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PROPOSED NEW HIRES 2021 as revised by SE after Committee meeting

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Resolution to Set Supervisor Salary 2021 05 06 Atty Reviewed

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Outline of Outstanding Needs Being Addressed

Builds upon checks and balances built into Township design. The Clerk, Treasurer, and Board of Trustees have the statutory responsibilities that provide the fundamental checks and balances of a general law Township—appropriation, authorization, and disbursement of public monies. **The Board of Trustees is responsible for the administration of the Township;** it is not simply an oversight body. To that end, sharing the direct governance of the Township’s activities across officers in a way that strengthens—and does not diminish—checks and balances is one critical way **we can proactively protect ourselves against fraud, waste and abuse.**

Meets the outstanding needs identified in FYE22 budget requests, still pending: Fire Chief for general administrative support; Office Coordinator for higher level administrative support; Transportation Alternatives Planning Committee for staff resources to coordinate work on pathways, transportation alternatives, and township road SADs; and Land Preservation Commission request for support implementing a new Buy-Protect-Sell program.

Reduces the privatization of Township services by investing in diverse professionals who provide shared services across the Township’s distinct areas of work. By investing in the positions of Administrative Services Manager, Deputy Treasurer, Sustainable Development Director, and Human Resources Professional, the Township will bring in-house required activities that it has increasingly contracted out for, will improve the Township’s negotiating position with necessary ongoing contracts, **over time saving the Township money and improving services to residents.** Savings and efficiencies will be realized through management of the Township Planning Contract and Township Engineering Contract by competent consistent staff person.

GIS mapping, project management, community engagement, and grant writing will be done by staff not consultants. **Shared administrative and information management services to Fire, Water and Sewer, and the rest of Township Hall and its committees through a reorganized and up-leveled administrative services team.** Provides possibility of a standard of service not imaginable prior to the workplace adaptations required by the pandemic: through the appropriate use of current technology and cross training, we can more proactively provide residents with the information they need, when they need it. Improving our information management allows the Township to be data driven and strategic.

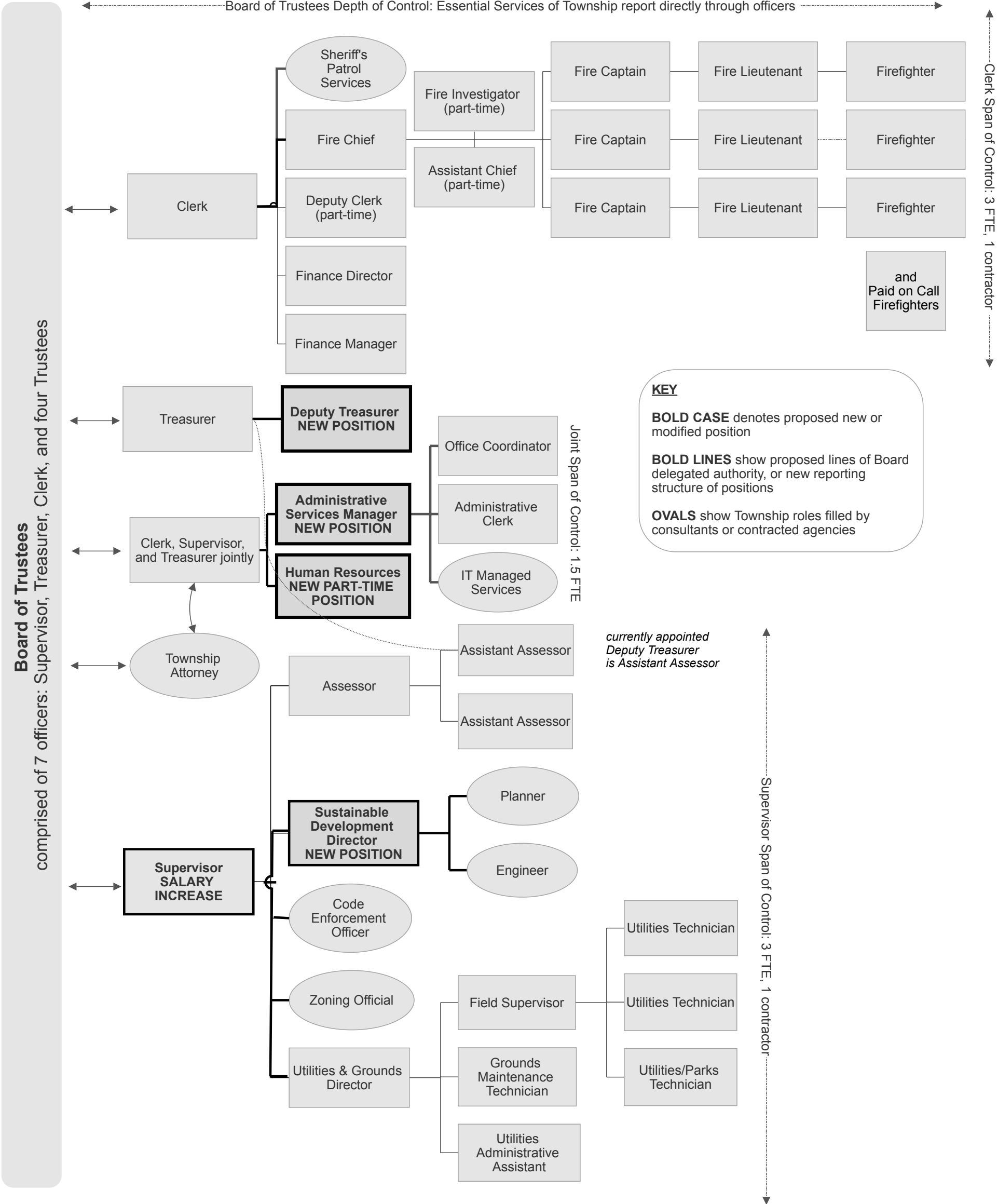
Adapts our structure to respect and rely on our current workforce’s broader and deeper skill sets. There have been significant changes in the Township’s workforce composition over the last 2 years through new hires and retirements. In 2019 the Fire Chief retired, Jessica Flintoft was appointed Clerk; Township Manager retired; and Utilities Director retired. Andy Houde was hired as Fire Chief in March 2020; Supervisor Hathaway took office in November 2020; and Steve Wyzogzki started as Utilities Director in December 2020.

Trusts the professional expertise and management of Fire Chief and Utilities Director to our largest and most essential, critical infrastructure services to directly manage their staff, budgets, and operations. Fire and emergency response, access to potable water, and waste water treatment are our most essential, critical infrastructure. **It is essential that the Fire Department and Utilities Department continue to report directly to an officer as a structural protection against the Township Board ever**

again being able to say “We didn’t know.” Not knowing about workplace safety issues at the Fire Department, chronic losses year after year in the Water Fund, or a ballooning reliance on costly contracted services and unpaid community volunteers largely because of lack of investment in Township’s own human resources.

