dependents not covered by insurance up to a maximum of \$5000 per calendar year or pro-rata from date of eligibility. There will be no carryover of unused reimbursement from one calendar year to the next year. However, expenses incurred in one calendar year may be submitted within the first 90 days of the next calendar year.

Employees who are eligible for medical coverage and do not elect coverage because they are covered by another comprehensive full medical coverage plan are eligible to receive \$500 per month in taxable compensation. Employees must provide the township with written proof of full medical coverage to receive this benefit.

2. **Disability Insurance**

The township provides a disability insurance benefit to its employees commencing on the 91st day after injury or illness. During the first 90 days of such injury or illness, the employee will be eligible to use sick leave credits if s/he has them available. All requests regarding the township's disability insurance benefit should be directed to the township manager's office.

3. **Life Insurance**

The township provides and pays the premium for a group term insurance policy, including a double indemnity feature for accidental death at one and one-half (1-½) times base salary, rounded up to the nearest \$1,000, to a maximum of \$250,000.

4. **Worker's Compensation**

To provide for payment of medical expenses and salary continuation in the event of a work-related accident or illness, employees are covered by worker's compensation insurance in accordance with the Workers' Disability Compensation Act. The amount of benefits payable and the duration of payments depends upon the nature of the injury/illness. Employees are required to exhaust their vacation and sick time benefits before worker's compensation benefits begin.

If an employee is injured or becomes ill on the job, he/she must immediately report such injury or illness to his/her immediate supervisor and/or department head. This ensures that the township can assist the employee in obtaining appropriate medical treatment. The employee's failure to follow this procedure may result in the appropriate worker's compensation report not being filed in accordance with the law, which may consequently jeopardize the employee's right to benefits in connection with the injury or illness.

Any questions regarding worker's compensation insurance should be directed to the township manager's office.

5. **Return to Work from Disability**

State and federal persons with disabilities discrimination laws protect qualified employees with disabilities from discrimination on the basis of disability. The law also requires that covered employers provide employees with disabilities with reasonable accommodations that do not impose an undue hardship. If, upon return from a leave of absence, the employee believes that accommodations may be necessary to permit him/her to perform his/her job, he/she must advise his/her department head, or the township manager as soon as possible.

6. **Modifications**

Except for those required by law, the township reserves the right to modify the benefits described in this section at any time at the sole discretion of the township.

C. **MISCELLANEOUS BENEFITS**

1. **Retirement Benefits**

Watertown Township provides a defined contribution retirement plan for all full-time employees and elected officials as outlined by the Pension Ordinance. Questions regarding the specific provisions of such plan should be directed to the township manager's office.

2. **Termination Benefits**

If the employee gives the required two weeks' notice of his/her intent to terminate his/her employment relationship, he/she will receive payment for such sick time and vacation time credits as the employee has available. Such payment for sick time credits will be 50% of the balance at the employee's straight time hourly rate in effect at the time of termination. Likewise, all compensatory time accrued by the employee will be paid at the appropriate rate in effect at the time of termination. The employee forfeits all rights to sick time and vacation leave payments if the requisite two weeks' notice of intent to terminate is not given and worked, or if terminated for cause. The employee will not be compensated for any unused personal leave days at termination, whether voluntary or involuntary.

Health insurance will be discontinued as of the date of termination. The employee may, pursuant to any applicable federal law, arrange to extend such coverage beyond termination at his/her expense.

CHAPTER 5

TERMINATION OF EMPLOYMENT

A. NOTICE OF TERMINATION

Employees desiring to terminate their employment relationship with Watertown Township must notify the township at least two weeks in advance of their intended termination date. Such notice shall be given in writing to the employee's department head and township manager.

Employees who plan to retire are urged to provide Watertown Township with a minimum of six months' written notice. This will allow ample time for the processing of appropriate pension forms to ensure that any retirement benefits to which an employee may be entitled commence in a timely manner. Employees who plan to retire and give one-year written notice will receive a 20% bonus on the payout of their accrued sick leave.

Exit interviews with the employee's department head are normally scheduled for outgoing employees after the department head has received notice of resignation or intent to retire and for employees whose termination is initiated by the township. The purpose of these interviews is to review eligibility for benefit continuation and conversion, to ensure that all necessary forms are completed, to collect all property belonging to Watertown Township that may be in the employee's possession, and to provide employees with an opportunity to discuss their job-related experiences.

B. INVOLUNTARY TERMINATION

All employees of the township are at-will and may be terminated for any reason, with or without cause.

CHAPTER 6

REGULATIONS GOVERNING EMPLOYMENT

A. PERSONAL APPEARANCE AND DEMEANOR

Discretion in style of dress and behavior is essential to efficient operation of Watertown Township. Employees are, therefore, required to dress in appropriate attire and to behave in a professional, business-like manner. Employees are expected to use good judgment in their choice of work clothes and to conduct themselves at all times in a way that best represents the township. Failure to adhere to such shall result in disciplinary action. Each employee is expected to render friendly, courteous, and honest service to all. Employees failing to adhere to proper township standards with respect to appearance and demeanor are subject to disciplinary action.

B. GUIDELINES FOR APPROPRIATE CONDUCT

Employees are expected to accept certain responsibilities, adhere to acceptable business principles and manners of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others but also demands that both in business and personal life, employees refrain from any behavior that might be harmful to themselves, co-workers and/or Watertown Township, or that might be viewed unfavorably by the public at large.

Whether an employee is on duty or off, his or her conduct reflects on Watertown Township. Employees are, consequently, encouraged to observe the highest standards of professionalism at all times.

Types of behavior and conduct that Watertown Township considers inappropriate include, but are not limited to, the following:

1. Falsifying employment or any other Watertown Township records.
2. Violating Watertown Township's non-discrimination and/or sexual harassment policy.
3. Soliciting gratuities from customers or clients. Employees shall not accept gratuities or gifts if it places them under obligations to third parties dealing with or desiring to do business with or wishing to have favorable action by the township.

4. Unexcused absenteeism or tardiness.
5. Unauthorized use of Watertown Township's supplies, vehicles, tools or equipment for any purpose.
6. Reporting to work intoxicated or under the influence of alcohol or non-prescription drugs. Illegal manufacture, possession, use, sale, distribution or transportation of drugs.
7. Possessing or using alcoholic beverages or illegal drugs on Watertown Township property or possessing or using alcoholic beverages or illegal drugs while engaging in Watertown Township business off Watertown Township premises.
8. Fighting, threats of violence or using obscene, abusive, or threatening language or gestures.
9. Theft of property from co-workers, customers, or Watertown Township.
10. Unauthorized possession of firearms or explosives on Watertown Township premises or while on Watertown Township business.
11. Disregarding or violating employer's safety or security regulations or other rules and regulations of the employer.
12. Insubordination.
13. Failing to maintain the confidentiality of Watertown Township, customer, or client information.
14. Abuse or fraudulent use of sick leave credit hours or any other employee benefits.
15. Conviction of any felony.
16. Carelessness or negligence resulting in injury to persons or damage to Watertown Township property.

17. Engaging in horseplay of any kind or unnecessarily contributing to unsanitary, unsafe or poor housekeeping conditions.
18. Misuse, abuse, or deliberate destruction of township property, tools, equipment, or that of another employee, or failure to report any equipment requiring maintenance, repair or safety attention, or failure to maintain such machines, tools, equipment, or vehicles.
19. Failure to report to work and/or advise the employee's supervisor of an inability to work.
20. Abuse or falsification of overtime.
21. Premature departure, and/or extended lunch periods.
22. Failure to use all safety equipment and practices, hard hats, safety goggles, seat belts, etc., as are determined by department heads or by law.
23. Illegal soliciting or engaging in political campaigning on employer time or property.
24. Retaliation against employees for use of the grievance procedure or attempts to enforce employee rights.
25. Attempts to undermine by disclosing false and disparaging information about the employer or employees.
26. Allowing unauthorized use of township vehicles for personal benefit.
27. Discourtesy or abusive behavior toward citizens or co-workers.

Should an employee's performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory in the judgment of Watertown Township, employees will be subject to disciplinary action up to and including discharge.

C. VEHICLE USAGE

All employees using township vehicles are charged with full responsibility for maintenance of such vehicles at township expense. The township specifically prohibits carrying any passenger or materials in township vehicles unless such are

directly related to the carrying out of township business except with the express permission of the township manager. All employees are expected to adhere to all local and state traffic laws and regulations. The use of seat belts during operation of township vehicles is mandatory. All vehicles must be locked when not in use.

An employee must immediately report any driving violation received while using a township vehicle to his/her immediate supervisor. Additionally, all accidents involving township vehicles must be immediately reported to the proper policing authority and to the township manager. No employee shall use any township vehicle unless he/she possesses and carries a valid operator's license.

D. ATTENDANCE AND ABSENTEEISM

Watertown Township expects all employees to assume diligent responsibility for their attendance and promptness. Should an employee be unable to report to work for any reason, he/she must notify his/her immediate supervisor or department head as soon as he/she becomes aware of the reason that he/she cannot report to work. Such notice must be received by the employee's supervisor before the employee's normal starting time. Failure to properly notify the employee's immediate supervisor results in an unexcused absence.

An employee's department head, at his/her sole discretion, may require an employee who is absent from work due to injury or illness to submit a statement from his/her physician regarding the nature of the injury or illness and certifying that the employee is capable of returning to work and resuming his/her full duty responsibilities. Watertown Township also reserves the right to require an employee to submit to an examination by a physician designated by the township at its discretion. In addition, Watertown Township may require the employee to either submit a statement from his/her physician or to be examined by a township-designated physician in other instances where abuse is suspected. (For example, where an employee's record indicates a pattern of short absences and/or frequent absences before or after holidays and weekends.)

Absenteeism or tardiness that is unexcused or excessive in the judgment of Watertown Township is grounds for disciplinary action, up to and including dismissal. The township shall consider any unauthorized consecutive three-day absence as a voluntary termination of employment.

CHAPTER 7

COMPLAINT RESOLUTION PROCEDURE

Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents resolve themselves naturally; however, should a situation persist, that cannot be resolved informally, an employee should pursue the complaint by following the procedure below.

A. REGULAR, FULL-TIME, AND REGULAR, PART-TIME EMPLOYEES

Step 1 - The employee should discuss his/her problem with his/her immediate supervisor within two days of the date of its occurrence. If, however, the problem involves a conflict with the immediate supervisor and he/she does not believe a discussion with such supervisor is appropriate, he/she may proceed directly to Step 2. The employee's immediate supervisor will give a verbal response to the employee.

