

RESOLUTION No. 2006- 18

RESOLVED, That Kathleen Correll is hereby appointed Burt Township Treasurer to fill out the term of the past Treasurer, James Seibert, who has resigned. The new Treasurer is instructed to immediately take control of all Burt Township Treasurer records, take all steps necessary to bring all Township finances into immediate compliance with all applicable laws, rules and/or regulations and report on her progress at the next regular meeting of the Burt Township Board of Supervisors.

Adopted on motion by Kay Wampler, second by Gordon Kniss – Roll Call Vote:

Lois Leavenworth	<u> √ </u> aye	<u> </u> nay
Gordon Kniss	<u> √ </u> aye	<u> </u> nay
Karen Brzys	<u> √ </u> aye	<u> </u> nay
Kay Wampler	<u> √ </u> aye	<u> </u> nay

STATE OF MICHIGAN)
COUNTY OF ALGER)

I, Kay L. Wampler, Clerk of the Township of Burt, Alger County, Michigan, certify that the above is a true and correct copy of the resolution which was adopted by the Township Board at a meeting held on September 1, 2006.

Signed:

Dated:

Kay L. Wampler, Clerk

RESOLUTION No. 2006- 19

RESOLVED, That the treasurer's office will come out of the dark reaches of the township office basement into the sunlight on the first floor for all to see and to facilitate wide and open communication with the clerk.

Adopted on motion by Kay Wampler, second by Karen Brzys – Roll Call Vote:

Lois Leavenworth	<u> √ </u>	aye	<u> </u>	nay
Gordon Kniss	<u> √ </u>	aye	<u> </u>	nay
Karen Brzys	<u> √ </u>	aye	<u> </u>	nay
Kay Wampler	<u> √ </u>	aye	<u> </u>	nay
Kathy Correll	<u> √ </u>	aye	<u> </u>	nay

STATE OF MICHIGAN)
COUNTY OF ALGER)

I, Kay L. Wampler, Clerk of the Township of Burt, Alger County, Michigan, certify that the above is a true and correct copy of the resolution which was adopted by the Township Board at a meeting held on September 1, 2006.

Signed:

Dated:

Kay L. Wampler, Clerk

RESOLUTION No. 2006- 20

RESOLVED, That the new Burt Township Treasurer shall immediately consider what it will take to set up a separate set of records between the Treasurer and the Clerk for purposes of monthly reconciliation and shall report to the Burt Township Board on any recommendation(s) to accomplish that task at its next regular meeting in September 2006. This resolution is intended to bring all financial record-keeping in compliance with Michigan law, Michigan Department of Treasury rules and procedures, governmental accounting standards, grants, special millage fund requirements and/or generally accepted accounting standards.

Adopted on motion by Lois Leavenworth, second by Gordon Kniss – Roll Call Vote:

Lois Leavenworth	<u> √ </u> aye	<u> </u> nay
Gordon Kniss	<u> √ </u> aye	<u> </u> nay
Karen Brzys	<u> √ </u> aye	<u> </u> nay
Kay Wampler	<u> √ </u> aye	<u> </u> nay
Kathy Correll	<u> √ </u> aye	<u> </u> nay

STATE OF MICHIGAN)
COUNTY OF ALGER)

I, Kay L. Wampler, Clerk of the Township of Burt, Alger County, Michigan, certify that the above is a true and correct copy of the resolution which was adopted by the Township Board at a meeting held on September 1, 2006.

Signed:

Dated:

Kay L. Wampler, Clerk

RESOLUTION No. 2006-21

RESOLVED, That the Burt Township Board of Supervisors shall adhere to “Roberts Rules of Order” for all meetings to the extent that those rules are not inconsistent with Michigan’s Open Meetings Act, Michigan’s Freedom of Information Act and/or any other Michigan law(s).

Adopted on motion by Kay Wampler, second by Lois Leavenworth – Roll Call Vote:

Lois Leavenworth	<u> √ </u>	aye	<u> </u>	nay
Gordon Kniss	<u> √ </u>	aye	<u> </u>	nay
Karen Brzys	<u> √ </u>	aye	<u> </u>	nay
Kay Wampler	<u> √ </u>	aye	<u> </u>	nay
Kathy Correll	<u> √ </u>	aye	<u> </u>	nay

STATE OF MICHIGAN)
COUNTY OF ALGER)

I, Kay L. Wampler, Clerk of the Township of Burt, Alger County, Michigan, certify that the above is a true and correct copy of the resolution which was adopted by the Township Board at a meeting held on September 1, 2006.

