

SUMMERFIELD TOWNSHIP

9971 N. FINLEY LAKE AVE, HARRISON, MI 48625

BOARD MEETING AGENDA

APRIL 27, 2021

1. CALL TO ORDER/PLEDGE - 6:30 pm

2. ROLL CALL

Dan Wilhelm - Pre
Mike Romatz - Pre
Glenn Alexander - Pre
Joanne Sheehan - Pre
Jaclyn Hall - Pre

3. GUEST - Asplund Bronwyn - N/A

Lori Martin - update on County level, Concealed Pistol Permit Being sent to other Counties, Property fraud alert, free to sign up

4. PUBLIC COMMENT -

Rick - Covid concerns/sad people are dying /
Joni - Chicken in subdivision - zoning admin - who is doing the job.

5. Approve Agenda - Motion:

2nd:

6. CONSENT AGENDA: Motion: Dan

2nd:

Glenn All in favor

A. PAYROLL-

B. ACCOUNTS PAYABLE

C. APPROVE MINUTES FROM: March 30, 2021 Board Meeting

7. TREASURER REPORT -

8. CLERK REPORT

A. FIRE/POLICE

- on file -

9. OLD BUSINESS

10. NEW BUSINESS -

a.) I.T. Right new server not to exceed \$3200.00 - Motion: Dan

2nd:

Mike

b.) Financial Administration Policy- Motion: Jaclyn

2nd:

All in favor

Dan.

All in favor

Check Register Report For Summerfield Township

For Payroll ID: 53 Check Date: 03/31/2021 Pay Period End Date: 03/31/2021

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
03/31/2021	PR	1433	ALEXANDER, GLENN	130.00	120.06	0.00	Open
03/31/2021	PR	1434	ROMATZ, MICHAEL	213.10	171.42	0.00	Open
03/31/2021	PR	1435	MARTIN, TRISHA M	799.50	701.72	0.00	Open
03/31/2021	PR	1436	GRIGG, CHERYL	580.63	523.14	0.00	Open
03/31/2021	PR	1437	ROOD, MAYELEN	320.00	256.92	0.00	Open
03/31/2021	PR	1438	HALL, JACLYN L	500.00	440.50	0.00	Open
03/31/2021	PR	1439	HUNTER, JOANNE	40.00	35.24	0.00	Open
03/31/2021	PR	1440	HUNTER, MICHAEL	40.00	35.24	0.00	Open
03/31/2021	PR	1441	NIELSON, VALERIE	65.00	57.27	0.00	Open
03/31/2021	PR	1442	RHINEHART, THOMAS	332.40	193.09	0.00	Open
03/31/2021	PR	1443	SHEEHAN, HERMAN	50.00	44.04	0.00	Open
03/31/2021	PR	1444	WILHELM, DANIEL M	500.00	440.50	0.00	Open

Totals:

Number of Checks: 012

3,570.63

3,019.14

0.00

Total Physical Checks:

12

Total Check Stubs:

For Payroll ID: 54 Check Date: 04/15/2021 Pay Period End Date: 04/15/2021

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
04/15/2021	PR	1445	ALEXANDER, GLENN	130.00	120.05	0.00	Open
04/15/2021	PR	1446	ROMATZ, MICHAEL	130.00	95.06	0.00	Open
04/15/2021	PR	1447	MARTIN, TRISHA M	572.00	501.29	0.00	Open
04/15/2021	PR	1448	ROOD, MAYELENE	190.00	142.38	0.00	Open
04/15/2021	PR	1449	SHEEHAN, JOANNE	580.63	511.53	0.00	Open
04/15/2021	PR	1450	HALL, JACLYN L	500.00	440.50	0.00	Open
04/15/2021	PR	1451	RHINEHART, THOMAS	325.48	187.00	0.00	Open
04/15/2021	PR	1452	WILHELM, DANIEL M	500.00	440.50	0.00	Open