Step 2 - If the problem is not resolved after discussion with the employee's immediate supervisor, or if the employee feels that such discussion with the supervisor is inappropriate, the employee may request a meeting with his/her department head or the next highest person within the township organization. Such request shall be in writing and filed with the department head within five business days of the employee's receipt of the response from his/her supervisor. If the employee did not have a discussion with his/her supervisor, his/her written request to the department head must be filed within five business days of the occurrence of the problem. All such requests must be in writing and contain the date of the occurrence of the problem, the policies or procedures allegedly violated, a written description of the factual circumstances of the complaint, and a statement of the requested remedy. The department head will consider the complaint, conduct an investigation into the facts, and give a written response to the employee within ten business days.

Step 3 - If the employee is not satisfied with the department head's decision and wishes to pursue the problem or complaint further, he/she may forward the written complaint to the township manager. This must be done within five business days of his/her receipt of the department head's decision. The township manager, after a full examination of the facts, will advise the employee of the manager's decision in writing within ten business days. The decision of the township manager shall be final.

If the complaint is about the manager's conduct, it should be made with the township supervisor.

B. GENERAL

The procedure should not be construed, however, as preventing, limiting, or delaying Watertown Township from taking disciplinary action against any individual, up to and including termination, in situations where the township deems disciplinary action is appropriate.

CHAPTER 8

SUBSTANCE ABUSE AND DRUG/ALCOHOL TESTING POLICY

In continuing to provide for the health and safety of its employees, and to ensure the health and safety of others, the township has established the following drug/alcohol testing policy.

A. GENERAL PROVISIONS

Copies of this policy shall be distributed to all township employees. This policy shall become effective on the date the Authorization and Release is signed. In the event of a refusal to sign, documentation by management will make the policy effective.

1. All employees engaged in inappropriate drug/alcohol use are encouraged to identify themselves to the township manager or their immediate supervisor. The township may refer such employees to a rehabilitation program and allow continued employment where appropriate.
2. When inappropriate drug or alcohol use is suspected, the basis for the suspicion shall be documented and provided to the township manager or designee who is responsible for determining the proper course of action thereafter.
3. Management will ensure supervisory personnel are given training to recognize and deal with behavior changes typical with drug/alcohol use, and that all employees, including new hires, are made aware of this policy.
4. This policy does not contemplate the use of drug screening analysis on a random basis.

B. DRUG/ALCOHOL TESTING POLICY

1. Any employee involved in either a job-related accident or job related incident which caused or could have resulted in personal injury, or caused property damage exceeding \$250, may be subject to drug/alcohol testing. Any refusal to submit to such testing will subject the employee to immediate discharge.
2. An employee who is off work for an extended period of 30 days or more due to disability, layoff, job-related injury, or personal leave must, at the request and

sole discretion of the township, submit to a drug/alcohol test as a condition of returning to work from the leave of absence.

3. Any other testing of employees not described above for the presence of controlled substances or illegal drugs and alcohol must be based upon reasonable suspicion that an employee has taken, consumed or used such substances. The standard for determining reasonable suspicion will be guided by the following:
 - a. The test must be required by the township manager or designee.
 - b. Reasonable suspicion shall be based upon specific objective facts and reasonable inferences drawn from those facts in light of experience and/or training.
 - c. Where the reasonable suspicion is based upon personal observation by a supervisor, the objective facts must be articulable and may include a person's appearance or behavior.
 - d. When an informant has supplied information, the informant's veracity, reliability, and basis of knowledge will be relevant considerations. If the informant is a subordinate of a supervisor suspected to be under the influence, he/she may approach any other supervisor or the township manager to provide such information without regard to the normal supervisory structure.
4. The facts forming the basis for the reasonable suspicion shall be disclosed to the employee at the time that demand for testing is made, and the employee shall, at that time, be given the opportunity to explain his/her behavior or actions. In addition, where drug testing is recommended, the employee shall be allowed to make such an explanation to the township manager or designee in person and also allowed to commit any explanation to written form. Any refusal to take the test, however, will result in immediate discharge.
5. Within five calendar days after the demand for testing, the facts forming the basis for reasonable suspicion and reasonable inferences drawn from those facts, including the employee's statement, if any, shall be reduced to written form, and a copy shall be given to the employee.

6. The use of medications prescribed by a physician is not intended to be prohibited by this policy. However, employees using such medications are responsible for the potential effects such drugs may have. Use of medications that may impair physical or mental ability, judgment or work performance must be reported to your supervisor when reporting for work.

C. RELEASE FROM DUTY

Any time an employee has been ordered to be tested while on duty, based upon reasonable suspicion, the employee shall not drive any vehicle or perform any job duties or functions, unless so authorized by the township manager or designee. The employee will be compensated according to his/her salary/wage schedule for all time spent in the testing process to a maximum of the balance of his/her regular workday. When possible, such testing will be conducted during the employee's scheduled work hours.

D. LABORATORY TEST

Arrangements will be made to transport the person taking the test to the hospital or independent laboratory to perform the test. A proper chain of custody will be maintained on all tests.

In the case of urine testing, the laboratory used must be certified by the National Institute on Drug Abuse (NIDA). The initial screen test will be of the immunological assay type and will be conducted using the "EMIT" test. No disciplinary action shall be taken based upon the initial screen test. If the initial test is positive, a follow-up test will be immediately conducted on the same sample using the gas chromatography/mass spectrometry method.

Decision levels are set sufficiently high enough to preclude any other possible reason for a drug's presence except illicit use. The following decision levels, reported in nana grams per milliliter, are proposed for deciding the point at which the presence of a drug on an EMIT test would be reported as positive, i.e., the point at which a confirmation test (GC/MS) will be performed on the same sample.

NIDA-5 (screen and GC/MS confirmation)

<u>Drug Group</u>	<u>Drug or Metabolite Detected</u>	<u>Initial Test Level</u>	<u>GC/MS Confirmation</u>
Amphetamine	Amphetamine	1,000 ng/ml	500 ng/ml
	Methamphetamine	1,000 ng/ml	500 ng/ml

Cocaine metabolites	Benzoylcegonine	300 ng/ml	150 ng/ml
Opiate metabolites	Codeine	300 ng/ml	300 ng/ml
	Total Morphine	300 ng/ml	300 ng/ml
Phencyclidine	PCP	75 ng/ml	75 ng/ml
Marijuana	THC	Shall not possess or be under the influence at work	

If an EMIT test detects the presence of a drug equal to or above the confirmation level of the test result, the test will be considered as failed.

Upon completion of all testing, the employee will be notified of the results of the testing as soon as practical after the township receives such notification. If the results of confirmation testing are positive, the results will be reported to the township manager for immediate discharge.

If an employee is requested to undergo a blood/alcohol test and the test reveals a minimum level of .07, the employee will have failed the test.

NOTICE: Any employee who possesses, sells, attempts to sell, delivers, or in any other way distributes illicit narcotics or drugs on township property or during work hours will be discharged. Law enforcement officials will be informed of such conduct.

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EMPLOYMENT MANUAL

WATERTOWN CHARTER TOWNSHIP

**REDLINED VERSION
SUGGESTED EDITS**

Effective: December 17, 2018
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Dear Watertown Township Employee:

A challenging experience awaits you as an employee of Watertown Charter Township. The citizens of Watertown Township are proud of their community and expect township employees to enthusiastically reflect this pride. We trust you will help us provide the kind of service and dedication our tax-paying public can be proud to support. All employees project the image of our township. Consequently, we emphasize the importance of courteous and friendly treatment toward all those who come in contact with us.

We have written this manual to answer some of the questions you may have while employed with Watertown Township. Please read it thoroughly and retain it for future reference. Your conduct during your employment should be governed by the guidelines described herein. The policies in this manual are subject to change at the sole discretion of the Township. If you have any questions, please ask your department director.

This manual applies to all employees of Watertown Township. If there are any conflicts between the provisions of this manual and the provisions contained in any individual employment agreement or federal or state law, the provisions of the agreement or relevant law shall govern. Any situation not covered by this manual shall be referred to the township manager. This manual does not in any way apply to elected officials of Watertown Township nor to any individual appointed or elected to any commission, board, or advisory panel.

This manual replaces all prior manuals, policies, and resolutions of the Watertown Township Board of Trustees which are inconsistent with this manual.

The interpretation, application and administration of the policies and provisions of this manual have been delegated by the township board to the township manager as the chief human resources officer of the township. Accordingly, the decisions of the manager regarding the interpretation and application of these policies is final except as may be modified in the complaint resolution procedure set forth in Chapter 7.

We wish you success in your position and hope that your employment with Watertown Township will be a rewarding experience for all concerned.

Sincerely,

Jennifer Tubbs
Township Manager

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CHAPTER 1

GENERAL EMPLOYMENT POLICIES

A. EQUAL OPPORTUNITY EMPLOYMENT

This township is an Equal Opportunity Employer and prohibits discrimination and harassment of all kinds, including but not limited to harassment or discrimination based on race, color, gender, age, religion, height, weight, national origin, marital or familial status, or disability.

B. HARASSMENT POLICY

As part of the township's policy of Equal Opportunity Employment, this township strictly prohibits abusing the dignity of anyone through ethnic, racist, sexist, or other derogatory comments, slurs, statements, jokes or other objectionable conduct in violation of this policy or the State of Michigan's civil rights laws. The township believes that all employees are entitled to a workplace free of harassment, and expects that all employees will treat each other and our customers with courtesy, dignity, and respect.

1. Sexual Harassment

This township prohibits any employee, male or female, from engaging in actions which sexually harass other employees in violation of the State of Michigan civil rights laws, including but not limited to:

- a. Making unwelcome sexual advances or requests for sexual favors, or other verbal or physical conduct of a sexual nature, a condition of the employee's employment; or
- b. Making submission to or rejection of such conduct the basis for employment decisions affecting the employee; or
- c. Stating or implying that a particular employee's advances in employment have resulted from the granting of sexual favors or the establishment or continuance of a sexual relationship; or

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- d. Stating or implying that a particular employee's deficiencies in performance are attributable in whole or in part to the gender of that person; or
- e. Commenting on particular characteristics associated with a particular gender; or
- f. Creating an intimidating, hostile or offensive working environment by such conduct.

2. **Non-Retaliation**

The township trusts that all employees will continue to act responsibly to establish a working environment free of discrimination. The township encourages employees to raise any questions they may have regarding discrimination with management.

The township not only prohibits harassment, but also strictly prohibits any retaliation against any employee who, in good faith, has registered a complaint under this procedure. Any employee of the township who, after investigation, has been determined to have retaliated against an employee for utilizing the complaint procedure will be subject to appropriate discipline up to and including discharge. Any employee who believes he or she has been retaliated against for exercising the rights guaranteed under this policy, should utilize the complaint procedure or notify the township manager. A form for filing a complaint is attached at the end of this policy. Additional forms may be obtained from any department head.