James Merte, Township Assessor and IT Director will be retiring after 40 years with the Township on September 1, 2021. To fill the many gaps left by his departure, the Township is currently recruiting for a Township Assessor and soliciting bids for an outside firm to provide IT Managed Services. Further, this change **provides an opportunity to further appropriately segregate duties by establishing a Deputy Treasurer** position to handle duties currently carried out by the Assessor, Finance Director, and Finance Manager.

At the heart of the Township is its staff and community volunteers. Yet, the Township has never assigned responsibility for human resources administration to a position with human resources expertise. **Establishing a largely independent, part-time professional human resources position provides the Township with an opportunity to build its recruitment and retention, performance management, training, and other key human resources activities to support workers and supervisors.**



**SCIO TOWNSHIP
WASHTENAW COUNTY, MICHIGAN
RES #2021-XX**

**RESOLUTION DELEGATING CERTAIN AUTHORITIES TO THE SUPERVISOR, CLERK, TREASURER,
AND EMPLOYEES**

MONTH DAY, 2021

At a Regular Meeting of the Township Board of Scio Township, Washtenaw County, Michigan, held via Zoom, on the **MONTH DAY 2021** at 7:00 p.m.

Members Present:

Members Absent:

The following preamble and resolution were offered by _____ and supported by _____.

WHEREAS MCL 41.69 requires that the township clerk appoint a deputy clerk who shall serve at the pleasure of the Clerk; MCL 168.29 allows the township clerk to appoint a number of assistants as may be necessary to carry out the general provisions of the election law; MCL 41.77 requires that the township treasurer appoint a deputy treasurer who shall serve at the pleasure of the Treasurer; and MCL 41.61(2) allows the township supervisor to appoint a deputy supervisor who serves at the pleasure of the Supervisor; and

WHEREAS, other than the appointments noted directly above, MCL 41.75a prescribes that township employees shall serve at the pleasure of the township board and shall perform duties lawfully directed by the township board, except those duties that are delegated by law to another township official, unless consent has been granted; and

WHEREAS, the Scio Township Board of Trustees desires to retain responsibility for continuing and creating positions and authorizing appointments or continuation of appointments to positions and specifying and fixing the compensation for positions; and

WHEREAS, the Scio Township Board of Trustees desires to retain responsibility for the hiring and firing of township employees, upon the recommendation of and carried out by direct supervisor, and in accordance with all governing statutes, ordinances, administrative rules and collective bargaining agreements; and

WHEREAS, MCL 41.2(b) prescribes that a township board may make contracts necessary and convenient to exercising corporate powers, that the Scio Township Board of Trustees desires to

retain responsibility for approving all contracts for services, but desires to delegate the coordination and management of major contracts to the Supervisor or the Clerk; and

WHEREAS, pursuant to MCL 41.806 Scio Township contracts with the Washtenaw County Sheriff's Office for police protection, the Scio Township Board of Trustees desires to delegate and assign certain duties to the Clerk for the coordination with the Washtenaw County Sheriff for efficient, effective, and community-oriented patrol services within the Township; and

WHEREAS, pursuant to MCL 41.806 Scio Township maintains an established fire department, employs a fire chief and other fire officers, the Scio Township Board of Trustees desires to delegate and assign certain duties to the Clerk for the administration of Township fire services within the Township; and

WHEREAS MCL 41.65 requires that the Clerk prepare and maintain the journals and ledgers necessary to reflect the assets, liabilities, fund equities, revenues, and expenditures for each fund of the township; and

WHEREAS, the Scio Township Board of Trustees has established and maintains the positions of Finance Director and Finance Manager who jointly carry out the duties outlined in MCL 41.65, and per MCL 41.75a the Clerk does not grant consent to the township board to direct those duties to be overseen by someone other than the Clerk; and

WHEREAS, MCL 41.78 requires the Treasurer keep an accurate account of the receipts and expenditures of township money in a book or by electronic means; and

WHEREAS, the Treasurer is engaged in a concerted effort to improve the efficiency of tax collection and billing functions for which she has statutory responsibility, and the Scio Township Board of Trustees desires to establish a full-time permanent position of Deputy Treasurer to implement these improvements; and

WHEREAS, MCL 41.65 requires the Clerk to have custody of all the records, books, and papers of the Township, when no other provision for custody is made by law, and to manage the retention and destruction of those records in accordance with all laws; and

WHEREAS, the Scio Township Board of Trustees desires to improve access to usable information, use data to make decisions, improve services to residents, and implement shared administrative services and information management systems that move the Township forward; and

WHEREAS, the Scio Township Board of Trustees does desire to delegate and assign jointly to the Treasurer, Clerk, and Supervisor ministerial duties that represent and carry out employer management rights in accordance with all governing statutes, ordinances, administrative rules and collective bargaining agreements as detailed below; and

WHEREAS, the Scio Township Board of Trustees desires to improve the internal service of human resources for the Township by establishing a dedicated part-time human resources professional to provide centralized and objective support for the range of the Township's human resources functions; and

WHEREAS, MCL 41.61 designates the Supervisor as Chief Assessor, and as the currently elected Supervisor is not certified at the proper level, the Scio Township Board of Trustees provides for the appointment of properly certified assessors who shall be subordinate to the Supervisor; and

WHEREAS, the Scio Township Board of Trustees desires to create and coordinate pathways, parks, preserves, roads, and other public and private infrastructure that are designed and maintained for a sustainable community and healthy futures for our residents; and

WHEREAS, the Scio Township Board of Trustees desires to delegate and assign to the Supervisor the duties of coordination of Township's planning, zoning, and code enforcement activities, in conjunction with the Planning Commission, Zoning Board of Appeals, Code Enforcement Officer, and Zoning Official; and

WHEREAS, the Scio Township Board of Trustees desires to delegate and assign to the Supervisor the annual development and implementation of the Township *Capital Improvement Plan* as required by Scio Township Code 2-115, including the development and maintenance of township buildings, grounds, parks, pathways, water and sewer infrastructure, fire services infrastructure; and,

WHEREAS, the Scio Township Board of Trustees desires to delegate and assign to the Supervisor the supervision of the administration of the Township's water and waste water systems, including consideration of the continuing risks posed by the 1,4-dioxane plume from Gelman Sciences and future negotiations of service agreements with the City of Ann Arbor; and,

NOW, THEREFORE, BE IT RESOLVED THAT the Scio Township Board of Trustees authorizes the Clerk to manage the contract and coordinate the Township's relationship with the Washtenaw County Sheriff's Office for patrol services and to collaborate with the Sheriff to implement reforms to prevent crime, improve safety, and improve relationships between law enforcement and communities within the Township; and,

