

**TOWNSHIP OF MUNISING
MISCELLANEOUS POLICIES**

A. INSURANCE CLAIMS

When an official or employee uses his or her vehicle for Township business and damage occurs through no fault of the official or employee, the Township shall reimburse the insurance deductible not to exceed \$250.

B. PERSONAL EXPENSES

Receipts or vouchers must accompany any reimbursement expense request (meals, mileage, etc.). Board and committee members shall not receive mileage to attend Board or committee meetings that are a statutory duty of their office. Personal expenses that are not necessary in conducting Township business shall not be eligible for reimbursement.

C. MILEAGE

Employees using their personal vehicle for Township business will be reimbursed at the rate established by the Township Board. All travel must be documented on a voucher and submitted to the Treasurer's office. Mileage shall be computed from the Munising Township Office Complex and returning to same.

D. EMERGENCY REPAIRS

The Supervisor, Clerk or Fire Chief are authorized to contract for normal maintenance, replacements and repairs up to a cost of \$500 without prior approval. If the maintenance, repair or replacement is an emergency or puts the Township or Fire Department in jeopardy, then the limit shall be \$5,000.

E. PURCHASING SUPPLIES

Any elected official shall be able to buy any supplies as needed, without board approval up to \$500 per month.

F. BOARD CONSULTANTS

The Township Board can appoint and have on retainer an attorney and auditor. A letter of agreement or a contract shall be on file with the Clerk, containing terms of agreement, method of and schedule of payment.

G. ACCOUNTS PAYABLE

All requests for payments, (invoices, expense vouchers, etc.) shall be submitted to the Treasurer by the 25th of the month, to be paid at the next scheduled monthly meeting.

A copy of the invoice, expense voucher and check shall be on file for 7 years from the date of approval.

H. FINANCIAL REPORT

The Treasurer shall prepare a monthly financial report. The report shall be current through the last day of the month and shall be presented to the Board at the next scheduled meeting. The report shall show all revenues and expenditures.

I. BALANCE SHEET REPORT

The Clerk / Treasurer shall prepare a monthly balance sheet, showing assets, liabilities and equities for each fund. The Clerk/Treasurer shall recommend to the Board any necessary budget amendments or fund transfers.

J. INVESTMENTS

Munising Township shall use local financial institutions for all investments and banking transactions. (Local being defined as Alger County)

The Treasurer shall have the authority to move CD's as they mature, when higher interest rates are offered.

CD's, Deeds, Bonds and important papers shall be kept in a safe deposit box.

K. CHECK CASHING

All payroll and accounts payable checks written by the Township Treasurer must be cashed within 90 days or they are deemed void.

L. LEGAL COUNCIL

The Supervisor - Clerk - Treasurer - Trustees - and Zoning Administrator may contact legal counsel directly.

M. BIDDING PROCESS

The Township Board shall use the bidding process for any repairs or maintenance to any Township property that is not an emergency.

The majority of the Board can decide an emergency situation.

Minor repairs and maintenance under \$1,000 can be done without bids or contracts, with the approval of the majority of the Board.

The bidding process for soliciting bids shall be as follows:

1. The request for bids shall require interested bidders to provide the following information as appropriate:
 - a. Description of service or goods desired
 - b. Desired delivery day or commencement date
 - c. Desired termination date
 - d. Warranties
 - e. Bidders qualifications, references, performance bonds
 - f. must have own liability and workman's comp
 - g. Acquisition cost, fees or other Township financial obligation.
2. The request for bids shall include a statement that the Township reserves the right to reject any or all bids, to waive information or errors in the bidding process and to accept any bid deemed to be in the best interest of the Township, including bids that are not the lowest amount.

Sealed bids shall be submitted to the Township Clerk by a date specified and shall be marked on the outside “**Sealed Bid For _____.**” The Township Clerk and one Board member shall publicly open all bids submitted at the time and date indicated on the request for bids. (usually at a monthly Board meeting). All bidders shall be notified of the award in a timely manner.

N. CREDIT CARDS

Public act 266 allows local units of government to transact official business using credit cards. The act requires the local unit to adopt a credit card policy by resolution.