3. **Complaint Procedure**

Any employee who believes that he or she has been subjected to any sexual harassment as defined above or any harassment based upon his/her race, color, gender, age, religion, height, weight, national origin, marital or familial status, or disability, should file a written complaint on the form attached to these policies with the employee's department head as soon as possible after the incident(s) occur. If the affected employee refuses to sign a complaint, the township may not be able to pursue the matter further. If the complaint form is completed and signed, the township will investigate and resolve the matter. If the alleged act was committed by someone other than the employee's department head, and that department head did not participate in and was

unaware of that conduct, the employee should register the complaint initially with his or her department head. If the employee is dissatisfied with the resolution by the department head, or if the department head was involved in the conduct, or if, after notifying the department head, the harassment continues, the employee should contact the township manager immediately. If the manager is the subject of the complaint, the employee should contact the township supervisor.

Upon receipt of the complaint, an impartial investigation of all complaints will be undertaken. Any employee who has been found, after appropriate investigation by the township, to have harassed or discriminated against another employee will be subject to appropriate discipline up to and including discharge.

4. **False Complaints**

Any employee who files a complaint which is knowingly false when made will be subject to immediate discipline up to and including discharge.

WARNING: Harassment, including sexual harassment or other forms of prohibited conduct, may lead to personal liability. Any person engaged in such conduct may be compelled by a court to pay monetary damages to victims of harassment.

C. **MEDICAL EXAMINATIONS**

Prior to returning to work from a medical leave, the township may require that the employee present to his/her supervisor a medical report from the attending physician certifying that the employee is able to return to work and perform the essential job functions of his/her position.

The township may require an employee to submit at any time to a physical examination to determine the existence and extent of any limitations and the effect such limitations will have on the employee's ability to perform the essential functions of his/her position and, further, to determine the appropriate accommodation.

D. **EMPLOYMENT OF RELATIVES**

Watertown Township permits the employment of qualified relatives of employees as long as such employment does not, in the opinion of Watertown Township, create actual or perceived

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conflicts of interest. For purposes of this policy, "relative" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, niece, nephew, corresponding in-law, or "step" relation. The township will exercise sound business judgment in the placement of related employees in accordance with the following guidelines:

1. Individuals who are related by blood or marriage are permitted to work in the same facility, provided no direct reporting or supervisory/management relationship exists. That is, no employee is permitted to work within the chain of command of a relative such that one relative's work responsibilities, salary, discipline or career progress could be influenced by the other relative.
2. No relatives are permitted to work in the same department or any other positions in which the township manager believes an inherent conflict of interest may exist.
3. Employees who marry while employed are treated in accordance with these guidelines. That is, if, in the opinion of the township manager, a conflict or an apparent conflict arises as the result of the marriage, one of the employees will be transferred at the earliest practical time.

This policy applies to all categories of employment at Watertown Township.

An applicant shall notify the township of such a relationship in the application for employment. If presently employed by the township, an employee shall notify the township manager in writing of such a relationship.

E. NO SMOKING POLICY

Smoking is prohibited in any Watertown Township building, vehicle or within 10 feet of any entrance.

F. CONFLICT OF INTEREST

No person:

1. Who is an employee, agent, consultant, officer, or elected or appointed official of Watertown Township, and
2. Who exercises or has exercised any functions or responsibilities with respect to Watertown Township's activities, or who is in a position to participate in a decision-making process or gain inside information with regard to such activities,

May obtain a personal or financial interest or benefit from the activity, or have any interest in

any contract, subcontract, or agreement with respect thereto, or in the proceeds thereunder, either for themselves or for those with whom they have family or business ties.

G. SOCIAL SECURITY NUMBER PRIVACY STATEMENT

1. Introduction

Watertown Township's Social Security Number Privacy Policy provides guidance pertaining to the township's responsibilities to ensure proper tax withholding from wages and to ensure that the required reporting of employee wages, withholding and employment taxes is accurate. This policy explains why the township requires your social security number, how it is used, who it is shared with, choices for how it is used, and how the township protects the use of your social security number. It is the responsibility of the personnel director to obtain a copy of the employee's social security card. The personnel director is responsible for monitoring compliance with this policy.

2. Procedures

Federal law requires an employee who has a social security number and a social security card available, to show it to the Department of Human Resources. Upon reviewing the social security card or tax identification card, the department representative will make a copy of the document and keep this copy in the employee's records. The Department of Human Resources will provide information to departmental personnel to assist with the recognition of fraudulent cards.

New employees who are not non-resident aliens:

- An employee who has a social security number but does not have the social security card available on the first day of employment must show the card to the personnel director within two working days of beginning employment. Failure to provide a copy of the social security card may result in termination of employment.
- An employee who does not have a social security number is required to apply for one using Form SS-5. The personnel director will issue a letter to the

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employee requesting that the employee provide his or her social security card. A copy of this letter will be kept in the employee's records. Failure by the employee to apply for a social security number may result in termination of employment.

- An employee who is unable to furnish a social security number but has a receipt from the Social Security Administration acknowledging application for a social security number must show the receipt to the personnel director. A copy of the receipt will be retained by the director in the employee's records.
 - a. The employee must provide a copy of the social security card to the Department of Human Resources within 21 calendar days.
 - b. Failure by the employee to provide a copy of the social security card within 30 calendar days of employment may result in termination of employment.

Newly-arrived non-resident alien employees:

New non-resident alien employees are also required to present a copy of his or her social security card or tax identification number. However, non-resident aliens are allowed up to a maximum of eight weeks in which to acquire a social security card or tax identification number. Failure by the employee to provide a copy of the social security card or tax identification number within the allotted time period may result in termination of employment.

3. Privacy

The Privacy Act of 1974 requires the township to disclose the following information pertinent to a request for an individual's social security number:

- a. Whether the disclosure is mandatory or voluntary;
- b. What law, if any, requires disclosure; and
- c. What uses will be made of the social security number.

The township requests an individual's social security number solely for the purpose of complying with federal laws pertaining to residency and for wage and tax withholding purposes.

The township handles such information carefully and only gives those employees access to the information as is required to carry out the township's business. No person shall disclose any social security number obtained through employment at Watertown Township unless specifically permitted or required by law.

Any person in charge of disposing a document that contains a social security number shall do so in a manner that the social security number cannot be retrieved from the document that has been disposed.

Any person violating this privacy policy is subject to disciplinary action up to and including discharge from employment.

Non-Discrimination

The township will not deny any rights, privileges, or benefits to individuals who refuse to provide their social security number unless disclosure is required by law.

H. KEY POLICY

Employees, instructors, and those renting township facilities who receive a key, will sign an agreement with the office of the clerk that they will not loan their key to any other person or duplicate the numbered key. The loss of a key will result in a \$50 charge.

A key log will be maintained by the office of the facilities manager. All excess master keys or office keys will remain in the township vault. The township manager and the facilities manager will inventory keys once per year. Once every four years, the township manager will employ a locksmith to re-key all locks.

A key box will be maintained by the facilities coordinator. This is to allow the facilities manager easy access to keys that he/she signs out on a normal basis. The facilities manager will provide a written inventory of the lock box contents to be kept on file by the clerk's office. The clerk, township manager, and facilities manager are the only individuals with access to the key box.

Keys shall be returned at the request of the township with a maximum of 7 days to return the key before locks are changed. Employees are required to turn in their key on their last work day or at the demand of the township manager.

I. EDUCATION AND TRAINING

Watertown Charter Township is pleased to assist employees in furthering their education or training in areas that will benefit their career and the township. If an employee is a full-time, regular employee who has been with the township at least one year, they may apply in writing to the township manager or to a person specifically designated by the township manager for

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educational reimbursement prior to the date the course is scheduled to begin. Approval for reimbursement shall be at the township board's sole discretion. The availability of funds will be subject to budgeting constraints.

The course eligible for reimbursement (including college and correspondence) must be directly applicable to the employee's position or in an area that will benefit the township. The employee must satisfactorily complete the course by earning at least a grade of "C" or the equivalent. After the employee satisfactorily completes the course, and shows evidence of the same, the township will reimburse 100% of the cost of tuition and books.

J. SNOW POLICY

When, after the township offices have opened, a snow storm occurs, or weather conditions threaten the safety of employees on the road to return home, the township supervisor or township manager may determine whether to close the township offices prior to the regular closing time of 5:00 p.m. and employees physically present at work shall be paid for the time not worked.

The township supervisor or manager will determine if any duties are required to be performed beyond the "early closure" time.

Because the safety of our employees is paramount and closure of the township offices impacts our citizens, it is important that administration balance these two objectives.

Unless the office is closed, if severe storm conditions prevent employees from reporting to work, they will not be paid for time not worked, unless they utilize their personal leave or vacation time.

The basis for determining closure of the township office for purposes concerning the safety of employees requires consideration regarding surrounding road conditions and pending weather conditions. If the weather is deemed too treacherous and the township office is closed a phone tree will be utilized to notify all employees by no later than 8:00 a.m. Maintenance personnel may still be required to work all or part of any closed day and employees able to work from home are expected to do so. In the event that a severe weather storm is expected, all employees with the ability to accomplish any work functions from home shall prepare materials in anticipation.

~~Notification shall be provided to all elected officials if the township offices are closed.~~

General Guidelines:

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1. During Office Hours:

In order to make an objective decision, the township supervisor or the township manager will confer with the area school and road agencies. As noted above, certain details may require continuation of service by some employees.

2. Not During Office Hours:

If severe winter storm conditions occur while the township office is closed, the township supervisor or manager may declare the office closed after reviewing all available information from the National Weather Service, school district closings and/or road agencies. If the township offices are declared closed, the employees scheduled to work are required to work remotely and *shall be paid for the day or days of closure.**

-Any days of absence when the office is not officially closed, but an employee is unable to report to work-shall be subject to the personal or vacation time policy.

*if an employee is on scheduled vacation, sick or medical leave they will still be required to use their vacation or sick leave in order to be compensated.

**Maintenance personnel required to work to maintain the accessibility of the township hall building, cemetery and recycling area because of severe weather, shall not be entitled to additional compensation other than their regular rate of pay.