BE IT FURTHER RESOLVED THAT the Scio Township Board of Trustees authorizes the Clerk to supervise and discipline the Fire Chief; and the Fire Chief to supervise and discipline all other Fire Department employees; in accordance with all governing statutes, ordinances, administrative rules and collective bargaining agreements; and,

BE IT FURTHER RESOLVED THAT the Scio Township Board of Trustees authorizes the Clerk to supervise and discipline the Finance Director and the Finance Manager; in accordance with all governing statutes, ordinances, administrative rules and collective bargaining agreements; and,

BE IT FURTHER RESOLVED THAT the Scio Township Board of Trustees authorizes the Treasurer to supervise and discipline the Deputy Treasurer; and,

BE IT FURTHER RESOLVED THAT the Scio Township Board of Trustees authorizes the Clerk, Supervisor, and Treasurer to supervise and discipline the proposed Administrative Services Manager; and authorizes the proposed Administrative Services Manager to supervise and discipline the Office Coordinator and Administrative Clerk; in accordance with all governing statutes, ordinances, administrative rules and collective bargaining agreements; and authorizes the Administrative Services Manager to administer the information technology and services of the Township, including the management of any information technology managed services contracts; and,

BE IT FURTHER RESOLVED THAT the Scio Township Board of Trustees authorizes the Clerk, Supervisor, and Treasurer to jointly represent employer management rights in the negotiation of proposed collective bargaining agreements, proposed employment contracts, and proposed employee and retiree benefits agreements that may come before the Board of Trustees for approval; and to jointly supervise and discipline proposed part-time Human Resources Professional; and,

BE IT FURTHER RESOLVED THAT the Scio Township Board of Trustees authorizes the Supervisor as Chief Assessor to supervise and discipline the Township Assessor; and authorizes the Township Assessor to supervise and discipline all other employed assessors in accordance with all governing statutes, ordinances, administrative rules and collective bargaining agreements; and,

BE IT FURTHER RESOLVED THAT the Scio Township Board of Trustees authorizes the Supervisor to supervise and discipline the proposed Sustainable Development Director; and authorizes the Sustainable Development Director to coordinate and manage major contracts with Township Planner and Township Engineer; and,

BE IT FURTHER RESOLVED THAT the Scio Township Board of Trustees authorizes the Supervisor to develop and implement the Township *Capital Improvement Plan* as required by Scio Township Code 2-115; and to further delegate that authority to the Sustainable Development Director; and,

BE IT FURTHER RESOLVED THAT the Scio Township Board of Trustees authorizes the Supervisor to oversee the activities of the Code Enforcement Officer and of the Zoning Official; and,

BE IT FURTHER RESOLVED THAT the Scio Township Board of Trustees authorizes the Supervisor to supervise and discipline the Utilities & Grounds Director; and authorizes the Utilities & Grounds Director to supervise and discipline all other water and waste water, and buildings and grounds employees, in accordance with all governing statutes, ordinances, administrative rules and collective bargaining agreements; and,

FINALLY, BE IT RESOLVED THAT this resolution shall be effective on the date of adoption; and its implementation shall be formally reviewed by the Board of Trustees at the First Regular Meeting in May of each year, at which the Supervisor, Clerk, Treasurer, and staff as requested by the Board shall present reports on this resolution's implementation, its benefits, and recommendations for any changes;

FINALLY, BE IT RESOLVED THAT, unless the Board adopts a resolution continuing its provisions, all provisions of this resolution shall sunset at the adjournment of the first Board meeting held after November 20, 2024 at Noon.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

ABSTAIN:

RESOLUTION DECLARED ADOPTED.

Jessica M. Flintoft, Clerk
Scio Township

DATED:

CERTIFICATE

I, Jessica Flintoft, hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of Scio Township, County of Washtenaw, State of Michigan, at a Regular Meeting held on MONTH DAY, 2021 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Jessica M. Flintoft, Clerk

Scio Township

DATED:

Clerk

Funding: 101-215

Salary: full time, permanent, exempt \$84,000 plus benefits

Report to: The People.

Supervises: Fire Chief, Deputy Clerk, Seasonal Election Inspectors, Finance Director, Finance Manager; Jointly with Supervisor and Treasurer: Administrative Services Manager and Human Resources Professional.

Hours

Regularly available at Township Hall Monday through Friday 9:00am-5:00pm. Additional hours in evenings and weekends regularly, and as required.

Responsibilities and Duties

1) Serve as Member of the Board of Trustees

- a) All statutory duties of the Board of Trustees.
- b) Clerk moderates meetings in Supervisor's absence until Board selects moderator. **MCL**

2) Elections Administration and Maintenance of Voter Rolls **MCLs**

- a) Administer all federal, state, local, or school elections held within any part of Scio Township.
- b) Maintain Voter Rolls, daily processing of transactions (electronic, in person, via mail).
- c) Recommend establishment and maintenance of polling places in the Township.
- d) Recruit, train, and appoint election inspectors.
- e) Serve on Township Election Commission with Treasurer and Supervisor.
- f) Faithfully enforce all election laws.
- g) Various elections-related duties as assigned by state and federal laws.
- h) Other related duties as Clerk interprets as fitting within this area of statutory responsibility.

3) Accounting and Fiscal Management **MCLs**

- a) The township clerk shall prepare and maintain the journals and ledgers necessary to reflect the assets, liabilities, fund equities, revenues, and expenditures for each fund of the township (MCL 41.65)
- b) Open and Keep separate Accounts (Fund Accounting, not Bank Accounts) for all Funds of the Township
- c) Utilize state's Uniform Chart of Accounts to best represent funds and activities of the Township, and ensure that Township is in compliance with the UCA.
- d) Responsible for all detailed accounting records of the Township. Prepare all monthly and as needed financial reports for the Board and supervisors within the staff to manage budgets.
- e) Authorize all Payments ordered by the Board including Payroll and all Accounts Payable; coordinate with Treasurer for disbursement.

- f) Ensure Procurement Policy is followed; and ensure Personnel Policy is followed for payments related to compensation and benefits, including retiree benefits.
- g) Responsible for annual or other audits of the Township
- h) Prepare annual financial reports for submission to state by Supervisor
- i) Clerk is Chairperson of Budget and Finance Committee, per Committee Charge.
- j) Board of Trustees annually designates the Clerk as Fiscal Officer per Uniform Appropriations and Budget Act through Township budget adoption resolution.
- k) Supervise Finance Director and Finance Manager who carry out all of this work, as well as carry out some duties of the Treasurer, and annually prepare the budget and other documents.
- l) Other related duties as Clerk interprets as fitting within this area of statutory responsibility.