Totals: Number of Checks: 008 2,928.11 2,438.31 0.00

Total Physical Checks:

8

Total Check Stubs:

04/27/2021 05:24 PM
User: TRISHA
DB: Summerfield Twp

CHECK REGISTER FOR SUMMERFIELD TOWNSHIP HALL Page: 1/1
CHECK DATE FROM 03/30/2021 - 04/27/2021

Check Date	Bank	Check	Vendor	Vendor Name	Amount	Aprv
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Bank GEN GEN FUND

Check Type: EFT Transfer

04/06/2021	GEN	64 (E)	00121	IRS	577.03	
04/06/2021	GEN	65 (E)	00121	IRS	660.36	
04/06/2021	GEN	66 (E)	00071	STATE OF MICHIGAN - STATE INCOME TX	778.88	
04/06/2021	GEN	67 (E)	00097	R L I	280.00	
Total EFT Transfer:					<u>2,296.27</u>	

Check Type: Paper Check

03/31/2021	GEN	11663	00002	AT&T	100.74	
03/31/2021	GEN	11664	00122	IT RIGHT	11.23	
03/31/2021	GEN	11665	00095	TEAM FINANCIAL GROUP	465.29	
04/06/2021	GEN	11666	00018	CONSUMERS ENERGY	361.32	
04/06/2021	GEN	11667	00124	MUNIWEB	1,100.00	
04/06/2021	GEN	11668	00107	SOM DISBURSEMENT UNIT-CHILD SUPPORT	99.75	
04/15/2021	GEN	11669	00032	HEINTZ PROPANE	100.00	
04/15/2021	GEN	11670	00033	HUGHES NETWORK SYSTEM	120.73	
04/15/2021	GEN	11671	00068	MVW & ASSOCIATES	726.00	
04/16/2021	GEN	11672	00107	SOM DISBURSEMENT UNIT-CHILD SUPPORT	99.75	
04/27/2021	GEN	11673	00003	BS&A SOFTWARE	1,104.00	V
Void Reason: Voided Check Range Void Utility						
04/27/2021	GEN	11674	00010	CLARE COUNTY CLEAVER	60.50	V
Void Reason: Voided Check Range Void Utility						
04/27/2021	GEN	11675	00046	QUILL	297.94	V
Void Reason: Voided Check Range Void Utility						
04/27/2021	GEN	11676	00003	BS&A SOFTWARE	1,104.00	
04/27/2021	GEN	11677	00010	CLARE COUNTY CLEAVER	60.50	
04/27/2021	GEN	11678	00046	QUILL	297.94	
Total Paper Check:					<u>6,109.69</u>	

GEN TOTALS:

Total of 20 Checks:	8,405.96
Less 3 Void Checks:	1,462.44
Total of 17 Disbursements:	<u>6,943.52</u>

Ethics

3.1 Code of Ethical Conduct

The township board recognizes that to carry out its mission of service to the community, the township board, officials, employees and volunteers must earn the full confidence of the Summerfield Township community. The residents and taxpayers expect, and are entitled to, a local government that conducts its affairs in a fair, ethical, transparent and accountable manner.

To accomplish these ends, the township board expects compliance with the following Code of Ethical Conduct:

- In conducting their official duties, township officials and employees shall observe both the spirit and intent of all applicable laws, township ordinances, and township policies and procedures.
- Township officials shall act in a fair, impartial manner.
- Actions of officials and employees shall be consistent with the township's best interests, rather than for personal gain.
- The township shall practice transparency in its affairs, unless there is a legal necessity for confidentiality.
- Civility and respect will be demonstrated in all governance processes and in the delivering township programs and services.

3.2 Applicability

The Code of Ethical Conduct includes the following policies that shall apply to all elected and appointed officials, employees, and volunteers.

