

**CHARTER TOWNSHIP OF VAN BUREN BOARD OF TRUSTEES  
SEPTEMBER 4, 2018 WORK STUDY MEETING 2:00 P.M.  
TENTATIVE AGENDA**

**ROLL CALL:**

Supervisor McNamara _____	Trustee Miller _____
Clerk Wright _____	Trustee White _____
Treasurer Budd _____	Engineer Potter _____
Trustee Frazier _____	Attorney McCauley _____
Trustee Martin _____	Secretary Montgomery _____

**CLOSED SESSION:** The Township Board and LDFA Board will go into closed session pursuant to MCL 15.268(e) to consult with the Township attorney regarding pending Visteon litigation.  
(Note: The Board will not resume the Work Study Session following the Closed Session until 4:00 p.m.)

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

1. Discussion on the purchase of a 2018 Ford F-150 4x4 Super Crew Police Responder from Atchinson Ford for the Fire Department.
2. Discussion on Resolution 2018-19 Michigan Township Association Certificate of Excellence in Taxes.
3. Discussion on Resolution 2018-20 Purchasing Policy.
4. Discussion on Resolution 2018-21 Credit Card Policy.
5. Discussion on Resolution 2018-22 Reimbursement of Travel, Meal and Lodging Expenses Policy.

**PUBLIC COMMENT:**

**ADJOURNMENT:**

**NOTICE OF TIME CHANGE**  
**OF THE**  
**CHARTER TOWNSHIP OF VAN BUREN**  
**BOARD OF TRUSTEES**  
**WORK STUDY SESSION**

**THE REGUARLY SCHEDULED**  
**WORK STUDY SESSION WILL COMMENCE AT 2:00 P.M.**  
**AT WHICH TIME THE BOARD WILL ADJOURN**  
**TO GO INTO CLOSED SESSION**  
**THE MEETING WILL RESUME AT 4:00 P.M. TO DISCUSS ITEMS**  
**APPEARING ON THE AGENDA**

**ON TUESDAY, SEPTEMBER 4, 2018**

**TOWNSHIP HALL**  
**46425 TYLER ROAD**  
**BELLEVILLE, MI 48111**

**In accordance with the Americans with Disabilities Act, reasonable accommodations can be made with advance notice by calling the Clerk's Office 734.699.8909.**

**NOTICE OF CLOSED SESSION  
OF THE  
CHARTER TOWNSHIP OF VAN BUREN  
BOARD OF TRUSTEES  
AND  
LOCAL DEVELOPMENT FINANCE AUTHORITY**

**TO BE HELD AT**

**2:00 P.M.**

**PRECEDING THE REGUARLY SCHEDULED  
WORK STUDY SESSION SCHEDULED AT 4:00 P.M.**

**ON TUESDAY, SEPTEMBER 4, 2018**

**TOWNSHIP HALL  
46425 TYLER ROAD  
BELLEVILLE, MI 48111**

**FOR THE PURPOSE OF DISCUSSING:**

- 1. The Township Board and LDFA Board will go into closed session pursuant to MCL 15.268(e) to consult with the Township attorney regarding pending Visteon litigation.**

**In accordance with the Americans with Disabilities Act, reasonable accommodations can be made with advance notice by calling the Clerk's Office 734.699.8909.**

# Charter Township of Van Buren

Agenda Item: \_\_\_\_\_

## REQUEST FOR BOARD ACTION

**WORK STUDY**  
**DATE:9/04/2018**  
**BOARD MEETING**  
**DATE: 9-04-2018**

Consent Agenda \_\_\_\_\_ New Business X Unfinished Business \_\_\_\_\_ Public Hearing \_\_\_\_\_

<b>ITEM (SUBJECT)</b>	Consider purchase of 2018 Ford F-150 4x4 Super Crew Police Responder from Atchinson Ford for the Fire Department.
<b>DEPARTMENT</b>	Fire Department
<b>PRESENTER</b>	Fire Marshal McInally
<b>PHONE NUMBER</b>	734-699-8328
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	

### Agenda topic

<b>ACTION REQUESTED</b>	
To consider the purchase of a 2018 Ford F-150 4x4 Super Crew Police Responder from Atchinson Ford for a price not to exceed \$36,000 for the Fire Department Line Item: 101-336-970-000.	
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	
The purchase of the Ford F-150 is to replace the Fire Marshall’s vehicle that was previously scheduled for FY-2019 in the amount not to exceed \$36,000 which is state pricing. The purpose of the Super Crew model is to conduct in-vehicle interviews and to transport person(s) involved in an emergency response.	
<b>BUDGET IMPLICATION</b>	Not to exceed \$36,000
<b>IMPLEMENTATION NEXT STEP</b>	
<b>DEPARTMENT RECOMMENDATION</b>	Approval
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	
<b>ATTORNEY RECOMMENDATION</b>	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
<b>ADDITIONAL REMARKS</b>	None
<b>APPROVAL OF SUPERVISOR</b>	<i>Daniel Schman</i>