4) Records, Books, and Papers of the Township MCLs

- a) Clerk receives all general correspondence to Township, including subpoenas and similar.
- b) Clerk is custodian of all Township records the “Book of Records” unless otherwise designated.
- c) Responsible for compliance with public record retention and destruction schedules.
- d) Board of Trustees designates the Clerk as Township’s Public Records and FOIA Coordinator. [proposed 5/11/21]
- e) Clerk is responsible for Book of Oaths, tracking appointments to committees.
- f) Clerk is responsible for maintaining Code of Ordinances—both general and zoning, including recodification of the Code.
- g) Clerk is responsible for taking, or designating someone to take, Board minutes, and for publishing Board Synopses.
- h) Clerk is responsible for posting Special Meeting Notices, Public Notices, Public Hearing Notices.
- i) Other related duties as Clerk interprets as fitting within this area of statutory responsibility.

5) Other Administrative or Enforcement Duties, including but not limited to:

- a) Clerk serves as one of three Scio representatives on Loch Alpine Sanitary Authority (LASA).
- b) Clerk is Member of Township Administration Committee, per Committee Charge.
- c) Issue Permits for Peddlers; Notices for Solicitors; Permits for Marihuana Facilities; Licenses for Massage Parlors, per various ordinances in our Code of Ordinances.
- d) Other related duties as Clerk interprets fitting within areas of ordinance or Board delegated responsibilities.

6) Newly Requested Authorities to be delegated from Board of Trustees to Clerk

- a) Supervise and discipline the Fire Chief; and the Fire Chief to supervise and discipline all other Fire Department employees; in accordance with all governing statutes, ordinances, administrative rules and collective bargaining agreements.
- b) Manage the contract and coordinate the Township’s relationship with the Washtenaw County Sheriff’s Office for patrol services and to collaborate with the Sheriff to implement reforms to prevent crime, improve safety, and improve relationships between law enforcement and communities within the Township.
- c) Jointly with Supervisor and Treasurer, supervise and discipline the proposed Administrative Services Manager; and authorizes the proposed Administrative Services Manager to supervise and discipline the Office Coordinator and Administrative Clerk; in accordance with all governing statutes, ordinances, administrative rules and collective bargaining agreements; and authorizes the Administrative Services Manager to administer the information technology and services of the Township, including the management of any information technology managed services contracts.

- d) Jointly with Supervisor and Treasurer, represent employer management rights in the negotiation of proposed collective bargaining agreements, proposed employment contracts, and proposed employee and retiree benefits agreements that may come before the Board of Trustees for approval; and to jointly supervise and discipline proposed part-time Human Resources Professional.

Deputy Treasurer

Funding: 101-253 General Fund-Treasurer

Salary: full time, permanent, non-exempt \$43,000 to \$50,000 plus benefits

Report to: Treasurer

Supervises: None.

Definition

Under general direction of the Treasurer, carry out generally accepted accounting practices in support of the Township of Scio.

Duties

1. Provide support to the Treasurer in support of statutorily defined duties.
2. Process daily mail and drop box cash receipts for tax payments and utility payments.
3. Process miscellaneous receivables.
4. Balance daily cash drawer receipts.
5. Prepare bank deposits.
6. Maintains files on cash batch backup documentation.
7. Maintains accounts receivable records, preparing invoices based upon authorized requests. Follows up on delinquent accounts.
8. Provide support to utility billing as needed, know how to use Utility Billing module, respond to customer questions.
9. Serves residents by responding to walk-in/counter inquiries or over the phone regarding utility bills, property taxes, special assessments, accounts receivable, accounts payable, and the like.

Knowledge Skills and Experience

1. Knowledge of the best practices, procedures, methods and techniques associated with accounting and finance.
2. Knowledge of local, State and Federal statutes, ordinances, regulations and procedural requirements pertaining to municipal treasury and accounting.

3. Skill in handling difficult public relations or customer services issues with tact and diplomacy.
4. Skill in the use of general office equipment, computer systems and related software.
5. Skill in preparing and organizing complex information and making effective public presentations.
6. Skill in maintaining accurate and comprehensive records, accounts and other public documents.
7. Ability to remain abreast of technical developments and best practices within professional field of expertise, and willingness to participate in ongoing education and training.
8. Exceptional time management and verbal and written communication skills.
9. Professional manner and a strong ethical code.
10. Commitment to working efficiently and accurately.

Software: BS&A, MS Office Suite.

Other: Ability to be bonded.

Experience and Training

1. At least 3 years of professional experience in accounting, bookkeeping, finance, or related field. Experience in government finance preferred.
2. Preferred Possession of Associates level or higher in Accounting, Public Finance, or related field.

Administrative Services Manager

Funding: 101-Planning, 101-General, Fire, Water/Sewer, Parks and Paths

Salary: full time, permanent, non-exempt \$77,000 to \$84,000 plus benefits

Report to: Jointly to the Clerk, Supervisor, and Treasurer

Supervises: Office Coordinator, Administrative Clerk, administrative activities of Utilities Administrative Assistant (still reports to Utilities Director)

Definition

Under general administrative direction of, the incumbent in this job functions as a senior manager operating within a broad area of administration and information. The incumbent assumes sole responsibility for a functional areas of service; coordinates and implements program planning; and defines staffing requirements, resource allocation and identification of future resource needs. Incumbents also interface with all managerial levels of Township government and outside agencies, and serve as representative of the assigned areas in meetings involving administrative systems, policies or procedures; and perform related duties as required.

Distinguishing Features

Assigned significant responsibility to develop, coordinate, and execute policies, methods, and procedures to deliver administrative services and information management across the Township's areas of responsibility. Workflow process redesign and staff training are essential responsibilities. Provides technical leadership and direction for the Township. Performs or oversees all or most of the systems development life cycle and ongoing administration functions, including needs analysis, feasibility analysis, technology and software assessment, technical and procedural documentation, user training. Decisions made by this incumbent directly impact the effective functioning of the Township's services, and incumbent develops procedures affecting the provision and delivery of public services. Inappropriate decisions would negatively affect the health and welfare of a segment of the population or the economic vitality of a segment of the Township.

Duties

1. Plans, monitors, evaluates, and supervises the Township's administrative services and information management across all areas of the Township including but not limited to Fire, Water and Sewer, General Government, Planning and Zoning, Parks and Pathways, Open Space, and all other initiatives of the Township.
2. Coordinates the development of a newly configured Township administrative shared services team, consisting of existing staff and new contractors, to provide consistent administrative services across distinct and diverse Township functions. Plan and oversee implementation of new schedule, work sites, and procedures to deploy administrative support in the Utilities, Fire, and Township Hall. Set

standard for response to telephone and in-person access services for residents at Fire Station, Utilities Department, and Township Hall.