3.3 Implementation

As an expression of the standards of conduct for elected and appointed officials, employees and volunteers expected by the township, the Code of Ethical Conduct is intended to be self-enforcing. It therefore becomes most effective when everyone is thoroughly familiar with it and embraces its provisions. For this reason, ethical standards shall be included in the regular orientation for township board candidates, board and commissions applicants, newly elected and appointed officials, employees and volunteers. Township officials, appointees, employees, and volunteers shall sign a statement affirming they have read and understood the Code of Ethical Conduct. In addition, the Code of Ethical Conduct shall be annually reviewed by the township board, boards and commissions, appointees, employees, and volunteers. The township board shall consider recommendations for updates to the Code of Ethical Conduct and will update it as necessary.

3.4 Compliance and Enforcement

The Ethical Code of Conduct expresses standards of ethical conduct expected for township board members, appointees, boards and commissions, employees and volunteers. Each person has the

primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The chairs of boards and commissions, department heads, managers and the supervisor have the additional responsibility to intervene when an individual's actions that appear to be in violation of the Code of Ethical Conduct are brought to their attention. The township board may impose sanctions on those individuals whose conduct does not comply with the township's Ethical Code of Conduct standards, such as reprimand, formal censure, loss of seniority or committee assignment, budget restriction, termination or other sanctions as identified by the board. The township board may also have the option to remove members of boards, commissions and committees as the law allows. A violation of this Ethical Code of Conduct shall not be considered a basis for challenging the validity of a township board or commission's decision-making authority.

3.5 Reporting Improper Actions (general policy)

Suspected improper actions shall be reported to the appropriate authority.

3.6 Reporting Improper Actions of Elected and Appointed Officials (explicit related policy)

Members of the township board shall intervene when actions of elected and appointed officials are brought to their attention and appear to be in violation of the Code of Ethical Conduct. A board official who is made aware of the alleged violation shall report the complaint to the township board. The township board will investigate the allegation and shall provide a report of their findings to the involved elected or appointed official. The report shall be presented to the township board at a public meeting. The township board will accept testimony on the matter and determine whether a violation of the code has occurred.

3.7 Conduct in Compliance with Laws

Township officials, employees and volunteers shall comply with the applicable provisions of state law related to conflicts of interest and state laws regulating the conduct of public officials, employees, and volunteers.

3.8 Uniformity of Enforcement

Township ordinances, policies, procedures, rules, and regulations shall be uniformly applied and enforced, unless consideration of extenuating circumstances, unintended consequences or undue hardship is explicitly authorized in the applicable ordinance, policy, procedure, rule, or regulation.

3.9 Actions Not for Personal Gain (general policy)

The township board, appointees, boards and commissions, employees, and volunteers shall act in the best interest of the township, rather than for personal gain.

3.10 Actions on Behalf of Third Parties (explicit related policy)

As stewards of the public interest, members of the township board, appointees, members of boards and commissions, employees and volunteers shall not appear on behalf of the private interests of third parties before the township board, or any board, commission,

committee or proceeding of the township, nor shall members of boards and commissions, or committees appear before their own bodies or before the township board on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

3.11 Conflict of Interest (general policy)

Township officials, appointees, boards and commissions, employees and volunteers shall not enter into any business relationships that would put them into conflict with their obligations to the township.

3.12 Disclosure of Conflict of Interest (explicit related policy)

When a decision or action would create a personal financial impact, the official, appointee, employee or volunteer shall promptly disclose the conflict of interest and shall not, directly or indirectly, participate in the decision or in any manner influence others who participate in the decision or action.

3.13 Conflict of Interest (explicit related policy)

Township officials, appointees, employees and volunteers shall avoid even the appearance of conflict between public duties and personal interests and activities in all township public forums, pursuant to state law and township policies and procedures.

3.14 Gifts and Special Benefits (general policy)

Gifts and special benefits will not be accepted from vendors or others who are in a position to benefit from township decisions.

