

## **GRANT TOWNSHIP REGULAR BOARD MEETING**

**Held at the Lac La Belle Fire Hall  
6314 Superior Street  
Lac La Belle, Michigan 49950  
Minutes for Tuesday, June 14<sup>th</sup>, 2016**

### **Call to Order**

Supervisor Ken Stigers called the meeting to order at 6:03 p.m. and led the assembly in the pledge of allegiance.

### **Roll Call**

Present were Supervisor Ken Stigers, Treasurer Karen Karl, Clerk Kelly Coltas, Trustee Ned Huwatschek and Trustee Art Davis.

- Motion to adopt Agenda put forth by Coltas/Huwatschek, all were in favor 5-0 motion carried.

### **Supervisor's Remarks**

Copper Harbor Cleanup days, June 18<sup>th</sup> and 19<sup>th</sup> from 8 am to 4 pm

Lac La Belle Cleanup days will be August 13<sup>th</sup> and 14<sup>th</sup> from 8 am to 4 pm

July BOR will be on July 19<sup>th</sup> at 10 am

Monthly Reports

### **Treasurer's Report**

- Motion to accept Treasurers report as given, put forth by Coltas/Huwatschek, all were in favor and motion carried 5-0.

### **Utility Board**

The water tank was out of service for three weeks this spring for relining. It is now back up and running and good for another 20 years.

We are having some issues with the sewer lines from Auglaise. There appears to be a blockage that we are having trouble flushing.

### **DDA**

No Meeting

### **Public Safety**

#### **CH Fire Dept.**

The regular monthly meeting of the C.H.F.D was held on Wednesday Jun, 1st 2016 with 4 members present. Items discussed: annual Township Trash clean-up, sign up sheets passed around.

Annual Spaghetti Dinner is on June 18<sup>th</sup> at the Mariner North.

July 4<sup>th</sup> parade and cookout in Township Park. Reprinted T-Shirts are back from the printer, they will be distributed to stores for sale.

The foam system on Truck #1 was exercised along with the extrication equipment. The Drop-in skip unit was placed in Truck/vehicle #5 and run. At our mid-month meeting for May 2016 was held on May 18<sup>th</sup> 2016 with 4 members present. Along with discussing upcoming dates for the Dept. the heater pans under trucks #1 and #2 were removed for the summer. The Truck #2 foam system was exercised. Medical unit had a member of page outs. The fire Dept. assisted on a medical run involving a peddle biker injury.

**LLB Fire Dept.** No report

## Old Business

Land Acquisition Grant; The DNR has notified us that the Grant Application was submitted correctly. The CHTC Executive Director Lori Hauswirth is going down to do a presentation for the Grant to the Trust Fund Board. The Township will be assisting in the cost of this endeavor.

Rental Agreement: Because of some issues the Board had a meeting with our insurance agent and went over our rental agreement. Our agent Mark Hannula, said he would speak with the underwriters and send us sample agreements to examine. As of yet we have not received them so we will address this at our next meeting.

Landscaping at the Lac La Belle Fire hall/Community Room: We need to get the proper representatives together with our landscape guy, Ben Halonen. The Township has budgeted monies to finish this project and would like to see it completed this year.

Recycling in Lac La Belle, if the residents are interested the Township would have carts made for cardboard recycling in Lac La Belle. They (LLB residents) said they would get the word out and let us know how they would like to handle it. We have a new Auditor for the township and she has requested to get us up to snuff that we update and implement new and old policies for the Township. So for the next few months we will be tackling that starting this month.

## New Business

- Motion to adopt Resolution #21-2016

### **GRANT TOWNSHIP CREDIT CARD USE POLICY RESOLUTION**

Put forth by Coltas/Stigers

At a regular meeting of the Grant Township Board of Trustees, the following preamble and resolution was offered by Coltas and was supported by Stigers :

WHEREAS, Public Act 266 of 1995 authorizes a township to be a party to a credit card arrangement if the township board has adopted by resolution a written policy governing the control and use of credit cards, and

WHEREAS, the Grant Township Board deems that it is in the best interest of the township to make certain township financial transactions by using a credit card as described in the Act, now

THEREFORE BE IT RESOLVED, that the following policy shall govern the use of township credit cards:

(a) The Grant Township Clerk is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the township's

credit card policy.