3. Conceptualize and develop cross-functional strategic objectives for administration and information services, business processes, and initiatives.
4. Partner with the Clerk and Supervisor to manage Board of Trustees meeting logistics, develop agendas, post agendas and materials for the Board of Trustees. Attend all Board of Trustees meetings and take minutes. Initiate and track implementation of Board actions, maintaining ongoing work plan for the Board of Trustees.
5. Serve as Township's Chief Information Officer to develop and manage the Township's ability to collect and share usable information to increase efficiency and extend open data to the public.
6. Manage and/or administer the design and development of data structures and data extracts to support comprehensive data collection, loading, and extraction for complex analyses.
7. Serve as Township's Training Officer to provide access to required and recommended trainings (including all current software and technology deployed by Township) and customized continuing education for all Township employees, in partnership with directors of respective areas.
8. Monitor activities for contract compliance; direct the establishment of methods for project analysis and preparation of performance reports; direct studies and make recommendations on program modification and adjustments to assure contract adherence and responsiveness of programs to Township needs, e.g., implementation of new Buy-Protect-Sell Program.
9. Develops and coordinates preparation of annual work program and operating budgets of Information Technology, General Government, and any other revenue dedicated for the efficient administration of Township activities.
10. Prepares, reviews, and executes contracts and subcontracts for authorized disbursements for services rendered; prepares and processes all necessary documents for fiscal payments to vendors, and provides appropriate fiscal budgetary control.
11. Seek and apply for funds from various governmental agencies, private foundations, and other private contributors to augment established Township funding sources. Submit timely and accurate reports for all existing grant funded projects.
12. Reviews and recommends information technology, office equipment, and training budgets; meets staff and contractors to outline program requirements and procedures and resolve problems. Assists in fleet management, resale or recycling of obsolete equipment.
13. Gives technical advice to staff, volunteers, and others at the Township in evaluating potential software, hardware, and information management services.
14. Oversee and further develop Township's GIS operations across Water and Sewer, Parks and Pathways, Assessing, Open Space and Protected Natural Areas, all areas. Manage data collection and get updates inhouse from Water and Sewer technicians while in the field during routine maintenance. Log all trails, pathways, parks, fire apparatus, other new public infrastructure of the Township. Oversee any GIS contractors, interns, or future employees working on GIS projects for the Township.
15. Create and present reports, graphs, dashboards to meet user and program requirements; integrate data sources to create new analyses, maps, and other data visualizations to support range of Township initiatives.

16. Develop and implement procedures for assuring the Township's compliance with applicable federal, state, and local laws and regulations related to Records Retention, Open Governance, and Accessibility.
17. As assigned, attend program or project related meetings and represent the Township in explaining and interpreting projects and objectives and their applicability to the Township.
18. Guide development of Township's legislative agenda, and monitor areas related to Township's interest in technology, information, open governance, records retention, and related issues.
19. Provide regular technical guidance and content support, including staying abreast of current research and practice, to committees of the Board as needed.

Knowledge Skills and Abilities

Thorough knowledge of principles and practices of information management, complex administration, and open governance.

Abilities and skills to: work within the Township governmental structure and external partners to plan, organized, initiate, direct and review work of subordinates or consultants; apply principles to define problems, collect data establish facts and draw valid conclusions; write clear and concise reports, recommendations and correspondence; deal effectively with representatives of governmental organizations and residents; speaking effectively before individuals and groups.

Software: ArcGIS, Tableau, BS&A, MS Office Suite.

Experience and Training

1. At least 7 years of administrative/professional experience in government administration, information management, library services, data sciences, or related field.
2. Preferred Possession of Masters level or higher in Data Sciences, Urban and Regional Planning, Public Administration, Public Policy, Public Health, or related field.

Human Resources Professional

Funding: Spread across funds, per Cost Allocation Plan

Salary: part time, permanent, est. 20 hours/week @ \$50/hour

Report to: Jointly to the Clerk, Supervisor, and Treasurer

Supervises: None.

Definition

Under general administrative direction of the Board of Trustees, develop, coordinate, and execute policies and procedures to support the Township's human resources. Provide holistic and objective support to all Township staff, supervisors, recruits, retirees, and volunteers.

Duties

TBD by Human Resources consultant Diane Benson who shall deliver a complete job description and support recruitment of the individual.

General Areas of Duties

1. Classification and Staffing Structure
2. Employment Law and Regulations
3. Performance Management
4. Learning and Development
5. Compensation
6. Recruitment and Retention (of staff and volunteers)
7. Staff a Township Compensation Commission and a Board Personnel Committee

Knowledge Skills and Abilities

TBD

Software: MS Office Suite.

Experience and Training

TBD

Director of Sustainable Community Development

Funding: Parks and Paths (60%), Roads SAD (10%), Bus (5%), 101-701 Planning (25%)

Salary: full time, permanent, non-exempt \$65,000-\$72,000 plus benefits

Report to: Supervisor

Supervises: May supervise subordinate personnel. None currently assigned.

Definition

Under general direction performs difficult and complex program planning, development, implementation, monitoring and evaluation assignments; coordinates monitoring and evaluation work of subordinate personnel; coordinates the development of plans and programs of a major area of work of the Township; conducts and coordinates studies and surveys; reviews more difficult projects to insure compliance with applicable federal, state, and local laws, regulations and procedures; provides technical assistance to staff, volunteers, and other agencies; and perform related duties as required.

Distinguishing Features

Incumbents in these positions make decisions which typically involve program planning and directing, as well as, organizing new and future resource needs. Assigned significant planning, development, implementation, monitoring, and evaluation responsibilities in community, recreation, and transportation infrastructure programs. Incumbents in these positions make decisions which typically involve program planning and directing, as well as, organizing new and future resource needs. These decisions directly impact the effective functioning of the Township's services, and incumbent develops procedures affecting the Township infrastructure or the provision and delivery of public services. Inappropriate decisions would negatively affect the health and welfare of a segment of the population or the economic vitality of a segment of the Township.

Duties

1. Plans, monitors, evaluates, and supervises the operation of the Township's parks, paths, and preserves; transportation alternatives programs; public transit; roads; and community development.
2. Coordinates the development of the Township's parks, paths, preserves, transportation alternatives programs, access to public transit, road maintenance, and other recreational and community development projects. Staff community meetings for Road SAD, Pathway, or other potential project in a neighborhood.
3. Serve as Township's Climate Change Officer to develop and implement Township initiatives related to resilience, sustainability, and environmental initiatives, e.g., staffing the Sustainability Task Force.
4. Implements project activities with other governmental agencies, concerned private entities, community organizations, and residents ; develop effective program design and operating procedures; provide directions to implementing contractors or other agencies.