3.15 Gifts and Special Benefits (explicit related policy)

Township officials, appointees, employees, and volunteers shall not accept meals, tangible goods or tickets to events, if the value of the gift or special benefit exceeds \$25.00. Gifts and special benefits received that are within the ceiling amount shall be reported in writing to the township board within one week of receiving the gift or special benefit.

3.16 Financial Relationships

Township officials, appointees, employees, and volunteers shall disclose any personal transactions, in excess of \$100.00, entered into with any vendor that also does business with the township.

3.17 Township Resources (general policy)

Township resources will be utilized efficiently and effectively, with waste avoided.

3.18 Use of Township Resources (explicit related policy)

Township officials, appointees, employees, and volunteers shall not use public resources that are not available to the public in general, such as township staff time, equipment, supplies, or facilities, for private gain, private purposes or personal purposes.

3.19 Personal or Political Benefit (general policy)

Adopted 4/27/2021

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Township resources will not be used for personal or political benefit.

3.20 Personal or Political Benefit (explicit related policy)

A member or candidate for the township board shall not solicit contributions or endorsements from township appointees, employees or volunteers. This provision is not intended to interfere with an employee's right to endorse or contribute on his/her own, or to prohibit soliciting contributions or endorsements.

3.21 Maintaining the Integrity of Office

A township board member who intends to enter into an office or position that is incompatible with his or her township board office shall resign from township board office by submitting a letter of resignation to the township board stating the effective date of his or her resignation which would be the last day he or she will hold township office.

A township board member who intends to reside permanently outside the township shall resign from township board office by submitting a letter of resignation to the township board stating the effective date of his or her resignation which would be the last day he or she will hold township office

3.22 Truthfulness

All information provided by township officials, appointees, boards and commissions, employees and volunteers will be truthful and complete. The township board, appointees, boards and commissions, employees and volunteers shall not knowingly make false or misleading statements or use false or misleading information as the basis for making a decision.

3.23 Confidential Information (general policy)

Confidential information shall not be disclosed without legal authorization.

3.24 Confidential Information (explicit related policy)

Township officials, appointees, boards and commissions, employees, and volunteers, shall respect the confidentiality of information concerning the property, personnel, or affairs of the township. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial, or other private interests.

3.25 Information Acquired

Information acquired in one's public position will not be used for personal advantage.

3.26 Community Decisions (general policy)

Community service is the prevailing role and responsibility in deciding matters of public policy and conducting township operations. All decisions shall consider the greater good of the entire community. The needs and concerns of the public, township officials and staff shall be monitored and considered in deliberations and decisions.

3.27 Community Decisions (explicit related policy)

Township officials and appointees shall demonstrate effective approaches to solving problems. Township officials and appointees shall utilize their public forum to

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demonstrate how individuals with differing points of view can find common ground and seek compromises that benefit the community as a whole.

3.28 Community Role Models

Township officials, appointees, boards and commissions, employees and volunteers shall conduct themselves as role models for residents, business people and other stakeholders involved in public debate. Township board members shall support the maintenance of a positive and constructive workplace environment for township employees, and for citizens and businesses dealing with the township. Officials shall recognize their special role in dealings with township employees and shall in no way create the perception of inappropriate direction to staff.

3.29 Quality of Life

Township decisions and actions shall be intended to improve the quality of life in the community and shall consider the unique needs of the less fortunate.

3.30 Community Commitment

The township's care for and commitment to its community members shall be conveyed through township decisions and actions.

3.31 Development of Public Policy (general policy)

Policy decisions of board officials and appointees will be based on the merits of the issues, will consider diversity of opinions and, whenever possible, shall reflect consensus of participants.

3.32 Transparency (explicit related policy option)

Board officials and appointees shall publicly share substantive information that is relevant to a matter under consideration by the board or boards and commissions, which they may have received from sources outside of the public decision-making process to provide the utmost transparency.

3.33 Avoiding Undue Influence on Other Township Boards and Commissions (explicit related policy)

Because of the value of the independent advice of boards, commissions and committees to the public decision-making process, members of the township board shall refrain from using their position to unduly influence the deliberations, outcomes or recommendations of board, commissions and committee proceedings.