(b) Township credit cards may be used only by an officer or employee of the township for the purchase of goods or services for the official business of the township.

The use of credit card is limited to the following circumstances (*choose as appropriate*):

- purchase of capital outlays up to \$1,000.00 for travel, meals and accommodations while on township business (*excluding expenses incurred in operating a privately owned automobile*)
- gas, oil and other necessary expenses incurred in operating a township-owned vehicle
- On line purchases of software, software updates for the use township computers and or other purchases in which using the credit card is the only available choice.

(c) Township officers and employees who use a township credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the Grant Township Clerk. If no credit card slip was obtained that described the transaction, the employee shall submit a signed voucher that shows the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction, the official business that required the transaction, and the chart of account number indicating the line item to which the transaction is to be charged. All credit card slips shall include this information as well. Vouchers shall also include a statement why a credit card slip was not obtained.

(d) An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Grant Township Clerk shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.

(e) An officer or employee issued a credit card shall return the credit card to

Grant Township Clerk upon termination of his or her employment or service with the township.

(f) The Grant Township Clerk shall maintain a list of all credit cards owned by the township, along with the name of the officer and employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each employee shall initial the list beside his or her name to indicate agreement that the credit card has been issued, and that the employee has received and read a copy of this policy.

The Grant Township Clerk shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the township board.

(g) The township board shall not approve a payment to the entity issuing the credit card until all transactions have been verified, including the approval of all transaction invoices if issued.

(h) The balance, including interest due on an extension of credit under the credit card arrangement, shall be paid for within not more than 60 days of the initial statement date.

(i) Officers and employees who use a township credit card in a manner contrary to this policy shall be subject to the following disciplinary actions, as deemed appropriate by the township board:

- verbal counseling
- written reprimand
- suspension
- termination
- Reimbursement to the township for unauthorized expenditures.

(j) Other matters the township board may consider advisable to address in the credit card policy may include:

- establishing limits on the total amount of outstanding charges
- naming specific officers or positions that are authorized to use a credit card
- The Township Clerk will be the named person on the credit card

Upon a roll call vote, the following voted: Stigers-Yes, Karl-Yes, Coltas-Yes, Huwatschek-Yes, Davis-Yes

AYE: 5 NAY: 0

The Supervisor declared the resolution adopted.

Attested by:

Kelly Coltas \_\_\_\_\_  
Township Clerk

All were in favor and motion carried 5/0. Resolution Adopted.

- Motion to adopt policy for post auditing of Township Bills.  
"All claims shall be approved by the township board prior to payment, except the following:

1. Payroll (*election workers, sexton wages, eft payments for payroll etc.*)
2. Invoices with penalties or discounts that would be incurred if payment is not received prior to the board meeting where claims will be approved (*such as postage for the postal meter*)

These claims shall be post-audited at the next board meeting following their issuance. (*Payment schedule will indicate Vouchers that were preauthorized by policy and approval by the board that evening.*)

The (*supervisor/appointed official*) may authorize emergency expenditures when deemed essential due to the imminent threat to the health, safety and welfare of the township.

Put forth by Coltas/Huwatschek, all were in favor, motion carried 5 -0.

- Motion to adopt a privacy policy for Grant Township, put forth by Coltas/Davis. The policy reads as follows

## **PRIVACY POLICY**

TOWNSHIP OF GRANT

KEWEENAW COUNTY, MICHIGAN

JUNE 14<sup>th</sup>, 2016

### **1. Purpose.**

The Township of Grant (the "Township") is required by the Michigan Social Security Number Privacy Act, Public Act 454 of 2004, MCL 445.81 *et seq.*, (the "Act")

To create a privacy policy concerning the Social Security numbers that it possesses or Obtains.

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

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

This Privacy Policy sets forth the Township's policies and procedures regarding how

Social Security numbers are obtained, stored, transferred, used, disclosed and Disposed.

### **2. Policy.**

It is the policy of the Township to protect the confidentiality of Social Security Numbers obtained in the ordinary course of township business from employees, Vendors, contractors, customers or others. No person shall knowingly obtain, store,

Transfer, use, disclose, or dispose of a Social Security number that the Township Obtains or possesses except in accordance with the Act and this Privacy Policy.