5. Monitor activities for contract compliance; direct the establishment of methods for project analysis and preparation of performance reports; direct studies and make recommendations on program modification and adjustments to assure contract adherence and responsiveness of programs to Township needs: reviews, presents and discusses program operational or policy programs with Supervisor and other Township Officers.
6. Develops and coordinates preparation of annual work program and operating budgets of Parks and Pathways Fund, Open Space Fund, Roads SAD Funds, Bus Fund, and any other revenue dedicated for the development and operation of the Township's efforts to develop sustainable public infrastructure.
7. Prepares, reviews, and executes contracts and subcontracts for authorized disbursements for services rendered; prepares and processes all necessary documents for fiscal payments to vendors, and provides appropriate fiscal budgetary control. Provides Township oversight and management of current contracts with Township Planner and Township Engineer to manage costs and performance.
8. Seek and apply for funds from various governmental agencies, private foundations, and other private contributors to augment established Township funding sources. Submit timely and accurate reports for all existing grant funded projects.
9. Reviews and recommends physical improvements and construction plans and budgets; meets with agencies, architects, engineers, and contractors to outline program requirements and procedures and resolve problems; monitors progress of construction and process payments.
10. Gives technical advice to staff, volunteers, and others at the Township in evaluating potential projects.
11. Develop and implement procedures for assuring the Township's compliance with applicable federal, state, and local laws and regulations in the administration of parks, recreation, pathways, and related activities.
12. As assigned, attend program or project related meetings and represent the Township in explaining and interpreting projects and objectives and their applicability to the Township and its various committees and commissions.
13. Serve as primary liaison for Township partnerships with the AAATA, WCRC, and WATS.
14. Guide development of Township's legislative agenda, and monitor areas related to Township's interest in sustainability, transportation, land preservation, and related.
15. Provide regular technical guidance and content support, including staying abreast of current research and practice, to assigned committees: Parks and Recreation Advisory Board, Transportation Alternatives Planning Committee, any regular or ad hoc Roads Advisory committees, any Sustainability Task Force or similar committee. As requested, provide support to Land Preservation Commission, Downtown Development Authority, and Gelman remediation working groups.
16. Partner with Committee Chair to develop and guide the work agenda of assigned committees, scheduling items for Board consideration, and implementing and managing projects approved by the Board.
17. Partner with the Committee Chair to manage committee meeting logistics, develop agendas, memos for committee, take minutes, post agendas and materials and minutes for the Committee.

Knowledge Skills and Attributes

Thorough knowledge of principles, practices, purpose and scope of community development programs, parks and recreation initiatives, equity initiatives, and sustainability programs; Federal, State, and local rules and regulations applicable to such programs.

Abilities and skills to: work within the Township governmental structure and external partners to plan, organized, initiate, direct and review work of subordinates or consultants; apply principles to define problems, collect data establish facts and draw valid conclusions; write clear and concise reports, recommendations and correspondence; deal effectively with representatives of governmental organizations and residents; speaking effectively before individuals and groups.

Software: BS&A, MS Office Suite, Tableau or other data visualization or statistical analysis software.

Experience and Training

1. At least 7 years of administrative/professional experience in community development, parks and recreation management, transportation planning, related area.
2. Preferred Possession of Masters level or higher in Urban and Regional Planning, Public Administration, Public Policy, Civil and Environmental Engineering, Environmental Sciences, Ecology, Environment and Sustainability, Public Health, Recreation and Parks Management, Climate Science and Solutions, or related field.
3. Licenses and Accreditations Preferred: PE.

**SCIO TOWNSHIP
WASHTENAW COUNTY, MICHIGAN
RES #21-XX**

**RESOLUTION AMENDING GENERAL APPROPRIATIONS ACT APPROVING FY21-22 BUDGET TO
MODIFY AUTHORIZED POSITIONS IN THE FYE22 BUDGET**

MONTH DAY, 2021

At a Regular Meeting of the Township Board of Scio Township, Washtenaw County, Michigan, held via Zoom, on the **MONTH DAY 2021** at 7:00 p.m.

Members Present:

Members Absent:

The following preamble and resolution were offered by _____ and supported by _____.

WHEREAS, the Board of Trustees has responsibility for continuing and creating positions and authorizing appointments or continuation of appointments to positions and specifying and fixing the compensation for positions; and

WHEREAS, Scio Township adopted the General Appropriations Act for FY21-22 Budget on March 23, 2021 via Resolution 2021-11; and,

WHEREAS, the number of authorized positions as presented in the budget document at the public hearing was adopted by reference and additional FTEs have required Board approval; and,

WHEREAS, the *Total Full-Time Equivalent (FTE) Employees approved as of April 27, 2021* are reflected in the attachment; and,

WHEREAS, the Treasurer desires to enhance the tax collection, billing, and receipts functions for the Township by establishing a permanent non-exempt full-time Deputy Treasurer position; and,

WHEREAS, the Board of Trustees desires to improve resident services, implement shared administrative services and improve information management systems across the Township by establishing a permanent exempt full-time Administrative Services Manager position; and,

Shared Governance Model: Proposed Modifications to Authorized Positions

WHEREAS, the Board of Trustees desires to improve the internal service of human resources for the Township by establishing a permanent non-exempt part-time Human Resources Professional position;

WHEREAS, the Board of Trustees desires to create and coordinate pathways, parks, preserves, roads, and other infrastructure designed to promote sustainability by establishing a permanent exempt full-time Sustainable Development Director position; and,

NOW THEREFORE BE IT RESOLVED THAT the proposed FYE22 budget be amended to increase the Total Full-Time Equivalents by 3.5 FTE positions consisting of 1.0 FTE Deputy Treasurer, 1.0 FTE Administrative Services Manager, 0.5 Human Resources Professional, and 1.0 Sustainable Development Director are hereby created, and compensation is specified and fixed, as referenced in the second attachment *Proposed Modifications to Authorized Positions*; and,

BE IT RESOLVED, that the proposed FYE22 budget be amended to increase the General Fund General Government Activity (101-101), General Fund Treasurer Activity (101-253), General Fund Planning Activity (101-701), Fire Fund (206), Parks & Pathways Fund Parks Activity (208-751), Parks & Pathways Fund Pathways Activity (208-753), Bus Fund (230), Open Space Fund (242), Roads SAD Fund (400), Water Fund (590), Sewer Fund (591) by the amounts corresponding in the *Proposed Modifications to Authorized Positions*.

FINALLY BE IT RESOLVED THAT this resolution shall be effective on the date of adoption.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

ABSTAIN:

RESOLUTION DECLARED ADOPTED.