3.34 Participation in Decision-Making (general policy)

Participants to policy decisions shall listen carefully to other participants and shall ask questions to gain greater understanding of the positions, views and opinions of others.

3.35 Meaningful Participation (explicit related policy)

Township board members and appointees shall perform their duties in accordance with the processes and rules of order established by their respective board or commission while governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the township board.

3.36 Meeting Inclusion

Relevant staff shall be included in all meetings that affect their respective departments.

3.37 Public Input

Decisions made in an open meeting shall be accompanied by opportunities for public input as stated in policy and in compliance with the Open Meetings Act.

3.38 Public Involvement

Expanded opportunities for public involvement in developing and evaluating township programs and services shall be actively considered by all boards, commissions and committees.

3.39 Public Interactions

Interactions by the public with township processes shall be as made as stress-free as possible.

3.40 Representation of Township Interests

When representing the township on a regional or multijurisdictional board or commission and confronted with an issue that pits the township's interests against the greater interests of the broader jurisdiction, the township board shall be consulted for direction and guidance. When such guidance cannot be sought, representatives of the township must consider the broader regional or statewide implications of that body's decision and issues.

3.41 Interactions with Others (general policy)

Interactions with others shall demonstrate fairness, respect, impartiality and equitable treatment.

3.42 Interactions with Others (explicit related policy)

To provide an environment that is free from unlawful discrimination, including discrimination or harassment that is based on any legally protected status, township officials, appointees, employees, and volunteers shall not engage in any form of harassment defined by township policy. Any form of discrimination or harassment that violates policy will not be tolerated. This policy forbids any unwelcome conduct that is based on an individual's age, race, religion, sex, national origin, ancestry, marital status, veteran status, physical or mental disability, legally protected medical condition or association with anyone who has, or is perceived to have, any protected characteristic, or any other basis protected by state, federal or local law.

3.43 Interactions with Citizens

Preferential consideration of the request or petition of any individual citizen or groups of citizens shall not be given. No person shall receive special advantages, consideration or treatment beyond those that are available to any other citizen under similar circumstances.

3.44 Responsibility of Actions

Township officials, appointees, employees, and volunteers will take responsibility for their own actions and decisions.

3.45 Promises

Township officials, appointees, employees, and volunteers shall not make promises that one would reasonably consider as unrealistic or which there are no intentions to ultimately honor.

3.46 Commitments

Township officials, appointees, employees, and volunteer commitments shall be followed through, they will keep others informed, and requests for information shall be promptly responded to.

3.47 Credit

Township officials, appointees, employees, and volunteers will give proper credit to those who contribute to the township's successes and accomplishments.

3.48 Discussions (general policy)

Township officials, appointees, employees, and volunteers' discussions shall focus on the merits of positions, and shall not include attacks on the motives, character, or personality of others.

3.49 Discussions (explicit related policy)

The professional and personal conduct of township officials, appointees, employees, and volunteers must be above reproach and avoid the appearance of impropriety. While recognizing First Amendment rights, all should refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the township board, other township boards, commissions and committees, employees, and volunteers.

3.50 Communication of Township Positions (general policy)

Individuals authorized to do so will, to the best of their abilities, accurately communicate official positions of the township. Personal opinions will not be misrepresented as the official position of the township.

3.51 Communication of Township Positions (explicit related policy)

Township officials, appointees, employees, and volunteers shall represent the official policies or positions of the township board, or other township boards, commissions or committees to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, it should be explicitly stated that they do not represent their board, commission or committee or the township, nor will it be inferred that they do.

3.52 Board Communication of Township Positions (explicit related policy)

Township board members shall represent the official policies or positions of the township board, commission, or committee to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, officials shall explicitly state they do not represent the township board or the township.