CHAPTER 2

COMPENSATION POLICIES

A. EMPLOYMENT STATUS

For purposes of salary administration and eligibility for overtime payments and employee benefits, Watertown Township classifies its employees as follows:

1. Full-time Regular Employees - Employees hired to work the township's normal, full-time, ~~40 hour~~ work week on a regular basis.
2. Part-time Regular Employees - Employees hired to work fewer than ~~40~~32 hours per week on a regular basis.
3. Temporary Employees- Employees engaged to work full-time or part-time for Watertown Township with the understanding that their employment will be terminated upon completion of a specific assignment or at the conclusion of a specified time period.
4. Non-exempt Employees - Employees who are required to be paid overtime at the rate of one and one-half (1 ½) times their regular rate of pay for all hours actually worked beyond 40 hours in a work week in accordance with applicable federal wage and hour laws.
5. Exempt Employees - Employees who are not required to be paid overtime in accordance with applicable federal wage and hour laws.

All township employees are at-will employees and will be informed of their employment classification, and status as an exempt or non-exempt employee at the time of their hire. If an employee changes positions during employment with the township as a result of a promotion, transfer, or otherwise, he/she will be informed by the personnel director of any change in his/her status. Employees should direct any questions regarding their employment classification or exempt/non-exempt status to the Township Manager.-

B. JOB DESCRIPTIONS

All positions shall be classified according to their respective duties and responsibilities as contained within their job descriptions. A complete set of job descriptions for all classifications shall be maintained by the township manager which shall include appropriate

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titles, description of duties, responsibilities, and minimum job qualifications, wage classification and employment status. These descriptions shall be reviewed and updated periodically by the township manager to maintain their accuracy.

C. VACANCIES

At such time as a vacancy occurs and/or the township manager has determined that a position should be filled, notice of such employment opportunity may be posted indicating the position, the job description, job classification, etc., so that current township employees interested in such a position may file an application for consideration. If such a notice is posted, it shall remain posted a minimum of seven consecutive calendar days. However, the township manager may, in his/her discretion, elect not to post such notice and may fill the position or vacancy with the person the manager deems most suitable.

D. TRANSFERS

If an employee has received approval to transfer from one department to another and such transfer requires retraining, the "entry" or "permanent" level of compensation for the new classification shall prevail as determined by the township manager.

The township manager may, in his/her discretion, transfer employees from one position to another and/or one department to another.

E. EMPLOYEE EVALUATION REPORTS

To ensure that all employees perform their jobs to the best of their ability, it is important that they be recognized for good performance and that they receive appropriate suggestions for improvements when necessary. Consistent with this goal, an employee's performance will be evaluated by his/her supervisor on an ongoing basis.

All performance reviews will be based on the employee's overall performance in relation to his/her job responsibilities and will also take into account his/her conduct, demeanor, record of attendance and tardiness, skills developed, responsibility accepted, quantity and quality of work performed, knowledgeability, personality, initiative demonstrated, housekeeping, cooperation, courtesy, compatibility, attitude, judgment demonstrated, safety, leadership (if relevant) and overall job performance.

On or near the anniversary date of hire, one written evaluation ~~may~~ will be completed for all exempt department head positions. The planning director shall be evaluated by the executive committee of the planning commission and the township manager. The township manager

will be evaluated by the township supervisor. All remaining department heads will be evaluated by the township manager.

F. EMPLOYEE RECORDS

The township manager's office retains the principal personnel file for all employees. The township will attempt to keep these records confidential to the extent allowed by law. They will be available for the employee to review at reasonable intervals with the employee's department head or the township manager (or the manager's designee). All employees desiring to review their personnel records should make a written request to the township manager for an appointment to review the records.

G. CHANGE IN EMPLOYEE STATUS

Employees are advised that it is necessary to inform the township manager's office immediately regarding any change in status, such as:

- name
- address
- telephone number
- marital status
- beneficiary for insurance purposes
- number of dependents
- number of exemptions -- (for example, birth or death in the family, etc.)
- person to be contacted in an emergency

CHAPTER 3

PAYROLL POLICIES

A. RATES OF PAY

The board of trustees establishes wage rates for all classifications of employment. These rates are reviewed periodically and may be adjusted by the board of trustees at its sole discretion.

It is the township's customary policy to start an employee at the entry level rate of compensation as classified. However, the township manager, upon the recommendation of the department head, may start an employee at a higher rate of compensation if deemed appropriate.

At the end of the employee's probationary period, the employee will be reviewed by his/her department head. If the department head and the township manager agree that it is appropriate, the employee will be advanced to the next step.

~~No wage rate shall be paid any employee beyond the maximum rate as established for his/her classification. Except that if an employee's position is re-classified to a lower rate of pay he/she will retain his/her then current rate of pay and be frozen at that rate until the new rate for the classification reaches the employee's current rate of pay.~~

B. HOURS OF WORK

Normal work days for regular full-time employees shall be eight hours per day, including a 30-minute lunch period. The normal work week for regular full-time employees shall be five work days, totaling 40 hours within the period commencing and ending at midnight each Saturday. Nothing in these policies shall be construed as a guarantee of any number of hours of work per day or week or pay per day or per week. The township reserves the right to change the work week and the length of the work day at any time.

Department heads will schedule all employees' hours of work.

Overtime will be scheduled as necessary at the sole discretion of the employee's department head, and an employee so directed to work overtime shall be required to work such overtime.

C. SUPPLEMENTAL EMPLOYMENT

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A full-time employee shall seek permission from the township manager to obtain supplemental part-time employment. It is understood that if the township manager grants permission to obtain supplemental employment, the employee's first responsibility is to fulfill the obligation she/she has to the township. The township manager may revoke permission to work supplemental employment at any time if it is found that the supplemental employment:

1. Is inconsistent with the interests of Watertown Charter Township.
2. Could, by reason of association, have a negative effect on Watertown Charter Township.
3. Requires the employee to devote so much of his/her time and effort to the secondary job that the employee's work efficiency at Watertown Charter Township would be adversely affected.
4. Is likely to result, or has resulted, in the employee's unavailability to work regular hours or such overtime as required.

D. OVERTIME COMPENSATION

All non-exempt, full-time employees who work in excess of 40 hours in one week will receive compensation for approved overtime worked on the basis of one and one-half (1½) times the employee's regular hourly rate of pay for all hours so worked. Overtime will only be paid after 40 hours of combined work time, approved sick time, or approved vacation time only. An employee shall not combine compensatory time with other approved work time or paid time off during the forty hour work week to be paid for overtime.

Overtime hours may not be pyramided: only hours paid out at the employee's regular rate of pay count toward the 40 hour weekly overtime trigger. Employees who are required to work holidays will be compensated at two times their regular rate of pay for all hours worked plus the holiday pay. The employee will be given credit for all paid time for the purpose of computing overtime compensation. The employee's immediate supervisor will attempt to provide the employee with as much reasonable notice as possible when the need for overtime work arises. Employees should remember, however, that advance notice may not always be possible in order to maintain services for the township. An employee may work overtime only upon the direction and approval of his/her immediate supervisor. Employees who have completed their assigned shift and have left the premises of the township and are called back by his/her immediate supervisor to perform unscheduled extra work shall be paid a

minimum of two hours at the rate of one and one-half (1-½ times) the regular hourly wage rate.

For purposes of salary administration, eligibility for overtime payments and employee benefits, Watertown Township classifies department heads as exempt employees. Department heads are paid a salary that has been established to compensate them for any and all work they perform for the township. They will not receive any additional compensation for overtime and shall not be entitled to compensatory time or additional time off. Department heads are expected to work the hours necessary to fully perform all their job duties and responsibilities without extra compensation. Their work week is not limited to 40 hours.

No full-time employee classified as "exempt" will receive overtime payment and shall not be entitled to compensatory time or additional time off in accordance with applicable federal wage and hour laws.

E. COMPENSATORY TIME

Compensatory time is overtime worked for which time off may be granted in lieu of overtime pay. Employees must have departmental approval prior to accumulating or using compensatory time. Employees may, at their option, elect to receive payment for overtime or to accumulate compensatory time at a rate of one and one-half (1½) hours of compensatory time for each hour of overtime worked. The maximum accumulation of compensatory time earned shall not exceed 60 hours, which is 40 hours of overtime worked. At no time shall the total compensatory hours earned exceed 60 hours. Employees shall be paid at the one and one-half (1½) times rate of their current hourly wage for compensatory hours earned after 60 hours at the time and one half (1½) times rate of their base hourly wage. On the payday closest to December 15 of each year, the employee will be compensated for all unused compensatory time.

F. PAYROLL

Watertown Township has adopted a bi-monthly pay period. The normal paydays have been established as the 15th and the last day of the month.

If an employee desires additional payroll deductions from his/her pay check in order to allow for participation in a labor union, savings plan, individual contribution to the township's pension program, etc., such request shall be made in writing to the township manager's office.

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In the event a holiday or weekend interferes with distribution of pay checks on the scheduled date, every effort will be made to distribute paychecks on the day prior to the holiday.

G. TIME SHEETS

Any changes necessary to be made on the employee's time card or time sheet shall be corrected only by the employee's supervisor. The employee is personally responsible for accurately reporting payroll hours worked.

Department heads are responsible for maintaining the integrity and accuracy of employee time reporting within their respective operations.

CHAPTER 4

EMPLOYEE BENEFITS

Introduction

Watertown Charter Township has established a variety of employee benefit programs designated to assist its employees in meeting the financial burdens that can result from illness, disability, and death, and to help them plan for retirement, deal with job related or personal issues, and enhance their job related skills, morale, and efficiency.

This handbook is meant to highlight some features of Watertown Charter Township's benefit programs. The township's group health insurance, life insurance and retirement programs are described more fully in summary plan description booklets, which will be provided to employees upon request. Complete descriptions of Watertown Charter Township's group health insurance programs are also contained in the township's master insurance contracts with its insurance carriers, which are maintained in the township manager's office. Complete descriptions of employee retirement related programs are also maintained in the township manager's office and are available for employee review upon request. The information in this handbook is intended to be a general guideline to township employees. It should be understood that the plan document or documents themselves are available for examination at the township manager's office and are the only documents which contain the accurate and complete coverage information and conditions.

Watertown Charter Township reserves the right to amend, terminate or modify any of these programs regarding such employee benefits at its sole discretion. This reserved right may be exercised in the absence of financial necessity.

Part-time and temporary employees are ineligible for fringe benefits unless specifically designated in this chapter.

For more information regarding any of the township's benefit programs, please contact the township manager's office.

A. TIME OFF BENEFITS

1. Vacation

Watertown Charter Township recognizes the importance of vacation time and providing employees the opportunity for rest, recreation, and personal activities. Watertown Charter Township grants its full-time regular employees annual paid vacation in accordance with the following schedule:

Vacation leave with pay for the first three years of employment will be earned at 5/6 day per month, for a total of ten days. Vacation accrual will begin with the date of hire, but no vacation shall be authorized until the employee has completed six (6) months of employment, without prior written authorization by the personnel director.