2018 Ford F150 Super Crew 4-Wheel Drive

Race Red

Cloth 40/console/40 Seat Medium Earth

302A Equipment Package

XLT Series

Rear Defrost

Sirius XM Radio

Remote Start

Reverse Sensing

SYNC 3

XLT Chrome Package

Chrome Step Bar

2.7 L V6 Engine

Electronic 10-Speed Transmission

3.55 Regular Axle

Navigation

Rubber Floor Mats

Trailer Tow Package

Bed liner

**Total Price:   \$36000.00**

	Suggested Retail Price	Invoice Amount
F15A 4X4 SUPERCREW - 145	42055 00	39112 00
2018 MODEL YEAR		
PQ RACE RED		
UG MED GRAY CLOTH 40CONSOLE40		
INCLUDED ON THIS VEHICLE		
EQUIPMENT GROUP 302A	4520 00	4159 00
XLT SERIES		
REAR-WINDOW DEFROSTER		
SIRIUS XM SATELLITE RADIO		
REMOTE START SYSTEM		
REVERSE SENSING SYSTEM		
SYNC 3		
OPTIONAL EQUIPMENT/OTHER		
.XLT CHROME APPEARANCE PACKAGE		
.CHROME STEP BARS		
99P 2.7L V6 ECOBOOST	995 00	916 00
44G ELEC 10-SPEED AUTO W/TOW MODE		
T24 275/55R20 OWL ALL-TERRAIN	NC	NC
X19 3.55 RATIO REGULAR AXLE	NC	NC
6600# GVWR PACKAGE		
JOB #2 ORDER		
50N VOICE-ACTIVATED NAVIGATION	795 00	732 00
CLASS IV TRAILER HITCH		
MIRROR MAN FOLD W/POWER GLASS		
60M SYNC CONNECT	235 00	216 00
64L 20" CHROME-LIKE PVD WHEELS	1095 00	1008 00
68X XLT POWER EQUIPMENT GROUP PKG	725 00	667 00
.POWER-SLIDING REAR WINDOW		
.LED BOX LIGHTING		
.110V/400W OUTLET		
U CLOTH 40/CONSOLE/40	295 00	272 00
TOTAL OPTIONS/OTHER	8660 00	7970 00
TOTAL VEHICLE & OPTIONS/OTHER	50715 00	47082 00
DESTINATION & DELIVERY	1395 00	1395 00
TOTAL BEFORE DISCOUNTS	52110 00	48477 00
##SPECIAL ADDED DISCOUNTS##		
XLT LUX CHROME OR SPRT	1750 00-	1611 00-
XLT/LARIAT DSICT NAV	500 00-	460 00-
XLT LUX PWR EQUIP GRP	250 00-	231 00-
TOTAL SAVINGS	2500 00-	2302 00-
<hr/>		
TOTAL FOR VEHICLE	49610 00	
FUEL CHARGE		66 04
SHIPPING WEIGHT 4698 LBS.		

This Invoice may not reflect the final cost of the vehicle in view of the possibility of future rebates, allowances, discounts and incentive awards from Ford Motor Company to the dealer.

Sold to						
		Order Type	Ramp Code	Batch ID	Price Level	
Ship to (if other than above)		Date Inv. Prepared		Item Number	Transit Days	
		Ship Through				
Invoice & Unit Identification NO.		Final Assembly Point		Finance Company and/or Bank		
HB	Invoice Total	A & Z Plan	D Plan	X Plan	FPA	AA



# Charter Township of Van Buren

Agenda Item: \_\_\_\_\_

## REQUEST FOR BOARD ACTION

**WORK STUDY**  
**DATE: 9-4-18**  
**BOARD MEETING**  
**DATE: 9-4-18**

Consent Agenda  New Business  Unfinished Business \_\_\_\_\_ Public Hearing \_\_\_\_\_

<b>ITEM (SUBJECT)</b>	Submit application for MTA Township of Excellence
<b>DEPARTMENT</b>	Treasurer
<b>PRESENTER</b>	Treasurer Sharry Budd
<b>PHONE NUMBER</b>	
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	

### Agenda topic

<b>ACTION REQUESTED</b>	
Approve Resolution 2018-19, the application to MTA for Van Buren Township of Excellence Designation.	
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	
<b>BUDGET IMPLICATION</b>	none
<b>IMPLEMENTATION NEXT STEP</b>	
<b>DEPARTMENT RECOMMENDATION</b>	Approval
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	
<b>ATTORNEY RECOMMENDATION</b>	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
<b>ADDITIONAL REMARKS</b>	None
<b>APPROVAL OF SUPERVISOR</b>	

**Resolution to Submit Application**

for Michigan Townships Association

***Township of Excellence Designation/Certificate of Achievement***

WHEREAS, the Van Buren Township board strives to adhere to best practices to deliver quality programs and services, and to accomplish community-driven goals; and

WHEREAS, the Michigan Townships Association *Township of Excellence* designation program recognizes townships where excellence is practiced in a broad array of township functions and operations; and

WHEREAS, as part of the application process, Van Buren Township submits the accompanying township documents and policies for the designation committee to review; and

WHEREAS, the township board attests that, to the best of its knowledge, all statements made in connection with the application are truthful; and

WHEREAS, the township board attests that, to the best of its knowledge, the township is in compliance with all applicable laws and regulations;

NOW, THEREFORE, BE IT RESOLVED that the Van Buren Township board submits this application for the Michigan Townships Association *Township of Excellence* (insert "Designation" or "Certificate of Achievement") \_\_\_\_\_.

Motion made by: \_\_\_\_\_.

Seconded by: \_\_\_\_\_.

[The resolution must be adopted by a majority of the township board (three members of a 5-member board or four members of a 7-member board).]

Upon roll call vote, the following members voted:

Yes: \_\_\_\_\_

No: \_\_\_\_\_

The Supervisor declared the resolution adopted.

\_\_\_\_\_  
Signature of Clerk

\_\_\_\_\_  
Date



## CONSTITUENT SERVICES

The township provides information to the public on poverty exemptions, including the township's poverty income guidelines and asset test.

- The township provides information to the public on the tax exemption for veterans' specially adapted housing.