3.53 Meeting Attendance (general policy)

Adopted 4/27/2021

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Township officials, appointees, employees, and volunteers shall come to meetings on time and be prepared to deliberate and make decisions.

Financial Administration

4.1 Financial Administration

The township adopts the Michigan Department of Treasury's *Accounting Procedures Manual* and shall comply to the extent possible with both the required policies and the best practices identified in that manual.

The following policies are intended to represent compliance with the *Accounting Procedures Manual* and Summerfield Township's administrative structure and procedures. No policy manual can anticipate all possibilities that may be encountered when administering the finances of the township. The following policies establish a framework for adequate controls over the financial administration processes. When questions arise, the township board must refer to this manual and agree to a solution to the question, and add, delete or amend this manual.

Expenditure Authorization

4.2 Expenditure Authorization

The township shall not be responsible for any obligations incurred by an official or employee that is contrary to the provisions of these administrative policies and procedures or any other financial administration policies adopted by the township board.

Department heads shall not consider appropriations contained in the budget as a mandate to expend township funds. No obligations shall be incurred against, and no payment shall be made from, any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

The township board, shall exercise supervision and control to ensure that expenditures are within appropriations.

Expenditures must follow the procedures set forth in the township's expenditure control, purchasing or bidding policies.

Department heads shall obtain authorization from the township board before obligating the township for expenditures of the following nature:

1. Seminars and conferences
2. Memberships
3. Out-of-state travel
4. Professional services
5. Contracts

Bids and Quotes

4.30 Dollar Threshold Requiring Written Quotations

Any purchase for goods or services exceeding a cost of \$500 shall require the department head to obtain at least two but prefer three written quotes prior to issuing a purchase order.

Separating the work of vendors into smaller invoices is a violation of this policy.

4.31 Dollar Threshold Requiring or Request for Proposals (RFPs)

Any purchase for goods or services exceeding an estimated cost of \$3,000 shall require the solicitation of written bids. The appropriate official, in consultation with the department head, shall develop bid specifications. Bid specifications for purchases that will exceed \$3,000 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.

Separating the work of vendors into smaller invoices is a violation of this policy.

4.32 Exceptions

Quotes and competitive bids are not required for the following purchases if funding is available in the budget:

- Small purchases up to \$500
- Sole source procurement (where only a single source is available or when the township is participating in a purchasing pool, such as the "Buy Michigan First" or MiDEAL programs provided by the State of Michigan)
- Emergency purchases (endanger health, welfare, and safety of township employees and assets)

4.33 Request for Sealed Bids or RFPs

The invitation to bid or the request for proposals for services shall be: published in local newspaper and posted on the township's website at least once, 14 days prior to the opening of the bids, and shall be mailed, e-mailed to known vendors or other parties who have notified the township of their interest in submitting bids on the goods or services being purchased.

4.34 Specifications for Requests for Proposals

In order to receive comparable and informative bids and proposals, the township shall prepare comprehensive specifications for prospective candidates.

The request should state the following items:

- The length of the contract period
- Any required qualifications, such as a certified public accountant license
- If attendance is required at township board or other meetings, and the number of meetings per year
- The amount of anticipated consultation time
- The anticipated nature and number of the activities required, such as the average number of ordinance enforcement prosecutions for an attorney, the number and type of funds to be audited for an accountant, or the number of parcels for an appraiser
- The titles of the township official(s) authorized to direct or request services

Adopted 4/27/2021

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- Whether the activity, such as auditing or appraisal, is to be performed at the township hall
- That all documents and records created in a governmental function are property of the township and will be subject to the Freedom of Information Act

As appropriate, a request for proposals will ask each candidate to describe:

