

ESSEX TOWNSHIP
Clinton County, Michigan

ESSEX TOWNSHIP
Regular Meeting
February 10, 2011

Lynn Ferguson, Supervisor, called the regular meeting of Essex Township to order on Thursday, February 10, 2010, at 7:30 pm in the Maple Rapids Community Center. Ferguson began the meeting with the Pledge of Allegiance.

Present: Lynn Ferguson, Rex Ferguson, Zamarron, Warnke, and Benson
Absent: none
Guests present: James Bancroft, Juddson Bancroft

MINUTES

The reading of the minutes from the previous meeting of December 09, 2010 was waived. Warnke moved we approve the minutes, R. Ferguson seconded it and the motion carried.

VISITOR CONCERNS AND STATEMENTS

J.D. and James Bancroft requested a raise of \$ 200 for next year for care of the cemeteries. They also stated there are trees in both the Sowle and Lowe Cemeteries that need to be removed.

TRUSTEE REPORT

R. Ferguson attended the Clinton County Township Officer's meeting and the Clinton County Assessors meeting. Hanses reported the aerial maps have arrived, but they came as individual maps. He has enlisted the help of MSU to organize the maps into a useful format. Joe Pullver stated the Anderson Road Bridge may be open by late April. Pete Blauwiel will be the new chairperson for the Road Commission. John Czarnecki is retiring from Clinton County Economic Alliance and Jack Powell is retiring from the Road Commission. It was reported 133 windmills will be placed in four townships in the Breckenridge area.

TREASURER'S REPORT

The Treasurer reported there is a balance of \$ 113,383.18 in the General Fund. R. Ferguson moved the report be approved and Zamarron seconded it. (MPC)

Warnke stated she has moved Township funds to Firstbank. Warnke reported she is now able to disperse taxes using ACH debit banking.

CLERK'S REPORT

The clerk reported on expenditures 4502 to 4628

R. Ferguson moved to approve the Clerk's report, Zamarron seconded. (MPC)

The clerk reported there will be a millage election in May for Central Dispatch (911)

SUPERVISORS REPORT

The Supervisor noted that Armbrustmacher is in the second year of a two year contract. The annual meeting with the Road Commission is March 22 at 10 A.M. Dallas Township is offering CPR training to the public. The Ambulance Authority is doing well and is financially stable.

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OLD BUSINESS

Warnke moved we assign Firstbank of St. Johns as the official bank to retain township funds. R. Ferguson seconded the motion.(MPC)

L. Ferguson moved the following people be approved for appointment to the Board of Review; Jim Gavenda, Otto Jury, Jack Anderson and David Swanson as alternate, and David Swanson be appointed as recording secretary. Benson supported the motion. (MPC).

NEW BUSINESS

The Clerk presented the Township records Management Policy. This includes management policy for FOIA requests. We discussed what would be the best method to maintain information The Clerk will contact other Townships and the MTA to get information on record maintenance. The policy is tabled until the next meeting.

Benson moved we approve the 2011-2012 budget for the Clinton Area Ambulance Authority. Warnke seconded it and the motion carried.

Warnke moved we adopt the following **policy for land splits** with no exceptions being allowed. Benson seconded it.

Roll Call Vote: L. Ferguson, Yea; Benson, Yea; Warnke, Yea; R.Ferguson, Nay; Zammaron, Yea.

POLICY FOR LAND SPLITS

Property owners wishing to obtain a split should first contact Community Development, the Office of Planning and Zoning, to inquire if the property in question is eligible for a land use split.

The Essex Township Board adopts the following policy: In order to ensure accurate property descriptions, the Essex Township Board requires a property site survey accompany an application for a land split. The survey must provide property descriptions

of each child and the remaining parent parcel. This is in accordance with Section V, part C of Ordinance # 8 known as the Land Division Ordinance of Essex Township.

Warnke moved we adopt the following **policy for combination of property descriptions**, Rex Ferguson supported it.

Roll Call Vote: Lynn Ferguson, Yea; Benson, Yea; Warnke, Yea; Rex Ferguson, Yea; Zamarron Yea. Motion carried.

POLICY FOR COMBINATION OF PROPERTY DESCRIPTIONS

The Essex Township Board adopts the following policy: Property owners wishing to combine property descriptions must petition the Essex Township Board in writing and the request be entered in the minutes. Upon approval of the Essex Township Board and the Essex Assessor, the documentation for the combination of said properties will be placed on file in the Clerk's office.

The township budget for the 2011-2012 fiscal year was discussed. The estimated carry over is \$ 129,000 and the estimated income is \$ 157,100. Expenditures were estimated at \$ 185,000. A complete budget will be submitted with the annual report at the next meeting.