## ASSESSMENT PROCESS AND PROCEDURES

- Assessing personnel conduct site visits and update assessment information for all properties at least once every five years.
- The assessor has a quality assurance program in place to identify all new buildings and additions.
- Regardless of whether a Michigan Department of Treasury Audit of Minimum Assessing Requirements (AMAR) or 14-Point Review has been conducted, the assessor is in compliance and has notified the township board of compliance with the AMAR requirements as of the date the **Township of Excellence** application is submitted.
- The township board periodically reviews assessing operations, and the assessor annually reports to the township board on assessing issues.

x \_\_\_\_\_  
Signature of township supervisor attesting to compliance with all criteria in the ASSESSMENT ADMINISTRATION section.

## TAX COLLECTION

### ACCESSIBILITY

- The contact information and hours the treasurer or deputy treasurer are available for tax collection purposes are either posted at the township hall or on the township website, OR published in the township newsletter or newspaper of general circulation.
- The township uses a system to accept tax payments after hours, such as a drop-off box, OR has arranged for payments to be made at a local bank or other financial institution.
- The township provides the public with access to property tax information from a public computer or kiosk within the township hall OR via the Internet (either through the township's Website or other Internet service).

✓ Provide the website address:

\* www.vanburen-mi.org/officials/treasurer

## ACCREDITATION AND TRAINING

- The township treasurer has attended **AT LEAST TWO** of the following every year (*check all that apply*):
  - MTA Annual Educational Conference & Expo
  - MTA Treasurers Professional Development Retreat
  - MTA Workshops or webcasts (*related to treasurers' duties*)
  - Michigan Municipal Treasurers Association (MMTA) Conference
  - MMTA seminar

## CONSTITUENT SERVICES

- The township provides contact information on agencies that provide human services assistance to residents.
  - ✓ Attach the human services agency contact information; label **\* Exhibit TC-1.** (*Link to Wayne County Financial Help Page*)
- \*  The township offers information on the availability of summer tax deferments.
- \*  The township offers information on the Homestead Property Tax Credit income tax.

## TAX PROCESS AND PROCEDURES

- The township collects the State Education Tax (SET) and the county operating millage and, if applicable, also collects school summer property taxes.
- ✓ If the township collects school summer property taxes, attach one agreement to collect; label Exhibit TC-2.

x Sharry A. Budd  
Signature of township treasurer attesting to compliance with all criteria in the TAX COLLECTION section.

## ELECTION ADMINISTRATION

### ACCESSIBILITY

- ALL of the following informational items, or links to the information on other websites, are posted on the township's website:
  - Voter guide
  - Election results
  - Precinct map
  - Instructions for registering to vote
  - Downloadable absentee voter application
  - Office hours and contact information

✓ Provide the website address:

www. \_\_\_\_\_

# PART 1: TOWNSHIP OF EXCELLENCE APPLICATION

Please type or print clearly.

✓ Before mailing your completed application, use the DOCUMENTATION CHECKLIST (insert) to make sure you have attached and clearly labeled all necessary supporting documents.

Township Charter Township of Van Buren

County Wayne

Submitter Sharry A. Budd

Phone ( 734 ) 699 - 8902 Ext. \_\_\_\_\_

Township Supervisor Kevin McNamara

Phone ( 734 ) 699 - 8910 Ext. \_\_\_\_\_

Township Address 46425 Tyler Rd.

City Belleville, MI Zip Code 48111

Email sbudd@vanburen-mi.org

Application For:

**Township of Excellence**  
Full Designation

**Certificate of Achievement**

A township may apply for the full designation or for a certificate of achievement for one or more individual sections. If a township submits an application for a full designation, but does not meet the criteria for all of them, the township has the option to receive the certificate of achievement for the section(s) it has completed. A township may work toward a full designation within a township term by applying for one or more sections at a time.

List Sections:

Tax Collection  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Townships must reapply for each term in which they wish to receive an award. If documentation from a previous application is still current, that documentation does not need to be resubmitted.

✓ Mail the complete application (PART 1) and your township's Resolution to Submit Application (PART 2) to:

MTA Township of Excellence, P.O. Box 80078, Lansing, MI 48908-0078.



*Thank you* for submitting your application to become a **Township of Excellence**. MTA will notify you within 60 days of receiving the complete application if your township qualifies to receive the designation or a *Certificate of Achievement*.

## The Michigan Townships

### Association advances local

### democracy by fostering

### township leadership and public

### policy essential for a strong and

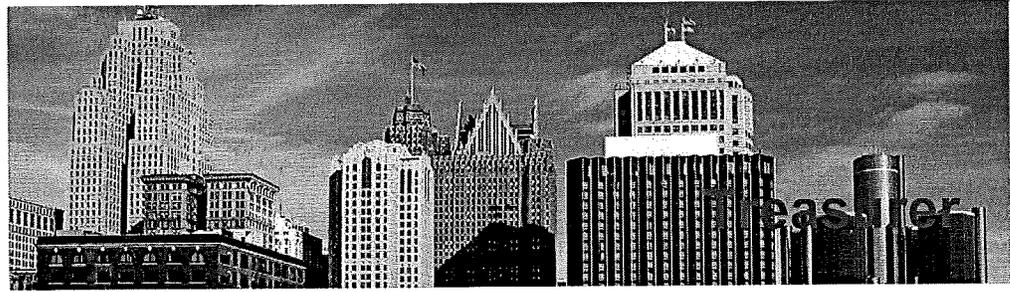
### vibrant Michigan.



P.O. Box 80078  
Lansing, MI 48908-0078  
Phone (517) 321-6467  
Fax (517) 321-8908  
[www.michigantownships.org](http://www.michigantownships.org)

© 2014

Exhibit TC-1

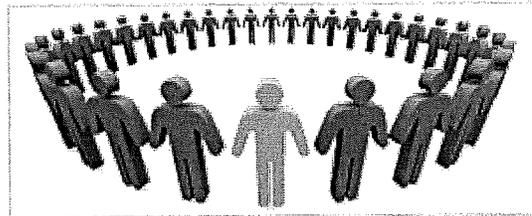


Home > Treasurer > Taxpayer Assistance → Help Paying Property Taxes

## Help Paying Property Taxes

Share:

If you are unable to pay your Wayne County taxes to prevent the loss of your home for tax foreclosure you may be able to get financial assistance and free legal help.