- The individual or firm's municipal and township experience
- Specific experience with the service or project
- The names, credentials and references of the specific individuals who will be assigned to work with the township
- Specific certification, such as certified public accountant, or memberships in an appropriate association, such as the Public Law Section of the Michigan Bar Association
- Potential conflicts of interest, such as township property owned, interest owned in businesses located in the township, or other clients who may have interests that are potentially adverse to the township
- Services to be billed above the retainer amount, including the amount charged per hour, with a maximum amount for specific types of services such as additional meetings not covered under the retainer or whether the meetings are to be billed on a per diem or hourly basis
- The individual or firm's policy regarding reimbursement for travel time, phone bills, mileage, copying, postage and other incidental expenses
- The services the township requires and if those services are to be included in a retainer

4.35 Opening of Bids or RFPs

Sealed bids or RFPs shall be opened by person(s) identified in the invitation to bid or the request for proposals at the stated time and place, and any interested party may be present for the bid or RFP opening.

4.36 Award of Bids

The township board may award any bid or request for proposals for services that is for an amount of \$300 or less. Bids or requests for proposals for services exceeding this amount shall be awarded by the township board.

The criteria for awarding bids or requests for proposals shall be as follows:

- Cost
- Experience
- Reliability
- Sufficiency of equipment
- Insurance
- References
- Good communication

4.37 Board Member Interest in Bidder

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.

Budget

4.40 Development

The township shall use the following approaches to develop the budget, as recommended by the Government Finance Officers Association:

- The budget shall be based on expected revenues, including base revenues, any new revenue sources and the potential use of fund balance.
- The results or outcomes that matter most to citizens will be identified, and based on that, the township board shall determine what programs are most important to their constituents.
- The budget allocations shall be made in a fair and objective manner.
- The board shall budget available dollars to the most significant programs and activities to maximize the benefit of the available resources.

4.41 Timetable

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

Date	Activity
January workshop	Informational meeting for department heads
By 02/1	Department heads submit proposed revenue and expenditure plans to budget officer
February Workshop	Budget officer meets with department heads
February Workshop	Budget officer presents proposed budget to township board
February Workshop	Township board reviews tentative budget
Before March 31	Budget public hearing held by township board
Before March 31	General Appropriations Act adopted

4.42 Methods

The township board shall use the line item approach when developing the proposed budget.

The budget shall be adopted at the revenue by source and expenditures by activity level or cost center.

4.43 Format

The proposed and adopted budgets shall:

- Provide financial data on revenues, other resources and expenditures for at least a three-year period, including prior year actual, current year budget and/or estimated current year actual, and proposed budget

The proposed and adopted budgets shall also include a narrative that:

- Summarizes the major changes in priorities or service levels from the current year and the factors leading to those changes
- Identifies the priorities and key issues for the new budget period
- Identifies and summarizes major financial factors and trends affecting the budget, such as economic factors; long-range outlook; significant changes in revenue collections, tax rates or other changes; current and future debt obligations; and significant use of or increase in fund balance or retained earnings

Adopted 4/27/2021

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Budget Adoption

4.50 Adoption

Prior to the beginning of each fiscal year, the township board shall annually adopt a budget using an activity method of adoption unless otherwise directed in the General Appropriations Act.

The board shall monitor and amend the budget as needed to approve and control all expenditures.

4.51 Designation of Budget Officer

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

4.52 Budget Monitoring

The township shall use the following approaches to monitor the budget, as recommended by the Government Finance Officers Association:

- The board shall establish measures of annual progress. These measures should spell out the expected results and outcomes and how they will be measured.
- The board shall use periodic financial reporting and performance measures to compare actual versus budgeted results.
- The board shall communicate performance results so that township personnel and the public will be informed of the results in an understandable format.

Fund Balance

4.6 Fund Balance

The township board shall budget for a general fund balance that equals at least 40% of projected expenditures or 3 month(s) of operating revenues.

I.T. RIGHT

**Information Technology Solutions that
Work for Local Government**

5815 East Clark Rd Suite G
Box 160
48808 Bath
United States

QUOTE

Number ITRQ19409

Date Mar 30, 2021

Sold To

Summerfield Township-Clare

Trisha Martin
9971 N.Finley Lake Ave.
48625 Harrison
United States

Phone 989-539-2501
Fax

Here is the quote you requested.