Signed:

Dated:

Kay L. Wampler, Clerk

RESOLUTION No. 2006- 22

RESOLVED, That any public comment period of the regular and/or special meeting of the Burt Township Board of Supervisors will be conducted as follows:

- (1) Any member of the public wishing to address the Board will approach the podium which will have a microphone so all can hear; and
- (2) Any questions/statements of/by members of the public may also be videotaped for later review by the Board and/or members of the public.

Adopted on motion by Kay Wampler, second by Lois Leavenworth – Roll Call Vote:

Lois Leavenworth	<u> √ </u> aye	<u> </u> nay
Gordon Kniss	<u> √ </u> aye	<u> </u> nay
Karen Brzys	<u> √ </u> aye	<u> </u> nay
Kay Wampler	<u> √ </u> aye	<u> </u> nay
Kathy Correll	<u> √ </u> aye	<u> </u> nay

STATE OF MICHIGAN)
COUNTY OF ALGER)

I, Kay L. Wampler, Clerk of the Township of Burt, Alger County, Michigan, certify that the above is a true and correct copy of the resolution which was adopted by the Township Board at a meeting held on September 1, 2006.

Signed:

Dated:

Kay L. Wampler, Clerk

RESOLUTION No. 2006- 23

RESOLVED, That beginning with the next regular meeting of the Burt Township Board of Supervisors, the meeting(s) shall be digitally recorded and transferred via audio file to the Township Website to create an historical record and allow members of the public, who may be unable to attend a meeting, to access a verbatim recording of all Township meetings.

Adopted on motion by Kay Wampler, second by Gordon Kniss – Roll Call Vote:

Lois Leavenworth	<u> √ </u>	aye	<u> </u>	nay
Gordon Kniss	<u> √ </u>	aye	<u> </u>	nay
Karen Brzys	<u> √ </u>	aye	<u> </u>	nay
Kay Wampler	<u> √ </u>	aye	<u> </u>	nay
Kathy Correll	<u> √ </u>	aye	<u> </u>	nay

STATE OF MICHIGAN)
COUNTY OF ALGER)

I, Kay L. Wampler, Clerk of the Township of Burt, Alger County, Michigan, certify that the above is a true and correct copy of the resolution which was adopted by the Township Board at a meeting held on September 1, 2006.

Signed:

Dated:

Kay L. Wampler, Clerk

RESOLUTION No. 2006- 24

RESOLVED, That the Burt Township Board of Supervisors hereby reiterates its appointment of John H. Underhill, P.C. as the Township Attorney and to assist us with conducting the investigation of the facts and circumstances surrounding the Township's finances and/or any fiscal improprieties for the time period of July 1, 2000 to the present including, but not limited to, the facts and circumstances surrounding the Township's failure to submit the Township employee's employment taxes to the appropriate taxing authorities on a timely basis.

John H. Underhill is specifically authorized to:

- (1) Have subpoenas issued to compel the production of any individuals to testify before the Board who may have knowledge of any facts that bear on the above issues;
- (2) Have subpoena(s) issued to compel the production of records of any kind that may bear on the above issues;
- (3) Examine any and all of the Township's books and records of any kind including any and all records that may be in the possession of a third party(s) such as bank account records;
- (4) Receive from the Township clerk any and all "passwords" and/or "pass-codes" to enable the Township attorney to access any and all Township computer records; and
- (5) Report any discovered violation(s) of laws, rules and/or regulations to the appropriate governmental officials as the attorney believes appropriate to comply with the terms of the attorney's license to practice law.

Adopted on motion by _____, second by _____ – Roll Call Vote:

Lois Leavenworth	_____aye	_____nay
Gordon Kniss	_____aye	_____nay
Karen Brzys	_____aye	_____nay
Kay Wampler	_____aye	_____nay
Kathy Correll	_____aye	_____nay

STATE OF MICHIGAN)
COUNTY OF ALGER)

I, Kay L. Wampler, Clerk of the Township of Burt, Alger County, Michigan, certify that the above is a true and correct copy of the resolution which was adopted by the Township Board at a meeting held on August 5, 2006.

Signed:

Dated:

Kay L. Wampler, Clerk

RESOLUTION No. 2006- 25

Whereas the Burt Township Electors having held a Special Meeting on August 22, 2006 to consider and pass certain resolutions:

RESOLVED, That having received the written consent to do so from the current Township Supervisor, the Township Supervisor's annual salary is hereby reduced to \$3,200.00 and the duties of the Township Supervisor position are hereby reduced to statutory duties only.