All full time employees who have completed three years of continuous employment with the township shall be entitled to 15 days of paid vacation leave. Beginning their fourth year of employment, employees will begin earning vacation leave at a rate of 1.25 days per month, for a total of 15 days.

All full time employees who have completed ten years of continuous employment with the township shall be entitled to 20 days of paid vacation leave. Beginning their 11th year of employment, employees will begin earning vacation leave at a rate of 1 2/3 days per month, for a total of 20 days.

All full time employees who have completed twenty years of continuous employment with the township shall be entitled to 25 days of paid vacation leave. Beginning their 21st year of employment, employees will begin earning vacation leave at a rate of 2.08 days per month, for a total of 25 days.

Annual Paid Vacation Leave is subject to the following requirements:

- a. An employee shall not take more than two consecutive weeks of vacation leave at one time without the prior approval of the personnel director.
- b. Each employee who has completed three years of employment must take a minimum ten days of vacation in a given calendar year.

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- c. Only full-time regular employees who have completed six months of continuous employment for the township are eligible for vacation. Vacation credit hours will not be paid in lieu of vacation time except upon the employee's retirement at which time all accumulated vacation hours will be paid at the employee's straight time regular hourly rate. Vacation leave may be accumulated from one calendar year to the next as follows:

1 - 120 months: maximum accumulated vacation time allowed is 120 hours.

121 - 180 months: maximum accumulated vacation time allowed is 180 hours.

181 or more months: maximum accumulated vacation time allowed is 240 hours.

Vacation schedules shall be prepared by the department head for each department and it shall be his/her responsibility not to allow conflicts of vacations for employees within that department. All department heads have sole discretion to determine appropriate vacation scheduling to assure continued un-interruption of service to the public. Vacations may be taken as weekly periods, individual days or in one hour increments as long as the periods chosen meet with departmental approval. All employees should submit a vacation request to their department head at least two weeks prior to the date they wish their vacation to begin. Employees are responsible for managing their vacation leave, failure to utilize vacation time resulting in an excess of the maximum allowed accumulated vacation will result in forfeiture of those vacation hours without compensation at calendar year end.

Any employee who is terminated for cause or who fails to give two weeks' notice of intent to terminate will forfeit any accrued and unused vacation.

2. Holidays

All full-time regular employees shall receive a minimum of thirteen days as paid holidays which may include including a floating holiday. Holidays are generally recognized as listed, there may be times of deviation as approved by the township board:

New Year's Day	Labor Day
Presidents Day	Thanksgiving Day
Martin Luther King Day	Day After Thanksgiving

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Memorial Day	<u>Christmas Eve</u>
<u>Juneteenth</u>	<u>Christmas Day</u> <u>Eve</u>
Independence Day	<u>New Year's Eve</u> <u>Christmas Day</u>
Veterans Day	<u>Floating New Year's Eve</u>
<u>Floating</u>	

Generally, when a holiday falls on a Saturday, the preceding Friday shall be considered the paid holiday. When a holiday falls on a Sunday, the following Monday shall be considered the paid holiday. The board of trustees in its sole discretion may modify the holiday schedule as appropriate. An annual holiday schedule shall be posted by December 31st of the year before it takes effect. The floating holiday is scheduled at the discretion of the township board and is reflected yearly on the posted holiday calendar.

In order to be eligible to receive holiday pay, an employee is required to have worked the full regularly scheduled work day preceding and the full regularly scheduled work day following the holiday. In accordance with Watertown Township's policy, an approved vacation day or any other excused and paid day off is considered a day worked for purposes of holiday pay eligibility.

3. **Personal Days**

~~After three months of continuous employment~~~~On the calendar year following one year of continuous employment,~~ full-time regular employees shall be eligible for three (3)~~one~~ paid personal leave days annually.

In the third year of continuous employment and thereafter, full-time regular employees shall be eligible for five (5)~~two~~ paid personal leave days annually.

~~In the sixth year of continuous employment and thereafter, full-time regular employees shall be eligible for three paid personal leave days annually.~~

Personal leave days are assigned on January 1 of each year. All personal leave days must be used during the calendar year in which they are earned and there shall be no carry-over of personal days from year to year. There shall be no payment for unused personal days at the end of any calendar year or in the event of termination of employment, whether voluntary or involuntary.

The scheduling of personal leave days is at the discretion of the employee's department head, and may be taken in half day increments.

4. **Bereavement Leave**

If you are a full-time regular employee and a death occurs in your family, you will be compensated for up to three days off from your regular work schedule in accordance with the following guidelines:

You will be granted up to three days off work, with pay, in the event of the death of your current spouse, child, father, mother, sister, brother, grandparent, step-mother, step-father, grandchild, current spouse's father or mother, step-child, or any dependent who resides permanently within the employee's household.

One day of absence, with pay, will be granted a permanent full-time employee immediately following the death of a current spouse's grandparent, brother or sister, step-brother, or step-sister.

All requests for bereavement leave should be made to the employee's immediate supervisor. It shall be the employee's responsibility to provide proof of death and proof of the relationship of the deceased upon returning to work, if so requested.

5. **Military Leave**

Leaves of absence without pay for military or reserve duty are granted to full-time regular and part-time regular employees. If you are called to active military duty or to reserve or National Guard training, or if you volunteer for the same, you should submit copies of your military orders to your supervisor as soon as practical. You will be granted a military leave of absence without pay for the period of military service, in accordance with applicable federal and state laws. If you are a reservist or a member of the National Guard, you are granted time off without pay for required military training. Your eligibility for reinstatement after your military duty or training is completed is determined in accordance with applicable federal and state laws.

6. **Jury Duty and Subpoenas**

If you are a full-time regular employee who is summoned to jury duty, Watertown Township will supplement the difference between your regular salary and the allowance you receive from the Court for such jury duty service for up to a maximum of 30 calendar days per year. You must turn over documentation to Watertown Township of all monies received from the Court for such jury service in order to be

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eligible for such supplemental pay. If you are not a full-time regular employee, you are given time off without pay while serving jury duty. All employees are allowed unpaid time off if subpoenaed to appear in court as a witness. To qualify for jury duty or witness leave, you must submit to your immediate supervisor a copy of the jury summons or witness subpoena as soon as it is received. In addition, proof of service must be submitted to your immediate supervisor when your period of jury or witness duty is completed, if so requested.

All employees who are subpoenaed to appear in court on behalf of Watertown Township will be granted the time necessary to comply with such subpoena. Such employee will be paid their regular wage and any fee paid to the employee pursuant to such service will be turned over to the township.

7. **Sick Leave**

Permanent, full-time employees accumulate sick leave pay at the rate of eight hours per month of continued employment. Each employee may accumulate up to a maximum of 480 hours of sick leave benefits.

Accumulated sick leave may be used for employee's illness or injury or to care for the employee's ailing family member.

Time lost because of illness or injury will not be paid an employee under this provision unless sick leave benefits are available. The employee must inform his/her department head if unable to report for work regardless of whether or not sick pay benefits are available to the employee. An employee is required to so notify his/her department head at the earliest possible opportunity. Any employee who does not give the required notice shall not be eligible for sick leave benefits. If requested by the employee's department head the employee must provide a statement signed by a licensed medical doctor indicating the nature of the disability or illness, the prognosis and, if appropriate, the probable date of return. Upon return to work, if so requested by the employee's department head, the employee must present a doctor's statement certifying that he/she is able to resume normal duties and responsibilities. Such statement must be presented to the employee's department head and transmitted to the township manager's office.

Whenever the accumulated sick leave credits reach the maximum of 480 hours, s/he will receive payment for 96 hours of his/her accumulated sick leave at the rate of 50% the normal hourly base wage in effect at the time of the payout. The employee will receive payment for the remaining accumulated sick leave bank at 50% upon his/her

retirement at his/her regular straight time hourly rate in effect as of the date of retirement.

The township reserves the right to require any employee utilizing sick leave benefits to undergo a physical examination by the township's designated physician at the township's expense.

Employees will not accumulate sick leave credits during any leave of absence for any reason.

8. **Leave of Absence**

An unpaid, personal leave of absence may be granted for a period of up to thirty days for justifiable reasons at the sole discretion of Watertown Township, provided the leave does not seriously disrupt the township's operations. An unpaid personal leave of absence may be requested by full-time regular employees who have completed three months of continuous service. An employee must make such requests for personal leave of absence in writing to the township manager, at least two weeks prior to the time such leave is to commence. If the personal leave is necessitated by an emergency, the employee or a member of his/her immediate family must notify the employee's supervisor as soon as practicable; this should be followed up with a written explanation of the nature of the leave and the expected length of the absence. In such emergency situations, the written explanation must normally be submitted within three days of the beginning of the leave. Personal leaves of absence are not to be granted until all accrued, unused vacation, ~~and~~ personal days and sick leave days have been exhausted. Watertown Township endeavors to place the employee returning from personal leave in his/her former position or a position comparable in status and pay subject to budgetary restrictions, the need to fill the vacancy, and the ability of the township to find a qualified temporary replacement. During his/her leave of absence, an employee may arrange for continuation of health, life, dental, and long-term disability insurance at the employee's expense. Personal leaves of absence, if granted, shall not count as time earned for seniority and/or longevity payment. An employee on a personal leave of absence does not accrue any sick or vacation time, and/or any other benefits. The township manager may, at his/her sole discretion, extend such leave of absence beyond a 30 day period if circumstances so warrant.

9. **Paid Family Leave**

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Full time employees who have completed a minimum of one year of continuous service are eligible to receive six weeks' worth of wages at 65% of their highest weekly average rate of pay to bond with a new child

Paid family leave is limited to the first year after the birth or adoption of a child. Supporting documentation will be required. Individuals cannot receive paid family leave benefits while receiving disability insurance, unemployment insurance, workers' compensation benefits or sick and vacation time benefits that exceed their weekly paid family leave benefit amount.

10. Family and Medical Leave

Federal law provides that most employers, including the township, must provide leaves of absence for a number of specified reasons which are set forth below. The rules regarding leaves of absence under the Family and Medical Leave Act are as follows:

a. Requests for Leave

Requests for all leaves of absence must be made in writing at least one (1) week in advance. All requests must be sent to and approved by the township manager. Requests must specify the reason for the leave, the date such leave will begin, if known, and the expected duration of the leave, provided such period shall not exceed 12 work weeks, unless allowed additional time under the Act. Employees requesting a leave of absence under FMLA shall complete an application available from the township manager's office. Time-off benefits including sick and vacation benefits do not accrue during family and medical leave.

b. Types of Leave

Unless provided for elsewhere in this employment manual, eligible employees are entitled to a maximum total of 12 weeks of unpaid leave during a 12 month period for one or more of the following:

- i. The birth of a son or daughter and in order to care for the child (the right expires 12 months after the birth).
- ii. The adoption of a son or daughter (the right expires 12 months after the placement).