Jessica M. Flintoft, Clerk
Scio Township

DATED:

CERTIFICATE

I, Jessica Flintoft, hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of Scio Township, County of Washtenaw, State of Michigan, at a Regular Meeting held on MONTH DAY, 2021 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Jessica M. Flintoft, Clerk
Scio Township

DATED:

Budgeted Activity	Authorized Positions				Regular Compensation			Authorized Classification			Additional Compensation
	Title	Number of Positions	Authorized by	Person is:	Notes	FY22 Budgeted Pay	per	Exempt	Union	Perm or Temp	Additional Compensation and benefits
Board of Trustees	Trustee	4	State	Elected		\$ 7,000	year	yes	no	Permanent	retirement
Supervisor	Supervisor	1	State	Elected		\$ 72,000	year	yes	no	Permanent	retirement, health, life, long term and short term disability insurance
Treasurer	Treasurer	1	State	Elected		\$ 65,000	year	yes	no	Permanent	retirement, health, life, long term and short term disability insurance
Treasurer	Deputy Treasurer	1	State	Appointed by Treasurer	Current appointment filled	\$ -					
Clerk	Clerk	1	State	Elected		\$ 84,000	year	yes	no	Permanent	retirement, health, life, long term and short term disability insurance
Clerk	Deputy Clerk	1	State	Appointed by Clerk	25 hours/week	\$ 27.50	hour	no	no	Permanent	Accrual of PTO
Elections	Seasonal Election Inspectors	as many as needed	State	Appointed by Clerk		\$12 to \$15	hour	no	no	Temporary	None
Assessor	Assessor	1	Township	Hired by Board	effective 9/1/21	\$110,000	year	yes	no	Permanent	retirement, health, life, long term and short term disability insurance, and PTO
Assessor	Assistant Assessor	1	Township	Hired by Board		\$ 67,081	year	no	no	Permanent	retirement, health, life, long term and short term disability insurance, and PTO
Assessor	Assistant Assessor	1	Township	Hired by Board		\$ 71,108	year	no	no	Permanent	retirement, health, life, long term and short term disability insurance, and PTO
Assessor	Assistant	1	Township	Hired by Assessor		\$ 12	hour	no	no	Temporary	None
Assessor	Board of Review Chair	1	Township	Appointed by Board		\$125	meeting	no	no	Temporary	None
Assessor	Board of Review Member	2	Township	Appointed by Board		\$100	meeting	no	no	Temporary	None
General Government	Office Coordinator	1	Township	Hired by Board		\$ 59,000	year	yes	no	Permanent	retirement, health, life, long term and short term disability insurance, and PTO
Buildings and Grounds	Grounds and Facility Worker	1	Township	Hired by Board		\$ 50,429	year	no	no	Permanent	retirement, health, life, long term and short term disability insurance, and PTO
Planning/Zoning	Administrative Clerk	1	Township	Hired by Board		\$ 55,006	year	no	no	Permanent	retirement, health, life, long term and short term disability insurance, and PTO
Planning/Zoning	Transcription Assistant	1	Township	Hired by Supervisor		\$12	hour	no	no	Temporary	None
Planning	Planning Commission Chair	1	Township	Appointed by Board		\$200	meeting	no	no	Temporary	None
Planning	Planning Commission Secretary	1	Township	Appointed by Board		\$105	meeting	no	no	Temporary	None
Planning	Planning Commission Member	4	Township	Appointed by Board		\$100	meeting	no	no	Temporary	None
Planning	Intern 2021	1	Township	Hired by Supervisor		\$4,000	total	no	no	Temporary	None
Zoning	Zoning Board of Appeals Chair	1	Township	Appointed by Board		\$100	meeting	no	no	Temporary	None
Zoning	Zoning Board of Appeals Secretary	1	Township	Appointed by Board		\$95	meeting	no	no	Temporary	None
Zoning	Zoning Board of Appeals Member	3	Township	Appointed by Board		\$90	meeting	no	no	Temporary	None
Finance	Finance Director	1	Township	Hired by Board		\$ 92,000	year	yes	no	Permanent	retirement, health, life, long term and short term disability insurance, and PTO
Finance	Finance Manager	1	Township	Hired by Board		\$ 83,000	year	yes	no	Permanent	retirement, health, life, long term and short term disability insurance, and PTO
Utilities	Utilities Director	1	Township	Hired by Board		\$ 90,000	year	yes	no	Permanent	retirement, health, life, long term and short term disability insurance, and PTO
Utilities	Field Supervisor	1	Township	Hired by Board		\$ 61,000	year	no	no	Permanent	retirement, health, life, long term and short term disability insurance, and PTO
Utilities	Utilities Technicians	3	Township	Hired by Board		\$54,669/year and	year	no	no	Permanent	retirement, health, life, long term and short term disability insurance, and PTO, On-Call, OT
Utilities	Utilities Administrative Assistant	1	Township	Hired by Board		\$ 59,000	year	no	no	Permanent	retirement, health, life, long term and short term disability insurance, and PTO
Fire	Fire Chief	1	Township	Hired by Board		\$ 88,500	year	yes	no	Permanent	retirement, health, life, long term and short term disability insurance, and PTO

Fire	Fire Captain	3	Township	Hired by Board		\$ 26	hour	no	yes	Permanent	Benefits set by Union agreement, shift rate, OT
Fire	Fire Lieutenant	3	Township	Hired by Board		varies	hour	no	yes	Permanent	Benefits set by Union agreement, shift rate, OT
Fire	Fire Fighter	3	Township	Hired by Board		varies	hour	no	yes	Permanent	Benefits set by Union agreement, shift rate, OT
Fire	Fire Investigator	1	Township	Hired by Fire Chief		\$14	hour	no	no	Temporary	None
Fire	Paid on Call Fire Fighter	11	Township	Hired by Fire Chief		\$14, or \$19.33	hour	no	no	Temporary	Trainee FF without FF I&II, Shift Rate, Call rate. Life insurance. Stipend of \$375/month for
Parks	Intern 2021	1	Township	Hired by Supervisor		\$4,000	total	no	no	Temporary	None