Warnke moved we transfer \$ 1,200 from the Unallocated category into the Cemetery category to raise the Cemetery Budget to \$ 16,400. Ferguson seconded it and the motion carried.

Warnke presented an updated Finance policy. Benson moved the following resolution, to be known as the Essex Township Investment and Depository Designation Policy. Support from Zamarron.

Roll Call Vote: Lynn Ferguson, Yea; Benson, Yea; Warnke, Yea; Rex Ferguson, Yea; Zamarron, Yea. Motion carried.

Essex Township Investment and Depository Designation Resolution

WHEREAS, the Board of Essex Township, Clinton County, in exercising its fiduciary responsibilities desires to safeguard the funds of the Township that may be invested from time to time, and

WHEREAS, Public Act 77 of 1989, MCL 41.77, requires that the Township Board designate the banks or depositories for the money belonging to the Township, including the time for which the deposits shall be made and all details for carrying into effect the authority given in this act, and

WHEREAS, Public Act 196 of 1997, MCL 129.91, *et seq.*, requires Townships Boards, in consultation with the Township Treasurer, to adopt an investment policy, now

THEREFORE BE IT RESOLVED, That this policy is applicable to all public funds belonging to Essex Township and in the custody of the Township Treasurer: Firstbank

BE IT FURTHER RESOLVED, That the Treasurer may invest Township funds in certificates of deposit, savings accounts, deposit accounts, or depository receipts of a bank but only if the bank, savings and loan association, or credit union meeting all criteria as a depository of public funds contained in state law. The standard of prudence to be used shall be the "fiduciary" standard and shall be applied in context of managing an overall portfolio.

BE IT FURTHER RESOLVED, That the prior approval of the Essex Township Board, shall be required for the Treasurer to invest in any other lawful investment instruments. The Township Board's standard of prudence shall be the "fiduciary" standard, which shall be applied in context of managing an overall portfolio. The Township Board may authorize the Treasurer to invest in the following:

(a) Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.

Commercial paper rated at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and that matures not more than 270 days after the date of purchase.

(b) Repurchase agreements consisting of instruments listed in subdivision (a).

(c) Bankers' acceptances of United States banks.

(d) 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 1 standard rating service.

(e) Mutual funds registered under the Investment Company Act of 1940, Title I of chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-3 and 80a-4 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 either of the following:

(i) The purchase of securities on a when-issued or delayed delivery basis.

(ii) 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.

(iii) The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.

(f) Obligations described in subdivisions (a) through (g) if purchased through an interlocal agreement under the Urban Cooperation Act of 1967, Public Act 7 of 1967 (*Ex Sess*), MCL 124.501, *et seq.*

(g) Investment pools organized under the Surplus Funds Investment Pool Act, Public Act 367 of 1982, MCL 129.111, *et seq.*

(h) The investment pools organized under the Local Government Investment Pool Act, Public Act 121 of 1985, MCL 129.141, *et seq.*

BE IT FURTHER RESOLVED, That decisions and actions involving the Township's investment portfolio shall be meet the following criteria:

Safety: Safety of principle is the foremost objective of Essex Township's investment practices.

Diversification: The investments shall be diversified by avoiding over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities and insured certificates of deposits).

Liquidity: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that

may be reasonably anticipated.

Return on Investment: Return of investment is of secondary importance compared to safety and liquidity objectives. Investments shall be selected to obtain a market average rate of return. The core of investments is limited to relatively low risk securities.

BE IT FURTHER RESOLVED, That the Treasurer may elect to have certificates and other evidence of investments held by a financial institution, provided that the financial institution presents to the Township Treasurer **on a quarterly basis**, sufficient documentation and acknowledgment of the investment instruments held on behalf of the Township. **(PA 213 of 2007 updated)**

BE IT FURTHER RESOLVED, That the Township will comply with all applicable statutes related to public fund investments. Any provisions of this resolution in conflict with applicable statutes is void.

Benson moved we support Meals on Wheels for \$ 209. Rex Ferguson supported it and the motion carried.

Warnke moved we contribute \$ 300 to Economic Alliance of Clinton County. Rex Ferguson seconded it and the motion carried.

Warnke moved we contribute \$ 200 to the Clinton County Metro Unit. Support from Zamarron. Motion carried.

We briefly discussed participating in the FEMA National Flood Insurance Program. We will discuss it at the April meeting.

The meeting adjourned at 10:40 PM

Respectfully submitted,
Florence Benson
Essex Township Clerk