- iii. To care for a spouse, son, daughter, or parent of the employee if the relative has a serious health condition.
- iv. The serious health condition of the employee.

If the leave is for the serious health condition of a family member, the following certification may be required:

- i. The date on which the health condition began.
- ii. The probable duration of the condition.
- iii. The appropriate medical facts.
- iv. A statement that the employee is needed to care for the patient.
- v. An estimate of the amount of time he/she is needed to care for the patient.
- vi. In a request for intermittent or reduced schedule leave, a statement that the schedule is necessary to care for the patient or will assist in the recovery, and the expected duration.

If the leave is for a serious health condition of the employee, the following certification may be required:

- i. The date on which the health condition began.
- ii. The probable duration of the condition.
- iii. The appropriate medical facts.
- iv. A statement that the employee is unable to perform the functions of his/her position.
- v. In a request for intermittent or reduced schedule leave, a statement of the medical necessity for the schedule and expected duration.

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The township may require, in the case of a serious health condition, a second opinion by a provider designated or approved by the township. This examination shall be at the township's expense.

c. Compensation and Benefits

Unless provided for elsewhere in this employment manual, an employee will receive no compensation while on leave unless previously earned sick or vacation benefits are used; however, an employee will be required to use sick and/or vacation leave while utilizing family or medical leave. An employee will be required to use all earned vacation leave and all sick time benefits, except an employee may retain 40 hours of sick leave.

If an employee participates in the health insurance plan, the employer will continue to pay the same portion of the benefits during the leave as it paid prior to the leave.

d. Restoration to Position

An employee who returns to work at the end of the leave of absence will be returned to the position held at the beginning of the leave or an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. Such a person will not be credited with "service time" for the period of the leave except for that portion of such time during which the employee utilized accumulated paid time as authorized under the policy.

An employee who leaves a full-time position may not return to that position on a part-time basis unless in the discretion of the township manager the position can be performed by one or more part-time employees.

e. Duration and Extension of Leave

Paid leave will not exceed a total of 12 weeks

Requests for extension of a leave of absence will be considered if they are received by the township manager in writing before the expiration of an approved leave, are supported by proof of continued need, and the requested extension does not cause the total period of absence to exceed twelve (12) weeks except for where the law allows 26 weeks of protected leave for employees to care for parents, spouses or children who are military service members with

critical illnesses or injuries. Any employee who fails to report to work at the end of an approved leave will be deemed to have voluntarily resigned.

f. Misuse of Leave

Use of leave for reasons other than those for which it is taken is prohibited. Abuse of leave time will result in discipline up to and including discharge.

B. INSURED BENEFITS

1. Health Benefits

Watertown Township currently offers all full-time regular employees, their spouse, and/or dependent children group health insurance. Group health insurance coverage is discontinued on the date of an employee's termination of employment from Watertown Township. All employees should consult the township manager's office regarding continued hospitalization benefits after termination of employment. For details regarding hospitalization coverage, employees are to consult the township manager's office and, if requested, will be provided the appropriate plan documents and health care agreements for their review. Watertown Township reserves the right, at any time, at its sole discretion, to change health care carriers and/or benefit levels and/or require Township employees to financially contribute to the cost of providing such health care insurance.

a. For Employees Who Elect Medical Coverage Under B(1)

Employees who are eligible for medical coverage ~~and elect coverage~~ under Section B(1) above may participate in a medical reimbursement program. The employer will reimburse those employees for submitted bills paid by the employee for medical, dental, hearing, optical or prescription expenses of the employee or their spouse and dependents not covered by insurance, up to a maximum of ~~\$5000~~500 per calendar year or pro-rata from date of eligibility. There will be no carryover of unused reimbursement from one calendar year to the next year. However, expenses incurred in one calendar year may be submitted within the first ninety days of the next calendar year.

b. For Employees Who Do Not Elect Medical Coverage Under B(1)

Employees who are eligible for medical coverage and do not elect coverage under Section B(1) above may participate in a medical reimbursement program. The employer will reimburse those employees for submitted bills paid by the employee for medical, dental,

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optical or prescription expenses of the employee or their spouse and dependents not covered by insurance up to a maximum of ~~\$5000~~^{\$4,500} per calendar year or pro-rata from date of eligibility. There will be no carryover of unused reimbursement from one calendar year to the next year. However, expenses incurred in one calendar year may be submitted within the first 90 days of the next calendar year.

Employees who are eligible for medical coverage and do not elect coverage because they are covered by another full comprehensive medical coverage plan are eligible to receive \$500 per month in taxable compensation. Employee must provide the township written proof of full medical coverage to receive this benefit.

2. **Disability Insurance**

The township provides a disability insurance benefit to its employees commencing on the 91st day after injury or illness. During the first 90 days of such injury or illness, the employee will be eligible to use sick leave credits if s/he has them available. All requests regarding the township's disability insurance benefit should be directed to the township manager's office.

3. **Life Insurance**

The township provides and pays the premium for a group term insurance policy, including a double indemnity feature for accidental death at one and one-half (1-½) times base salary, rounded up to the nearest \$1,000, to a maximum of \$250,000.

4. **Worker's Compensation**

To provide for payment of medical expenses and salary continuation in the event of a work-related accident or illness, employees are covered by worker's compensation insurance in accordance with the Workers' Disability Compensation Act. The amount of benefits payable and the duration of payments depends upon the nature of the injury/illness. Employees are required to exhaust their vacation and sick time benefits before worker's compensation benefits begin.

If an employee is injured or becomes ill on the job, he/she must immediately report such injury or illness to his/her immediate supervisor and/or department head. This ensures that the township can assist the employee in obtaining appropriate medical treatment. The employee's failure to follow this procedure may result in the appropriate worker's compensation report not being filed in accordance with the law,

which may consequently jeopardize the employee's right to benefits in connection with the injury or illness.

Any questions regarding worker's compensation insurance should be directed to the township manager's office.

5. **Return to Work from Disability**

State and federal persons with disabilities discrimination laws protect qualified employees with disabilities from discrimination on the basis of disability. The law also requires that covered employers provide employees with disabilities with reasonable accommodations that do not impose an undue hardship. If, upon return from a leave of absence, the employee believes that accommodations may be necessary to permit him/her to perform his/her job, he/she must advise his/her department head, or the township manager as soon as possible.

6. **Modifications**

Except for those required by law, the township reserves the right to modify the benefits described in this section at any time at the sole discretion of the township.

C. **MISCELLANEOUS BENEFITS**

1. **Retirement Benefits**

Watertown Township provides a defined contribution retirement plan for all full-time employees and elected officials as outlined by the Pension Ordinance. Questions regarding the specific provisions of such plan should be directed to the township manager's office.

2. **Termination Benefits**

If the employee gives the required two weeks' notice of his/her intent to terminate his/her employment relationship, he/she will receive payment for such sick time and vacation time credits as the employee has available. Such payment for sick time credits will be 50% of the balance at the employee's straight time hourly rate in effect at the time of termination. Likewise, all compensatory time accrued by the employee will be paid at the appropriate rate in effect at the time of termination. The employee forfeits all rights to sick time and vacation leave payments if the requisite two weeks' notice of

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intent to terminate is not given and worked, or if terminated for cause. The employee will not be compensated for any unused personal leave days at termination, whether voluntary or involuntary.

Health insurance will be discontinued as of the date of termination. The employee may, pursuant to any applicable federal law, arrange to extend such coverage beyond termination at his/her expense.

CHAPTER 5

TERMINATION OF EMPLOYMENT

A. NOTICE OF TERMINATION

Employees desiring to terminate their employment relationship with Watertown Township must notify the township at least two weeks in advance of their intended termination date. Such notice shall be given in writing to the employee's department head and township manager.

Employees who plan to retire are urged to provide Watertown Township with a minimum of ~~six~~ two months' written notice. This will allow ample time for the processing of appropriate pension forms to ensure that any retirement benefits to which an employee may be entitled commence in a timely manner. Employees who plan to retire and give one-year written notice will receive a 20% bonus on the payout of their accrued sick leave.

Exit interviews with the employee's department head are normally scheduled for outgoing employees after the department head has received notice of resignation or intent to retire and for employees whose termination is initiated by the township. The purpose of these interviews is to review eligibility for benefit continuation and conversion, to ensure that all necessary forms are completed, to collect all property belonging to Watertown Township that may be in the employee's possession, and to provide employees with an opportunity to discuss their job related experiences.

B. INVOLUNTARY TERMINATION

All employees of the township are at-will and may be terminated for any reason, with or without cause.

CHAPTER 6

REGULATIONS GOVERNING EMPLOYMENT

A. PERSONAL APPEARANCE AND Demeanor

Discretion in style of dress and behavior is essential to efficient operation of Watertown Township. Employees are, therefore, required to dress in appropriate ~~business~~ attire and to behave in a professional, business-like manner. Employees are expected to use good judgment in their choice of work clothes and to conduct themselves at all times in a way that best represents the township. Failure to adhere to such shall result in disciplinary action. Each employee is expected to render friendly, courteous, and honest service to all. Employees failing to adhere to proper township standards with respect to appearance and demeanor are subject to disciplinary action.

B. GUIDELINES FOR APPROPRIATE CONDUCT

Employees are expected to accept certain responsibilities, adhere to acceptable business principles and manners of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others but also demands that both in business and personal life, employees refrain from any behavior that might be harmful to themselves, co-workers and/or Watertown Township, or that might be viewed unfavorably by the public at large.

Whether an employee is on duty or off, his or her conduct reflects on Watertown Township. Employees are, consequently, encouraged to observe the highest standards of professionalism at all times.

Types of behavior and conduct that Watertown Township considers inappropriate include, but are not limited to, the following:

1. Falsifying employment or any other Watertown Township records.
2. Violating Watertown Township's non-discrimination and/or sexual harassment policy.
3. Soliciting gratuities from customers or clients. Employees shall not accept gratuities or gifts if it places them under obligations to third parties dealing with

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or desiring to do business with, or wishing to have favorable action by the township.