Ship To

Summerfield Township-Clare

Trisha Martin
9971 N.Finley Lake Ave.
48625 Harrison
United States

Phone 989-539-2501
Fax

From The Desk Of



mallen

855-487-4448

mallen@itright.com

Terms

P.O. Number

Ship Via

Line	Qty	Description	Unit Price	Ext. Price
1	1	Server Basic: Quad-Core Intel® Xeon® Processor E3-1220 v6 3.00GHz 8MB Cache (72W) Supermicro SNK-P0046A4 Heatsink Supermicro X11SSL-CF - uATX - Intel® C232 Chipset - 6x SATA/SAS - LSI 3008 12Gb/s SAS3 - Dual Intel® 1-Gigabit Ethernet (RJ45) SAMSUNG 16GB PC4-19200 2400MH Supermicro SuperChassis 733TQ-665B - Mid-Tower - 4 x 3.5" SAS/SATA - 665W 2 x 256GB Micron M1100 2.5" SATA 6.0Gb/s Solid State Drive LG 24x Super Multi DVD+/-RW with M-DISC (SATA) Microsoft Windows Server 2019 Standard (16-core) System Assembly and Testing 3 Year Advanced Parts Replacement Warranty	\$2,600.00	\$2,600.00
2	2	4TB Sata	\$285.00	\$570.00
3	16	Labor	\$150.00	\$2,400.00
4		100.0% Discounted Labor		-\$2,400.00

* For orders over \$5000, payment for the hardware/software is required prior to processing the order.

Thanks for choosing I.T. Right!

Line	Qty	Description	Unit Price	Ext. Price
<p>* For orders over \$5000, payment for the hardware/software is required prior to processing the order.</p> <p>Please contact me if I can be of further assistance.</p>			SubTotal	\$3,170.00
			Tax	\$0.00
			Shipping	\$0.00
			Total	\$3,170.00

* For orders over \$5000, payment for the hardware/software is required prior to processing the order.

Thanks for choosing I.T. Right!



CLARE COUNTY SHERIFF DEPARTMENT

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INCIDENTS BY AREA
MARCH 2021

04/08/2021

AREA	NUMBER THIS AREA	INCIDENT TYPE	NUMBER THIS TYPE
		Motor Vehicle Theft	1
		Natural Death	1
		Obstructing Justice	1
		Paper Service	2
		Repo	1
		Traffic Stop	8
		Traffic Violations	1
		Vehicle/Object Road Hazard	2
0014	16	Ambulance Run	2
		Animal Control Complaint	2
		Car/ Deer Accident	1
		False Alarm Activation	1
		General Assistance	1
		Intimidation/ Stalking	2
		Lost & Found Property	1
		Off Road Vehicle Complaint	1
		Property Check	2
		Traffic Stop	3
0015	184	Accident, Fire	6
		Ambulance & Rescue	15
		Ambulance Run	6
		Animal Control Complaint	6
		BOL Wrong Way Driver	1
		Be On the Look Out	3
		CSC 2 Sexual Contact - Forcible	1
		Car/ Deer Accident	8
		Civil	1
		Conservation	6
		False Alarm Activation	3
		Family - Other	1
		General Assistance	10
		Health and Safety	5
		Intimidation/ Stalking	6
		Juvenile Delinquent	5
		LINES DOWN	2
		Larceny - Other	1
		Motorist Assist	4
		Natural Death	1
		Non-Aggravated Assault	3
		Obstructing Justice	1
		Obstructing Police	1
		Paper Service	17

c.) Ethics Policy- Motion: *Jachyn* 2nd: *Mike* All in favor.

ADJOURN MEETING. *6⁴⁵ pm* Motion: 2nd:

NEXT BOARD MEETING IS MAY 25, 2021 @ 6:30 PM

Public Comment Conti: want to know when Mage is finish training to use money else where.