### **3. Procedure.**

**a. Obtaining Social Security Numbers.** Social Security numbers should be Collected only where required by federal and state law or as otherwise permitted by

Federal and state law for legitimate reasons consistent with this Privacy Policy. Legitimate reasons for collecting a Social Security number include, but are not Limited to:

- Applicants may be required to provide a Social Security number for purposes Of a pre-employment background check.

#### **2 October 2005 / MTA / Social Security Number Privacy Policy**

- Copies of Social Security cards may be obtained for purposes of verifying Employee eligibility for employment.
- Social Security numbers may be obtained from employees for tax reporting Purposes, for new hire reporting or for purposes of enrollment in any

Township employee benefit plans.

- Social Security numbers may be obtained from creditors or vendors for tax Reporting purposes.

**b. Public Display.** All or more than four sequential digits of a Social Security Number shall not be placed on identification cards, badges, time cards, and employee

Rosters, bulletin boards, permits, licenses or any other materials or documents Designed for public display. Documents, materials or computer screens that display

All or more than four sequential digits of a Social Security number shall be kept out

Of public view at all times.

**c. Account Numbers.** All or more than four sequential digits of a Social Security Number shall not be used as a primary account number for an individual.

**d. Computer Transmission.** All or more than four sequential digits of a Social Security number shall not be used or transmitted on the Internet or on a computer

System or network unless the connection is secure or the transmission is encrypted.

**e. Mailed Documents.** Township documents containing all or more than four Sequential digits of a Social Security number shall only be sent in cases where state

Or federal law, rule, regulation, or court order or rule authorizes, permits or requires

That a Social Security number appear in the document. Documents containing all or

More than four sequential digits of a Social Security number that are sent through The mail, shall not reveal the number through the envelope window or otherwise be

Visible from outside the envelope or package.

**f. Freedom of Information Act.** Where all or more than four sequential digits of a

Social Security number are contained within a document subject to release under the

Freedom of Information Act, the Social Security number shall be redacted or Otherwise rendered unreadable before the document or copy of a document is Disclosed.

**g. Storage.** All documents containing Social Security numbers shall be stored in a

Physically secure manner. Social Security numbers shall not be stored on computers

Or other electronic devices that are not secured against unauthorized access.

**h. Access to Social Security Numbers.** Only personnel who have legitimate Business reasons to know will have access to records containing Social Security Numbers. The department heads having access to records containing Social Security

Numbers shall determine which other personnel within their departments have a Legitimate reason in the Township's ordinary course of business to have access to

Such Social Security numbers. Personnel using records containing Social Security

Numbers must take appropriate steps to secure such records when not in immediate

Use.

**Social Security Number Privacy Policy / MTA / October 2005 3**

**i. Disposal.** Documents containing Social Security numbers will be retained in Accordance with the requirements of state and federal laws. At such time as documents containing Social Security numbers may be disposed of, such disposal

shall be accomplished in a manner that protects the confidentiality of the Social Security numbers, such as shredding.

**j. Unauthorized Use or Disclosure of Social Security Numbers.** The Township

shall take reasonable measures to enforce this Privacy Policy and to correct and prevent the reoccurrence of any known violations. Any employee, who knowingly obtains, uses or discloses Social Security numbers for unlawful purposes or contrary

to the requirements of this privacy policy shall be subject to discipline up to and including discharge. Additionally, certain violations of the Act carry criminal and/or

civil sanctions. The Township will cooperate with appropriate law enforcement or administrative agencies in the apprehension and prosecution of any person who knowingly obtains, uses or discloses Social Security numbers through the Township

for unlawful purposes.

All were in favor, motion carried 5-0.

- Motion to adopt an EFT policy for the Grant Township Board put forth by Coltas/Davis

**4.53 Electronic Payments**

- Following township board approval (*add if applicable: or in compliance with the board policy for post-auditing payments*), the clerk or deputy clerk shall initiate electronic payments and the treasurer or deputy treasurer shall review and accomplish.

- Electronic payments or ACH agreements are authorized if in compliance with the following policy provisions.