4. Unexcused absenteeism or tardiness.
5. Unauthorized use of Watertown Township's supplies, vehicles, tools or equipment for any purpose.
6. Reporting to work intoxicated or under the influence of alcohol or non-prescription drugs. Illegal manufacture, possession, use, sale, distribution or transportation of drugs.
7. Possessing or using alcoholic beverages or illegal drugs on Watertown Township property or possessing or using alcoholic beverages or illegal drugs while engaging in Watertown Township business off Watertown Township premises.
8. Fighting, threats of violence or using obscene, abusive, or threatening language or gestures.
9. Theft of property from co-workers, customers, or Watertown Township.
10. Unauthorized possession of firearms or explosives on Watertown Township premises or while on Watertown Township business.
11. Disregarding or violating employer's safety or security regulations or other rules and regulations of the employer.
12. Insubordination.
13. Failing to maintain the confidentiality of Watertown Township, customer, or client information.
14. Abuse or fraudulent use of sick leave credit hours or any other employee benefits.
15. Conviction of any felony.
16. Carelessness or negligence resulting in injury to persons or damage to Watertown Township property.

17. Engaging in horseplay of any kind or unnecessarily contributing to unsanitary, unsafe or poor housekeeping conditions.
18. Misuse, abuse, or deliberate destruction of township property, tools, equipment, or that of another employee, or failure to report any equipment requiring maintenance, repair or safety attention, or failure to maintain such machines, tools, equipment, or vehicles.
19. Failure to report to work and/or advise the employee's supervisor of an inability to work.
20. Abuse or falsification of overtime.
21. Premature departure, and/or extended lunch periods.
22. Failure to use all safety equipment and practices, hard hats, safety goggles, seat belts, etc., as are determined by department heads or by law.
23. Illegal soliciting or engaging in political campaigning on employer time or property.
24. Retaliation against employees for use of the grievance procedure or attempts to enforce employee rights.
25. Attempts to undermine by disclosing false and disparaging information about the employer or employees.
26. Allowing unauthorized use of township vehicles for personal benefit.
27. Discourtesy or abusive behavior toward citizens or co-workers.

Commented [JT1]:

Should an employee's performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory in the judgment of Watertown Township, employees will be subject to disciplinary action up to and including discharge.

C. **VEHICLE USAGE**

All employees using township vehicles are charged with full responsibility for maintenance of such vehicles at township expense. The township specifically

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prohibits carrying any passenger or materials in township vehicles unless such are directly related to the carrying out of township business except with the express permission of the township manager. All employees are expected to adhere to all local and state traffic laws and regulations. The use of seat belts during operation of township vehicles is mandatory. All vehicles must be locked when not in use.

An employee must immediately report any driving violation received while using a township vehicle to his/her immediate supervisor. Additionally, all accidents involving township vehicles must be immediately reported to the proper policing authority and to the township manager. No employee shall use any township vehicle unless he/she possesses and carries a valid operator's license.

D. ATTENDANCE AND ABSENTEEISM

Watertown Township expects all employees to assume diligent responsibility for their attendance and promptness. Should an employee be unable to report to work for any reason, he/she must notify his/her immediate supervisor or department head as soon as he/she becomes aware of the reason that he/she cannot report to work. Such notice must be received by the employee's supervisor before the employee's normal starting time. Failure to properly notify the employee's immediate supervisor results in an unexcused absence.

An employee's department head, at his/her sole discretion, may require an employee who is absent from work due to injury or illness to submit a statement from his/her physician regarding the nature of the injury or illness and certifying that the employee is capable of returning to work and resuming his/her full duty responsibilities. Watertown Township also reserves the right to require an employee to submit to an examination by a physician designated by the township at its discretion. In addition, Watertown Township may require the employee to either submit a statement from his/her physician or to be examined by a township-designated physician in other instances where abuse is suspected. (For example, where an employee's record indicates a pattern of short absences and/or frequent absences before or after holidays and weekends.)

Absenteeism or tardiness that is unexcused or excessive in the judgment of Watertown Township is grounds for disciplinary action, up to and including dismissal. The township shall consider any unauthorized consecutive three-day absence as a voluntary termination of employment.

CHAPTER 7

COMPLAINT RESOLUTION PROCEDURE

Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents resolve themselves naturally; however, should a situation persist that cannot be resolved informally, an employee should pursue the complaint by following the procedure below.

A. REGULAR, FULL-TIME AND REGULAR, PART-TIME EMPLOYEES

Step 1 - The employee should discuss his/her problem with his/her immediate supervisor within two days of the date of its occurrence. If, however, the problem involves a conflict with the immediate supervisor and he/she does not believe a discussion with such supervisor is appropriate, he/she may proceed directly to Step 2. The employee's immediate supervisor will give a verbal response to the employee.

Step 2 - If the problem is not resolved after discussion with the employee's immediate supervisor, or if the employee feels that such discussion with the supervisor is inappropriate, the employee may request a meeting with his/her department head or the next highest person within the township organization. Such request shall be in writing and filed with the department head within five business days of the employee's receipt of the response from his/her supervisor. If the employee did not have a discussion with his/her supervisor, his/her written request to the department head must be filed within five business days of the occurrence of the problem. All such requests must be in writing and contain the date of the occurrence of the problem, the policies or procedures allegedly violated, a written description of the factual circumstances of the complaint, and a statement of the requested remedy. The department head will consider the complaint, conduct an investigation into the facts, and give a written response to the employee within ten business days.

Step 3 - If the employee is not satisfied with the department head's decision and wishes to pursue the problem or complaint further, he/she may forward the written complaint to the township manager. This must be done within five business days of his/her receipt of the department head's decision. The township manager, after a full examination of the facts, will advise the employee of the manager's decision in writing within ten business days. The decision of the township manager shall be final.

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If the complaint is about the manager's conduct, it should be made with the township supervisor.

B. GENERAL

The procedure should not be construed, however, as preventing, limiting, or delaying Watertown Township from taking disciplinary action against any individual, up to and including termination, in situations where the township deems disciplinary action is appropriate.

CHAPTER 8

SUBSTANCE ABUSE AND DRUG/ALCOHOL TESTING POLICY

In continuing to provide for the health and safety of its employees, and to ensure the health and safety of others, the township has established the following drug/alcohol testing policy.

A. GENERAL PROVISIONS

Copies of this policy shall be distributed to all township employees. This policy shall become effective on the date the Authorization and Release is signed. In the event of a refusal to sign, documentation by management will make the policy effective.

1. All employees engaged in inappropriate drug/alcohol use are encouraged to identify themselves to the township manager or their immediate supervisor. The township may refer such employees to a rehabilitation program and allow continued employment where appropriate.
2. When inappropriate drug or alcohol use is suspected, the basis for the suspicion shall be documented and provided to the township manager or designee who is responsible for determining the proper course of action thereafter.
3. Management will ensure supervisory personnel are given training to recognize and deal with behavior changes typical with drug/alcohol use, and that all employees, including new hires, are made aware of this policy.
4. This policy does not contemplate the use of drug screening analysis on a random basis.

B. DRUG/ALCOHOL TESTING POLICY

1. Any employee involved in either a job related accident or job related incident which caused or could have resulted in personal injury, or caused property damage exceeding \$250, may be subject to drug/alcohol testing. Any refusal to submit to such testing will subject the employee to immediate discharge.
2. An employee who is off work for an extended period of 30 days or more due to disability, layoff, job-related injury, or personal leave must, at the request and

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sole discretion of the township, submit to a drug/alcohol test as a condition of returning to work from the leave of absence.

3. Any other testing of employees not described above for the presence of controlled substances or illegal drugs and alcohol must be based upon reasonable suspicion that an employee has taken, consumed or used such substances. The standard for determining reasonable suspicion will be guided by the following:
 - a. The test must be required by the township manager or designee.
 - b. Reasonable suspicion shall be based upon specific objective facts and reasonable inferences drawn from those facts in light of experience and/or training.
 - c. Where the reasonable suspicion is based upon personal observation by a supervisor, the objective facts must be articulable and may include a person's appearance or behavior.
 - d. When an informant has supplied information, the informant's veracity, reliability and basis of knowledge will be relevant considerations. If the informant is a subordinate of a supervisor suspected to be under the influence, he/she may approach any other supervisor or the township manager to provide such information without regard to the normal supervisory structure.
4. The facts forming the basis for the reasonable suspicion shall be disclosed to the employee at the time that demand for testing is made, and the employee shall, at that time, be given the opportunity to explain his/her behavior or actions. In addition, where drug testing is recommended, the employee shall be allowed to make such explanation to the township manager or designee in person and also allowed to commit any explanation to written form. Any refusal to take the test, however, will result in immediate discharge.
5. Within five calendar days after the demand for testing, the facts forming the basis for reasonable suspicion and reasonable inferences drawn from those facts, including the employee's statement, if any, shall be reduced to written form, and a copy shall be given to the employee.

- 6. The use of medications prescribed by a physician is not intended to be prohibited by this policy. However, employees using such medications are responsible for the potential effects such drugs may have. Use of medications that may impair physical or mental ability, judgment or work performance must be reported to your supervisor when reporting for work.

C. RELEASE FROM DUTY

Any time an employee has been ordered to be tested while on duty, based upon reasonable suspicion, the employee shall not drive any vehicle or perform any job duties or functions, unless so authorized by the township manager or designee. The employee will be compensated according to his/her salary/wage schedule for all time spent in the testing process to a maximum of the balance of his/her regular work day. When possible, such testing will be conducted during the employee's scheduled work hours.

D. LABORATORY TEST

Arrangements will be made to transport the person taking the test to the hospital or independent laboratory to perform the test. A proper chain of custody will be maintained on all tests.

In the case of urine testing, the laboratory used must be certified by the National Institute on Drug Abuse (NIDA). The initial screen test will be of the immunological assay type and will be conducted using the "EMIT" test. No disciplinary action shall be taken based upon the initial screen test. If the initial test is positive, a follow-up test will be immediately conducted on the same sample using the gas chromatography/mass spectrometry method.

Decision levels are set sufficiently high enough to preclude any other possible reason for a drug's presence except illicit use. The following decision levels, reported in nanograms per milliliter, are proposed for deciding the point at which the presence of a drug on an EMIT test would be reported as positive, i.e., the point at which a confirmation test (GC/MS) will be performed on the same sample.

NIDA-5 (screen and GC/MS confirmation)

<u>Drug Group</u>	<u>Drug or Metabolite Detected</u>	<u>Initial Test Level</u>	<u>GC/MS Confirmation</u>
Amphetamine	Amphetamine	1,000 ng/ml	500 ng/ml
	Methamphetamine	1,000 ng/ml	500 ng/ml

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Cocaine metabolites	Benzoylcegonine	300 ng/ml	150 ng/ml
Opiate metabolites	Codeine	300 ng/ml	300 ng/ml
	Total Morphine	300 ng/ml	300 ng/ml
Phencyclidine	PCP	75 ng/ml	75 ng/ml
Marijuana	THC	Shall not possess or be under the influence at work	

If an EMIT test detects the presence of a drug equal to or above the confirmation level of the test result, the test will be considered as failed.