Adopted on motion by _____, second by _____ – Roll Call Vote:

Lois Leavenworth	_____aye	_____nay
Gordon Kniss	_____aye	_____nay
Karen Brzys	_____aye	_____nay
Kay Wampler	_____aye	_____nay
Kathy Correll	_____aye	_____nay

STATE OF MICHIGAN)
COUNTY OF ALGER)

I, Kay L. Wampler, Clerk of the Township of Burt, Alger County, Michigan, certify that the above is a true and correct copy of the resolution which was adopted by the Township Board at a meeting held on August 5, 2006.

Signed:

Dated:

Kay L. Wampler, Clerk

RESOLUTION No. 2006- 26

RESOLVED, That no payment shall be made from any Township funds and/or between funds unless and until approved by the Township board of Supervisors except payment for the following expenses only if they would become overdue if not paid before the next Board meeting:

- (1) Phone bill(s);
- (2) Electric bill(s); and
- (3) Payroll reflecting Burt Township employee paychecks including payment of employment taxes.

Adopted on motion by _____, second by _____ – Roll Call Vote:

Lois Leavenworth	_____aye	_____nay
Gordon Kniss	_____aye	_____nay
Karen Brzys	_____aye	_____nay
Kay Wampler	_____aye	_____nay
Kathy Correll	_____aye	_____nay

STATE OF MICHIGAN)
COUNTY OF ALGER)

I, Kay L. Wampler, Clerk of the Township of Burt, Alger County, Michigan, certify that the above is a true and correct copy of the resolution which was adopted by the Township Board at a meeting held on August 5, 2006.

Signed:

Dated:

Kay L. Wampler, Clerk

RESOLUTION No. 2006- 27

RESOLVED, That the Board finding that some job description for the new Township Manager position is needed, the Burt Township Manager shall:

- 1) Serve as the information conduit between the Burt Township Board of Supervisors and all township activities.
- 2) Supervise township employees as a full-time salaried manager; consequently, shall not be entitled to receive “overtime” pay for hours worked in excess of 40 hours per week, as provided by law.
- 3) Execute the following reporting functions:
 - a) Report monthly to the board at the regularly scheduled meetings on all activities performed by the Manager during the previous month, including accounting for all hours worked; and
 - b) At all regular monthly meetings of the Board, certify that the township treasurer and township clerk performed their legally required functions by reconciling their books at month’s end to account for all monies coming in and going out to the penny.
- 4) To know and understand: (Note: the township attorney will assist in training.)
 - a) Legal functions of a township.
 - b) Legal functions of each elected position.
 - c) Legal and practical functions of DPW including water bond implications.
 - d) Operations of Woodland Park.
 - e) Legal requirements of all township finances and funds.
 - f) Legal requirements of township budgeting.
 - g) All township resolutions, policies, and procedures.
 - h) Legal requirements of all current and future grants.
- 5) Serve the public.
- 6) Serve the board.
- 7) Meet with department managers at least weekly.
- 8) Make recommendations about restructuring township operations.
- 9) To know, understand, and vigorously pursue grant applications.
- 10) Work a minimum of 40 hours per week.
- 11) Separately report to the board every 90 days as to whether there has been compliance with all township resolutions and any other governing laws and regulations.

- 12) Serve at the complete leisure of the board and recognize that the manager may be dismissed on 24-hour notice for any or no reason.
- 13) Recognize that the job position may end and/or be changed at the leisure of the Burt Township Board of Supervisors; consequently the job description may evolve and/or be changed at any time without prior notice.
- 14) Recognize that this job description is not intended to restrict in any fashion any other and/or additional duties that may be imposed from time-to-time.
- 15) By signature, acknowledge that this job description has been read and fully understood.

Adopted on motion by _____, second by _____ – Roll Call Vote:

Lois Leavenworth	_____ aye	_____ nay
Gordon Kniss	_____ aye	_____ nay
Karen Brzys	_____ aye	_____ nay
Kay Wampler	_____ aye	_____ nay
Kathy Correll	_____ aye	_____ nay

STATE OF MICHIGAN)
COUNTY OF ALGER)

I, Kay L. Wampler, Clerk of the Township of Burt, Alger County, Michigan, certify that the above is a true and correct copy of the resolution which was adopted by the Township Board at a meeting held on August 5, 2006.

Signed:

Dated:

Kay L. Wampler, Clerk

RESOLUTION No. 2006- 28

RESOLVED, That at each regular monthly meeting of the Burt Township Board of Supervisors, the Township Manager shall report to the Board whether the financial books of the Township are in order and were reconciled for the previous month by the Burt Township Treasurer and Burt Township Clerk as required by law.