### For Financial Help\*

#### Wayne County Department of Human Services - DHS

(Formerly Family Independence Agency) can be contacted at (313) 456-1000. This is a general number from which you can obtain the phone number and address of your local DHS office. You can also simply go to your local office and apply for State Emergency Relief (SER). Offices are located throughout Wayne County.

#### Step Forward Michigan

(866) 946-4732. [www.stepforwardmichigan.org](http://www.stepforwardmichigan.org)

State program that provides interest free forgivable loans to pay past due taxes or mortgage payments.

#### Michigan Veterans Trust Fund, Wayne County Office

(313) 224-5045. If you are a veteran with at least 6 months of wartime duty, you may qualify for financial assistance.

#### Wayne County Veteran Affairs (Soldiers and Sailors Relief Fund)

(313) 224-5045. If you are a veteran with any wartime service and an honorable discharge, you may qualify.

### **Arab Community Center for Economic and Social Services (ACCESS)**

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(313) 842-7010. Help is available to those who qualify and is not limited to those of Arabic ethnicity.

### **For Wayne County communities outside of Detroit**

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Contact your local city hall for information concerning local funds available to assist you.

### **Many banks and mortgage companies offer a variety of mortgages and loans**

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It is ALWAYS advisable to obtain counseling when seeking a mortgage to pay your taxes to prevent foreclosure. There are reputable non-profit organizations in some communities that provide home buyer and mortgage counseling. (If you live in Detroit, call the City of Detroit Planning Commission at **(313) 224-7887** to find such a group.)

\* All financial help is contingent upon qualifications and available funding. If you believe you were wrongfully denied State Emergency Relief, you may obtain free legal help from one of the agencies below:

#### **For Free Counseling and Legal Assistance:**

- United Community Housing Coalition - (313) 963-3310 (Detroit only)
- Michigan Legal Services - (313) 964-4130 (Wayne County)
- Legal Aid and Defender - (313) 964-4700 (Wayne County)
- GreenPath Financial Wellness - (877) 290-5276 (Wayne County)

## VAN BUREN PUBLIC SCHOOLS

2018 SUMMER TAX COLLECTION AGREEMENT

WITH

CHARTER TOWNSHIP OF VAN BUREN

THIS AGREEMENT, entered into this 13<sup>th</sup> day of August, 2018, by and between the CHARTER TOWNSHIP OF VAN BUREN, with offices at 46425 Tyler Road, Belleville, Michigan, hereinafter called the Township and VAN BUREN PUBLIC SCHOOLS with offices at 555 W. Columbia, Belleville, Michigan, hereinafter called the SCHOOL DISTRICT.

WHEREAS, the Township has the facilities to provide services in connection with the collection of property taxes; and

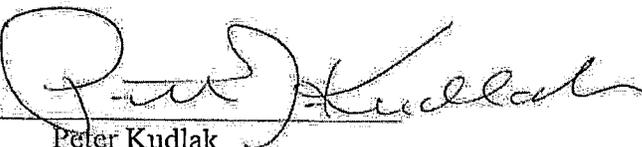
WHEREAS, the Township is willing to collect the 2018 Summer Taxes for said School District;

NOW THEREFORE, in consideration of the premises and covenants hereinafter set forth,  
it is mutually agreed as follows:

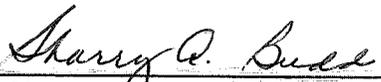
1. The Township shall collect ad valorem real and personal property taxes for the School District for tax collections beginning with July 1, 2018. After September 14, 2018, the Township shall add an interest charge to each unpaid bill established by state statute.
2. The School District agrees to furnish to the Treasurer of the Township a certified copy of the amount of millage requested to be levied no later than June 15, 2018, in order that statements may be prepared in a timely fashion and mailed out by July 1, 2018.
3. As established by state statute, the Township shall prepare the delinquent roll March 1, 2018, and deliver the delinquent roll to the Wayne County Treasurer's office by April 1, 2018.
4. This agreement will renew unless terminated or replaced in writing by either party with 120-day notice prior to June 30<sup>th</sup>.

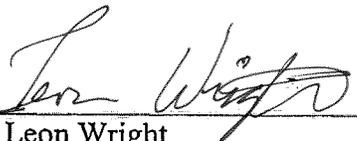
VAN BUREN PUBLIC SCHOOLS

By   
Keith Johnston, President  
Board of Education

By   
Peter Kudlak  
Superintendent

CHARTER TOWNSHIP OF VAN BUREN

By   
Sharry A. Budd  
Treasurer

By   
Leon Wright  
Clerk

# Charter Township of Van Buren

Agenda Item: \_\_\_\_\_

## REQUEST FOR BOARD ACTION

**WORK STUDY**  
**DATE: 9/4/2018**  
**BOARD MEETING**  
**DATE: 9/4/2018**

Consent Agenda \_\_\_\_\_ New Business X Unfinished Business \_\_\_\_\_ Public Hearing \_\_\_\_\_

<b>ITEM (SUBJECT)</b>	Resolution 2018-20: Purchasing Policy
<b>DEPARTMENT</b>	Supervisor's Office
<b>PRESENTER</b>	Supervisor McNamara
<b>PHONE NUMBER</b>	734-699-8910
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	H.R. Director Sumpter