Upon completion of all testing, the employee will be notified of the results of the testing as soon as practical after the township receives such notification. If the results of confirmation testing are positive, the results will be reported to the township manager for immediate discharge

If an employee is requested to undergo a blood/alcohol test and the test reveals a minimum level of .07, the employee will have failed the test.

NOTICE: Any employee who possesses, sells, attempts to sell, delivers, or in any other way distributes illicit narcotics or drugs on township property or during work hours will be discharged. Law enforcement officials will be informed of such conduct.



Clerk's Office

Carolyn A. Brokob, Clerk

cbrokob@watertownmi.gov

www.watertownmi.gov

12803 S. Wacousta Rd, Grand Ledge MI 48837 | 517-626-6593

MEMORANDUM

Date: September 7, 2023

To: Board of Trustees

From: Carolyn Brokob, Clerk

RE: Revisions to Township Fee Schedule

Due to the addition of the new cemetery columbarium, the current township fee schedule needed amending. A review of all the cemetery fees was accomplished by performing both a fee comparison with other municipal cemeteries, and a time and cost study to ensure we are covering the costs to the township. I am proposing that all the cemetery fees be increased. I also updated the Freedom of Information Act (FOIA) and duplication fees.

In addition, updated fees are being proposed for Vendor Licenses and Sewer Residential Equivalent Units (REU). All proposed changes are highlighted in yellow or strikeouts on the attached schedule.

SUGGESTED MOTION:

I move the adoption of the revised township fee schedule as presented with an effective date of October 1, 2023.

WATERTOWN CHARTER TOWNSHIP SCHEDULE OF FEES

FREEDOM OF INFORMATION ACT & DUPLICATION FEES

COPIES

.10 per page (MCL 15.2354(4d)). Fees for fewer than **50** pages are generally waived but will be charged if the person requesting information has made more than two requests for documents in the prior six month period, or if there are charges for labor costs for the request.

MEETING AUDIO RECORDINGS (within 28 days of meeting date)

~~20¢~~ Per CD

\$10.00 Flashdrive. No charge to email or upload electronically to secure internet site.

VOTER LISTS

Free Emailed

~~20¢~~ Per CD

\$10.00 Flashdrive.

2¢ Per name, printed on labels

FAXING

~~\$1~~ Per fax, sending (local or toll free)

~~\$1~~ Per page, sending (long distance)

~~15¢~~ Per page, receiving

~~FAXING — To fax requested information to a FOIA requestor~~

~~Fees for fewer than 20 pages are generally waived, but will be charged if the person requesting information has made more than two requests for documents in the prior six month period, or if there are charges for labor costs for the request. In the event that fees are chargeable, the fee shall be estimated based on actual cost of the transmission.~~

POSTAGE

Actual cost

ENVELOPES

10¢ #10

15¢ 6x9"

25¢ 9x12"

25¢ 10x13"

\$3.00 Expandable Tyvek

COPIES OF MINUTES/AGENDAS

Free On website.

By mail Fees **of \$.10 a page** for fewer than **50 pages and cost of envelope and postage** are generally waived but will be charged if the person requesting information has made more than two requests for documents in the prior six month period, or if there are charges for labor costs for the request

AGENDAS & MINUTES SUBSCRIPTIONS

Subscription available at <https://www.watertownmi.gov/subscribe>

WATERTOWN CHARTER TOWNSHIP SCHEDULE OF FEES

By email Free
By mail Fees of \$.10 a page for fewer than 50 pages and cost of envelope and postage are generally waived but will be charged if the person requesting information has made more than two requests for documents in the prior six month period, or if there are charges for labor costs for the request

LABOR See detailed FOIA Cost Itemization Worksheet.

DEPOSIT See detailed FOIA Cost Itemization Worksheet.

EMERGENCY SERVICE FEES

FIRE: All responses to emergency calls are subject to a minimum charge of \$200 regardless of whether services are rendered. Exemptions per Township Ordinance Section 2-215: Fire and/or medical services provided outside of Watertown Charter Township under a mutual aid contract or agreement; fires caused by railroad trains which are the specific statutory responsibility of railroad companies; and false alarms, except as otherwise provided.

EMERGENCY RESPONSE CHARGES

\$1,000	Aircraft fire
\$500	Automobile, private van or pickup truck fire
\$1,000	Commercial, industrial or manufacturing fire
\$500	Ground fire without a permit and/or without resident attendance
\$250	Ground fire with a permit, but requiring extinguishment
\$1,000	Hotel or motel fire
\$500	Single unit residential fire
\$1,000	Multiple unit residential fire
\$250	Rubbish fire in an authorized or screened container requiring extinguishment
\$500	Rubbish fire in other than authorized or screened container whether or not fire service is required
\$1,000	Train fire
\$1,000	Commercial truck or other commercial unit fire

MEDICAL CHARGES

- In multi-vehicle accidents, each vehicle owner will be charged the full fee, except in the event of extrication.
- The charges are for first responder/EMS services through the local fire department
- If an ambulance is required, charges will be administered by the responding ambulance service

\$500	Fire department medical assistance to motor vehicle not requiring extrication or special equipment
\$1,000	Fire department medical assistance to motor vehicle with extrication or specialized equipment
\$500	Fire department response to a medical emergency to other than a private residence
\$200	Fire department personnel and/or first responder to a motor vehicle not requiring emergency medical services being performed on owner, occupant or pedestrian
No Charge	Fire department response to a medical emergency at a township private residence or for a township resident within township boundaries

MISCELLANEOUS CHARGES

\$250	Mechanically generated false alarm (first time)
\$500	Mechanically generated false alarm (second time within a year)
\$750	Mechanically generated false alarm (third time within a year)
\$1,000	All subsequent false alarms from the same location within one year

WATERTOWN CHARTER TOWNSHIP SCHEDULE OF FEES

\$1,000	Hazardous Materials Response (in addition to actual time and materials cost)
\$250	Power lines down, gas problems, etc.
10%	Late Fee

PLANNING & ZONING FEES

PERMITS

\$115	Industrial/Commercial Development Permits
\$65	Residential Development Permit
\$65	Industrial/Commercial Sign Permit
\$35	Residential Sign Permit
\$50	Home Occupation
\$150	Commercial/Industrial Demolition Permit
\$100	Residential Demolition Permit
\$100	Outdoor Assembly License Application

Building Permits: The value of construction used in the formula to determine the building permit cost will be established by the International Code formula that is updated every 6 months based on the average cost of construction nationally, or the cost included on the permit application, whichever is greater.

Mechanical Permits:	See Mechanical Permit Fee Application
Plumbing Permits:	See Plumbing Permit Application
Electrical Permits:	See Electrical Permit Application

SITE PLAN REVIEW/SPECIAL LAND USE PERMITS

\$900	Site Plan Review w/SLU
\$450	Amendment to SPR w/SLU
\$900	Site Plan Review
\$450	Amendment to SPR
\$400	Special Land Use Permit
\$200	Amendment to SLU
\$200	Transfer of Special Land Use
\$900	SLU (PUD – Commercial & Rural)
\$300	Additional Site Plan Review Meeting
\$200	Preliminary Site Plan Review

PLATS/LAND DIVISIONS

\$900	Preliminary Plat (\$900 + \$20 every lot over 10)
\$300	PPLT/FPPLT Extension
\$450	Final Plat
\$30	Final Plat – Recording fee made payable to Clinton County Register of Deeds
\$150	Final Plat – (\$150 + \$15/lot over 4) made payable to State of Michigan
\$100	Land Division (Metes & Bounds Parcel) (\$100 + \$20 every division over 2)
\$25	Plat Books
\$200	Division of Platted Lot

REZONING/ZONING BOARD OF APPEALS/CONSTRUCTION BOARD OF APPEALS

\$750	Rezoning (REZ)/Text Amendment (\$750 + \$25 per acre, maximum \$1,000)
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WATERTOWN CHARTER TOWNSHIP SCHEDULE OF FEES

\$350 Zoning Board of Appeals or Construction Board of Appeals

ADMINISTRATIVE

\$30 Purchase Zoning Ordinance
\$600 Special Meetings
\$25 Purchase Subdivision Ordinance
\$5 Zoning Map
\$30 Purchase Master Plan

MISCELLANEOUS FEES

WATER

\$220 Water Hook Up – Existing Well
\$2,200 Water Hook Up – New

SEWER

\$3,500 Sewer Hook Up – Per Residential Equivalent Unit (REU)
\$70 Sewer Permit Fee
\$104 Quarterly Billing per REU
10% Late Fee
\$10/quarter Industrial Pretreatment Program (IPP) Charge – Commercial Users
\$40/quarter Industrial Pretreatment Program (IPP) Charge – Industrial Users
\$100/quarter Industrial Pretreatment Program (IPP) Charge – Significant Users
\$50 Disconnect Fee
\$50 Sewer Repair Permit Fee

NON-SUFFICIENT FUNDS CHARGE

\$35 Returned Checks and ACH Transactions

LOOKING GLASS VALLEY PARK & HERITAGE PARK RENTAL FEES

Proper insurance documents must be provided before rental agreement is considered complete.

Rental Pricing	\$35 partial day: 10am – 3pm or 4pm – dusk \$55 full day: 8am – dusk
Refundable Damage Deposit	\$50 (without alcohol) \$200 (with alcohol)
Non-Resident Fee	\$25

WALLACE F. WATT COMMUNITY CENTER (GYM) RENTAL FEES

Proper insurance documents must be provided before rental agreement is considered complete.

Rental Pricing	\$85 partial day: 8am – 4pm or 4pm – midnight <i>Partial day rentals are not available on Saturdays</i> \$210 full day: 8am – midnight
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WATERTOWN CHARTER TOWNSHIP SCHEDULE OF FEES

\$500	Cremation	\$575 <i>Winter (11/1 to 4/1)</i>
\$550	Infant Burial	\$700 <i>Winter (11/1 to 4/1)</i>
\$350	Columbarium	\$400 <i>Winter (11/1 to 4/1)</i>

FOUNDATIONS

40¢ per square inch – Calculated on the base size of the monument plus 3 inch margins

DISINTERMENTS/RE-INTERMENTS

\$750	Disinterment of Standard Vault
\$1,000	Disinterment/Re-Interment Standard Vault (Both services same day)
\$450	Disinterment of Infant Vault
\$650	Disinterment/Re-Interment of Infant Vault (Both services same day)
\$300	Disinterment of cremains (not in a vault)
\$150	Disinterment of columbarium

PROPOSED