Adopted on motion by _____, second by _____ – Roll Call Vote:

Lois Leavenworth	_____aye	_____nay
Gordon Kniss	_____aye	_____nay
Karen Brzys	_____aye	_____nay
Kay Wampler	_____aye	_____nay
Kathy Correll	_____aye	_____nay

STATE OF MICHIGAN)
COUNTY OF ALGER)

I, Kay L. Wampler, Clerk of the Township of Burt, Alger County, Michigan, certify that the above is a true and correct copy of the resolution which was adopted by the Township Board at a meeting held on August 5, 2006.

Signed:

Dated:

Kay L. Wampler, Clerk

RESOLUTION No. 2006- 29

Whereas the Burt Township Electors having held a Special Meeting on August 22, 2006 to consider and pass certain resolutions,

RESOLVED, a full time manager position is created and the manager shall be paid an annual salary of \$21,800.00.

Adopted on motion by _____, second by _____ – Roll Call Vote:

Lois Leavenworth	_____aye	_____nay
Gordon Kniss	_____aye	_____nay
Karen Brzys	_____aye	_____nay
Kay Wampler	_____aye	_____nay
Kathy Correll	_____aye	_____nay

STATE OF MICHIGAN)
COUNTY OF ALGER)

I, Kay L. Wampler, Clerk of the Township of Burt, Alger County, Michigan, certify that the above is a true and correct copy of the resolution which was adopted by the Township Board at a meeting held on August 5, 2006.

Signed:

Dated:

Kay L. Wampler, Clerk

RESOLUTION No. 2006-30

Whereas the Burt Township Electors having held a Special Meeting on August 22, 2006 to consider and pass certain resolutions:

RESOLVED, That the Township Manager is directed to obtain a mortgage on the Township office and medical center properties in an amount not to exceed \$175,000.00 to pay off certain Township loan obligations; defray the costs associated with the current independent audit being conducted; refund the Township's general fund in the amount paid for employee employment tax obligations including back taxes, interest, fines and penalties; the extra cost of property reassessment; and to pay other obligations and/or expenses all of which must be pre-approved by the Burt Township Board of Supervisors. The mortgage / loan will be paid back exclusively from non tax revenue sources such as the Woodland Park Fund.

Adopted on motion by _____, second by _____ – Roll Call Vote:

Lois Leavenworth	_____aye	_____nay
Gordon Kniss	_____aye	_____nay
Karen Brzys	_____aye	_____nay
Kay Wampler	_____aye	_____nay
Kathy Correll	_____aye	_____nay

STATE OF MICHIGAN)
COUNTY OF ALGER)

I, Kay L. Wampler, Clerk of the Township of Burt, Alger County, Michigan, certify that the above is a true and correct copy of the resolution which was adopted by the Township Board at a meeting held on August 5, 2006.

Signed:

Dated:

Kay L. Wampler, Clerk

RESOLUTION No. 2006-31

Whereas the Burt Township Electors having held a Special Meeting on August 22, 2006 to consider and pass certain resolutions:

RESOLVED, That any future proposed indebtedness of the Township must be approved by the Burt Township electors at its annual meeting and/or a special meeting of the electors called for that purpose.

Adopted on motion by _____, second by _____ – Roll Call Vote:

Lois Leavenworth	_____aye	_____nay
Gordon Kniss	_____aye	_____nay
Karen Brzys	_____aye	_____nay
Kay Wampler	_____aye	_____nay
Kathy Correll	_____aye	_____nay

STATE OF MICHIGAN)
COUNTY OF ALGER)

I, Kay L. Wampler, Clerk of the Township of Burt, Alger County, Michigan, certify that the above is a true and correct copy of the resolution which was adopted by the Township Board at a meeting held on August 5, 2006.

Signed:

Dated:

Kay L. Wampler, Clerk

RESOLUTION No. 2006- 32

RESOLVED, That People’s State Bank is hereby instructed to allow the Township Attorney, John H. Underhill and the Burt Township Supervisor to have access to all Burt Township bank account records of any kind including, but not limited to, loan accounts. This resolution is intended to provide any consent necessary to allow access to the township’s banking records.

Adopted on motion by _____, second by _____ – Roll Call Vote:

Lois Leavenworth	_____aye	_____nay
Gordon Kniss	_____aye	_____nay
Karen Brzys	_____aye	_____nay
Kay Wampler	_____aye	_____nay
Kathy Correll	_____aye	_____nay

STATE OF MICHIGAN)
COUNTY OF ALGER)

I, Kay L. Wampler, Clerk of the Township of Burt, Alger County, Michigan, certify that the above is a true and correct copy of the resolution which was adopted by the Township Board at a meeting held on August 5, 2006.

Signed:

Dated:

Kay L. Wampler, Clerk