### Agenda topic

<b>ACTION REQUESTED</b>	
To consider adoption of Resolution 2018-20: Purchasing Policy.	
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	
Attached Resolution 2018-20: Purchasing Policy amends Resolution 2012-18: Purchasing Policy as a standalone Policy with revisions in red.	
<b>BUDGET IMPLICATION</b>	none
<b>IMPLEMENTATION NEXT STEP</b>	
<b>DEPARTMENT RECOMMENDATION</b>	Approval
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	
<b>ATTORNEY RECOMMENDATION</b>	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
<b>ADDITIONAL REMARKS</b>	None
<b>APPROVAL OF SUPERVISOR</b>	

Charter Township of Van Buren Amendment to Resolution NO. 2012-18: Purchasing Policy

WHEREAS, the Charter Township of Van Buren Board of Trustees recommends that the Purchasing policy under resolution 2012-18 be set apart as a standalone policy and hereby establishes **Resolution 2018-20: Purchasing Policy** effective \_\_\_\_\_ 2018 to be adopted upon review of the Board of Trustees and consultation with legal counsel;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees as follows:

Section 1. The Board of Trustees adopts the “**Purchasing Policy**”.

Section 2. All ordinance, resolutions and regulations in conflict with this Resolution are hereby repealed to the extent of such conflict.

Purchasing Policy

**RESOLUTION NO. 2018-20: PURCHASING POLICY**

**1. Purpose:**

The purchasing policy is a valuable resource used to provide the Charter Township of Van Buren Administration and the general public a reference tool regarding the purchasing of goods and services. Sound purchasing operations will contribute to the economical and effective operation of the Charter Township of Van Buren.

Specifically, the purpose of a purchasing policy for the Charter Township of Van Buren is to:

- Ensure proper accounting procedures necessary to maintain efficient control over the Township's expenditures.
- Ensure necessary authorization is obtained for applicable expenditures.
- Detail specific procedures for emergency purchases.
- Identify eligible expenditure reimbursements.
- Identify proper reimbursement procedures due to cancellations of prepaid expenditures.
- Specify vendor selection guidelines.
- Detail the procedure for processing of invoices.
- Detail the procedure for check distribution.

**2. Expenditure Control:**

~~\$.00 — to \$999.99~~

~~Department head will use best judgment as to source of supply and number of quotations to solicit. Price comparison schedule to be filled out and attached to the purchase order on purchases that exceed \$499.00. Local purchase preferred~~

~~For amounts totaling (\$1.00 to \$999.99) - Department head will use best judgment as to source of supply and number of quotations to solicit. Price comparison schedule to be filled out and attached to the purchase order on purchases that exceed \$499.00. Local purchase preferred.~~

~~———— \$1,000.00 to \$3,499.99~~

~~Department Director can authorize with his/her signature with concurrent approval and signature of one of the full-time elected official on voucher/purchase order. Price comparison schedule to be filled out and attached to purchase order.~~

For amounts totaling (\$1,000.00 to \$3,499.99)- Department Director can authorize with his/her signature with concurrent approval and signature of the Township Supervisor, Clerk or Treasurer on voucher/purchase order. Price Comparison to be filled out and attached to purchase order.

~~\$3,500.00 to \$6,999.99~~

~~Department Director authorizes with his/her signature with concurrent approval and signature of two full-time elected officials. Price comparison schedule and /or reason for vendor selection to be filled out and attached to purchase order.~~

For amounts totaling (\$3,500.00 to \$6,999.99) - Department Director authorizes with his/her signature with concurrent approval and two signatures from either the Township Supervisor, Clerk or Treasurer. Price comparison schedule and/or reason for vendor selection to be filled out and attached to purchase order.

~~— \$7,000.00 to \$19,999.99~~

~~Informal (non-advertised bids) required. Written price quotes and/or price comparison schedule to be submitted to the Clerk's Office. Department Director will compile bids/quotations and have the concurrent approval and signatures of the three full-time elected officials.~~

For amounts totaling (\$7,000.00 to \$19,999.99) - Informal (non-advertised bids) required. Written price quotes and/or price comparison schedule to be submitted to the Clerk's Office. Department Director will compile bids/quotations and have the concurrent approval and signatures of the Township Supervisor, Clerk and Treasurer.

\$20,000.00 and higher

Formal, competitive sealed bids required. A Requested for Bids shall be developed by the Department Director responsible for the purchase, which shall be approved by the Township Supervisor and/or Township Board. The Request for Bids shall require interested bidders to provide the following information as appropriate:

For amounts totaling (\$20,000 and Higher) - Formal, competitive sealed bids required. A Request for Bids shall be developed by the Department Director responsible for purchase, which shall be approved by the Township Supervisor and/or Township Board. The Request for Bids shall require interested bidders to provide the following information as appropriate:

- Description of service or goods desired.
- Desired delivery date or commencement date.
- Desired termination date.
- Bidders qualification
- Warranties
- References

- Performance Bonds
- Acquisition cost, fees or other Township financial obligation.

The Request for Bids shall also indicate the following information:

- Deadline to submit bids
- Date, time and place that bids will be publicly opened.
- Address to which bids are to be submitted.

All request for bids shall include a statement that the Charter Township of Van Buren Board of Trustees reserves the right to accept or reject any or all bids to waive informalities 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 for the lowest amount.

Sealed bids shall be submitted to the Township Clerk by a date and time specified, and shall be marked on the outside “sealed bid for \_\_\_\_\_ (indicate goods and services).” The Township Clerk or her/his designee and one Department Director shall publicly open all bids submitted at the date and time indicated on the request for bids. All bidders shall be notified of the contract award in a timely manner.

The Township Clerk is designated as the Purchasing Agent for the centralized purchasing. This entails the purchase of materials, supplies and services which affect all departments and the Township at large. Each department should inform the Clerk’s office, in writing about a special purchase, in order for the Clerk to order supplies in advance.