**4.54 Electronic Payment (ACH) Definitions**

- "Automated clearing house" or "ACH" means a national and governmental organization that has authority to process electronic payments, including, but not limited to, the national automated clearing house association and the Federal Reserve System.



- An “ACH arrangement” means the agreement between the originator of the ACH transaction and the receiver of an ACH transaction.
- An “ACH transaction” means an electronic payment, debit or credit transfer processed through an automated clearinghouse.
- An “ACH policy” means the procedures and internal controls as determined under this written policy developed and adopted by the township treasurer.
- **4.55 Authority to Enter into ACH Arrangements and Electronic Transfers of Public Funds**
  - The township treasurer or Clerk may enter into an ACH arrangement.
- **4.56 Responsibility for ACH Agreements**
  - The treasurer is responsible for the township’s ACH agreements, including payment approval, accounting, reporting and generally for overseeing compliance with the ACH policy.
  - The treasurer or Clerk shall submit to the township board documentation detailing the goods or services purchased, the cost of the goods or services, the date of the payment, and the department levels serviced by each payment of public funds made by electronic transfer. This report may be contained in the township’s electronic general ledger software system or in a separate report to the township board.
- **4.57 Internal Accounting Controls to Monitor Use of ACH Transactions Made by Township**
  - The following system of internal accounting controls will be used to monitor the use of ACH transactions made by Grant Township:
    - The treasurer shall prepare a list of vendors authorized to be paid by ACH transaction and provide that list to the clerk.
    - The clerk initiates the transaction upon receipt of an invoice included on the authorized ACH list approved by the appropriate township official. ACH invoices must be approved before payment. The clerk signs the ACH invoice, which then acts as the warrant.
    - The clerk presents the (*warrant or check*), a list of bills for payment, and a separate list of the electronic payments for township board approval. The board approves all transactions prior to disbursement. (*If applicable, list the specific types of payments pre-authorized for post-audit by the board.*)
    - Following board approval, the treasurer signs the ACH warrant, initiates the electronic transaction with the vendor and makes the actual transfer of funds.
    - The treasurer shall retain all ACH transaction documents for audit purposes.
    - The clerk shall retain all invoices for audit purposes.
  - A township should use a separate imprest bank account for EFTs. A township may wish to consider using a separate bank account to accomplish ACH electronic transactions, effectively creating a “firewall” between the township’s funds and outsiders. Include in the ACH policy the list of specific types of payments pre-authorized for post-audit by the board.
  - • Recommend disbursement accounts

- • Accounts payable (small dollar, limited individual transactions)
- • Accounts payable (larger transactions)
- • EFT account
- • Payroll account
- • Property tax

All were in favor Motion carried 5-0.

- Motion to follow the Federal guidelines for mileage. Our mileage will go from .55 cents per mile to .54 cents per mile. Put forth by Coltas/Huwatschek. All were in favor motion carried 5-0

**Public Comment**

Bob Meyers asked if we could have new dumpster signs make stating hours and other rules. The old one was out of date and broken when the dumpster was moved. Supervisor Stigers said he would have new signs made. Mr. Meyers also asked about the road next to the fire hall. Would like to be an actual road. Supervisor Stigers explained that would be part of the landscaping project. There was then a question on sound proofing for the hall and if the Township would help with that. Supervisor Stigers said that would be a worthwhile project and they should look into who does it and what would the cost be.

Jim Sorenson was asking about the tent erected in the Copper Harbor Park as it was having a negative effect on the lawn.

Supervisor Stigers agreed with him and said at the time there is no policy in effect dealing with that but we are developing a Parks Committee to develop the policies and implanting them for dealing with the parks.

Bob Meyers would like the Township to consider a compost area for dumping brush and stumps.

Kim Kaura introduced herself to the group as she is running for County Treasurer. She is a Bank manager, so understands money flow, she is also the Treasurer for Keweenaw Random acts of Kindness.

- Motion to pay audited bills for June in the amount of \$65,370.77 and another total from water for \$35,000.00 written after last month meeting for the tank relining and adjourn Coltas/Davis, all were in favor, motion carried 5-0.

Meeting adjourned at 6:59 p.m.

Ken Stigers  
Grant Township Supervisor

Kelly Coltas  
Grant Township Clerk