



ACME TOWNSHIP SPECIAL BOARD MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
Monday, February 11, 2013, 9:00 a.m.

MEETING CALLED TO ORDER WITH THE PLEDGE OF ALLEGIANCE AT 9:06 a.m.

Members present: C. Bassett, C. Collett, A. Jenema, G. LaPointe, P. Scott, D. White, J. Zollinger
Members excused: None
Staff present: N. Edwardson, Office Assistant
N. Lennox, Zoning Administrator
S. Vreeland, Township Manager/Recording Secretary
S. Zollinger, Deputy Clerk

A. LIMITED PUBLIC COMMENT: None

B. SPECIAL PRESENTATIONS/DISCUSSIONS:

1. **Accounts Payable Post-Auditing Policy**: The Clerk's understanding is that basic recurring bills can be paid monthly between meetings and subsequently approved by the Board. At the February 5 board meeting the Clerk and Treasurer were asked to prepare an updated policy for approval at the March 5 meeting. There was consensus that if an expenditure and/or contract has been approved by board resolution or motion, when the invoice comes later it can be paid and subsequently approved as long as the amount does not exceed what was approved. There was also discussion that an expense is not necessarily pre-approved just because it has been budgeted.

Specific current bills discussed include the annual TC-TALUS membership invoice and return of escrowed funds to the LochenHeath homeowner's association. Trust & Agency account payments, payments to the Watershed Center and the Land Conservancy were also discussed.

Motion by Collett, support by Jenema to approve payment of all invoices on provided list except \$770 to Beckett & Raeder for work on Water's Edge SUP application. Motion carried by unanimous roll call vote.

2. **Informal discussion between Board, staff members and officials' deputies about day to day operations and job responsibilities. (Current job descriptions attached as background; continuation from 01/14/2013)**: Discussion began with the Clerk's department functions. This department maintains all township records, administers oaths of office and maintains oath books, maintains the General Ledger, tracks revenues and expenditures, maintains cemetery records and arranges for burials in township cemeteries, maintains voter registration records and administers elections. Bassett is learning from talking to her peers in the county that each township has its own way of approaching workflow.

Revenues to all funds are recorded by the Treasurer's office, copies are given to the Clerk and the information is entered into the General Ledger. In effect two sets of books are maintained and balanced monthly to each other and to bank records.

The process flow for managing the trust and agency accounts between the planning/administrative staff, clerk and treasurer were discussed. The process for handling DPW payments, both regular and bond payments were discussed.

LaPointe strongly encouraged that the accounts payable policy specify a "net 30" payment

standard where possible. There was a question as to whether all such payments would be held for a full 30 days before payment or whether they would be paid at some point within 30 days.

The Township Manager workload is highly project-oriented and geared towards doing whatever is necessary to carry out Board goals and objectives. Specific tasks include but are not limited to: direct supervision of staff not assigned to the Clerk's or Treasurer's offices, computer network administration, grant writing and administration, staff support to the Farmland and Shoreline Advisories, FOIA Coordination, much of the website content management, backup to the planning and zoning functions, budget performance monitoring, and the annual budget creation process.

There was some discussion about the network server backup system and whether it would make sense to create a system backup in the cloud. There was also concern about running periodic full backups along with the daily incremental backups. The offsite backup drives are switched once a week, so up to a week's worth of data could be lost in case of a problem. It was also recommended that there be a written data disaster recovery policy.

There was discussion about moving forward with plans for our shoreline parkland redevelopment so that we can be well positioned to seek and receive grant funding for implementation.

It was recommended that board members be appointed to attend advisory committee meetings. They would not be voting members but would attend to be aware, provide input, and report back to the board as appropriate.

The Deputy Clerk suggested that the budget for the Clerk's Department in the General Fund should be amended to increase the funding available for training on the township's computerized accounting software and required training related to election management. Allowable expenses include hotel rooms and car mileage if needed, and there is a separate line item budget for such training-associated expenses. If information is provided about a week in advance of the March 5 board meeting it can be included in the meeting packets.

C. PUBLIC COMMENT:

Meeting adjourned on a motion by Scott, support by Jenema at 10:47 p.m.