Where practical, decisions should be based on three (3) competitive quotes. Exceptions to this requirement would be if the Department Director making the purchase determines there would be no advantage to the Township, by seeking additional quotes. Specific information shall be provided by the Department Director making the expenditure, explaining why three quotes were not obtained.

A local vendor that is within 5% of the low bid may be given preference, as long as all other items are comparable. If federal funds are to be used in the purchase, this provision will not apply and the selection of the successful bidder will be made on the lowest priced acceptable bid.

The Township reserves the right to reject any or all bids and to select the bid deemed in the best interest of the Township including bids that are not for the lowest amount.

No purchase shall be divided for the purpose of circumventing the dollar value limitation contained in this section. However, a series of purchases from one vendor which individually are within the above limits, but collectively exceed them, shall not be deemed to be one purchase for the purposes of this division if such series of purchases could not reasonably have been made at one time.

### **3. Purchase Orders:**

All purchases shall require the issuance of a purchase order as described in item #2 Expenditure Control, except for the following expenditures:

- Utilities
- Telephone
- Postage
- Publications
- Fuel Oil and Gasoline
- Intergovernmental Contracts
- Per Diems
- Insurance
- Payroll Withholdings
- Land Contracts
- Debt Service Payments
- Contractual Obligations
- Professional Services Authorized by the Township Board

Professional Services, i.e. attorney, auditor, engineer must be retained by action of the Township Board. Changes to be made on the basis of interviews and professional presentations before the Township Board.

~~Professional services for specialized, one time only project/programs expected to cost less than \$6,000 must be approved by the Township Board.~~

~~A change order in excess of \$2,500 will be noted to the Township Board unless already addressed in the contract agreement.~~

~~A purchase order shall be issued provided that the nature of the purchase is indicated, the account number is provided and the account has a sufficient balance.~~

### **4. Blanket Purchase Orders:**

Requests for blanket purchase orders shall be made in the same manner as other purchases. The blanket purchase order shall contain the vendor, a general description of item (s) requested, amount of appropriation, period of time the blanket order will remain valid (maximum of 1 year, but not beyond the current fiscal year) and account number to charge the expense.

After the blanket purchase order is issued, the Department Director shall draw on the order and keep a record of the cost of items received until the blanket purchase order is completed.

Department Directors shall be required to adhere to the requirements set forth in the expenditure control section of this policy, when issuing blanket purchase orders. When certain monetary

levels are exceeded the proper authorization, quotes and bids shall be obtained prior to the purchase.

**5. Expenditure Authorization:**

The Charter Township of Van Buren shall not be responsible for any obligations incurred by an official or employee that is contrary to the provisions of this administrative policy. Authorization shall be obtained through the proper channels discussed in this purchasing policy.

**6. Emergency Purchases:**

Occasionally, situations arise that do not allow pre-approval for expenditures. Situations that require immediate attention for the sake of public health and safety should be addressed accordingly. Such expenditures shall be permitted by the Department Director **and he or she shall notify the Supervisor as soon as possible explaining the purchase.** ~~The expenditure shall be provided by the Department Director, making the expenditure, to the Township Supervisor or his/her designee as soon as possible with the information explaining why the expenditure could not meet the pre-approval requirement.~~

# Charter Township of Van Buren

Agenda Item: \_\_\_\_\_

## REQUEST FOR BOARD ACTION

**WORK STUDY**  
**DATE: 9/4/2018**  
**BOARD MEETING**  
**DATE: 9/4/2018**

Consent Agenda \_\_\_\_\_      New Business X      Unfinished Business \_\_\_\_\_      Public Hearing \_\_\_\_\_

<b>ITEM (SUBJECT)</b>	Resolution 2018-21: Credit Card Policy
<b>DEPARTMENT</b>	Supervisor's Office
<b>PRESENTER</b>	Supervisor McNamara
<b>PHONE NUMBER</b>	734-699-8910
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	H.R. Director Sumpter

### Agenda topic

<b>ACTION REQUESTED</b>	
To consider adoption of Resolution 2018-21: Credit Card Policy.	
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	
Attached Resolution 2018-21: Credit Card Policy amends Resolution 2012-18: Purchasing Policy as a standalone Policy with revisions in red.	
<b>BUDGET IMPLICATION</b>	none
<b>IMPLEMENTATION NEXT STEP</b>	
<b>DEPARTMENT RECOMMENDATION</b>	Approval
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	
<b>ATTORNEY RECOMMENDATION</b>	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
<b>ADDITIONAL REMARKS</b>	None
<b>APPROVAL OF SUPERVISOR</b>	

Charter Township of Van Buren Amendment to Resolution NO. 2012-18: Purchasing Policy

WHEREAS, the Charter Township of Van Buren Board of Trustees recommends that the Credit Cards currently under the Purchasing policy be removed and set apart as a standalone policy and hereby establishes **Resolution NO. 2018-22: Credit Card Policy** effective \_\_\_\_\_ 2018 to be adopted upon review of the Board of Trustees and consultation with legal counsel;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees as follows:

Section 1. The Board of Trustees adopts the “**Credit Card Policy**”.

Section 2. All ordinance, resolutions and regulations in conflict with this Resolution are hereby repealed to the extent of such conflict.

## **RESOLUTION NO. 2018-21: CREDIT CARD POLICY**

### **Credit Cards**

The Charter Township of Van Buren has a variety of credit cards. They include gasoline credit cards such as Marathon, Shell, etc., and specific vendor cards (i.e. Staples, Office Max, Meijer, etc.). The gasoline and vendor credit cards are issued in the name of Van Buren Township. The Township also has bank credit cards (i.e. Visa, MasterCard, American Express, etc.) issued in the names of various officials and employees. Credit cards issued to individual department directors and/or their designees must have the approval of the Township Supervisor.