Budgeted Activity	Authorized Positions				Regular Compensation			Authorized Classification			Additional Compensation
	Title	Number of Positions	Authorized by	Person is:	Notes	FY22 Budgeted Pay	per	Exempt	Union	Perm or Temp	Additional Compensation and benefits
Treasurer 100%	Deputy Treasurer	1	Statute	Appointed by Treasurer	effective 8/1/21	\$43,000 to \$50,000	year	no	no	Permanent	retirement, health, life, long term and short term disability insurance, and PTO
General Government 25%, Fire 25%, Parks & Pathways 12.5%, Open Space 12.5%, Water 12.5%, Sewer 12.5%	Administrative Services Manager	1	Township	Hired by Board	effective 8/1/21	\$77,000 to \$84,000	year	yes	no	Permanent	retirement, health, life, long term and short term disability insurance, and PTO
General Government 100%	Human Resources Professional	1	Township	Hired by Board	effective 9/1/21; 20 hours/week	\$ 50	hour	no	no	Permanent	Accrual of PTO
Planning 25%, Parks & Pathways 60%, Roads SAD 10%, Bus 5%	Sustainable Development Director	1	Township	Hired by Board	effective 8/1/21	\$65,000 to \$72,000	year	yes	no	Permanent	retirement, health, life, long term and short term disability insurance, and PTO

MEMO

TO: SCIO TOWNSHIP ADMINISTRATIVE COMMITTEE
FROM: SANDY EGELER, CFO
RE: COST ANALYSIS OF PROPOSED NEW POSITIONS
DATE: MAY 5, 2021

I have been asked by the Supervisor and Clerk to run a financial analysis of the cost of their proposed new hires. Both are proposing hiring four new positions, three full time and one part time, permanent employees. Their proposals are significantly similar. Their proposed splits of how much each fund would contribute do have differences. Since both plans recommend the increase to full time by the Supervisor, I have shown those additional cost as a point of reference. These are the only proposed new wages that are included in the budget.

One of my concerns is charging a portion of expenses to two of our special revenue funds. The Township wide road SAD expires in FYE 2023 and the Bus millage expires in FYE 2025. I am unclear if the Board plans on renewing the road SAD and it is uncertain if the voters will approve a bus millage renewal. I feel there should be a contingency plan in case either are not renewed.

Another concern is the Parks and Pathways 15% cap on administrative cost. The P & P ordinance says administrative expenses are not to exceed 15% of estimated revenues. I calculated the 15% for this year to be as follows: Budgeted tax revenue \$851,760.00 x 15% = \$127,764. I will not express an opinion of what is intended to be classified as administrative, I just find it prudent to remind everyone of the limitation. I have not included grants in the calculation because I have no way of knowing if any will be obtained that allows funds to be spent on admin.

I am also very concerned about the Fire Departments budget being able to contribute to the funding of these positions. This year it is anticipated the Fire Department will use nearly \$160,000 of fund balance. Some of this is attributable to the renovations currently under way. As you know the General Fund loaned the Fire Department \$1,500,000 with a payback period of no more than twenty years. In speaking to the Fire Chief, he indicated that with the station still under construction he will not be able to fill the fourth evening position. He also had built into his budget around \$30,000 for a part time admin clerk, but he still believes this is a needed position. He believes their will be enough this year however, going forward it does not seem there will be sufficient funds. Both proposals include significant cost to the Fire Department, and I cannot see how they will be able to absorb the proposed new expenses. Another point to shed light on is the Fire Department is not in compliance with the new Fund Balance Policy. Even though this policy does not mandate a level it says it is desirable for the Fire Department to have nine months of expenses in Fund Balance. For fiscal year 2022 that equals \$1,500,000.00. The expected Fund Balance is \$985,267. Given the current and future cost I do not see any way for the Fire Department to operate at their current proposed structure, provide sustainable contribution for these new positions and be in compliance with the Fund Balance Policy.

Another relevant consideration is the cost to fill these positions. There is a significant difference if you simply advertise at a cost for a few hundred or if you hire a headhunter which could cost around \$20,000-\$25,000. Another cost that is in both plans is a temporary contract for HR services. I have not included that cost in my analysis.

From an accounting point of view we can spread the expenses for these new positions any way that the Board feels is appropriate. The total cost of the two plans is very similar and the reality is at this point we do not know what the bottom line cost will be. When calculating the cost of each person I looked at what we are currently paying and used the worst-case scenario. Most of the cost for our benefits are tied to age, wages and the number of family members being covered so it is impossible to say what the actual cost will be. The numbers I have used should be the most these four positions will cost.

Hiring four new permanent positions will cost the Township between \$400,000 and \$450,000 (not including the Supervisors increase) with the cost being shared by many funds. Care should be used when determining which funds will contribute how much to ensure the appropriate funds are contributing and the cost are sustainable each year.

TOWNSHIP OF SCIO
WASHTENAW COUNTY, MICHIGAN
RESOLUTION ESTABLISHING SALARY OF THE
SUPERVISOR

Resolution #21-XX

At a Meeting of the Scio Township Board of Trustees, Washtenaw County, Michigan, held via Zoom, on the ---th day of _____ 2021, at _____ a.m/p.m.

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS, MCL 41.95 provides that the salary for officers composing the township board shall be determined by the township board; and

WHEREAS, the Board previously established the Supervisor's salary to be _____ per year; and

WHEREAS, the current salary was set with the expectation that the office of Supervisor was a part-time job supported by full time staff, including a Township Manager; and

WHEREAS, the Board of Trustee recognizes that the duties of Supervisor require more than part-time attention; and

WHEREAS, the position of Township Manager is currently vacant, and

WHEREAS, the Board recognizes that the Supervisor (and all township officials and staff) should be fairly compensated for their work; and

WHEREAS, the Board is considering several organizational changes which may affect the amount of time required of the Supervisor; and

WHEREAS, the salary of an elected township official may not be decreased during the official's term of office;

NOW, THEREFORE, BE IT RESOLVED THAT, the Scio Township Board of Trustees establishes the salary of the Supervisor to be \$_____ per year, payable in accordance with the Township's current payroll practices, through the end of the current term of office , and

BE IT FURTHER RESOLVED THAT in the event the Supervisor is a certified assessor at the proper level and performs assessor duties, the Supervisor shall receive additional compensation (but not a salary) of _____, during such time as the Supervisor performs such duties; and

BE IT FURTHER RESOLVED THAT when the position of Township Manager (or an equivalent position as established by the Board of Trustees) is vacant, the Supervisor shall receive additional compensation (but not a salary) for performing duties generally assigned to and performed by the Township Manager as established by the Board of Trustees.

**TOWNSHIP OF SCIO,
WASHTENAW COUNTY, MICHIGAN**

Will Hathaway, Supervisor

Jessica Flintoft, Clerk

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

ABSTAIN:

MOTION CARRIED/FAILED.

CERTIFICATION:

I, Jessica Flintoft, Clerk of the Township of Scio, County of Washtenaw, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution approved by the Board of Trustees on the ____ day of _____, 2021. The following members of the Scio Township Board of Trustees voted as follows in connection with this resolution.

AYES:

NAYS:

ABSENT:

In witness hereof, I have hereunto affixed my official seal this ____ day of _____, 2021.

Jessica Flintoft, Clerk,
Township of Scio