

GOLDEN TOWNSHIP  
December 14, 2010  
Regular Board Meeting 7:30 pm  
Golden Township Hall

Pledge of Allegiance was recited by all.

Regular Board Meeting called to order at 7:30pm.

Present: Fuehring, Walsworth, Ackley, Cargill, Wiegand-absent.

MINUTES from the November 9th meeting were presented.

Motion by Fuehring, support by Cargill to accept the minutes from the November 9th meeting.  
All yes, motion carried.

CORRESPONDENCE:

-Library Contract request for 2011 for \$15,000.00 which is the same amount as last year.  
Motion by Ackley, support by Fuehring to approve \$15,000.00 to the Hart Area Public Library for 2011. All yes, motion carried.

TREASURER'S REPORT

Cargill reported the balances as follows: General Fund beginning balance of \$108,933.82 on November 1<sup>st</sup>, ending balance on November 30<sup>th</sup>, 2010 of \$70,399.10. The Road Fund beginning balance of \$11,064.64 on November 1<sup>st</sup>, 2010 and ending balance of \$5,137.12 on November 30<sup>th</sup>, 2010.

Motion was made by Ackley, support by Fuehring to accept the Treasurer's report. All yes, motion carried.

BILLS were presented for approval:

Cargill summarized bills for the month as presented on the report.

Wiegand arrives

Motion by Ackley, support by Fuehring to approve check numbers 13895 through 13947 from the General Fund totaling \$48,251.81. Also check #'s 1117, 1118 and 1119 from the Road Fund totaling \$2,160.87. Roll call vote Walsworth-yes, Cargill-yes, Fuehring-yes, Wiegand-yes, Ackley-yes. Motion carried.

ZONING REPORT:

-3 permits written this month, one for a new house.  
-Continues to work on the Master Plan with the subcommittee from the PC.  
-PC met.

-Tallied survey results. Priorities for residents are open space, agriculture and growth and development. Respondents were happy with recent road projects, the round-about at Silver Lake and the improvements to Downtown Mears. Respondents also stated that zoning and sewer issues were important.

-Working with Ed McNeely on updating the Mass Gathering Ordinance and the Noise Ordinance.

#### ASSESSOR'S REPORT

None submitted

#### OLD BUSINESS

1. None

#### NEW BUSINESS

1. Appoint Planning Commission members

-3 Planning Commission members terms have expired: Mitteer, Ferwerda, Maraciniak.

-2 Township residents are interested in becoming members of the Planning Commission: Robert Fong and Phillip (Chuck) Persenaire.

-2 members of the Zoning Board of Appeals terms have expired: Prudhomme and Veltman.

Motion by Ackley, support by Cargill to appoint LuAnn Mitteer, Ted Ferwerda and Robert Fong to the Planning Commission and Steve Prudhomme and Robert Veltman to the Zoning Board of Appeals. All yes, motion carried.

2. Telamon Electric

-Cargill and Fuehring met with Telamon Director to discuss expenses that the day care incurs in the building. Electric has been more expensive than expected. Diane (Telamon Director) committed to Telamon paying the electric bill for the eastern end of the building which is on a separate meter. Telamon will continue to pay a portion of the electric bill throughout the winter as they have a heater running in their computer room and they also have refrigerators and freezers running.

-Walsworth recommended getting this agreement in writing.

-Motion by Fuehring, support by Ackley to approve a written agreement that Cargill will create to establish guidelines for establishing a formula for how Telamon will help pay the electric bill at the Township Hall. All yes, motion carried.

3. Cemetery Fees

-Wiegand presented fee information for several cemeteries in the area.

-Wiegand stated that spaces in the cemetery are limited and believes the Township should find ways to preserve grave spaces for Township residents.

-Wiegand requested raising the grave space fees for non-residents.

-Motion by Fuehring, support by Ackley to set the non-resident grave-space fee at \$300 and the fee for 6 grave-spaces for non-residents at \$1500 as of January 1, 2011. All yes, motion carried.

4. Resolution and Policy for authorizing electronic transactions  
-Cargill stated the State is requiring electronic transfers for payroll taxes and it is necessary for the Township to establish a policy for this practice.