Gasoline credit cards are on file with the Township Treasurer and may be checked out for use when traveling on township-related business.

Vendor credit cards are on file with the Township Clerk and may be obtained through that office. Credit cards issued in the names of officials and department directors shall be used infrequently and for such things as Internet purchases or purchases in which the standard practice of using purchase orders or vouchers is impractical. Credit card purchases shall be made following the guidelines as set forth in the Purchasing Policy with respect to purchasing thresholds, the need for quotes, etc.

Credit card holders will be expected to obtain purchase orders or vouchers prior to items being purchased on a credit card. However it is understood that there may be times when it is not possible to obtain a purchase order or voucher in advance. Examples of such circumstances include emergency or extraordinary circumstances, or purchase that may be made when attending conferences, seminars or training when access to purchase orders is not possible or the purchase is not anticipated. Receipts must be obtained for all purchases made using a credit card and submitted to the Clerk's Office for tracking to respective invoices/billings. **Failure to turn in a receipt, may result in the employee being held responsible for the transaction. In those instances when a purchase order or voucher has not been approved prior to the purchase, the credit card holder shall submit receipts clearly marked with the appropriate account to be charged immediately upon return to the township to properly account for the purchase.**

The credit card holder is responsible for one's card, properly safeguarding said card so that it is not stolen and to protect against identity theft. Should the card be stolen, lost or misplaced, it must be reported to the Township ~~Clerk~~ **Treasurer** immediately. Credit card privileges are subject to revocation at any time.

# Charter Township of Van Buren

Agenda Item: \_\_\_\_\_

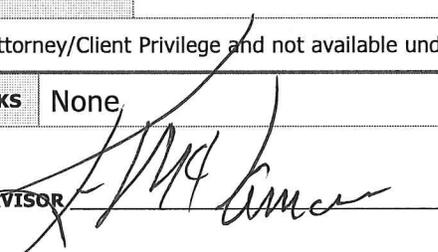
## REQUEST FOR BOARD ACTION

**WORK STUDY**  
**DATE:9/4/2018**  
**BOARD MEETING**  
**DATE: 9/4/2018**

Consent Agenda \_\_\_\_\_ New Business X Unfinished Business \_\_\_\_\_ Public Hearing \_\_\_\_\_

<b>ITEM (SUBJECT)</b>	Resolution 2018-22: Reimbursement of Travel, Meal and Lodging Expenses Policy.
<b>DEPARTMENT</b>	Supervisor's Office
<b>PRESENTER</b>	Supervisor McNamara
<b>PHONE NUMBER</b>	734-699-8910
<b>INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)</b>	H.R. Director Sumpter

### Agenda topic

<b>ACTION REQUESTED</b>	
To consider adoption of Resolution 2018-22: Reimbursement of Travel, Meal and Lodging Expenses Policy.	
<b>BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)</b>	
Attached Resolution 2018-22: Reimbursement of Travel, Meal and Lodging Expenses Policy amends Resolution 2012-18: Purchasing Policy as a standalone Policy with revisions in red.	
<b>BUDGET IMPLICATION</b>	none
<b>IMPLEMENTATION NEXT STEP</b>	
<b>DEPARTMENT RECOMMENDATION</b>	Approval
<b>COMMITTEE/COMMISSION RECOMMENDATION</b>	
<b>ATTORNEY RECOMMENDATION</b>	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
<b>ADDITIONAL REMARKS</b>	None
<b>APPROVAL OF SUPERVISOR</b>	

Charter Township of Van Buren Amendment to Resolution NO. 2012-18

WHEREAS, the Charter Township of Van Buren Board of Trustees recommends that the Expenditure Reimbursement currently under the Purchasing policy be removed and set apart as a standalone policy and hereby establishes **Resolution No. 2018-22: Reimbursement of Travel, Meal and Lodging Expenses Policy** effective \_\_\_\_\_2018 to be adopted upon review of the Board of Trustees and consultation with legal counsel;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees as follows:

Section 1. The Board of Trustees adopts the “**Reimbursement of Travel, Meal and Lodging Expenses Policy**”.

Section 2. All ordinance, resolutions and regulations in conflict with this Resolution are hereby repealed to the extent of such conflict.

## RESOLUTION NO. 2018-22:

### Reimbursement of Travel, Meal and Lodging Expenses Policy

#### 1. Expenditure Reimbursement:

##### A. Meals and Travel Expenses

The Charter Township of Van Buren shall reimburse all officials, directors and employees for necessary expenses incurred in the performance of their duties. **All are expected to exercise the same care in incurring expenses for Township related business as a prudent person would in spending personal funds.** ~~This includes allowable expenses incurred while attending training seminars or meetings specifically related to the performance of an elected or employment position with the Charter Township of Van Buren.~~ **This includes allowable expenses incurred while attending out-of-state and off-site pre-approved meetings, seminars, annual conferences and other educational events specifically related to the performance of an elected or employment position with the Charter Township of Van Buren. No out of state or international travel will be allowed without prior approval of the Township Supervisor, Clerk and Treasurer.**

The following items are reimbursable travel expenses:

- Mileage
- **Airfare**
- Meals and Lodging
- Parking fees
- Tolls

**Mileage** shall be reimbursed at the rate established annually by the Federal Government. ~~The actual and reasonable cost of meals shall be reimbursed.~~ **Mileage shall only be reimbursed for the usage of a personal vehicle when the commute to the official business-related off-site location exceeds the distance of the officials or employees normal commute to the workplace. Officials and employees are expected to use their best judgment in determining the shortest route for the roundtrip. Reimbursement is to be calculated based off the roundtrip starting location to the end destination minus the normal roundtrip commute to the workplace.** ~~Meal reimbursement vouchers are subject to review by the three full-time elected officials.~~

**Airfare** for officials, directors and employees should be obtained at the lowest possible rates that meets their business travel needs. Flights should be booked at a minimum of 30 days in advance to avoid premium rates. Only Economy or coach tickets will be reimbursed. If the official, directors or employees wish to go first class they shall pay for the difference between the higher cost and the economy or coach ticket at their own expense.