## Resolution for the Electronic Transfer of Funds

*(Under Public Act 738 of 2002)*

WHEREAS, Electronic payments of public funds are required for some federally mandated transactions of public funds, and electronic payments have become a commonly accepted practice by banks and other financial institutions, and

WHEREAS, Public Act 738 of 2002, effective December 30, 2002, authorizes townships to make electronic transactions involving public funds by electronic payment, debit, or credit transfer processed through an automated clearing house, and

WHEREAS, PA 738 authorizes a township treasurer to enter into an ACH arrangement for a national and governmental organization that has authority to process electronic payments (ACH), including, but not limited to, the national automated clearing house association and the federal reserve system, and

WHEREAS, The Golden Township Board deems that it is in the best interest of the township to make certain township financial transactions by electronic payments as described in PA 738.

NOW, THEREFORE BE IT HEREBY RESOLVED, That the Golden Township Board authorizes the Township to utilize electronic transactions in compliance with the written procedures and internal controls developed and adopted by the Treasurer as the Township's ACH policy and presented to the Township Board on December 14, 2010.

The foregoing resolution offered by Board Member Fuehring.

Second offered by Board Member Ackley.

Upon roll call vote the following voted:

"Aye": Walsworth, Cargill, Fuehring, Ackley, Wiegand

"Nay": None

The Supervisor declared the resolution adopted.

\_\_\_\_\_  
Tina Wiegand, Clerk

Resolution #  
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## **Arrangements and Electronic Transactions of Funds**

The following policy shall govern the use of electronic transactions and ACH arrangements for Golden Township:

### **1. 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.

**2. Authority to Enter into ACH Arrangements and Electronic Transfers of Public Funds.** The township treasurer may enter into an ACH arrangement as provided by Public Act 738 of 2002, effective December 30, 2002.

Golden Township shall not be a party to an ACH arrangement unless the Golden Township Board has adopted a resolution to authorize electronic transactions and the Golden Township Treasurer has presented a written ACH policy to the township board.

An ACH arrangement under PA 738 of 2002 is not subject to the Revised Municipal Finance Act, Public Act 34 of 2001 (MCL 141.2101, et seq.), or to provisions of law or charter concerning the issuance of debt by a local unit.

**3. Responsibility for ACH Agreements.** The Golden Township Treasurer, Deputy Treasurer, Clerk or Deputy Clerk (officer or employee position designated by the treasurer) is responsible for Golden Township's ACH agreements, including payment approval, accounting, reporting, and generally for overseeing compliance with the ACH policy.

The treasurer 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. 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 Golden Township:

- 1) The treasurer shall prepare a list of vendors authorized to be paid by ach transaction and provide that list to the clerk.
- 2) 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.
- 3) The clerk presents the warrants (or check if the clerk prepares the checks in a double signature system), 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 the township board has established a policy identifying specific payments that have pre-approved authorization (monthly utility bills, payroll), it must post-audit those payments and confirm their disbursement at the next board meeting following their disbursement. Include in the ACH policy the list of specific types of payments pre-authorized for post-approval by the board.

4) Following board approval, the treasurer signs the ACH warrant, initiates the electronic transaction with the vendor, and makes the actual transfer of funds.

5) The treasurer shall retain all ACH transaction documents for audit purposes.

6) The clerk shall retain all invoices for audit purposes.

**Certification**

I, Connie Cargill , Treasurer of Golden Township, certify that I developed and adopted the foregoing ACH policy and have presented it to the Golden Township Board.

\_\_\_\_\_, Treasurer \_\_\_\_\_, Date

**Liquor Sales Resolution**

- The State of Michigan has passed a new law to make it legal to sell spirits, beer and wine on Sunday mornings.
- Oceana County Board has opted out of this which makes it illegal to sell liquor on Sunday mornings in Oceana County.
- After discussion, Golden Township Board agrees that in order to support businesses in our tourist community it would be prudent to allow the sale of liquor on Sunday mornings.

Motioned by Carl Fuehring, Supported by Connie Cargill to approve the following Resolution:  
Liquor Sales: sale of spirits, mixed spirit drink and/or beer and wine between the hours of 7:00am on Sunday and 2:00am on Monday, sales will be allowed in Golden Township. All yes, motion carried.

-Wiegand to fax said Resolution to the State of Michigan Liquor Control Commission and to the Oceana County Board before the December 16, 2010 deadline.

**PUBLIC INPUT**

1. Dr. Roseman commented on the progress of the GIS program. There are technical problems with the program at “the other end.”

Meeting adjourned 8:15 pm

Respectfully submitted by,

Tina Wiegand  
Golden Township Clerk