**Meal reimbursement** shall not take place if meals are provided as part of the training seminar.

The actual and reasonable cost of meals shall be reimbursed. Meal reimbursement vouchers are subject to review by the ~~three full-time elected officials.~~ **Township Supervisor, Clerk and Treasurer.**

**Lodging** for the officials, directors and employees will be reimbursed for a standard single-room at locations surrounding the business activity. Cancellations must be done in accordance to the hotels cancellation policy in order not to incur fees. Cancellation charges will not be reimbursed unless it is approved by the Township Supervisor, Clerk and Treasurer.

**Parking and Toll Fees** incurred for business travel will be reimbursed with a receipt only.

Travel advance will be issued when requested in advance. Within ~~one week~~ **five (5) business days** of returning from an approved conference or seminar, all prepaid advances shall be documented with receipts listed on a travel voucher for either additional reimbursement or repayment.

~~No out of state travel will be allowed. If it is decided that it is vital and necessary, it needs to have prior approval from the three full-time elected officials.~~

All request for reimbursements shall be listed on a travel voucher and submitted with receipts to document the request **within five (5) business days of returning from an approve business travel to receive full reimbursement. After such time the reimbursement reduces to 50% of the cost incurred.**

Employees are expected to use their best judgment when submitting for reimbursable expenses. The following list details specific items that **are not** allowable reimbursable expenses:

- Travel related expenses incurred on behalf of a spouse, companion, etc.
- General Entertainment
- Alcoholic Beverages
- Tobacco Products
- Any other expenditure not required by and directly related to the official activity.

## **B. Tax Exempt Status**

The Charter Township of Van Buren is a tax-exempt entity and is not required to pay tax. Occasionally, employees purchase goods and/or services with their own funds and submit for reimbursement. Whenever possible, employees should obtain a tax-exempt certificate from the Township Clerk prior to the purchase.

## **C. Reimbursement to Township for Cancellation of Prepaid Expenses**

The Charter Township of Van Buren shall from time to time prepay expenses for elected officials, directors and employees for approved expenditures. In the event of any cancellation the elected officials, directors and employees should whenever possible adhere to the cancellation policy of the company or event for proper reimbursement to the Township. If cancellation occurs for any reason other than an unforeseeable emergency the elected officials, directors and employees shall reimburse the Township in full within five (5) business days.

# Travel Expense Report

# Van Buren Charter Township

Employee Name:   
 Email:   
 Phone:

Period  
 From:   
 To:

Manager Name:   
 Department:

Purpose:   
 Location:

Category	1/19/16 Tue	1/20/16 Wed	1/21/16 Thu	1/22/16 Fri	1/23/16 Sat	1/24/16 Sun	1/17/16 Sun	Totals
Location / Destination:	Travel to Detroit Metro Renaissance Center for MTA Conference.							

### Mileage Reimbursement and Expenses Paid by Employee

Business Miles:	0	0	0	0	0	0	0	
Rate: 0.54	-	-	-	-	-	-	-	-
Airfare, Baggage								-
Vehicle Rental								-
Bus, Train, Taxi, Tips	-	-	-	-	-	-	-	-
Parking								-
Lodging								-
Breakfast	-	-	-	-	-	-	-	-
Lunch								-
Dinner	-	-	-	-	-	-	-	-
Other (Itemize below)								-
<b>Subtotal</b>	-	-	-	-	-	-	-	-

Less Advances   
**Total Reimbursement** -

### Expenses Paid by Company Credit Card

Airfare, Baggage	-							-
Vehicle Rental								-
Bus, Train, Taxi, Tips								-
Parking								-
Lodging								-
Breakfast								-
Lunch								-
Dinner								-
Other (Itemize below)								-
<b>Subtotal</b>	-	-	-	-	-	-	-	-

Note: Attach receipts for (1) ALL lodging and (2) expenses \$75 or more  
**Total All Expenses** -

I certify that the above information is accurate and complete.

Note: All amounts listed in USD

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized By \_\_\_\_\_ Date \_\_\_\_\_

Print Name:

## **2. Processing Of Invoices**

### **A. Vendor Invoice or Expense Voucher:**

Requests for payments to vendors shall be documented in writing by a vendor invoice or, in the few instances where no invoice is forthcoming, by a written request by the department head requesting payment. Except for the rare exceptions (example: lost invoice), only original invoices shall be processed for payments, as statements or copies of invoices may result in duplicate payments.

Employee expense reimbursements shall be documented on an expense voucher prepared by the employee. Invoices and expense vouchers shall include the following:

- Vendor name and mailing address.
- Purpose of payment.
- Total amount due.
- Unit price and units delivered.
- Date of goods were delivered or services rendered.
- Attached purchase order or resolution.

### **B. Department Director Approval:**

The Department Director that is responsible for the budgetary cost center to which the expenses will be charged shall affix the account numbers to the invoice and shall sign the document.

Department Director's signature shall indicate the following:

- The expense has complied with all Township Authorization requirements.
- All prices and units on the invoice have been properly calculated.
- The account number being charged is the appropriate budgetary allocation for this expense.

### **C. Payable Processing Dates:**

Accounts payables are processed twice a month and checks are mailed the Friday after the Township board meeting.